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DEPARTMENT OF THE ARMY FIELD MANUAL

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# ARMED FORCES CENSORSHIP (ARMY)

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FORT LEE, VA.



DEPARTMENT OF THE ARMY • APRIL 1955

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## FOREWORD

This field manual is designed to supplement the joint regulations known to the Army as SR 380-80-1, to the Navy as ONI-CR-50, and to the Air Force as AFR 205-30. The principles, as stated herein, apply to personnel of the United States Army, Navy, Air Force, and to civilians serving with or accompanying any of the above Armed Forces.

While this manual is written primarily for the Army, the Navy and the Air Force may refer to it and adapt the principles and procedures which are applicable. Chapter 2, which concerns regulations governing communications, will be essentially the same for all services, but may likewise be supplemented. At no time will such regulations conflict with or contradict the basic regulations as set forth in SR 380-80-1.

Any suggestions for changes, corrections, and/or revisions should be forwarded by all users of this manual to the Security Division, the Assistant Chief of Staff, G-2, Department of the Army.

FIELD MANUAL }  
No. 30-28

DEPARTMENT OF THE ARMY.  
WASHINGTON 25, D. C., 8 April 1955

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# CHAPTER 1

## INTRODUCTION

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### Section I. GENERAL

#### 1. Purpose and Scope

This manual is published as a guide for the use of all Armed Forces censorship personnel engaged in the censorship of personal communications of those persons serving with or accompanying the Armed Forces of the United States. This manual sets forth basic procedures and instructions for the establishment and operation of Armed Forces censorship from the unit through theater level. Procedure and mechanics set forth herein are designed to achieve uniformity of censorship regulations for all persons subject to Armed Forces censorship, and designed to supplement the general policies and regulations for Armed Forces censorship contained in SR 380-80-1. There is no attempt to lay down all of the detailed policies and procedures to cover the varied situations that the Armed Forces censor may encounter. Such detailed policies and procedures must vary with changing circumstances in the theater and can be developed realistically only as day to day experience suggests. Basic policies and regulations for the establishment and operation of civil censorship, prisoner of war censorship, and field press censorship are contained in separate manuals.

## **2. Objective of Armed Forces Censorship**

a. The primary objectives of Armed Forces censorship are to—

- (1) Prevent the transmission of information which would give aid or comfort to an enemy.
- (2) Obtain and disseminate any information which would assist the Armed Forces, or governments of the United States and its Allies, in the successful prosecution of a war.

b. The objective must be accomplished without undue delay in the speedy flow of communications so vital to the maintenance of good morale among personnel in the Armed Forces.

c. In the event that a censor discovers information of intelligence value which requires further investigation, he should refer the information to the appropriate investigative agency. Armed Forces censorship organization is not an investigative agency.

## **3. Operational Authorities**

Armed Forces censorship of the respective services will be directed through the following agencies:

a. Department of the Army—Assistant Chief of Staff, G-2.

b. Department of the Navy—Director of Naval Intelligence.

c. Department of the Air Force—The Inspector General (The Air Provost Marshal).

#### **4. Command Responsibility**

*a.* In major joint oversea commands, the theater commander will have overall responsibility for Armed Forces censorship within his forces and the area under his jurisdiction.

*b.* In independent uniservice commands not under a unified or other joint command, the uniservice force or area commander will be responsible for all matters pertaining to Armed Forces censorship within the force or area under his jurisdiction.

#### **5. Command Channels**

*a.* In a unified command, the United States theater commander will appoint a chief Armed Forces censor who will cause to be promulgated such directives and administrative memoranda as required for the operation of Armed Forces censorship within the theater. No command within a theater will issue subsequent regulations at variance with those received from the chief Armed Forces censor. A chief area censor for each respective service may also be appointed who will be the chief Army, Navy, or Air Force area censor. These chief area censors will be under the operational jurisdiction of the chief Armed Forces censor for the command.

*b.* The commanders of independent uniservice commands will appoint a chief Armed Forces censor who will perform the duties, as described in *a* above, and will concurrently perform the duties of the chief area censor for his respective service.

c. Commanders of transient forces will insure adherence of elements of their commands to the Armed Forces censorship regulations of the theater or area which the forces are transiting.

d. The area censors for the respective services serve directly under the chief Army, Navy, or Air Force area censor.

## **6. Establishment**

a. Armed Forces censorship will not be established in time of peace unless specifically directed by the President of the United States or by the Secretary of Defense, except as in an emergency measure taken by a major oversea commander (the Commander-in-Chief of a unified command or the Theater Commander) based on conclusive indications that an outbreak of hostilities is imminent.

b. After a declaration of war by the United States or an armed attack upon the United States, its territories, or possessions (or areas occupied or controlled by the United States), the following provisions will govern the establishment of Armed Forces censorship:

### **(1) *Within the continental United States.***

- (a) Immediately upon declaration of war, if the United States is invaded or believed about to be invaded, armed forces censorship will be established by order of the Secretary of Defense and be in effect for all personnel and civilians serving with or accompanying the Armed Forces.



- (b) Armed Forces censorship necessary to maintain adequate security at all ports of water or aerial embarkation, or at related staging areas, will be in effect immediately and the Departments of the Army, Navy, or Air Force, as appropriate, will be advised of the establishment thereof. See appendix II.
- (c) If the United States is not invaded or not believed about to be invaded, Armed Forces censorship will not be in effect for individuals and units until they entrain for a port of embarkation for oversea movement. After the individuals or units have entrained for a port of embarkation for oversea movement, Armed Forces censorship will remain in effect until such individuals or units have returned to the continental United States or upon termination of censorship by appropriate authority. If, however, a unit is transferred from one theater of operations to another and transits the continental United States while en route, Armed Forces censorship may remain in effect for those personnel and units concerned.
- (d) Armed Forces censorship may be put in effect when the military authorities deem it necessary for the maintenance of security in their installations, and after approval by the Department of

Defense. Request will be made by the Department of the Army, Navy, or Air Force, as appropriate.

- (2) *Outside the continental United States.* Armed Forces censorship will be considered to be immediately in effect in all land or water areas where persons in or attached to the military services are located.

## **7. Cessation**

Armed Forces censorship, either unit or area, within or outside the continental United States, will cease upon direction of the Department of Defense as recommended by the Department of the Army, Navy, or Air Force, as appropriate.

## **8. Scope of Censorship**

Armed Forces censorship will be exercised over communications entering, leaving, or circulating within an area to the extent deemed necessary by the area commander for the maintenance of adequate security. The strictness of censorship regulations will depend primarily on the tactical situation in the area and contiguous territory. When an area of active combat becomes inactive, immediate consideration should be given to the relaxation of such regulations. The complete abolition of either unit or area censorship, however, will not be effected except as outlined in paragraph 7.

## **9. Area and Unit Censorship**

a. Area censorship is that censorship applied under competent authority by any of the Armed Forces. It is accomplished by the censorship of communications performed above the unit censorship level by qualified personnel specifically designated for such duty by authority of the area commander. The chief area censor has complete jurisdiction and authority to examine all communications as set forth in SR 380-80-1. All such communications must be channeled through area censorship for such censorship action as may be deemed necessary.

b. Unit censorship is that censorship of communications performed below the level of area censorship by personnel specifically designated for such duty by the commanding officer of any unit. Its function is to apply initial censorship to communications of military personnel, as provided for by SR 380-80-1, prior to forwarding such communications through postal channels.

## **10. Operation**

In joint commands, the theater or other joint commander may operate Armed Forces censorship for the combined services as a single organization. In such cases, area censorship personnel will be furnished by the respective services on a prorated basis according to the number of persons to be served from each of the services. Close coordination among the services will be established and maintained.

## 11. Jurisdiction

a. All personal communications to or from persons in the Armed Forces of the United States and persons accompanying or serving with the Armed Forces of the United States will be subject to Armed Forces censorship in areas where Armed Forces censorship has been established.

b. Personal communications will be subject to Armed Forces censorship under the following conditions:

- (1) When carried by persons under the jurisdiction of the United States Armed Forces.
- (2) When sent through communication facilities of the United States Armed Forces.
- (3) When transmitted outside normal civilian or Armed Forces communications channels by means of transportation facilities under the jurisdiction of the United States Armed Forces.
- (4) When transmitted through channels of communication not authorized by the United States Armed Forces.

c. The jurisdiction of Armed Forces censorship will not include:

- (1) Material, including "Letters to the Editor," prepared by persons in or attached to the Armed Forces of the United States and intended for publication or broadcast either within or outside the United States. Such material lies within the jurisdiction of the field press censorship

authority designated by the area commander.

- (2) Communications to or from prisoners of war and similar persons held by the United States Armed Forces. Such material is a responsibility of the prisoner of war censorship authority established by the area commander.
- (3) Communication to or from civilians not attached to the Armed Forces in territory occupied, controlled, or liberated by the United States Armed Forces. Such material is a responsibility of the civil censorship authority established by the area commander.

## **12. Censorship Regulations**

a. Wherever Armed Forces censorship is established, it will be conducted in accordance with the provisions of SR 380-80-1 and such supplementary regulations as the area commander or higher authority may issue. Except upon receipt of subsequent directive from higher authority, the provisions of SR 380-80-1 will be modified by an area commander only when observance of these regulations is impossible because of existing local conditions in the area under his jurisdiction. Notice of any such modification with reasons therefor, will be forwarded to proper higher authority.

b. The area commander will issue Armed Forces censorship regulations based upon SR 380-80-1 and applicable in the area under his jurisdiction.

Copies of such regulations will be forwarded as issued to the appropriate higher authority, and should be divided into three parts—

- (1) Regulations governing the originators of communications (all personnel).
- (2) Regulations governing unit censorship procedure.
- (3) Regulations governing area censorship procedure.

### **13. Armed Forces Censorship in Allied or Neutral Territory**

*a.* When Armed Forces censorship is to be established in territory under allied or neutral government, the closest possible liaison will be maintained between United States military authorities and the civil and military authorities of that government so that all censorship activities may be fully coordinated.

*b.* Certain principles apply to communications destined for or originating with persons under military jurisdiction of the Armed Forces of the United States in allied or neutral territory.

- (1) Arrangements will be made to afford complete censorship control over all communications channels under United States Armed Forces jurisdiction, or under allied or neutral civil or military jurisdiction. This control will prevent the use of these channels in any manner prejudicial to the security of the United States or its allies. One of the channels of communications which requires close

supervision in this respect is the operation of amateur radio broadcasting and receiving stations. They will be permitted to operate in accordance with agreements made between United States Armed Forces and the allied or neutral civil or military authorities.

- (2) Mail passing between United States Army post offices and United States post offices will not be subject to examination except by Armed Forces censorship or by national censorship authority of the United States. At no time will Armed Forces mail be subject to civil censorship conducted by the United States. If an allied or neutral civil or military censorship maintains control over other channels of communication, such control will include the enforcement of Armed Forces censorship regulations so far as they are applicable, based upon agreements between the United States and the allied or neutral prisoners of war.
- (3) Any mail deposited in military postal channels, which is determined to be to or from a person not entitled to the use thereof, will be made available to the authorities of the allied or neutral government concerned.
- (4) Official mail, as defined in paragraph 36a, is normally not subject to Armed Forces censorship, and arrangements should be made to insure that it will not

be examined by allied or neutral censorship. Allied or neutral government official mail will not be subject to United States Armed Forces censorship.

- (5) Requests received from authorities of an allied or neutral government for the suppression of information will be granted if practicable and not inconsistent with the provisions of United States Armed Forces censorship regulations.

#### 14. Censorship Stamps

a. Armed Forces censorship stamps will be uniform and designed as illustrated in figure 1.

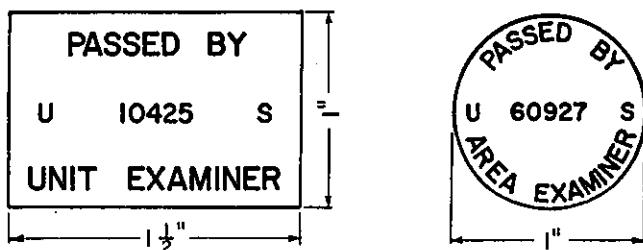


Figure 1. Censorship stamps.

b. Stamps will be numbered serially and will be procured and distributed by the respective departments. Blocks of numbers are allotted to enable identification of the service possessing the stamp and the issuing department.

	<i>Unit Examiners' Stamps</i>	<i>Area Examiners' Stamps</i>
Department of the Army	1-200,000	1-30,000
Department of the Navy	200,001-300,000	30,001-40,000
Department of the Air Force.	300,001-400,000	40,001-50,000



c. Area and unit examiner stamps are discussed in detail in paragraphs 106 and 167, respectively.

## **15. Forms**

All DD forms used in armed forces censorship, Comment Sheets (DD Form 308), Action Slips (DD Form 309), Information Slips (DD Form 311), etc., are designed so as to be applicable to censorship operations on communications from all persons in the Armed Forces of the United States. (Pars. 107-111.)

## **Section II. U. S. MILITARY POSTAL SYSTEM**

### **16. General**

One of the most important liaison duties of area censorship personnel is with the U. S. military postal authorities. The area censorship detachments or teams must have close contact with Base Post Offices and other postal organizations. Many problems arise in the handling and the transferring of mail to and from the Base Post Offices and the area censorship detachments, which may be better solved if each of these organizations understands the operation and duties of the other. For this reason, it is essential that area censors have a fairly good understanding of the operation of the U. S. Army postal system.

### **17. Organization**

a. The Director, Army-Air Force Postal Service, Washington 25, D. C., is the head of the joint Army and Air Force postal service.

b. Normally, a postal officer is assigned to each theater headquarters. He will supervise and coordinate all military postal activities, advise the commander on postal matters, and maintain liaison with the Post Office Department and with foreign postal administrations.

c. A Base Post Office is the largest military postal installation in an overseas area. It is established in the communications zone or overseas port where mail is separated and routed in bulk.

d. A military post office is a branch of a designated United States Post Office, established by authority of the Post Office Department and activated and operated by the military departments to serve military personnel. The term includes Army and Air Force post offices (APO's) and Navy post offices (NPO's). Its mission is to provide mail service and postal finance service to the troops it serves.

## **18. Regulations**

a. Mailing the following types of material is prohibited:

- (1) All harmful material and containers, e.g., matches, explosives, etc.
- (2) Obscene or indecent matter. This pertains to printed matter only and not to intimate correspondence between man and wife which is of no concern to censorship.
- (3) Lottery or fraudulent matter.
- (4) Intoxicating liquors.
- (5) Firearms capable of being concealed on the person, with certain exceptions.

b. The Military Postal Service is bound by the same basic regulations which govern the U. S. Post Office Department. They both have authority to open certain types of mail, but other types may not be opened except under certain conditions. First class mail may not be opened, even though suspected of containing unmailable matter. First class mail in the dead letter branch may, however, be opened by those persons specifically assigned to that duty. Second, third, and fourth class mail may be opened by postal officials for inspection. (These are postal regulations and not censorship regulations.)

## **19. Sorting**

Mail is sorted, separated, and tied out according to class or category by destinations. Mails insufficient in weight to be made up into separate sacks and pouches are normally massed on a Base Post Office for consolidation with similar mail from other APO's.

## **20. Flow of Mail**

The normal flow of mail, from the time it is written by the addressor until it is received by the addressee, is as shown in figure 2. The flow of incoming mail is just the reverse.

## **21. Obtaining Mail**

a. The Base Post Office can deliver mail sorted by APO to area censorship for examination. An advance notice will be given to the Base Post Office for requests for mail from a particular



APO. The notice must be received prior to the accomplishment of the various sortings.

b. An area censorship detachment will be required to examine the mail of a specific unit upon the receipt of a properly approved request. Mail comes to area censorship from Base Post Offices and it cannot be delivered by unit because the APO's, which do the original sorting of mail, make the separations without regard to unit. To obtain the mail of a specific unit, area censorship will contact the particular APO concerned and request that the mail of a specific unit be forwarded to the Base Post Office in a separate packet. The mail will then be delivered to area censorship.

## **CHAPTER 2**

### **REGULATIONS GOVERNING COMMUNICATIONS**

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#### **Section 1. BASIC REGULATIONS**

##### **22. Delay of Communications and Exceptions**

No communication will be delayed by Armed Forces censorship for more than 48 hours, unless it is known to contain or suspected of containing a violation of Armed Forces censorship regulations, or unless, for security reasons, a specific directive to impound communications is issued by the area commander or higher authority. An example of such a directive might be instructions to impound all outgoing communications in a given area for a specified period of time prior to the launching of a surprise attack. Every effort, however, should be made to reduce the delay to a minimum since the speedy flow of mail is vital to the maintenance of good morale.

##### **23. Responsibility for Violations**

The originator of a communication will be held fully responsible for any violation of Armed Forces censorship regulations.

##### **24. Penalty for Violations**

Any person who evades or violates, who attempts to evade or violate, or who assists in the

evasion or violation of armed forces censorship regulations, promulgated by an area commander, or issued subsequently by the Department of Defense, will be subject to disciplinary action, including trial by court martial.

## **25. Place of Examination**

Every effort will be made to provide a private place for the examination of communications. Access thereto will be restricted to personnel performing official duties.

## **26. Authorized Channels for Personal Communications**

a. No postal facilities other than those provided by the military postal services will be used by persons serving with or accompanying the military services to send or receive personal mail, except when the use of other facilities has been approved by the area commander or higher authority.

b. Personal cables, radiograms, telegrams, or telephone calls which transit the borders of an area will be transmitted only through facilities approved by higher authority.

c. Tangible personal communications may be carried by hand, shipped in baggage or in other personal effects, or otherwise transmitted from an area, but must be submitted for censorship prior to such transmission.

## **27. Communication With Allied Territory**

It is permissible to transmit personal communications to allied territory when transmission fa-

cilities are available and when the communications will not pass through enemy or neutral channels. Such communications will be censored on the same basis as communications to the United States.

## **28. Communications With Neutral Territory**

It is permissible for personal communications to go to or through neutral territory unless subsequent transmission to enemy or enemy-occupied territory is intended or suspected. The return address will bear only the writer's name, grade (rank), and service number in care of the appropriate area censor. Designation of appropriate area censor may be obtained by contacting the censorship representative serving with the major unit. The sender's normal military return address will not appear on the cover or in the contents of the communication. The contents will not include even general military information, such as the general geographical location of military personnel or units, but will be confined to strictly personal or family matters. Mail to neutral territory will not be unit censored, but will be censored by area censorship. The possibility that such communications might fall into the hands of enemy agents or enemy sympathizers is ever present.

## **29. Communication With Enemy or Enemy-Occupied Territory**

It stands to reason that personal communications to enemy or enemy-occupied territory are



prohibited or, to say the least, rigorously controlled. There are certain exceptions to this prohibition. Mail addressed to United States or Allied prisoners of war held by the enemy and certain emergency messages transmitted through channels approved by the Department of the Army are permitted. The Red Cross and other recognized agencies fall into this category. The sender of any message to such territory must not indicate in any manner that he is connected with the Armed Forces. Such communications will not be transmitted if they contain any military information. Mail to prisoners of war held by the enemy will be prepared as follows:

a. Mail will be placed in a double cover. The inner envelope will be addressed to the prisoner of war giving his name, grade (rank), internment serial number, camp number, and country of internment. Below this address will be placed the routing point in the United States which has been designated by the Department of the Army. "Prisoner of War" will be written in the upper left corner of the envelope, and "Postage Free" in the upper right corner. The writer's name and his civilian return address in the United States, or one of its territories or possessions, will appear on the back of the envelope.

b. The inner envelope will be placed unsealed in an outer envelope which will bear the normal military return address and will be addressed as designated by proper authority. The outer envelope will be sealed and sent to an appropriate area censorship installation for examination and

forwarding. Mail to United States or Allied prisoners of war held by the enemy will not be unit censored, but will be area censored.

### **30. Privileged Communications**

Reports and other business communications of certain civilians attached to the military service may contain certain classified military information, the transmission of which is essential for the efficient performance of their duties. Such information would be censorable in strictly personal communications. Such persons as technical observers and members of the Red Cross are in this category. These communications, however, should confine the mention of classified military information to such details as are necessary for the intelligent presentation of the subject matter. Any unnecessary mention of military information, the disclosure of which is prohibited by Armed Forces censorship regulations, is prohibited. Such communications will be handled in accordance with the following instructions:

*a. American Red Cross and Similar Personnel.* Members of the American Red Cross and such other organizations as may be designated by higher authority, will submit all their business communications which are to be transmitted through postal channels or by courier, in properly addressed covers, to an appropriate area censorship installation for examination and subsequent dispatch to the addresses. Business cables and radiograms will be filed in conformance with Armed Forces censorship regulations in effect in

the area from which they are to be transmitted.

*b. Technical Observers and Similar Personnel.* Technical observers and similar personnel working with material and equipment will inclose all their business communications which are to be transmitted through postal channels or by courier, in a cover addressed in accordance with current instructions, and will then submit them to the appropriate military authority in the area to which the observer is accredited. Such authority will then inclose the communications in a penalty cover for transmission through official channels to the appropriate higher authority, for examination and subsequent dispatch to the ultimate addressee. Business cables and radiograms will be filed in conformance with Armed Forces censorship regulations in effect in the area to which the observers are accredited.

