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# "Christmas Edition 1953" NSA NEWSLETTER

SEASON'S GREETINGS TO ALL NSA PERSONNEL!

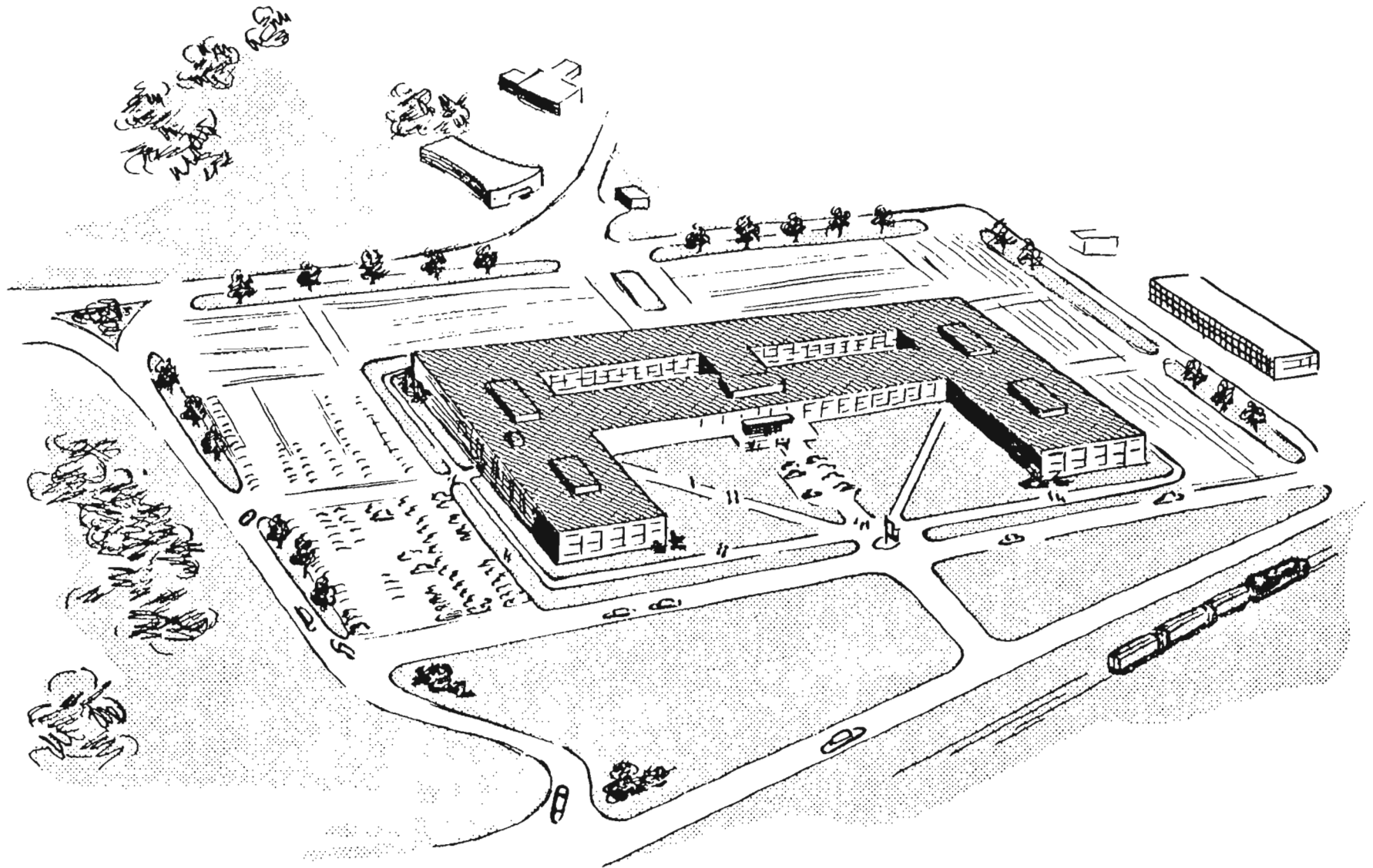
As another Holiday Season nears, I want to express my sincere appreciation for the fine spirit of enthusiasm you have displayed and the commendable manner in which you have accomplished your individual assignments in 1953.

