

Declassified E.O. 12356 Section 3.3/NND No. 785015

ACC

10000/100/291

Declassified E.O. 12356 Section 3.3/NND

No.

785015

000/100/291

SECURITY
OCT. 1942;
AUG. - NOV. 1943

54 pp

REFERRED TO	DATE	REFERRED TO	DATE
Col Rackhove	28/8		
G-2	7 Sept 42	JACS	
Sgt. Schanzen	8 Sept	JACS	1200
G-2	10 Sep		
G-2	11 Sept		
Robert Sauer	11 Sept		
Robert Sauer	13 Sept		
G-2	14 Sept		
G-2	15 Sept		
ACQ S	16 Sept AM		
G-2	16 Sept		
G-2	18 "		
G-2	27 Sept		
G-2	4 Oct		
G-2	6 Oct		
G-2	7 Oct		
G-2	8 Oct		
G-2	9 Oct		
AS	10 Oct		
G-2	10 Oct		
G-2	10 Oct		
G-2	12 Oct		
G-2	13 Oct		
JACS	13 Oct		
G-2	13 Oct		
G-2	14 Oct		
JACS	14 Oct		
G-2	14 Oct 43		
G-2	21 Oct		
G-2	22 Oct		
G-2	23 Oct		
G-2	23 Oct		

785015

To: JACS

To see 47A + 47B.

5 Oct. 1942

John V. Hinckley
Major, M.I.

127

Please see 10A
(Mm)

G-2 - SEE 23A. ~~St.~~

~~Public Safety~~ ~~Learn~~

Ally. Cool.
Goulb. P.C. meg
Cen P.S. P.H. G.P.P.
Kane. R.D.R.

Please see initial ~~W.M.~~
to let sample to

See to all group 7. Cool is active
There is no officer. ~~W.M.~~ ~~St. 14~~

C.S.(4)
10th. ~~W.M.~~ ~~St. 14~~

C.S.(Y) M.F.
Transport. ~~W.M.~~ ~~St. 14~~
Economics ~~W.M.~~ ~~St. 14~~
Agriculture. ~~W.M.~~ ~~St. 14~~

15 SEP ant G of S - see 31 A ~~St.~~

~~St.~~

785015

121 ②

See to all group. Cowley is active.
There is no other. ~~See to all~~ 14-16

C.S. (4)

10/14/64
R.A./W.C. 4 to 6

C.S. (Y) M.F.
Transport. See D.W.
Economics. See W.C.
Agriculture. Noted W.C. 3

15 SEP 1964 G of S - see 31 A 44.

6

G2 31A. See. Under the best arrangements
you can. See G.1 on personnel question
set for funds, which should improve
soon. See P.D.S. re hunting system!

14 9/10/64

W. Stettin
Col.

Noted 16 SEP

SOA

SECRET.

TO : G-2 AFHQ.
FROM : Military Government Centre.
SUBJECT : Security.
REFERENCE : AC/1000 (G-2)
DATE : 30 NOV 43.

Attention Lt.Col. Eyres Monsell.

1. The attached notes and statement relating to Mme. Leblanc-Duru are forwarded, for action as deemed necessary.
2. It is understood that :-
 - (i) This individual made a short impromptu speech, definitely subversive, at Hotel Koller at TIZI-OUZOU last Friday.
 - (ii) When this individual left TIZI-OUZOU in March 1942 she possessed very little money but during her stay at TIZI-OUZOU last week she was apparently able to produce Fos 850,000 in an endeavour to purchase Monsieur Khier's business.


F. E. GILLETT.
Capt., 5 Innis. D. O.


R. G. KIREWOOD.
Colonel,
Acting Chief of Staff,
M. G. C.

FEO/wow.

785015

49A

TO: G-2, Rear A.C.
FROM: Chief Clerk, Rear A.C.
SUBJECT: Security.
REFERENCE: AC/1000.
DATE: 1 November 1943.

49B, C

The attached papers were found outside the city of TIZI OUZOU under the following circumstances:-

On Sunday, 31 October 1943 I took the afternoon off and went for a hike in the mountainous areas South of TIZI OUZOU. I started at one o'clock and reached the village of BOU HINGUN one and a half hours later. I proceeded to the next Babyl town AIT OUAMECH. From there I descended to the valley and then continued uphill towards the village of AIT HESSEAN. From there I returned to TIZI OUZOU passing through AIT MANSOUR (SNOWIA). From the mule path I could see several piles of trash (tin cans, mimeographed sheets, and waste paper) which evidently originated from the Allied Forces at this post. These spots were close to the road and appeared to be rest stops. The papers were found on the steep section of the path before the level section is reached. The areas in question are approximately 5 km. from TIZI OUZOU. Among the papers found were Italian Language Lessons from the M.O. School and 'Hollywood' Standing Orders. Some of which seemed to have been used as toilet paper by people outside the Allied Forces.

A possible explanation for this violation of security rules is the practice of releasing 'London' trash to the natives instead of burning it. Which practice will have to be proved.

J. O. Schanzer
J. O. SCHANZER.
M/5jt., M.I. Chief Clerk.
Central Registry.
Rear A. C.

GOS/scr.

Copy to:- G-2.
Executive Officer (3).

1271

49B

ALCOT

Fundamental Elements of Italian

I

Pronunciation.

1. ALPHABET.

The Italian alphabet has the same letters as the English alphabet with the exception of K, W, X and Y which do not appear in words of Italian origin. J is very rarely used in modern Italian, its place having been taken by I.

2. VOWELS.

A like a in father: padre, father; madre, mother; casa, house; pane, bread; via, street.

E like e in fate: mese, month; è, is; sera, evening; or like g in get: bene, well; bello, beautiful; ex, was.

I like i in machine: ministro, minister; finire, to finish; invasore, invader.

O like o in so: dopo, after; soldo, sun; ora, hour; or like g in or: poco, a little; pioggia, rain; voglio, I want.

U like u in pool: cura, care; usare, to use; uno, one; lungo, long.

Note: The distinction between close e (e like e in fate) and open è (like e in get) and between close o (o like o in so) and open o (o like o in or) is frequently not observed by the Italians themselves outside of Tuscany. The beginner is advised to adopt the close pronunciation of both these vowels in all accented syllables until he learns the distinction in the most common words by ear and practice. In unaccented syllables, the pronunciation of

127)

are directly pronounced as a
other vowel. In
the sound
considered

785015

49C

HOLLYWOOD HEADQUARTERS
CENTRAL REGISTRY AND OFFICE PROCEDURE

STANDING ORDERS

1. GENERAL: It is essential that all Staff Officers and clerks should arrange their work so that other officers or clerks can deal with urgent matters relating to it in their absence.

This is arranged by:

- (a) Interchange of information between officers; all officers should have a general idea of the lines on which other officers of their branch are working.
- (b) A filing system common to all branches from which the threads of any subject can be quickly gathered.
- (c) The recording in writing in files of important decisions taken by telephone or in conversation.
- (d) Officers leaving HQ must:
 - (i) Let other officers in office, or duty officer know, where they can be found and when they will return.
 - (ii) Turn over important matters which may arise in their absence
 - (iii) Cancel or turn over booked telephone calls.

2. FILES:

il lapis-pardil
la carta - paper
ma - but
nno - black
che cosa - what thing possible
di che colore questo - that
paper - paper
pi carta - hangover
io no c'era - I was not there
come e sta per

785015

(6) Minutes giving information or decisions should be filed in their appropriate place as correspondence, if too lengthy to be placed on the minute sheet.

3. SECRET DOCUMENTS:

All secret documents bearing copy numbers will be registered in the Secret Documents Register and filed separately.

4. CORRESPONDENCE:

All in and out correspondence and documents must pass through the Central Registry. Officers and clerks must ensure that any handed to them personally go through the Registry.

(a) The chief Clerk will be responsible for the organization and supervision of the Central Registry and Office.

(b) The Central Registry and Office will never be left unattended. A Roster will be prepared detailing TWO clerks, who will sleep in the Central Registry at night.

(c) The Duty NCO will be responsible for the supervision of office cleaning and dusting each morning, and that the supply of stationery, telephone pads, etc., is ready for use. Pencils on officers' desks sharpened and other office requirements.

(d) Two Registers will be kept--one for files and one for Secret Documents. The Secret Documents on charge will

785015

CONFIDENTIAL.

October 22, 1943. 48A

MEMORANDUM FOR THE OFFICER IN CHARGE:

Subject: SUGGESTED SECURITY MEASURES FOR TIZI-OUZOU.

The following suggestions for the security of the Allied School and activities at Tizi-Ouzou are submitted from the observations made by this agent during his visit of October 20-23. This agent is of the opinion that Tizi-Ouzou offers considerable opportunities to interested quarters of vital pieces of Allied information. The danger of leakages of information at Tizi-Ouzou is greatly enhanced because of the rapid turn-over in Allied personnel and the proximity of persons not completely for the Allied cause.

The security measures suggested are as follows:

1. Indoctrination of all incoming Allied personnel in the importance of security. The fact that a large portion of the Allied personnel coming into Tizi-Ouzou are recently from civil life and unfamiliar with Military procedure and the dissemination of military information increases the need for lectures and films on security. Indoctrination should make them security-conscious. *Arranged J.V.H.*
2. The hotels and bars frequented by the Allied personnel ~~at~~ Tizi-Ouzou are conspicuously without reminders of security. War Department posters can be displayed advantageously in many of the establishments having Allied patronage. Hotel Koller, Oriental and Moderne in the town of Tizi-Ouzou are suggested. *Done J.V.H.*
3. Frequent checks of the various social establishments of Tizi-Ouzou by the Security Officer or his representative are strongly recommended. Suspicious characters or situations should be noted and reported. *Being done J.V.H.*
4. The Military Police of Tizi-Ouzou should be cautioned and put on the alert ~~for~~ for the possible leakages of information. The guarding of the buildings of vital activity should be emphasized. *Done J.V.H.*
5. It is recommended that the Counter-Intelligence-Corps(CIC) or the British Field Security Personnel be informed promptly about any security matter requiring investigation or action. *Will be done J.V.H.*

Ralph T. Cerame
Ralph T. Cerame, Special Agent.
Counter-Intelligence-Corps.

1269

785015

CONFIDENTIAL.

October 22, 1943. 47A

MEMORANDUM FOR THE OFFICER IN CHARGE:

Subject: M. DELARANE, Sgt.
3rd. Bn. 9th. Zouave Reg't.
Tizi-Ouzou, Algeria.

Re: Identity of the Subject.

On October 20, 1943 the G-2 Officer of the Allied Commission at Tizi-Ouzou requested the Officer-in-charge, CIC-AFHQ to send an agent to investigate the suspected activities of a French sergeant frequenting the Hotel Koller of Tizi-Ouzou. The Koller Hotel is located on the main thorough-fare of Tizi-Ouzou in the vicinity of the Allied establishment. The hotel has rooming accommodations and serves food and drinks. Its facilities are supposedly restricted to Allied-Officer-Personnel. Allied officers usually congregate at the Koller during the hours 1200-1400 and 2000-2400.

The Subject was reported on several occasions to be fraternizing with Allied Officers at the Koller. The Subject allegedly spoke good English and reputedly had an ingratiating personality. It was reported that on different occasions the Subject was suspected of eavesdropping on the conversation of Allied officers, at neighboring tables at the Koller..

This agent made several visits to the Koller during October 20-23. The Subject was observed during the day and also during the evenings. Inquiries were made from the proprietor, one Mr. Koller and it was revealed that the Subject has been registered at the hotel for the past two weeks. Subject has been paying 100 francs per day for his food and lodging. (It was learned that a French sergeant earns about 2500 francs per month. M. Koller told this agent that he believed that the Subject was on detached service from the near-by Fort National and presently on duty at the Caserne (French-barracks) in Tizi-Ouzou.

The Subject was surveilled during the evenings of October 21 and 22. Subject's ability to fraternize was demonstrated to this agent. The conversation which was overheard by this agent was casual and touched on such topics as uniforms, food and women. The Subject spoke in English to the Allied Officers but occasionally broke into French when ^{he} knew some French. As far as could be ascertained by this agent the Subject did not discuss matters of a classified nature during the short surveillance.