### **31. Transmission of Official Documents**

*a.* The transmission of the following documents is prohibited, except in the course of official business:

- (1) Documents which are classified TOP SECRET, SECRET, or CONFIDENTIAL. The authorized manner of transmitting such documents is set forth in current security regulations of the respective services.
- (2) Documents taken from enemy personnel or found upon occupation of territory formerly held by the enemy. Such documents are a potential source of intelli-

gence and will be turned over to an intelligence officer for disposition.

*b.* Unclassified documents may, if presented to personnel as souvenirs, be transmitted as personal communications. Unclassified documents will be treated as personal communications and will be subject to normal censorship when transmitted outside official channels.

### **32. Foreign Language Communications**

Unless otherwise authorized, all personal communications will be in English. Permission to use another language in personal communications must be obtained by an individual from his unit commander. The cover of each letter, written in a foreign language, will bear the name of the language (in English) below the return address. Use of languages other than English in cables and radiograms to the United States will be limited to those authorized by the chief Armed Forces censor.

### **33. Prohibited Information**

Information concerning the following topics will not be mentioned in personal communications:

*a.* Matter or information, regardless of classification, which might benefit the enemy's military, economic, or political interests; interfere with the national effort; or disparage the foreign relations of the United States or its Allies.

*b.* Anything furthering enemy propaganda, such as atrocities or misbehavior of United States Armed Forces personnel or unfavorable relations

with the civilians in the occupied territory or with Allied Armed Forces personnel.

*c.* Code names or shipping designators.

*d.* Subversive material, including enemy propaganda leaflets and slogans.

*e.* Military intelligence or counterintelligence activities.

*f.* Escape from enemy, evasion of capture by the enemy, or the internment or release from internment in neutral territory. Any mention of the routes of escape or the method of evasion might tend to reveal the identity of individuals involved in the networks which have been established behind the enemy lines to assist our personnel in returning to our lines.

*g.* Identification of casualties to personnel or materiel prior to official release. This includes the name or identifiable photograph (which includes names on gravestones or crosses) of casualties other than those officially released. Photographs containing identifying portraits of individuals, other than the originator of the communication, who are not named may be passed if the casualties are walking wounded or are obviously cheerful. This does not preclude the hospitalized or wounded individual from writing about his own personal condition prior to official notification of the release.

*h.* False, misleading, unauthenticated, or unauthorized rumors or statements concerning or pertaining to military affairs, matters, or personnel. This would include all mention of proposed

troop movements, the arrival in an area of highly specialized equipment, etc.

#### **34. Prohibited Information Unless Otherwise Authorized**

The following topics are prohibited information unless authorized by the area commander or higher authority:

a. In theaters of operations, it is customary to permit the mention of such general locations as "Somewhere in Europe," or "Somewhere in France." More specific geographical locations are generally not permitted.

b. Past, present, or future military operations or actions.

c. Amount, condition, or description of military forces, military aircraft, naval vessels, supplies and equipment, armament, or state of training.

d. Presence of high ranking military personnel or important officials of United States or allied governments. The presence of such individuals in an area might easily indicate some specific type of operation about to be undertaken.

e. Mention of detailed meteorological data. Since weather conditions generally move from west to east, detailed meteorological data of a specific region in the United States would enable weather experts to estimate the conditions over certain European areas within a certain lapse of time, thus enabling the enemy to plan accordingly.

#### **35. Press Released Information Prohibited in Private Communications**

The extent to which the information contained in paragraph 34 may be disclosed will be dis-

tinctly set forth in regulations issued by the area commander. Very often, information contained in press and radio releases is not associated with specific military units, and is more general than that set forth in a personal communication. For this reason, the fact that particular information has been published or broadcast does not authorize the inclusion of such information in personal communications.

## **Section II. REGULATIONS AFFECTING POSTAL COMMUNICATIONS**

### **36. Extent of Censorship**

*a. Official Mail.* Official mail will not be subject to Armed Forces censorship except as indicated herein, and is defined to include the following types of correspondence:

- (1) Mail from one headquarters to another headquarters.
- (2) Mail between general or flag officers.
- (3) Mail between a headquarters and a recognized governmental agency.
- (4) Mail between a headquarters and an individual. Such mail may be examined if there is cause to suspect that the contents are not official.
- (5) Envelopes containing official ballots and form requests for official ballots.
- (6) Official mail of an allied or neutral government.
- (7) Armed Forces courier service material.

*b. Personal Mail.* All communications prepared by an individual and not included under the list of official mail will be considered to be personal mail and subject to Armed Forces censorship.

### **37. Mailing Procedure**

*a. Enlisted Personnel.* The mail of enlisted personnel in the following categories will not be unit censored, except as outlined in *d* below: blue envelope mail; diaries and other similar personal records, if permitted; mail addressed to United States or Allied prisoners of war held by the enemy; mail to neutral territory; and registered and insured mail. All of the foregoing, except registered and insured mail, will be submitted sealed to a unit censor for forwarding without further action to an appropriate area censorship installation for censorship. Registered and insured mail will be submitted by the sender, or his duly authorized representative, directly to a military post office. All other mail of enlisted personnel will be submitted unsealed to a unit censor for censorship and sealing. Whenever practicable, packages will be wrapped in the unit censor's presence after examination.

*b. Officers.* Personal communications of all officers will *at all times* be subject to area censorship. Such communications will be posted sealed, and will, except as outlined in *d* below, bear the signature and grade of the officer in the lower left corner of the envelope. Such signature constitutes a certification that the communication complies with censorship regulations. Officers' communica-



tions, except in the circumstances described in *d* below, will not be subject to unit censorship unless, in the opinion of the area commander or higher authority, security so requires it.

*c. Civilians.* The mail of civilians attached to or accompanying the Armed Forces will be subject to area censorship only, unless the area commander has made suitable arrangements for unit censorship of civilian mail (par. 165*b*). The lower left corner of each envelope or package will be signed by the sender and the envelope will be sealed prior to mailing. Exceptions are noted in *d* below. Such signature constitutes a certification that the communication complies with censorship regulations.

*d. Exceptions.*

- (1) Personal communications of all personnel, both civilian and military, authorized to use military postal facilities and stationed on or being transported on board a ship under the control of the Armed Forces of the United States or of personnel transiting ports of embarkation and related staging areas wherever located, will be posted in unit letter boxes or other designated receptacles. Before transmittal, such communications will be examined and stamped by Armed Forces unit censors and/or censors specially designated by the commanding officers of such ships or establishments. Such communications will be submitted unsealed for censorship and the certify-

ing signature will not appear on the envelope.

- (2) General officers, flag officers, and commanding officers of ships, ports of embarkation, and staging areas are authorized to have their communications passed without the same being examined by an Armed Forces unit censor. However, such mail will be subject to area censorship. These officers will seal their communications and certify compliance with censorship regulations by placing their signature and grade on envelopes containing such communications. No such officer will designate or delegate any person to sign such envelope for him.

### **38. Addresses**

*a.* The return address will be placed in the upper left corner of the envelope, leaving a left margin of one-half inch to allow for resealing after censorship action has been taken. The return address will consist of four lines, as follows:

- (1) Grade or rank, first name, middle initial, and last name of the sender, followed by his service number. (Name must appear in sender's own handwriting.)
- (2) Letter or number and designation of the company, squadron, or other organization through which the sender receives his mail.
- (3) Designation of the regiment or similar parent organization, if required.

(4) APO number, in care of the proper postmaster.

b. The address will be placed slightly right of the center of the envelope. This will allow room for a forwarding address, if necessary, and the imprint of the Armed Forces censorship stamp.

c. Postage stamp(s), or the word "Free" (if authorized), will be placed in the upper right corner of the envelope. If the word "Free" is used, this must also appear in the sender's own handwriting.

d. For addressing mail to neutral and enemy or enemy-occupied territory, see paragraphs 28 and 29.

### **39. Military Postal Service**

a. Use of the military postal service will be strictly limited to personnel and agencies as outlined in SR 65-10-5/AFR 182-20 and OPNAV 20-P-20(B).

b. Persons entitled to use the military postal service will not act as intermediaries for persons not entitled to the use thereof.

### **40. Prohibited Communications**

The following types of communications are prohibited:

a. *Solicited Communications.* Solicited communications between persons in or accompanying the military service and unknown civilians wherever located. This prohibition includes acknowledgment cards for gifts from unknown donors which contain more than the signature of the

recipient of the gift in addition to matter originally printed on the card. The main reason for this type of prohibition is because the originator of the communication is unknown to the person receiving the communication and may well be an enemy agent.

*b. Chain Letters or Round-Robin Letters.* Communications of this type would clog the postal system and delay the delivery of authorized communications. Enemy agents have been known to employ such communications in order to obtain order of battle information.

*c. Philatelic Mail.* In order to provide expeditious handling of regular mail to and from Armed Forces, and to insure secrecy of military operations, the forwarding of philatelic mail for cancellation to military post offices is prohibited. Requests received for the postmarking of philatelic covers will be turned over to the area censor who will condemn such communications. The transmission of small amounts of foreign currency or postage stamps is permitted, unless such transmission constitutes a violation of other Armed Forces censorship regulations. The transmission of large amounts of postage stamps is a well known means for transferring funds to enemy agents wherever located.

*d. Confirmation Copies of Cables and Radiograms.* Any cable or radiogram is subject to interception by the enemy. If messages are sent in coded form and confirmation copies allowed to be sent in the clear, the code would be compromised. Further, the sending of confirmation copy must

be prohibited in order to avoid divergent action on the part of cable censorship and postal censorship and to avoid revealing censorship action taken.

*e. Personal Recordings or Transcriptions.* When personal recordings or transcriptions are sent from an area outside the continental limits of the United States, they fall into this class. TOE for Armed Forces censorship does not include equipment for the censorship of personal recordings or transcriptions.

*f. Prisoners of War and Enemy Nationals.* Communications between persons serving in or accompanying the military service and all captured or detained enemy nationals, including civilian internees as well as military personnel who are prisoners of war. There is, however, one exception to this prohibition. A member of the United States Armed Forces may correspond with an enemy prisoner of war provided the latter is the only surviving member of the service person's immediate family\* (parents, wife, child, brother, sister, uncle, aunt, or grandparents). This does not preclude the official correspondence between authorized members of the United States Armed Forces and enemy prisoners of war.

*g. Other Communications.* Maps or diagrams, sketches, drawings, paintings, or other graphically presented material if suspected of violating censorship regulations.

#### **41. Diaries**

*a.* Due to the fact that private diaries, journals, and similar personal records kept by persons serv-

ing in or accompanying the military service represent such a constant threat to the security of military information, the keeping of such documents is discouraged. The keeping of diaries may be prohibited entirely by the theater or area commander within his command. In any case, diaries will not be permitted in a combat zone where they are subject to capture by the enemy. If the keeping of such personal records has been authorized by an area commander, they will not contain any TOP SECRET, SECRET, or CONFIDENTIAL information. Prior to the transmission of such personal records by any means whatsoever from the geographical limits of an area, they must be passed by an area censor. They may be sent through official channels by area censorship authority. When departing from an area or moving into an active combat zone, the owner of a diary or similar personal record will forward it in a sealed cover to the area censorship installation for disposition.

b. Diaries and other personal records which are sent to area censorship will be inclosed in a sealed cover and will be marked substantially as follows:

Private diary of \_\_\_\_\_  
(Name, grade, or rank)

\_\_\_\_\_. Upon release to  
(Service number, organization, date)

be mailed to \_\_\_\_\_  
(Permanent civilian forwarding address)

c. Notes or records which are kept by military observers or other persons under military juris-

diction for United States Armed Forces official purposes and which contain classified military information will be properly classified and designated as official. Transmission of such official papers will be through official channels only.

#### **42. Blue Envelope**

DD Form 312 may be used in lieu of ordinary envelopes by personnel when they desire to write a letter of an extremely private or personal nature which will not be unit censored. Mail in blue envelopes is subject to area censorship only. The method of distribution of blue envelopes and the extent to which they will be issued to or used by personnel will be determined by the chief Armed Forces censor.

#### **43. Postcards**

Postcards will be subject to the same censorship regulations as any other mail. Picture postcards will, in addition, comply with the regulations on photographic material as contained in paragraphs 53 through 57.

#### **44. Communications to Prisoners of War**

*a. Prisoners of War Held by the Enemy.* Letter mail may be sent to United States or Allied prisoners of war held by the enemy, subject to the regulations contained in paragraph 29.

*b. Enemy Prisoners of War.* Communications between persons serving in or accompanying the military services and captured or detained enemy nationals (civilian internees or military personnel

who are prisoners of war) are prohibited, except in the course of official business and as outlined in paragraph 40f.

### **Section III. REGULATIONS AFFECTING CABLES AND RADIOGRAMS**

#### **45. General**

Any cable or radiogram sent in the clear is available not only to operating company personnel but is also subject to interception by enemy monitors. Information transmitted in this manner becomes more quickly available to the enemy than that sent in any other way. Valuable intelligence may be obtained by a study of a large number of cables and radiograms each one of which may be harmless in itself. Cables and radiograms, hereafter referred to as messages, are therefore generally subject to stricter censorship control than are postal communications.

#### **46. Extent of Censorship**

Official messages transmitted in the clear over official facilities will be censored as directed by the area commander. All personal messages, no matter how transmitted, will be subject to normal censorship and are accepted for transmission at the sender's risk.

#### **47. Types of Personal Messages**

a. Expeditionary force messages (EFM) are flat-rate messages each one of which may contain a selection of not more than three of the available fixed texts.



b. Sender's composition messages (SCM) are personal messages sent at regular commercial rates, the text being composed by the sender. EFM and SCM service is available only to or from locations specifically approved by higher authority.

#### **48. Filing of Personal Messages**

When adequate censorship is established in accordance with the provisions of SR 380-80-1 and is in effect at cable and radio transmission outlets, authorized personnel may file EFM and/or SCM only at places which are authorized by the area commander to accept such messages. Whenever a message is released, the releasing censor will insert in the preamble of the message the serial number of the area or unit Armed Forces censorship examiner stamp which is assigned to him. The serial number will be transmitted as the last element of the message preamble.

#### **49. Prescribed Form for Personal Messages**

a. *Personal Messages from Oversea Area.* Personal messages from any oversea area will be in the following form:

- (1) *Return address (preamble).* The return address will consist only of the appropriate postal code address except when "sans origine" transmission of messages is directed or approved by higher authority.
- (2) *Address.* On messages to civilians, this will be a normal address complete enough to assure delivery. On messages to mili-

tary personnel, the address will not contain any designation of military units or organizations but may show name, service number, grade or rank of the addressee and the appropriate installation.

- (3) *Text.* The text will comply with censorship regulations.
- (4) *Signature.* All messages will be signed. Signatures are limited to three words only, two words and one initial, or two initials and one word, but in any case will include the sender's last name. No indication of grade, rate or rank, military service number, or military unit is permitted.

*b. Personal Messages to Oversea Area from United States.* Personal messages from the United States to any oversea area will be in the following form:

- (1) *Return address (preamble).* This normally consists only of the point of origin within the United States.
- (2) *Address.* At the time of filing, the address will consist of the addressee's full name, his service number (if to military personnel), and the appropriate postal code address. No indication of military unit is permitted. The address on messages to members of the American Red Cross and the American Field Service, or to other civilians attached to the mili-

tary service will contain the symbols, "AMCROSS," "AMFIELD," "WAR CORRESPONDENT," and "CIV," respectively, instead of the service number. Officers and civilians attached to the military service may be addressed by their official designations in messages to postal code addresses, provided that no military unit is mentioned. Typical examples are "Commanding Officer," "Special Service Officer," "American Red Cross Officer," "Wright Aeronautical Technical Representative," etc. Persons in the United States desiring to send personal messages (by electrical communication) to fleet personnel should address such personnel in care of their ship, squadron, or unit, and in care of the Navy Department communication officer, Washington, D. C., for ships served by Fleet Post Office, New York; and in care of the Commandant, Twelfth Naval District, San Francisco, Calif., for ships served by Fleet Post Office, San Francisco, or Postmaster, Seattle, Wash.

- (3) *Text.* The text will comply with censorship regulations.
- (4) *Signature.* The provisions of a(4) above are applicable. Certain firms may use their own cable address in messages addressed to officers or civilians by official designation, as indicated in (2) above.

## 50. Prohibited Personal Messages

The following types of personal messages will not be transmitted unless authorized by area commander or higher authority:

*a. Safe Arrival Messages.* "Safe arrival" messages, identifiable as such, will not be transmitted.

*b. Orders for Gifts or Merchandise.* Orders for gifts or merchandise are prohibited, except when authorized by the area commander and then only if sent through the facilities of the Armed Forces Exchange Services. Cable orders for gifts or merchandise will not be placed with any foreign firm. Orders for gifts or merchandise could be a pre-arranged code used to evade censorship and reveal prohibited information. Cable orders for gifts or merchandise placed with a foreign firm would reveal individual's geographical location.

*c. Service Messages.* Messages reporting delivery or nondelivery of messages to senders or addresses are prohibited. The telecommunication system used between the United States and overseas areas is primarily for military purposes and messages of this type would merely clog the system. The delivery or nondelivery of such type messages may also reveal prohibited information or censorship action taken.

*d. Money Transfers.* Money transfers made by electrical transmission are prohibited, unless a secure method of transmission for such messages has been arranged by the area commander and approved by higher authority.

*e. Messages to Seaborne Personnel.* Messages from persons outside the continental United States

to any seaborne personnel of the United States or its allies, whether such personnel is at sea or in ports, is prohibited unless approved by the area commander.

*f. Interarea Messages.* Messages from one area outside the continental United States to another such area are prohibited, unless approved by higher authority. Messages of this type will normally be disapproved if they transit enemy or enemy-occupied territory.

*g. Intermediaries.* Persons entitled to use EFM and SCM will not act as intermediaries for persons not entitled to use thereof.

## **51. Prohibited Information**

The following information is prohibited in all messages transmitted in the clear:

*a. Preamble.* Mention of unit, branch of service, ship or installation of the United States or Allied Armed Forces, except that messages to military personnel in the continental United States may be addressed to the appropriate installations.

*b. Grade Designation.* Grade designations in addresses, return addresses, and signatures may be used only as prescribed by directive of the area commander and must conform with the provisions set forth in paragraph 49.

*c. Military Service Numbers.* Military service numbers are prohibited, except as required in the addresses of messages from the United States to military personnel in an oversea area. See paragraph 49b(2).

*d. Postal Numbers.* Postal numbers (APO or

FPO) located in areas from which messages are sent "sans origine" are prohibited.

*e. Reference to Cryptographed Messages.* Any reference to cryptographed messages may compromise the cryptographic system.

*f. Mailing Addresses.* Mailing addresses of military personnel outside the United States other than by postal number are prohibited. See paragraph 49b (2).

#### **Section IV. REGULATIONS AFFECTING TELEPHONE AND RADIOTELEPHONE CALLS**

##### **52. General**

If telephone or radiotelephone calls are permitted in an area where censorship is in effect, all such calls, both official and personal, which are made or received by persons under United States Armed Forces jurisdiction will be subject to such monitoring and censorship control as the area commander may deem necessary for the maintenance of security. The same general regulations, as contained in paragraphs 45 through 51 must be observed in any conversations. Such calls may be intercepted by the enemy, so censorship control will be strict. Monitors are generally able to interrupt conversations to warn of violations, and they can cut off the conversation if violations are numerous or serious. See paragraphs 150 through 157.

## Section V. REGULATIONS AFFECTING PHOTOGRAPHIC MATERIAL

### 53. General

The frequent revelation of classified military information in unofficial photographic material is a source of great danger to security. Persons taking photographs for personal purposes should guard carefully against including in the background of such photographs any object the depiction of which would constitute a violation of paragraphs 22 through 35. The intentional photographing of material, equipment, installations, and any other object or scene which discloses classified military information is strictly prohibited, except for official purposes.

### 54. Types of Photographers

*a. Official.* Members of photographic units of the United States Army, Navy, or Air Force will be considered official photographers when they are making photographic records for official purposes.

*b. Unofficial.* Photographers who are accredited by the Department of the Army, the Navy, or the Air Force and all other photographers, including members of military photographic units when not acting in an official capacity, will be considered unofficial photographers for the purposes of censorship.

### 55. Extent of Censorship

*a. Official.* Official military photographic material will not be subject to censorship when in

official channels, but appropriate military authority in the field will be responsible for the review and proper classification of such material prior to dissemination.

*b. Unofficial.* All unofficial photographic material, and any such official material as is found in personal communications, will be subject to censorship.

#### **56. Use and Processing of Unofficial Photographic Material**

*a. Use of Cameras.* The use of privately owned cameras is permitted subject to the approval of the area commander.

*b. Processing of Films and Plates.* All exposed films and plates which can be processed within the area will be developed and printed only as authorized by the area commander. After processing, developed negatives and prints will be censored and those which are unobjectionable will be released. Exposed films and plates which cannot be processed within the area will be forwarded to an appropriate area censorship station for subsequent transmission through official channels to agencies in the United States designated by higher authority to process and censor this material.

*c. Disposition.* When submitting photographic material for processing, each photographer will indicate what disposition he wishes made of the material after processing and censorship. All expenses incident to the processing and transmission of unofficial photographic material will be borne by the person submitting the material.