My heartfelt thanks to each of you for a job well done, and with it go to you and yours my very best wishes for A Merry Christmas and A Happy New Year!

*R. J. Canine*  
RALPH J. CANINE  
Lieutenant General, US Army  
Director



# FORT MEADE MOVEMENT NEWS



## **SURVEYS CONTINUE --- HOUSING, MARYLAND GROUND RENT, AND BALTIMORE-WASHINGTON PARKWAY**

This is the second in a series of articles designed to present information covering all aspects of the Fort Meade move of interest to NSA personnel. Future articles will feature additional housing information and the results of other surveys.

Since much of the survey information is statistical, your attention is directed to the **MOVEMENT ACTIVITY BULLETIN BOARDS** in A and B buildings. Displayed beside the maps are a variety of reference materials and booklets dealing with subjects such as housing areas, tax laws, schools, and churches. The supply of these booklets is limited. Your cooperation is asked in returning these books promptly to the racks so that all interested may have an ample chance to review them.

Similar displays of maps and reference materials are being prepared for NSS and the School.



### WILL YOU BE THE FIRST MAYOR OF FORD CITY?

Definite plans have been completed by two housing developers to construct large housing developments in the Fort Meade area. Of great interest, in this respect, is the proposed construction of Ford City by the Harry A. Boswell Company, Inc., of Mount Rainier, Maryland. The name Ford City is temporarily being used to identify the project. Ford City's initial construction, consisting of low to medium cost homes, will begin in the Spring of 1954. Current plans call for the nucleus of the city to be located at the intersection of the Laurel-Fort Meade Road and the new Baltimore-Washington Parkway. This city will be self-sustaining in all respects and should eventually have a population of 50,000 people. Additional Ford City information will be included in future issues of the Newsletter.

### FERN GLEN MANOR TO BE ERECTED 11 MILES FROM FORT MEADE

A housing development of 250 low cost, precision built, 2-bedroom homes, is now under construction one mile northwest of Glen Burnie, Maryland. Fern Glen Manor is being built by Lasting Homes, Inc., 25 Baltimore-Annapolis Blvd., Glen Burnie, Maryland.

Some of the houses' features are: 1/4 acre lots with at least 75 foot frontage; convenient to shopping centers, schools, churches, and transportation; automatic storage water heaters; copper piping; automatic gas heat; fir framing; asbestos shingled exteriors; asphalt tile floors; and optional carports.

### SAMPLE FINANCING (FHA)

- \$4,995.00 - cost of house
- \$1,200.00 - cost of land (or \$72.00 per year Ground Rent)
- \$6,195.00 - total cost of house and land
- \$1,500.00 - down payments
- \$4,695.00 - mortgage
- \$ 58.00 - per month, includes principal and interest
- \$ 60.00 - per year, approximate cost of taxes and insurance

### ADDITIONAL HOUSING

The Lakehurst, Inc., and G. G. Corporation, Glen Burnie, Maryland, have about 200, 2 bedroom, detached homes for sale and to rent in Glen Burnie, east of the Baltimore-Annapolis Blvd. Each house is equipped with a refrigerator, gas stove, and gas heating unit. Rentals are \$70.00 per month, plus gas and electricity. Sale prices (FHA) financed) are \$6,250.00 for asbestos shingle construction and \$6,500.00 for brick construction.

The Fairlawn Development Corp. has 3-bedroom homes for sale in Laurel (see the Fairlawn sign at Laurel's southern entrance) The cost of these homes is \$11,000.00, plus ground rent. The land may be purchased outright for an additional \$995.00.

