

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

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SECURITY
MAY 1943

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

SUBJECT:- Security

Secret

141T/7971/1/CA
14 MAY 43

SC/Sec

Lt., Col: D. R. Aitken, O.B.E., D.F.C.,
Commandant Chrea School

1. The acting G.O.A.O. Lt. Colonel Spofford is anxious that the same rules applying to Security at H. Q. 141 Force, should be enforced at the School of Instruction.
2. I enclose for your information Appendix "A" which has to be read by all ranks, British and American plus copies of the two certificates, one for British, the other for American, which must be signed by all personnel who are likely to be employed in offices and places where they come in contact with official secret documents or are in a position to pick up bits of conversation passing between officers.

H. Lloyd Carson

141 Force
May 14 1943

HLC/DG

H. Lloyd Carson
Lt. Colonel
G.S.O.I (A)

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EXTRACTION FROM INFORMATION CONTAINING
 DOCUMENTS AND INFORMATION IN MILITARY OFFICES.

DISCLOSURE OF INFORMATION.

15. No unpublished official document of any description may be given or shown to any-one not serving in a military office, except on the authority of the general or other officer in charge of administration. This rule applies also to papers or information which it is intended to publish, but which have not been actually issued.

16. No publication or unauthorized communication of information to which access is obtained in the course of official duties will be made to any newspaper or person, whether interested or not. Any cancellation of duty in this respect, whether the information is secret or not, is an offence under the Official Secrets Acts, and will be treated accordingly.

17. The communications against which these conditions are directed are not confined to written still print discussion, but include also the unauthorized disclosure of matter, finally decided on, but concerning which the matter and the time of publication may be not less important than the matter itself. In all these cases THE PUBLICATION, WITHOUT AUTHORITY, OF OFFICIAL INFORMATION constitutes the offence; and the danger, to which all Governments are equally exposed, cannot be adequately guarded against if distinctions are allowed to be drawn between one kind of unauthorized publication and another.

18. Attention is drawn to Section 2, subsection (c) of the Official Secrets Act of 1911, as amended by the Act of 1920. Under this subsection, CARRIAGE OR INTENTIONAL CONDUCT (endangering the safety of (without necessarily losing) a secret document, information or article (which latter includes a key or other instrument affording means of access to secret information) is a STATUTORY MISDEMEANOUR PUNISHABLE BY UP TO TWO YEARS' IMPRISONMENT WITH HARD LABOUR.

It will be noted that this subsection applies equally to indiscreet conversation, correspondence or communications, with or without the office, in connection with official secrets, and the regulations relating to the treatment of secret and confidential information and documents contained in these Instructions for dealing with documents and correspondence in Military Offices will

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tion to which access is obtained in the course of official duties will be made to any investigator or person, whether interested or not. Any dereliction of duty in this respect, whether the information is secret or not, is an offense under the Official Secrets Act, and will be treated accordingly.

17. The communications against which these penalties are directed are not confined to matter still under discussion, but include also the unauthorized disclosure of matter, finally decided on, but concerning which the manner and the time of publication may be not less important than the matter itself. In all these cases THE PUBLICATION, WITHOUT AUTHORITY, OF OFFICIAL INFORMATION constitutes the offence; and the danger, to which all Governments are equally exposed, cannot be adequately guarded against if distinctions are allowed to be drawn between one kind of unauthorized publication and another.

18. Attention is drawn to Section 2, subsection (c) of the Official Secrets Act of 1911, as amended by the Act of 1920.

Under this subsection, CARRIES NEWS OR INFORMATION CONCERNING the safety of (without necessarily losing) a secret document, information or article (which latter includes a key or other instrument affording means of access to secret information) is a STATUTORY MISDEMEANOUR PUNISHABLE BY UP TO TWO YEARS' IMPRISONMENT WITH HARD LABOUR.

It will be noted that this subsection applies equally to indiscreet conversation, correspondence or communications, within or without the office, in connection with official secrets, and the regulations relating to the treatment of secret and confidential information and documents contained in these Instructions for dealing with documents and correspondence in Military Offices will be scrupulously observed by all members of the Staff.

21. All employees in military offices will bring to notice in the proper quarter any incident, however trivial, which they have good reason to believe may indicate a breach of fidelity or discretion, or be prejudicial to the security of the Army. Delinquencies or circumstances which may have any connection, however remote, with the security of the Army, military or air forces, especially when a breach of the Official Secrets Acts is suspected, if appearing to require elucidation or investigation of an exact nature, will be referred without delay to the head of the Branch in which the employee is serving.

22. Any employee receiving any communication, oral or written, anonymous or otherwise, which may be construed as a solicitation to omit or abstain any action which is or may be an offence against the Official Secrets Acts, or observing or becoming aware of any such action, will acquaint the head of his Branch forthwith. The latter will refer the matter to the Officer for any further action that may be necessary.

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EXTRACTS FROM INSTRUCTIONS FOR DEALING WITH DOCUMENTS
AND CORRESPONDENCE IN MILITARY OFFICES.

DISCLOSURE OF INFORMATION.

15. No unpublished official document of any description may be given or shewn to any-one not serving in a military office, except on the authority of the general or other officer in charge of administration. This rule applies also to papers or information which it is intended to publish, but which have not been actually issued.

16. No premature or unauthorised communication of information to which access is obtained in the course of official duties will be made to any newspaper or person, whether interested or not. Any dereliction of duty in this respect, whether the information is secret or not, is an offence under the Official Secrets Acts, and will be treated accordingly.

