

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

785015

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

785015

SAFEGUARDING MILITARY INFORMATION
JAN. - DEC. 1944

327

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CONFIDENTIAL
CONFIDENTIAL

2169

ALLIED FORCE HEADQUARTERS
APO 512

AF 233

LHF/rem

ADJ.

AG 330.01/221 GHI-S

2 December 1944

SUBJECT: Security of Information.

TO : All Concerned.

1. Evidence continues to be received from widely divergent sources that the enemy derives valuable tactical intelligence from captured documents found on Allied prisoners of war.

2. A German Intelligence officer on the Eastern Front related recently, under interrogation, the following types of breaches which he had encountered regarding the security of documents:

- a. TOP SECRET documents were frequently found in pockets of prisoners of war, and in cars in the front lines.
- b. Notebooks containing SECRET and TOP SECRET information were found in large numbers in the possession of prisoners of war.
- c. Distribution lists on nearly all documents were one of the most valuable sources of information.

3. As an example of 2 a, the German Intelligence officer recalled finding a TOP SECRET Order of Battle document on a lieutenant shortly before the breakthrough at AVRAUCHES (base of Cherbourg peninsula), giving the complete regrouping of Allied forces in that sector. The comment which he received from the lieutenant was: "Well, you cannot keep all this in your head".

4. Carelessness and breaches of security as illustrated by paragraphs 2 a and b above must be eradicated by constant training and strict security discipline. As a general rule all documents, whether private or official, will be considered to contain matter of interest to the enemy. Commanders will ensure that the following are collected from troops before going into action or on patrol: letters, official documents, diaries, memoranda, marked maps, notebooks, photographs and other private papers.

5. Regarding paragraph 2 c above, attention has already been drawn to the danger of wide distribution lists in letter, this headquarters, File AG 461-S GHI-AGM, dated 21 January 1944, subject: "Security Danger of Wide Distribution Lists". Commanders will ensure that, whenever possible, one of the two alternative expedients enumerated in the letter referred to is adopted, and that when it is essential to show a wide distribution, the document is properly classified and handled accordingly.

By command of General WILSON:

C. F. CHRISTENSEN

Colonel, AGP

Acting Adjutant General

1956

DISTRIBUTION:

AGP

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HEADQUARTERS ALLIED COMMISSION

APO 394

AFHQ.

Suspense 380.01/221Date 2 DEC. 1944

DIST.

FROM	TO	TO
Staff Officer to W/O	✓	Establishment Section
Chief of Staff	✓	Executive Officer (A)
Message Centre	✓	Executive Officer (B)
Civil Affairs Section	✓	G-1 (A)
DP & Rep		G-1 (A) Civilian Emp.
Local Govt		G-1 (B) FOR EX-O (B)
Patriots Branch		G-4 (A)
Public Safety		G-4 (B)
Security Division	✓	2575th Regt
Public Health		H.Q. Comdt
Legal		Adjutant
Education		Navy
Monuments & Fine Arts		Land Forces (MFA)
Economic Section	✓	Air
Requisition Division		Communications
Agriculture		Civil Censorship Group
Commerce		W.M.D. & P.O.W.
Finance		Public Relations Branch
Property Control Div.		Information Division
Food		Archivist
Industry		U.N.R.R.A.
Mining Division		I.G.C.R.
Labor		LIAISON DIV
Public Works & Utilities		ALL REGIONS
Shipping		AMG. 5 & 8 ARMIES
Transportation		
Political Section	✓	

Signature _____
 Remarks & Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

Remarks _____

1955

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

2320 ADJ.

RHF/bar

AG 380.01/038 B-0

30 October 1944

SUBJECT: Top Secret Control Procedure and Top Secret Control Channels.

TO : All Concerned.

Letter this headquarters, file and subject as above, 2 August 1944, is amended as follows:

a. Paragraph 7b is rescinded and the following substituted therefor:

"b. When a message has been classified and sent TOP SECRET, all subsequent messages referring thereto by subject or serial number will be classified TOP SECRET or SECRET as appropriate depending on the contents."

b. Paragraph 7c is added as follows:

"c. TOP SECRET messages must be thoroughly paraphrased when it is necessary to re-transmit all or portions of the message. The paraphrased version of the entire message must be classified TOP SECRET; that of a portion or portions of the message will be classified TOP SECRET or SECRET depending on the contents."

By command of Lieutenant General McNARNEY:

R. H. Freese
R. H. FRESE,
Captain, AGD,
Asst Adjutant General.

DISTRIBUTION:

"X"

- 5 - ea Corps, Div, Brig (Sep), Group (Sep)
- 1 - C/S AF
- 1 - C/S NATO
- 1 - G-2 AF
- 1 - G-2 NATO
- 1 - SIG
- 2 - AG Records

AC-DIST

ACTION-COMMUNICATIONS S/C
INFO-SECURITY BR
- EXEC O-41
- 2675 REGT
Adj

1954

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HEADQUARTERS

28 SEP 1944

A. C. C.

SECRET

ROME ALLIED AREA COMMAND
AIO #794, US Army

Asst. Asst.

Asst. Asst.

Chief Clerk

 * SECRET *
 * Auth: CG, RAAC *
 * Initials: J.E. *
 * Date: 25 Sept 44 *
 * *****

25 September 1944

AG 380

SUBJECT: Conduct on Cessation of Hostilities

TO : All Unit Commanders.

1. The time has come when it is necessary to consider as a possibility the situation which will be created by a cessation of hostilities in Europe. Such a situation might arise as a result of a formal armistice with Germany, or on the other hand, hostilities may drift gradually to an end. Two different sets of conditions may thus arise which will require somewhat different treatment.

2. It is the intention of the Commanding General, Rome Allied Area Command, whatever the circumstances, to prevent any riotous behavior or undue disturbance, and, while allowing scope for legitimate rejoicing, to preserve normality in the conduct of the area.

3. It is particularly the intention that undue crowds of troops will not be allowed into the city of Rome. Passes will be strictly limited to normal numbers.

4. This applies to officers equally with enlisted men and other ranks. Units quartered in the Rome Area will allow no more than the usual quota of officers into Rome and others will be reminded that it is their duty to be present in their unit lines.

5. No more than the normal percentage of enlisted men and other ranks will be allowed on pass.

6. It is therefore important that officers commanding units organize entertainment and diversion within unit lines with a view to keeping men amused and preventing them, so far as possible, from drifting into Rome. In addition, special efforts will be made from area resources to provide as much entertainment as possible to keep men in Rome out of the streets.

7. When the situation arises it will be necessary for all units to keep a particularly tight control over transport vehicles to prevent unauthorized "joyriding" and all officers commanding units will prepare plans with this in view.

8. It may be necessary for certain units which will be nominated in due course to have picquets detailed to stand by

1953

SECRET

for duties, if required. It is however, hoped that it will not be necessary to have recourse to this measure.

9. It will be realized that the measures contemplated may have to be maintained over several days.

By command of Brigadier General BROWN:

DIST. "R"

J. E. Collier
J. E. COLLIER
Capt, AGD
Adjutant General

Acc. Dist

Action: ESTAB O.

INFO: C.S.O.
C.A. Btl.
PUBLIC SAFETY SC
HQ COMDT
G-1 (B)
G-1 (A)
OC B- II
HQ Coy 2675 REGT
ADJUTANT

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

2675 REGT
JC/JGW

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AG 380.01/038 B-0



2 August 1944

SUBJECT: Top Secret Control Procedure and Top Secret Control Channels.

TO : All Concerned.

1. Establishment of Top Secret Control.

The Top Secret Control procedure described below will be implemented at the earliest possible moment within all U.S. commands of this theater, in order to insure the adoption of a standard security control system.

2. General Principles.

a. General instructions for the safe-guarding, classification, and handling of military information are contained in AR 380-5, dated 15 March 1944. The rules for the grading of Top Secret material must not be relaxed, and all classifications will be made in the light of the examples cited in said regulations.

b. The procedure outlined in this letter is designed primarily to safeguard and to limit the spread of information classified as Top Secret. Every effort will be made to avoid abuse of this classification.

3. Top Secret Control Officers.

Each purely U.S. headquarters or command will designate a Top Secret Control Officer who will be responsible for the supervision and maintenance of Top Secret Control Procedures as outlined in appropriate directives. He will supervise installations of control systems, will make periodic inspections of the systems adopted, and will serve as a reviewing authority in cases involving interpretation of procedure, classification, or re-grading. If necessary, doubtful cases may be referred to the Security Control Officer, Headquarters, MATOUSA. Normally the Top Secret Control Officer will be an officer assigned in the office of the adjutant general or similar office.

4. Assistant Top Secret Control Officer.

Each staff section of a large headquarters or each office concerned will designate one or more officers, as required, as Assistant Top Secret Control Officers for the purpose of processing or handling Top Secret Material.

5. Duties of Top Secret Control Officers and Their Assistants.

a. Each Assistant Top Secret Control Officer will maintain an up-to-

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R E S T R I C T E D

Ltr, Hq NATOUSA., file AG 380.01/038 B-O,
dtd 2 August 1944, (cont'd).

date list of the officers and other personnel of his section who are authorized to handle Top Secret material. Copies of such lists will be furnished to the Top Secret Control Officer at each headquarters. It is not contemplated that this procedure will limit the processing of all Top Secret material to specifically designated Top Secret Control Officers only. It is obvious that in any headquarters certain officers and clerks not so designated must see and handle certain items of such material. This group must be kept to a minimum, and the clerks both military and civilian, must be selected and approved by the Assistant Top Secret Control Officer. Proper checks will be made before such personnel are permitted to handle Top Secret material.

b. Assistant Top Secret Control Officers will keep Top Secret documents originating in their sections under constant review so that material not entitled to such classification may be properly reclassified, and will inform the Top Secret Control Officer of such reclassifications. Assistant Top Secret Control Officers of each section also will report to the Top Secret Control Officer of the headquarters all instances of incoming messages which are over-classified. The Top Secret Control Officer will then take steps to have the material reclassified. The Top Secret Control Officer will issue a monthly letter notifying all concerned of any reclassifications of Top Secret material.

6. Establishment of Control Sections.

a. The personnel designated to handle Top Secret matter under the authority of paragraph 5a above, will form the Top Secret Control Section of their respective headquarters or section. They will receive, record, deliver, account for, and file all Top Secret documents processed within their office.

b. Although it is not mandatory that a separate Top Secret Control Section be set up in each message center, it is required that messages received or dispatched be handled only by specifically designated personnel, and with the same care as in a Top Secret Control Section.

7. Classification of Material.

a. Each document will be graded in accordance with its own content, and not because of its relationship to another document. This also applies to extracts from graded documents. Attention of all concerned is invited to the fact that all matter must be examined prior to its release from and through Top Secret channels to insure that there is no compromise of information through comparison with related communications, and to insure that the material is not over-classified. The grading of a file or group of physically-connected documents will be that of the highest graded documents therein.

b. When a message has been classified and sent TOP SECRET, any phrase of the whole or portions of the message, as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.

8. Transmitting.

a. Top Secret Material being delivered from one section to another

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Ltr, Hq NATOUSA, File AG 380.01/038 B-O,
 dtd 2 August 1944, (cont'd).

within a headquarters, will be carried under cover or in a single sealed envelope plainly marked "Top Secret". Each piece thus transmitted must be accompanied by a receipt, and recorded in the originating section.

b. Top Secret documents for dispatch outside of a headquarters will be transmitted in double envelopes, the inner envelope marked "Top Secret", and will be transmitted only by authorized couriers or courier services. These couriers and services will be designated by the adjutant general or signal officer of the headquarters concerned. Material which requires special handling should be marked clearly to insure that instructions are followed. Requirements of the War Department make it necessary that certain types of U.S. Top Secret material be handled exclusively by U.S. personnel.

c. Pieces for transmission outside of a headquarters will bear no exterior markings to indicate that they contain material classified as Top Secret. However, the originating section must inform the delivering agency of this fact, in order to insure its transmission by the proper courier or courier service. This may be done orally or by use of a special receipt.

9. Procedure.

a. Top Secret material will be filed apart from all other documents.

b. Envelopes containing Top Secret material will normally be addressed to the commanding general of a command. In cases of extreme importance, the envelopes may be addressed for the attention of a specific person, either by name or office. Material so addressed will be delivered, unopened, to the addressee or his specially designated representative.

c. It is mandatory that transmission and custody of Top Secret matter be covered by a receipt system. Therefore, each copy of such matter will be numbered.

d. The commanding general of a command will establish the grade of officers who will be authorized to classify material as Top Secret under his authorization. Material so classified will contain the phrase "Classified Top Secret by authority of (designation of CG)", and will be initialed by the officer responsible for the classification.

By command of Lieutenant General DEVERS:

DISTRIBUTION:

"X"

- 5 - G-2 Corps, Div, Brig (Sop), Group (Sop)
- 1 - C/S AF
- 1 - C/S NATO
- 1 - G-2 AF
- 1 - G-2 NATO
- 1 - SIG
- 2 - AG Records

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

ACC-DIST
 EXEC-D. (A)
 G-1(A) 195.

COMMUNICATIONS SC
 ADJ.

R E S T R I C T E D

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

AG 380.01 -0

6 July 1944

SUBJECT: Safeguarding of P/W Information.

TO : Personnel Concerned.

1. It is the duty of all Americans to safeguard information which might, either directly or indirectly, be useful to the enemy.

2. It is an offense, carrying heavy penalties, to publish or communicate to any unauthorized person any information which might be useful to the enemy.

3. Information about your escape or evasion from capture would be useful to the enemy and a danger to your friends. It is therefore SECRET.

4. a. You must therefore not disclose, except to the first Military Attache to whom you report, or to an officer designated by the Commanding General of the Theater of Operations:

- (1) The names of those who helped you.
- (2) The method by which you escaped or evaded.
- (3) The route you followed.
- (4) Any other facts concerning your experience.

b. You must be particularly on your guard with persons representing the press.

c. You must give no account of your experiences in books, newspapers, periodicals or in broadcasts or lectures.

d. You must give no information to anyone, irrespective of nationality, in letters or in conversation, except as specifically directed in paragraph 4a.

e. No lectures or reports are to be given to any unit without the permission of the War or Navy Department.

By command of Lieutenant General DEVERS:

/s/ J. L. Tarr

/t/ J. L. TARR,
Colonel, AGD,
Asst Adjutant General.

(OVER)

EXHIBIT "A" (Incl 2)

R E S T R I C T E D

1950

RESTRICTEDCERTIFICATE

I have read the instructions on the reverse side hereof and certify that I will comply with them.

I understand that any information concerning my escape or evasion from capture is SECRET and must not be disclosed to anyone other than the American Military Attache to whom I first report, or an officer designated by the Commanding General of the Theater of Operations. I understand that disclosure to anyone else will make me liable to disciplinary action.

(Name - Print)

(Signed)

(Rank)

(ASN)

(Date)

(Unit)

(Witness)

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 834

6/1/5
MF 944

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DCK/bar

3118

File
12 July 1944

AG 383.6 P-0

SUBJECT: Repatriation of American Personnel.

TO : All Concerned.

1. Classification - For the purpose of this letter, personnel who return to military control following capture by the enemy, evasion of capture in enemy held country, or internment in a neutral country are classified as follows:

a. Escapors - United States military personnel who were captured by the enemy and who have escaped to Allied control. This classification is further divided into the two following groups:

- (1) Those who remained in enemy territory for a period of six (6) weeks or more.
- (2) Those who returned to Allied control within six (6) weeks following their capture.

b. Evaders - United States military personnel who have been in enemy held territory and isolated from their units but who were not captured by the enemy. This classification includes:

- (1) Those who were aided in their return to Allied control by clandestine organizations which organized and maintained escape routes and which were operated by Allied military personnel and/or natives of enemy held territory.
- (2) Those who returned to Allied control unaided or with the sole assistance of Allied military personnel.

c. Internees - United States military personnel who have escaped or have been released from internment in a neutral country.

2. Ultimate Disposition. a. Personnel enumerated in paragraphs 1a(1), b(1), and c; those enumerated in paragraph 1a(2) who were aided in their return to Allied control by clandestine organizations as defined above; and those enumerated in paragraph 1b(2) who returned to Allied control after six (6) weeks of isolation in enemy territory will be evacuated to the United States. Personnel whose last assignment was to an organization not in this theater will be evacuated to the United States through their former organization.

b. Other personnel enumerated in paragraph 1a(2) and b(2) will be returned to duty with their former organization provided they are physically qualified for such duty. Those not physically qualified for duty with former units will be forwarded to Second Replacement Depot for suitable reassignment.

c. Personnel whose physical condition necessitates hospitalization will be hospitalized and subsequently disposed of, as indicated in a and b, upon release from hospital.

1 copy in above file number

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Ltr, HQ MAIOUSA, AC 383.6 P-O,
dtd 12 July 1944, (cont'd).

d. When advisable, seriously ill personnel may be evacuated direct to the United States through medical channels. In these cases a full report of circumstances will be furnished this headquarters by the most expeditious means available.

e. When, because of security reasons, the return of personnel, whose return is not otherwise provided for in this letter, is considered advisable, a full report of circumstances and request for return of the individual will be furnished this headquarters through the proper US Representative attached to the Allied POW Repatriation Unit. Pending determination of action by this headquarters, Air Force personnel will not participate in operational flights, and other personnel will be removed from combat areas.