#### **\$360.00 DOWN PAYMENTS**

For those interested in a Cooperative Housing Development, the community of Greenbelt is offering such an arrangement, with down payments as low as \$360.00. (There are approximately 60 units now for sale.) Greenbelt is located on the new Baltimore-Washington Parkway 12 miles south of Fort Meade. The cost of these 2, 2 1/2, and 3-bedroom brick and masonry homes ranges from \$5,500.00 to \$9,000.00.

#### **REGISTRATION OF AUTOMOBILES AT AHS**

All vehicles that are presently registered must be re-registered for the year of 1954.

1. The re-registration of privately owned vehicles for year 1954 will begin on 4 January 1954 at the Office of the Provost Marshall in Bldg T-301. Hours of registration will be from 0800 until 1700, Monday thru Friday, and from 0800 until 1200 hours on Saturdays.

2. The vehicles will be registered alphabetically according to applicant's surname. The following schedule is applicable:

4 January 1954 thru 9 January 1954 - A thru 3  
11 January 1954 thru 16 January 1954 - F thru K  
18 January 1954 thru 23 January 1954 - L thru R  
25 January 1954 thru 30 January 1954 - S thru Z

3. 1 February thru 6 February 1954 will be set aside for those who are unable to apply on scheduled dates.

4. The cost of the new stickers will be twenty (\$0.20) cents.

5. Applicants will have the following with them at the time of registering:

a. Valid operator's permit.

b. Proof of ownership (title and/or registration card).

c. A valid safety inspection sticker for the state in which the vehicle is registered or the District of Columbia. (For states where safety inspections are not required, owners will be required to have them inspected in Virginia.)

#### **ACCIDENT REPORTING**

Last year there were 35,000 accidents in the U. S. Army, not including the combat zones: Four times an hour, seven days a week, or every fifteen minutes, someone met with an accident he wasn't expecting. Just another statistic? Well, it's a big enough one to equal knocking out ONE FULL-STRENGTH COMBAT DIVISION for an entire year. Or equal to stopping the nation's ENTIRE MILITARY STRENGTH for one whole day.

Report office hazards to your supervisor. Prevent that accident before it happens.

## **REGISTRATION FOR SECOND SEMESTER OF COLLEGE TRAINING PROGRAM**

College Training Program courses for the second semester of the 1953-54 academic year will begin on 7-8 February 1954. For the most part these will be a continuation of the courses offered in the first semester plus a course in Analytic Geometry and a repeat of Speech I, if there is sufficient demand.

Registration preference will be given those currently enrolled and successfully completing first semester course.

Training Memorandum No. 12, which should be in the hands of the Training Coordinators by mid-December, will provide information concerning registration procedure for the second semester of the College Training Program. Application deadline will be the first week in January, selection will be made by 20 January, and notification and registration by the first week of February.

## **APPLICATIONS OPEN FOR NSA FULL FELLOWSHIP PROGRAM**

Among the several academic training opportunities open for NSA personnel who wish to continue their education beyond the undergraduate level is the NSA Fellowship Program which is made available once a year.

The Fellowship Program offers a full year of graduate study to a small number of selected career NSA employees in fields directly related to the individual's work.