On October 22, 1943 this agent went to Fort National, a French camp about 20 kilometers from Tizi-Ouzou. The Adjutant of Fort National was interviewed concerning the identity and status of the Subject. The Adjutant told this agent that the description and personality of the Subject was that of a Sergeant DELARANE of the 3rd. Bn. 9th Reg't. of Zouave. The Adjutant added that the Subject is stationed at Fort National but is presently on detached duty at the Caserne in Tizi-Ouzou studying American arms. The Subject was described as 25 years old, born in metropolitan France of good French family. The Subject's uncle was a colonel in the Free-French army and the whole family was reputedly Free-French and pro-Allied. The Subject had learned English in school and had practised it in his travels in England and elsewhere. The Adjutant of Fort National told this agent that the Subject had permission to live at Hotel Koller and that he was financially secure for such living. The Adjutant vouched for the Subject's character and for his loyalty to the Allied cause. The Subject's apparent interest in Allied officers was explained by the Adjutant as due to Subject's extrovert character, his work with American

CONFIDENTIAL.

.....
CONFIDENTIAL.

EQUIPMENT AND his interest to improve his English through conversation.

RECOMMENDATIONS AND COMMENTS:

It is the considered opinion of this agent that the Adjutant's appraisal of DELAHANE's character, conduct and loyalty is reliable. The description and appraisal made by the Adjutant of Fort National confirms the observations made by this agent during the surveillance. It is felt that a continued surveillance of the Subject is unnecessary. A periodic check of Hotel Koller and similar establishments about Tizi-Ouzou is strongly recommended for reasons of security of Allied activities.

Ralph T. Cerame
Ralph T. Cerame, Special Agent
Counter-Intelligence-Corps.

1268

CONFIDENTIAL.

785015

HP/frt

46A

ALLIED FORCE HEADQUARTERS
Military Government Section

MGS 380.01

16 October 1943.

SUBJECT: Officer's Compliance with Censorship Regulations.

TO : JCS (Attention Col. Kirkwood).

1. The following extracts from a letter dated 14 October 1943 received from the Adjutant of HQ AMGOT are quoted for your attention and appropriate action:

"Recommendations have been received in this office from officers who have had to work with personnel coming out of the school at Tizi with regard to censorship and security instructions. I would recommend that the people at the school responsible for these matters be informed so that corrective action may be taken.

a. Our Security Officer has recommended, very strongly, that instructions be given covering such topics as the danger of loose talk, security of installations, and the handling and safeguarding of classified documents.

b. The censorship question is rather hard to get at, owing to differences of opinion between American and British higher Hq as to what is permissible in private correspondence. MATOUSA Circular 86 governs for American personnel, and, undoubtedly, the British have issued some instructions on this subject. General McSherry has had to impose punishment under the 104th Article of War on several American officers because they were careless and disclosed vital information. This punishment has resulted in the payment of several fines exceeding \$100 and the handing out of administrative reprimands to officers who have been picked up. In view of this, I believe that all personnel at Tizi should be told what they can expect if they are careless in their correspondence."

2. Please advise action taken.

For the Chief of Section:

HPf
HENRY PARMEIAN, JR.
Lt. Colonel, G.S.C.
Mil. Govt. Section.

Copy in 1000

SPM
1257

4

45A

TO: All Officers.
FROM: G-2, Allied Commission
SUBJECT: Indiscreet Conversations with civilians.
REFERENCE: AG/1000
DATE: 13 October 1943

1. It has been observed that some officers of this station have been very indiscreet in conversing with civilians.
2. Officers are again reminded of their individual responsibility to safeguard military information by refraining from discussing or mentioning movements, personnel, plans, and other similar classified military information to any unauthorized persons.
3. Severe disciplinary action will be taken against officers for any breach of security.

John V. Winickel
Major, M.I.

for
R. B. BATHBONE
Colonel,
J. J. ALBRIGHT
Colonel,
Joint Assistant Chiefs of Staff, AG

RHH/jle

TO:

Industry and Commerce.
Public Works & Utilities.
Fuel
Labour.
Education and Fine Arts.
Transportation.
Information.
Telecommunications.

file 44 A

FROM: A. C. (G-2)

SUBJECT: Security of documents.

REFERENCE: AC/1000 (G-2)

DATE: 9 October 1943.

Reference Security of documents.

44 B

1. Attention is drawn to "GARDE MOBILE" Standing Orders No. 1 dated 17 Sep 43 para 3 (i) (ii) (Copy attached).
2. The above mentioned orders will please be complied with.
3. Library documents will be returned to the A. C. Library every evening.
4. The necessity of safe-guarding documents must be seriously appreciated by all concerned.

[Signature]

F. E. GILBERT, Capt. 5 Innis D.G.
for Joint Assistant Chiefs of Staff.

785015

ACC/1000

OLD GENDARMERIE - "GUARD MOBILE".

SECURITY STANDING ORDERS No. 1, 17 Sep 1943.

1.

All personnel will bear in mind that they are responsible for highly important work which calls for an EXTRA degree of security. It is for them to obey the following instructions, but it is just as important that they should use their intelligence and, in accordance with all conditions and circumstances that may arise, safeguard to the fullest possible extent, the security of everything with which they are concerned and maintain in every way the highest standard of efficiency and integrity.

2.

"GUARD MOBILE" building:(1)
(11)

There will be only ONE entrance and exit.

Entrance and exit will be effected by means of a Security Pass, which will be shown to the sentry on duty both on entering and on leaving the building.

(a) Permanent passes will be issued by G-2. Application should be made to the Central Registry, HOLLYWOOD.

(b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "GUARD MOBILE" HQ before leaving the building.

(111)

Only those having legitimate military business to transact will be admitted.

(1v)

Each officer interviewed by a holder of a Temporary Pass will endorse the pass.

(v)

It is important that holders of Temporary Passes be not allowed free access in and about the building, UNESCORTED.

(vi)

Guard will be maintained continuously.

3.

SECURITY OF DOCUMENTS.

(1)

All files, documents, etc. will be locked in a Security Safe as soon as an office is about to be left unattended.

(11)

All Security Safes will be moved to the Guard Room at night.

(111)

The "GUARD MOBILE" building will never be left unattended.

(1v)

A daily check of all files, documents, etc. will be carried out, and any discrepancy will be reported at once.

785015

(a) Permanent passes will be issued by G-2. Application should be made to the Central Registry, HOLLYWOOD.

(b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "GUARD MOBILE" HQ before leaving the building.

(iii) Only those having legitimate military business to transact will be admitted.

(iv) Each officer interviewed by a holder of a Temporary Pass will endorse the pass.

(v) It is important that holders of Temporary Passes be not allowed free access in and about the building, UNESCORTED.

(vi) Guard will be maintained continuously.

3. SECURITY OF DOCUMENTS.

(i) All files, documents, etc. will be locked in a Security Safe as soon as an office is about to be left unattended.

(ii) All Security Safes will be moved to the Guard Room at night.

(iii) The "GUARD MOBILE" building will never be left unattended.

(iv) A daily check of all files, documents, etc. will be carried out, and any discrepancy will be reported at once.

(v) It will be the Guard's responsibility to clear ALL waste paper (Secret and Non-Secret) every evening.

(vi) Documents carried between HOLLYWOOD and GUARD MOBILE HQ will be carried in a bag and will be signed for "out" and "in".

4. LEAKAGE OR COMPROMISE.

It is the duty of all concerned to report any suspicion, however small, of leakage or compromise, immediately. It may cause inconvenience, but this is unimportant compared with the danger of a possible case of leakage going undetected.

for (Sgd) F.E. Gillett, Capt. 5 Innis D.G.
Colonel
R.B. RATHBONE

Colonel

H. PARKMAN

Joint Assistant Chiefs of Staff.
Armistice C.C.

RESTRICTED
(Equivalent British Confidential)

ALLIED FORCES HEADQUARTERS
APO 912

AM 371.2-13 SIC ACM

SUBJECT: Change in Equivalent Classifications.

TO : All concerned.

23 September 1943.

1. The Combined Chiefs of Staff have announced that effective 0001Z AM, 1 October 1943, the following equivalent classifications will be effective:

U.S.
SECRET

CONFIDENTIAL

RESTRICTED

BRITISH
MOST SECRET
and
SECRET

CONFIDENTIAL

RESTRICTED

2. It will be noted that a change in the definition of British SECRET has been made. British SECRET is now defined as follows: "Secret documents are documents which, although not warranting the exception precautions applied in dealing with MOST SECRET documents, are of such a nature that for reasons of national security they must only be disclosed to persons whose duties make it essential that they should have knowledge of them". It, as well as British MOST SECRET, is now equivalent to U.S. SECRET, and will be handled accordingly.

3. No document issued and classified prior to 1 October 1943 will be reclassified because of this decision.

4. This order makes no changes in U.S. classifications as prescribed in AR 360-5.

5. Messages classified as British SECRET will be enciphered when sent by any electrical means. The attention of all commanders is directed to more frequent use of the classification CONFIDENTIAL. Messages classified CONFIDENTIAL may be routed by Signals over secure wire or submarine cable channels in clear, but will always be enciphered when transmitted by wireless or wire liable to interception. British MOST SECRET as well as SECRET and U.S. SECRET should be reserved for those documents and messages requiring the highest degree of security. If the volume of traffic hitherto classified as British SECRET continues, considerable delay due to overloading of ciphers may result.

JACS 43A
LC/1000

CONFIDENTIAL

RESTRICTED

RESTRICTED

2. It will be noted that a change in the definition of British SECRET has been made. British SECRET is now defined as follows: "Secret documents are documents which, although not warranting the exception precautions applied in dealing with MOST SECRET documents, are of such a nature that for reasons of national security they must only be disclosed to persons whose duties make it essential that they should have knowledge of them". It, as well as British MOST SECRET is now equivalent to U.S. SECRET, and will be handled accordingly.
3. No document issued and classified prior to 1 October 1943 will be reclassified because of this decision.
4. This order takes no changes in U.S. classifications as prescribed in AR 80-5.
5. Messages classified as British SECRET will be enciphered when sent by any electrical means. The attention of all encipherers is directed to note from recent use of the classification CONFIDENTIAL. Messages classified CONFIDENTIAL may be routed by Signals over secure wire or submarine cable channels in clear, but will always be enciphered when transmitted by wireless or wire liable to interception. British MOST SECRET as well as SECRET and U.S. SECRET should be reserved for those documents and messages requiring the highest degree of security. If the volume of traffic hitherto classified as British SECRET continues, considerable delay due to overloading of ciphers may result.
6. All instructions from whatever source in conflict with the above change in policy are rescinded as of 0012 hrs, 1 October 1943.
7. It is desired that the foregoing instructions be brought to the attention of all units under your command.

By command of General EDENHAWER:

Distribution

JACS

Refers to 689

Buletin Board

DISTRIBUTION:

All officers, Military Government Section... 10
 School for Military Government... 10
 JACS... 10
 Spares... 5

1253

(Sgt) T.O.D. IS
 Brigadier General, USA
 Adjutant General.

9. Only
 please inform
 central Registry
 of distribution

Approved: Military Government Section, A.P.H. 2 October 1943.

666/1015

42A

SECRET AND CONFIDENTIAL.

TO: H.Q.A.G., Region 6.
FROM: Rear A.C.
SUBJECT: Security.
REFERENCE: AC/1000 (G-2)
DATE: 4 Oct 1943.

Reference Capt. J.R. Turner.

1. The attached letter marked 'A' is forwarded for any action you may consider necessary.
2. This letter was passed to this office for censoring as the envelope had not been signed by the officer concerned.

dk

Colonel.
R. B. BATHORNS
Colonel.
J. J. ALBRIGHT
Joint Assistant Chiefs of Staff.
Allied Commission.

1262

forwarded for MGS-AFHQ for

785015

G-2:

Two items for dispatch, entered in the ^{Hollywood} Message Center OUT.

Book 28 Sept 43 as follows — REF.

No. 390. MGS, AFHQ. — ^{to} ACC/1076 (G-2) — Intelligence Publications
 No. 400. MGS, AFHQ. — ACC/1150/2 — Supply Estimator Reg. 4.
 (Attention G-4)

— did not, according to evidence available to us, reach Message Center, CENTRAL, to be forwarded to Algiers. Various attempts made to discover the circumstances of the presumptive loss and to recover the items (already put in envelopes) were unsuccessful.