3. US Representatives Attached to Allied POW Repatriation Unit - The Commanding Generals, AAF/ATO, Twelfth Air Force, Fifteenth Air Force, and Peninsular Base Section, and other commanders who may be later designated by this headquarters will each detail one officer to serve as the US Representative on the Allied POW Repatriation Unit. These officers will, insofar as their particular command is concerned, assist and coordinate the orderly and expeditious disposition of personnel returned to Allied control and will furnish the POW Repatriation Unit with information necessary to maintain complete records on American personnel. Authority is hereby granted these representatives to authorize final disposition of all personnel referred to in paragraphs 2a and b.

4. Immediate Disposition. a. Personnel returning to Allied control will be dispatched as expeditiously as possible, as follows:

- (1) To Headquarters Twelfth Air Force - all personnel formerly assigned that command.
- (2) To Headquarters Fifteenth Air Force - all personnel formerly assigned that command.
- (3) To Headquarters AAF/ATO - all Air Force personnel other than personnel enumerated in (1) and (2), above.
- (4) To Headquarters Peninsular Base Section - all personnel of Ground and Service Force units.

b. Advance intelligence echelons will interrogate escapees, evaders, and internees only as necessary to secure information of immediate tactical value such as enemy plans, order of battle, installations, equipment, etc. A certificate will be given each individual interrogated stating that such an interrogation has been made and that the individual is not to be interrogated further until place of detailed interrogation is reached. (See paragraph 5 and Exhibit A)

c. Upon reporting to one of the commands enumerated in paragraph 4a, the individual will be given a thorough physical examination and hospitalized if advisable. He will be given a partial payment of not to exceed one full month's pay if pay for more than one month is due, or not to exceed 50% of one month's pay if pay for only one month is due, will be issued United States military clothing and equipment and a Red Cross kit containing a razor and toilet articles, and will be provided a billet and subsistence.

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Ltr. to NATOUSSA, AG 383.6 P-0,
 dtd 12 July 1944, (cont'd).

d. A temporary service record will be prepared as outlined in paragraph 4b, AR 346-125, and paragraph 13, AR 345-155. An entry will be made on the cover of this record that the individual is an escaped prisoner of war, evaded capture in enemy held territory, or has been released or escaped from internment in a neutral country.

e. Wherever possible, all decorations and service medals awarded an individual but not yet issued him will be supplied. Ribbons in lieu of medals, when medals are not available for issue, will be supplied. Appropriate entry of such awards will be made in temporary service records.

f. Personnel will not be detained longer than three (3) days at any one place unless unavoidable circumstances necessitate a longer delay.

g. Interrogations. a. Preliminary - See paragraph 4b, above.

b. Detailed - Designated headquarters or agencies will make a detailed interrogation in accordance with instructions contained in NATOUSSA letter, AG 383.6 -0, subject: "Detailed Interrogation of Escapes, Evaders", dated 6 July 1944, for the purpose of securing operational and other information and details of escape and assistance received, prior to release to one of the US Representatives on the Allied POW Repatriation Unit. The security certificate required by the aforementioned letter will be executed even though a similar certificate may have been signed at preliminary interrogation.

c. Security - Each individual returned to Allied control under circumstances described in this letter will be impressed at the earliest opportunity with the necessity for secrecy concerning his escape or evasion of capture and will be required to read and sign a security certificate. (See Exhibit "E")

d. Inasmuch as CSDIC is the competent interrogating authority in this theater, close liaison must exist between the headquarters which are designated to conduct detailed interrogations, the US Representatives, and CSDIC so that qualified interrogators may be made available by CSDIC when and if desired.

h. Forwarding to Personnel Center for Further Disposition - a. Upon completion of the action directed in paragraphs 4c, d, e, and 4b, the individual will be referred to the US Representative on duty at the headquarters for clearance, and upon the granting of clearance, orders will be issued directing that he proceed by air or by any other means of transportation to Second Replacement Depot for transshipment by surface vessel to destination. Such orders will contain one of the following expressions to explain the status of the individual:

"Having escaped from enemy custody"

"Having evaded capture in enemy held territory"

"Having escaped from or been released from internment in
 (show name of neutral country) ."

In the cases of personnel being returned to the United States, these orders will authorize leave of absence or furlough for twenty-one (21) days upon arrival or following completion of any temporary duty directed, and will authorize the Commanding General, Port of Debarkation, to place the individual on temporary duty with the POW Military Intelligence Service, Washington, D. C., for a period of not to exceed three (3) days. The orders will, for Air Force personnel, be signed by the

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Ltr, Hq NATOUSA, AG 383.6 P-0,
dtd 12 July 1944, (cont'd).

provide that the Commanding General, Port of Debarkation, will reassign the individual to an Army Air base near desired place of leave or furlough and report arrival and assignment to the Commanding General, Army Air Forces, Washington, D. C.

b. At the time orders directing return to the United States are published, a radio will be dispatched to ACTAR for CIPIC and Provost Marshal General, Prisoner of War Information Bureau, with an information copy to this Headquarters, giving the name, grade, serial number, status of each individual (whether escapee, evader, or internee) and mode of travel. In the case of personnel being returned to former units, a similar radiogram will be forwarded to the commander concerned.

c. Prior to embarkation a careful check will be made to assure that partial payments have been made; that a temporary service record has been prepared, complete to the extent conditions permit; and that all clothing and equipment required for comfort during the voyage have been issued.

7. Disposition Upon Return in Places Other Than in Italy - Personnel returning to Allied control under those conditions will be forwarded to the nearest personnel center and their arrival thereat reported by radiogram to this headquarters. This personnel will be retained in personnel centers pending receipt of instructions covering their disposition from this headquarters.

8. Disposition of Naval and Merchant Marine Personnel - United States Naval and Merchant Marine personnel who return to Allied control in the Fifth Army sector will be forwarded to Headquarters Peninsular Base Section, and those who return to Allied control in the Eighth Army sector to Headquarters Twelfth Air Force for detailed interrogation, processing, clearance by the US Representative, and delivery to Naval control in this theater.

By command of Lieutenant General DEVERS:

H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

2 Incls:

- Incl 1 - Exhibit "A", Certificate
- Incl 2 - Exhibit "B", NATOUSA ltr,
AG 383.01 -0, subj: "Safe-
guarding of P/W Information",
dtd 6 July 1944.

DISTRIBUTION:

1. "V"

785015

R E S T R I C T E D

C E R T I F I C A T E

1. This is to certify that _____
(Name)
_____, has undergone a preliminary interrogation and will not
(Number) (Rank)
be further interrogated pursuant to paragraph 4b, MATOUSA letter, AG 383.6 P-0,
12 July 1944, subject: "Repatriation of American Personnel".

2. Above named individual has been cautioned concerning his security
obligations and *(has) (has not) signed a security certificate.

*Strike out if not applicable.

(Name of Interrogating Officer)

(Rank)

(Unit)

R E S T R I C T E D

1947

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

785015

SAFEGUARDING
MIL INF
10000/101/327

*AR 380-5

ARMY REGULATIONS
No. 380-5WAR DEPARTMENT
WASHINGTON 25, D. C., 15 March 1944

SAFEGUARDING MILITARY INFORMATION

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SECTION I

GENERAL

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*This pamphlet supersedes AR 380-5, 28 September 1942, including C 2, 14 December 1942; C 3, 22 December 1942; C 4, 1 January 1943; C 5, 23 January 1943; C 6, 16 February 1943; C 8, 24 February 1943; C 9, 16 March 1943; C 10, 20 April 1943; C 11, 11 June 1943; C 12, 13 August 1943; C 14, 14 November 1943; C 15, 22 January 1944; C 16, 23 January 1944; C 17, 15 February 1944; section XII, Circular No. 16, and Circular No. 31, War Department, 1944.

AR 380-5

1-2

SAFEGUARDING MILITARY INFORMATION

1. **Need for classification.**—Military information is of varying degrees of value to the United States and to the enemy and therefore requires the exercise of varying degrees of precaution for its safety. To safeguard official matter, it must be examined and graded into categories so that it may be recognized and accorded proper handling. For the purpose of providing the necessary variations in safeguarding the several types of critical information, and to grade matter accurately and uniformly, the classifications and the applicable protective measures to be adhered to are hereinafter outlined.

2. **Definitions.**—*a. Aircraft.*—The term "aircraft" includes all weight-carrying devices or structures designed to be supported by the air, either by buoyancy or by dynamic action.

b. Air space reservation.—An air space reservation is the air space located above an area on the surface of the land or water, designated and set apart by Executive Order of the President or by a State, Commonwealth, or Territory, over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes.

c. Classified military information.—Classified military information includes all information concerning documents, cryptographic devices, development projects, and matériel falling in the categories of *top secret*, *secret*, *confidential*, or *restricted*.

d. Cryptographic material.—Cryptographic material includes all documents and devices employed in changing plain-language messages into unintelligible form by means of codes and ciphers.

e. Cryptographic security.—Cryptographic security is that branch of signal communication which deals with the provision of technically sound cryptographic systems, their proper use, and their careful safeguarding.

f. Cryptographic system.—Code and/or cipher and instructions therefor.

g. Distribution.—Extent of actual or authorized issue of specific matter.

h. Documents.—Any form of recorded information. The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds, maps, photomaps, and aerial photographs and mosaics; drawings, sketches, notes, and blueprints, or photostatic copies thereof; photographs and photographic negatives; engineering data; correspondence and plans relating to research and development projects; and all other similar matter.

i. Engineering data.—The term "engineering data" comprises drawings, blueprints, photostats, photographs, mathematical calculations, formulas, processes, and all similar items that can be reduced to documentary form.

j. Foreign government.—The term "foreign government" includes any recognized or nonrecognized government and any faction or body of insurgents within a country with which the United States is at peace.

k. Handling.—Care in transmission and custody.

l. Impedimenta.—The term "impedimenta" refers to organizational equipment which accompanies troop movements.

m. Matériel.—Any article, substance, or apparatus. The term "matériel" comprises military arms, armament, equipment, and supplies of all classes, both complete and in process of development and construction; models that show features in whole or in part; design mock-ups, jigs, fixtures, and dies; and all other components or accessories of military equipment.

n. Mock-up.—A mock-up is a model, usually full size and constructed of inexpensive material, made for the purpose of studying the construction and use of an article of matériel or mechanical device.

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o. Munitions of war.—Any item used for war.

p. Order of battle.—Important disposition of our forces with the identities of the units and formations composing those forces in or adjacent to operational theaters.

q. Paraphrasing.—To paraphrase a message is to rewrite it so that its meaning is the same but its phraseology is different.

r. Photomap.—A photomap is a reproduction of an aerial mosaic, composite, or single vertical used in place of or to supplement a map.

s. Plain text, clear text, or plain language.—"Plain text," "clear text," or "plain language" is the text of a message which, on its face, conveys an intelligible meaning in any known language.

t. Registered matter (document).—Any classified document or device registered usually by number and periodically accounted for.

u. Reserved area.—A reserved area is an area on the surface of the land or water designated and set apart by Executive Order of the President for purposes of national defense, admittance to which is either prohibited or restricted.

v. Short title.—A short title is a designation applied to a classified document, matériel, or device for purposes of security and brevity. It consists of figures, letters, words, or combinations thereof and if registered usually contains an abbreviated designation of the office of origin, without giving any information relative to classification or content of the document, matériel, or device.

w. Travel.—The term "travel" refers to the movement of an individual who is not part of a troop movement.

x. Troop movements.—The term "troop movement" applies to the moving of units or organized detachments even though temporarily organized as such for the purpose of the movement. Movements of prisoners of war, sick and wounded, and all similar groups under military control are included in the term. A movement may be overseas (from the United States); intertheater, intratheater, or returns (to the United States).

y. United States.—The term "United States" as used in these regulations includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States. *Section 1, Title XIII, act 15 June 1947 (49 Stat. 231; 50 U. S. C. 49; M. L., 1939, sec. 2187).*

z. Visitor.—As used in these regulations a visitor is any person admitted to a Government or commercial manufacturing establishment engaged in classified work or project for the War Department except—

- (1) A person employed on the work or project, or
- (2) A person directly and officially concerned with the work or project.

3. Categories.—Official matter requiring classification shall be examined and graded under one of the following categories:

- a. TOP SECRET* (signal abbreviation, TOPSEC).
- b. SECRET.*
- c. CONFIDENTIAL.*
- d. RESTRICTED.*

4. Top secret matter.—*a. When classified top secret.*—Certain secret documents, information, and matériel, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

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b. The following are examples of matter which normally will be graded TOP SECRET:

- (1) Plans or particulars of future major or special operations.
- (2) Particulars of important dispositions or impending moves of our forces or convoys in connection with (1) above.
- (3) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (4) Information of the methods used or success obtained by our Intelligence Services and Counterintelligence Services or which would imperil secret agents.
- (5) Critical information of new and important munitions of war, including approved scientific and technical developments.
- (6) Important particulars of cryptography and cryptanalysis.

5. Secret matter.—a. Documents, information, or matériel, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.

b. The following are examples of matter which normally will be graded SECRET:

- (1) Particulars of operations in progress.
- (2) Plans or particulars of operations not included under TOP SECRET.
- (3) Instructions regarding the employment of important new munitions of war.
- (4) Important improvements to existing munitions of war until accepted for service use.
- (5) Documents relating to the design and development of new matériel and containing information of the type described in a above.
- (6) Certain development projects.
- (7) Order of battle information and locations and moves affecting the order of battle. (Information on the enemy's order of battle will be graded according to the classification of the means by which it was obtained.)
- (8) Knowledge of enemy matériel and procedure, the value of which depends upon the enemy not knowing that we possess it.
- (9) Certain reports of operations containing information of vital interest to the enemy.
- (10) Vital military information on important defenses.
- (11) Adverse reports on general morale affecting major operations.
- (12) Important cryptographic devices and material unless assigned to a lower category.
- (13) Information concerning items of matériel and methods of assembly classified as secret by a chief of a technical service.
- (14) Certain military maps and photomaps.
 - (a) In the continental United States, those illustrating and identified with a war plan, including local defense plans, defense projects, or any phase thereof.
 - (b) In overseas possessions and foreign territory occupied by the forces of the United States, those illustrating an approved war plan, including local defense plans, defense projects, or any phase thereof; those showing the lay-out of permanent

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defense works and naval bases and the adjacent terrain vital to their defense, and those that serve to fix definitely the location of any element of permanent defense works and naval bases.

- (15) Information which will indicate the strength of garrisons in overseas departments and foreign territory occupied by the forces of the United States or information indicating the composition of units or the total quantity of specific items of equipment pertaining thereto, except that mailing addresses will include organizational designations.
- (16) Photographs and negatives of vulnerable points or vital installations under our control. Maps, charts, and photomaps prepared from such photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used.
- (17) Ground photographs, negatives, photostats, diagrams, or models of secret matter.
- (18) Troop movements. See section VIII.

8. Confidential matter.—a. Documents, information, or matériel, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation shall be classified CONFIDENTIAL.

b. The following are examples of matter which normally will be graded CONFIDENTIAL:

- (1) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- (2) Routine operational and battle reports which do not contain information of vital interest to the enemy.
- (3) Routine intelligence reports.
- (4) General military radio frequency allocations.
- (5) Military call signs, unless so collected together that they reveal the order of battle.
- (6) Meteorological information of designated areas.
- (7) Unit movements of nonoperational significance in areas within or adjacent to operational theaters.
- (8) Certain technical documents and manuals used for training, maintenance and inspection of important new munitions of war.
- (9) General tactical lessons learned as a result of operations.
- (10) Regulations governing joint action of the Army and the Navy.
- (11) Documents relating to the design and development of new matériel and containing information of the type described in a above.
- (12) Certain cryptographic devices and material.
- (13) Certain military maps and photomaps.
 - (a) In the continental United States, those showing lay out of the permanent defense works and naval bases and the adjacent terrain vital to their defense, and those that serve to fix definitely the location of any element of permanent defense

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works and naval bases, except that when the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified as **CONFIDENTIAL**.

- (13) In overseas possessions and foreign territory occupied by the forces of the United States, those not classified as **SECRET**, showing lay-out of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area vital to defense.
 - (14) Technical information, such as research of processes of manufacture which may be a distinct military asset and not a matter of general knowledge, and other technical items of the type described in a above.
 - (15) Information and records compiled at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs. See section 5a, added to act 3 June 1916, by section 5, act 4 June 1920 (41 Stat. 764; 16 U. S. C. 1193; M. L., 1932, section 1955).
 - (16) Shipments of machine prepared and manually prepared monthly personnel rosters and W. D., A. G. O. Form No. 303 (Report of Change) for organizations and individuals outside the continental limits of the United States. Rosters and reports of change included in any shipment need not be individually classified.
 - (17) All information relative to specific quantities of war reserves.
 - (18) Aerial photographs and negatives of territories under our control in or adjacent to operational theaters. Maps, charts, and photomaps prepared from such photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used.
 - (19) Ground photographs, negatives, photostats, diagrams, or models of confidential matter.
 - (20) Troop movements. See section VIII.
7. **Restricted matter.**—a. Documents, information or matériel (other than **TOP SECRET**, **SECRET**, or **CONFIDENTIAL**) which should not be published or communicated to anyone except for official purposes shall be classified **RESTRICTED**.
- b. The following are examples of matter which normally will be graded **RESTRICTED**:
- (1) Information of moves of nonoperational significance in areas remote from theaters of war.
 - (2) Training and technical documents for official use only or not intended for release to the public.
 - (3) Certain routine documents relating to supply and procurement.
 - (4) Aerial photographs and negatives of territories under our control remote from operational theaters.
 - (5) Photographs and negatives of enemy, enemy occupied or dominated, areas except those which reveal secret sources. Maps, charts, and photomaps prepared from such photographs or negatives and from

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photographs and negatives referred to in (4) above will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used.