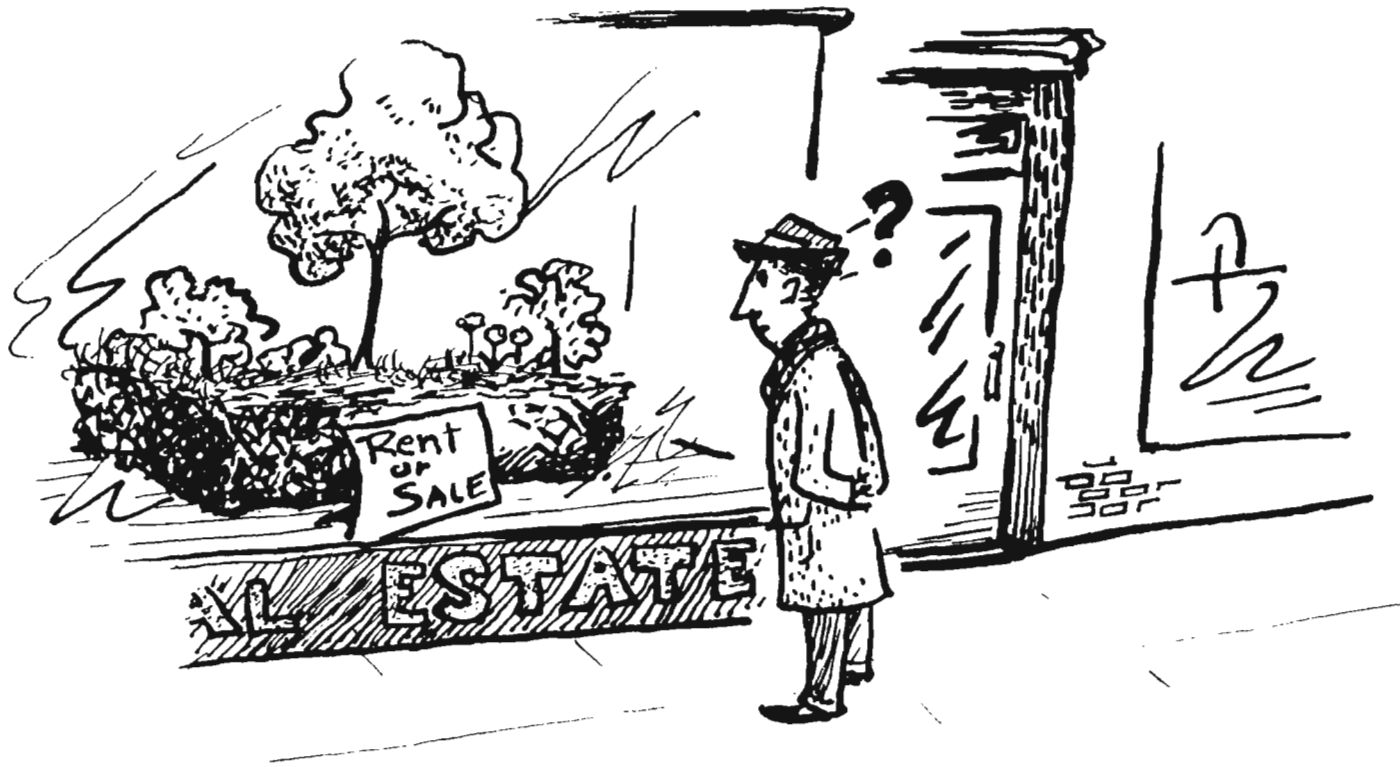
Applications are now being accepted for the full fellowships for the 1954-55 academic year. Information concerning this program is to be found in Training Memorandum No. 9, dated 6 November 1953, available at the Training Coordinators' offices or by calling Code 131 Ext. 60769, NSS.

### **SPECIAL ANNOUNCEMENT**

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#### **INTERIM MEADE MOVE RESCHEDULED**

Minutes before the Newsletter went to press, PROD personnel were informed that the interim move to Fort Meade, scheduled for September 1, 1954, will be postponed for approximately three months.



### MARYLAND GROUND RENT

Though ground rent has long been a practice in Baltimore and in recent years throughout many other areas in the State, there are no Maryland state laws governing its application.

Ground rent is most easily explained by the following example: Suppose a development company, or other builder, wishes to purchase a large amount of land on which to build a housing development but does not have the cash to finance the project. In going to a bank or loan agency to borrow money, the development company agrees to repay the bank for its loan by accepting a 99 year lease to the land. These payments through which the development company repays the bank are called ground rent and are borne by the individual who purchases the house.

Ground rent, plus interest, is added to the monthly home purchase payments. When stipulated by the individual sellers, the purchaser may exercise an option to purchase the land after having paid ground rent for a period of five years (with the amount already paid for ground rent applied as partial payment). In other cases individuals may purchase the ground outright. When ground rent is imposed, this information is *usually* posted by the seller. The interest rate for ground rent is 6%. Although every purchase has its individual peculiarities, usually you will save money by buying the land outright.

