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NAVY DEPARTMENT  
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Tentative

NAVAL COMMUNICATIONS COURSE

INTRODUCTION FOR STUDENTS

You have filled out the Personal History Statement, taken the Secrecy Oath, and are now enrolled in the Naval Communications Course. We think you will find it interesting, and valuable to you as well as to the Navy.

This course is experimental. It has never been given before. Cryptanalytic work has usually been done by men in the previous wars. Whether women can take it over successfully remains to be proved. We believe you can do it.

Your instructor has a pamphlet, "Notes on Communication Security." This is most important and should be read at the first meeting of the class. Although you are studying cryptanalysis, we cannot allow this to be generally known, nor ever published under any conditions. "Cryptanalysis," "intelligence" or "security" are words which must not be used outside of your own study group. Do not let them leak into any newspapers or publications of any kind.

Perhaps the safest attitude for you to take is that you are studying Naval Communications in general - the preparation, routing and handling of Naval message traffic. This is a large and important branch of the Navy, you know, since there are no commercial telephone or telegraphic companies to do it for us. Of course, in war time everybody presumes that Naval messages are coded, and that there probably will be somewhere somebody trying to break "enemy" codes, etc. You might just presume the same thing.

You might state that you are studying the "Communication Instructions of the U.S. Navy." Your instructor has a copy of this large book and you should become generally familiar with it (particularly Chapter 4). An outline of these instructions follows:

- The Naval Communication Service.
- Internal organizations.
- Duties and responsibility of communication officers.
- Communication security.
- Mobilization of communications.
- Safety of life at sea and in the air.
- Aircraft communications.

Inspections.  
Messages and mailgrams.  
Shore radio direction finder and beacon service.  
Procedure.  
    General.  
    Naval call signs.  
    Parts of a message in naval form.  
Individual procedure signs and their uses.  
Related procedure signs and their uses.  
    Addresses - Direct and indirect communication.  
    Passing messages.  
    Relay and routing instructions.  
    Precedence and acknowledge signs.  
    Ending transmissions.  
    Repetitions, corrections, verifications.  
    Identification of messages.  
    Canceling or annulling messages.  
    The executive method.  
    Transmitting and receipting for signals.  
    Paralleling radio and visual.  
    Recording times and servicing messages.  
Radiotelegraphy - including F, I, and R methods.  
Naval radio telephony.  
Visual telegraphy.  
Flag hoist signaling.  
Miscellaneous visual and sound.  
Traffic involving tolls.  
Abbreviations authorized.  
Movement report system.  
The naval shore radio systems.

One thing you are probably wondering is just what this crypt-analytic study might lead to in case we get involved in an all-out war. There would then be a great deal of this work to be done, both directly and in another branch of the Navy which would handle censorship. Women would be needed and you would be already trained. We do not know whether you might serve as trusted civilian employees of the Navy Department or whether some special branch would be created. At any rate, it would be on a salary basis.

The Navy appreciates the contribution you are now making in preparing yourself for this work. We believe you will find it fascinating.