*d. Facilities.* The use of unauthorized facilities for the developing and printing of unofficial photographic material will constitute an evasion of censorship.

*e. Classification.* All unofficial photographic material which is in an exposed, undeveloped state will automatically be considered CONFIDENTIAL material, unless there is reason to believe that higher classification is warranted, and will not be transmitted out of an area except through official channels by area censorship authority. This overall classification is applicable only to exposed undeveloped material. Such material will be classified on the basis of the subject matter after it has been processed.

## **57. Prohibited Information**

The pertinent provisions of paragraphs 22 through 35 will apply to the subject matter of all pictures made by unofficial photographers.

## **Section VI. REGULATIONS AFFECTING TRAVELERS COMMUNICATIONS**

### **58. Extent of Censorship**

Pouches and other official communications carried under proper authority by officially designated couriers will not be subject to censorship, but such pouches and communications will not contain any personal communications. All personal communications carried by travelers under military jurisdiction, or transmitted in their personal effects, will be submitted to Armed Forces

censorship and will be governed by the pertinent provisions set forth in paragraphs 22 through 35.

#### **59. Jurisdiction of Bureau of Customs**

Representatives of the Bureau of Customs, pursuant to the Trading With the Enemy Act of 1917, have the authority to intercept, examine, and make disposition of all tangible forms of communications entering or leaving the United States outside normal postal channels. Custom regulations permit the release, without examination or certification, only of official communications carried by officially designated couriers. Commissioned officers will normally be detailed to assist representatives of the Bureau of Customs in the handling of official communications and classified documents carried by a person under United States military jurisdiction, but not covered by official courier papers.

#### **60. Procedure for Securing Censorship**

a. All personal communications which are to be carried by travelers or transmitted from an area in personal effects may be submitted for censorship and return prior to the time of departure of shipment, or may be submitted at the time of departure for censorship by area examiners performing travelers' censorship. The former procedure is preferable, since travelers' censorship officers will not have sufficient time to handle numerous uncensored communications, and will withhold those which cannot be examined for subsequent action and forwarding through postal channels.

b. The addition of any material to a communication which has been returned after censorship for transmission outside of postal channels is forbidden. A communication which shows signs of tampering after it has been passed by censorship will be reexamined and appropriate disciplinary action will be taken against the offender.

#### **61. Designation of Official Couriers**

When for official purposes, it is desired to transmit classified official documents by hand, other than in courier or State Department pouches, from one overseas area to another or between an overseas area and the United States, the following provisions will govern the designation of such couriers:

a. Official couriers will be designated only by or under the authority of the following: general or flag officer or higher authority; commanding officer of a depot, ship, installation, or independent command; commandant of a general or special service school; chief of a military mission; military attaché; military observer; or officer enforcing travel control regulations.

b. Appropriate military authority, as indicated in *a* above, will prepare a letter "To Whom It May Concern" designating a commissioned or warrant officer of the United States Armed Forces, or a reliable United States civilian of comparable status, as an official courier. This letter will identify, by indicating the address and return address, each envelope and package to be carried by the courier other than on his own behalf. When neces-

sary, the letter will be prepared to identify any other cover in the courier's possession which contains classified documents essential to the performance of his official duties, but which are being carried on his own behalf. Such letters will not be considered as authorization for the courier to transmit any other material than that specifically mentioned therein. The letter will be shown upon demand to any travel control authorities along the courier's route, and will be destroyed when the courier's mission is completed. No designation of official couriers will be made for the purpose of transmitting personal communications, and no envelope or package covered by a courier letter will contain any such communications.

c. Each letter or package containing classified official documents to be transmitted under the authority of an official courier letter will be prepared for transmission in accordance with the provisions of current security regulations. The outside cover will be marked "Official United States Army (Navy or Air Force) Communication Exempt From Censorship" followed by the official signature of the authority preparing the courier letter. The outside cover of official courier mail will, in addition, bear an appropriate address and return address.

d. The preparation of an official courier letter is not required for the transmission of classified travel orders under the authority of which a person is entering or leaving an area.

e. None of the provisions of this paragraph will be construed as modifying Department regulations for the operation of any Army, Navy, or Air Force courier system that may be authorized.

## **62. Travelers' Censorship Certificate**

All persons leaving an area may, at the discretion of the area commander, be required to sign DA Form 1268-R, Precensorship Certificate (fig. 12) stating that they are not carrying on their person, or transmitting in their personal effects, any communication or material which constitutes a violation of censorship regulations.

## **63. Return Address**

Each personal letter and package carried by a person leaving an area, or transmitted in his personal effects, other than in his own behalf, will bear the normal return address of the writer.

## CHAPTER 3

### ORGANIZATION

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#### Section I. INTRODUCTION

##### 64. General

An Armed Forces censorship organization is a group of personnel assigned to an area or theater for the purpose of carrying out the Armed Forces censorship responsibilities for the area or theater commander. The Army censorship organization is of a cellular type structure consisting of headquarters and administrative teams of appropriate size and the required number of operations teams to insure efficient censorship control. The operations teams are organized into area censorship detachments. They are located at the established gateways and concentration points for communications. From the point of view of censorship control, the most important concentration points for communications are the major military postal units. Therefore, censorship detachments and/or teams are invariably located in the vicinity of these postal units, and frequently in the same building. Since area examiners are required at telephone communications centers to monitor telephone calls, and at cable operating companies to examine cable messages, elements of area censorship detachments are stationed at these points.

## **65. Unified Command**

On the special staff of the theater commander is the chief Armed Forces censor who coordinates and supervises the operation of censorship for all services in the command. The chief Armed Forces censor is appointed by the theater commander and is not a part of the TOE for Armed Forces censorship organization. The next lower echelon in the theater censorship organization is the chief Army, Navy, and Air Force area censors, hereafter referred to as chief area censors. The chief area censors are appointed by the senior Army, Navy, or Air Force commander to supervise all Armed Forces censorship activities of his service in the force or subarea within his respective jurisdiction. The chief area censor will normally be the senior officer of the "A" type team (headquarters and administrative) for the theater. Next in the chain of command are the area censors who are TOE personnel from the "F" type teams (operations) and they will directly command the various area censorship detachments and/or teams. (See fig. 3.)

## **66. Uniservice Command**

On the special staff of the commander of an independent, uniservice command, is the chief Armed Forces censor. The chief Armed Forces censor supervises all censorship activities in the area and within the jurisdiction of the uniservice commander. The ACofS, G-2, has general staff supervision over all Armed Forces censorship activities. The chief Armed Forces censor is ap-

pointed by the commander concerned and is not a part of the TOE for the Armed Forces censorship organization. Next in the chain of command is the chief area censor, who will normally be the senior officer of the "A" type team assigned to the area. Next in the chain of command are the area censors who are TOE personnel from the "F" type teams and they will directly command the various area censorship detachments and/or teams. (See fig. 3.)

#### **67. Command Authority**

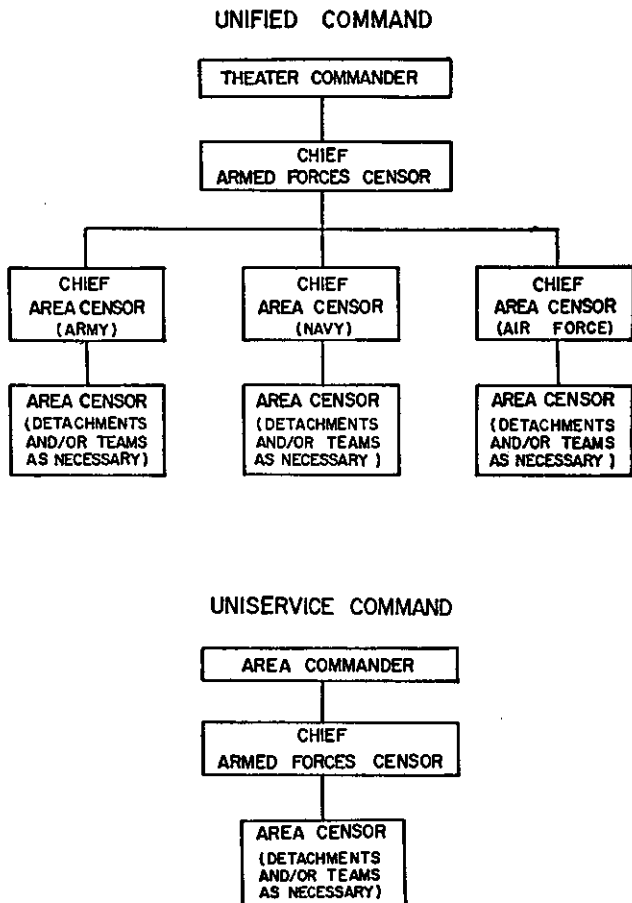
The chief Armed Forces censor, the chief area censors, and the area censors have no command authority over unit censors. The unit censor has his own chain of command, and is directly responsible to his commanding officer. However, he is authorized direct communication with the area censorship detachment serving his unit.

### **Section II. CENSORSHIP TEAMS**

#### **68. "A" Type Teams (Headquarters and Administrative)**

There are five "A" type teams. (See TOE 30-510A.) Each has a different strength, and is designed to serve a prescribed number of individuals. A headquarters and administrative team is not authorized for a command having three FA (operations) teams or less. This is the only case in which an Armed Forces censorship organization exists without a headquarters and administration team. The five types of adminis-





*Figure 3. Armed Forces censorship organization.*

tration teams, and the respective numbers of individuals capable of being serviced by each, are—

a. AA Team—Over 9,000 (4 FA teams) to 100,000 individuals.

b. AB Team—100,000 to 200,000 individuals.

c. AC Team—200,000 to 500,000 individuals.

d. AD Team—500,000 to 1,000,000 individuals.

e. AE Team—Over 1,000,000 individuals.

#### **69. "F" Type Teams (Operations)**

There are three types of "F" teams, each designed to serve a prescribed number of individuals. (See TOE 30-510A.) One additional FA team may be attached to each division or higher tactical unit, and to each traveler control point if authorized by the theater or area commander. The teams attached to divisions and higher tactical units are used for liaison purposes between that tactical unit and the nearest chief Army area censor. They are not attached for the purpose of examining communications. They advise the commander of the unit to which they are attached on censorship matters. If FA teams are authorized for traveler control points, they will screen all travelers' communications and will examine, or cause to be examined, all communications which have not been precensored. The three types of operations teams, and the respective numbers of individuals serviced by each, are—

a. FA Team—3,000 individuals or less.

b. FB Team—20,000 individuals or major fraction thereof.

c. FC Team—100,000 individuals.

### **Section III. HEADQUARTERS AND ADMINISTRATION TEAMS**

#### **70. General**

One Headquarters and Administration Team (AE) will be allocated to each theater of operations containing one million or more individuals. It will provide Armed Forces censorship for the command and will administer and control two or more teams AD, and appropriate operational teams. Because the AE team is the most complete of all administration teams, the personnel and duties of the personnel assigned to the AE team are discussed in detail.

#### **71. Chief Area Censor**

The chief area censor—

a. Supervises the establishment and operation of Armed Forces censorship as pertains to his respective service.

b. Directs the Armed Forces censorship organization of his respective service.

c. Prepares such reports on censorship operations, or on information gained therefrom, as is required by, or would be helpful to higher authority.

d. Provides necessary instruction for unit censors in the area under his supervision and furnishes them with information they may require for the proper performance of their duties.

e. Maintains close coordination with postal officers in the area under his censorship jurisdiction, and arranges for delivery by the military

postal services of any incoming or outgoing mail that is to be examined.

*f.* Establishes a close check on all communications which may merit special attention.

## **72. Assistant Chief Area Censor**

The assistant chief area censor—

*a.* Acts as the executive officer of the Headquarters and Administration Team and generally assists the chief area censor in the performance of his duties.

*b.* Assists in the preparation of such reports as are required by higher authority.

*c.* Performs such other duties as are required by the chief area censor.

## **73. Liaison Officer**

The liaison officer—

*a.* Contacts each interested staff and user agency regarding their informational requirements for incorporation in the subject matter guide.

*b.* Maintains liaison with United States and other allied postal officers and with civilian postal authorities in the theater or area.

*c.* Maintains liaison with other United States and allied censorship organizations.

*d.* Coordinates the liaison activities of the various area censorship detachments and teams.

## **74. Chief Pictorial Censor**

The chief pictorial censor—

*a.* Plans and establishes an approved method for the handling and processing of personal photographic material.

b. Assists in the preparation of specific regulations pertaining to the censorship of photographic material.

c. Coordinates the censorship of photographic material as performed by the area censorship detachments and teams.

d. Takes the necessary censorship action on all special pictorial material submitted by the area censorship detachments.

#### **75. Assistant Chief Pictorial Censor**

The assistant chief pictorial censor assists the chief pictorial censor in the performance of his duties and the carrying out of his responsibilities.

#### **76. Chief Postal Censor**

The chief postal censor—

a. Coordinates the functions of the area censorship detachments within the area, which are engaged in the physical examination and handling of the mail.

b. Evaluates comment sheets and information slips to determine overall examiner operating efficiency.

c. Analyzes postal censorship regulations and new problems concerning censorship for the purpose of formulating current policies to be carried out by the area censorship detachments.

d. Prepares such reports as may be required by higher authority.

#### **77. Assistant Chief Postal Censor**

The assistant chief postal censor assists the chief postal censor in the performance of his duties and the carrying out of his responsibilities.

## **78. Chief Telecommunications Censor**

The chief telecommunications censor—

a. Plans, develops, and coordinates the methods for controlling and examining telecommunications.

b. Assists in the preparation of specific regulations pertaining to telecommunications censorship.

c. Prepares such reports as may be required by higher authority.

## **79. Assistant Chief Telecommunications Censor**

The assistant chief telecommunications censor assists the chief telecommunications censor in the performance of his duties and the carrying out of his responsibilities.

## **80. Chief Travelers' Censor**

The chief travelers' censor—

a. Plans, develops, and coordinates regulations and procedures governing the processing and censorship of communications and documentary material carried by travelers.

b. Prepares such reports as may be required by higher authority.

## **81. Assistant Chief Travelers' Censor**

The assistant chief travelers' censor assists the chief travelers' censor in the performance of his duties and the carrying out of his responsibilities.

## **82. Information and Records Officer**

The information and records officer—

a. Prepares, issues, and maintains the subject

matter guide, master watch list, and related records for use by the area censorship detachments.

b. Consolidates the weekly operational reports of the area censorship detachments into a less detailed monthly operational report for submission to the chief armed forces censor.

c. Consolidates the trend and morale reports of the area censorship detachments.

d. Coordinates with the liaison officer on matters dealing with the subject matter guide.

e. Prepares such other reports as may be required by higher authority.

f. Maintains the various files as required for efficient operation.

### **83. Assistant Information and Records Officer**

The assistant information and records officer assists the information and records officer in the performance of his duties and the carrying out of his responsibilities.

### **84. Watch List Officer**

The watch list officer—

a. Assists the information and records officer in the preparation, issue, and maintenance of the master watch list.

b. Coordinates with the liaison officer on matters dealing with the master watch list.

c. Maintains a permanent master watch list file and such other files as are necessary.

d. Prepares such reports as may be required by higher authority.

## **85. Technical Operations Officer**

The technical operations officer—

*a.* Examines all communications referred to him by area censorship detachments in order to detect, interpret, and decipher codes, ciphers, secret writing, or other forms of concealed messages.

*b.* Prepares all comment sheets and various other reports as required.

*c.* Is responsible for training examiners to recognize indications of the possible presence of codes, ciphers, or secret writing.

*d.* Refers material that cannot be deciphered to the more specialized personnel available in the Signal Corps, Special Activities Division of Civil Censorship, or to U. S. National Censorship.

## **86. Assistant Technical Operations Officer**

The assistant technical operations officer assists the technical operations officer in the examination and treatment of all communications referred to him by area censorship detachments.

## **87. Administrative Officer**

The administrative officer—

*a.* Maintains the necessary personnel records pertaining to all military and civilian personnel assigned to the theater censorship organization.

*b.* Prepares uniform administrative procedures for all area censorship detachments.

*c.* Prepares administrative correspondence and maintains required files.



## **88. Assistant Administrative Officer**

The assistant administrative officer assists the administrative officer in the performance of all administrative matters.

## **89. Censorship Supply Officer**

The censorship supply officer—

a. Keeps informed of the general plan for Armed Forces censorship in the theater, with particular attention to such items as size of the organization, number and location of area censorship detachments, and approximate dates upon which area censorship detachments will be established.

b. Determines the requirements for equipment, supplies, forms, and facilities which will be needed at the start of operations, and plans the actual procurement of same.

c. Forecasts additional equipment and supply needs as operations progress, and plans for and procures same.

d. Develops plans for acquisition of suitable building space as needed.

## **90. Assistant Censorship Supply Officer**

The assistant censorship supply officer assists the censorship supply officer in the performance of his duties and the carrying out of his responsibilities.

## **91. Chief Language Censor**

The chief language censor—

a. Maintains a record of languages that can be read by members of the various area censorship detachments.

b. Establishes a workable system for the handling and examination of all foreign language communications between the area censorship detachments.

c. Coordinates with civil or national censorship organizations for examination of uncommon languages.

## **92. Other Personnel**

The other personnel in the AE Headquarters and Administration Team include chief clerk, assistant chief clerk, senior stenographer, chauffeur, clerk typists, senior general clerks, stenographers, general clerks, and light truck drivers. These personnel are utilized in the various sections of the Headquarters and Administration Team as required.

## **93. Other "A" Type Teams**

Other "A" type teams have fewer personnel; however, the duties and responsibilities remain the same. Some duties will necessarily be combined and in some cases individuals will perform several of the functions which were indicated in the preceding paragraphs.

# **Section IV. OPERATIONS TEAMS**

## **94. FA Teams**

FA teams are designated and designed to op-

erate under special conditions and assume the functions and responsibilities as required under the circumstances.

a. Three FA teams will be authorized for isolated commands of 9,000 individuals or less, not capable of being served by a higher censorship organization. Since no headquarters and administration team is authorized, the FA teams must perform the dual functions of an administration team and an operations team.

b. Four FA teams will be authorized for isolated commands of 12,000 individuals not capable of being served by a higher censorship organization. An AA team will be authorized in this case and will assume its normal administrative duties.

c. Additional FA teams may be attached to each division and higher tactical unit when authorized by the theater or area commander. These teams will not examine communications, but will advise the unit commander on censorship matters and will act as liaison between the unit to which attached and the chief area censor.

d. An organization may have one FA team per traveler control point in addition to computed team requirements if authorized by the theater or area commander. This team will screen all travelers' communications and will examine, or cause to be examined, all communications which have not been precensored.

## **95. FB Teams**

The FB team has the same general duties and responsibilities as the FC team (par. 96).

## 96. FC Team

The personnel and duties of the personnel assigned to the FC team are discussed in detail, because the FC team is the most complete of all operations teams.

*a. Area Censor.* The area censor commands a censorship detachment and/or team in a subarea, carries out such responsibilities as are delegated to him by the chief area censor, supervises the actual censorship of communications, and prepares a schedule for the periodic receipt of mail from each unit in the subarea to assure that unit censored mail will be systematically spot-checked on dates not known to the unit involved. DA Form 6, Duty Roster, will be used to maintain this schedule, indicating the units in the second column.

*b. Assistant Area Censor.* The assistant area censor is the executive of the detachment and will generally assist the area censor in the performance of his duties. He will approve and allocate comment sheets and will directly supervise all operations in the detachment other than physical examination of communications.

*c. Chief Examination Supervisor.* There are three chief examination supervisors who supervise the examination of a class of communications, e.g., postal, pictorial, or telecommunications; spot check reexamine the work of the examiners; examine all communications referred to them by the examination supervisor; and make final determination on the preparation of comment sheets.

*d. Examination Supervisor.* The examination supervisor examines all communications referred to him by the examiners and advises the examiners as to the specific actions required, maintains close supervision over the work of the examiners, and allocates communications to the appropriate assistant examination supervisor for examination and control of the work flow.

*e. Assistant Examination Supervisor.* There are five assistant examination supervisors who supervise the examination of one or more types of communication, e.g., officers, unit censored mail, blue envelope, parcel post, etc., and examine all communications referred to them by the examiners.

*f. Senior Examiner.* There are five senior examiners who examine and advise the examiners in the scrutiny of one or more types of communication, e.g., officers, unit censored mail, etc., allocate communications to the examiners for scrutiny, and control the work flow.

*g. Translator.* There are five translators who examine, read, and evaluate foreign language communications and other types of communications not in a foreign language, when required.

*h. Assistant Translator.* There are five assistant translators whose duties will be generally the same as those of the translator.

*i. Examiner.* There are 12 examiners who will be utilized in the various sections as required. Each examiner will—

- (1) Perform area censorship under the direction of the area censor.