The loss was discovered mid-day the 28th. As soon as file ACC/1150/2 could be recovered fresh copies of the letter in question (with enclosures), signed by Col. Adams, were made, the matter was explained to Col. Adams who signed the freshly made letter. This was then dispatched, ^(29 Sept) to Algiers (outgoing item No. 419).

File ACC/1076 has been more or less hors de combat until the last few hours. We are prepared, ^{of course} to recopy the letter lost from this file, originating, as it happens, from your office.

The above is submitted to you not only as an explanation of the probable non-arrival of a letter which you had sent but as presenting a problem in security which would properly come to your attention.

Bernard M. Peebles
 S/Sgt.

Asst. Chief Clerk, I.R.

30 Sept 43

[Signature]

785015

38A

TO: Executive Officer, M.G. School.
FROM: Armistice C.C.
SUBJECT: Security.
REF: ACC/1000/(G.2)
DATE: 27 Sep 43.

Reference Message Security.

1. In confirmation of conversation (GILBERT - KEARIN) of yesterday morning, in regard to a message marked "MOST SECRET" transmitted by teleprinter PM 25 September 1943.

2. Should a message marked "MOST SECRET" be inadvertently passed to you for transmission, would you please have the message returned to this H.Q. immediately - it will not, of course, be transmitted.

[Signature]

/REJ for Joint Assistant Chiefs of Staff.

1260

785015

ACC/1000

35A

OLD GENDARMERIE- "GUARD MOBILE"

SECURITY STANDING ORDERS NO.2, 18 Sep 43.

1. "GUARD MOBILE"

Personnel entering and leaving the "Guard Mobile".

Sentry's Duties - by Day

- (i) It is the sentry's duty to see that every person produces his "M-P-S" Pass both on entering and on leaving the building. He will observe that the authentic pass is produced; this may be quickly checked by noting the issuing officer's signature.
- (ii) Visitors will be required to fill in a Temporary Pass. The sentry will see that all detail is filled in, initial the Pass, ask the visitor to produce his identity, compare signature etc. with that on the Temporary Pass, and call a clerk to escort the visitor. Visitors will not be allowed free access in and about the building.
- (iii) It is absolutely essential that all Temporary Passes are collected before the visitor leaves the building and the sentry will check that the Pass has been countersigned by an officer of the "Guard Mobile".
- (iv) These temporary Passes will then be filed and handed to the Central Registry every evening when the Main Entrance will be locked.
- (v) In the event of any difficulty, suspicious enquiry etc, the security officer will be called immediately, or in his absence, an officer of Planning Staffs, HQ.

Sentry's Duties- by Night

- (i) It is the Sentry's duty to see that no unauthorized person enters the "Guard Mobile".

2. CENTRAL REGISTRY

The Central Registry will be responsible for the safe custody of used Temporary Passes.

J. B. RATHBONE
Colonel.

H. B. RATHBONE
Lieut.-Colonel.

H. PARKMAN
Joint Assistant Chiefs of Staff
Armistice C.I.C. J.C.

for

G1 Ref 1 sale of tps. It would seem 364
advisable to appoint a Welfare Offr,
to whom the Bri: ORs could refer
their difficulties. Maj Chapple (Finance Acc)
tells me he would be very happy to
devote an hour a day to this work
if Asst C of S is agreeable

JA
21 SEP

G1 has seen P. C. Arthur & Camp -
matter will be dealt with.

KHEAR (Arab)

Resident at Tizi-Ouzou.

Délégué financier au Gouvernement Général Egalment
conseiller supérieur à surveiller.

Mauvais mentalité.

Received from F.S.O. Algiers.
15 SEP 43

1257

34 A

3214
10/1000
J.D. GENDARMERIE - "GUARD MOBILE".

SECURITY STANDING ORDERS No. 1, 17 Sep 1943.

1.

All personnel will bear in mind that they are responsible for highly important work which calls for an EXTRA degree of security. It is for them to obey the following instructions, but it is just as important that they should use their intelligence and, in accordance with all conditions and circumstances that may arise, safeguard to the fullest possible extent, the security of everything with which they are concerned and maintain in every way the highest standard of efficiency and integrity.

2.

"GUARD MOBILE" building:

(1)
(11)

There will be only ONE entrance and exit.

Entrance and exit will be effected by means of a Security Pass, which will be shown to the sentry on duty both on entering and on leaving the building.

(a) Permanent passes will be issued by G-2. Application should be made to the Central Registry, HOLLYWOOD.

(b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "GUARD MOBILE" HQ before leaving the building.

(111)

Only those having legitimate military business to transact will be admitted.

(11)

Each officer interviewed by a holder of a Temporary Pass will endorse the pass.

(1)

It is important that holders of Temporary Passes be not allowed free access in and about the building. UNRECORDED.

(11)

Guard will be maintained continuously.

3.

SECURITY OF DOCUMENTS.

(1)

All files, documents, etc. will be locked in a Security Safe as soon as an office is about to be left unattended.

(11)

All Security Safes will be moved to the Guard Room at night.

(111)

The "GUARD MOBILE" building will never be left unattended.

(11)

A daily check of all files, documents etc. will be carried out, and any discrepancy will be reported at once.

(1)

It will be the guard's responsibility to clear all waste

785015

(b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "GUARD MOBILE" HQ before leaving the building.

- (iii) Only those having legitimate military business to transact will be admitted.
- (iv) Each officer interviewed by a holder of a Temporary Pass will endorse the pass.
- (v) It is important that holders of Temporary Passes be not allowed free access in and about the building, UNESCORTED.
- (vi) Guard will be maintained continuously.

3.

SECURITY OF DOCUMENTS.

- (i) All files, documents, etc. will be locked in a Security Safe as soon as an office is about to be left unattended.
- (ii) All Security Safes will be moved to the Guard Room at night.
- (iii) The "GUARD MOBILE" building will never be left unattended.
- (iv) A daily check of all files, documents etc. will be carried out, and any discrepancy will be reported at once.
- (v) It will be the Guard's responsibility to clear ALL waste paper (Secret and Non-Secret) every evening.
- (vi) Documents carried between HOLLYWOOD and GUARD MOBILE HQ will be carried in a bag and will be signed for "out" and "in".

4.

LEAKAGE OR COMPROMISE.

It is the duty of all concerned to report any suspicion, however small, of leakage or compromise, immediately. It may cause inconvenience, but this is unimportant compared with the danger of a possible case of leakage going undetected.

W. H. H. Cpt & Ltn D.C.
Colonel,
R.B. MATHURONE
Lieut Colonel,
H. PARKMAN
Joint Assistant Chiefs of Staff
Arms & Ammunition D.C.

785015

TO : Joint Assistant Chiefs of Staff.
 FROM : G-2, ACA.
 SUBJECT : Security Report.
 REFERENCE : ACA/1000 (G2).
 DATE : 15 Sept 1943.

Reference: Office accommodation "Old Barracks - Guard Mobile".

1. I have to report that I surveyed the above mentioned accommodation today and I am a little disturbed from a security point of view, having regard to the location and easy access to the building generally.
2. My first impression is that the Security of HQ Planning Staff is definitely weakened.
3. To maintain a high degree of Security will call for a n efficient guard which at the moment seems a little difficult to find.
4. It is my intention to investigate further the possibility of finding the necessary guard, ferry transport, etc and to issue necessary security standing orders.

Ward

Ward

Capt E Ingham D.O.
G.2.

31A

Ward
Ward
Ward

Security point of view, having regard to the location and easy access to the building generally.

2. My first impression is that the Security of HQ Planning Staff is definitely weakened.
3. To maintain a high degree of Security will call for a n efficient Guard which at the moment seems a little difficult to find.
4. It is my intention to investigate further the possibility of finding the necessary Guard, ferry transport, etc and to issue necessary security standing orders.

Ward

Ward

Capt 5 Innis D.G.
G.2.

125r

Declassified E.O. 12356 Section 3.3/NND No. 785015

PLANNING STAFF, A.E.A.

29A
ACA/1000

10 Sep 43

TO : M.G.S., A.F.H.Q.

May the attached envelope ACA/1000 please be forwarded
by Registered DRLS to RCAF, Region III CMF.

[Signature]

Capt., 5 Innis D.G.
G.2.

*Seen
AS. Col.
P. H. S. J. S.*

forwarded by Registered DRLS

1254

785015

28A

file

PLANNING STAFF, A.C.A.

SECRET AND CONFIDENTIAL

ACA/1000
10 Sep 43

TO: R.C.A.O.
Region III
C.M.F.

SUBJECT: Security.

Reference Major MEAD ROGERS

1. The attached documents marked, A, B, C, D are forwarded for any action you may consider necessary.
2. These papers were sent to the laundry at the building occupied by this H.Q. and were found in the pockets of the garments sent for washing.

for *for* Capt S Linn D.G.

Colonel.

R.B. RATHBONE

Lieut.-Colonel.

H. PARKMAN

Joint Assistant Chiefs of Staff,
A.C.A.

F2G/rq

forwarded by Registered DRLS

1253

27A 290
SECRET and CONFIDENTIAL

Capt. Gillett,
Security Officer,
Hollywood.

These papers were sent in Major Mead Rogers' (since left with region III) laundry and were found in the pockets.

For any action you may think desirable please.

In the Field
9 Sept 43

D. B. Aitken
Lt.-Col. D. B. Aitken,
Assistant Commandant.

ACA/1000
123

785015

026A

PLANNING STAFF, A.C.A.

ACA/1000
8 Sept 43.

SUBJECT: NATOUSA Circular No. 86.

TO : Lt. E. Kearin.

Attached signatures of the officers who read NATOUSA Circular No. 86 as collected by the various Regions and Divisions.

[Signature] Capt & Maj D.G.

Colonel,

[Signature] R. B. RATHBONE

Lieut Colonel,

H. PARKMAN

Joint Assistant Chiefs of Staff,
A.C.A.

1251

785015

MILITARY GOVERNMENT SCHOOL AND HOLDING CENTRE.
APO 512.

25A

ACA/1000.

7 Sep 43.

TO: The Assistant Chiefs of Staff.
A.C.A.

FROM: G-4.

SUBJECT: U.S. Military Censorship Regulations - Circular No.86.

Attached hereto are pro-formas signed by all officer personnel of this branch acknowledging receipt and study of the m/n publication.

H.R.C.

Lt. Colonel.
H.R. CRIPPS G-4.A.C.A.

BRC/rey.

1230

File

785015

DUTIES of C.Q. (Duty Clerk)

1. Lock front door at 2000 and take custody of key and door.
2. Turn on hall lights.
3. Close all first floor windows.
4. Take charge of library, files and officers' personal files.
5. Place all papers on Col. Rathbone's desk in his IN Basket and put same in "Officers' personal files".
6. Make a security round through all rooms. Take all papers found - after noting the place (desk) where each item was found - in safe keeping.
7. Enter the results of the check up and all occurrences during the watch in the "Night Watch Diary". Enter arrival and departure of the janitors.
8. Sharpen all pencils in Room 7.
9. Burn all waste handed over by the janitors and stir the ashes.
10. Wind Office clock.
11. Stagger rest with the Night Typist during the quiet period of the night.
12. Call Chief Clerk at 0700 (Room 23).
13. Return Col. Rathbone's IN Basket to its place.
14. Make sure of cleanliness and good order of Room 7.
15. Hand over papers found during security round to Chief Clerk.
16. When leaving take outgoing messages ready for delivery to the Message Centre in Central Building.

11. Stagger rest with the Night Typist during the quiet period of the night.
12. Call Chief Clerk at 0700 (Room 25).
13. Return Col. Rathbone's IX Basket to its place.
14. Make sure of cleanliness and good order of Room 7.
15. Hand over papers found during security round to Chief Clerk.
16. When leaving take outgoing messages ready for delivery to the Message Centre in Central Building.

1270

1200/1000
G-2
1001

Ref : AMGZ/~~22~~

238

Owing to the imminent departure of this H.Q., it is impossible to render the report asked for in para 2. Arrangements will however be made for all Officers to read this circular.

Major,
for Lt. Col.

for OC Region III
ACA/1000 1248
G-2

8

"HOLLYWOOD" HQSECURITY - STANDING ORDERS NO. 2 5 SEP 43

1. All personnel will bear in mind that they are responsible for highly important work which calls for an EXTRA degree of security. It is for them to obey the following instructions, but it is just as important that they should use their intelligence and, in accordance with all conditions and circumstances that may arise, safeguard to the fullest possible extent, the security of everything with which they are concerned and maintain in every way the highest standard of efficiency and integrity.

