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NATIONAL SECURITY AGENCY
Washington 25, D. C.

MEMORANDUM FOR ALL SUPERVISORS 9 September 1953

SUBJECT: National Security Agency Air Raid Alert Instructions

1. Reference is made to small green cards, titled National Security Agency Air Raid Alert Instructions, distributed on 23 February 1953 to all Staff Divisions and Offices for issuance to every individual.

2. It is directed that all supervisors take necessary action to insure that all personnel under their supervision make the following change in their own individual Air Raid Alert Instructions card:

a. Change phrase "Open windows - draw blinds or shades." to read, "Close windows - draw blinds or shades."

3. The Chief, Personnel Division, is directed to make the above change on the supply of NSA Air Raid Alert Instructions cards prior to issuance to new personnel, military and civilian.

FOR THE DIRECTOR:

GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

DISTRIBUTION IV

Approved for Release by NSA on 07-02-2012 pursuant to E.O. 13526

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14 Kits 188.

6 [redacted]

all in project

6 - Immediately to filled.