- (6) Ground photographs, negatives, photostats, diagrams, or models of restricted matter.
- (7) Strength returns of units remote from operational theaters.
- (8) Certain parts of mobilization plans and regulations.
- (9) Documents relating to the design and development of new matériel containing information of the type described in *a* above.
- (10) Procurement plans.
- (11) Certain cryptographic devices and material.
- (12) Certain Army extension courses.
- (13) Certain documents regarding engineering principles and design details, composition, method of processing or assembling, which are vital to the functioning or use of an article of matériel.
- (14) *Certain military maps and photomaps.*
 - (a) In the continental United States, those showing military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, and the adjacent terrain vital to their defense, not otherwise classified which are not suitable for public release; and
 - (b) In oversea possessions and foreign territory occupied by the forces of the United States, all military maps and photomaps not otherwise classified which are not suitable for public release.
- (15) Troop movements. See section VIII.
- (16) Noncombatant radio frequencies and call signs in operation at fixed locations; and frequencies and call signs used for training.

B. Grading.—*a.* The designation of persons responsible for grading and regrading will be made by authorities listed in paragraph D.

b. Each document should be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from previously classified documents except messages. See paragraphs 44c, 49b, and 50d.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

D. Authority to classify.—*a. Secret.*—Matters may be classified as SECRET only by or by authority of the Secretary of War, the Under Secretary of War, an Assistant Secretary of War, the Chief of Staff, the Commanding General of the Army Ground Forces, the Commanding General of the Army Air Forces, the Commanding General of the Army Service Forces, an Assistant Chief of Staff of the War Department General Staff, the chiefs of the technical services, a general officer, the commanding officer of a depot, post, camp, station, or independent command, the commandant of a general or special service school, the chief of a military mission, a military attaché, or a military observer.

b. Confidential.—Documents, development projects, matériel, or technical information may be classified as CONFIDENTIAL by any commissioned officer.

c. Restricted.—Documents, development projects, technical data, and matériel may be classified as RESTRICTED by any commissioned officer.

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10. Classification of matter from other governmental agencies.—Matter obtained from the Navy Department, other governmental agency, or friendly foreign government will be placed in the same classification category as that in which it was placed by the originating agency.

11. Dissemination of classified matter.—*No person is entitled solely by virtue of his grade or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.*

12. One classification only.—A document or article of matériel will not be assigned more than one of the four classifications, *top secret*, *secret*, *confidential*, or *restricted*. In the event of conflicting classifications, the highest classification will prevail.

13. Overclassification.—*Documents or matériel requiring classification under the provisions of these regulations will be assigned the least restrictive classification consistent with the proper safeguarding of the information or matériel concerned. Overclassification will be avoided since it causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.*

14. Responsibility.—a. The safeguarding of classified military information is the responsibility of all military personnel, civilian employees of the War Department, and of the management and employees of all commercial firms engaged in classified work or projects for the War Department. Classified military information will be discussed only with military or civilian personnel having a legitimate interest therein.

b. In the case of War Department civilian employees, the commanding officer or his designated representative may permit such employees to have access to secret or confidential matter without an investigation when such permission is not in conflict with War Department Civilian Personnel Regulations.

15. Cancellation or change of classification.—a. The authority making the original classification, or higher authority, may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to—, by authority of (officer authorized to change), by (name and grade of officer making the change and the date thereof)." This paragraph will in no way be construed as a limitation upon paragraph 47.

b. The authority making the original classification or higher authority may cancel or change the classification of matériel by letter of instruction to all officers or personnel concerned.

c. In the case of messages which have been previously cryptographed no change in classification will be made unless the text has been carefully paraphrased.

d. *It is the obligation of all authorities to keep classified matter constantly under review and to downgrade it as soon as conditions permit.*

16. Loss or subjection to compromise.—Any person in the military service or in its employ who may have knowledge of the loss or subjection to compromise of a secret or confidential document or article of matériel will promptly report that fact to the custodian of the document or matériel. The proper commanding officer will notify the office responsible for its issue, by the fastest means available, of the loss or subjection to compromise of a secret or registered item, or confidential operational plans, codes, ciphers, and weapons or equipment of vital importance to current or future operations, and will then in the case of a secret or confidential item make a thorough investigation of the circumstances. On the responsibility,

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and send to The Adjutant General, through military channels, a report with his recommendations in the case.

17. **Reproduction of classified matter.**—*a.* Agencies entrusted with the printing or reproduction, storage, and issue of classified documents will be informed of the applicable provisions of these regulations. The authority directing the preparation, printing, or reproduction of classified documents will be responsible for the disposal of the notes, manuscripts, type, plates, stencils, negatives, and waste incident thereto in a manner which will safeguard the secrecy of the information being reproduced.

b. The commandants of the general and special service schools are responsible that the printing or reproduction plants of their respective commands release no classified information to personnel or agencies not entitled thereto.

c. The Commanding General of the Army Ground Forces, the Commanding General of the Army Air Forces, and the Commanding General of the Army Service Forces are responsible that service magazines or journals published under their supervision comply with the provisions of these regulations relative to security of classified military information, and will submit all material for such publications to the Bureau of Public Relations for review and action before release.

d. Whenever correspondence, documents, drawings, prints, photographs, or models pertaining to *secret*, *confidential*, or *restricted* materiel disclose information regarding engineering principles, design details, composition, methods of processing or of assembly which are vital to the manufacture, functioning, or use of the materiel, they will be appropriately classified.

e. **Preparation of press releases based on coded messages.**—Officers authorized to prepare information to be made public will constantly bear in mind that such material may be of great value to the enemy signal intelligence service. Information received or sent in cryptographic messages will never be released verbatim but will be carefully paraphrased before release to the public.

f. For additional instructions relative to the discussion of military, political, diplomatic, and classified subjects, see AR 600-700.

18. **Photographs of certain classified matter.**—Photographs of classified features of military equipment or of other classified items will be made by members of the military service or by civilian employees of the War Department only when necessary in the conduct of their official duties and if made may be developed or printed in commercial establishments that have established a specific procedure for handling classified film, which procedure has been approved by the Provost Marshal General. Such film or prints will not be retained in the possession of commercial establishments so utilized.

19. **Requests for military information.**—*a.* All requests from private individuals, firms, or corporations and Federal or State agencies or departments for classified military information (except those requests defined under *b* and *c* below) are governed by the provisions of AR 410-5 as amended.

- b.* (1) Exchanges of classified or unclassified military information, other than technical information, with foreign nationals will be made only through or with the express permission of the Assistant Chief of Staff, G-2, War Department General Staff.
- (2) Exchanges of classified or unclassified technical information with foreign nationals will be made in accordance with ex-

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listing War Department instructions issued on this subject to the Commanding Generals, Army Ground Forces, Army Air Forces, and Army Service Forces.

c. Applications for information or records compiled and furnished at the request of the War Department for its use in the assurance of adequate provision for the mobilization of materiel and industrial organizations essential to wartime needs will be referred to the Under Secretary of War for necessary action. The service of any process or subpoena for the production of any such record will be reported immediately by the person on whom it is served to the United States attorney for the district in which the service is made and, at the same time, direct to the Under Secretary of War.

20. Dissemination of classified military information.—a. Except regarding information to be released to the press by authorized military public relations agencies, when classified military information is disseminated under the provisions of these regulations to persons not subject to military law, they will be informed that it affects the national defense of the United States within the meaning of the Espionage Act and that its transmission to an unauthorized person is prohibited. See also paragraph 23b.

b. Publication of articles or books.—The inclusion of classified military information in any article or book published by a member of the Army of the United States or by a civilian employee of the Military Establishment is prohibited unless specifically authorized by the War Department. For additional information relative to publication of articles, see AR 310-10, 600-10, and 600-700.

c. Oral discussions of classified military information.—Either public or private discussion of classified military information with or in the presence or hearing of any person not authorized to have knowledge thereof is strictly forbidden.

21. Testimony before Congress.—a. When a person in the military service appears before a committee of the Congress and is called upon to give testimony which he knows to be confidential or restricted, he will respectfully request that his statements be taken in executive session only and not appear in the record of hearings, the Congressional Record, or other document open to public inspection.

b. When called upon to give testimony which he knows to be top secret or secret, unless he has previously been authorized by the Secretary of War to give such testimony, he will respectfully state that he is not authorized to disclose the information desired, and will inform the appropriate Member of Congress that a written request for the specific information should be transmitted to the Secretary of War. Testimony of a secret nature, when authorized by the Secretary of War, will be given only in executive session under the conditions cited in a above.

c. With regard to policies and facts which the public interest does not require to be kept secret, confidential, or restricted, see AR 600-10.

22. Legislation pertaining to War Department.—a. Recommendations to the War Department for legislation will be classified until released by the Secretary of War. Prior to such release, no information as to any legislative recommendation will be revealed to any individual or association not under War Department control except as may be required by law.

b. The nature and content of reports of the War Department on bills referred to it by committees of the Congress will not be disclosed to individuals or agencies outside the War Department.

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SECTION II

DOCUMENTS

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23. Marking of classified documents.—a. Manner of marking.

- (1) Classified books or pamphlets, the pages of which are permanently and securely fastened together, will be plainly and conspicuously marked or stamped *top secret*, *secret*, *confidential*, or *restricted* on the cover, title page, and first page.
- (2) Classified communications and other material not permanently and securely fastened together, except as indicated in (3), (4), and (5) below, will be marked or stamped with the appropriate classification at the top and bottom of each page. The marking at the top will be so placed that it will not be hidden from view when the pages are clipped or stapled together.
- (3) Classified drawings or tracings will carry a legend of the proper classification in such a position that it will be reproduced on all copies made therefrom. Whenever practicable, classified photographic negatives will be marked in the same manner. Continuous cover aerial reconnaissance and mapping negatives in roll form will be marked with the appropriate classification at the beginning and ending of each roll. These and any other negatives which do not lend themselves to marking will be handled on a classified basis, and will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled. Photographs and reproductions made from negatives which do not carry a legend will be marked on the front and on the back with the appropriate classification. Classified motion picture films will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled, and in addition, will state in the title the classification thereof.
- (4) Contracts for the manufacture of classified matériel will be plainly and conspicuously marked, not typed, with the proper classification on the first page.
- (5) Classified maps and photomaps will be appropriately marked under the scale.

*b. Additional marking of classified documents issued to authorized civilians.—*Documents containing classified military information furnished persons other than those of the military and naval services and their civilian employees will, in addition to being marked *top secret*, *secret*, *confidential*, or *restricted*, bear the following notation:

This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U. S. C., 31 and 32.

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as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.

c. *Special marking of secret documents.*—All secret documents will show the authority for the classification, the initials of the classifying officer, and the date affixed. See paragraph 16.

24. *Transmission of certain messages by electrical means.*—a. The highest grade cryptographic systems available will be used for the transmission of secret messages.

b. Secret messages will not be transmitted by electrical means in the clear, except over approved circuits and providing the rule in c below is not violated.

c. Messages which have been transmitted or are to be transmitted in a high grade cryptographic system of one nation will not be relayed or transmitted by another nation between point of origin and destination by electrical means in clear language or unapproved "scrambler" system, or low-grade cryptographic system.

25. *Handling and transmission of secret matter.*—a. Secret matter will be handled and transmitted in accordance with the following rules:

- (1) *Preparation for transmission.*—Secret documents when transmitted will be inclosed in double sealed envelopes, the inner one marked secret. Typewritten matter in the document will be protected by a cover sheet, or by folding inward, from direct contact with the inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked secret so that the notation will be seen when the outer cover is removed and will contain a receipt form which will identify the addressor, the addressee, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its secret classification.
- (2) Transmission and custody of secret documents and matériel will be covered by a receipt system.
- (3) Registered secret documents or matériel will be periodically accounted for.
- (4) It is the responsibility of the commissioned officer or the civilian holding a position equivalent to that of a commissioned officer having custody of secret documents to ensure that all security precautions are taken to guard such documents at all times.
- (5) Secret documents will be transmitted only by officially designated courier. Where officially designated courier service is not available, secret documents may be transmitted by registered mail service or mail service superior to registered mail service, if the service is completely within national control.

b. Subject to the foregoing standards, secret documents will be transmitted by any of the following means:

- (1) *Between offices of same headquarters or stations.*—At headquarters commanded by an authority qualified to make the secret classification, the commanding officer will provide for the security of inter-office transmission of secret documents.
- (2) *Within continental United States.*
 - (a) Officially designated couriers, officer messenger or officer courier, including warrant officers.

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(b) Registered mail (including registered air mail).

(c) Protected commercial express, air or rail, under billing which assures the highest degree of protective handling. See also paragraph 68.

(d) Military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery.)

(3) *Outside continental United States*.—Includes transmission of secret documents, except secret cryptographic material, from points within the continental United States to points outside the United States, and vice versa, and between points outside the continental United States.

(a) Officially designated couriers (officer courier, including warrant officers).

(b) United States Post Office registered mail through the Army Postal Service, provided the documents do not pass through a foreign postal system. Secret documents may, however, be transmitted to and from United States installations in Canada by United States and Canadian registered mail, with return receipt.

(c) State Department diplomatic pouch. (This means will be used exclusively for the transmission of secret documents through or within a neutral country.)

(d) United States or Allied military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery.) See *d* below.

(e) Commanding officers of United States Army transports.

(f) Reliable citizens of the United States (that is, officers or officials of other Government departments or masters of vessels of United States registry).

(g) For specific means of transmission of secret cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

c. Action upon receipt of secret matter.

(1) Prior to opening a sealed package or envelope containing secret documents, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing authority, who will initiate an investigation without delay.

(2) The inner cover marked *secret* will be opened only by the addressee or his duly designated representative. The receipt form will be dated, signed, and immediately returned to the sender. The inner cover will be destroyed by burning if the subject matter of the inclosure has been in contact therewith.*d. Security of secret documents.*—If a military aircraft carrying secret documents is forced down in enemy territory, the documents will be destroyed by burning. If not subject to burning, they will be destroyed by such other means as are necessary to render them beyond recognition. Similar action will be

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taken if forced down in neutral territory. If capture appears imminent. If the aircraft is forced down at sea, the documents will be sunk by the most practical method. For detailed instructions on destruction of classified documents in emergencies, reference should be made to letter on this subject issued by the War Department.

26. Handling and transmission of top secret matter.—Top secret matter will be handled in accordance with the rules given in paragraph 25a with additional safeguards as follows:

- a. Under no circumstances will such matter be transmitted by registered mail.
- b. Under no circumstances will messages so graded be transmitted by electrical means in the clear.
- c. It is mandatory that transmission and custody of such matter be covered by a receipt system.
- d. Top secret documents will be handled only by persons specifically designated and may not be disclosed to any person solely by virtue of his rank or office.
- e. The policies and special procedures governing the handling and transmission of top secret matter are covered by special letter instructions to parties concerned.

27. Handling and transmission of confidential matter.—a Confidential matter will be handled in accordance with the following rules:

- (1) Confidential documents will be prepared for transmission in the same manner as secret documents, except that the inner cover will contain a receipt form only when the sender deems it necessary.
- (2) Confidential documents, except registered, will be transmitted by approved official means.
- (3) Registered confidential documents will be handled in the same manner as registered secret documents.
- (4) It is the responsibility of the commanding officer or equivalent official having custody of confidential documents to insure that appropriate security precautions are taken at all times.

b Subject to the foregoing standards, confidential documents will be transmitted by any of the following means, whichever is most suitable:

- (1) *Within continental United States.*—Confidential documents will be transmitted in the same manner as secret documents, except—
 - (a) Any authorized messenger may be used instead of an officer messenger.
 - (b) Confidential documents, except registered, may be transmitted by ordinary mail when in the opinion of the forwarding officer no serious consequences will be entailed by their loss.
- (2) *Outside continental United States.*—The transmission of confidential documents except confidential cryptographic material from points within the continental United States to points outside United States, and vice versa, and between points outside the United States, will be done in the same manner as prescribed for secret documents.
 - (a) State Department diplomatic pouch will be used exclusively for the transmission of confidential documents through or within a neutral country.

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(b) For specific means of transmission of confidential cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

(c) Action upon receipt of confidential matter.

1. The standards prescribed in paragraph 25c(1) will be adhered to.

2. The inner cover marked confidential will be opened only by the addressee or his duly designated representative. The receipt form when used will be dated, signed, and immediately returned to the sender. The inner cover will be destroyed by burning if the subject matter of the inclosure has been in contact therewith.

(d) Security of confidential documents.—The same precautions as prescribed in paragraph 25d will be adhered to.