2. "HOLLYWOOD" building:

- (i) There will be only ONE entrance and exit.
- (ii) Entrance and exit will be effected by means of a Security Pass, which will be shown to the sentry on duty both on entering and on leaving the building.
- (a) Permanent passes will be issued by G-2. Application should be made to the Central Registry.
- (b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "Hollywood" HQ before leaving the building.
- (iii) Only those having legitimate military business to transact will be admitted.
- (iv) Each officer interviewed by a holder of a Temporary Pass will endorse the pass.
- (v) It is important that holders of Temporary Passes be not allowed free access in and about the building, UNESCORTED.
- (vi) Guard on the entrance will be maintained continuously.

3. CENTRAL REGISTRY.

- (i) The Central Registry will be responsible for all files, documents etc.
- (ii) All files, documents etc. will be returned to the Central Registry as soon as an office is about to be left unattended.
- (iii) The Central Registry will never be left unattended.

which will be shown to the sentry on duty both on entering and on leaving the building.

- (c) Permanent passes will be issued by G-2. Application should be made to the Central Registry.
- (b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "Hollywood" HQ before leaving the building.
- (iii) Only those having legitimate military business to transact will be admitted.
- (iv) Each officer interviewed by a holder of a Temporary Pass will endorse the pass.
- (v) It is important that holders of Temporary Passes be not allowed free access in and about the building, UNESCORTED.
- (vi) Guard on the entrance will be maintained continuously.

3. CENTRAL REGISTRY.

- (i) The Central Registry will be responsible for all files, documents etc.
- (ii) All files, documents etc. will be returned to the Central Registry as soon as an office is about to be left unattended.
- (iii) The Central Registry will never be left unattended.
- (iv) A daily check of all files, documents etc. will be carried out and any discrepancy will be reported at once.
- (v) It will be the Central Registry's responsibility to clear ALL waste paper (Secret and Non-Secret) every evening.

4. LEAKAGE OR COMPROMISE.

It is the duty of all concerned to report any suspicion, however small, of leakage or compromise, immediately. It may cause inconvenience, but this is unimportant compared with the danger of a possible case of leakage going undetected.

ACCA

1000

W. J. G. - Capt 5 June 50

for
Colonel,
R. B. KATHROFF
Lieut Colonel,
H. B. KATHROFF
Joint Assistant Chief of Staff
S.C.A.

785015

2672 HEADQUARTERS COMPANY
MILITARY GOVERNMENT SCHOOL
APO 512

5 September 1943

SUBJECT : Hollywood Guard Report.

TO : Captain, F. E. Gillett.

On 31 August 1943 private Nevew on guard at Hollywood, left his post at approximately 2015 hours without proper relief. This is strictly against our regulations.

This incident was reported to me and upon investigation I learned that private Nevew was not relieved at the proper time due to difficulties in getting guards which seems to be the case quite often as we are rather short of man power.

Upon not being relieved at 2000 hours private Nevew waited until approximately 2015 hours and then thinking no guard would relieve him, he left his post.

The corporal of the guard arrived with the new relief at about 2025 hours. Upon finding the post vacant he reported to Captain Gillett.

The above incident is very much against regulations and I have delt with the guard accordingly.

James R. Reed
JAMES R. REED
1st. Lt., Infantry
Commanding Hq. Co.

1246

785015

101/1000
5 Sep 43

TO: Assistant Chiefs of Staff

Regions: III

IV

V

VI

VIII

IX

U-1

C-2

S-1

W-1. Commandant

Central Registry

Public Health

Finance

Legal

Public Safety

Property Control

Education

Labour

Agriculture

Transportation

Economics

Co-ordinating Officer

Information

File

1. The attached copies of NATUSA Circular 86 are for the officers in your department.

2. According to U.S. M.S. the circular will be read by all officers of the Planning Staff and report rendered Wednesday Sep 8. Each officer will sign on a list on completion of the reading and the list be handed to the Registry by Tuesday Sep 7 1800 hrs.

Handwritten signature

Colonel.

785015

Public Safety
Property Control
Education
Labour
Agriculture
Transportation
Economics
Co-ordinating Officer
Information
File

206

1. The attached copies of MATUSA Circular 86 are for the officers in your department.
2. According to H.Q. M.C.S. the circular will be read by all officers of the Planning Staff and report rendered Wednesday Sep 8. Each officer will sign on a list on completion of the reading and the list be handed to the Registry by Tuesday Sep 7 1600 hrs.

Blum Cpt S L... D.C.

f

R.S. RATHBURN
Colonel.
Lieut.- Colonel.
H. PARKMAN.
Joint Assistant Chiefs of Staff,
A.C.A.

PMG/RTY

Note :- Circular No 86 has been sent by Col Rathbun

206-1 Copy on 206/1040

1275

Reproduced by
Planning Staff,
A.C.A.

RESTRICTED
(Equals British Confidential)

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 834

CIRCULAR)
NUMBER 86 :
15 May 1943)

U. S. MILITARY CENSORSHIP REGULATIONS.

GENERAL PROVISIONS	
Foreword.....	SECTION I Par. 1
Purpose.....	Par. 2
Responsibility.....	Par. 3
Jurisdiction.....	Par. 4
Definitions.....	Par. 5
Authorized Channels for Private Communications.....	Par. 6
Explanation of Regulations.....	Par. 7

INSTRUCTIONS TO PERSONNEL	
General.....	SECTION II Par. 1
Guidance.....	Par. 2
Enclosures.....	Par. 3
Addresses.....	Par. 4
Picture Postcards.....	Par. 5
Blue Envelopes.....	Par. 6
Mail of Officers and Civilians under Military Jurisdiction.....	Par. 7
Method of Posting.....	Par. 8
Handling of Violations.....	Par. 9

UNIT CENSORSHIP PROCEDURE	
General.....	SECTION III Par. 1
Responsibility.....	Par. 2
Duties of Censorship Officers.....	Par. 3
Censorship Stamp.....	Par. 4
Instructions for Postal Censors.....	Par. 5
Outgoing Mail.....	Par. 6
Incoming Mail.....	Par. 7
Forms.....	Par. 8

Responsibility.....	Par. 3
Jurisdiction.....	Par. 4
Definitions.....	Par. 5
Authorized Channels for Private Communications.....	Par. 6
Explanation of Regulations.....	Par. 7

INSTRUCTIONS TO PERSONNEL

SECTION II

General.....	Par. 1
Guidance.....	Par. 2
Enclosures.....	Par. 3
Addresses.....	Par. 4
Picture Postcards.....	Par. 5
Blue Envelopes.....	Par. 6
Mail of Officers and Civilians under Military Jurisdiction.....	Par. 7
Method of Posting.....	Par. 8
Handling of Violations.....	Par. 9

UNIT CENSORSHIP PROCEDURE

SECTION III

General.....	Par. 1
Responsibility.....	Par. 2
Duties of Censorship Officers.....	Par. 3
Censorship Stamps.....	Par. 4
Instructions for Postal Censors.....	Par. 5
Outgoing Mail.....	Par. 6
Incoming Mail.....	Par. 7
Forms.....	Par. 8

FILM CENSORSHIP

SECTION IV

General.....	Par. 1
Photographic Information to be Suppressed.....	Par. 2
Instructions for Handling Photographic Material.....	Par. 3

A COPY OF THIS CIRCULAR WILL BE POSTED ON EACH HEADQUARTERS AND UNIT BULLETIN BOARD

- 1 -

RESTRICTED
(EXCLUDED FROM CONFIDENTIAL)

RESTRICTED
(Equals British Confidential)

Censorship reglr. cont.

1. GENERAL PROVISIONS.

1. Foreword: This circular is based on Training Circular No. 15, War Department, 16 February 1913 (Military Censorship). All other existing regulations and instructions contrary to the provisions herein, are rescinded and the following substituted therefore. (Specifically, Section III, Circular No. 25; Circular No. 39; Section II, Circular No. 52; Section II, Circular No. 55; and Section II, Circular No. 64, all this headquarters, as, are rescinded). The subordinate commander will issue orders at variance with, or more restrictive than the instructions contained herein.

2. Purpose: The purpose of this circular is to furnish a set of instructions establishing uniform procedure for the conduct of U.S. Military Censorship. It is intended that the provisions contained herein be applied with common sense and an appreciation of the fact that enemy intelligence gains much invaluable information from improperly censored mail. These regulations are much less restrictive than those which would be warranted for untrained and un instructed troops and must therefore be applied in accordance with previous security training and an appreciation of the danger to which careless correspondence subjects others and their associates.

3. Responsibility: Military censorship is a function of command and is direct responsibility of the Theater Commander, exercised through the Information and Censorship Section (INC); ARMC, except that U.S. Army mail censorship and Prisoner of War mail censorship is exercised through this headquarters. Military censorship will be conducted in accordance with the provisions herein and any supplementary instructions promulgated by the War Department and the Theater Commander.

4. Jurisdiction: Military censorship will be effected over all private communications to and from all personnel in this theater under U.S. Military jurisdiction, to include all civilians (war correspondents, Red Cross representatives, etc.,) accompanying or serving with this theater in this theater.

5. Definitions.

a. Base Censorship: Censorship as effected by a detachment specifically organized and responsible for the censorship and supervision of the censorship of all private communications to and from troops served by the nearest Army Base Post Office and all civilians controlled by these troops.

b. Base Censorship Detachment: A detachment of military personnel organized to effect Base Censorship.

c. Unit Censorship: Censorship as effected by commanders of small units such as companies, batteries and smaller detachments.

d. Unit Censor: An officer of a company or similar unit designated

censor subjects errors and their associates.

3. Responsibility: Military censorship is a function of command and is direct responsibility of the Theater Commander, exercised through the Information and Censorship Section (INCS), AFIC, except that U.S. Army mail censorship and Prisoner of War mail censorship is exercised through this headquarters. Military censorship will be conducted in accordance with the provisions herein and any supplementary instructions promulgated by the War Department and the Theater Commander.

4. Jurisdiction: Military censorship will be effected over all private communications to and from all personnel in this theater under U.S. Military jurisdiction, to include all civilians (see Correspondents, Red Cross Representatives, etc.,) accompanying or serving with this command in this theater.

5. Definitions.

a. Base Censorship: Censorship as effected by a detachment specifically organized and responsible for the censorship and supervision of the censorship of all private communications to and from troops headed by the nearest Army Base Post Office and all civilians controlled by those troops.

b. Base Censorship Detachment: A detachment of military personnel organized to effect Base Censorship.

c. Unit Censorship: Censorship as effected by commanders of small units such as companies, batteries and similar detachments.

d. Unit Censor: An officer of a company or similar unit designated to effect Unit Censorship.

e. Theater Censor: An officer responsible for censorship where two or more Base Censorship Detachments operate under one command.

f. Chief Base Censor: An officer designated by this headquarters, for the censorship of all private communications to and from troops served by the nearest Army Base Post Office and all civilians controlled by those troops, and for the supervision and administration of such personnel required for the execution of these functions.

g. U.S. Army Examiner Stamp: The authorized stamp used by a Unit Censor.

h. Blue Envelope: WD AGO Form 911, used by soldiers as the cover for a letter relating to private or family matters, to be censored by the Chief Base Censor, and not by a Unit Censor.

i. Comment Sheets: WD AGO Form 916, used by the Chief Base Censor for quoting extracts from, making comments on, and indicating disposition of a particular communication.

785015

C. Authorized channels for Private Communications.

a. Private communications originating in, or destined for, this theater of operations will be transmitted only by means of authorized systems of communications, such as the Army Postal Service, approved telephones, telegraph, cable, or radio systems. They will not under any circumstances be dispatched from this theater of operations by any means other than those authorized by the Theater Commander. Persons guilty of using unauthorized means of communications, thus evading censorship, will be disciplined, as will those who act as unauthorized messengers conveying such communications to another.

b. All personnel governed by this circular, on leaving this theater, may be required to sign a certificate in duplicate as follows:

"I hereby certify that I am not carrying out of this theater any personal communications or documents or documents which have not been passed a Chief Base Censor. I further certify that all such matter carried has the impression of the official Base Censorship Stamp."

