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FM 30-28
OPNAVINST 5530.10
AFM 205-9

ARMED FORCES CENSORSHIP

DEPARTMENTS OF THE ARMY, THE NAVY, AND THE AIR FORCE • JANUARY 1964

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C 1, AFM 205-9

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No. 1

DEPARTMENTS OF THE ARMY,
THE NAVY AND THE AIR FORCE
WASHINGTON, D.C. 20310, *20 June 1969*

ARMED FORCES CENSORSHIP

FM 30-28/OPNAVINST 5530.10/AFM 205-9, 27 January 1964, is changed as follows:

Page 3. Paragraph 1*b* and *c* are superseded and *d* is added as follows:

b. This manual provides guidance for the establishment and operation of all phases of both Primary and Secondary Censorship. Except as otherwise directed by AR 380-200/OPNAVINST 5530.6B/AFR 205-30, it is designed to allow commanders adequate flexibility in censorship procedures, to meet varied situations and changing circumstances within each command.

c. Basic policies and regulations for the establishment and operation of the following types of censorship are contained in separate publications:

(1) National Censorship (Department of the Army NPTC Plan and Navy Telecommunications Censorship Plan, ONI 60-2).

(2) Civil Censorship (AR 380-83/OPNAV INST 5530.9/AFR 205-18 and FM 45-20/ OPNAVINST 5530.12/AFM 205-6).

(3) Prisoner of War Censorship (AR 380-235/OPNAVINST 5530.11/AFR 205-9).

(4) Field Press Censorship (FM 45-25/ OPNAVINST 5530.7A/AFM 190-5).

d. The Army office of primary interest in this Joint publication is the Assistant Chief of Staff for Intelligence, Department of the Army. Army users of this publication are encouraged to submit recommended changes and comments to improve the publication. Comments should be keyed to the specific page, paragraph, and line of the text in which the change is recommended. Reasons will be provided for each comment to insure understanding and complete evaluation. Comments should be prepared using DA Form 2028 (Recommended Changes to Publications) and forwarded direct to the Assistant Chief of Staff for Intelligence, SMI Division, Department of the Army, Washington, D.C. 20310.

Page 3, paragraph 3*a*(2). In line 2, "Intelligence" is changed to read "Operational (Intelligence)."

Page 3, paragraph 3*a*(3). In line 3, "and Law Enforcement" is changed to read "Police."

Page 3. Paragraph 3*b* is superseded as follows:

b. Command Responsibility.

(1) Commanders of unified or specified commands having commitments overseas are responsible for implementation and operation of Armed Forces Censorship within their commands. This includes the planning for and operation of both Primary and Secondary Censorship.

(2) The commanders of major continental United States commands are responsible for implementation and operation of Armed Forces Censorship within their commands. This includes Primary Censorship operations and required elements of Secondary Censorship. The commanders of continental United States commands should assure that Secondary Censorship plans adequately cover their units or detachments in foreign areas which cannot be included in secondary censorship operations of oversea commands. In such cases, the most efficient and economical methods will be employed, utilizing available resources.

Page 4. Paragraph 4 is superseded as follows:

4. Performance of Functions

In a war or emergency situation, all of the functions of Armed Forces Censorship will be performed by the military establishment. This includes both Primary and Secondary Censorship.

Page 5. Paragraph 7 is superseded as follows:

7. Cessation

Armed Forces Censorship will cease only by direction of the Secretary of Defense upon recommendation by the Joint Chiefs of Staff or the appropriate military department.

Page 7, paragraph 13. In lines 6 and 7, "the degree to which Armed Forces Censorship is being performed by National Censorship." is changed to read "workload."

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Page 7. Paragraph 16 is superseded as follows:

16. Organizational Elements

The censorship responsibilities of the Chief Service Censor will be accomplished through an Office of the Chief Service Censor, and secondary censorship stations as needed. The following paragraph discusses the elements of a typical office of the Chief Service Censor predicated on the performance of all censorship functions within the command. The number of elements and their functions will depend upon the command security requirements, the workload, and the number of personnel authorized to perform censorship.

Page 9. Paragraph 29 is superseded as follows:

29. Secondary Censorship Station

Secondary censorship stations will be located at principal gateways and concentration points for communications throughout the command as required to accomplish the secondary censorship function for the command. The number of stations will depend on the geographical size of the command, the personnel strength, and the amount of mail to be processed. When the command has complete responsibility for secondary censorship, a typical station will have seven sections. In certain instances, some duties necessarily will be combined, and some individuals will perform several duties. Each of these stations will have sufficient examiners, translators, clerks, typists, etc., to carry out its duties. The functions of these sections are described in paragraphs 56 through 64.

Page 11. Paragraph 33*a* is superseded as follows:

a. Any commissioned officer or warrant officer is authorized to perform primary censorship. When officers are not available for primary censorship, this function may be performed by noncommissioned officers in grades E–8 and E–9. The unit commander will designate one censor for each one hundred personnel, or fraction thereof, assigned to his organization.

Page 12. Paragraph 35*e* is added as follows:

e. Design. See AR 380–200/OPNAVINST 5530.6B/AFR 205–30.

Page 13. Paragraph 37*b*(3)(*a*)*5* is added.