## BASKETBALL SEASON IN FULL SWING

Interested in Basketball? Come out and support your teams. Games will be played on Wednesdays at 8:00 P.M. and Fridays at 5:00 P.M. in the AHS Gym and on Mondays, Wednesdays, and Thursdays (beginning January 4) at 6:15 P.M. in the Brandon Junior High School Gym, Arlington, Virginia.

The girls' league will open its season on 14 December at the Brandon School Gym, Arlington, Virginia.

## AGENCY DANCE SUCCESSFUL

It may interest you to know that the recent Agency Dance was both a social and financial success. The Recreation Council wishes to express its appreciation to all who helped make the evening an enjoyable one.

Sale of Tickets		\$1,099.00
Rental of Hall	\$280.00	
Orchestra	210.00	
Flowers, Prizes, Trophies, Printing, etc.	143.11	
Tax	<u>198.00</u>	
		<u>831.11</u>
(Balance to be used in sponsoring Spring Dance)		\$267.89

## FLAME-PROOFED CHRISTMAS TREES FOR OFFICE PARTIES

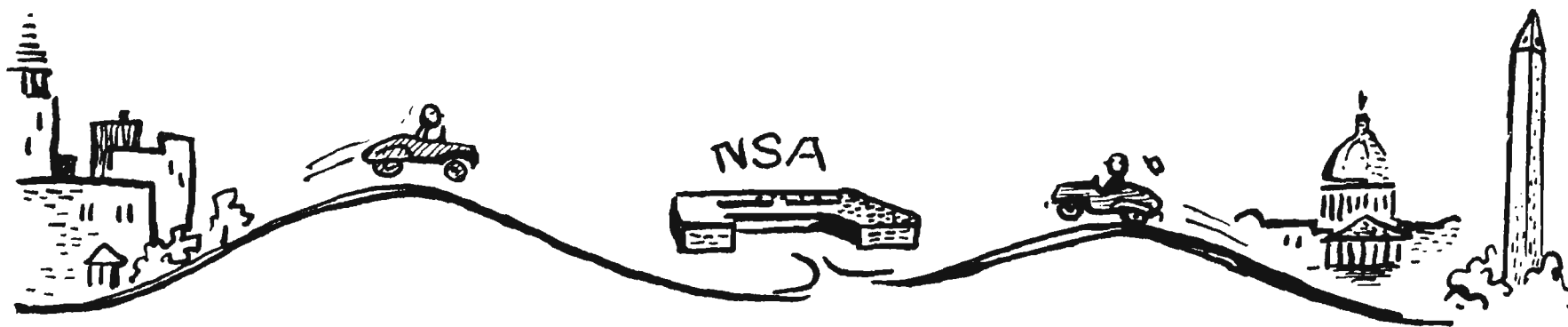
Each year the AHS Civilian Welfare Council Purchases Christmas trees and supplies them free of charge to all requesting units at AHS, the School, and NSS. It is expected that trees will be available on 21 December 1953 at the AHS Firehouse. Tickets authorizing the bearer to pick up a tree will be distributed, based on the stated requirements of the Divisions and Staff Sections. The trees will be flame-proofed prior to distribution in accordance with AHS regulations. All trees must be removed from the building prior to 1730, 24 December 1953. After the Christmas Parties, they may be taken home or left at the 7th Street Gate, where they will be picked up by the Arlington County Community Chest for Distribution to needy families.

Distribution of trees for offices at NSS will be coordinated by Mr. R.R. Myers, ext. 60423.

## NSA SERVICE TRAINING CONFERENCE

Representatives of the USAF Security Service, the Naval Security Group and the Army Security Agency attended an NSA Service Training Conference from 8 - 11 December in the NSS Lounge to familiarize themselves with NSA Training Programs, to reach an agreement on mutual problems, and to make recommendations to the Director of NSA on training matters.