The original of the certificate will be retained by the signer, and the duplicate will be filed with the Security Officer at the port or airport of departure.

c. It is forbidden to make use of the civil postal service as a means of sending personal mail. Only the facilities of the U.S. Army Post Office will be used for posting mail and buying money orders.

d. Personal telegrams, cablegrams, and radiograms originating in, or destined for, this theater have not yet been approved, except as provided in Circulars No. 66 and 77, this headquarters, cs. As soon as adequate transmission facilities are available, the necessary instructions will be issued. However, messages of an urgent nature may now be handled through the American Red Cross, in accordance with the provisions of Circular No. 28, this headquarters, cs.

7. Explanation of Regulations: Each organization and detachment commander will fully explain the provisions of this circular to all officers, civilians under military jurisdiction and enlisted men of his unit within forty-eight (48) hours after receipt thereof. Regimental and similar commanders will be responsible that this explanation is made to all units and personnel newly arrived in this theater.

II. - INSTRUCTIONS TO PERSONNEL.

1. General:

a. With few exceptions all private correspondence will be in plaintext.

785015

the original of the certificate will be retained by the signer, and the duplicate will be filed with the Security Officer at the port of departure.

c. It is forbidden to make use of the civil postal service as a means of sending personal mail. Only the facilities of the U.S. Army Post Office will be used for posting mail and buying money orders.

d. Personal telegrams, cablegrams, and radiograms originating in, or destined for, this theater have not yet been approved, except as provided in Circulars No. 66 and 77, this headquarters, cs. As soon as adequate transmission facilities are available, the necessary instructions will be issued. However, messages of an urgent nature may now be handled through the American Red Cross, in accordance with the provisions of Circular No. 28, this headquarters, cs.

7. Explanation of regulations: Each organization and detachment commander will fully explain the provisions of this circular to all officers, civilians under military jurisdiction and enlisted men of his unit within forty-eight (48) hours after receipt thereof. Regimental and similar commanders will be responsible that this explanation is made to all units and personnel newly arrived in this theater.

II. - INSTRUCTIONS TO PERSONNEL.

1. General:

a. With few exceptions all private correspondence will be in plain English. Permission to write letters in a foreign language must be obtained from the Unit Commander. Such permission will be granted by him at his discretion. The Unit Commander will immediately notify the Chief Base Censor that permission has been granted, giving the name of the soldier and the language authorized. Personnel authorized to write in a foreign language will indicate in pencil the language of the communication on the face of the envelope.

b. The use of codes, ciphers and shorthand, or any other forms of secret writing in private correspondence is forbidden. Crosses, X's and other marking of a similar character in the text or at the end of a letter or on the envelope will not be permitted.

c. All articles and photographs, including those of a non-service nature which it is desired to dispatch for publication in the press will be forwarded, properly enveloped addressed in an outer cover to Censorship Branch (INC).

d. The press frequently publish information which is generally prohibited in personal correspondence. This is possible since all press material is censored before dispatch and it is practicable to exercise day to day control which is impossible in troop mail. At item concern-

in a certain unit or high ranking officer may be released on day while shortly afterwards secrecy may prevent any mention of this same unit or individual.

2. Guidance:

a. Conditional Statements: Under no circumstances will either open or hidden reference be made in private or unofficial correspondence, or in private records, to any matter which might be of value or comfort to the enemy, be detrimental to the war effort, or disclose the forces or production the foreign relations of the United States or her allies. The following list indicates some subjects, the mention of which should be made only after careful consideration of the above:

- (1) Information concerning military or naval forces of the U.S. or any ally.
- (2) Military, naval or aircraft equipment or equipment. (No new designs should be mentioned until publicity has been given in the press).
- (3) Description of billets, bivouacs or camps; location of groups of soldiers, troops or supply movements.
- (4) Specific information as to names or numbers of casualties or desertions. (Numbers are of value to the enemy - names may disclose relatives.)
- (5) The military status of any person in transit, or the fact of his movement. (Possible future military operations might be revealed by identifying an individual known for a specialized activity.)
- (6) Reference to the presence in this theater of any officer of the rank of full colonel or higher if such information links him with a unit or an assignment. Officers whose names have been released in the press may be mentioned. Care will be taken not to disclose their present location.
- (7) Unauthenticated or false reports or misleading statements.
- (8) Troops of units in actual combat any state in their private mail addressed to the continental United States or United Kingdom that the unit has been in action in a certain sector at a certain date. Such information must be at least two weeks old at the time of writing and must refer to sectors only, or not to well defined small localities. Unit Commanders will be held responsible for adherence to the two week limitation and for an intelligent interpretation of the above.

b. Prohibited Statements: Under no circumstances will reference be made to the following:

- (1) The exact geographical location of any unit, or the revelation of the geographical location of the Army Post Office number which is assigned to that particular base or service, or statement which a unit

- (4) Specific information as to names or numbers of casualties or desertions. (Numbers are of value to the enemy - names may distress relatives.)
- (5) The military status of any person in transit, or the fact of his movement. (Possible future military operations might be revealed by identifying an individual known for a specialized activity.)
- (6) References to the presence in this theater of any officer of the rank of full colonel or higher if such information lends him with a unit or an assignment. Officers whose names have been released in the press may be mentioned. Care will be taken not to disclose their present location.
- (7) Unauthenticated or false reports or misleadin statements.
- (8) Troops of units in actual combat may state in their private mail addressed to the continental United States or United Kingdom that their unit has been in action in a certain sector in a certain date. Such information must be at least two weeks old at the time of writing and must refer to sectors only, and not to well defined small localities. Unit Commanders will be held responsible for adherence to the two week limitation and for an intelligent interpretation of the above.

1. Prohibited Statements: Under no circumstances will reference be made to the following:

- (1) The exact geographical location of any unit, or the revelation of the geographical location of the Army Post Office number which is assigned to that particular base or corps. Location which a unit or individual is mentioned may be disclosed only as "SOMEWHERE IN NORTH AFRICA" in letters to the United States or the United Kingdom, to an address in this theater, or to other personnel under U.S. Military jurisdiction. Letters addressed to persons not in the U.S. Military Service in locations outside the continental limits of the United States (except to an address in this theater or the United Kingdom) will disclose no location whatever.
- (2) The location, identity, movement or prospective movement of any U.S. or Allied naval or merchant vessel or of any U.S. or Allied naval, military or commercial aircraft.
- (3) Distinctive signs used for identity of organizations or their transportation or use.
- (4) Plans and forecasts, or orders for future operations, whether known or merely surmised.
- (5) The use, condition or probable extension of roads, air routes, railways, bridges, utilities or other transportation facilities.

(6) The effect of enemy operations to material offered by the U.S. or any Ally previous to the official publication of such information.

(7) Statements criticizing or disparaging the effort of the Allies of the United States or causing a disunity between members of the Allied Nations thereby retarding the successful prosecution of the war.

(8) Reports of atrocities, unless released by appropriate authority.

3. Enclosures:

a. To send or to attempt to send to any person or agency, otherwise than in the course of official business, any of the following is forbidden:

(1) Local newspapers. This restriction does not apply to the publications "Yank", "Stars and Stripes" (weekly) and "Union Jack". Clippings from local newspapers may be sent if they do not indicate the location of a unit. (The daily "Stars and Stripes" contains many local announcements, hence discloses unit locations and may not be mailed.)

(2) Organization publications or news bulletins. (These are not press censored.)

(3) Postage stamps except in small numbers. (All stamps are examined for coded messages.)

(4) Phonograph records. (These cannot be censored in the theater.)

(5) Blank sheets of paper, including envelope linings. (All have to be thoroughly examined for possible coded messages.)

(6) Foreign currency or coins except in small numbers and denominations. (Export control of currency.)

(7) Drawings, sketches, music manuscript and paintings, except when submitted directly to the Chief Base Censor for censorship. These submissions will not be accompanied by correspondence and will be wrapped ready for mailing.

- (2) Organization publications or news bulletins. (These are not press censored.)
- (3) Postage stamps except in small numbers. (All stamps are examined for coded messages.)
- (4) Photograph records. (These cannot be censored in the theater).
- (5) Blank sheets of paper, including envelope linings. (All have to be thoroughly examined for possible coded messages).
- (6) Foreign currency or coins except in small numbers and denominations. (Export control of currency.)
- (7) Drawings, sketches, music manuscript and paintings, except when submitted directly to the Chief Press Censor for censorship. These submissions will not be accompanied by correspondence and will be wrapped ready for mailing.

RECEIVED
Censorship Regle Cont. (Equals British Confidential)

(8) Private Diaries and Memoranda.

(a) In general, the preparing of private diaries and memoranda will be discouraged.

(b) Private diaries kept by officers, enlisted men, or civilians may contain information of value to the enemy and their dispatch through the regular mail is forbidden while censorship is in effect.

(c) The writers of such diaries frequently keep them in their pockets or in kits where they are liable to capture by the enemy, thus becoming a source of danger. If minimized such risks, private diaries and memoranda will be collected periodically by regiment, or separate battalions and similar organizations and sent to the Chief Data Center, where they will be stored. Before being dispatched, if it is will be enclosed in sealed covers marked as follows: "Private diary of _____ (Name), _____ (Organization), date _____. Upon release to be referred to _____ (Give exact address)". Diaries will be released when censorship is no longer in effect, or after censorship.

(d) Staff officers will dispose of notebooks containing notes and records of their duties as directed by their Chiefs of Sections.

4. Addressees.

a. Incident: The correct address of all personnel governed by this circular to be used by their correspondents is as follows:

(1) Sender's name and address in upper left corner.

(2) Grade, first name in full, middle initial, and last name of person addressed, followed by his or her serial number.

(3) Letter or number of the company or other similar organization to which the addressee is assigned or attached.

(4) Designation of the regiment or separate battalion, if any, to which the company is assigned or attached.

(5) The AFO number, care of the postmaster of the city assigned by the Army Postal Service as a mail address.

(6) Example:

being dispensed, this will be enclosed in sealed covers marked as follows: "Private Mary of _____ (name), grade and organization), date _____ Upon release to be mailed to _____ (Give exact address)". Recipients will be released when censorship is no longer in effect, or after censorship.

(d) Staff officers will dispose of notebooks containing notes and records of their duties as directed by their Chiefs of Sections.

4. Addresses.

a. Incoming: The correct address of all personnel governed by this circular to be used by their correspondents is as follows:

- (1) Sender's name and address in upper left corner.
- (2) Grade, first name in full, middle initial, and last name of person addressed, followed by his or her serial number.
- (3) Letter or number of the company or other similar organization to which the addressee is assigned or attached.
- (4) Designation of the regiment or separate battalion, if any, to which the company is assigned or attached.
- (5) The APO number, care of the postmaster of the city assigned by the Army Postal Service as a mail address.

(6) Example:

From: John R. Roe
208 W. State St.,
Boston, Mass.

Pvt. William S. Roe, 1024396
Company F, 107th Infantry
APO 304, c/o Postmaster,
New York City, New York.

785015

Conservancy Regis Cont. (RESTRIC D)
(EQUALS BRITISH CONFIDENTIAL)

b. Outgoing: Return address on personal mail from all personnel governed by this circular will appear in the upper left corner of the envelope and will conform to the form and conditions prescribed for addressing mail outlined above.

- (1) One-half inch margin will be left blank along the left edge of envelopes to facilitate resealing after Base Conservancy.

(2) Example:

From: Pvt William J. Doe, 1024306,
Company E 167th Infantry
APO 304, c/o Postmaster,
New York City, New York

John R. Roe
205 W. State St.,
Boston, Mass.

c. Exceptions:

- (1) The initials "NATCOMSA", "APHQ", "ABQ", "SE S", "MBS", MAY be used as part of the addresses of personnel governed by this circular who are assigned or attached to such headquarters. The appropriate staff section will be used in lieu of paragraph a (3) above, and the appropriate initials in lieu of paragraph a (4) above.

(a) Example:

Sgt. Harold V. Roberts, 1907535,
Ordnance Section, Hq. MBS,
APO 308 c/o Postmaster,
New York City, New York.

- (2) Communications originating in and destined for this theater of operations and the communications between this theater of operations and the British Isles will be addressed as outlined in a and b above, except that the term "U. S. ARMY" will be substituted for "c/o Postmaster, New York City, New York."

Company F 167th Infantry
APO 301, c/o Postmaster,
New York City, New York

John R. Red
205 W. State St.,
Boston, Mass.

c. Exceptions:

(1) The initials "NATOUSSA", "AFHQ", "AES", "WFB SN", "WMBN", MAY be used as part of the addresses of personnel governed by this circular who are assigned or attached to such headquarters. The appropriate staff section will be used in lieu of paragraph a (3) above, and the appropriate initials in lieu of paragraph e (4) above.