17. The communications against which these cautions are directed are not confined to matter still under discussion, but include also the unauthorised disclosure of matter, finally decided on, but concerning which the manner and the time of publication may be not less important than the matter itself. In all these cases **THE PUBLICATION, WITHOUT AUTHORITY, OF OFFICIAL INFORMATION** constitutes the offence; and the danger, to which all Governments are equally exposed, cannot be adequately guarded against if distinctions are allowed to be drawn between one kind of unauthorised publication and another.

18. Attention is drawn to Section 2, subsection (c) of the Official Secrets Act of 1911, as amended by the Act of 1920. Under this subsection, **CARELESSNESS OR INJUDICIOUS CONDUCT** endangering the safety of (without necessarily losing) a secret document, information or article (which latter includes a key or other instrument affording means of access to secret information) is **A STATUTORY MISDEMEANOUR PUNISHABLE BY UP TO TWO YEARS' IMPRISONMENT WITH HARD LABOUR.**

It will be noted that this subsection applies equally to indiscreet conversation, correspondence or communications, within or without the office, in connection with official secrets, and the regulations relating to the treatment of secret and confidential information and documents contained in these Instructions for dealing with documents and correspondence in Military Offices will be scrupulously observed by all members of the Staff.

21. All employees in military offices will bring to notice in the proper quarter any incident, wherever arising, which they have good reason to believe may indicate a breach of fidelity or discretion, or be prejudicial to the security of the Army. Delinquencies or circumstances which may have any connexion, however remote, with the security of the naval, military or air forces, especially when a breach of the Official

unauthorised disclosure of matter, finally decided on, but including also the manner and the time of publication may be not less important than the matter itself. In all these cases THE PUBLICATION, WITHOUT AUTHORITY, OF OFFICIAL INFORMATION constitutes the offence; and the danger, to which all Governments are equally exposed, cannot be adequately guarded against if distinctions are allowed to be drawn between one kind of unauthorised publication and another.

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21. All employees in military offices will bring to notice in the proper quarter any incident, wherever arising, which they have good reason to believe may indicate a breach of fidelity or discretion, or be prejudicial to the security of the Army. Delinquencies or circumstances which may have any connexion, however remote, with the security of the naval, military or air forces, especially when a breach of the Official Secrets Acts is suspected, if appearing to require elucidation or investigation of an expert nature, will be referred without delay to the head of the Branch in which the employee is serving.

22. Any employee receiving any communication, oral or written, anonymous or otherwise, which may be construed as a solicitation to commit or abet any action which is or may be an offence against the Official Secrets Acts, or observing or becoming aware of any such action, will acquaint the head of his Branch forthwith. The latter will refer the matter to the War Office for further investigation that may be necessary.

SIGNATURE OF BRITISH PERSONNEL.

SC/sec ✓

CERTIFICATE AND DECLARATION.

1. My attention has been drawn to paras 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 mention paras of Instructions for dealing with documents and correspondence in Military Offices, both as regards the safeguarding of official information and otherwise, is a disciplinary offence, and may also render me liable to proceedings under the Official Secrets Acts, 1911 and 1920.

(Signed).....

(Witnessed).....

(Date).....

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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.

SC Sec ✓

SIGNATURE OF U.S.A. PERSONNEL.

I have read Force 141 Office Instructions No.1 and Appendix "A" thereto dealing with security. I understand that I am responsible for observing the security regulations set out therein, and that I am subject to trial by court martial for any failure to do so.

Signature.....

Date.....

Witnessed.....

(For use by American personnel only).

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SECURITY AT HOTEL ALLEMAND

1. New passes of admission to Hotel Allemand are being issued. Officers will record a specimen signature in the book provided for the purpose at the time of drawing their pass.
2. The duty of the sentry at the entrance to the wire enclosure will be to ensure that everyone entering is in possession of a pass in the authorized form. It will be the duty of the Guard at the door of the building to check the signature on the pass with that recorded in the book before returning the pass to the person presenting it.
3. Officers are reminded of their personal responsibility for papers left in their rooms. All papers and files should be deposited in the Registry before leaving the building. If an officer is to be absent for only a short time, he may prefer to close and lock the window and door of his office. This, however, does not divest him of his personal responsibility, and must be regarded as only a temporary and secondary measure of security.
4. The door of the building will be locked each night at 2100 hrs. The key will then be held by the Guard Commander. Any person authorized to enter the building after that hour will request the Guard Commander to open the door for him to pass.
5. Officers and staff are warned that the telephone system, even if military, does not ensure secrecy.

REGOT
H.Q. 141 Force
Field

H. Aitken
Captain,
Security Officer,
for C.C.A.O.

Copies to: Lt.Col. R.D.B. Aitken, O.B.E., D.F.C.
Captain G.M. Davis.

27 May 1943

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SC/Sec

4. The door of the building will be locked each night at 2100 hrs. The key will then be held by the Guard Commander. Any person authorized to enter the building after that hour will request the Guard Commander to open the door for him to pass.

5. Officers and staff are warned that the telephone system, even if military, does not ensure secrecy.

RMJ-OT
H.Q. 141 Force
Field

W. Pearson
Captain,
Security Officer,
for C.G.A.O.

27 May 1943

Copies to: Lt.Col. R.D.B.Aitken, O.B.E., D.F.O.
Captain G.M.Davis.

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