The conference, under the chairmanship of Lt. Col. S.L. Patterson, USAF, discussed the following training topics: "Criteria for Determination of Aptitude and Proficiency," "Manpower Problems in the Cryptologic Services," and "Factors Involved in Centralization of Training Programs".



### WASHINGTON TO FORT MEADE IN 28 MINUTES

It is estimated that the Baltimore-Washington Parkway will be completed by October 1954. At present the Parkway is open from Baltimore to the Laurel-Bowie road exit, six miles south of the NSA building site.

The stretch of road from Baltimore to the Jessup exit has been constructed by the state of Maryland. The stretch south of the Jessup exit will be a National Parkway and under the jurisdiction of the Federal Government. Commercial trucks will not be permitted to travel on the National Parkway. There will be no toll for other vehicles.

When completed, entrances and exits along the southern portion of the Parkway will include the following:

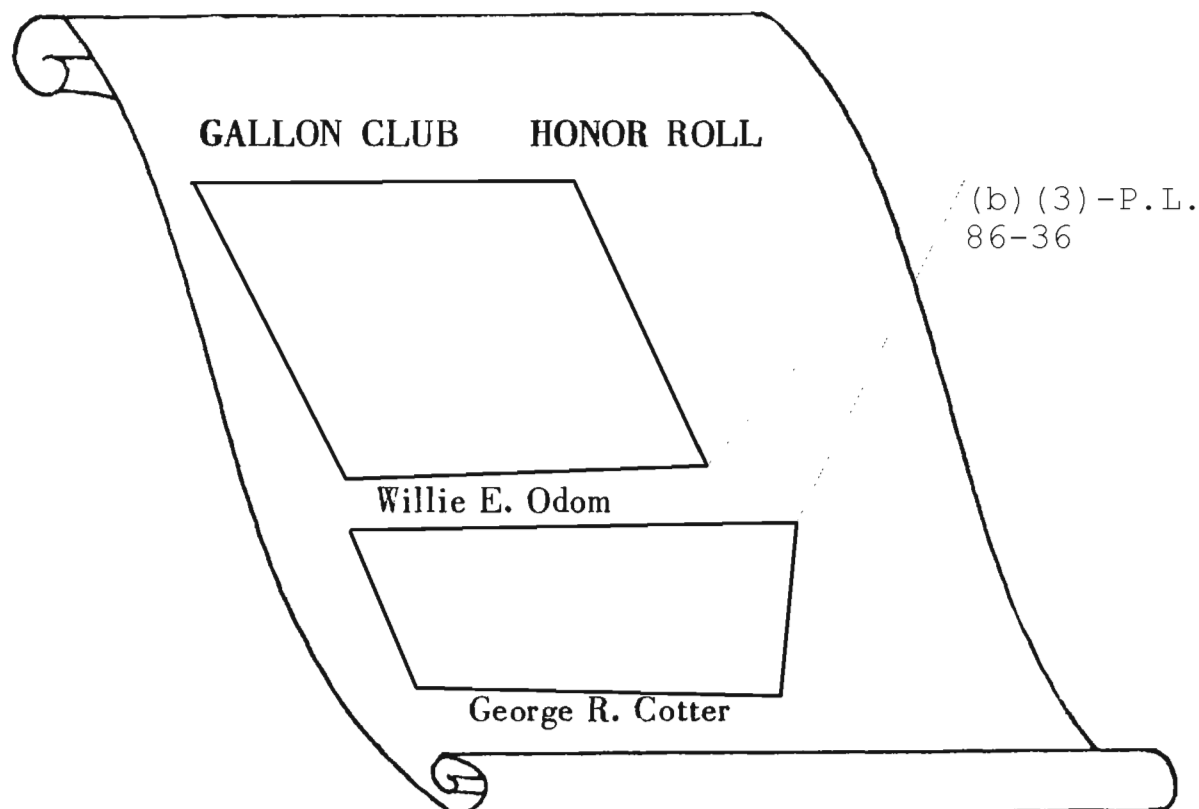
- New York Avenue, Washington
- Kenilworth Avenue, from S.E. Washington
- U. S. Route 50
- Andover Road, Bladensburg, Maryland
- Defense Highway, Bladensburg, Maryland
- Riverdale Road, Riverdale Heights, Maryland
- ✓ Glenn Dale Road, Greenbelt, Maryland
- East-West Highway, Beltsville, Maryland
- Laurel-Bowie Road
- Laurel-Fort Meade Road
- Annapolis Junction Road (the road running past the entrance to the NSA site)