(a) Example:

Sgt. Harold V. Roberts, 1057535,
Ordnance Section, Hq. WBS,
APO 668 c/o Postmaster,
New York City, New York.

(2) Communications originating in and destined for this theater of operations and the communications between this theater of operations and the British Isles will be addressed as outlined in a and b above, except that the term "U. S. ARMY" will be substituted for "c/o Postmaster, New York City, New York."

1241

(3) A military return address will not be used anywhere on or in any communication intended for a neutral, enemy or enemy-occupied country. Such mail must be sent through a friend or relative residing in the continental United States. The friend or relative may forward such mail using a domestic civilian return address. It is cautioned that communications to Allied prisoners of war fall into this category.

d. Private addresses will not be used.

e. Official, hotel or other headed, printed or embossed stationery will not be used for private correspondence in such a manner as to disclose the exact geographical location of the writer, his unit or end APO number.

RECEIVED
(Equal Rights CONFIDENTIAL)

Censorship Regls Cont.

f. All personnel governed by this circular will advise their correspondents to address mail to them in accordance with the applicable provisions outlined above.

5. Picture Postcards.

a. Picture postcards will be subject to the same censorship regulations as applicable to ordinary mail. Particular care will be taken by senders and Unit Censors to insure that postcards do not disclose a unit location or link an APO with a geographical location.

b. Any reference in communications to postcards previously sent, or to be sent which, when considered with the postcard or separately, violates military censorship regulations, is prohibited.

6. Blue Envelopes.

a. Enlisted Military personnel in this theater are authorized the use of blue envelopes for the transmission of letters relating to private or family matters only.

b. The purpose of the blue envelope is to offer more privacy to the sender and to protect him from possible embarrassment. Communications so sent are subject to censorship by the Chief Base Center only.

c. Each blue envelope will contain no inner cover, only one letter, and will be addressed directly to the addressee.

d. Enlisted men will not be induced or compelled to send their letters in blue envelopes. The rate of issue and use will not exceed two per man in any one month.

e. Blue envelopes will not be initiated without written approval from the Chief Base Center for a specified number.

f. Letters sent in blue envelopes and not justifying the use of blue envelopes will be returned to the senders.

7. Mail of Officers and Civilians under Military Jurisdiction.

a. The provisions of this circular apply to the mail of officers and civilians under military jurisdiction as well as to all other types of mail.

a. Enlisted Military personnel in this theater are authorized the use of blue envelopes for the transmission of letters relating to private or family matters only.

b. The purpose of the blue envelope is to offer more privacy to the sender and to protect him from possible embarrassment. Communications so sent are subject to censorship by the Chief Base Censor only.

c. Each blue envelope will contain no inner cover, only one letter, and will be addressed directly to the addressee.

d. Enlisted men will not be induced or compelled to send their letters in blue envelopes. The rate of issue and use will not exceed two per man in any one month.

e. Blue envelopes will not be initiated without written approval from the Chief Base Censor for a specified number.

f. Letters sent in blue envelopes and not justifying the use of blue envelopes will be returned to the senders.

7. Mail of Officers and Civilians under Military Jurisdictions.

a. The provisions of this circular apply to the mail of officers and civilians under military jurisdiction as well as to all other types of mail.

b. Mail of officers and civilians under military jurisdiction will not be unit censored nor stamped with the unit censorship stamp, but will be subject to censorship by the Chief Base Censor. Officers and civilians under military jurisdiction will sign their name without rank on the lower left corner of the envelope. When using V-Mail, they will sign their name on the inside of the form in the space provided for the "Censor's Stamp" in addition to signing it on the lower left corner of the "envelope". The signature certifies that they have read, understood and complied with military censorship regulations. Violations of military censorship regulation by officers and civilians under military jurisdiction will subject them to disciplinary action, including trial by courts-martial.

Army Reg's Cont.

RESTRICTED
(Equals British CONFIDENTIAL)

8. Method of Posting.

a. Enlisted Men.

(1) All mail of enlisted men will be deposited in mail boxes in company, battery or similar unit orderly rooms, unsealed and ready for mailing. Blue envelope mail will be deposited in Army Post Office Channels sealed.

(2) Registered and insured mail, not being subject to Unit Censorship, will be deposited direct with the Army Postal Service.

b. Officers and Civilians. All mail of officers and civilians under U.S. military jurisdiction will be deposited in Army Post Office Channels sealed and ready for mailing.

9. Handling of Violations.

a. Mail and other communications which do not strictly conform to the instructions contained in this circular will not be forwarded and need not be returned to the writer, but are liable to such disposition as the Theater Censor or Chief Post Censor may direct.

b. Persons revealing information prohibited by this circular, other than in the course of official business, will be subject to disciplinary action.

III - UNIT CENSORSHIP REGULATIONS.

1. General: Unit Censorship will be conducted in accordance with the provisions of Sections I and II of this circular supplemented by the following regulations:

2. Responsibility:

a. The company or similar unit commander is responsible for the censorship of all mail (see exceptions, paragraph b below) of enlisted personnel of his command. The company or unit commander may designate officers of his command, such as platoon leaders, to examine the mail of the enlisted personnel of the unit.

b. The censorship of officer's mail, blue envelope mail, registered and insured mail, mail to Allied prisoners of war, and mail to neutral, enemy or enemy-occupied countries, is the responsibility of the Chief Base Censor.

3. Handling of Violations.

a. Mail and other communications which do not strictly conform to the instructions contained in this circular will not be forwarded and need not be returned to the writer, but are liable to such disposition as the Theater Censor or Chief Base Censor may direct.

b. Persons revealing information prohibited by this circular, other than in the course of official business, will be subject to disciplinary action.

III - UNIT CENSORSHIP REGULATIONS.

1. General: Unit Censorship will be conducted in accordance with the provisions of Sections I and II of this circular supplemented by the following regulations:

2. Responsibility:

a. The company or similar unit commander is responsible for the censorship of all mail (see exceptions, paragraph b below) of enlisted personnel of his command. The company or unit commander may designate officers of his command, such as platoon leaders, to examine the mail of the enlisted personnel of the unit.

b. The censorship of officer's mail, blue envelope mail, registered and insured mail, mail to Allied prisoners of war, and mail to neutral, enemy or enemy-occupied countries, is the responsibility of the Chief Base Censor.

3. Duties of Censorship Officers.

- 9 -

1240

Censorship Regs Cont.

RESTRICTED
(Equals British Confidential)

c. All communications subject to Unit Censorship will be examined and censored by commissioned officers or warrant officers in the U.S. Army.

d. Censorship officers will respect and observe the confidential nature of information which comes into their possession. They will give DISCREET OR DIVULGE ANY SUCH MATTERS EITHER IN PUBLIC OR PRIVATE MEDIUM AND THE INTERESTS OF THE PUBLIC SERVICE REQUIRE A REPORT TO A HIGHER AUTHORITY. Any violation of this trust by a censorship officer will subject that officer to prompt disciplinary action.

e. An enlisted man who delivers his mail for Unit Censorship has performed his duty. The Unit Censor is responsible for seeing that violations are corrected before the communication is passed. Letters containing violations will normally be returned to the sender for rewriting. The censor is responsible for any violations contained in communications passed by him.

4. Censorship Stamps.

a. All censorship stamps will be issued and registered by the Military Intelligence Division, War Department, Washington, D.C. The Chief Base Censor will re-issue and assign U.S. Army Examiner censorship stamps to the commanding officers of companies, similar organizations and detachments for use by Unit Censors in any cases where such stamps have not been previously issued.

b. One authorized U. S. Army Examiner Stamp will be issued to each company or similar detachment and written receipt therefor given by the Unit Censor. U. S. Army Examiner Stamps are recorded as CONFIDENTIAL material and will be safeguarded in accordance with the provisions of AR 380-5.

c. Organizations not regularly issued censorship stamps are authorized to request them from the Chief Base Censor, having jurisdiction over the territory in which they are stationed. Such requests will include the following information: Organization, strength, name of nearest organization holding a censorship stamp and distance thereof, distance to nearest Army Post Office; if detached, period of duration of detachment and any other pertinent information.

d. A censorship stamp will be used only by duly appointed censors. The impression of the censorship stamp will be placed on the left-hand side of the cover and clear of the address. When V-Mail is used, the impression will, in addition, be placed on the inside of the flap in the space provided. Impressions of the censorship stamp on letters, undressed envelopes or other undressed material and on undeveloped film will not be made.

e. Upon relinquishing station as a censorship officer, an officer holding a censorship stamp will transfer it to his successor. A written receipt showing the transfer will be forwarded to the Chief Base Censor for filing.

a. All membership stamps will be issued and registered by the Military Intelligence Division, War Department, Washington, D.C. The Chief Pass Counsel will re-issue and assign U.S. Army Examination certificates to the command officers of companies, similar organizations and detachments for use by Unit Commanders in any cases where such stamps have not been previously issued.

c. Organizations not regularly issued censorship stamps are authorized to request them from the Chief Post Censor, having jurisdiction over the territory in which they are stationed. Such requests will include the following information: Organization, strength, name of nearest organization holding a censorship stamp and distance thereof, distance to nearest Army Post Office; if data not, probable location of detachment and any other pertinent information.

2. A concealable stamp will be used only by duly appointed censors. The impression of the concealable stamp will be placed on the left-hand side of the cover and clear of the address. When V-Mail is used, the impression will, in addition, be placed on the inside of the cover in the space provided. Impressions of the concealable stamp on letters, addressed envelopes or other unaddressed material and on unsealed mail will not be made.

e. Upon relinquishing duties as a consular officer, an officer holding a consular status will transfer it to his successor. A written receipt showing the transfer will be forwarded to the U.S. State Center for file.

RESTRICTED
(Equal British Confidential)

Censorship Parole Cont.

f. Every precaution will be taken to prevent a censorship stamp from falling into improper hands or being lost. If it should be lost, an immediate report will be made to the Chief Base Censor. Any information obtained concerning the use of an unauthorized censorship stamp will be reported immediately to the Chief Base Censor who will cause an investigation to be made and any necessary disciplinary action to be taken.

5. Instructions for Postal Censors.

a. Examination of Letters.

(1) Detection of the use of secret writing in correspondence is sometimes very difficult. Nevertheless, all censorship officers should be aware of the possibilities and should be alert to detect the use of such methods.

(2) A physical examination to detect the presence of a secret writing will be made of the letter, the envelope and all enclosures. Any communications suspected of containing secret writing, codes, or ciphers, will be sent immediately to the Chief Base Censor for action.

b. Parcels: All parcels, including luggage, will be examined carefully to prevent the transmission of concealed messages. After examination, parcels must be securely repacked prior to dispatch, and they will be handled by censorship personnel only, until placed in the custody of postal authorities.

c. Communications from Unknown Persons.

(1) Communications to and from unknown persons, including "penial" letters, will be referred by unit censors to the Chief Base Censor, who will normally examine the communication.

(2) Replies to advertisements or trade circulars or to letters of congratulation from unknown persons, or letters in acknowledgment of gifts from unknown persons, will be referred to the Chief Base Censor.

(3) Advertisements or letters for publication inviting correspondence with unknown persons are forbidden and will be condemned by censorship officers.

d. Official Mail: Official correspondence is not subject to censorship, but the address and return address will be checked to insure that no classified information is revealed. Censorship officers, however, must be alert to detect

(2) A physical examination to detect the presence of a secret written will be made of the letter, the envelope and all enclosures. Any communications suspected of containing secret writing, codes, or ciphers, will be sent immediately to the Chief Base Censor for action.

b. Parcels: All parcels, including luggage, will be examined carefully to prevent the transmission of concealed messages. After examination, parcels must be securely packaged prior to dispatch, and they will be handled by censorship personnel only, until placed in the custody of postal authorities.

c. Communications from Unknown Persons.

(1) Communications to and from unknown persons, including "general" letters, will be referred by unit censors to the Chief Base Censor, who will normally condemn the communication.

(2) Replies to advertisements or trade circulars or to letters of congratulation from unknown persons, or letters in acknowledgment of gifts from unknown persons, will be referred to the Chief Base Censor.