28. Handling and transmission of restricted matter.—a. Restricted matter will be handled and transmitted in accordance with the following rules:

(1) Restricted documents will be transmitted by such approved channels as will provide a reasonable degree of security.

(2) Registered restricted documents will be transmitted to and from foreign countries in the same manner as registered secret documents.

b. Subject to the foregoing standards, restricted documents will be transmitted by any of the following means, whichever is most suitable:

(1) Within continental United States.

(a) Authorized messenger.

(b) Ordinary mail.

(c) Express (rail or air).

(d) Freight.

(2) Outside continental United States.—Includes transmission of restricted documents, except restricted cryptographic material, from points within the continental United States to points outside the United States, and vice versa, and between points outside the continental United States.

(a) Vessels or aircraft of United States registry, Allied registry, or such vessels or aircraft, although not of United States or Allied registry, which are controlled and operated by the United States and do not pass through a foreign postal system.

(b) United States Post Office registered mail through the Army Postal Service, provided the documents do not pass through a foreign postal system. Restricted documents may, however, be transmitted to and from United States installations in Canada and in Alaska through the Canadian postal system.

(c) State Department diplomatic pouch will be used exclusively for the transmission of restricted documents through or within a neutral country.

(d) For specific means of transmission of restricted cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

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29. Routine correspondence, receipts, and returns.—Routine correspondence, receipts, or returns, and reports of possession, transfer, or destruction need not be classified if reference therein to classified documents, other than registered documents, is made by file number, date, and subject only, with no indication of the classification. Extreme care will be exercised in such cases to insure that the subject referred to does not contain information which is classified. If the subject contains classified information, a short title will be used for the subject. Registered documents will be referred to by register number, date, and short title only, with no indication of the subject matter or classification.

30. Storage of classified documents.—a. *Storage of classified documents not registered.*

- (1) Secret and confidential documents, other than registered documents, will be stored in the most secure files available in a room that is kept locked when not in use.
- (2) Restricted documents will be stored and handled in such a manner as to insure a reasonable degree of security.

b. *Storage of registered documents.*

- (1) Registered documents will be stored in the most secure space available, preferably the equivalent of a three-combination safe. If a three-combination safe is not available, then the documents should be kept constantly under armed guard. Field lock safes will be considered the equivalent of three-combination safes for the storage of registered documents for units serving in the field outside of posts and garrisons.
- (2) Only commissioned officers, warrant officers, and specially trusted enlisted men and civilian employees will be permitted to have access to the containers of registered documents or the combination or keys thereto.
- (3) Safes containing registered documents will habitually be kept locked with the full combination whenever they are not under the direct supervision of a person officially entrusted with the combination.

c. *Cryptographic documents.*—So far as practicable, cipher tables, alphabets, and keys will not be kept in the same container as the code books, documents, and devices to which they apply. No secret document will be taken forward of battalion command post.

d. *Daily inspection.*—At every headquarters an inspection will be made each day immediately before the close of business to insure that all classified documents and cryptographic devices have been properly put away.

e. *Security in field.*—In tactical operations, actual or simulated, the commanding officer of the unit concerned is responsible that all documents are given the maximum security possible under the circumstances. No secret document will be taken into areas liable to imminent capture by the enemy.

f. *Security aboard ship.*—Where a ship's strong room is available, classified documents in transit will be stored therein.

31. Return of secret and confidential documents.—Upon change of station or separation from the military service, an officer will return to the source from which received, or otherwise properly account for, all secret and confidential documents which have been issued to him.

32. Destruction of classified documents.—a. *Secret and confidential documents.*

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(1) When competent authority directs the destruction of *secret* or *confidential* documents, they will be burned by the custodian thereof in the presence of a disinterested officer. The certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction. If the documents are registered, the certificate, signed by the custodian and the witnessing officer, will be sent to the officer directing the destruction, who will forward it to the office of record indicated in the registered document. If the headquarters has only one commissioned officer, the report will so state. Exceptions hereto may be authorized only by the War Department.

(2) Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, and work sheets containing *secret* or *confidential* data will be destroyed by the person responsible for their production immediately after they have served their purpose or will be given the same classification and safeguarded in the same manner as the material produced from them.

b. Restricted documents.—Restricted documents will be destroyed in any way which will render them useless.

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33. *Authority to designate.*—Officers authorized to originate and issue *secret*, *confidential*, or *restricted* documents will designate as *registered* such *secret*, *confidential*, and *restricted* documents issued by them as they deem necessary in the interest of national defense. *Only documents of exceptional importance will be registered.*

34. *Additional marking.*—*a.* In addition to the marking *secret*, *confidential*, or *restricted*, the title page or inside front cover of a registered document will ordinarily show the register number, short title, office of record to which returns will be made, and instructions covering the returns for its accounting, and for its ultimate disposal. If this is not practicable, the required data will accompany the registered document on a separate sheet. The office of record is the office to which reports of possession and/or transfer reports on registered documents are sent.

b. All references to registered documents in semiannual or transfer reports, ordinary reports of destruction, or unclassified documents or correspondence will be by registered number, date, and short title only and such reports or correspondence need not be classified. In using a short title, every symbol of the short title will be included. If any accountable document consists of more than one volume, each volume will bear a separate short title. Any correspondence or paper which refers to a registered document by a title other than the short title must have the same classification as the registered document.

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c. A registered document is not to be confused with a classified document to which, for administrative reasons, a number or short title is assigned for book-keeping or reference purpose only, and for which no accounting is required. In the absence of the additional markings required in a above, the document will not be reported upon.

35. Revision or reproduction.—a. A new or revised edition of an old registered document may be assigned a new short title but, where this is undesirable, the old short title followed by a symbol which will differentiate the new edition from the old edition is permissible.

b. Reproduction of a registered document is forbidden except by authority of the office of origin.

36. Notification of change of classification.—When the classification of a registered document is changed, the office of record will notify all offices to which it has been issued.

37. Inventory and report of possession.—a. Custodians will keep a complete inventory of all registered documents except those listed in c below and will make, or have made, on 30 June and 31 December of each year, an accurate return therefor to the proper office of record.

b. In making a semiannual report of possession the following details will be observed:

- (1) Each item will be physically inspected and its register number checked against the inventory.
- (2) At headquarters having two or more commissioned officers the custodian and one disinterested officer will make the inventory and both will sign the report. If the headquarters has only one commissioned officer, the report will so state.

c. No semiannual report of possession will be made of—

- (1) Training editions of code books, cipher alphabets, or keys, or of non-registered cipher devices accounted for as ordinary property.
- (2) Registered documents which have been placed in custody or storage for historical purposes.

d. Whenever a registered document is found which is not charged to the finder, a reasonable effort will be made to determine the office to which it pertains. If this is not found, the document will be forwarded through military channels to the issuing authority for disposition.

38. Report of transfer and destruction.—a. When a registered document is transferred from one person to another, or if the custodian remains the same but the organization's designation changes, a certificate of transfer in triplicate will be made. The certificate, containing an acknowledgment of receipt by the receiving officer, will be dated and signed by the transferring officer.

b. Immediately upon completion of the transfer, the original of the transfer certificate will be forwarded direct to the office of origin. A copy of the certificate of transfer will be retained by each of the officers concerned.

c. Whenever a registered document is removed from its proper place of custody and issued to another person, the custodian will require a written receipt.

d. Registered documents will not be accounted for as prescribed for ordinary property in AR 35-4520. The forms described in paragraph 39 will be used in lieu of shipping tickets, memorandum receipts, stock record cards, etc.

e. The issuing authority normally designates when registered documents will be destroyed and upon such notification registered documents will be destroyed as indicated in paragraph 32 and report of destruction forwarded.

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30. Prescribed forms—*a.* War Department Form No. 32 (Record Card—Registered Documents or Devices) will be used for recording all temporary transactions involving an individual registered document.

b. War Department Form No. 33 (Record Card—Registered Documents or Devices—Station) will be used by each officer making a consolidated record of all transactions concerning registered documents. It serves as a check to prevent the undiscovered loss of the individual card. War Department Form No. 32.

c. War Department Form No. 34 (Transfer Report of Registered Documents or Devices) will be used in transferring registered documents.

d. War Department Form No. 34a (Semiannual Report of Registered Documents or Devices) will be used in reporting a semiannual inventory of registered documents.

e. Other forms authorized by separate branches for special purposes such as Report of Destruction will be employed where applicable.

PART IV

CRYPTOGRAPHIC SECURITY

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40. Authorization of cryptographic systems.—All codes, ciphers, and cipher devices intended for use in the military service will be authorized only by the War Department. For forces in the field in time of war, this authority may be delegated to theater commanders and to overseas department commanders for special use within their theaters or departments.

41. Restrictions on use of authorized codes.—*a.* The use of any authorized code, cipher system, or cipher device for cryptographing personal messages is forbidden.

b. Messages for other departments of the Government and for commercial firms engaged in producing war material under Government contract may, when necessary, be cryptographed in War Department systems provided the text as supplied by the other Government department or firm is paraphrased, without being referred to the originator, prior to transmission and also prior to delivery to an agency outside the Military Establishment.

42. Personnel authorized to perform cryptographic duties.—*a. General.*—No authorized cryptographic system will be employed by any person who is not thoroughly familiar with the provisions of these regulations and all instructions pertaining to the cryptographic system to be employed.

b. Secret messages.—The cryptographing and decryptographing of messages classified as secret will be performed under the supervision of a commissioned

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officer. For the specific qualifications of personnel who may be permitted actually to perform secret cryptographic work, reference should be made to letter instructions on this subject issued by the War Department.

c. Confidential messages.

(1) At all headquarters of divisions and larger units the cryptographing and decrypting of confidential messages will be performed by personnel as prescribed for secret messages.

(2) At all headquarters of units smaller than a division, messages classified as confidential will be cryptographed or decryptographed by personnel of the cryptographic section of the message center.

d. Restricted messages.—At all headquarters, messages classified as restricted will be cryptographed or decryptographed by personnel whose duties normally require the performance of this work.

43. Cryptographic security officer.—*a.* At each headquarters maintaining a message center the commander will appoint a commissioned officer as cryptographic security officer, who ordinarily will be the officer in charge of the message center. He will be the custodian of cryptographic material and will be responsible for all measures necessary to insure cryptographic security and physical security thereof.

b. If the cryptographic security officer believes that, in view of his knowledge of other messages on the same or like subject, a message has been incorrectly classified, or if he believes that the regulations governing the drafting and classifying of the message have been violated, he will request the originator to make the necessary change in the message or in its classification. If the originator does not comply with the request of the cryptographic security officer, the matter will be referred to the commanding officer of the headquarters concerned for final decision.

c. Cryptographic duties at any station where there is no regularly constituted message center will be performed by the custodian of cryptographic material or by personnel especially designated by the commanding officer. When cryptographic work is thus performed, the files of literal plain text messages and of cryptograms must be kept in different locked containers.

44. Precautions necessary to insure cryptographic security.—In order to insure cryptographic security the following principles must be observed:

a. Cryptographic material will be given the most secure storage available and will never be left unattended except when deposited in a three combination safe or its equivalent. See also paragraph 30c in this connection.

b. Classified messages must be carefully drafted. The originator of a classified message is responsible for strict compliance with the provisions of paragraph 40.

c. The classification of messages must receive careful consideration by the originator, since overclassification and underclassification are equally to be avoided. When a message has been classified and sent, all subsequent messages referring thereto must bear the same classification if any reference is made to the original message by subject or serial number, except where the originator underclassifies the original communication, in which case the proper higher classification will be used. Service messages referring to all or part of the plain text of previously cryptographed messages must be similarly classified and cryptographed. See paragraphs 10 and 12 to 16, inclusive.

d. The selection of the proper cryptographic system is a responsibility of the cryptographic security officer or the custodian of cryptographic material where

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there is no cryptographic security officer. He should be governed by the provisions of paragraph 47.

c. If time and availability of personnel permit, the cryptographed text of messages should be checked prior to transmission. The check should determine that the instructions governing the system employed are carefully followed. Particular care must be taken to assure that no plain text appears in the body of the message.

f. The handling and filing of both plain and cryptographed text should conform to the procedure described in paragraphs 49 to 53, inclusive.

g. Paraphrasing is resorted to as a protection to the cryptographic system and will not be used in such a manner as to permit loose handling of classified messages. Paraphrasing is to be employed when—

- (1) The content of previously cryptographed messages is released to the public or given a wide distribution within the Army.
- (2) It is necessary to send in cryptographic form—
 - (a) All or portions of a message previously transmitted in plain text.
 - (b) Extracts from publications, regulations, or instructions.
- (3) It is necessary to transmit in plain text all or portions of a message previously sent in cryptographic form.
- (4) A classified message is recryptographed in a different cryptographic system.
- (5) A classified message is recryptographed in a different key of the same system.

Exceptions to the necessity for paraphrasing may be granted only in accordance with instructions pertaining to certain cryptographic systems issued by the War Department.

h. When it is necessary to include in the text of a classified message information as to the ultimate addressee or the signature of the writer, such information will be buried within the text of the message before cryptographing and will not appear either at the beginning or at the ending of the message.

45. Responsibility for classification of messages.—a. Within the limitations prescribed in paragraph 51b the originator of a message is responsible that the classification given to it conforms to the definition given in paragraphs 4, 5, 6 and 7. He is also responsible for the proper marking of the message before forwarding it for transmission.

b. A message will be classified and marked *top secret*, *secret*, *confidential*, or *restricted* when it contains classified information except when marked SEND IN CLEAR as prescribed in paragraph 51b(2).

46. Drafting messages.—a. Routine reports and messages which must be given a wide distribution, or the contents of which have been or may eventually be furnished the press, or which contain extracts or quotations from a newspaper, magazine, or any other document available to the public, will be prepared so as to permit their transmission in plain language or will be classified as *restricted*. Such restricted reports and messages will be paraphrased in accordance with paragraph 46d.

b. Standardization of the content and form of such documents as field orders and operation instructions is necessary, but when fixed expressions are repeated in a message, cryptographic security is greatly endangered. Hence, stereotyped phraseology and set form of expression, especially at the beginning or ending of

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a message will not be used. Examples of stereotyped beginnings and endings are "Reference your," "Reitrad," "Report," "Confirm," "Advise," "Request," "Stop," and "Acknowledge." Necessary references will be placed within the body of the message. Except as specifically provided for in certain cryptographic systems, or as specifically authorized by the War Department, the use of dummy letters or irrelevant text as "padding" for the purpose of concealing stereotyped phraseology is prohibited. Personnel concerned with the drafting and cryptographing of classified messages will be charged with guarding against repeated use of the same words or phrases.

c. Words not important to the sense will be omitted. Conjunctions, prepositions, and punctuation marks will be reduced to the minimum, and every effort will be made to avoid repetitions. When it is essential that punctuation marks be included in the body of the messages, they will be spelled, either in full or abbreviated form. Numbers will be spelled out.

d. The originator of all classified messages will paraphrase such portions as are quoted from—

- (1) A message in plain language.
- (2) A message in the same or another cryptographic system.
- (3) A newspaper, magazine, or document.

47. Selection of cryptographic system.—a. Subject to modification as outlined in paragraph 43b, the classification *top secret*, *secret*, *confidential*, or *restricted* given a message by its originator governs the cryptographic system to be used in cryptographing the message. All classified messages except those transmitted in accordance with the provisions of paragraph 51b(2) will be transmitted in cryptographed form unless specific exception is made by the War Department. The least widely held cryptographic system available to all addressees of each message will be employed.

b. In order to prevent the cryptographing of identical subject matter by means of different codes and ciphers, once the message has been cryptographed, all subsequent messages on the same subject will normally be cryptographed in the same system. If a change of system is necessary, reference to previous messages by their reference numbers will be avoided.

c. The mere acknowledgment of a cryptographed message need not be classified.

d. When the same plain text message is transmitted to several addressees, it will ordinarily be cryptographed but once and the same cryptographed text sent to all addressees. If this is impossible because all addressees do not hold identical cryptographic systems, the text of each message which must be cryptographed in a different system will be carefully and differently paraphrased before cryptographing for each system. The only permissible exceptions to this rule are those cases in which necessity for paraphrasing has been specifically waived by the War Department in the instructions for certain cryptographic systems. The determination of the need for paraphrased versions is a function of the cryptographic security officer who may require the assistance of the originator of the message in the preparation of the necessary paraphrases. Where practicable, the cryptographic security officer will furnish copies of the paraphrased versions to the originator, except as noted in paragraph 41b.

48. Paraphrasing messages.—a. In paraphrasing, it is not sufficient to paraphrase only the beginning or ending of the message. The entire message will be subjected to the process.

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6. When paraphrasing must be employed, all of the following processes will be applied to the message:

- (1) Changing the sequence of the paragraphs.
- (2) Changing the sequence of the sentences in each paragraph.
- (3) Shifting the positions of the subject, predicate, and modifiers in each sentence.
- (4) Changing from active to passive voice or vice versa.
- (5) Substituting synonyms or equivalent expressions.
- (6) Changing the length of the paraphrased version of the message in order that the final cipher text will not resemble the original cipher text with respect to length.

a. A paraphrase of a message will be accorded the same classification as the original message.