## BECOME A MEMBER OF THE GALLON CLUB

ONLY THE SHOOTING IS OVER.....DEMAND FOR BLOOD GOES ON. While the Korean Armistice has reduced the quantity of blood required for the Armed Forces, it does not lessen the urgent need for blood for other important purposes.

The Gallon Club is the Legion of Honor for blood donors. Let us add your name to this Honor Roll.



The names of Blood Donors who have given a gallon of blood will be announced in each Newsletter. If you have given a gallon since our Defense Program started in August 1951 and your name has not appeared on the Honor Roll - Call Ext. 147-379.

### NEXT TIME GIVE A PINT

The Bloodmobile will be at the following locations on the dates indicated:

Post Gym	28 Dec 1953
Chapter House	4 Jan 1954
Chapter House	25 Jan 1954



### IS THERE A SANTA CLAUS?

Give a toy for a tot. For your Christmas donation to an underprivileged Child, collection boxes have been placed at the center entrances of A, B, and Headquarters Buildings at A.H.S. Won't you make an extra effort to stop and pick up a toy during your Christmas shopping? Without your gift he may not receive a visit from Santa Claus this year. Is there a Santa Claus?

## FROM COFFEE ROASTING TO CENSORSHIP

### A Brief History of Fort Meade

Fort George G. Meade was established on June 23, 1917. The Post was named in honor of Major General George G. Meade, Commander of the Army of the Potomac at the Battle of Gettysburg.

The military reservation is located near Odenton, Anne Arundel County, Maryland, approximately 20 miles northeast of Washington, and 17 miles southwest of Baltimore.

Nearly all types of Army Ground Force units have been trained at Fort Meade. Close to 4,000,000 persons have passed through or been stationed at this reservation.

In 1928 the first large scale permanent construction began in the Maryland Colonial style.

A large Cooks' and Bakers' School was established on the Post, and summer training was provided for the Citizens Military Training Corps (CMTTC), the National Guard, the Reserve Officers Training Corps and Organized Reserve Corps units. With the passage of the Selective Service and Training Act in September 1940, an eight-million dollar construction program began. After the attack on Pearl Harbor, night-and-day construction completed one building every 53 minutes.

In 1941 the Post had 13 chapels, 6 dispensaries, 8 dental clinics, 5 closed and 2 open-air theaters, 5 service clubs, and 3 libraries. Athletic facilities include 30 areas for softball and volleyball, 4 swimming pools, 1 baseball diamond, 1 football gridiron, 1 golf course, 2 lakes well stocked with fish, and a game preserve.

### World War II Activities

Seventy-seven days before Pearl Harbor a Reception Center was established where inductees from Maryland, Pennsylvania, Virginia, and the District of Columbia were processed.

A Special Service Unit Training Center was opened in 1942 through which many notables of the stage, screen, and athletic worlds passed. One of the unusual activities of this center was the famous School of Judo. The first Army Ranger School was also established here.

A long-time SECRET activity was the Prisoner-of-War Information Bureau. This activity received as many as 159 bags of mail per day for German, Italian, and Japanese prisoners.

Until 1943, hundreds of enemy aliens were segregated by nationality and interned on the Post.