(3) Advertisements or letters for publication inviting correspondence with unknown persons are forbidden and will be condemned by censorship officers.

d. Official Mail: Official correspondence is not subject to censorship, but the address and return address will be checked to insure that no classified information is revealed. Censorship officers, however, must be alert to detect possible evasion of censorship by use of franked envelopes for personal correspondence.

6. Outgoing Mail:

a. Officers' mail and blue envelopes will be transmitted to the Army Post Office without being censored by unit censors.

insorship Boyle Cont.

RESTRICTED
(Source: British Confidential)

b. The following types of mail will be processed in a covering envelope by the Unit Censor to the Chief Base Censor as official mail:

- (1) Foreign language correspondence which cannot be translated by the unit censor.
- (2) Mail revealing communications to Allied prisoners of war.
- (3) Mail revealing communications to persons in neutral, enemy or enemy-occupied territory.

c. All other mail, subject to Unit Censorship, including parcels, will be examined by Unit Censor and one of the following actions taken:

- (1) Hand: If the letter or parcel does not violate any censorship regulations, it will be passed. The examiner will replace the contents in the cover, seal it on after sealing the cover, sign his name and rank on the lower left corner. Parcels will also be signed with the censor's name and rank on the lower left corner of the face of the package, and will show a list of contents on the outside of the package. Signed mail will then be forwarded to the officer holding the United States Army Examiner Stamp for the censorship inspection. Censorship examination stamps will appear only on the front left-hand side of an envelope. Signed mail will then be forwarded to the Army Post Office. Unintentional parcels will not be permitted to leave mail that has been sealed in place. V-Mail letters or enlisted men will bear the censor's signature with rank and the United States Army Examiner's Stamp in red ink both in the lower left corner of the "envelope" and on the inside of the form in the space provided; therefore, they will be forwarded unsealed (after proper signing by the examiner) to the officer holding the United States Examiner Stamp who will seal them after executing the proper instructions.

- (2) Condemn: If the letter or parcel contains a violation of censorship regulations, it will be returned to the sender if ordered by the examining officer without action to the sender, depending upon the nature of the violation. Normally a letter or parcel will be condemned only when it is believed the original will be needed for evidence. When a unit censor believes that a letter or parcel should be condemned, he will prepare an informal recommendation in writing and action and stating the reason or reasons therefor. The recommendation, together with the letter or parcel concerned, will be forwarded direct to the Chief Base Censor.

785015

RESTRICTED
(Equals British Confidential)

Security Needs Cont.

(4) Excisions: Excessive mutilation of mail by excisions is never warranted. If a letter contains a word or short phrase violating censorship regulations but is not otherwise objectionable, the examining officer will excise the objectionable word or phrase using a short knife or other cutting instrument. When necessary excisions are so extensive as to destroy the sense of the message, the letter will be returned to the sender for revision. Excisions will be sufficiently complete to prevent restoration of the original meaning of the excised portions by the addressee. Under no circumstances will Unit Censors delete information by lining out or covering words or phrases using a pencil, ink, paint, or similar material, except in the case of V-Mail. All V-Mail deletions will be made by completely obliterating censorable portions with black ink.

(5) Recommendations: Photocopy or Photostat: If it appears desirable that a letter or parcel be forwarded but a record is needed for evidence, or future reference, the letter or parcel should be forwarded to the Chief Base Censor with an internal recommendation that it be photostated or photostated before being passed. The Unit Censor will state the reason or reasons for his recommendations.

(6) Notes Missing Enclosures: When reference is made in a letter to an enclosure which cannot be found, the omission will be called to the attention of the sender in person if feasible. If the sender cannot readily be reached for reference, the examining officer will prepare duplicate copies of Form (MC 2), "Notification of Missing Enclosure". Both the original and the duplicate will be initialed by the examiner. The original will be placed in the letter and the communication returned to the sender. If local conditions render such action impractical, the letter will be passed. The duplicate copy of Form MC 2 will be retained by the examining officer for his own protection, after noting on the reverse side thereof the following information:

- (A) Date of examination.
- (B) Name and address of addressee.
- (C) Name of sender.

7. Incoming Mail: Incoming mail will be spot-checked by the Chief Base Censor and normally examined by the Unit Censor. However, the Unit Censor will furnish the Chief Base Censor with the names of individuals under his jurisdiction in cases where it is desirable or necessary that their incoming mail be examined.

letter or parcel to forward but a record is needed for evidence, or future reference, the letter or parcel should be forwarded to the Chief Base Censor with an internal recommendation that it be photographed or photostated before being passed. The Unit Censor will state the reason for refusing for his recommendations.

(8) Note Missing Enclosures: When reference is made in a letter to an enclosure which cannot be found, the omission will be called to the attention of the sender in person if feasible. If the sender cannot readily be reached for reference, the examining officer will prepare duplicate copies of Form (MC 2), "Notification of Missing Enclosure". Both the original and the duplicate will be initialed by the examiner. The original will be placed in the letter and the communication returned to the sender. If local conditions render such action impractical, the letter will be passed. The duplicate copy of Form MC 2 will be retained by the examining officer for his own protection, after noting on the coverer side thereof the following information:

- (1) Date of examination.
- (2) Name and address of addressee.
- (3) Name of sender.

7. Incoming Mail: Incoming mail will be spot-checked by the Chief Base Censor and not normally examined by the Unit Censor. However, the Unit Censor will furnish a Chief Base Censor with the names of individuals under his jurisdiction in cases where it is desirable or necessary that their incoming mail be examined.

8. Forms: The following are copies of MC 2 and MC 3 and will be produced orally by the Unit Censor when needed:

orally Reels. Cont.

RESTRICTED
(Equals ~~CONFIDENTIAL~~)

MC FORM 2

NOTIFICATION OF MISSING ENCLOSURES

The enclosure mentioned in this correspondence

was found to be missing when the letter was opened by the sender.

MC 2

(RTH)

MC FORM 3

LETTER OF NOTICE TO SENDER

This letter is returned to sender's office

MC 3

(RTH)

IV - FILM CAMPAIGNSHIP.

1. General.

a. In this theater, the use of privately owned cameras has been authorized for all personnel, except those in combat areas.

b. Photographers will familiarize themselves with film processing regulations. No picture will be taken that contains information of aid or comfort to the enemy.

2. Photographic Information to be Submitted.

a. In addition to the information specified by paragraphs 1, 2 and 3 of Section II of this circular, the following elements of information are not to be released for export from this theater, except in the case of official business or with the written approval of this headquarters.

- (1) All aerial photographs and films of enemy territory.
- (2) High angle views showing military installations.

This letter is returned to sender because _____

MC 3

(RMR)

IV - FILM CENSORSHIP.

1. General.

a. In this theater, the use of privately owned cameras has been authorized for all personnel, except those in combat zones.

b. Photographers will familiarize themselves with film censorship regulations. No pictures will be taken that contain information of aid or comfort to the enemy.

2. Photographic information to be suppressed.

a. In addition to the information prohibited by Army GMS 1, 2 and 3 of Section II of this circular, the following classes of information are not to be released for report from this theater, except in the case of official business or with the written approval of this headquarters.

- (1) All aerial photographs and films of friendly territory.
- (2) High angle views showing military installations, possible military objectives, or landmarks which, if released, would disclose location.

Censorship Rules Cont.

UNCLASSIFIED
(Equals British Confidential)

- (3) All views of plant, operations, equipment in Allied war manufacture, assembly or repair of material used for furtherance of the Allied cause. Close-up views of machinery or technical equipment.
- (4) Pictures which could be distorted by the enemy and used as propaganda against the war effort.
- (5) Pictures which might focus attention on training, personnel, or equipment from which the character of future operations might be determined. Also pictures which show state of training or morale of troops.
- (6) Pictures revealing general location of such equipment as planes, tanks, large guns, combat cars, etc.
- (7) Pictures of all classified equipment.
- (8) Pictures indicating a quantity or the presence of, a particular type of equipment in any general locality.
- (9) Pictures indicating route, type of aircraft, nature of cars and installations of the Air Transport Command.

b. Any reference in communications to photographs previously sent or to be sent which, when considered with the photographs or separately, violates military censorship regulations, is prohibited.

c. Photographs or films furthering the objectives of enemy propaganda will not be inserted into this theater.

d. Particular attention will be given to "countermeasures". Frequently the principal subject in the foreground of a picture is not objectionable while the background will reveal information to be suppressed.

3. Instructions for Handling Photographic Material.

- a. Photos, film material exposed by amateur photographers may be processed locally but only by firms approved by the respective Base Sections.
- b. Since local developing facilities are very limited, provisions have been made for developing negatives in the United States without cost to the photographer. To take advantage of these facilities, the following procedure will be followed:

(1) The address of the sender plus the name and address of a person

presence of the presence of, a particular

(9) Pictures indicating route, type of aircraft, nature of carriers and installations of the Air Transport Command.

b. Any reference in communications to photographs previously sent or to be sent which, when considered with the photographs or separately, violates military censorship regulations, is prohibited.

c. Photographs or films furthering the objectives of enemy propaganda will not be included into this theater.

d. Particular attention will be given to backgrounds. Frequently the principal subject in the foreground of a picture is not objectionable while the background will reveal information to be suppressed.

3. Instructions for Handling Photographic Material.

a. Photographic material exposed by amateur photographers may be processed locally but only by firms approved by the respective Base Sections.

b. Since local developing facilities are very limited, provisions have been made for developing negatives in the United States without cost to the photographer to take advantage of these facilities, the following procedure will be followed:

(1) The address of the sender plus the name and address of a person in the United States to whom the developed negatives are to be sent will be included on a slip of paper securely tied to each roll of undeveloped film.

(2) Such rolls will be classified "CONFIDENTIAL" and will be transmitted as official mail to the Chief Base Censor for handling and disposal.

1237

785015

Chief Reg's Cent.

RESTRICTED
(Security Classification)

(3) The negatives of such rolls cannot be mailed to this theater by the developing agency in the United States.

c. Any person using unauthorized facilities will be subject to disciplinary action.

d. All negatives and prints not issued by the center will become the property of the United States Government and will be disposed of as directed by the War Department, Washington, D.C., or by the Theater Commander.

By command of the Theater Commander:

S. L. FORD
Colonel, G.S.C., Chief of Staff

OFFICIAL:

H. V. ROBERTS,
Colonel, AGC,
Adjutant General.

DISTRIBUTION:

M. L. FORD
Colonel, G.S.C., Chief of Staff

OFFICIAL:

H. V. ROBERTS,
Colonel, AGC,
Adjutant General.

DISTRIBUTION:
WFO

785015

PLANNING STAFF A.C.A.

ICA
ACA/1000
4 Sep 43

TO : Executive Officer,
Military Government School.

FROM: Central Registry, Planning Staff A.C.A.

Herewith 39 completed forms, Appendix 'A' to
"Instructions for the Security of Documents, Information,
etc. 1940." for action as necessary.

In the field.

BMP
Chief Clerk,
Central Registry.

---/hw

oh

1235

785015

PLANNING STAFF, A. C. A.

17A
Ref : A C A/1000

3rd Sept., 1943.

To :- H.Q. Commandant,

Subject :- Security of Hollywood.

1. On 31 Aug at 2005 hours I ^{W F.E.G. HLETT} arrived at Hollywood to find the main entrance unlocked and that the sentry had left his post.
2. About 15 to 20 minutes later the corporal of the guard reported to me in my office and explained what had taken place.
3. I asked him to report the matter to his Commander with the request for a report in writing.
4. This report has not yet been received. May the matter please be expedited?

for
Colonel,
R.D. RATHBONE.
Lieut-Colonel,
H. PARKMAN.
Joint Assistant Chiefs of Staff.
A. C. A.

D.M.

ACA/1000

1235

785015

PLANNING STAFF ACA

3 September 1943.

Col Parkin

TO: Lt Col Aitken.

Herewith your permanent Hollywood pass.

Upon your next visit to Hollywood Building kindly
stop in at the Central Registry and sign the Security Pass
Register.

.....Captain
G-2, Planning Staff, A.C.A.

ACA/1000

1234

785015

HEADQUARTERS
MILITARY GOVERNMENT SCHOOL
APO 512

30 August 1943

SUBJECT : Circular 86-NATOUBA.

TO : Chief Planner.

1. NATOUBA Circular 86 regarding censorship will be read by all officers of the Planning Staff and report rendered this Headquarters not later than noon Wednesday September 4, 1943.