- (2) Be responsible for a thorough knowledge of area censorship regulations. He will be responsible for the intelligent enforcement of censorship regulations and for proper and expeditious treatment of any communication which he censors.
- (3) Respect the confidential nature of the information which comes into his possession. He will neither discuss nor disclose any such information in public or in private, except when making a report in accordance with a lawful order, testifying or submitting evidence pursuant to the order of a duly constituted court, or otherwise acting in the course of official business in matters pertaining to his office or in the performance of his official duties. Any person violating this regulation will be subject to immediate disciplinary action to include possible trial by court martial.
- (4) Under no circumstances, make any mark on or insert any writing in a letter, envelope, or parcel, except as specifically required in the performance of official duties.

*j. Other Personnel.* The other personnel in the FC operations team include clerk typists, a senior general clerk, and general clerks. These personnel are utilized in the various sections of the operations team, as required.

## **CHAPTER 4**

### **AREA CENSORSHIP**

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#### **Section I. GENERAL**

##### **97. Responsibility**

Each area commander is directly responsible for area censorship within his command. The chief area censor will establish and operate area censorship as directed by the area commander. The area Assistant Chief of Staff, G-2, is charged with staff supervision in matters of censorship.

##### **98. Appointment of Area Examiners**

Commissioned and warrant officers are authorized to perform all types of area censorship. Enlisted personnel may also perform all types of area censorship under the supervision of an officer. Civilians may perform all types of censorship under the supervision of an officer, except they may not perform travelers' censorship.

##### **99. Censorship Performed by Area Examiners**

The following types of censorship will normally be performed by area examiners only:

a. Cable, radio, and telegraph censorship except in cases where unit censorship of EFM's is directed by the area commander. Personal telecommunications to or from ships may, if permitted by competent authority, be unit censored.

- b. Telephone censorship.
- c. Travelers' censorship.
- d. Censorship of exposed undeveloped film (par. 132).

#### **100. Postal Censorship Performed by Area Examiners**

Postal censorship in area censorship installations will include examination of the following types of mail:

a. Officers' mail, diaries, and other similar personal records.

b. Mail of civilians attached to the military service.

c. Mail of merchant seamen and civilian personnel aboard ships operated for the Armed Forces when transmitted through military postal services.

d. Mail incoming to an area.

e. Enlisted men's mail in the following categories:

- (1) Diaries and similar personal records.
- (2) Mail to and from neutral territory.
- (3) Mail to or from prisoners of war held by the enemy.
- (4) Registered and insured mail.
- (5) Blue envelope mail.
- (6) Mail referred to area censorship by unit censors.
- (7) Unit censored mail requested by area censorship for spot checking.

#### **101. Supplies and Equipment**

All censorship equipment and censorship sup-



plies which are necessary for the operation and which are not produced in the field will be requisitioned by the area commander through normal supply channels. They are requisitioned from the port of embarkation (or other supply port) in the United States that is responsible for supplying the area. Filmonized censorship tape, tape dispensers and clamps, X-acto knives, censorship DD forms, metallic seals for use in sealing mail pouches and for use in travelers' censorship are items of supply peculiar to censorship. When Armed Forces censorship is discontinued, all area examiner stamps and filmonized tape will be disposed of in accordance with instructions from higher authority.

## **102. Disposition of Condemned Material**

a. All condemned material will be securely stored in accordance with current security regulations, and only authorized persons will be allowed access thereto. Consideration will be given to the requirements for classification and storage of this material in accordance with current security regulations. Condemned material to be filed will be marked with the number of the corresponding comment sheet. Extreme care will be taken, especially with reference to permanent civilian forwarding address, to fully identify such material so as to expedite its release to the owner when security considerations permit such release.

b. Condemned material will be periodically reviewed and will be released to addressees if there is no longer any reason for it being withheld.

A review of this type will not be done at the request of individual violators. When material is released, the original covers and postage will be used. If this is not possible, released material will be forwarded as official mail. DD Form 309, Action Slip, will be filled out and inclosed to prevent addressees from questioning long delay in transit. Release of condemned material will be indicated on the corresponding comment sheet.

c. Regardless of its value, condemned material, the use or existence of which constitutes a violation of Federal statutes pertaining to espionage or security of military information, may be destroyed at any time during or after a war providing the area commander or higher authority so directs. Condemned material, the use or existence of which does not constitute such a violation, will not be destroyed, unless such destruction is impelled by military necessity, for example, imminent danger of capture.

d. An accurate record on DA Form 1269-R, Censorship Extraction Record (fig. 13) will be maintained in each area censorship installation of all articles which are of value to senders or addressees and which are withheld from transmission as a result of censorship action taken in that installation. All such articles will be released by area censorship if it is determined that the reason for withholding the articles has ceased to exist.

### **103. Subject Matter Guide**

a. *Preparation.* The subject matter guide con-

tains the informational requirements of the various user agencies which are authorized to receive the Armed Forces censorship reports. It is prepared by the information and records officer of the "A" type team. Each interested staff agency in the area is requested to submit a list of those topics about which information is required directly to the Armed Forces censorship headquarters. This can be accomplished through the liaison officer(s). The information and records officer will carefully study all of the requests submitted and prepare a single consolidation list which is the subject matter guide. It will contain the main topics and subtopics which are of interest to the user agencies. Information requested which is obviously not obtainable through Armed Forces censorship operations will not be listed.

*b. Form.* There is no prescribed form by which the subject matter guide is prepared; however, it will normally be divided into two main parts: the subject matter section and the index section.

- (1) *Subject matter section.* The subject matter section is a convenient arrangement of the requirements of all of the user agencies, and grouped into broad subject matter fields, it represents the required material to be reported upon.
- (2) *Index section.* The index section is a detailed compilation of the types of information arranged in alphabetical order. The pages of the subject matter section are listed opposite each item. The user agencies which have expressed

interest in the information and which are to receive copies of comment sheets or other pertinent reports are also listed opposite each item.

*c. Use.* The subject matter guide will be used by all personnel employed in the actual operations of area censorship. The distribution of the subject matter guide will not include unit censorship. The subject matter guide will be the basis for reporting information to the interested user agency.

*d. Maintenance.* The subject matter guide will lose its value if it remains very long as originally issued. Constant contact must be maintained with all user agencies to assure that their information requirements are being properly met by Armed Forces censorship. If at all feasible, these contacts will be made by the liaison officer in person. Topics no longer of interest will be eliminated, new topics added, and dissemination of useless information stopped.

#### **104. Master Watch List**

*a. Source of Names.* The master watch list will contain the names and addresses of persons, firms, or organizations about which special information is desired by user agencies or by Armed Forces censorship, or whose communications require some kind of special handling. Each interested staff agency in the area will be requested to submit an accurate list of names and addresses of those persons or organizations whose communications will be given special attention. Lists are

submitted directly to Armed Forces censorship headquarters. Agencies outside the area will submit their lists through the Department of the Army or other appropriate channels. All such lists must be carefully checked for accuracy by the submitting agency prior to submission. A slight mistake in a name or address may lead to a watch being made on the wrong communications, or the proper communications not being screened. Each agency must furnish adequate justification as to why the communications of each entry on its list are to be watched. Each agency must also supply as much background information as possible about each entry in order to facilitate better understanding of intercepted communications on the part of examiners. This must be done on a continuing basis. Armed Forces censorship headquarters may refuse to place a submitted name on the master watch list if insufficient justification is given for the listing. Area censorship detachments may submit names for possible inclusion in the master watch list and, meanwhile, maintain a local watch list pending the placing of requested names on the master watch list.

*b. Preparation.*

- (1) When lists from the various agencies are received, the information and records officer will carefully screen the names in order to eliminate duplications and eliminate any names for which acceptable reasons for listing have not been supplied. In general, all listings will be divided into two categories, security list-

ings and regular listings. Security listings contain the names of persons or organizations whose activities are, or are suspected to be, inimical to the security of the Armed Forces of the United States or its allies. Regular listings are any other nonsecurity listings, such as listings of organizations or persons whose communications are accorded privileged status, e.g., Red Cross, technical advisers, diplomats, etc. (par. 105). A system of watch list symbols or watch list numbers will be devised, and each name will be assigned an appropriate symbol. The watch list symbol or number will indicate the type of listing, the source of the listing, user agencies interested, general activity of the listee, and perhaps a special disposition for the communication. For example, the watch list symbol could be X4/4-16/2/C, with X indicating a security listing, 4 indicating that the name was supplied by CIC, 4-16 indicating that CIC and CID should receive pertinent information, 2 indicating that listee is suspected of sabotage activities, and C indicating that the communication should be condemned. Keys to the meaning of the symbols will have to be supplied to those sections or individuals who must know them in order to carry out their official duties. A watch list identification number may also be as-

signed to each name, which shows the chronological order in which each name was added to the master watch list. It will serve as a cross reference to the card file in which background information for each name is maintained.

- (2) After the screening has been completed and watch list symbols and identification numbers are assigned to each name, it is considered advisable to log each name in a permanent censorship registry book, DA Form 1266-R (fig. 4) showing the identification number, watch list symbol, and date of listing. An additional column will be provided in which the date of deletion of the name from the watch list can be recorded. DA Form 1266-R will be locally reproduced on 8" x 10½" paper.
- (3) The next step is to prepare the master watch list to be issued to the area censorship detachments and/or teams. The name and address of the person or organization appears on the list, together with the watch list symbol and identification number. Names are always written with last name first, followed by given names and/or initials.
- (4) A card file (5" x 8") is maintained by the information and records officer, which contains a card for each name listed. This card will contain all available information concerning the listee

to include pertinent facts gleaned from examination of the listee's communications. A similar card is prepared and forwarded to each area censorship de-

CENSORSHIP REGISTRY BOOK				
Name	Identification Number	Watch List Symbol	Date Of Listing	Date Of Deletion

DA Form 1266-R, 1 Mar 55

*Figure 4. DA Form 1266-R, censorship registry book.*



tachment and/or team concerned to aid in the proper handling of intercepted communications.

*c. Maintenance.* The master watch list is subjected to continuous review. New names are added as requests are submitted and appropriate deletions are made. Corrections are made as necessary, and new information is added to the card files as it is obtained. Generally, names remain on the master watch list subject to a definite time limit if there is no activity concerning them. Such names are deleted in 60 to 90 days, unless the submitting agency has good reason for recommending longer retention. The information and records officer will issue frequent amendments to the master watch list, listing new additions, changes, additional information, and deletions. Appropriate list and cards will accompany each amendment. Proper entries must be made in the registry book and cards must be removed from the active file when deletions are made. Area censorship detachments and/or teams are not authorized to make any changes in the master watch list, except as indicated in official amendments. They may, however, submit recommendations for changes. Recommendations will include any supporting data available to the recommending agency.

#### **105. White List**

The white list contains the names of persons, firms, or organizations whose communications are accorded privileged status by appropriate

authority. Included on the list are those persons who have been accorded a privileged status and whose communications will not be censored, and others who are not exempt from censorship but whose communications will be expedited and returned as promptly as possible to postal channels. The white list is usually prepared by the information and records officer, in accordance with policies established by the area commander or higher authority. All white list names will be included on the master watch list, and the symbols will indicate the particular treatment to be accorded. The preparation of the white list, especially the inclusion of privileged names, must be accomplished with extreme care. Mishandling of privileged mail may result in distasteful and embarrassing consequences.

## **Section II. STAMPS AND FORMS**

### **106. Area Examiner Stamps**

*a. Issue.* One area examiner stamp will be issued to each area examiner by, or by authority of, the chief area censor and in turn will be issued to and used by only those personnel duly appointed to perform area censorship.

*b. Classification.* Area examiner stamps will be regarded as CONFIDENTIAL material and will be safeguarded accordingly. The loss, subjection to compromise, or unauthorized use of a censorship stamp will be reported immediately and in accordance with current security regulations.

*c. Transfer.* When such a stamp is transferred

or surrendered by the examiner to whom it was issued, a written acknowledgment signed by both parties to the transfer, or formal advice of surrender, will be forwarded to the office of issue or record.

*d. Use.*

- (1) *General.* Under no circumstances will unexamined, unaddressed, or unsealed communications be stamped, nor will an area examiner stamp his own communications. An area examiner who uses a stamp other than the one issued to him will place his initials legibly below the stamp imprint.
- (2) *Mail.* The lower left corner of the address side of each piece of mail which is examined and passed by an area examiner will bear the impression of an area-examiner stamp.
- (3) *Communications carried by travelers.* Personal communications passed by an area examiner to be carried by travelers will bear the area examiner stamp and, in addition, will be stamped on all seams and sealed so that any subsequent tampering with such communications will become evident.

**107. DD Forms 308 and 308-1**

The DD Form 308 is the original of the comment sheet. The DD Form 308-1 is the duplicate of the comment sheet. The forms are used by an area examiner for quoting extracts from, making

comments about, and indicating disposition of, a communication.

*a. When Prepared.*

- (1) Comment sheets will be prepared by an area examiner whenever code, cipher, secret writing, etc., is discovered or suspected; whenever there is evidence of an evasion or attempted evasion of censorship; whenever examination discloses information which would assist the Armed Forces, or governments of the United States and its allies in the successful prosecution of the war; when a communication is condemned; and whenever corrective action on violations is deemed desirable.
- (2) The extent to which comment sheets will be prepared in instances other than those mentioned in (1) above must be determined at the discretion of the individual examiner, or in accordance with the local SOP of the censorship detachment.

*b. How Prepared.*

- (1) Accurate completion of each comment sheet form is essential. Such forms represent the principal means by which information obtained through censorship is disseminated to other agencies and may also be used as a basis for the initiation of disciplinary action where willful violation of censorship regulations is apparent.

- (2) Comments will be brief and concise and all pertinent information will be clearly stated. Information may be summarized, but in most cases direct quotations shown in quotation marks are preferable. Any related factual information which is known to the examiner but not contained in the communication will be set forth in an examiner's note at the end of the comment sheet. Such information might be derived, for example, from other comment sheets or information slips on file which were prepared from previous communications to or from the writer of the communication in question.
- (3) The general subject on which a comment is to be made should be stated in a concise descriptive line, capitalized, and preceding the body of the comment. Standardization of subject headings in each censorship area must be achieved as quickly as possible after the start of operations. This may be done by issuing to all examiners a subject matter guide (par. 103) which will outline subject headings and the types of information to be reported under each. This standardization will facilitate proper allocation and accurate filing of comment sheets. If comment is to be made on several subjects contained in a single communication, each subject should be given a proper heading.

- (4) Allocation of the comment sheet and disposal of the original communication will always be shown on each comment sheet. Previous censorship actions on

**CONFIDENTIAL**

(When information is inserted)

U.S. ARMED FORCES CENSORSHIP COMMENT SHEET			
STATION 330th Armed Forces Censorship Detachment APO OO		SERIAL NUMBER B/55/00000	
FROM: K. Jones 1900 K Street Chicago, Ill., USA		TO: Sgt. Joe Jones, 00000 516 Service Company APO 5000 New York, N. Y.	
LIST		LIST	
ALLOCATION  G-2/CIC G-2/DA	TYPE OF COMMUNICATION Letter	DATE OF POSTMARK 9 Jan 55	LANGUAGE English
	DATE OF EXAMINATION 15 Jan 55	EXAMINER NUMBER 4400	SUPERVISOR NUMBER 4100
	PREVIOUS RELEVANT RECORDS None		DISPOSITION OF COMMUNICATION Paused
COMMENT  <u>Black Market Activities and Evasion of Censorship</u>  Sender states she has made necessary arrangement for money and will send same soon. Hope receiver is able to multiply it ten times as explained in your letter, which by the way arrived via hand-carry without censorship action.  No Inclosures  <div style="text-align: right;"><u>FOR TRAINING PURPOSES ONLY</u>  S-A-M-P-L-E  UNCLASSIFIED</div>			

DD FORM 308

OCT 50

FORM 0-1075

(When information is inserted)

**CONFIDENTIAL**

Figure 5. DD Form 308—comment sheet.

communications of either the writer or addressee will be indicated.

- (5) After preparation, all comment sheets will be classified CONFIDENTIAL or higher in accordance with current security regulations.

*c. How Allocated.*

- (1) *Original.* The original of each comment sheet will be retained in area censorship files.
- (2) *Action copy.* Action copies will be so stamped and will be distributed as follows:
  - (a) In cases where the initiation of disciplinary action is desired, certified true copies of pertinent comment sheets will be prepared and forwarded to the appropriate military authorities. The method of allocation of such action copies within an area will be determined by the area censor.
  - (b) If action on a violation cannot be completed locally because the violator is under the jurisdiction of the commanding officer of another area outside the continental United States, action copies will be forwarded through channels to the appropriate area commander.
  - (c) If action on a violation cannot be completed in the field because the violator is under the jurisdiction of a command in the continental United States, ac-

tion copies will be forwarded to The Adjutant General, Washington 25, D. C.

- (3) *Information copy.* All information copies will be so stamped. The allocation of information copies of comment sheets within an area will be determined by the area commander. Information copies will be forwarded to higher authority only when information of more than a local nature is reported and would assist the Armed Forces, or governments of the United States and its allies, in the prosecution of the war, or when the chief Armed Forces censor considers that a case is of sufficient importance to be referred to higher authority for information.

#### 108. DD Form 309

The DD Form 309 is the action slip. This form is used by an area examiner in making remarks relative to censorship action in the nature of—

*a. Return to Sender.* When censorship is violated to any appreciable extent because of what the area examiner believes to be the sender's ignorance of the regulations or when minor violations are too numerous to be excised, mail will be returned for rewriting. DD Form 309, Action Slip, will be filled out, inclosed, and the stamp imprint, "Returned to Sender by Area Censorship," will be placed across the address. The remarks section will include a brief summary of the



violation with reference to the appropriate paragraphs of the regulation(s) violated.

*b. Extraction of Inclosures.* Inclosures, such as photographs, maps, and classified documents, which violate censorship and do not lend themselves to excision, will be extracted and condemned. DD Form 309, Action Slip, will be filled out in duplicate, one copy will be retained in area censorship files and the other forwarded with that portion of the communication which is to be passed. For identification purposes, the copy retained by the area examiner will bear the date of examination and the address and return address which appear on the communication.

*c. Missing Inclosure.* When examination reveals that an inclosure mentioned in a communication is missing, the examiner will fill out DD Form 309, Action Slip, in duplicate. Preparation and disposition of this form will be the same as in the case of an extraction of an inclosure.

*d. Delay.* Mail containing information which is objectionable at the time of examination, but which will soon cease to be so, may be delayed for a short period of time with the concurrence of the chief Armed Forces censor. This action is not to be confused with any impounding of communications as explained in paragraph 22. DD Form 309, Action Slip, will be prepared and inclosed when delayed communications are released.

#### **109. DD Form 310**

When Armed Forces censorship is in effect, this form will be available to all military personnel in

U.S. ARMED FORCES CENSORSHIP ACTION SLIP	
<input checked="" type="checkbox"/> THIS MAIL IS RETURNED TO SENDER FOR THE REASON LISTED UNDER "REMARKS".	<input type="checkbox"/> THE ENCLOSURES LISTED UNDER "REMARKS" HAVE BEEN EXTRACTED BECAUSE THEIR TRANSMISSION IS NOT PERMITTED.
<input type="checkbox"/> THE ENCLOSURES LISTED UNDER "REMARKS" AND MENTIONED IN THIS CORRESPONDENCE, WERE MISSING WHEN THE MAIL WAS OPENED BY THE EXAMINER.	<input type="checkbox"/> THIS COMMUNICATION HAS BEEN DELAYED BY CENSORSHIP FOR SECURITY REASONS. ITS TRANSMISSION IS NOW PERMITTED.
<b>REMARKS</b>  This letter is in violation of Censorship regulations and must be rewritten, omitting all reference to military operations.	
<b>AREA</b> 15th Army	<b>AREA EXAMINER NUMBER</b> 4400

DD Form 309  
1 OCT 50

- U. S. ARMY CENSORSHIP OFFICE 100-0-10000

Figure 6. DD Form 309—action slip.

order to expedite and facilitate personal correspondence.


### 110. DD Form 311

The DD Form 311 is the information slip.

*a. When Prepared.* Information slips are used by the censorship detachment in the preparation of trend and morale reports which are forwarded through appropriate channels to the area commander. These reports may indicate to the area commander the reactions of military personnel to mess, housing, mail, training, promotions, combat conditions, recreation, and other phases of military life, and they may be of real assistance to the commander in the correction of undesirable conditions which may exist in the area. The chief Armed Forces censor will specify subjects on which information is desired, and the area examiners will prepare DD Form 311, Information Slip, whenever a communication contains pertinent information.