### Activities After World War II

With the cessation of hostilities, Fort Meade began to resume its peacetime functions. In 1947 Second Army Headquarters, holding military control over the seven states of Pennsylvania, Delaware, Maryland, Virginia, West Virginia, Kentucky, and Ohio, was transferred from Baltimore to Fort Meade.

Recent major Post activities have included a large Reception Center, the permanent Food Service School, a Basic Recruiter's School, a Leadership School, a branch of the Command and General Staff School, and the Instructors' Training School. A six-week summer camp was established for Infantry and Cavalry ROTC students.

It was at Fort Meade that President Eisenhower received one of his favorite bits of advice from a senior officer, "Always take your job seriously, but never yourself."

## SUPERVISORY STRATEGY

From the worker's point of view, an ounce of honesty, fairness, squareness, and impartiality outweighs a pound of any supervisor's technical or intellectual know-how. Eighty-seven percent of our success depends on our human engineering, only thirteen percent on our technical knowledge.—Harry Stowers. *Management Can Be Human.*

## POSITION CLASSIFICATION

### QUESTIONS AND ANSWERS

Q. HOW IS A POSITION DISTINGUISHED FROM A JOB?

- A. (1) A position is a group of officially assigned duties performed by one person.  
(2) A job is a group of positions which are closely related as to methods, techniques, skill requirements, job controls, and working conditions. It is possible to find a single position with major duties so different from all other positions that it is known as a "one-position job."

Q. WHAT SIGNIFICANCE DO JOB CONTROLS HAVE WITH RESPECT TO THE JOB DESCRIPTION AND THE EVALUATION OF THE JOB?

Job controls mean the type of supervisory control (technical or administrative); the type of instructions given (oral or written); the type of review that is made of the work performed; and the type of guidance given in established policies, regulations, and procedures. These controls indicate degrees of responsibility, initiative, and judgment required of the individual and are the crux of a job evaluation.

Q. HOW IS MAJOR DUTY DEFINED?

- A. A major duty must (1) be a placement or training requirement, (2) recur periodically, and (3) occupy a reasonable amount of time.

Q. DO WORKING CONDITIONS AFFECT THE EVALUATION OF A JOB?

Adverse working conditions do affect the evaluation of a job; however, these are normally found only in the various trades, crafts, laboring and other "blue collar" type jobs.

Q. WHO ASSIGNS THE SPECIFIC DUTIES PERFORMED IN A POSITION?

- A. Normally, the line supervisor directly above the position.

### IT'S NOT EASY

To apologize, to begin over, to take advice, to be unselfish, to admit error, to be charitable, to avoid mistakes, to endure success, to keep on trying, to forgive and forget, to profit by mistakes, to keep out of the rut, to shoulder deserved blames, to maintain a high standard; to recognize the silver lining, *BUT IT ALWAYS PAYS.*

A man should never be ashamed to admit he has been in the wrong, which is but saying in other words that he is wiser today than he was yesterday. . . . .Alexander Pope

"We judge ourselves by what we feel capable of doing while others judge us by what we have done." . . . . .Longfellow

### NSA EFFICIENCY AWARD NEWS

#### WHO'S WHO

The employees listed below have received cash awards, outstanding performance ratings, superior accomplishment step increases, and letters of appreciation for the period 1 July through 4 December 1953.

#### CASH AWARDS

\$201.00 to \$275.00

shared

\$101.00 to \$200.00

\$51.00 to \$100.00

\$10.00 to \$50.00

#### OUTSTANDING PERFORMANCE RATINGS (Cont'd)

Lawrence E. Shinn

(b) (3) - P.L. 86-36

#### SUPERIOR ACCOMPLISHMENT STEP INCREASES

William Hunt

(b) (3) - P.L. 86-36

#### OUTSTANDING PERFORMANCE RATINGS

Robert J. Beattie

Norman Boardman ✓

Harry L. Clark ✓

William H. Gossard

Henry J. Herczog ✓

#### AWARDS TO MILITARY PERSONNEL

Capt. Richard H. Jones

(b) (3) - P.L. 86-36