49. Method of handling outgoing secret messages.—a. The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

b. The originator will prepare and number all copies of secret messages, send the original to the message center, and may retain, when security is not imperiled thereby, one copy for temporary file. Other carbon copies, all numbered and bearing the following notation, may be sent to local officers directly concerned:

The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked *secret*. This copy will be safeguarded with the greatest care and will be returned to the originator without delay.

All such copies will be carefully accounted for by the originator and will be destroyed when returned. The copy in the temporary file will also be destroyed upon determination that the message has been correctly dispatched.

c. The original plain-text copy sent to the message center by the originator will be cryptographed at the cryptographic section of the message center. In message centers serving tactical units one copy only of the cryptographed message will be made and it will be sent to the transmitting agency. In the zone of the interior the number of copies to be made of the cryptographed message will be determined by the commanding officer of the headquarters concerned. All work sheets used in cryptographing the message will be immediately destroyed by burning.

d. The original copy of the literal plain text will be marked SENT (date) and returned to the originator who will place it in his *secret* file for outgoing messages and destroy the retained copy by burning. Only one copy of the literal text will be filed in the originator's office.

e. The transmitting agency will send the cryptographed message, retaining at least one copy in its file of outgoing messages for final disposition in accordance with local regulations.

f. When certain cryptographic systems are used in which no copy of the cipher text is available, a copy of the plain text may be retained by the message center for file.

g. The method of handling *top secret* messages will conform to the procedure outlined above as modified by the provisions of paragraph 26b, c, and e.

50. Method of handling incoming secret messages.—a. The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

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b. An incoming secret message will be copied in duplicate by the receiving operator; the original will go to the cryptographic section of the message center and the carbon copy to the files of the receiving station or message center, where it will be disposed of in accordance with local regulations.

c. A cryptographer will decryptograph the message, making only one copy of the decryptographed literal plain text, which will be marked SECRET and delivered to the addressee. The cryptographed version will be retained in the files of the message center, where it will be disposed of in accordance with local regulations. All work sheets used in decryptographing will be destroyed by burning. The cryptographic section will not retain any copy of the plain text in its files, except as provided in paragraph 49f. The placing on the message blank of any marks or notations even remotely connected with the cryptographic system or steps in decryptographing the message, such as underlining key words, indicating groupings corresponding to lengths of columns of key, etc., is forbidden.

d. The addressee may make and circulate a limited number of literal copies for the information of other officers directly concerned. These carbon copies will all be numbered and bear the following notation:

The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked SECRET. This copy will be safeguarded with the greatest care and will be returned to _____ without delay.

All such information copies will be carefully accounted for by the addressee and will be destroyed when returned. Only one copy of the literal text of the message will be kept in the addressee's office.

e. The method of handling top secret messages will conform to the procedure outlined above as modified by the provisions of paragraph 26 and c.

51. Method of handling outgoing and incoming confidential messages.—
a. At administrative headquarters having fixed message centers.—Whenever practicable, the procedure to be followed in the handling of messages in confidential codes or ciphers will be substantially the same as that prescribed for those transmitted in secret code or cipher, except within the War Department in which the procedure will be as determined by the Chief of Staff. They will, however, be marked and safeguarded in accordance with provisions of these regulations governing confidential documents.

b. In tactical operations, simulated or actual.

(1) All messages not classified as secret will be regarded as confidential but need not be so marked. The procedure to be followed is prescribed in FM 24-5, and in other pertinent regulations and instructions issued by proper authority. All wire and radio messages except those noted in (2) below will be transmitted in cryptographic form.

(2) When the information to be transmitted, if intercepted by the enemy, cannot be acted upon in time to influence the situation in question and time cannot be spared for cryptographing, the commanding officer or his authorized representative may order the transmission of a message in plain language by a radio station serving his headquarters or command. Such written messages will be marked SEND IN CLEAR over the signature of the commander or his authorized representative.

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52. Method of handling restricted messages.—The procedure to be followed in the handling of messages in *restricted* codes and ciphers will be substantially the same as that prescribed for those in *confidential* code or cipher.

53. Transmission of literal plain text and paraphrased versions of classified messages.—a. The sending by any means whatsoever of the literal plain text of a message which has been or will be transmitted in cryptographed form is strictly prohibited except as stated below:

- (1) Authorized local distribution within a headquarters by messenger.
- (2) In exceptional cases, when necessary in the performance of his duties, an authorized person may carry the literal plain text of a classified message provided the security requirements pertaining to the transmission of classified material are observed.

b. In cases of emergency, paraphrased versions of the plain text of a cryptographed message may be sent—

- (1) In accordance with the provisions of paragraphs 44g and 48c.
- (2) In accordance with the provisions of paragraph 25 as applied to secret cryptographic material.

54. Disposition or destruction of registered cryptographic material.—a. Whenever a person who has been issued registered *secret*, *confidential*, or *restricted* codes, ciphers, cipher devices, or documents pertaining thereto, has no further need for them, he will report that fact to the Chief Signal Officer or in the case of the field forces in time of war to the signal officer of the headquarters charged with the issue of such documents.

b. When it has become highly probable that cryptographic material will be subject to loss or compromise, all documents and translations of messages will be destroyed by burning, and the cipher machines or devices will be destroyed beyond use or repair, and if possible, beyond recognition.

c. When cryptographic documents or devices have become unserviceable through long use, request for their replacement will be made to the issuing authority.

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55. Authority to classify.—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine that the maintenance of any degree of secrecy regarding them is sufficiently im-

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portant to the national defense, he will classify it as *secret*, *confidential*, or *restricted*.

56. **Notification of classification or reclassification.**—Whenever the chief of a technical service in charge of a research project, design, development, test, or production of a unit of matériel or component thereof shall determine that the matériel should remain classified after issue or that a change or cancellation of classification is desired, he will notify The Adjutant General, who in turn will inform all concerned.

57. **Responsibility for safeguarding technical information.**—*a.* Chiefs of technical services engaged in the preparation of plans, research, and development work, or new design, test, production, procurement, storage, or use of classified matériel are responsible for the promulgation of such additional instructions as may be required for the safeguarding of information in the offices, establishments, laboratories, shops, or Army posts under their jurisdiction.

b. All *secret*, *confidential*, or *restricted* models, exhibits, dies, machines, and other similar items which are to be loaned, leased, or given to a commercial organization will be properly marked to indicate classification when practicable. If such marking is impracticable, the commercial organization will be specifically notified in writing of the classification of such items and of the pertinent provisions of the Espionage Act.

58. **Classification of information from commercial firms.**—Information obtained from civilian manufacturers concerning proprietary processes will be classified as *confidential* unless otherwise authorized by the firm concerned.

59. **Dissemination of classified technical information.**—Classified information concerning technical projects or developments may be imparted only to those individuals whose official duties require such knowledge or possession, and to accredited representatives of foreign nations in accordance with the provisions of paragraph 106.

60. **Destruction of classified matériel.**—*a. Authority to direct.*—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine that their destruction is necessary to safeguard information thereof, he will issue the necessary directive.

b. Procedure in destruction of classified matériel.—When destruction of classified matériel has been directed:

- (1) The custodian thereof will remove all components of a classified nature and destroy them by burning or by mutilation in the presence of a disinterested officer. The balance of the matériel will then be processed in accordance with existing regulations for the disposition of unserviceable property, or for salvage.
- (2) If the above is not practicable, the custodian will destroy the entire article of matériel by burning or by mutilation in the presence of a disinterested officer.
- (3) In either case, the certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction. If the headquarters has only one commissioned officer, the report will so state. Exception hereto may be authorized only by the War Department.

61. **Invitations for bids and contracts.**—*a.* Prior to furnishing a prospective bidder or contractor with drawings, specifications, or other pertinent information

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concerning any project or projects of a *secret*, *confidential*, or *restricted* nature and annually thereafter so long as such documents, etc., are in his custody, a general secrecy agreement reading substantially as follows will be signed by the individual or by a responsible officer on behalf of the firm or corporation concerned:

In consideration of the receipt of drawings, specifications, and accompanying inclosures, models, or matériel, and information disclosed orally, concerning projects of a *secret*, *confidential*, or *restricted* nature, delivered to the undersigned prior to or coincident with the date of this agreement and listed on Exhibit A which is attached hereto and made a part hereof, or to be issued to the undersigned subsequent to the date of this agreement, the following terms are agreed to by or on behalf of the undersigned individual, firm, or corporation, and any and all representatives, agents, employees, or subcontractors or subcontractors thereof:

1. The undersigned will neither supply nor disclose any information regarding the drawings, specifications, and accompanying inclosures or models or matériel, or information disclosed orally, referred to herein to any unauthorized person, or incorporate in other projects special features of design or construction peculiar to such drawings, specifications, and accompanying inclosures, or models or matériel, or information disclosed orally.

2. The undersigned will not permit any alien employed or to be employed by the undersigned or by any subcontractor or subcontractor to have access to the drawings, specifications, and accompanying inclosures, or models or matériel referred to herein, or to engineering principles, composition, subassemblies, or assemblies which are vital to the functioning or use of the article or to the work under any contract for the production thereof, or the contract trials, without the written consent beforehand of the Secretary of War.

3. The undersigned will not make or permit to be made reproductions of the drawings, specifications, and accompanying inclosures or of the models or matériel, except as specifically authorized by the contracting officer or his duly authorized representative. If reproduction of any drawings, specifications, and accompanying papers, or of models or matériel, is authorized, the undersigned will promptly submit the product obtained to the contracting officer or his duly authorized representative for censorship or such other action as he may deem necessary.

4. If a bid is not submitted on a project of a *secret*, *confidential*, or *restricted* nature as to which drawings, specifications, and accompanying inclosures, and models or matériel have been issued to the undersigned, or if a bid is made and not accepted, or in case award is made, upon the completion of the contract the undersigned will promptly return by hand, by registered mail, or by insured express, such drawings, specifications, and accompanying papers, or models or matériel, together with all copies thereof, to the office from which the original copies were received.

5. (a) The undersigned agrees to bring or cause to be brought to the attention of all persons engaged in the preparation of the bid, whether submitted or not, including subcontractors and their employees, the following provisions of law:

 Espionage Act, Subparagraphs (d) and (e), sec. 1, act 15 June 1917 (40 Stat. 217), sec. 1, act 28 March 1940 (54 Stat. 79; 50 U.S.C. 31; M.L., 1939, Supp. I, sec. 2181).

 Sec. 1, act 12 January 1938 (52 Stat. 3; 50 U.S.C. 45; M.L., 1939, sec. 2187a), and E.O. 8381, 22 March 1940; 5 F.R. 1147; 50 U.S.C. 45; M.L., 1939, Supp. I, sec. 2187a.

 Second War Powers Act, 1942, sections 1402, 1403, act 27 March 1942 (Public Law 507, 77th Cong.).

(b) If the successful bidder on any project, the undersigned agrees also to bring or cause to be brought to the attention of all persons engaged in the performance of the contract, including persons employed on subcontracts, the provisions of the law enumerated in (a) above.

6. The undersigned further agrees that no information in connection with any *secret*, *confidential*, or *restricted* project will be given to any person not in the contractor's or subcontractor's employ except upon the written consent beforehand of the contracting officer or his duly authorized representative.

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a. The execution of the general secrecy agreement required in a above with any individual, firm, or corporation prior to the delivery of any classified military information, and the annual secrecy agreements executed thereafter, will constitute authority for delivery to such individual, firm, or corporation from time to time of other or additional classified information pertaining to any *secret*, *confidential*, or *restricted* project, without the necessity of executing a specific secrecy agreement in each case. A receipt substantially as follows will be obtained when the additional classified data are submitted to those who have entered into such agreement:

Receipt is acknowledged of _____ and it is recognized that these data are classified and come within the purview of the secrecy agreement signed by _____ on _____.

62. Consultations with responsible manufacturers.—The commanding officers of arsenals and depots and other officers engaged in work on Government contracts are authorized to consult with all interested manufacturers or their representatives, inventors, and other persons concerning technical matters in which they have a legitimate interest. They will, however, inform all such persons of the classification of the projects, works, and developments.

63. Responsibility of Army representatives or inspectors.—a. The Army representatives or inspectors of the technical service are the local representatives of the War Department and will take the necessary measures to insure the safeguarding of classified information or projects in the hands of the contractors or in process of manufacture in their plants.

b. Army representatives or inspectors will advise contractors as to their responsibilities and the practical measures to be taken to safeguard *secret*, *confidential*, or *restricted* matters and will act favorably, if practicable, on any suggestion or request of the company tending to preserve secrecy. If at any time conditions at any plant, or any action of a company or its employees, jeopardize the security of classified matter pertaining to the War Department or violate the provisions of the Espionage Act, the Army representative or inspector will request the contractor to take prompt remedial action. If adequate precautionary measures are not taken immediately, he will report promptly to the chief of the technical service concerned and, if the situation requires, to the commanding general of the service command in which the item is in process of manufacture.

c. When Army and Navy inspectors are on duty at the same plant, the Army inspector will coordinate all security measures with the Navy inspector in order to avoid conflicting demands upon contractors.

64. Responsibility of Government contractors.—a. A private individual, firm, or corporation which enters into a contract to engage in technical work for the War Department becomes responsible in matters within his or its control for the safeguarding of all *secret*, *confidential*, or *restricted* matters that may be disclosed or that may be developed in connection therewith. A clause to this effect will be included in such a contract, but its omission will not release the contractor from his responsibility under the Espionage Act and other pertinent laws.

b. Contractors are responsible that all classified projects allotted to subcontractors or agents are fully protected by a similar agreement.

c. Whenever for any reason a contract agreement or subcontract has been made which does not include a security clause but later is found to involve *secret*, *confidential*, or *restricted* matter, the technical service concerned will

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take the necessary steps to insure that the project or work is properly classified and that the contractor, agent, or subcontractor is informed of the classification and of his responsibility in the matter.

65. *Tests of classified matériel*—Tests of classified matériel will be adequately safeguarded by all responsible officers.

66. *Public display of classified matériel*—a. Commanding officers are responsible that all classified parts, components, or features of matériel are properly safeguarded during maneuvers, drills, parades, ceremonies, assemblages, demonstrations, or exhibitions open to the general public.

b. (1) Photographs of equipment while in process of development or those revealing processes of manufacture are prohibited unless authorized by the chief of technical service concerned. After an article of equipment has been issued to combat units, release of photographs is permissible unless specifically prohibited by the instructions issued therewith.

(2) Requests for permission to take photographs of classified matériel, projects, or processes of manufacture will be referred to the War Department through the proper chief of technical service. If authority is granted, it will be with the understanding that the resulting photographs will be submitted to the War Department for review prior to release.

67. *Release of information or sale of matériel*—a. Domestic sale, divulging information in connection with negotiations for foreign sale, and foreign manufacture of items of Army and Navy matériel and equipment are not permitted unless the War and Navy Departments are agreed that military secrecy is not compromised thereby.

b. *International traffic in arms.*

(1) The State Department administers international traffic in arms and military matériel coming within the scope of the Regulations Governing the International Traffic in Arms, Ammunitions, and Implements of War and Other Munitions of War.

(2) The State Department will not release for foreign sale any item coming within the scope of these regulations until the War and Navy Departments have stated that there is no objection to the release on grounds of secrecy affecting the national defense.

68. *Protection of shipments via commercial carriers within United States or its possessions*—a. *Selection of shipping method*—Disclosure of information pertaining to classified matériel will be prevented during transportation by one of the following methods of shipment, to be determined by a commissioned officer of the service, force, or organization authorizing its movement qualified to make such classification, by a higher authority so qualified, or by a military attaché.

b. *Protection as for documents*—If size and quantity permit, classified matériel may be handled in the same manner as provided for similarly classified documents in paragraphs 25 to 28, inclusive. In cases where matériel is of such size or quantity as to create suspicion of its character and entail additional risk when transported in the same manner as documents, another method will be used.

c. *Railway express service protected by carrier's guards*—Secret, or confidential shipments may be shipped via Railway Express Agency, Incorporated, after advance arrangements have been made for carrier to guard matériel from

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the time it leaves the hands of consignor until delivered to consignee. Notwithstanding the general prohibition of insurance on Government shipments, any classified shipments may be shipped at their actual value and notation of such value made on the bills of lading. (See AR 55-105, 55-150, and 55-155). The officer determining the method of shipment will certify to the officer issuing the bill of lading the valuation to be used.

d. Ordinary railway express service protected by military guards.—This method of shipment may be chosen for secret or confidential materiel as provided in a above. In such case the principles of regulations governing guarding of freight shipments (see par. 8, AR 55-155) will be followed so far as appropriate for express service, with the definite exception that guards with express shipments will be furnished with transportation requests. The number of guards detailed to protect the shipment will be a minimum consistent with security requirements.

e. Air express via commercial air lines protected by military guards.—The provisions of d above will govern generally.

f. Rail freight service protected by military guards.—See paragraph 8, AR 55-155.

g. Ordinary motor truck freight protected by military guards.—The principles of paragraph 8, AR 55-155, will govern. Only one guard will be used for short runs unless more are necessary.

h. Water freight service protected by military guards.—The principles of paragraph 8, AR 55-155, will govern. When vessels are used which have arrangements for carrying passengers, transportation requests will be issued. When vessels are used which do not have arrangements for carrying public passengers, carriage free or at a reasonable charge, appropriate arrangements for meals will be negotiated.

i. Straight or mixed troop trains.—Classified materiel accompanying troops will be adequately guarded by organization personnel.

j. Guards.—Guards sufficiently armed will be provided in accordance with paragraph 8, AR 55-155. Neither carrier's nor military guards will be used for the sole purpose of preventing disclosure of information of restricted materiel. Guarded service may be used on any shipment when necessary to prevent physical sabotage. When possible, where concealment of the arm is not necessary, submachine guns, automatic rifles, or rifles should be provided in preference to pistols.

k. Shipments of confidential materiel, except cryptographic equipment and components thereof may, at the discretion of the chief of the technical service involved, be shipped by one of the following methods, without guard:

- (1) Protected express.
- (2) Sealed freight or express cars.
- (3) Sealed truck under own motive power.
- (4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

l. For specific means of shipment of cryptographic materiel reference should be made to letter instruction on this subject issued by the War Department.