*b. How Prepared.* Accuracy is extremely im-

# OBVERSE SIDE

GRADE, NAME AND SERVICE NO. <b>Sgt. Joe Jones, 00000</b>		
NAME OF SHIP OR ORGANIZATION <b>516 Service Company</b>		
APO (Or) FPD <b>APO 3000</b>	c/o POSTMASTER <b>New York, N. Y.</b>	
		<b>K. Jones</b>
		<b>1900 K Street</b>
		<b>Chicago, Ill., USA</b>
GPO O - 55 - 51943		

<p><b>PREPARED TEXT POSTCARD</b></p> <p>Nothing is to be written on this side except to fill in the date specified.</p> <p>Check appropriate box or boxes and cross out words not desired in sentences checked.</p>	<p>(Day, Month, Year) DATE <u>14 Jan 55</u></p> <p>DEAR <u>Katherine</u></p> <p><input type="checkbox"/> WELL AND SAFE; REGARDS; ALL MY LOVE.</p> <p><input type="checkbox"/> GREETINGS; BEST REGARDS TO ALL MY FRIENDS.</p> <p><input checked="" type="checkbox"/> BIRTHDAY GREETINGS; MANY HAPPY RETURNS.</p> <p><input type="checkbox"/> RECEIVED YOUR LETTER, TELEGRAM, PACKAGE, DATED _____</p> <p><input type="checkbox"/> WRITING AT FIRST OPPORTUNITY.</p> <p><input type="checkbox"/> HAVE NOT HEARD FROM YOU LATELY, FOR A LONG TIME.</p> <p><input type="checkbox"/> HAVE BEEN ADMITTED TO HOSPITAL, SICK, WOUNDED, SERIOUS, NOT SERIOUS.</p> <p style="text-align: right;"><u>/s/ Joe Jones</u> SIGNATURE</p>
	<p><b>DD FORM 310</b> 1 OCT 50</p>

# REVERSE SIDE

Figure 7. DD Form 310, postcard.

portant in the preparation of information slips, inasmuch as they may be incorporated in reports which may be the basis for command action. Remarks should be brief and a direct quotation from the communication is desirable. Subject headings will be used in the same manner as in the prep-

aration of comment sheets as indicated in paragraph 107b. After preparation, information slips will be classified CONFIDENTIAL or higher in accordance with current security regulations.

**CONFIDENTIAL**

(When information is inserted)

U.S. ARMED FORCES CENSORSHIP INFORMATION SLIP		
STATION 330th Armed Forces Censorship Detachment APO 00	EXAMINER NO. 6	DATE 20 January 1955
FROM: Pvt. Joe Doaks 516 Service Company APO 3000 New York, New York	TO: Mrs. Joe Doaks 115 Cherry Street Boston, Mass.	
DATE (Postmark) 20 January 1955		
REMARKS Mess EI states he hasn't had a good meal in two weeks and that they have a new mess Sgt.		
<p><u>FOR TRAINING PURPOSES ONLY</u></p> <p><u>S-A-M-P-L-E</u></p> <p>UNCLASSIFIED</p>		

DD FORM 311

U.S. ARMY GROUND FORCE, Type G-311-1

(When information is inserted)

**CONFIDENTIAL**

Figure 8. DD Form 311, information slip.

c. *Disposition.* Information slips are for use in the preparation of trend and morale reports only and are not disseminated to persons or units outside of the censorship organization.

### 111. DD Form 312

DD Form 312 is the blue envelope. It is available to personnel for use as the cover for a communication of a personal nature, when authorized by the chief Armed Forces censor (par. 42).

This envelope must be sealed by SENDER

**BLUE ENVELOPE MAIL**

**ARMED FORCES OF THE U. S.**

This letter will not be censored by unit censors but will be censored by area censorship. A separate envelope must be used for each letter.

I CERTIFY THAT THE ENCLOSED LETTER WAS WRITTEN BY ME, REFERS ONLY TO PERSONAL OR FAMILY MATTERS, AND DOES NOT REFER TO MILITARY OR OTHER MATTER FORBIDDEN BY CENSORSHIP REGULATIONS.	
GRADE AND NAME Sgt. Joe Jones	
SERVICE NUMBER 00000	
NAME OF SHIP OR ORGANIZATION 516 Service Company	
AFPO (or) FPO	c/o POSTMASTER
AFPO 3000 New York, N. Y.	

K. Jones  
1900 K Street  
Chicago, Ill., USA

DD FORM 1 OCT 50 312

*Figure 9. DD Form 312, blue envelope.*

### Section III. TYPICAL ARMED FORCES AREA CENSORSHIP DETACHMENT

#### 112. General

Several "F" type teams may be grouped together and assigned to function as an area censorship detachment. It will be the responsibility of the area censor to weld the teams into a smoothly functioning censorship detachment. The Armed Forces censorship detachment will accomplish its mission by obtaining the communications to be examined, checking the communications against the master watch list, sorting the communications and distributing them to the

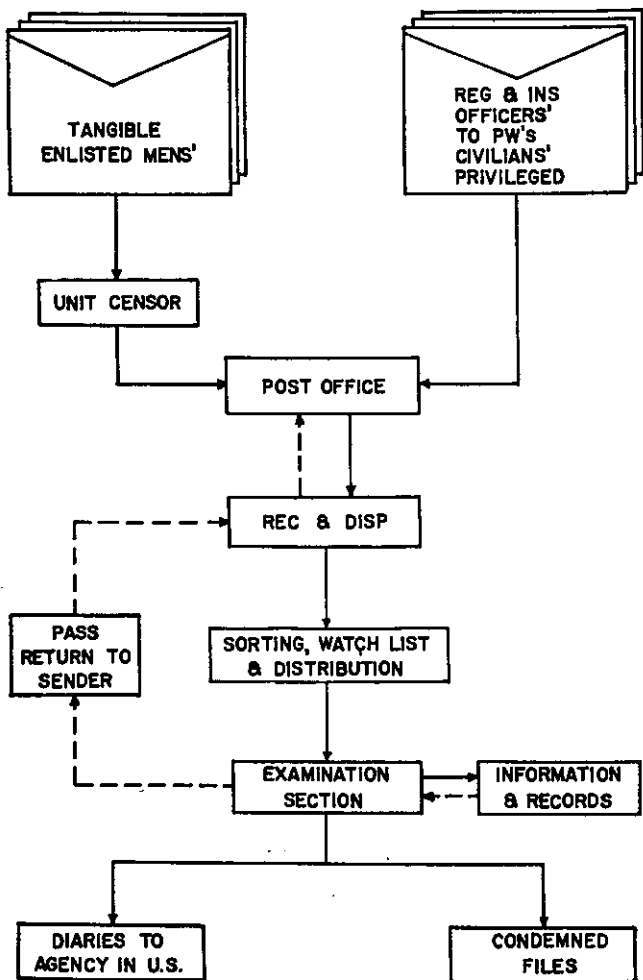


Figure 10. Flow of mail through an area censorship detachment.

examiners, examining the communications and eliminating information which violates security, extracting information of value to the United States or its allies, delaying or condemning objectionable or questionable material, placing the balance of the communications back into transmission channels as quickly as possible, and providing for and maintaining records on all censorship actions taken by the detachment.

### **113. Flow of Mail Through Area Censorship**

The normal flow of mail through an area censorship detachment is as shown in figure 10.

### **114. Organization**

The censorship detachment is commanded by an area censor (par. 96a). The censorship detachment has an executive officer who acts as the assistant area censor (par. 96b). The remaining personnel are assigned to sections as applicable. The sections may be combined or operate separately. A typical detachment has seven sections. Each section is charged with distinct duties and responsibilities. These duties and responsibilities must be performed whether or not the detachment operates as a combined unit or as separate sections.

### **115. Information and Records Section**

Information and records section—

- a. Issues and maintains the subject matter guide.
- b. Issues and maintains the master watch list and related records.

c. Maintains files on condemned material; information slips; valuables log; registered and insured mail receipts; photostats and photographs of communications and material; action slips, to include missing inclosures and extracted inclosures; operational reports, to include operational reports and volume of production records; other administrative items as considered necessary; and comment sheets. Comment sheets are filed by original copy; serial number; title; alphabetically by name of addressee; alphabetically by name of addressor; and alphabetically by name of third parties mentioned in the comment sheet, if considered of sufficient importance.

#### **116. Receiving and Dispatching Section**

The receiving and dispatching section will receive the mail from the military post office and transport it to the area censorship detachment. The mail is weighed to determine the approximate number of communications received by the area censorship detachment. This is based on an average of 40 letters to the pound. From the receiving and dispatching section the mail goes to the sorting, watch list, and distribution sections. When censorship action has been completed, it will be returned to the receiving and dispatching section and thence to the APO for forwarding to the addressees. This section is also charged with maintenance of vehicles and other duties related thereto.

#### **117. Sorting, Watch List, and Distribution Section**

The mail is received by this section from the



receiving and dispatching section and accomplishes the various sortings. Each area censorship detachment may include in its SOP a different system for sorting; however, it is normal that first the mail is sorted alphabetically by addressor and each addressor is flashed against the master watch list. The mail is then sorted alphabetically by addressee and each addressee is flashed against the master watch list. It will then be sorted by class of mail, e.g., officers, blue envelope, unit censored, etc., and distributed to the appropriate examination section. This section will be responsible for maintaining the master watch list compiled from the information received from the chief area censor.

#### **118. Postal Section**

This is usually the largest section of the area censorship detachment. It may be divided into several subsections in order to perform the various examination functions pertaining to all types of mail. The types of mail examined by this section will include parcel post, civilian, officer, foreign language, neutral country and prisoner of war, unit censored mail, V-mail, blue envelope mail, registered and insured mail, incoming mail, and such special mail as diaries, Red Cross official mail, technical observer mail, individual travel orders, and watch list mail.

#### **119. Travelers Section**

This section will be organized so it may function at any point through which travelers enter

or leave an area under the control of the Armed Forces. The section will be organized to function on a 24-hour basis. The section will screen and check all travelers who are under the jurisdiction of the Armed Forces to ascertain that area censorship regulations are complied with.

#### **120. Pictorial Section**

The personnel of this section will normally be located at the approved laboratory where the amateur photographic material is processed as well as in the area censorship detachment in order to examine photographic material which may be found in personal communications.

#### **121. Telecommunications Section**

This section will censor cable, radio, telegraph, and telephone communications. Cable, radio, and telegraph examiners are usually located in the operating company's office in order to expedite the examination of such type communications. Telephone monitors, of necessity, operate at the telephone company's office, as the monitoring equipment is located at the operating company.

#### **122. Physical Layout**

Much consideration will have to be given in the prior planning for location and physical layout of an area censorship detachment. The space required is equivalent to about 100 square feet per man. Physical security of the building is required as the operation will be classified CONFIDENTIAL. It is preferable to have the whole operation

on one floor because of the weight and volume of mail. This will minimize handling. Excellent lighting, both daylight and artificial, is required. Adequate ventilation and heat are also desirable. It is best to have a loading platform or other separate entrance to the receiving and dispatching section. Parcel post section should be located near the receiving and dispatching section because of the size and weight of the parcels which must be handled.

#### **Section IV. POSTAL EXAMINATION PROCEDURE**

##### **123. General**

In the performance of his duties, a postal examiner will be guided by censorship regulations published by the Department of Defense, regulations promulgated by the area commander, and the SOP of the area censorship detachment to which he is assigned. These publications will outline the basic principles and procedures to be followed by the examiner in his examination function. The examiner is personally responsible for the evaluation of information contained in a communication, and must exercise good judgment in effecting proper censorship action on a communication.

##### **124. Official Mail**

Official mail will be handled in accordance with paragraph 36a. Such official mail as is routed through area censorship may be checked to assure that the sender does not violate censorship regu-

lations. In addition, area examiners will be alert to detect possible evasion of censorship by use of official covers for personal correspondence.

## **125. Personal Mail**

a. When an examiner examines postal communications, his first step is to check both the return and the forwarding addresses. One important rule to be constantly observed is that only one communication will be opened at a time. The obvious reason is to prevent the possible mixing of inclosures from one or more envelopes. After the examiner has scrutinized the envelope, he next opens it by slitting along the left side with an X-acto knife or other sharp instrument, and removes the contents. Care should be taken not to mutilate the contents, postage stamps, or return address. He then removes all blank sheets of paper and tissue linings. By holding the empty envelope up to strong light, it is then possible to note if there has been anything written underneath the stamp, under the flap, or between the seams. The contents will then be further examined for violations of area censorship regulations.

b. Each examiner will maintain a log on DA Form 1267-R, Censorship Valuables Log (fig. 11) of all currency, coins, money orders, checks, or other valuables which are inclosed in correspondence. The reinclosure and sealing of such valuables will be witnessed by a second examiner. DA Form 1267-R will be locally reproduced on 10½" x 8" paper and bound in suitable fasteners for permanent record.



## 126. Action on Outgoing Mail After Examination

*a. Pass.* If the mail does not contain any violation of censorship, it will be sealed and the censorship stamp imprint will be affixed.

*b. Excise.* When a few words or short phrases which constitute violations of censorship are discovered, the examiner will remove them with an X-acto knife or any other sharp cutting instrument; the mail will then be passed. All excisions will be destroyed by burning. An excision which is extensive enough to make correspondence unintelligible is never warranted. In this case, the correspondence is condemned or returned to sender for rewriting. Excision must be complete enough, however, to prevent reconstruction of the excised violation. No excisions will be made on postal money orders, legal or notarized documents, bonds, certificates, etc., when the validity of such forms would be destroyed thereby. For excision of V-mail, see paragraph 149.

*c. Return to Sender.* (Par. 108a) Accomplished when violations are too numerous to excise or violations appear to be a result of ignorance of the regulations.

*d. Extract.* (Par. 108b) Inclosures which violate censorship regulations are extracted and condemned.

*e. Missing Inclosure.* (Par. 108c) Accomplished when examination reveals that an inclosure mentioned in a communication is found to be missing.

*f. Delay.* (Par. 108d). In some cases mail may be temporarily delayed by order of the chief Armed Forces censor.

*g. Photograph or Photostat.* If, for use in evidence or for any other purpose, an examiner should decide that an exact record should be kept of mail which he examines, he will have the mail photographed or photostated. He will certify on the back of each reproduction:

I hereby certify that this photograph (photostat) is a true reproduction of a document examined by me \_\_\_\_\_.

(Date of examination)

Name: \_\_\_\_\_

(Signature of examiner)

Grade

Rate \_\_\_\_\_

Rank

*h. Condemn.* Mail which contains serious or repeated violations of censorship regulations and those prohibited communications listed in paragraph 40 will normally be condemned.

*i. Special Action.*

- (1) *Technical operations.* Mail which is suspected of containing code, cipher, or secret writing will be referred to the technical operations officer who is properly qualified to examine such mail. In the absence of such qualified personnel, this type of mail will be forwarded to the Signal Corps for examination, testing, deciphering, and return to censorship. Mail of this type which cannot be deciphered nor developed in the field will be sent to higher authority for further analysis and disposition.

- (2) *Diaries.* All diaries and similar personal records which may not be examined and passed by area censorship, because of the volume, lack of time, or personnel, will be forwarded through official channels to the United States and to a place designated by higher authority, for examination. Diaries will be released or condemned on the basis of the information they contain. Diaries and similar personal records containing classified material or information affecting security will be condemned. Excision in diaries and other similar personal records will be made only in exceptional circumstances.
- (3) *Privileged communications.* Business communications from members of the American Red Cross or similar organizations which are submitted to area censorship (par. 30) will be examined for the purpose of excluding all military information which is not essential to the business being reported. If, after such action, classification is still required, the communication will be classified and prepared for dispatch in accordance with current security regulations. Each communication so classified will bear the following notation: "This document contains information affecting the national defense of the United States within the meaning of the Espionage Laws (Title 18, U.S.C. Sections 793 and 794). The



transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law." The lower left corner of the cover of such a communication will bear the statement, "Certified Official Red Cross Mail," or a similar statement, and will be stamped with an area examiner stamp. This statement and the stamp impression will appear on the inner cover when a CONFIDENTIAL or higher classification necessitates transmission in a double cover.

- (4) *Individual travel orders.* Travel orders will be withdrawn from personal mail and returned to issuing organization.
- (5) *Incoming mail.* Incoming mail will be acted upon in the same manner as outgoing mail except that no mail will be returned to sender.
- (6) *Resealing mail.* Only the tape provided for use in the Armed Forces censorship will be used for resealing. Care will be taken not to completely cover the postage stamps, not to make the return address illegible, and not to lose or mix communications or inclosures. When mail is passed for transmission outside of authorized postal channels, careful resealing is necessary in order to prevent undetectable addition of uncensored material to a letter or package.

## **127. Examination Steps and Techniques for Parcel Post**

*a.* The outside surfaces of parcels are examined for any possible violations of censorship regulations in the address, return address, stamp, or other portions of the parcel.

*b.* The parcel is opened, the paper wrapping is removed, and it is examined in its entirety. Cardboard boxes must be carefully opened and examined outside as well as inside.

*c.* The contents will be neatly removed and examined article by article. If items are wrapped separately, these wrappings will also be examined.

*d.* If a letter or other writing has been inserted in a package, it will be referred to a mail examiner.

*e.* Any valuables contained in the parcel will be recorded by the examiner in the valuables log.

*f.* If the examiner suspects code, cipher, or secret writing, if he discovers writing in a foreign language, or if he is not equipped to examine all or part of the contents for technical reasons, he will attach an interoffice memo to the parcel on which he will state the reasons why he cannot complete the examination and forward the parcel to the Chief Postal Examination Supervisor.

*g.* The parcels will be closed and forwarded as follows: The examiner will place all items not extracted (or an action slip for each extracted item) in the box or wrapping paper, making sure to pack the individual articles in a different order from the one in which they were originally arranged. This prevents the transmission of a code through special arrangement of the articles. The parcel will then be adequately rewrapped and

sealed with censorship tape. Care will be taken so as not to cover the stamps. If the parcel is to be passed, the examiner will affix the censorship stamp imprint to the lower left corner of the address side of the parcel. If the parcel is to be returned to sender, a stamp stating "Returned to Sender by Chief Area Censor" will be placed across the address.

#### **128. Examination Techniques of Civilian Mail**

Mail originating from merchant seamen, technical observers, Red Cross personnel, and all other attached civilians who are subject to Armed Forces censorship will usually be examined by persons designated by the Chief Postal Examination Supervisor. The action taken on these types of communications and examination techniques are described in paragraphs 125 and 126i(3).

#### **129. Examination Techniques for Prisoner of War Mail**

Mail addressed to United States or allied prisoners of war held by the enemy will be carefully examined and analyzed to insure that the contents do not contain any military information, even to the extent that the writer is in any way connected with the Armed Forces. No such evidence whatsoever will appear on the inner envelope or its contents or any place in or on the part of the communication which will eventually be forwarded to enemy territory. Mail suitable for release will be sealed in the inner envelope. The outer envelope will be sealed and stamped in the normal manner, and forwarded through channels designated by higher authority. Mail that does not

comply with censorship regulations will be returned to sender.

### **130. Examination Techniques of Other Mail**

The techniques used in the examination of officer, unit censored, foreign language, V-mail, blue envelope, and registered and insured mail are outlined in paragraph 125. The techniques used in the examination of mail to a neutral country are outlined in paragraphs 28 and 125.

## **Section V. PICTORIAL EXAMINATION PROCEDURE**

### **131. General**

There are two basic types of photographic material—that which is official and that which is unofficial.

*a. Official Photographic Material.* This consists of all the material produced by members of photographic units of the U. S. Armed Forces acting in an official capacity and for official use. Official photographic material will not be subject to Armed Forces censorship unless it is found in unofficial channels of communication.

*b. Unofficial Photographs.* Unofficial photographs are of two types—

- (1) *Those intended for personal use only.* This type of photographic material is the concern of Armed Forces censorship. The area censorship detachment will examine photographs for evidence of security violations with respect to the theater as a whole. Examiners will de-

termine if there is anything in the photograph itself which violates security regulations. Unit censorship will examine developed photographs primarily with respect to the unit. An example would be to determine whether the identification of a unit with the scene depicted on the photograph violates security.

- (2) *Those intended for publication.* Photographic material intended for publication is subject to field press censorship and does not fall under the jurisdiction of Armed Forces censorship. Such photographic material will be forwarded to field press censorship for appropriate action.

### **132. Unofficial, Undeveloped Photographic Material**

a. All exposed, undeveloped photographic material will be treated as CONFIDENTIAL material unless it is believed that the information contained therein requires higher classification.

b. As much undeveloped photographic material as possible will be processed and censored within the area in which it was exposed. Civilian laboratories employing properly cleared personnel, or laboratories staffed with military personnel may be authorized to process such material. The processing by a civilian laboratory of any material known to contain SECRET information will be closely supervised by an officer. In an area where there are no facilities for developing ordinary black and white film from still cameras, security

may be severely compromised if the handling of exposed, undeveloped film is not carefully controlled. In such an area, it may be necessary for the area commander to prohibit or restrict the use of cameras.

c. Except for material subject to field press censorship, undeveloped photographic material which cannot be processed within the area in which it was exposed will be sent in a cover marked "Exposed Film" through official channels to agencies in the United States designated by higher authority for processing, censorship, and disposition.

d. Under no circumstances will area examiners stamp exposed undeveloped film.

e. If upon careful examination an area examiner determines roll film has not been exposed, it may be passed without further censorship action.

### **133. Unofficial, Developed Photographic Material**

a. Developed photographic material will be examined for violations of area censorship regulations. Particular attention will be paid to the background area of these pictures.

b. Censorship action will be taken as in the case of regular postal examination (pars. 123-130), except that excisions are permitted in motion picture film only. When excision of motion picture film would be extensive enough to destroy continuity, the entire film will be condemned.

c. Each print passed in the course of transmission from an area will bear the imprint of a unit or area examiner's stamp. Other photographic

material outgoing from an area and which is not suitable for stamping will be passed only under sealed cover bearing either a unit or area examiner's stamp. The impression of a unit or area examiner's stamp will not appear on any photographic material which remains in the area after censorship. There is a possibility that captions or other inscriptions could be added to material bearing an examiner's stamp which in itself, or in combination with the subject matter, may constitute a censorship violation and would not ordinarily be passed.

