

THE WHITE HOUSE  
WASHINGTON

18 April 1938

MEMORANDUM

For the Heads of The Executive Departments and Agencies of the Government

For approximately a week, commencing about 30 April 1938, the President expects to be cruising in the vicinity of the Virgin Islands.

Any communications which the Heads of the Executive Departments or agencies of the Government feel must be sent to the President while he is at sea, will go via Naval Communications. Such messages, in every case, must be sent to the White House, either to the Secretary-in-Charge, or to the Executive Clerk-in-Charge.

All messages should be in triplicate, double-spaced typing, and be plainly marked with one of the following classifications as to security:

- (a) "CLEAR" - Text of message to be sent in plain language.
- (b) "RESTRICTED" - Text of message to be sent in cipher of relatively low security which will give administrative privacy but which will not withstand attack by expert cryptanalysis.
- (c) "CONFIDENTIAL" or "SECRET" - Text of dispatch to be sent in cipher of very high security which may be expected to withstand attack by expert cryptanalysis.

No message should be designated "CONFIDENTIAL" or "SECRET" if its subject matter is ever at any time to be made public by the press, or otherwise, or if it is to be passed in plain language by telephone, land wire or other rapid means of communication. (These precautions are necessary in order to maintain the security of the cipher).

Mail for the President should be delivered to the Executive Offices of the White House, from which it will be forwarded by mail plane to the President.

By direction of the President.

  
M. H. McIntyre,  
Secretary to the President.