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SECTION VI

VISITORS

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69. Classification.—*a. Foreign nationals.*—For the purpose of these regulations foreign nationals include—

- (1) Representatives, officials, or employees of a foreign government having an official status.
- (2) All other foreign nationals and citizens of the United States representing a foreign government, firm, or corporation.
- (3) Canadian nationals will be considered as and accorded the same privileges as citizens of the United States with respect to the matter of visits to Government or commercial manufacturing establishments and experimental laboratories engaged on classified work or projects.

b. United States citizens.—All citizens of the United States not included in a above.

70. Authority for admission.—*a. General.*—Correspondence and communications relating to visits will be routed direct between the various offices concerned.

b. Foreign nationals.

- (1) Foreign nationals (see par. 69a) will be admitted to Government or commercial manufacturing establishments and experimental laboratories engaged on classified work or projects, and to military posts, camps, and airfields only on written authority of the Assistant Chief of Staff, G-2, War Department General Staff.
- (2) Application for such visits will be made through the appropriate diplomatic representatives except in the case of foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States, for whom applications will be submitted by their employers, approved by the commanding officer or management of the establishment to be visited, and forwarded with the recommendation of the chief of the technical service or appropriate commanding general of the service command concerned to the Assistant Chief of Staff, G-2, War Department General Staff.
- (3) Applications submitted through either of the channels described above will include the following information:
 - (a) Name in full.
 - (b) Official title or position.
 - (c) Name of plant or plants, posts, camps, or airfields to which admission is desired.
 - (d) Date of visit or dates between which visits are desired.
 - (e) Purpose of visit.

For foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States the following additional information will be required:

- (f) Nationality.
- (g) Length of service with present employer.

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- (4) Prior to authorizing a visit to a War Department or commercial manufacturing establishment engaged in classified work or projects, the Assistant Chief of Staff, G-2, War Department General Staff, will secure the recommendations of the Navy Department and the chief of the technical service concerned. Members of the armed forces of Canada and Mexico may, however, be admitted to Army posts, camps, and airfields near the borders of those countries for occasional visits on the authority of the commanding general of the army, defense command, or service command having jurisdiction over such posts, camps, or airfields, without reference to higher authority.

c. *United States citizens.*—Subject to the approval of the commanding officer or the contractor, United States citizens, except those representing a foreign government, firm, or corporation, may be admitted to War Department or commercial manufacturing establishments engaged on classified work or projects under the following conditions:

- (1) Casual visitors may be admitted provided no classified work or project is shown or discussed.
- (2) Representatives of other United States Government agencies, manufacturers, or their representatives, engineers, and inventors cooperating in War Department work and having a legitimate interest therein may be shown such works or projects as are considered necessary and desirable by the responsible chief of technical service. Authority for admission will be in writing.
- (3) Accredited reporters, photographers, and other representatives of publicity agencies may be admitted to manufacturing establishments engaged on work for the War Department, provided classified matter, projects, or processes of manufacture are not shown or discussed with them. News items, photographs, and motion pictures resulting from the visit must be submitted to the War Department Bureau of Public Relations for review prior to publication.

71. *Responsibility of commanding officer, Army representative, or inspector.*—a. The commanding officer of a military manufacturing establishment or the Army representative or inspector at a commercial manufacturing establishment is the local representative of the War Department in all matters regarding the admission of visitors. If, in his opinion, the situation at the time makes the admission of a visitor inadvisable, he is empowered to postpone the visit and request instructions from the office which authorized it.

b. The commanding officer or Army representative will make a report to the Assistant Chief of Staff, G-2, War Department General Staff, through the appropriate chief of technical service or commanding general, service command, giving the following information concerning foreigners who visit establishments engaged in classified projects:

- (1) Name, official position, and nationality.
- (2) Authority for the visit.
- (3) Matters in which the visitors showed the greatest interest.
- (4) General nature of questions asked.
- (5) Expressed object of the visit.

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- (6) Inspector's estimate of the real object of the visit.
- (7) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
- (8) A brief list of what was shown and explained.

72. Responsibility of Government contractors.—a. Contractors or subcontractors engaged in work for the War Department must place such restrictions on the movements of persons employed or entering their plants or offices as will give adequate security to secret, confidential, or restricted matters in their possession. In view of the wide differences in organization, arrangement, and physical make-up of individual plants, no specific rules are practicable. Therefore, local conditions at the plant and the classification of the project will determine the security measures to be adopted.

b. The following general procedure in regard to visitors at establishments or plants engaged in classified projects for the War Department is proscribed:

- (1) Visitors will be accompanied during their stay at the plant by the Inspector or Army representative, a member of his office, or some responsible person who is specifically informed as to the necessary limitations or restrictions, the scope of the visit, and the information which may be furnished.
- (2) Unless specifically authorized by the authorities mentioned in paragraph 70, visitors will not be allowed in any shop, laboratory, drafting room, or section of a plant where secret, confidential, or restricted matériel is located or where classified work is in progress, nor will they be permitted to take photographs.

c. (1) War Department contractors will submit to the commanding general of the service command, chief of technical service, or Commanding General, Matériel Command, Army Air Forces, whichever is appropriate, immediately upon completion of the visit, a report of all visitors, except United States citizens and Canadian nationals, who have gained information concerning the classified work or projects. The reports will include the following information:

- (a) Name, official position, and nationality.
- (b) Authority for visit.
- (c) Matters in which the visitors showed the greatest interest.
- (d) General nature of questions asked.
- (e) Expressed object of the visit.
- (f) Estimate of the real object of the visit.
- (g) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
- (h) A brief list of what was shown and explained.

(2) The commanding general of the service command, chief of technical service, or Commanding General, Matériel Command, Army Air Forces, whichever is appropriate, will submit the reports to the Assistant Chief of Staff, G-2, War Department General Staff, through the appropriate chief of technical service.

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SECTION VII

AIR SPACE RESERVATIONS, RESERVED AREAS, AND RESTRICTED AREAS

Air space reservations	Paragraph 73
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73. Air space reservations.—*a. Establishment.*—Air space reservations over military installations or reservations over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes are established by Executive Order of the President of the United States, or by a State, Commonwealth, or Territory.

b. Territory of Hawaii.—Section 3, Air Commerce Regulations of the Territory of Hawaii, prohibits private and commercial aircraft from flying over or crossing any part of Diamond Head and the fortifications of Fort Kamehameha and Fort Weaver.

c. Philippine Commonwealth.—Flying by any aircraft other than those of the United States and Philippine Governments within a distance of 5 miles from the perimeter of Corregidor Island, Fratte Island, Carabao Island, and Caballo Island, Manila Bay, and Subic Bay, Island of Luzon, and within 2 miles of the perimeter of Cavite Peninsula, Manila Bay, is prohibited by section 80, Air Commerce Regulations, the Government of the Philippine Islands, dated 15 October 1935.

d. Responsibility of commanding officers.—The commanding officer of a military reservation, post, camp, station, or installation over which an air space reservation has been established is responsible for the surveillance of the designated air space and for prompt report to The Adjutant General, through military channels, of any illegal flight therein.

74. Restricted areas.—*a. Designation.*—The commanding officer of a post, camp, station, or installation is responsible for the designation and proper safeguarding of restricted areas. If local conditions dictate, he will mark all ordinary entrances or approaches to such areas with a sign reading as follows:

WARNING

RESTRICTED AREA

It is unlawful to enter within this _____ without
written permission of _____ (Area, building, etc.)
(Authority)

b. Procedure in case of violation

- (1) The commanding officer of a military reservation, post, camp, station, or installation will cause any person not subject to military law who enters a restricted area or building to be detained, warned of his rights, and interrogated by proper authority. If it is a first offense and there is no evidence of deliberate intent, the offender may be warned against repetition and released upon the surrender of any unlawful photograph, sketch, picture, drawing, map, or graphic representation in his possession. Otherwise the offender will be delivered without unnecessary delay to the nearest United States marshal with a written statement of the facts, the names

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and addresses of the witnesses, and such pertinent exhibits as may be available.

- (2) When an investigation reveals that a person not subject to military law has entered such a restricted area or building, custody of the individual not having been effected, the commanding officer will promptly forward in writing to the nearest United States district attorney a report of all the facts, including the names and addresses of the witnesses.
- (3) A report will be made through military channels to the commanding general of the service command of each case brought to the attention of civil authority and will include a brief of all the facts and copies of all pertinent communications.

SECTION VIII

TROOP MOVEMENTS AND INDIVIDUAL TRAVEL

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75. **General.**—Commanding officers of troops or individuals affected by the provisions of this section are responsible that such troops or individuals are instructed in such provisions, advised of their applicability, and warned of the danger involved in the spreading of information concerning troop movements. Instructions of this nature will be given prior to the overseen troop movement, both at home station and staging area.

76. **Classification requirements.**—*a.* Movement of troops or individuals, or any group or class of such movements, will be classified as *secret*, *confidential*, or *restricted* by, or by authority of, any officer authorized to make or authorize secret classifications under paragraph 6a. It is essential to proper classification that officers authorized to classify documents are able to identify classified elements of information, particularly those elements requiring a secret classification.

b. The following elements of information concerning troop movements or individual travel will normally be classified as indicated below in each case:

- (1) *Secret.*—Documents which contain any one of the following elements, either directly or by implication, require a classification of *secret*.
 - (a) Overseen or intertheater geographical destinations (except those in Alaska, Canada, and Mexico).
 - (b) Date and time of departure from port of embarkation, port en route, or airport.
 - (c) Route, name, or destination of ship or convoy.

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- (d) Estimated time of arrival at oversea or intertheater destination or ports en route.
 - (e) The meaning of assigned shipment numbers so far as the oversea or intertheater destination is concerned.
 - (f) The oversea or intertheater destination represented by a temporary APO number.
 - (g) Events en route involving enemy action.
- (2) *Confidential*.—Documents which contain any of the following elements will be classified *confidential*:
- (a) Information or description of unit movements of nonoperational significance in areas within or adjacent to operational theaters.
 - (b) Complete list or tabulation of units combined with and included under a single shipment number for oversea shipment. The combination of a single unit with its oversea shipment number and letter, however, is restricted information.
- (3) *Restricted*.—Orders, communications, reports, and other documents concerning troop movements, except as indicated in (1) and (2) above, will be classified as *restricted*. However, reports and communications concerning movements need not be classified if the classified elements of information and unit designations are not included therein and reference to the movement is made by shipment number and letter, by temporary APO number, or by mail number.

77. *Dissemination of information*.—a. Officers and men will avoid talk or discussion of military movements with civilians and will view with suspicion any person asking questions about such movements or discussing topics pertaining thereto.

b. All persons connected with the military service who receive information concerning movements of organizations, detachments, or individuals, classified in accordance with paragraph 76, are forbidden to make public or to inform unauthorized persons concerning the classified elements of such movements.

c. When it is necessary to advise relatives or other persons of approaching departure, individuals connected with the military service will not disclose any classified information.

78. *Rail and motor movements*.—a. Rail and motor movements of troops in the United States, including those to Mexico and Canada, will normally be classified *restricted*. However, reports concerning arrivals and departure of such movements may be transmitted to persons authorized to receive such reports, unclassified, provided unit designations are not included therein.

b. When rail or motor movements are made preliminary to an oversea movement from the United States, cars, baggage and impedimenta will not be marked in the clear to show destination, date of departure, name of ship, or other classified elements of information. In such cases impedimenta will be marked with the assigned shipment number and letter. The unit designation will not be used as a marking on impedimenta, although the company letter or abbreviation may be used to identify the impedimenta of each company or similar unit in the movement.

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c. During the progress of a movement by rail or motor within the United States, individuals participating therein will not communicate classified information to unauthorized persons.

79. In staging areas.—a. Instructions will be given to all individuals concerned in the applicable security provisions of this section.

b. Commanders of ports or airports of embarkation are authorized to restrict to prescribed limits all individuals under oversea movement orders for a period not to exceed 48 hours prior to departure for oversea or intertheater destinations. During this period of restriction, communication with civilians may be prevented or limited as may be considered necessary by the port or airport commander concerned. Special authority must be obtained from the War Department (if in the United States) or the theater commander (if oversea) for placing individuals in restriction more than 48 hours prior to the expected sailing or departure date.

80. Embarkation.—a. Troop movements will be made so far as practicable without attracting undue attention. Authority to use bands during embarkation of troops is left to the discretion of port commanders where, in their opinion, the playing of a band will not jeopardize the security of the movement.

b. All persons not on official business will be excluded from the piers at all times.

c. Personnel may take cameras within the limits of the pier or oversea, subject to the restrictions imposed by the commander of the port, ship, theater, or other area concerned.

d. Members of families, relatives, or friends of those sailing will not be allowed at the piers or therabouts on the day of sailing. Any such persons found there will be ordered away summarily by the guard and report will be made to the appropriate authority of the officer or enlisted man with whom they were seen or with whom they attempted to communicate.

81. Movement of vessels in harbors.—Vessels loaded with troops or supplies will be moved under cover of darkness, whenever possible. If vessels must be moved during daylight, the commanding officer of troops will hold his men below deck or within deck superstructures to prevent attracting attention. Signals by flags or whistles will be limited to those necessary for safe navigation.

82. At sea.—a. After sailing from the port of embarkation, the oversea or intertheater destination will be disclosed to individuals aboard ship only as necessary for training or indoctrination en route. When such information is disclosed, the individuals will be warned of the secret classification thereof. Particular care will be taken to insure that this warning is given all individuals who are allowed ashore at intermediate stopping points.

b. Events at sea concerning or resulting from enemy action will be considered as secret information by all individuals concerned.

83. Returns to United States.—Classified elements of information concerning a return movement to the United States are identical with those enumerated in paragraph 76, except that the United States as a destination is *restricted* information only. However, the specific port of destination in the United States is *secret*.

84. Movements by air.—a. Generally, the same requirements for water, motor and rail movements apply to oversea movements by air. However, greater care must be exercised by all concerned to the secrecy of specific oversea or intertheater destination, since such movement orders normally disclose a geographical destination.

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SAFEGUARDING MILITARY INFORMATION

b. All individuals involved in such movements, communicating from intermediate stopping points, will refrain from disclosing classified information, particularly their overseas or intertheater destination.

85. **Higher classification.**—A higher classification than that indicated in this section may be assigned if the order, message, or other communication contains information which should be protected by a higher classification.

86. **Reason for classification.**—Whenever a classification higher than *restricted* is assigned to a movement order, the reason for such higher classification will normally be included therein. An example of an explanatory paragraph is as follows:

The following secret and confidential elements of information are contained herein: secret equipment (par. 11e); tabulation of units (par. 11); confidential mission (pars. 2 and 3). All other elements of this order are *restricted*.

87. **Overseas.**—a. After arrival overseas no information will be given concerning names or destinations of organizations, names of vessels, data concerning convoys, routes pursued, measures taken to avoid attack, dates of arrival, debarkation, or departure, or number of troops, or kind of cargoes carried.

b. The disclosure of the place of execution or acknowledgement on a legal instrument by one in or with the armed forces overseas is authorized, provided the military necessity of secrecy of strength and location of troops does not require suppression of such information, provided also, that such disclosure is necessary to the legality of the instrument and the execution of the instrument cannot be deferred without undue hardship, and provided the information disclosed will be of no substantial value to the enemy when and if it may reach him.

[A. G. 380.01 (13 Mar 41).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,

Major General,

The Adjutant General.

DISTRIBUTION:

A; E.

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
Adjutant's Department
APO 394

File
LTJ/ARF/mrh

Adj: 380.01

16 May 1944.

SUBJECT: Security of Information

TO : Distribution as below

1. Reference AFHQ Secret letter, AG 380.01-3 CBI-C, dated 28 April 1944, subject as above, copy to all addressees.

2. Paragraph 4 will NOT apply to documents relating to current operations in Italy (Authority: AAI/1433/3/CBI(b) dated 14 May 1944).

L. T. Montant, Jr.
L. T. MONTANT, Jr.,
1st Lt, AGD,
Adjutant.

DISTRIBUTION:

Secretary General
Deputy Chief Commissioner
Civil Affairs Branch
Adjutant (Rear Hq)

1945

785015

SURVEILLANCE - Security of Information

HQ, ALLIED ARMS IN ITALY

~~ADS~~
5 2721

File

SECRET

AAI/HQ/3/CSI(b)

14 MAY 44

5 Corps
Allied Garrison SARDINIA
A.C.C. 100
List B

Attached is copy of an instruction, dated 26 April 1944,
which has been issued by AFHQ on the above subject.