## **Section VI. TRAVELERS' EXAMINATION PROCEDURE**

### **134. Personnel Subject to Travelers' Censorship**

Members of all branches of the Armed Forces; members of the Armed Forces of allied nations attached or assigned within the theater; members of the Red Cross, Salvation Army, and similar social or relief organizations; merchant seamen or civilians attached to the Armed Forces; newspaper reporters or correspondents; and all other United States or Allied civilian personnel that are serving with or accompanying the Armed Forces to include such persons who may enter, leave, or pass through points of entry operated by the Armed Forces of the United States are subject to travelers' censorship.

### **135. Persons Not Subject to Travelers' Censorship**

All general and flag officers of our own or allied nations, high ranking civilian officials from

our own or allied nations, official State Department couriers, officer couriers from the Armed Forces Courier Service, members of Congress or other civilians classified officially as VIP's, and high ranking religious dignitaries will not be subject to travelers' censorship. The members of the staff or other personnel accompanying exempted persons *are* subject to examination by the travelers' censor.

### **136. Items Subject to Travelers' Censorship**

Any and all material carried or shipped by the traveler which has not been previously examined and is not covered by a precensorship certificate (DA Form 1268-R) is subject to Armed Forces travelers' censorship. Articles violating customs regulations are to be confiscated and disposed of according to existing directives. Articles to be confiscated will most probably include unauthorized weapons, ammunition and explosives, inflammable materials such as cleaning fluid, opened bottles of liquor, all forms of plant life, and photos of any equipment or material of a classified nature. Certain other types of articles may be impounded rather than confiscated. Impounded items are returned to the traveler when the articles no longer constitute a security violation. These items would include diaries and notebooks, negatives and undeveloped rolls of film, and any other item that cannot be examined before the traveler leaves the theater. Articles may be either retained until the cessation of hostilities or forwarded to the



traveler after censorship examination has been completed.

### **137. Procedure on Part of Traveler**

Before leaving his parent organization, the traveler will report to his local area censorship detachment for clearance. At that time all personal communications will be submitted for examination. After all communications have been thoroughly examined and sealed, the examiner will complete a precensorship certificate (DA Form 1268-R) in duplicate which will list items examined and passed. The censor will note on DA Form 1268-R, the method of travel, date, point of expected departure, final destination, and the expected date of arrival of the traveler. This copy is retained by the censorship detachment. If the traveler arrives at the airbase or POE without having been previously subjected to precensorship examination, the examination may be performed by travelers' censorship section at the point of departure. Travelers' censorship will not, however, have sufficient time to examine any great volume of material and individual items too numerous for spot censorship will be retained for censoring and be subsequently forwarded to the traveler. A numbering machine will be used, if one is available, to identify each preexamined item by stamping both the item and the precensorship certificate with the same number. This is done at the time of examination. The precensored items will be sealed by the area censor so as to preclude the addition of uncensored material.

### **138. Procedure on Part of Travelers' Censor**

If the traveler has a precensorship certificate, it is sufficient to merely check each item on the certificate against the items which the traveler claims are covered by it. The censor will insure that none of the items has been tampered with and that nothing has been added. He further insures that the numbers on the items and the certificate correspond. If the examiner suspects individuals of not submitting communications for examination, he will convey his suspicions to CID or CIC personnel at the control point, and request that a physical search be made of the suspected individual and his accompanying baggage. Travelers' censorship personnel do not have authority to conduct searches. Duty examiners will also request that all unaccompanied baggage be searched for communications. Usually this will be done by the duty examiners in the presence of the CID or CIC personnel.

### **139. Travelers' Censorship Certificate**

DA Form 1268-R, precensorship certificate (fig. 12) will be used in preparing the travelers' censorship certificate. One original and only one copy will be prepared. One copy will remain with the area censor issuing the document and the other will be retained by the traveler. Copy retained by the area examiner will contain name, destination, and known route of travel, estimated departure, and arrival at destination. DA Form 1268-R will be locally reproduced on 8" x 10½" paper.

PRECENSORSHIP CERTIFICATE		Date
Last Name - First Name - Middle Name		Grade
		Service Number
Organization	Destination	
Known route of travel	Estimated departure	Estimated arrival
<p>I certify that I have read the censorship regulations that apply in this theater and that I have submitted all censorable material, including letters, books diaries, pictures, film, personal papers, notes, reports, and all other written and printed matter in my possession to the area or traveler censorship authorities for examination. I further certify that my baggage does not contain such material that has not been censored and sealed, nor am I in possession of any uncensored material on behalf of a third party who may have requested me to carry such material out of this theater. I am further aware that disciplinary action will be taken against me if I do not comply with censorship regulations. The only written material that I have that has not been sealed by censorship are any or all of the following: Current Travel Orders, Identification Cards, Travel Tickets, Baggage Checks, Money, and Checkbook.</p>		
<p style="text-align: right;">Signature</p>		
<p>The following packages, letters, parcels, baggage, etc., have been examined, and were passed by the Area Censor and sealed for transmission out of this Theater.</p>		
<p>Materials examined and passed</p>		
<p>NOTE: All unused spaces must be lined out in ink, any erasures or changes will render this document void, and all material must be resubmitted for censorship.</p>		
Examined by (Area Examiner Number)	On (Date)	APD

DA Form 1268-R, 1 Mar 55

*Figure 12. DA Form 1268-R, precensorship certificate.*

#### 140. Extraction Record

When filling out DA Form 1269-R, extraction record, (fig. 13) care must be taken to assure that the name, grade, service number, and forwarding

address are correct so that impounded items may be forwarded as expeditiously as possible. This record is used whenever a traveler has in his possession any items requiring censorship clearance but which, due to the time element involved or lack of examining facilities required, cannot be processed at the time the person is leaving the territory. It must be explained to the traveler that the material or documents will have to be impounded until they can be examined and passed. When the material has been examined, it will be forwarded to the traveler at the address he has given as his destination. Only those items that have actually been impounded are itemized. DA Form 1269-R is prepared in duplicate and the original is retained with the impounded articles. The duplicate is given to the traveler so that he may have an official record of the items which

Last Name - First Name - Middle Name		Grade	Service Number	Date
Organization		Impounded material to be forwarded to: (Upon release)		
Description of impounded materials				
Withheld by (Examiner Number)		Released by (Examiner Number)		Date released

DA Form 1269-R, 1 Mar 55

CENSORSHIP EXTRACTION RECORD

Figure 13. DA Form 1269-R, censorship extraction record.

were taken from him. DA Form 1269-R is used for the extraction record. DA Form 1269-R will be locally reproduced on 8" x 5" paper.

## **Section VII. CABLE, RADIO, AND TELEGRAPH EXAMINATION PROCEDURE**

### **141. Official Messages**

Official messages of the Army, Navy, or Air Force (encoded or in the clear) will not normally be subject to Armed Forces censorship.

### **142. Personal Messages**

The extent to which incoming and outgoing EFM and SCM are to be censored will be determined by the area commander. All personal cable and radio traffic leaving the United States is censored prior to transmission.

### **143. Comment Sheets**

Comment sheets will be prepared and allocated in the manner set forth in paragraph 107, except that when a message is condemned, its entire text will normally be shown on the comment sheet.

### **144. Examination of Messages**

Messages will be examined for violations of the pertinent provisions of area censorship regulations. Unusual or excessive use of EFM or SCM by any one sender will be investigated.

### **145. Action on Outgoing Messages Prior to Transmission**

*a. Pass.* If there is no violation of censorship regulations, the area examiner will affix his stamp,

being careful not to obliterate any part of the message, and will return the message to the operating company for transmission.

*b. Delay.* Messages may be delayed (par. 108d).

*c. Delete.* Minor violations may be deleted if the sense of the message is not destroyed. This will be accomplished by omitting them in retyping the message.

*d. Paraphrase.* Paraphrasing may be used to prevent the possible transmission of open code in a suspicious message. Paraphrased messages will, if possible, contain the same number of words as the original.

*e. Condemn.* Messages containing serious or willful violations of censorship regulations will be condemned. Messages which show strong evidence of code or cipher will also be condemned (par. 102).

*f. Cancel.* When a message contains a violation which is believed to be unintentional, the message will be canceled. The reason for cancellation will be explained to the sender and he will be permitted to correct his mistake.

*g. Return to Operating Company.* When a message is incorrect as to form, or when it is badly garbled in transmission, the message will be referred to the operating company for correction through a service message to the office of origin. If the message contains additional violations which return to the operating company would not correct, the message will be canceled.

*h. Privileged Communications.* When business messages of certain technical observers and those

of members of the American Red Cross and similar organizations come to the attention of area censorship, they will be examined for the purpose of excluding all military information which is not essential to the business being reported. If, after such action classification is still required, the message will be submitted to the proper military communications facility with a request that such message be encoded and transmitted.

#### **146. Action on Incoming Messages After Examination**

Incoming messages will be examined in the same manner as outgoing messages except incoming cables or radiograms will not be canceled or returned to operating company; and, if an incoming message is undeliverable as originally addressed, repeated attempts to reach the addressee by electrical means will not be made if the security of troop movements is involved. Such a message will be forwarded through the military postal services. If delivery cannot be made by any means without endangering security, the message will be turned over to the nearest chief area censor for condemnation and destruction. Nondelivery will not be reported to the sender.

#### **147. Information About Censorship Action**

Except when an outgoing message is canceled or returned to the operating company, no information concerning censorship action will be furnished. All complaints which result from censorship action will be referred by the operating companies to the chief area censor or to higher authority.

## **Section VIII. MAIL TO BE MICROFILMED**

### **148. General**

Microfilm mail or V-mail was developed during World War II and found to be satisfactory. Such form of correspondence may be permitted in the future wherever facilities are established for its use. The examination of V-mail or similar material is far less complex than the examination of ordinary or regular mail. It permits handling of a far greater volume of mail by individual examiners.

### **149. Examination Techniques**

If the V-mail is to be microfilmed, then no actual excisions will be made in the material to be censored. The prohibited information will be deleted by obliterating the portion to be censored with India ink, thus rendering the material illegible when microfilmed. If the V-mail letter is not to be microfilmed, then excisions will actually be made. Care must be taken not to damage the paper so as to make transmission by ordinary means impossible. In the event that the process of excision mutilates the communication, then the communication must be returned to sender even though the violation is of a minor nature.

## **Section IX. TELEPHONE CENSORSHIP**

### **150. General**

When telephone or radiotelephone calls are permitted in an area where censorship is in effect, all calls, both official and personal, placed or received



by persons under United States Armed Forces jurisdiction will be subject to monitoring and censorship control. Censorship control will be strict as such communications are extremely susceptible to interception.

#### **151. Telephone Censorship Personnel**

The number of monitors required in a telephone censorship installation will depend upon the number of monitoring positions to be manned, and the number of shifts of examiners which are required. Examiners are needed to maintain a continuous spot check of those calls which may be completed without censorship approval and avoid interfering with the flow of calls which must have censorship approval prior to completion. The hours of the day during which the operating company provides service may influence the latter. The number of toll observing sets which in turn will establish the number of monitoring positions, can be determined only after a decision has been reached as to the extent to which the existing telephone circuits, with or without rerouting, will be covered. Supervisory personnel are required, particularly in the handling of calls which require approval prior to transmission. Permanent monitoring equipment may be installed originally by Signal Corps personnel, but telephone censorship organizations must have trained personnel assigned who are capable of installing, operating, and maintaining such equipment, both in permanent installations and in mobile units. Personnel for other telephone censorship functions will be

provided for, based on the volume of telephone traffic handled.

## **152. Regulations for Caller**

When public use of telephone circuits is permitted for persons subject to Armed Forces censorship, appropriate regulations governing such use will be promulgated by the area commander. Armed Forces censorship will not be responsible for determining the types of service allowed nor the individuals and/or territories with which communication is permitted. Armed Forces censorship will submit suitable regulations providing in detail and as required for amplification of the following:

*a.* Armed Forces censorship has the authority to approve or disapprove and monitor all telephone conversations, and to take whatever action thereon is deemed necessary without explanation to the caller.

*b.* Operating companies are forbidden to furnish persons subject to telephone censorship with information concerning censorship action or procedure.

*c.* Certain military and other information is not to be discussed.

*d.* Only certain languages are permitted in telephone conversations.

*e.* The use of any method to convey a hidden meaning is prohibited.

*f.* The caller is required to furnish the operator or telephone censor with his full name and military address; the number and directory listing of

the telephone through which the call is placed or to be placed; the proposed topic of conversation, for example, government business or social; the full name, address, and number of the callee; and the language to be used. This information is recorded on DA Form 11-139, Toll Ticket.

*g.* Calls may not be placed from telephones, such as public pay stations and hotel extensions.

*h.* These regulations are primarily for external traffic which normally requires approval prior to transmission. Should transit and/or internal traffic also be made subject to approval, these regulations would govern such traffic as well.

### **153. Regulations Pertaining to Operating Companies**

Armed Forces censorship will formulate regulations governing operating companies in their relationship with censorship. Such regulations will be promulgated by the area commander. These regulations will include the following items:

*a.* Require the operating company to obtain the information specified in paragraph 152*f* on each external call and any additional information which may be required by the telephone censorship personnel during or after a call.

*b.* Specify that external calls will be advanced only with the approval of telephone censorship.

*c.* Require notification to telephone censorship when the company is ready to complete approved external calls or transit calls.

*d.* Require termination of any call when the company is so directed by telephone censorship personnel.

e. Require the operating company to refuse prohibited types of service (par. 152g).

f. Prescribe that no information will be furnished to persons subject to Armed Forces censorship during or subsequent to telephone conversations, except as authorized and prescribed by Armed Forces censorship.

g. Require that a standard warning notice be given at the beginning of each external call to whichever party is subject to Armed Forces censorship jurisdiction.

h. Require the operating company to observe the following:

- (1) Assure that employees who are in contact with persons subject to telephone censorship or involved in the actual transmission of calls are generally familiar with telephone censorship regulations for operating companies and censorship regulations for persons subject to telephone censorship.
- (2) Communicate directly and only with the designated Armed Forces censorship officials on matters involving the enforcement, interpretation, or adjustment of telephone censorship regulations for operating companies.
- (3) Refer all complaints or requests from persons subject to Armed Forces censorship to telephone censorship when, upon investigation, such complaints or requests appear to involve censorship action rather than simple technical irregularities on the part of the operating

company. Reply to such complaints only as authorized by telephone censorship.

- (4) Provide space and facilities as required for telephone censorship personnel on the operating company premises.

#### **154. Facilities for Telephone Censorship**

Suitable facilities are necessary for the effective conduct of telephone censorship. Such facilities include specialized monitoring equipment which, with proper installation, will permit telephone censorship to accomplish the following:

- a. Approve or disapprove calls before the telephone operator establishes connection.

- b. Monitor calls without the knowledge of either the caller or the callee.

- c. Talk to both the caller and the callee, or to either one individually without the knowledge of the other.

- d. Terminate a call by being able to disconnect.

- e. Make a recording, in whole or part, of any call.

#### **155. Classes of Telephone Traffic**

There are three main classes of calls handled by telephone censorship—special, business, and personal. The first of these includes official, privileged, watch list, and press traffic. Telephone censorship and the operating company must be provided with complete lists of names and telephone numbers as a means of identifying official and privileged callers, and should expedite the processing of their calls, waiving all or most of the required call data (par. 152f).

## 156. Preparation of Telephone Calls

*a. Processing.* Information about the caller and the callee is normally relayed to telephone censorship through a patching cabinet permanently connected to toll circuits and is entered on DA Form 11-139, Toll Ticket. After the call has been flashed against the master watch list and approved or disapproved, the operating company is notified accordingly and a ticket filed. In the case of an approved call, censorship is again advised through the patching cabinet operator prior to an establishment of the connection and any change in call data is reported. DA Form 11-139, with necessary revisions, is again submitted for final approval. If the call data are still satisfactory and if a monitor is ready to observe the call, a toll observing set is cut into the toll circuit through a patching cabinet and the call proceeds.

*b. Watch Listing.* The names of the caller, the callee, and other persons listed on DA Form 11-139 as parties to the conversation will be flashed, and master watch list numbers, identification numbers, and other indicators will be added to the toll ticket. In addition, a monitor may request that names of persons entering the conversation without prior approval be flashed. It may not be necessary to maintain a master watch list in every telephone censorship installation, unless the volume of traffic is sizable. The actual flashing can be accomplished by master watch list personnel in an area censorship detachment which has direct wire connection with telephone censorship.

## 157: Examination Procedure

In the examination of external telephone calls, there are two separate functions, approval and monitoring, which will be conducted substantially as follows:

*a. Approval of Telephone Calls.* The function of evaluating call data is usually performed by supervisory personnel who, in addition, control the assignment of each monitor to the type of call which he is best qualified to handle. Approval procedure, which is closely integrated with processing, is as follows: official, privileged, and press traffic is automatically approved, subject to adequate identification. The approval of other calls will rest upon the call data shown on DA Form 11-139 and upon additional data about the caller or the callee which may be found in previous comment sheets or DA Form 11-139 or in the master watch list information file. In the case of master watch list traffic, the master watch list number may require automatic disapproval or other standard treatment. After the status of the call is determined, a notation of approval or disapproval is made on the toll ticket. Approval, if granted, is based on the information as originally submitted. Reapproval will be necessary if the call data are changed, as is the case when a person other than the original callee is to take the call. If the call is finally approved, the toll ticket, to which all pertinent instructions have been added, is given to the assigned monitor. The preparation of a comment sheet may be necessary when approval for a call is refused. This is particularly true when entries

on the master watch list are involved. In such a case, call data will be set forth in the normal manner, using the word "REFUSED" to indicate disposition of the communication.

*b. Monitoring of Telephone Calls.* The monitor assigned to a call will first familiarize himself with the information contained in the toll ticket and, when he is prepared, will allow the connection to be established. A general outline of subsequent procedure is as follows:

- (1) *Warning notice.* Prior to the start of a conversation, a warning notice will be given by the telephone operator (par. 153g). In the case of official or privileged traffic, such a warning will be limited to a statement that the circuit is insecure and that the parties are requested to exercise discretion. On other calls, the warning will indicate that observance of telephone censorship regulations is required.
- (2) *Action.* In the observation of a telephone call, a monitor must weigh carefully the value of interrupting or terminating a conversation for security reasons against that of allowing it to proceed in order to obtain information of interest to armed forces censorship. He must, therefore, exercise judgment in taking action which will advise the caller or callee of his presence on the line, and should, if possible, confine himself to use of the cutting key with which toll observing sets



are equipped. This will enable an alert monitor to prevent transmission of words or phrases which would violate security or which might form part of a code message. In cutting conversations, however, the loss of information to censorship is again a factor to be considered. A monitor may take the following actions either separately or in combination, except on press traffic which will have been approved or disapproved beforehand:

- (a) *Passed.* A call which is allowed to proceed to its normal completion is considered to be passed.
- (b) *Caller (callee) warned.* The monitor may identify himself to the caller, the callee, or both to give an appropriate warning when either party mentions a subject prohibited by censorship regulations, when an unauthorized language is used, when persons not originally approved enter the conversation, or when a personal or business call deviates from the approved subject. Interruption, particularly in the latter two instances, is however, a matter of discretion and need not take place unless the monitor is dissatisfied with the situation. When interrupting official or privileged calls, a monitor should limit himself to advice that the line is not secure.

- (c) *Call cut off.* If the caller or the callee disregards a previous warning and again violates censorship regulations, the monitor may interrupt to advise that the call is to be terminated. The monitor then uses the cutting key to prevent further conversation and will instruct the patching cabinet operator to break the connection and to so advise the operating company. Official and privileged calls will not be cut off, unless the area commander has authorized such action in the event of extremely serious security violations.
- (3) *Recording.* Recording on official, privileged, and press traffic will be made only when some question of treatment may later arise. In general, a monitor will make a recording when code is suspected, when a conversation of interest is too long and detailed to be summarized from notes alone, or when accurate quotation of the conversation is essential. Records of possible code conversations will be sent to the nearest area censorship installation equipped to perform message analysis.
- (4) *Summarization.* Upon its termination, a monitor will summarize briefly but accurately, each call which he has observed. This summary may be based on notes (shorthand, if possible) taken during an unrecorded conversation or on a record-

ing and will be entered on the toll ticket for future reference. Summaries are not a substitute for comment sheets which will be prepared, or at least initiated, by the monitor.

## **Section X. REPORTS**

### **158. General**

There are two main types of letter reports which armed forces censorship organizations will prepare. They are the periodic operational report, which contains statistical and administrative data, and the trend and morale report, which may provide a general indication of the morale of troops in an area and their attitudes with respect to such subjects as mess facilities, mail service, rotation policy, etc. There will also be a variety of special reports required from time to time. For example, a special analysis of blue envelope mail during a 30-day period might be requested, which would show the volume of this type of mail, the number of violations, and whether or not this type of mail is being utilized to the extent authorized. However, all reporting requirements will be developed in accordance with Reports Control System requirements.