2. The attached sheet will be signed by each officer personally upon completion of the reading.

By order of Colonel PARKIN:

LAWRENCE E. KEARIN,
1st Lieut., Infantry,
Adjutant.

I.M. ACA/1000

Original has been posted
on Bulletin Board

1233

785015

NIGHT DUTIES

	Period of Duty	To be provided with
1 Armed Guard	20.00 - 0800	Tommy Gun Whistle
* 1 C.Q. (Duty Clerk) from Office Staff, to stay in Registry	20.00 - 08.00	.45 Revolver) to be handed Cot) to C.Q. for Flashlight) following day.
* 2 Janitors (to run errands if necessary)	20.00 to completion of cleaning	
* 1 Typist or Secretary (on weekly night shift)	20.00 - 08.00	

2 Trenches Complete

* Off duty the following day.

1 Sept. 43.
RHA.Distribution:

1 - ACA / 1000
1 - CR Bull Brand
1 - G-1
1 - Sgt Schenck

Offered
12/2/43
AS 145 B

IN CASE OF FIRE

Any person discovering a fire in Hollywood HQ will at once attempt to extinguish it, shout for assistance, and have the Guard warned of the location of the fire.

F. E. GILLET
Capt. 5 Innis D. G.
Headquarters Planning Staff A.C.A.

18A

QA, 10A, 11A:
wrongly filed
transferred to Perm + Perm
file # 62

"HOLLYWOOD" HQ

SECURITY - STANDING ORDERS No. 1. 14 AUG 43.

1. All personnel will bear in mind that they are responsible for highly important work which calls for an EXTRA degree of security. It is for them to obey the following instructions, but it is just as important that they should use their intelligence and, in accordance with all conditions and circumstances that may arise, safeguard to the fullest possible extent, the security of everything with which they are concerned and maintain in every way the highest standard of efficiency and integrity.

2. "HOLLYWOOD" building:

- (1) There will be only ONE entrance and exit.
- (ii) Entrance and exit will be effected by means of a Security Pass which will be shown to the sentry on duty both on entering and on leaving the building.
- (a) Permanent passes will be obtained from the Security Officer, No. 7 Planning Staff HQ.
- (b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "Hollywood" HQ before leaving the building.

- (iii) Only those having legitimate military business to transact will be admitted.

- (iv) Each officer interviewed by a holder of a Temporary Pass will endorse the pass.

- (v) It is important that holders of Temporary Passes be not allowed free access in and about the building, UNESCORPED.

- (vi) Guard on the entrance will be maintained continuously.

3. CENTRAL REGISTRY.

- (1) The Central Registry will be responsible for all files, documents etc.
- (ii) All files, documents etc. will be returned to the Central Registry as soon as an office is about to be left unattended.
- (iii) The Central Registry will never be left unattended.
- (iv) A daily check of all files, documents etc. will be carried out, and any discrepancy will be reported at once.

(a) Permanent passes will be obtained from the Security Officer, No. 7 Planning Staff HQ.

(b) Temporary passes will be obtained from the sentry and will be countersigned by an officer of "Hollywood" HQ before leaving the building.

(iii) Only those having legitimate military business to transact will be admitted.

(iv) Each officer interviewed by a holder of a Temporary Pass will endorse the pass.

(v) It is important that holders of Temporary Passes be not allowed free access in and about the building, UNESCOTED.

(vi) Guard on the entrance will be maintained continuously.

3. CENTRAL REGISTRY.

(i) The Central Registry will be responsible for all files, documents etc.

(ii) All files, documents etc. will be returned to the Central Registry as soon as an office is about to be left unattended.

(iii) The Central Registry will never be left unattended.

(iv) A daily check of all files, documents etc. will be carried out, and any discrepancy will be reported at once.

(v) It will be the Central Registry's responsibility to clear ALL waste paper (Secret and Non-Secret) whenever an office is being left unattended.

4. LEAKAGE OR COMPROMISE.

It is the duty of all concerned to report any suspicion, however small, of leakage or compromise, immediately. It may cause inconvenience, but this is unimportant compared with the danger of a possible case of leakage going undetected.

In the field.

[Signature]
Lt. Col. R.M.C.
Commanding No. 7 Planning Staff.

*add. Copies in Palestine File
(Appendix)*

785015

5A

Subject: Despatch Case for SECRET Mail.

13 Aug 45.

To Military Government Section,
A.F.H.Q.

From G.O. No. 7 Planning Staff,
Military Government School & Holding Centre.

1. The question of transmission of Secret documents between A.F.H.Q. and this H.Q. by more secure means has been raised.
2. My two despatch cases please be supplied, one to be retained at your H.Q. together with the duplicate key of the other case, the second case and alternate duplicate key being sent to this H.Q.
3. By this means, the cases could be carried to and fro by the Post Cpl., A receipt for the documents being enclosed in exchange.

In the Field.

for *[Signature]*
Lt. Col. R.H.G.
Commanding No. 7 Planning Staff.

1230

785015

INSTRUCTIONS FOR THE SECURITY OF DOCUMENTS, INFORMATION
ETC. 1940

APPENDIX "A"

CERTIFICATE AND DECLARATION.

1. My attention has been drawn to paragraphs 15-17 and 20-22 of Instructions for dealing with documents and correspondence in Military Offices, which relate to the safeguarding of military information.

2. I understand and agree that all official and military information acquired by me in or from a military office is to be regarded as the property of the War Department, and is not to be published or communicated to another person in any form except in the course of my official duties, whether during or after my Service in or with the office, without the previous sanction of the general or other officer in charge of the military office.

3. I further understand and agree that any breach or neglect of the above mentioned paragraphs of Instructions for dealing with Documents and Correspondence in Military Offices, both as regards the safeguarding of official information and otherwise, is a disciplinary offense, and may also render me liable to proceedings under Official Secrets Acts, 1911 and 1920.

(Signed)

(Witness)

(Date)

Note: This certificate should be signed in the presence of, and witnessed by, a senior military Officer, and will be kept with the personal papers of the employee concerned.

1229

785015

Hollywood H.Q.

Security Standing Order No.2. 15th Aug. '43.

Personnel entering and leaving the Hollywood.

Building.

(I) It is the sentry's duty to see that every person produces his "No7" Pass both on entering and on leaving the building. He will observe that the authentic pass is produced; this may be quickly checked by noting the issuing officer's signature.

(II) Visitors will be required to fill in a temporary Pass. The sentry will see that all detail is filled in, initial the Pass and call a clerk to escort the visitor. Visitors will not be allowed free access in and about the building.

(III) It is absolutely essential that all Temporary Passes are collected before the visitor leaves the building and the sentry will check that the Pass has been countersigned by an officer of the Hollywood H.Q.

(IV) These temporary Passes will then be filed and handed to the Central Registry at 2000hrs daily.

(V) The Central Registry will be responsible for the safe custody of these Temporary Passes.

(VI) In the event of any difficulty, suspicious enquiry etc, the security officer will be called immediately, or in his absence, an officer of No7. Planning Staff. H.Q.

In The Field.
Date. 15th Aug. '43.

for *W. H. D. G.* Lt Col. R. F. G.
Commanding No7. Planning Staff.

1228

785015

TEMPORARY HOLLYWOOD PASS.

Name Rank No.

Purpose of visit Interview desired with

Date Signature

Time IN

Time OUT

No..... Initialed by

To be signed by an officer of
HOLLYWOOD IN before leaving.

3C

.....
1
1

Declassified E.O. 12356 Section 3.3/NND No.

785015

HOLLYWOOD PASS No.		3 B
Name	Rank	No.
M	P	C
Signature of holder :		
.....		
Date	Issued by	
Security Officer (No. 7) Planning Staff		
This pass is to be returned to issuing office before leaving the station.		

S E C R E T
(Equals British MOST SECRET)

ALLIED FORCE HEADQUARTERS
APO 512

SECRET
Auth: CinC, AF
Initials
8 August 1943.

AG 371.2-400 GBI-AGM

8 August 1943.

SUBJECT: Security of the Mounting of Operations.

TO : All Concerned.

1. INTRODUCTION. Security instructions for the planning of future operations have been issued by this headquarters from time to time, setting out the main routine security precautions required in connection with such operations in the planning stages. These will as a matter of course continue to be observed. Certain further security measures are set out below with the object of insuring that during the mounting stage of future operations from this Theater the highest degree of secrecy will continue to be maintained, and the highest degree of surprise thereby achieved.

2. GENERAL. The four most vital factors which can and must be concealed are:

- a. The objective.
- b. The date.
- c. The strength and order of battle of our forces.
- d. The tactical methods to be employed.

All preparations for the mounting of such operations must, as far as possible, be implemented in such a way that these factors will not be revealed to, and cannot be deduced by, either the enemy, the civil population or our own forces apart from those whose duties require such knowledge. The exploitation of our successes in Sicily will be assumed by the enemy as a normal part of our strategy, but the exact dates of our fresh assaults, exactly where they are to be made, and the fact that the troops engaged and material employed are to be dispatched from several points along the Mediterranean African coast must all be guarded with the closest secrecy.

3. TRAINING AND EXERCISES. It is neither necessary nor practicable to conceal the fact that troops have been undergoing training in amphibious and other forms of special operations. This fact will attract less notice than at the time of training for Operation HUSKY. It remains, however, of importance to conceal the identity of the troops taking part and the detailed methods of training employed, as well as the specific objects for which the training has been designed. The word "Rehearsal" should be avoided and the word "Exercise" used in all references to the final exercises. The nature of these exercises will inevitably reveal to the troops in more certain form the type of terrain to be assaulted and the tactical methods to be used,

S E C R E T
(Equals British MOST SECRET)

but the actual objective and date should not be disclosed at this stage. Between the time of the final exercises and the embarkation, consideration should be given to the gradual restriction of passes for troops, but any such precautions should be as unobtrusive as possible in order not to focus attention on the imminence of the start of any operation.

4. MOVES. Moves of formations between concentration areas, exercise areas and final assembly areas must be carried out with the highest possible degree of secrecy. Previous knowledge of the moves should be confined to the minimum.

5. ASSEMBLY. On arrival in final assembly areas troops should be isolated from contact not only with local civilians but also with neighboring troops who are not involved in the operation which is about to take place. It is at this stage that the detailed briefing (i.e. disclosure of objective and departure date) of the troops as a whole may be carried out.

6. SIGNAL SECURITY. a. Concerning the use of wireless telegraphy and radio telephone it must be constantly borne in mind that messages thus transmitted may be intercepted by the enemy, whatever the power of the set. Before D-Day for any future operation, therefore, no reference to the operation must be made in radio telephone conversations or wireless telegraphy messages in the clear.

b. The telephone is also a frequent source of leakage of information. Matters connected with future operations must not be discussed over the telephone. Formations may arrange for the periodical monitoring of wireless sets and military telephone exchanges.

c. Signal security procedure will conform to detailed instructions which will be issued by the headquarters of the formation directing any particular operation.

7. DOCUMENTS. No documents relating to an operation must be taken ashore in the objective, except those which are absolutely essential to the efficient conduct of the operation. Arrangements should be made for the destruction of all nonessential documents either before embarkation or aboard the ships and craft. It is of great importance that any documents liable to capture are reduced to the minimum as regards number, size and scope, and all possible steps must be taken to this end.

8. EMBARKATION. Embarkation ports are covered by Port Security Sections which are responsible for supervising and advising on local security measures. Formation security officers should visit the appropriate Port Security Officer before the date of embarkation and discuss with him security requirements.

1224

785015

S E C R E T
(Equals British MOST SECRET)

9. SPECIAL PERSONNEL. Security precautions as outlined above are not confined to combat troops; similar consideration must be given to headquarters staffs, specialist units, attached personnel and semi-military organizations (such as War Correspondents and Red Cross). Experience has shown that leakages are particularly liable to occur through these and other administrative channels, and special care must be exercised in this direction.

10. REPORTS OF LEAKAGE. Any reports received of possible leakages regarding the vital details of any future operation should be forwarded urgently to the formation headquarters concerned so that the Commander-in-Chief may be notified and informed of the likelihood of surprise being jeopardized.

By command of General EISENHOWER:

T. J. DAVIS,
Brigadier General, USA,
Adjutant General.

1223

- 3 -

S E C R E T
(Equals British MOST SECRET)