Para 4 will NOT apply to documents relating to current
operations in ITALY.

W D Gibson Lt Col
Lieut. General,
Chief of General Staff.

187

1944

785015

R.C.P.

U.S. SECRET EQUALS BRITISH SECRET

ALLIED FORCE HEADQUARTERS
APO 912

AG 380.01-3 GHI-3

28 April 1944

SUBJECT: Security of Information

TO : All Concerned

1. Information of a secret or confidential nature will only be given to the French if it is necessary for them to have it in order to carry out planning and operations. It is the responsibility of the originating headquarters to determine whether or not information or documents are to be transmitted to the French, considering each case on its own merits. If there is any doubt as to whether the information should be transmitted or not, this headquarters should be consulted.

2. In all cases where documents are given to the French, the originating headquarters transmitting such documents will be responsible for the careful scrutiny of the material contained in them, and for assuring that no more information of a secret or confidential nature than is necessary is transmitted. The greatest possible care will be taken in the case of Top Secret material.

3. No particular whatsoever, having any bearing on unclassified operations from the United Kingdom, will be conveyed to the French.

4. All documents given to the French will carry the following writing clearly printed or stamped on them:

"No information contained in this document is to be divulged to any person except in the course of duty. No reproduction, either whole or in part, will be made without permission from the Chief of the _____ Section."

5. The foregoing instructions are equal application to information given or transmitted to personnel or agencies of our nations.

785015

information or documents are to be transmitted to the French, considering each case on its own merits. If there is any doubt as to whether the information should be transmitted or not, this Headquarters should be consulted.

2. In all cases where documents are given to the French, the originating Headquarters transmitting such documents will be responsible for the careful scrutiny of the material contained in them, and for ascertaining that no more information of a secret or confidential nature than is necessary is transmitted. The greatest possible care will be taken in the case of Top Secret material.

3. No particulars whatsoever, having any bearing on projected operations from the United Kingdom, will be conveyed to the French.

4. All documents given to the French will carry the following warning clearly printed or stamped on them:

"No information contained in this document is to be divulged to any person except in the course of duty. No reproduction, either whole or in part, will be made without permission from the Chief of the * * * Section. * *

5. The foregoing instructions are equal and apply to information given or transmitted to personnel or design: items of operations.

By command of General WILSON:

* Insert designation of
originating section
** Designation of Headquarters.

/s/ H. V. Roberts

1943

H. V. ROBERTS
Colonel, ACD
Adjutant General

DISTRIBUTION

100

See Gen. Dup. C. C. C. P. A. R. p. 111 M. P. R.

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

May
Date

Suspense _____

FROM	TO
Chief Commissioner	
Dep. Chief Commissioner	
Secy. Gen. to Chief Commissioner	
Administrative Section	
Economic Section	
RC & MG Section	
Civil Affairs Branch	
PW & Displaced Pers Sub-Com	
Italian Refugee Branch	
Security Branch	
Information Branch	
Establishment Branch	
Ex. Offrs	
G-1 (A)	
G-1 (B)	
G-4	
Hq Comdt (Main Hq)	
Hq Comdt (Rear Hq)	
Adjutant (Main Hq)	
Adjutant (Rear Hq)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commission	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section Hq A.C.M.F.	
<i>Sept 1941</i>	

FOR:

Signature

Remarks/Recommendation

Administrative Section
Economic Section
RC & MG Section
Civil Affairs Branch
PW & Displaced Pers Sub-Com
Italian Refugee Branch
Security Branch
Information Branch
Establishment Branch
Ex. Offrs
Gr-1 (A)
Gr-1 (R)
Gr-1
Hq Comdt (Main Hq)
Hq Comdt (Rear Hq)
Adjutant (Main Hq)
Adjutant (Rear Hq)
Archives & Library
Pool of Interpreters
Political Section
Independent Sub-Commission
Navy
Land Forces
Air Forces
Telecommunications & Posts
War Material Disposal
Public Relations Officer
Liaison Section Hq A.C.M.F.
✓

FOR:

Signature
 Remarks/Recommendation
 Information
 Approval/Disapproval
 Appropriate Action
 Investigation & Report
 Dispatch

REMARKS:

file, please

1942

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

2 May 1944

SUBJECT: Secret Documents

TO : Adjutant, ACC

1. At 1925 hours, 2 May 1944, Capt S.J. HARVEY, 291645 (B) and Capt J.A. MCKAY, P/279369 (B), of the Security Branch, ACC, reported with credentials in order to make a check on Security in the Provincia Building.

2. In the course of their tour of inspection, the following documents were found to be in plain view, and were picked up and kept in the possession of the Inspectors, to be returned to the respective owners 3 May 1944:

Taken from PRO ; File No. 1, Set-up of ACC/ACC

Taken from Sqdr/L Perry's office, Rm 31; 2 messages - A.F. Sub-Com
File - Draft Memo re
Sardinia

Taken from Major Doe's office, Rm 32; List of Italian Government
Sections and Locations.

3. The Inspectors have the documents in their possession for which they have signed on the attached memorandum.

4. Their departure was at 2050 hours, after having toured the Mezzanine floor, first and second floors.

E. G. Lush
Capt. RASC
E. G. LUSH
Capt,

Duty Officer, 2 May 44

Food Sub. Commission

1941

~~McCAFFERTY.~~

Returned to check on Security.

Ct Hawley S.J. 291645.

McKay J.A. P/279367/1.

} 1925 born and
2050 out

Ray. floor

1st floor

2nd floor.

P.R.O

File No 1. Set up. ACC/AMG

S.L. Perry. R. 31.

2 messages. AF Sub. Gen

File - Draft Memo. re.

Sardinia

John A. McKay Capt
Security Branch
2 May 1944R. 32. Rev. of Italian Government.
Side, locations 1940

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

29/4/44

Date

Suspense

FROM	TO
Chief Commissioner	
Dep. Chief Commissioner	
Secy Gen to Chief Commissioner	
Administrative Section	
RC & MJ Section	
Civil Affairs Branch	
FW & Displaced Pers Sub-Com	
Italian Refugees Branch	
Security Branch	
Information Branch	
Establishment Branch	
Ex Offrs	
G-1 (A)	
G-1 (B)	
G-4	
Hq Comdt (Main Hq)	KK (1)
Hq Comdt (Rear Hq)	
Adjutant (Main Hq)	KK (2)
Adjutant (Rear Hq)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commissions	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section Hq A.C.M.F.	
MISC. SEC.	

FOR:

Signature

Remarks/Recommendation

Chief Commissioner
 Dep. Chief Commissioner
 Secy Gen to Chief Commissioner
 Administrative Section
 HC & MG Section
 Civil Affairs Branch
 PW & Displaced Pers Sub-Com
 Italian Refugees Branch
 Security Branch
 Information Branch
 Establishment Branch
 Ex Offs
 G-1 (A)
 G-1 (B)
 G-4
 Hq Comdt (Main Hq) *OK (1)*
 Hq Comdt (Rear Hq)
 adjutant (Main Hq) *OK (2)*
 adjutant (Rear Hq)
 Archives & Library
 Pool of Interpreters
 Political Section
 Independent Sub-Commissions
 Navy
 Land Forces
 Air Forces
 Telecommunications & Posts
 War Material Disposal
 Public Relations Officer
 Liaison Section Hq A.C.M.F.
MISC. SEC.

FOR:

Signature
 Remarks/Recommendation
 Information
 Approval/Disapproval
 appropriate action
 Investigation & Report
 Dispatch

REMARKS:

785015

R E S T R I C T E D

RHF/bar

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

Files

AG 380.01/406 B-3

27 April 1944

SUBJECT: Correspondence with Italy.

TO : All Concerned.

1. Letter this headquarters, subject and file as above, dated 14 February 1944, is rescinded.

2. In this connection, your attention is invited to Section I, NATOUSA Circular Number 62, ca.

By command of Lieutenant General DEVERS:

R. H. Price
R. H. PRICE,
1st Lt, ACD,
Asst Adjutant General.

DISTRIBUTION:

- "X" - 2 each
- 1 - G-2
- 1 - EIC
- 2 - AG Records

ADJUTANT
1 MAY 1944
<i>[Signature]</i>
CC

R E S T R I C T E D

1939

785015

U. S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

ALLIED FORCE HEADQUARTERS

Military Government Section

ATM/TBJ/cags

MG3: 380.01

29 February 1944

SUBJECT: Impounding of Secret Documents.

TO : H.Q., A.C.C.

1. It has been reported that Lt-Col. H. Lloyd-Carson was carrying certain classified documents with him on his recent return by air to England and that as these were not properly bagged, secured or weighted and as he was not designated as an air courier the documents have been impounded on his arrival in England.

2. It is not known what classified documents he was in fact carrying, or on whose behalf, but the War Office request that steps be taken to ensure that regulations are observed in the future. These are briefly as follows:-

- (a) the officer must be designated by the A.C. as courier.
- (b) the documents must be listed, enclosed in a proper security bag, the bag being sealed by and in the presence of the A.C. who must retain a copy of the list of documents and the names of the addressees and authorise the officer to act as courier.
- (c) In the case of air passage the bag must be weighed and its weight declared to the air priorities board who must be aware of the fact that the officer has been designated as courier so that this may appear on the manifest.

3. Will you please ensure that any officer returning to England who may be carrying classified documents is fully instructed as to the procedure and that this Section is made fully cognisant of the circumstances in connection with his onward passage from here.

/s/ A. T. Maxwell
/t/ A. T. MAXWELL
Colonel, Acting Chief

A TRUE COPY:

L. T. MONTANT, Jr.
2nd Lt, AGD
Adjutant, HQ, ACC

1938

U. S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

1st Ind.

LTM/mrh

HQ ACC (ADJUTANT'S SECTION) APO 394, 18 March 1944.

To: Executive Officers (Attn: Lt Col E. L. CLOUGH)

1. Attention is invited to basic communication.

2. The circumstances under which this compromise of classified information came to my attention were as follows. Having been informed of the presence of these crates, I visited the Personnel Section, at that time located in Room 8, Provincia Building, and observed a number of packing cases, some twelve to fourteen, standing in the corridor outside these offices. Without exception the cases appeared to be broken open and the contents thereof left exposed and unattended. Inquiry was made by the undersigned as to the reason these cases were left in another portion of the building and as to why they had not been delivered to the Adjutant's Department. Every case was plainly and conspicuously marked "ADJ". These inquiries were without result.

3. Upon discovery of the cases, personnel of the Adjutant's Department were immediately detailed to convey them to the Miscellaneous Section.

L. T. MONTANT, JR.,
2d Lt, ASD,
Adjutant.

U. S. R E S T R I C T E D
(Equals British Restricted)

File
RHF/bar U-1334

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

AG 380.01/435 -0

2 March 1944

SUBJECT: Changes in AR 380-5 Affecting Security Classifications.

TO : All Concerned.

1. The Combined Chiefs of Staff have approved an agreement made between the American and British Services on the definition, classification, and handling of matters to be safeguarded. Procedures, names, definitions, and handling hereinafter set forth are to be put in effect by all War Department Offices and United States Army Headquarters at 0001Z, 15 March 1944.

2. Instructions to the same effect are being issued for the same effective date to the United States Navy and to the British Armed Forces.

3. It is contemplated that a complete revision of Army Regulations 380-5, embodying all the details of the agreement, will be printed and distributed by the War Department on or about 1 April 1944.

4. From 15 March 1944 to date of receipt of AR 380-5 revision, the policy hereinafter outlined will be followed by all concerned. No change in the classification of existing documents is necessitated by this agreement.

COMBINED SECURITY CLASSIFICATIONS AGREEMENT

5. Need for Classification. - To safeguard official matter, it must be examined and graded into categories so that it may be recognized and accorded proper handling. To grade matter accurately and uniformly, the following general policy and definitions have been agreed upon by the Combined Chiefs of Staff to become effective 15 March 1944. The detailed instructions based thereon will be issued by the several services concerned not later than 1 April 1944.

6. Definitions. - For the purpose of agreement, the following definitions apply:

- a. Documents - Any form of recorded information.
- b. Material - Any article, substance, or apparatus.
- c. Handling - Care in transmission and custody.
- d. Distribution - Extent of actual or authorized issue of specific matter.
- e. Cryptographic System - Code and/or cipher and instructions therefor.

1936

U. S. R E S T R I C T E D
(Equals British Restricted)

U. S. R E S T R I C T E D
(Equals British Restricted)

Ltr. Hq Macomb, AG 380.01/435 -D,
dtd 2 March 1944, (cont'd).

f. Registered Matter (Document) - Any classified document or device registered usually by number and periodically accounted for.

g. Order of Battle - Important dispositions of our forces with the identities of the units and formations composing those forces in or adjacent to operational theaters.

h. Munitions of War - Any item used for war.

7. Categories. - Official matter requiring classification shall be examined and graded under one of the following categories:

- a. Top Secret (Signal abbreviation TOPSEC)
- b. Secret
- c. Confidential
- d. Restricted

8. The United States regards TOP SECRET as a subdivision of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. Although this difference of view is recognized, it is immaterial to this agreement under which working uniformity is obtained by the adoption of agreed definitions, examples, and rules of treatment, for the handling of all classified matter.

9. Providing the following definitions and rules for handling are mutually accepted and rigorously implemented, the difficulties can be overcome.

10. Top Secret. - Certain secret documents, information, and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

11. The following are some examples of matter which will normally be graded TOP SECRET:

- a. Plans or particulars of future major or special operations.
- b. Particulars of important dispositions or impending moves of our forces or convoys in connection with a, above.
- c. Very important political documents dealing with such matters as negotiations for alliances and the like.
- d. Information of the methods used or success obtained by our Intelligence Services and Counter-Intelligence Services or which would impart secret agents.

U. S. R E S T R I C T E D
(Equals British Restricted)

Ltr. Hq Natsusa, AG 380.01/435 -0,
dtd 2 March 1944, (cont'd).

e. Critical information of new and important munitions of war, including approved scientific and technical developments.

f. Important particulars of cryptography and cryptanalysis.

12. Secret. - Documents, information, or material, the unauthorized disclosure of which would endanger the national security, cause serious injury to the interests or prestige of the nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.

13. The following are some examples of matter which will normally be graded SECRET:

a. Particulars of operations in progress.

b. Plans or particulars of operations not included under TOP SECRET.

c. Instructions regarding the employment of important new munitions of war.

d. Order of battle information and locations and moves affecting the order of battle.

e. Knowledge of enemy material and procedure, the value of which depends upon the enemy not knowing that we possess it.

f. Vital military information on important defenses.

g. Certain reports of operations containing information of vital interest to the enemy.

h. Adverse reports on general morale affecting major operations.

i. Important improvements to existing munitions of war until accepted for service.

j. Photographs of vulnerable points or vital installations under our control.

k. Certain development projects.

l. Important cryptographic devices unless assigned to a lower category.

14. Confidential. - Documents, information, or material, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation shall be classified CONFIDENTIAL.

U. S. R E S T R I C T E D
(Equals British Restricted)

U. S. R E S T R I C T E D
(Equals British Restricted)

Ltr, Hq Natouan, AG 380.01/435 -O,
dtd 2 March, 1944, (cont'd).

15. The following are some examples of matter which normally will be graded CONFIDENTIAL:

- a. Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- b. Routine operational and battle reports which do not contain information of vital interest to the enemy.
- c. Routine Intelligence reports.
- d. General military radio frequency allocations.
- e. Military call signs, unless so collected together that they reveal the order of battle.
- f. Meteorological information of designated areas.
- g. Unit movements of non-operational significance in area within or adjacent to operational theaters.
- h. Certain technical documents and manuals used for training, maintenance and inspection of important new munitions of war.
- i. General tactical lessons learned as a result of operations.
- j. Aerial photographs of territories under our control in or adjacent to operational theaters.

16. Restricted. - Documents, information, or material (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should not be published or communicated to anyone except for official purposes shall be classified RESTRICTED.

17. The following are some examples of matter which will normally be graded RESTRICTED:

- a. Information of moves of non-operational significance in areas remote from theaters of war.
- b. Training and technical documents for official use only or not intended for release to the public.
- c. Certain routine documents relating to supply and procurement.
- d. Aerial photographs of territories under our control remote from operational theaters.

U. S. RESTRICTED
(Equals British Restricted)

Ltr. Hq. Natouns, AG 380.01/435 -0
und 2 March 1944, (cont'd).

d. Photographs of enemy, enemy occupied or dominated areas except those which reveal secret sources.

f. Strength returns of units remote from operational theaters.

GENERAL PRINCIPLES

18. Grading. a. The designation of persons responsible for grading and re-grading will be a function of the proper authorities.

b. Each document should be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from graded documents.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

19. Regrading. - It is the obligation of all authorities to keep classified matter constantly under review and to downgrade it as soon as conditions permit.

20. Transmission of Certain Messages by Electrical Means. - Messages which have been transmitted or are to be transmitted in a high grade cryptographic system of one nation will not be relayed or transmitted by the other nation between point of origin and destination by electrical means in clear language or unapproved "scrambler" system, or low-grade cryptographic system.