### **159. Operational Reports of Area Censorship Detachments**

*a. When and to Whom Submitted.* Each area censorship detachment will be required to submit an operational report to the armed forces area censorship organization headquarters at regular intervals. Normally this will be once per week. If

each service has its own area censorship organization, these reports will initially go to the appropriate chief area censor (Army, Navy, or Air Force) who will consolidate all such reports for his organization and then submit them to the Chief Armed Forces Censor.

*b. Content.* The types of information required in operational reports are, for obvious reasons, not completely standardized for all areas and censorship organizations. The types of censorship activity may vary, or the relative importance of certain activities may vary. Within a given area, however, a standard type of report will be established for all reporting detachments. The information required will normally be in three main categories: statistical data, administrative data, and remarks or recommendations. All or most of the following items of information will be required:

- (1) Total volume of each type of communication subject to censorship control.
- (2) Total number and percentage of each type of communication censored.
- (3) Number and types of violations found in each type of communication.
- (4) Action taken with respect to violations.
- (5) Number of comment sheets and information slips prepared.
- (6) Personnel assigned and present for duty.
- (7) Status of supplies and requests.
- (8) Remarks or recommendations, to include special problems, changes in type or location of censorship controls, suggested methods for improving operations, etc.

*c. Form.* The exact form for the periodic operational report is not standardized. There may be variations between areas, but within each area a form will be devised and utilized. The form is not important, except insofar as it serves to present the required information in an orderly and easy-to-understand manner. All questions as to the form of the report will generally be resolved by the Chief Armed Forces censor and the chief area censors of the respective services.

#### **160. Operational Reports of Theater or Separate Area Censorship Organizations**

The commander of a theater or a separate area in which armed forces censorship is in effect will normally require a periodic operational report of censorship activities. The Department of Defense and the Department of Army, Navy, and Air Force will normally be included in the distribution of such reports. These reports contain certain statistical data, but it is usually not as detailed as that required in the reports as submitted by the area censorship detachments. Changes in organization and methods of operation are reported in detail. Major censorship problems are outlined, together with actions taken to solve them or recommendations for solving them. The effectiveness of the various types of censorship control is generally indicated.

#### **161. Trend and Morale Reports**

*a. When and by Whom Prepared.* These reports are primarily prepared for the benefit of major commanders and their staffs. They may be pre-

pared by the various area censorship detachments, and reports covering an entire theater or area may be compiled by the Chief Armed Forces Censor. Area censorship detachments may prepare special reports of this type covering particular corps or divisions upon receipt of properly approved requests by the commanders of such units. Trend and morale reports will normally be prepared monthly unless otherwise requested.

*b. Contents.*

- (1) The subject matter of these reports will vary greatly between different theaters of operation, and from time to time within any given theater. The subjects to be reported upon will normally be specified by the area commander, and the Chief Armed Forces Censor will issue necessary directives to the censorship organizations. Typical subjects about which information may be requested are food, mail service, interracial relations, Red Cross, war bonds, rotation policies, relations with foreign civilians, recreational facilities, attitude toward combat situation, post exchange facilities, hospital and medical service, fraternization, rumors, reaction to censorship regulations, and command efficiency.
- (2) A statistical table or summary is usually included which shows the subjects reported upon and the percentages of favorable and unfavorable comments, a comparison with the figures of three or four

preceding reports (to indicate the trend), and selected typical comments from personal communications.

*c. Form.* This is a narrative type letter report consolidating the material submitted on DD Forms 311. The comments in the report will be direct quotations but the name of the writer will not be given. The only identification made as pertains to the writer is that his APO number is given and he is identified as an officer, enlisted man, or civilian.

## CHAPTER 5

### UNIT CENSORSHIP

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#### 162. General

*a.* The unit censor is the foundation of Armed Forces censorship activity. Since he initiates the majority of censorship operations, he is in a position of unique responsibility. The unit censor is personally responsible for detecting censorship violations in mail examined and passed by him.

*b.* Although the commanding officer is responsible for training his unit in Armed Forces censorship, the unit censor must be prepared to provide necessary instruction to teach individuals the meaning and purpose of censorship. If a man in the unit has violated regulations, the unit censor must not only explain to the violator the detrimental effects that may result from his carelessness or wilful action but he must also reeducate the man concerning what he may and may not include in his communications. If the unit censor fails to perform these functions, the entire censorship effort will be undermined at its base.

#### 163. Responsibility

*a.* The commanding officer of each unit will be responsible at all times for the performance of unit censorship on communications of all personnel assigned or attached to his unit.



b. Unit censorship of the communications of persons serving in or accompanying the military service who are in hospitals, replacement depots, training centers, staging areas, ports of embarkation, and similar installations will be the responsibility of the commanding officer of such an installation, unless the responsibility therefor has been previously fixed otherwise.

c. On any vessel carrying personnel under United States military jurisdiction, unit censorship of the communications of all such personnel will be the responsibility of the transport commander or senior officer assigned to that vessel, except in cases where the responsibility therefor has been previously fixed otherwise.

#### **164. Establishment**

a. Unit censorship will be considered in effect when a unit destined for oversea movement en-trains for a port of embarkation where censorship is in effect. Communications written by personnel en route to such a port will be examined prior to arrival thereat and will be held for completion of action in accordance with area censorship regulations which are in effect at the port of embarkation.

b. Unit censorship will be established as soon as the unit enters an area where censorship is in effect and will continue as long as the unit is in such an area.

#### **165. Designation of Unit Censors**

a. The commanding officer of each unit and any commissioned or warrant officer of his command

are authorized to perform unit censorship. The unit commander will determine whether he desires one or all of such personnel to censor communications, and will appoint one such officer to be custodian of the Armed Forces unit examiner stamp or stamps issued to that unit.

b. If arrangements have been made for unit censorship of the communications of civilians attached to the military service, such censorship will be performed by commissioned officers designated by appropriate authority, but may be performed by a civilian attached to the military service who holds the assimilated grade of a commissioned officer.

#### **166. Duties of Unit Censors**

a. Unit censors will be responsible for a thorough knowledge of such censorship regulations as are pertinent to the conduct of unit censorship. Necessary information will be obtained from area censorship immediately upon arrival at an oversea destination. Unit censors will also be responsible for intelligent enforcement of those regulations and for proper and expeditious treatment of any communications which pass through their hands.

b. Unit censors will provide necessary instruction in censorship for persons whose communications they examine.

c. All unit censors will respect the confidential nature of the information which comes into their possession in the performance of their duties. They will neither discuss nor disclose such infor-

mation in public or in private, except when making a report at the request of higher authority, giving evidence at a trial, or otherwise acting in the course of official business on matters dealing with censorship. Any unit censor violating Armed Forces censorship regulations may be subject to immediate and severe disciplinary action, including trial by court martial.

d. Under no circumstances will a unit censor make a mark on or insert any writing in a letter, envelope, or parcel, except as specifically required in the performance of his official duties.

e. Unit censors should keep a log of all valuables contained in unit censored communications (par. 125b).

#### **167. Unit Examiner Stamp**

a. *Issue.* Unit examiner stamps will be issued to each unit in a sufficient number necessary to perform the unit censorship function. Such issue will normally be made at the time censorship is imposed upon the unit. Unit examiner stamps will also be issued to any unit stationed outside the continental United States which has not been issued stamps in accordance with the foregoing. Such issue will be made as prescribed by higher authority.

b. *Classification.* Unit examiner stamps will be regarded as CONFIDENTIAL material within the provisions of current security regulations. Each stamp custodian is responsible for the safeguarding and proper use of the stamp issued to him. He will be held personally responsible for its author-

ized use as long as it remains in his custody. The loss or unauthorized use of the stamp will be reported to appropriate authority.

*c. Transfer and Disposition.* Whenever the custody of a stamp changes, appropriate censorship authority will be so notified. When a unit possessing stamps completes a permanent move from a port of embarkation to a theater where Armed Forces censorship is in effect, or from such a theater to another theater where Armed Forces censorship is in effect, a report of transfer listing all stamps assigned to the unit, will be made to the commander of the departed area and to the commander of the new area. When a unit possessing stamps completes a move to an area in which no armed forces censorship is in effect, stamp custodians will surrender the stamps to appropriate censorship authority, unless otherwise directed by higher authority. The area commander in which Armed Forces censorship is in effect will maintain records, by number, of each stamp in the possession of the units within that theater. Upon the termination of censorship, the area commander will dispose of the stamps in accordance with instructions from higher authority.

*d. Use.*

- (1) *General.* Under no circumstances will the impression of the unit examiner stamp appear on communications which are not subject to unit censorship or on which final action has not been taken. It will not appear on unexamined, undressed, or unsealed material. The unit

examiner stamp will be used only by the unit censor to whom it was issued.

- (2) *Mail.* A unit censor, other than the custodian of the stamp, will place his normal signature legibly in the lower left corner of the address side of each piece of mail which he passes, and will forward all such mail to the stamp custodian who will affix the stamp impression above the signature. Mail personally examined and passed by the custodian of the stamp will bear the stamp impression without signature.

#### **168. Scope of Unit Censorship**

##### *a. Outgoing Communications.*

- (1) The following types of communications from personnel (par. 37) will be unit censored prior to transmission:
  - (a) Ordinary mail to include air mail, special delivery, and V-mail. This type of mail will be placed unsealed in the unit mail box or handed to a unit censor.
  - (b) Packages for parcel post will be taken to a unit censor along with adequate material for wrapping and sealing. The parcel will be examined by a unit censor in the presence of the sender. Existing regulations relative to declaring contents and value will be observed. A check will be made to determine compliance with theater directives relative to retention and dispatch of war trophies.

- (c) Picture and plain postcards will be handled the same as ordinary mail, except that the unit censor will examine for any prohibited information which may be found on picture postcards, and will return card which contains violations to the sender rather than to excise and pass.
  - (d) The unit censor will carefully examine developed negatives and prints, paying special attention to backgrounds for disclosure of classified information or material. Censor's stamp will be used on the back of developed prints only. The negative is not stamped. Only those developed prints that are being sent outside the theater are stamped.
- (2) The following types of communications (par. 37) will be subject to area censorship only and will not be unit censored:
- (a) Blue envelope mail will be sealed and placed in the unit mail box or handed to a unit censor.
  - (b) Diaries and similar personal records will be forwarded in a sealed cover to the area censorship detachment.
  - (c) Registered and insured mail must be brought to the APO by the sender or his duly appointed representative. In actual practice, the sender will generally entrust the unit mail clerk as his duly appointed representative.

- (d) Foreign language mail will be unit censored if possible; otherwise, will be sealed and forwarded to area censorship.
- (e) Mail to a neutral territory will be sealed by the sender and forwarded without any unit censorship action to area censorship.
- (f) Mail to United States or Allied prisoners of war held by the enemy will be handled in the same manner as is mail to a neutral territory.
- (g) Officers' mail will normally be posted sealed (par. 37b and d).
- (h) Undeveloped film will not be unit censored (par. 132).
- (i) Communications transmitted by electrical means will not be subject to unit censorship, except in cases where unit censorship of EFM is directed by the area commander.
- (j) Official mail, official ballots, and requests for ballots will not be unit censored nor will they bear the impression of the armed forces examiner stamp.

*b. Incoming Communications.* Incoming communications will not be unit censored, except as directed by the area commander.

#### **169. Instruction for Unit Censors**

##### *a. Examination of Mail.*

- (1) Mail will be unsealed when submitted for unit censorship, but if necessary, the

examining officer may cut open a sealed envelope and reseal it after examination, using any available gummed tape (par. 126i(6) ).

- (2) Only one piece of mail will be examined at a time in order to prevent the mixing of inclosures. A physical examination of each cover and its contents will be made in order to detect the possible presence of secret writing. Tissue linings and blank sheets of paper will be removed. Mail and all inclosures will be further examined for violations of the pertinent provisions of area censorship regulations.
- (3) Developed prints contained in mail subject to unit censorship will be examined by unit examiners who will place an imprint of the unit examiner's stamp upon the reverse of each developed print when censorship has been accomplished. Negatives will be passed by unit examiners only when accompanied by like positive prints (par. 133c).

*b. Action on Outgoing Mail After Examination.*

- (1) *Pass.* If the mail does not contain any violations of censorship, the unit censor will replace the contents and will seal the mail.
- (2) *Excise.* Action will be taken as outlined in accordance with paragraph 126b.



### (3) *Return to Sender.*

- (a) The following types of mail will be returned to sender: mail containing violations too numerous to be excised or deleted; mail which violates instructions outlined in paragraph 33; mail containing inclosures which constitute violations of censorship regulations and which therefor require extraction; mail referring to an inclosure which is found to be missing upon examination.
- (b) For instructional purposes, the procedure for returning mail to the sender will be emphasized in unit censorship. When a unit censor has examined and found mail which contains violations of censorship regulations, he will personally contact the sender and will explain why the mail is not suitable for transmission, except for such special action as taken under (4) below. The unit censor will request the sender to correct such violations by rewriting, by supplying the missing inclosure, by voluntarily destroying the mail or the inclosure which is in violation, or other corrective action. When personal contact with the sender is not practicable, the unit censor will cross out the address, but not the addressee's name, and will write clearly or stamp on the cover "Returned to Sender by Armed Forces Examiner No.\_\_\_\_." A statement

indicating why the mail is objectionable will be inclosed and the mail will be sealed and returned. DD Form 309, adapted for use by unit censors, may be used if available. Unit censors will not sign nor use the Armed Forces examiner stamp on mail which is returned to sender.

- (4) *Special Action.* Unit censors will forward to the appropriate area censor, under official cover, certain types of mail on which they believe special action should be taken. Such mail will not be signed nor stamped. Each piece of mail so forwarded will be accompanied by a separate dated memorandum giving the unit censor's name and explaining briefly why the mail is being sent forward.

Types of mail forwarded:

- (a) Mail suspected of or containing secret writing will be forwarded without any attempt having been made to develop the message in any manner.
- (b) Mail which should be condemned as containing prohibited information and all other mail containing serious or repeated violations of censorship regulations (par. 33).
- (c) Mail suspected of or containing codes, ciphers, or any other concealed message will be forwarded without any attempt having been made to break the concealed message in any manner.

- (d) Mail which mentions a serious instance of evasion or attempted evasion of censorship.
- (e) Mail which should be photographed or photostated (par. 126g).
- (f) Mail which contains information which would assist the Armed Forces of the United States or its allies in the successful prosecution of a war, except captured enemy documents (par. 31b).
- (g) Authorized foreign language mail which cannot be translated by unit censors.
- (h) Any other mail which a unit censor believes should be brought to the attention of area censorship.

*c. Comment Sheets.* Comment sheets will not be prepared by a unit censor but he may recommend such action in forwarding mail for special action to area censorship.

*d. Action Against Violators.* When a writer continues to violate censorship regulations after repeated attempts to educate him, a unit censor will report the circumstances to the unit commander for appropriate action.

## CHAPTER 6

### TRAINING

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#### 170. General

a. Basic training in matters of censorship must be complete and continuous. Proper orientation as to the need for censorship is a command responsibility. The lack of proper instruction may cause serious difficulties. The sudden impact of censorship upon personal correspondence may impair the morale and efficiency of a command.

b. An example of a situation which may be typical can be pictured by visualizing a soldier on a transport writing to his wife—

“Dearest,

Our outfit is three days out of the United States. As you know, we are not supposed to tell where we are going, but I happened to think that we could work up a little code of our own so that I could let you know without anyone else being the wiser. If I mention that I saw Ruth, you will know that we docked at Australia. Catherine will mean the Marshall Islands, and Helen will mean the Philippines.”

The soldier posted the letter and upon debarkation several weeks later, he smiled with satisfaction as he wrote—

“I had a date with Ruth last night and expect to see her often for three or four months.”

When mail was delivered to the unit a month later,

his satisfied smile turned to a bewildered stare for his bride had replied—

“Of all the nerve! Who is Ruth and what do you mean having a date with her? Have you forgotten that you are a married man? Don’t you love me any more?”

What the puzzled soldier and his wife did not know was that the censor had stopped the letter setting up the code.

c. An analysis of this illustration accentuates the need for censorship training. Several basic censorship violations occurred in this short simple letter. The soldier attempted to set up a code. The training of the serviceman was incomplete or inadequate. If it was otherwise, he would not have attempted such a thing. The soldier lacked censorship training but the unit censor did not in that the letter was held and later forwarded to area censorship for special action. The morale of the soldier was lowered. His confusion and embarrassment, until an explanation is accepted by his wife, seriously impairs his efficiency. It was obvious that this soldier’s training in censorship was negligible and at least incomplete to include the fact that he did not realize that his communications were subject to censorship as soon as he entrained for the port of embarkation, to say nothing of while he was aboard ship.

d. In contrast to the preceding example, experience has shown that the great majority of Armed Forces censorship violations are unintentional. It is therefore necessary that the military establishment provide an educational program ef-

fective and continuing enough to eliminate possible violations which may be caused as the result of lack of proper training.

e. Censorship is a counterintelligence and intelligence instrumentality which is unpopular but, nevertheless, extremely important in time of war. Like all unpopular restrictions, censorship is frequently violated. The principal cause of these violations is the lack of Armed Forces censorship training.

#### **171. Need for Training**

General security of vital military information is a keynote to success on the battlefield. To better understand the need for Armed Forces censorship training, it is necessary to thoroughly understand the objective of this training. The objective of Armed Forces censorship is to prevent the transmission of information which may give aid or comfort to an enemy, and to obtain and disseminate information which may assist the governments of the United States and its allies in the successful prosecution of a war. The need for censorship training is twofold. First, it is a counterintelligence measure. Censorship training is needed to deny information of value to the enemy. An understanding of Armed Forces censorship is necessary to enable each individual to prepare communications suitable for transmission which, if apprehended, will not give aid or comfort to the enemy. Second, it is an intelligence instrument. Training is required in order to detect nonintentional violations, detect intentional violations, and

evaluate information which may be used by United States and Allied forces.

## 172. Types of Training

The types of training which are required are based upon two Armed Forces censorship operations. First, preventing the inclusion of harmful information in personal communications at their source and, second, eliminating such information from those communications at the first opportunity. Types of training must be based upon these two operations and may be subdivided into the following three main types of armed forces censorship training:

*a. Individual.* This will include training for military and civilian personnel whose communications will be subject to Armed Forces censorship.

*b. Unit Censor.* This will include training for all military and civilian personnel who may be called upon to act as unit censors.

*c. Area Examiner.* This will include training for all military and civilian personnel who may be called upon to act as area examiners.

## 173. Responsibility for Training

*a. Armed Forces censorship* is a function of command at all echelons normally supervised through the intelligence officer. Censorship officers will be responsible for the operation of censorship at each echelon.

- (1) *Continental United States.* Major commanders in the continental United States are responsible for providing adequate

indoctrination and training in Armed Forces censorship for all military personnel on duty in the United States.

- (2) *Staging areas and ports of embarkation.* The commanding officer of each staging area and port of embarkation will be responsible for providing supplementary training for all persons under United States military jurisdiction who are processed through the installation.
- (3) *Oversea areas.* The chief Armed Forces censor will be responsible for necessary indoctrination of area examiners under his jurisdiction, and for any further instruction which unit censors operating in that area may require. Each unit commander will be responsible for assuring that all personnel of his command receive any additional censorship training that proves to be necessary, including the training of his officers in the operations of unit censorship.

b. Armed Forces censorship indoctrination for civilians who will be subject to military jurisdiction will be conducted by the civilian organization of which they are members or employees. Military authorities will give all possible assistance to such organizations.

#### **174. Individual Training**

Individual training can be further subdivided into three types of training: basic training, training in staging areas and ports of embarkation, and training in areas outside the United States.



*a. Basic Training.* This training will emphasize the necessity for Armed Forces censorship and insure a thorough knowledge of its basic regulations. An understanding of Armed Forces censorship before actual examination begins will enable each individual to prepare communications which are suitable for transmission and thus facilitate the flow of mail and other personal communications which are vital in the maintenance of good morale. A lack of training in Armed Forces censorship will result in the unintentional inclusion of violations which require return to sender, excision, or condemnation. Every individual should be imbued with the realization that no matter what part he plays in the total war effort, he has knowledge of military matters which, although they may appear insignificant to himself, are of great interest to the enemy. He should be made aware of the nature of intelligence work which depends on the gathering of seemingly unimportant bits of information to form a total picture, to corroborate known facts, or to discard tenuous rumors. The enemy is well aware of this and will take great pains to unearth and piece together indiscretions, for the most part unintentional, to serve its destructive ends. Above all, the individual should be shown that censorship of communications is an absolute necessity for the protection of himself and others, equal in importance to the other military duties of a member of the Armed Forces at war. Merely to visualize a military operation without attendant censorship of communications will throw into proper relief the significance of censorship.

*b. Training in Staging Areas and Ports of Embarkation.* Armed Forces censorship training will be a part of the regular processing program in all staging areas and ports of embarkation in the continental United States. Such instruction will supplement the basic training type training. Actual examination of communications normally begins in these installations where the results of previous training may be evaluated. Particular attention will be given to casual and transient personnel, to military and civilian groups which have not received adequate indoctrination, and the the operation of unit censorship.

*c. Training in Areas Outside United States.* Major oversea commanders are responsible for providing adequate indoctrination and training in Armed Forces censorship for all military and civilian personnel under their command. Any evidence of serious lack of indoctrination in Armed Forces censorship will be reported to the appropriate higher authority.