21. Handling (Treatment). - No person is entitled solely by virtue of his rank or position to acknowledge possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

22. SECRET. - Secret matter will be handled in accordance with the following rules:

a. The highest grade cryptographic systems available will be used for the transmission of secret messages.

b. Secret documents will be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorized representative. Where officially designated courier service is not available, secret documents may be transmitted by registered mail service or mail service superior to registered mail service, if the service is completely within national control.

c. Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

d. Secret messages will not be transmitted by electrical means in the clear, except over approved circuits and providing the rule in paragraph 20 is not violated.

NOTES: (1) An approved circuit is a circuit approved by the Theater Commander

1934

- 5 -
U. S. RESTRICTED
(Equals British Restricted)

U. S. R E S T R I C T E D
(Equals British Restricted)

Ltr. Hq Natouns, AG 380.01/435 -O,
dtg 2 March 1944, (cont'd).

or the British Services "Defense Teleprinter Network" in the United Kingdom.

- (2) This item will not appear in United States regulations on cryptographic security. It will be released immediately to responsible commanders in special letters of instruction.

e. It is the responsibility of the commissioned officer or equivalent civilian holding custody of secret documents to insure that all security precautions are taken to guard such documents at all times.

23. TOP SECRET. - Top Secret matter will be handled in accordance with the above rules with additional safeguards as follows:

- a. Under no circumstances will such matter be transmitted by registered mail.
- b. Under no circumstances will messages so graded be transmitted by electrical means in the clear.
- c. It is mandatory that transmission and custody of such matter be covered by a receipt system.
- d. TOP SECRET documents will be handled only by persons specifically designated and may not be disclosed to any person solely by virtue of his rank or office.

24. CONFIDENTIAL. - Confidential matter will be handled in accordance with the following rules:

- a. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered confidential documents will be handled in the same manner as registered secret documents.
- b. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that proper appropriate security precautions are taken at all times.

25. RESTRICTED. - Restricted matter will be handled in accordance with the following rules:

- a. Restricted documents will be transmitted by such approved channels as will provide a reasonable degree of security.
- b. Registered restricted documents will be transmitted to and from foreign countries in the same manner as registered secret documents.

By command of Lieutenant General DEVERS:

R. H. Furse

R. H. FURSE,
1st Lt, AGD,
Asst Adjutant General.

DISTRIBUTION:

1 "Y"

- 3 -

U. S. R E S T R I C T E D
(Equals British Restricted)

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
DISTRIBUTION SHEET

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☒	Education	☒	Political Section
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☐	Shipping	☐	O.C. HQ Co, 2675th Regt
☐	Finance	☒	Region 1
☐	R.C. & M.G. Section	☒	Region 2
☒	Civil Affairs Branch	☒	Region 3
☒	Information Division	☒	Region 4
☒	Displaced Persons	☒	Region 5
☒	Italian Refugees Branch	☒	Region 6
☒	Security Branch	☒	Region 8
☒	Exec Offrs (Est. Br.)	☒	Region 9
☒	G-1 (A)	☒	AMG 5 Army
☒	G-1 (B)	☒	AMG 8 Army

FILE
1 report

1933

785015

RESTRICTED

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

Actg Adj
File 4262

AG 380.01/006 B-0

14 February 1944

SUBJECT: Correspondence with Italy.

TO : All Concerned.

United States troops in this theater will not correspond with local inhabitants on the Italian mainland.

By command of Lieutenant General DEVELLE:

*Prescribed by letter file as above
dated 27 April 1944*

Reproduced, Hq. Peninsular Base Section;
APO 782, 19 February 1944 EX-11.

/s/ H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General

DISTRIBUTION:
"A" and "B"

ACC. DISTRIBUTION

Info G-1 (A)
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785015

U.S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

500

ALLIED FORCE HEADQUARTERS
APC 512

413

AC 380.01-1 SIG-AGH

PBS

989

2 January 1944

SUBJECT: Security of Landlines in Recently Occupied Territories.

TO : All Concerned.

HEADQUARTERS

A 121104

AMG.

1. Operations in recently occupied territories will be seriously hampered unless steps are taken to insure that landlines in such territories are made secure for the passing of U. S. CONFIDENTIAL equals British CONFIDENTIAL messages in the clear whenever the security of such lines is feasible. The necessity for enciphering all classified traffic except RESTRICTED would tend to overload available cipher personnel and equipment, in addition to introducing additional delay in the handling of all traffic, thereby decreasing the overall efficiency of all Allied Forces.

2. Landlines may be considered secure for the passing of U.S. CONFIDENTIAL equals British CONFIDENTIAL traffic in the clear when the following conditions obtain on such lines.

a. Terminal points are operated by Allied military personnel or by Allied civilian personnel who have been properly investigated and cleared as secure.

b. Main frames, repeater stations and such other points subject to being readily tapped are kept under immediate supervision by Allied personnel to insure that unauthorized intercept apparatus is not attached to lines at these points and that taps are not made to permit unauthorized intercept at a distant point. In addition, checks will be made at frequent, irregular intervals to insure that such taps are not made.

c. Landlines and cables will be inspected for unauthorized connections and will be patrolled and inspected at irregular intervals.

d. Unattended repeater stations will be checked frequently and examined for unauthorized connections.

3. The same Allied military personnel and Allied personnel do not include Italian personnel.

4. The foregoing policy applies to Italy, Sicily, Sardinia, Corsica, and to any other territories which may be occupied by Allied troops.

By command of General EISENHOWER:

T. J. DAVIS

Brigadier General, USA

Adjutant General

DISTRIBUTION:

"3"

U.S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

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

785015

U.S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

Message Center

U.S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

HEADQUARTERS ALLIED MILITARY GOVERNMENT

SECURITY MANUAL (PROVISIONAL)

1. Procedure outlined in this manual (provisional) will be followed by U. S. and British personnel of AMG.
2. Comments and/or questions regarding this subject will be referred to "Security Office, Hq. AMG" through channels.
3. Telephones are not secret; all telephone communications may be intercepted. When you talk over the phone remember that "the Enemy is Always Listening".
4. Loose Talk is dangerous to Allied security. A loose lip sinks a ship. The walls have ears, so don't discuss official business outside your circle. Never speculate on military operations; since you are a member of the Allied Military Government much weight will be attached to your remarks - you might cause right and jeopardize the lives of thousands. Silence is golden. Watch your tongue in the presence of interpreters: Remember the Trojan Horse! Motives may tempt a foreign language better than you do, without realizing it, so don't discuss classified information in a foreign language either.
5. Credentials: In occupied territory consider all strangers as potential enemy agents. Require strangers, civilian and military to identify themselves. Remember that there have been cases of Sicilians disguised in American uniforms, so beware of false credentials, and examine passes closely.
6. Denying and/or Compromise of Classified Information. Where traveling with ticks or compromise of classified information is suspected immediate report will be made to:
 - a. immediate superior
 - b. nearest Security Officer
 - c. local C.I.O. or F.S.P.

Report will include full particulars and care will be taken not to discard or destroy evidence. (AMG Staff Manual, Paragraph No. 61.

5. Confidentiality: In occupied territory consider all strangers as potential enemy agents. Require strangers, civilian and military to identify themselves. Remember that there have been cases of Sicilians disguised in American uniforms, so beware of false credentials, and examine passes closely.

6. Reporting and/or Compromise of Classified Information: Where tampering with locks or compromise of classified information is suspected immediate report will be made to:

- 1. Immediate superior
- 2. nearest Security Officer
- 3. local C.I.C. or F.S.P.

Report will include full particulars and care will be taken not to discard or destroy evidence. (AFHQ Staff Memorandum No. 31, 27 Oct. 1943.)

In the event of loss of Confidential or Secret material (documents, keys, cipher stamps, cipher devices, etc.) "it is the duty of the responsible officer to immediately take careful action and inquiry. If unable to recover the article he should report on paper all steps taken, with names of persons, if any, who have been informed. If the loss or asked to assist in its recovery". (App. "a" to Routine Order No. 50, 25 Oct. 1943, No. 1 District, C.M.F.)

7. Security of Installations.

All installations of military value should be properly secured by locks and/or guards. Where feasible, MG office buildings should have only one entrance, and that one guarded. Duty officer and revolving guard within the building are highly desirable. When securing a building, don't forget to check roof, cellar, and windows. 1930
MG press system is not foolproof, so when leaving office unattended ask yourself this question: "Have classified documents been properly secured?"

c. Classification of documents.

- a Documents originated by AEC personnel will be in the clear (unclassified) or bear one of the following classifications: U. S. RESTRICTED, U. S. CONFIDENTIAL, or U. S. SECRET.
- b Documents in the clear may be seen by any one. Anything which is to be published or which may be made public should be unclassified. Such things as telephone and room directories which are kept available for frequent reference should be unclassified.
- c Classification "U. S. RESTRICTED" limits information to military personnel and civilians of known loyalty and discretion; such information will not be communicated to the public.

Will be classified as "U. S. RESTRICTED" those documents which:

- 1 are for official use only.
- 2 should have limited distribution for reasons of administrative privacy.
- 3 should be denied the general public, and which by reason of wide distribution can not be kept confidential.
- 4 are "Not to be Published".

d Classification "U. S. CONFIDENTIAL" limits information within the Military Establishment to those persons whose duties require that they have such knowledge, and to such other persons of special trust who must be informed. (An officer is not entitled to confidential information by virtue of his commission alone.)

Will be classified as "U. S. CONFIDENTIAL" those documents:

- 1 which would be of advantage to enemy action.
- 2 whose disclosure would be prejudicial to the interests or prestige of the Allies.
- 3 dealing with special reports or investigations of a confidential nature.

e Classification "U. S. SECRET" limits dissemination of information to exclusive minimum; it will be disclosed only to those persons whose duties require such knowledge. Its inviolability is the duty and responsibility of all persons having knowledge thereof, no matter how obtained.

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- 1 which would be of advantage to enemy nation.
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- 3 dealing with special reports or investigations of a confidential nature.

5 Classification "U. S. SECRET" limits dissemination of information to absolute minimum; it will be disclosed only to those persons whose duties require such knowledge. Its inviolability is the duty and responsibility of all persons having knowledge thereof, no matter how obtained.

Will be classified "U. S. SECRET" those documents whose disclosure

- 1 might endanger Allied security.
- 2 would be of great advantage to enemy country.
- 3 would inflict serious injury to the prestige or interests of the Allies.

The following subjects, classified "U. S. SECRET", are "British MOST SECRET":

- 1 for plans and future operations when in the planning state.
- 2 Comprehensive statements regarding rates of production of major munitions of war, discussions of new types of weapons, or forecasts of manpower, etc.
- 3 Political papers dealing with negotiations for alliances and the like.
- 4 Intelligence obtained by "MOST SECRET" means.
- 5 Technical secrets connected with new weapons of warfare.
- 6 Other matters such as code words, ciphers, etc.,

which are establishments (U. S. T/Os) prescribed or which might be considered should be included within this category.

The following subjects, classified "U. S. SECRET" are "British SECURITY":

- 1 Operations in their executive status.
- 2 Ciphers, etc., and technical secrets which do not warrant the "MOST SECRET" category.
- 3 The "Secrets" of "operational purposes or dispatch messages, a cipher lists, and orders of battle.

9. Overclassification will be avoided since it causes unnecessary delay in the transmission of messages and degrades the importance of classified information in the minds of handling personnel. Since the least restrictive classification consistent with proper safeguarding of information.

10. Change of Classification. Classification may be changed only by the authority of the originator. Originators should subject all papers to continual review so that their classification may be broken or decided when elapsed time has removed the need for their original classification. Distribution of notice of change of classification should be identical with that of original document so that all interested parties may alter their records accordingly.

II. Marking Classified Documents.

a. Words "U. S. RESTRICTED (Equals British RESTRICTED)", "U. S. CONFIDENTIAL (Equals British CONFIDENTIAL)", etc., will be continuously stamped (or at least typewritten) in:

- 1 top and bottom of each page of communications not permanently and securely fastened together.
- 2 cover, title page, and first page of classified documents or pamphlets, the pages of which are securely fastened together.

b. Special Marking of Secret Documents.

All secret documents will:

- 1 show page number and number of pages in document.

2 show full classification in right-hand corner of

all papers to confidential review as that their classification may be broken or degraded when elapsed time has removed the need for their original classification. Distribution of notice of changes of classification should be identical with that of original document so that all interested parties may alter their records accordingly.

11. Marking Classified Documents.

a. This "U. S. RESTRICTED (equals British RESTRICTED)" "U. S. CONFIDENTIAL (equals British CONFIDENTIAL)", etc., will be conspicuously stamped (in at least typewritten) as:

1. top and bottom of each page of communications not permanently and securely fastened together.
2. cover, title page, and first page of classified books or pamphlets, the pages of which are securely fastened together.

b. Special cards for secret documents.

All secret documents will:

1. show page number and number of pages in document.
2. bear following notation in right-hand corner of first page:

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.....
. S E C R E T
. Auth: CG, MAC
. Initials:
. Date:
.....
    
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12. Registered Accountable Documents.

2. Only documents of exceptional importance will be registered.

b. Additional marking. In addition to classification, the title page of each of a registered document 1929 will normally show:

1. the register number.
2. short title.
3. office or record to which return will be made.

4. Instructions covering the returns for its accounting and for its ultimate disposal.

If this is not practical, the required data will accompany the registered document on a separate sheet.

13. Destruction of Classified Documents.

a. RESTRICTED documents will be destroyed in any convenient way which will render them useless.

b. CONFIDENTIAL and SECRET documents will be destroyed when competent authority so directs, by burning. Officer custodian and designated officer witness will sign certificate of destruction for submission to officer directing destruction.

c. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, and work sheets containing SECRET or CONFIDENTIAL data will be destroyed by the person responsible for their production immediately after they have served their purpose, or will be given the same classification, and safeguarded in the same manner, as the material produced from them.

14. Transmission.

a. RESTRICTED documents may be delivered by authorized messengers or sent through APO in an sealed envelope; classification need not appear on envelope.

b. SECRET documents, except when personally delivered by authorized personnel, will be transmitted from one person to another in an inner and outer cover. Typewritten matter in document will be protected from direct contact with inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked "SECRET" so that the notation will be seen when the outer cover is removed; inner cover will contain a receipt form which will identify addressee, address, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its classification. It will be registered in transit.

c. CONFIDENTIAL documents will be dispatched in same manner as that prescribed for SECRET documents, except that the receipt in

14. Transmission.

a. RESTRICTED documents may be delivered by authorized messengers or sent through APO in any sealed envelope; classification should not appear on envelope.

b. SECRET documents, except when personally delivered by authorized personnel, will be transmitted from one person to another in an inner and outer cover. Typewritten matter in document will be protected from direct contact with inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked "SECRET" so that the notation will be seen when the outer cover is removed; inner cover will contain a receipt form which will identify addressee, addresser, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its classification. It will be registered in transit.

c. CONFIDENTIAL documents will be dispatched in some manner as that prescribed for SECRET documents, except that the receipt in this case is optional with the sender.

d. On receiving a classified document first examine for possible tampering. If evidence of tampering is noted, report that fact to sender, and notify nearest Security Officer, preserving evidence intact.

Inner cover marked "SECRET" will be opened only by person to whom addressed, or by personnel specifically designated by him. Inner cover marked "CONFIDENTIAL" may be opened by any responsible person authorized by the addressee. Under no circumstances will natives of occupied territory be allowed to open these covers.

15. Custody and Storage.

a. Restricted documents will be stored and handled in such a manner as to insure maximum degree of security.

b. Secret and Confidential documents other than registered documents, will be stored in the most secure files available in a room that is kept locked when not in use (or in guarded building).

c. Registered documents will be kept in the most secure space available, preferably a safe, or strong box under guard. Keys will be kept by an officer.

d. Officers will not move classified documents from their offices for work at their quarters without prior approval and record of superior authority. In moving from one place to another, officers will not allow these documents to be left unattended (in hotels, pensions, restaurant, cars, etc.)

16. Responsibility.

a. Classified documents issued to a formation, unit, or establishment will be regarded as being held on charge by CO of the unit.

b. Such documents issued to a specific branch of a formation Headquarters, will be regarded as being held on charge by the senior officer of that branch.

c. Where, however, such documents are issued to a named officer, or the holder of an appointment, they will be regarded as being held on the personal charge of such officer.

d. The inviolability of classified information is the duty and responsibility of all persons having knowledge thereof, no matter how obtained. It is the duty of all military personnel to report to immediate superior and/or security officer any violations of military security. Any person finding a classified document unattended will immediately assume custody and will be responsible for its proper safeguarding until returned to proper authority.

17. For further information reference, Safeguarding of Military Information. See also:

- a. U. S. S. 380-3.
- b. R. S. (1940) para. 1658-1670.
- c. "Classification and Handling of Protected Documents, 1943" (British).
- d. AFHQ (AGO) letter, 13 July 1943, "Safeguarding Military Information".
- e. Appendix "A" to Routine Order No. 50 (26 October 1943), No. 1 District, C.M.F.

18. Good security means inconvenience; bad security means death for Allied Troops.

By command of Brigadier General McSHERRY:

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By command of Brigadier General McSHERRY:

J. M. Evans
J. M. EVANS,
Capt., M.I.,
Security Officer.

1928