#### **175. Unit Censor Training**

*a.* The training of unit censors presents a difficulty in that unit personnel changes and movements frequently necessitate transfer of unit censorship duties from one officer to another. Thus it results that many officers, unschooled and inexperienced in the finer points of censorship, are entrusted with the operation of unit censorship. It is for this reason that all company grade and warrant officers must receive training in unit censorship. Although the responsibility for adequate

security rests upon the unit commander, the chief Armed Forces censor must be prepared to provide further instruction and supervision of unit censorship. This phase of the work being related closely to the source of the communication must never be neglected and must include all troop level training.

b. Training for the unit censor will include: duties of the unit censor; censorship regulations pertinent to conduct of unit censorship; mission of providing instruction for those persons whose communications he censors; use of United States Armed Forces examiner stamp, to include responsibility, classification, use, storage, transfer, and disposition; scope of unit censorship; outgoing and incoming communications; instructions for unit censorship; examination of mail, possible actions after examination, comment sheets, and action against violators; outline of functions and operation of area censorship; relationship to unit censorship. The fact must be stressed that it is the mission of unit censors to safeguard military information.

#### **176. Area Censor Training**

a. Area censors, as specialists in the field of censorship, must be thoroughly informed not only in censorship procedure and restrictions, but also in the operations, plans, training, personnel, and supplies of the respective military areas. Communications can be judged properly only when viewed in relation to current developments and factual happenings. Moreover, a single phrase in

a communication, considered apart from its context and without regard to the contents of the entire document, is likely to result in false evaluation and improper action. Borderline cases can be adequately treated only by an informed censor. The point to be gained from this observation is that training for area censorship personnel must be conducted not only in special censorship practice and procedure, but also in matters relating to the activities of the entire theater or area. Failure to so train area censorship personnel will result in deficient work and lowered morale.

b. Training for the area censor will include: scope of area censorship; operation of Armed Forces censorship organization; responsibility of chief Armed Forces and area censors; area examiners, to include appointment, selection, and duties; Armed Forces censorship supplies and equipment; Armed Forces area examiner stamps, to include classification, transfer, and use; Armed Forces censorship forms, preparation, use, and allocation; disposal of condemned material; postal censorship, to include official mail, opening mail, examination of mail, action taken on outgoing mail, action taken on incoming mail, and resealing of mail; cable and radiogram censorship, EFM and SCM personal messages, comment sheets, examination of messages, action on incoming and outgoing messages after examination; censorship of photographic material and handling of developed and undeveloped material; traveler censorship; control and examination; censorship of outgoing mail to the United States or Allied prison-

ers of war held by the enemy; action taken; and training in other types of censorship that Armed Forces censorship personnel may be required to perform.

#### **177. Conduct of Training**

*a. Locations.* An individual becomes a potential source of information for the enemy the moment he becomes allied with the war effort. Training and instruction in the purposes and methods of Armed Forces censorship should be given to all personnel during the period of basic training. Continuous training in a subject as difficult to comprehend as censorship will demand variety, imagination, and ingenuity. Actual censorship begins when a unit entrains for a port of embarkation where censorship is in effect. At the POE and its related staging areas, supplementary training in censorship will be included in the regular processing program. Particular attention will be given to casual and transient personnel and to military and civilian groups which have not had previous censorship training. The training at these installations can utilize to good advantage actual violations found in communications. Also, persons who commit serious violations after having received proper training should be promptly and firmly dealt with in order to impress them with the fact that disregard of censorship regulations will not be treated lightly. Ignorance of certain specific provisions of area censorship regulations outside the United States makes necessary

certain supplemental training. However, preliminary training requirements should have been met prior to departure from the continental United States.

*b. Methods.*

- (1) *Basic training.* The principal means of instruction and indoctrination will be through lectures, bulletins, posters, pamphlets, and training films. These must appeal to the individual's sense of importance and intelligence. Questions asked of the censors must be fully answered so that doubts may be resolved. The reason and logic of censorship must be fully explained, for only by convincing personnel of the need for thorough censorship training can they be depended upon to abide by its restrictions.
- (2) *Ports and oversea.* The personal contact with and treatment of individual violators presents a continuous opportunity for censors at all echelons to instruct, indoctrinate, and improve censorship operations when violations are encountered during examination of correspondence.

*c. Training References.* All Armed Forces censorship training will be based upon FM 30-28, SR 380-80-1, and other publications issued by area commanders or higher authority.

## APPENDIX I

### REFERENCES

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AR 380-5	Safeguarding Security Information, 6 June 1952.
AR 380-5	Safeguarding Defense Information, 7 December 1954.
SR 380-80-1	Armed Forces Censorship.
SR 320-5-1	Dictionary of United States Army Terms.
SR 320-5-5	Dictionary of United States Military Terms for Joint Usage.
SR 320-50-1	Authorized Abbreviations.
AR's and SR's 380 series	Military Security.
TF 30-1545	Unit Censorship.
TF 30-1565	Military Censorship.
TM 30-235	(Title Classified).
TM 30-236	(Title Classified).
AR 360-65	Establishment and Conduct of Field Press Censorship in Combat Areas.
FM 110-5	Joint Action of the Armed Forces.
FM 45-25	Field Press Censorship.
AR 380-83	Civil Censorship.
DA Pam 20-150	Geneva Convention of 12 August 1949 for the Protection of War Victims.
DA Pam 20-151	Lectures on The Geneva Convention of 12 August 1949.

## **APPENDIX II**

### **STANDING OPERATING PROCEDURE FOR ARMED FORCES CENSORSHIP CONTROL OFFICERS AT WATER PORTS OF EMBARKATION AND STAGING AREAS**

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#### **Section I. GENERAL PROVISIONS**

##### **1. Purpose**

These instructions have been prepared to provide a standing operating procedure for Armed Forces censorship control officers and their assistants who are provided by the Assistant Chief of Staff, G-2, Department of the Army, and are stationed at water ports of embarkation and staging areas when Armed Forces censorship is in effect. Basic policies and instructions for the establishment and operation of Armed Forces censorship are contained in SR 380-80-1 and FM 30-28.

##### **2. Application**

These instructions are designed for use by the commanders of water ports of embarkation and staging areas and apply equally to all personnel coming under their jurisdiction. The Department of the Air Force will retain jurisdiction over air replacement depots processing personnel enroute overseas.



### **3. Command Responsibility**

Armed Forces censorship is a function of command and is under the staff supervision of the intelligence officer of the command.

### **4. Functions**

Armed Forces censorship control officers will function through and under the control and supervision of the Military Intelligence and Security Division, Headquarters Port Commander, at water ports of embarkation and staging areas. Censorship control officers will maintain such contact with other Department of the Army and governmental agencies as authorized. Their duties are four-fold—

a. To provide the indoctrination of military and civilian personnel at water ports of embarkation and staging areas in current Armed Forces censorship procedures.

b. To supervise area and unit censorship functions at water ports of embarkation and staging areas.

c. To maintain such local liaison with Armed Forces and other governmental agencies as is required in pursuance of Armed Forces censorship duties.

d. To supervise the further training of officers, warrant officers, and enlisted personnel who are placed in Armed Forces censorship training pools at water ports of embarkation and staging areas for the purpose of organizing Armed Forces censorship teams based on the TOE for Armed Forces censorship.

## Section II. STANDARD TRAINING PROCEDURE

### 5. General

*a. Application.* A one hour indoctrination course on Armed Forces censorship will be provided by the censorship control officer at water ports of embarkation and staging areas to all units and individuals passing through such ports. It will be presumed that all military personnel passing through water ports of embarkation and related staging areas for shipment overseas will have had previous censorship training at their home stations. The indoctrination at the ports and staging areas will provide orientation in current and local procedures in addition to that already received. This will be the first formal indoctrination received by attached civilians on the requirements of Armed Forces censorship.

*b. Preparatory Arrangements.* Armed Forces censorship control officers will ascertain through the proper port authorities the impending movement of personnel through the water port of embarkation and/or staging area. Such information will enable the censorship control officer to arrange for censorship indoctrination and to issue necessary censorship supplies.

*c. Instruction Aids.* The following instructional aids will be utilized in Armed Forces censorship instructions:

- (1) *SR 380-80-1.* SR 380-80-1 will be issued to the intelligence officers at all echelons to include battalion.

- (2) *FM 30-28*. FM 30-28, Armed Forces Censorship (Army), will be distributed to company, battery, or detachment commanders.
- (3) *Illustrations*. Illustrations of envelopes showing the proper method of addressing letters and the space to be used by the unit censor for applying censorship stamp will be used as visual aids in censorship lectures.
- (4) *Posters*. Security and Armed Forces censorship posters will be issued by the Department of the Army at frequent intervals and will be distributed at water ports of embarkation and staging areas. Armed Forces censorship control officers will make maximum use of these posters to reinforce censorship instructions.

#### **6. Armed Forces Censorship Instruction for Officers**

Armed Forces censorship instruction for officers may be divided into the following phases:

- a. Issuance of Armed Forces examiner stamps and other censorship supplies together with instruction as to their use, application, and proper safeguarding.

- b. Indoctrination of all embarking personnel in the principles of Armed Forces censorship.

- c. Instruction for unit censors concerning their duties. Supervision of the operation of unit censorship in the water ports of embarkation and staging areas. A systematic spot check of unit censored mail will be conducted under the super-

vision of the censorship control officer to determine the effectiveness of unit censorship and to determine whether unit censorship instruction has been adequate.

#### **7. Armed Forces Censorship Instruction for Enlisted Personnel**

Every effort will be made to explain the need for Armed Forces censorship and impress the soldier with the need for censorship and create a personal desire on his part to comply with censorship and security regulations. Emphasis will be placed upon confidential treatment accorded communications subject to censorship examination and the penalties which may be invoked under the Uniform Code of Military Justice upon personnel attempting to evade Armed Forces censorship regulations.

#### **8. Armed Forces Censorship Instruction for Permanent or Attached Military Personnel and Civilians Located At and Passing Through Water Ports of Embarkation and Staging Areas**

Armed Forces censorship instruction for permanent or attached military personnel and civilians located and/or employed at water ports of embarkation and staging areas will be confined to indoctrination in the regulations and importance of Armed Forces censorship. Civilians on oversea orders will be given full and complete instruction, to include the penalties to which they may become liable under military or civil law for unauthorized disclosure of classified information.

## **9. Armed Forces Censorship Instruction for Transport Personnel**

Both military and civilian employees on water craft operated by the U. S. Transportation Corps are subject to Armed Forces censorship control and will be instructed in Armed Forces censorship regulations. When in U. S. Army ports of embarkation (POE), personnel of the Military Sea Transport Service (MSTS-Navy) will also be subject to POE censorship regulations in addition to such other censorship controls as may be in effect with respect to them.

### **Section III. AREA CENSORSHIP OPERATION**

#### **10. Establishment**

Area censorship detachments will be established in each water port of embarkation and staging area as circumstances shall warrant. The area censorship detachment will operate under the supervision of the Armed Forces censorship control officer of the water port of embarkation and staging area who will also be the chief area censor. The area censorship detachment will conduct the physical examination of mail, parcel post, telegrams, and the monitoring of outgoing telephone calls as the Military Intelligence and Security Division of the port commander shall direct.

#### **11. Operation**

Armed Forces censorship control officers and detachments will conduct censorship according to the provisions of SR 380-80-1.

a. Physical examination of communications will be accomplished in the ratio indicated. However, in local or temporary circumstances, the chief area censor may vary the examination percentages to meet fluctuations in mail volume and the capabilities of the area censorship detachment.

<i>Type of Communication</i>	<i>Percent of Area Examination</i>
Unit censored mail.....	1 to 3%
Attached civilian mail.....	100%
Officer mail .....	10%
Parcel post .....	3 to 5%
Registered and insured mail.....	3 to 5%
Telegrams .....	100%
Blue envelope .....	100%
Communications intercepted in unauthorized channels.	100%
Mail of nontransit military and civilian personnel deposited in authorized military postal channels to include mail of MSTs personnel while in port.	100%
Telephone monitoring will be accomplished as directed by the Military Intelligence and Security Division, Headquarters, Port Commander.	

b. The Armed Forces censorship control officer will use as area censors, personnel provided for in TOE for Armed Forces censorship, i.e., officers and enlisted examiners of the Armed Forces censorship organization on oversea movement orders and other casual officers on oversea orders available for duty within the water port of embarkation and staging area.

c. Armed Forces censorship comment sheet (DD Form 308) will be prepared whenever—

- (1) Code, cipher, or secret writing is discovered or suspected.
- (2) There is evidence of an evasion or attempted evasion.
- (3) There is a willful disclosure of military information.
- (4) Corrective action on violations is deemed necessary.
- (5) Examination discloses information which would assist the Armed Forces, or governments of the United States and its allies, in the successful prosecution of war.

*d.* These comment sheets will be channeled from the area censorship detachment to the chief area censor, to the Military Intelligence and Security Division, Headquarters, Port of Embarkation, to Department of the Army, the Assistant Chief of Staff, G-2, of the army commander concerned. Information copies will be forwarded by Military Intelligence and Security Division Headquarters, Port of Embarkation, to Commanding General, Army Area, Attention: Assistant Chief of Staff, G-2.

*e.* Information slips, DD Form 311, will be prepared for trend or morale reports. These reports will be forwarded from the area detachment to chief area censor to the Military Intelligence and Security Division, Headquarters, Port of Embarkation, for necessary action and dissemination to appropriate commands and/or government agencies through prescribed channels.

The information slips, as such, will not be disseminated outside the area censorship detachment.

f. Intercepted communications which display unintentional minor violations of censorship regulations will be referred by the area detachment to the chief area censor who will contact the sender, or the unit censor of the sender's command, and return the letter or communication for training purposes. All disciplinary referrals will be directed to the Military Intelligence and Security Division, Headquarters, Port of Embarkation.

#### **Section IV. ADMINISTRATION**

##### **12. Chief Area Censor**

The Armed Forces censorship control officer may also be designated as the chief area censor.

##### **13. Reports**

Armed Forces censorship control officers will maintain a statistical report of all mail and communications flowing through the water ports of embarkation and related staging areas. Monthly reports of the volume of all communications together with the action taken thereon, including a report on the number of comment sheets prepared and information forms prepared and forwarded through channels. These monthly reports will be forwarded through the Military Intelligence and Security Division, Headquarters, Port of Embarkation, to the Assistant Chief of Staff, G-2, Department of the Army, Washington 25, D. C. This report will be as prescribed by Depart-



ment of the Army subsequent to the initiation of censorship.

#### **14. Armed Forces Censorship Supplies**

The Armed Forces censorship control officer will issue stamps to unit censors as required and will also issue censorship supplies. All censorship stamps will be issued on memorandum receipt. The office of the Assistant Chief of Staff, G-2, Department of the Army, will be notified as to name and service number of the custodian of all stamps and will also be notified when custody of the stamps is transferred or surrendered.

#### **15. Training Reports**

The Armed Forces censorship control officer at water ports of embarkation and staging areas will submit monthly reports of the censorship activity evident at the port to the Assistant Chief of Staff, G-2, Department of the Army, through Intelligence and Security Division, Headquarters, Port of Embarkation. This report will be as prescribed by Department of the Army subsequent to initiation of censorship.

## GLOSSARY

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*Addressee*—The person, firm, or organization who is to be the recipient of a communication.

*Addressor*—The person, firm, or organization who sends a communication.

*Area censor*—Commander of a censorship detachment or team in a subarea.

*Area censorship*—Any type of Armed Forces censorship performed above the unit censorship level.

*Area censorship detachment or team*—A group of personnel responsible for area censorship operations within an area or subdivision of an area. The members of a detachment or team need not necessarily function as a physical unit in one locale.

*Area commander*—The commander of a command composed of those elements of one or more of the armed services designated to operate in a specific geographical area under a single commander.

*Area examiner*—Any person charged with the actual examination of communications in an area censorship installation.

*Armed Forces censorship*—The examination of communications as established under the authority provided in SR 380-80-1 and operated in accordance with the provisions thereof.

*Armed Forces censorship organization*—A group of personnel assigned to an area or theater for the purpose of carrying out the area or theater commander's Armed Forces censorship responsibilities.

*Chief Armed Forces censor*—In a joint command, an officer appointed by the theater commander to coordinate and supervise all Armed Forces censorship activities in the area. A chief Armed Forces censor should be specially trained in Armed Forces censorship.

*Chief Armed Forces censor*—In an independent uniservice command, an officer appointed by the commander to supervise all Armed Forces censorship activities in the area and to direct the censorship organization in the area. He should be specially trained in Armed Forces censorship.

*Chief area censor*—An officer appointed by the senior Army, Navy, or Air Force commander to supervise all Armed Forces censorship activities of his service in the area within his respective jurisdiction and to direct the censorship organization therein. He is synonymous with chief Army, Navy, or Air Force area censor. These censors should be specially trained in Armed Forces censorship.

*Civil censorship*—This is the examination and control, under the U. S. military authority, of all communications entering, leaving, transiting, or circulating within the territory occupied or controlled by United States or allied

military forces, except those communications under the jurisdiction of other forms of United States or allied censorship.

*Communication*—A letter, postcard, diary or other private record, photographic material, newspaper, journal, magazine, book, pamphlet, parcel, recording or transcription, telegram, cable, radiogram, telephone call, or any other oral or written message no matter how transmitted. "Personal" communications are defined to include all communications which are not official. "Tangible" communications include all communications other than those transmitted by electrical means, such as radiograms and cables.

*Condemned material*—Communications which contain serious, repeated, or willful violations of censorship regulations and those prohibited communications listed in paragraph 40 will be condemned.

*Espionage stamp*—Documents containing classified military information and furnished to persons other than those of the Armed Forces and their civilian employees will, in addition to being marked with the appropriate security classification, bear the following warning stamp (espionage stamp): "This document contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C., Sections 793 and 794. The transmission or the revelation of its contents in any

manner to an unauthorized person is prohibited by law.”

*Field press censorship*—This is a security review, under United States military authority, of material for dissemination to the public, prepared by persons in, serving with, or accompanying U. S. Armed Forces in combat areas and such other news material as is subject to the jurisdiction of field press censorship under the provisions of AR 360-65.

*Flash or flashing*—Checking the name and address of the addressee and addressor of each communication and any third parties mentioned therein against the Master and Local Watch Lists or the White List.

*Joint commander*—The commander authorized to exercise unified command or operational control over a joint force which is a general term applied to a force composed of significant elements of the Army, Navy, and the Air Force, or any two of these services.

*Joint task force commander*—The commander of a joint force composed of assigned or attached elements of the Army, Navy, and Air Force, or any two of these services.

*Local Watch List*—A list of names and addresses of persons, firms, or organizations which are added to the Master Watch List by the area censorship detachments or teams on a temporary basis pending approval for inclusion in the Master Watch List prepared by Armed Forces censorship headquarters.

*Master Watch List*—A list of names and addresses of persons, firms, or organizations of which special information is desired by user agencies or by Armed Forces censorship, or whose communications require some kind of special handling.

*Military censorship*—All types of censorship conducted by personnel of the Armed Forces of the United States, to include Armed Forces censorship, civil censorship, prisoner of war censorship and field press censorship.

*Military services*—U. S. Army, U. S. Navy, and U. S. Air Force.

*National censorship*—This is the examination and control, under the civil authority of the United States, of communications entering, leaving, or transiting the United States, its territories, or possessions.

*Precensorship*—This is the advance examination of travelers' communications. (See pars. 58-63.)

*Prisoner of war censorship*—This is the examination and control, under the United States military authority, of communications to and from enemy prisoners of war held by the United States military authorities in an over-sea area.

*Sans origine*—A term used in Armed Forces censorship, principally in cable censorship, meaning "without origin".

*Subject Matter Guide*—The Subject Matter Guide is a guide containing all of the informational

requirements of the various user agencies which are authorized to receive the Armed Forces censorship reports.

*Telecommunications*—Any transmission, emission, or reception of signs, signals, writings, images, and sounds or intelligence of any nature by wire, radio, visual, or other electromagnetic systems.

*Theater commander*—A commander of a Joint Chief of Staff established unified force, who has been assigned a large general geographic area of responsibility within which military operations are expected to be largely independent of other Joint Chiefs of Staff established forces.

*Toll ticket*—A nonstandard form used in Armed Forces censorship, in telephone censorship which will contain certain information required for recording and censoring a call (par. 152f).

*Unified commander*—The commander of a joint force composed of significant assigned or attached components of two or more services, and which is constituted and so designated by the Joint Chiefs of Staff or by a commander of an existing unified command which was established by the Joint Chiefs of Staff.

*Uniservice commander*—A commander of a force composed entirely of elements of only one service with the exception of small elements of another service or services which may be attached.

*Unit censorship*—The type of Armed Forces censorship performed by personnel of a company, battery, squadron, ship's crew, naval station, base, or units of similar level on the communications of persons assigned or attached or otherwise under the jurisdiction of that unit.

*Unit examiner*—Any commissioned or warrant officer at a company, battery, squadron, ship's crew, naval station, base, or similar unit who performs unit censorship.

*White List*—A list of names of persons, firms, or organizations whose communications are to receive preferential treatment.



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