5. DD Form 310 (Prepared Text Postcards) that are not properly completed, have incomplete or unauthorized address or unauthorized writing or markings.

Page 14, paragraph 37*d.* In line 1 the paragraph number "(1)" is added before the word "Repeated."

Page 14, paragraph (2) is added as follows:

(2) If for use in evidence or for any other official purpose an examiner should determine that an extract record of a communication which he has examined should be retained, a reproduction will be made and certified on the reverse as follows: "I hereby certify that this is a true reproduction of a document examined by me on (date) NAME (signature of primary censor) RANK _____."

Page 15. Paragraph 38 is superseded as follows:

38. Responsibility

Each major continental United States commander having commitments overseas is responsible for the performance of secondary censorship functions within his command. Under the supervision of the Chief Armed Forces Censor, the Chief Service Censor, will establish and operate secondary censorship.

Page 18. Paragraph 46 is superseded as follows:

46. Secondary Censorship Stamps

a. Procedures for issue, responsibility, transfer, and use of secondary censorship stamps are the same as for primary censorship stamps (para 35).

b. Under no circumstances will a secondary censor stamp his own personal communications.

c. Personal communications passed by a Secondary Censor, which are to be carried by travelers, will bear the secondary censorship stamp. The letters will be stamped on all seams and sealed so that any subsequent tampering will be conspicuous.

d. Design of secondary censorship stamps is described in AR 380–200/OPNAVINST 5530.6B/AFR 205–30.

Page 18, paragraph 47. In line 1 after DD Form 308 "(fig. 1)" is added.

Page 19, paragraph 48. In line 1 after DD Form 309 "(fig. 2)" is added.

Page 20.

Paragraph 49. In line 2 after DD Form 310 "(fig. 3)" is added.

Paragraph 50. In line 1 after DD Form 1305 "(fig. 4)" is added.

Paragraph 51. In line 1 after DD Form 1301 "(fig. 5)" is added.

Paragraph 52. In line 1 after DD Form 1304 "(fig. 6)" is added.

Paragraph 53. In line 1 after DD Form 312 "(fig. 7)" is added.

Paragraph 54. In line 1 after DD Form 1302 "(fig. 8)" is added.

Paragraph 55. In line 1 after DD Form 1303 "(fig. 9)" is added.

Page 21, paragraph 56. In line 9 beginning "A typical censorship station,—" through the end of the paragraph is deleted.

Page 21. Paragraph 57 is superseded as follows:

57. Organization

The number of sections in a typical secondary censorship station normally will be seven. There may be less in smaller stations where some sections are combined. It should be borne in mind that elements of these sections may not be located, physically, in the station. For example, the telecommunications section may be detailed to operate in the office of the cable company; elements of the travelers section may be located at travel control points; and elements of the pictorial section may be at commercial photographic laboratories.

Page 25, paragraph 74. In line 1, "Underdeveloped" is changed to read "Undeveloped."

Page 25, paragraph 74*b*. In lines 11 and 12 "ordinary black and white" and "from still cameras" are deleted.

Page 34, paragraph 108. Lines 7 through 12, "When secondary censorship is being performed by the National Censorship Organization, National Censorship will perform such censorship on communication transiting or terminating in the United States," are deleted.

Page 50. Appendix I is added as follows:

APPENDIX I

ARMED FORCES CENSORSHIP FORMS

Upon imposition of Armed Forces Censorship, applicable forms will be procured through normal supply channels. If normal supply is not available, and for training purposes, the following forms will be reproduced locally.

1. DD Form 308 (Censorship Submission Sheet) (fig. 1). Reproduce on 8 x 10½-inch paper.
2. DD Form 309 (Censorship Action Slip) (fig. 2). Reproduce on 3½ x 8-inch paper.
3. DD Form 310 (Prepared Text Post Card) (fig. 3). Reproduce on 3¼ x 5½-inch, No. 178 U.S. Postal Card Stock.
4. DD Form 1305 (Censorship Valuable Log) (fig. 4). Reproduce on 10½ x 8-inch paper.
5. DD Form 1301 (Traveler's Censorship Certificate) (fig. 5). Reproduce on 3½ x 4-inch paper.
6. DD Form 1304 (Traveler's Censorship Extraction Record) (fig. 6). Reproduce on 10½ x 8-inch paper.
7. DD Form 312 (Blue Envelope Mail) (fig. 7). Reproduce on 8 x 7-inch paper.
8. DD Form 1302 (Register of Censorship Stamp Holders) (fig. 8). Reproduce on 8 x 10½-inch paper.
9. DD Form 1303 (Censorship Stamp Accountability Certificate) (fig. 9). Reproduce on 5¼ x 8-inch paper.

CLASSIFICATION

CENSORSHIP SUBMISSION SHEET		SERIAL NUMBER DATE
DISTRIBUTION		STATION SECONDARY CENSOR'S NUMBER DISPOSITION
TYPE OF COMMUNICATION	DATE POSTMARKED	LANGUAGE
DATE OF PRIMARY EXAMINATION	PRIMARY CENSOR'S NO.	PREVIOUS RELEVANT RECORDS
SENDER: (Include Zip Code)	ADDRESSEE: (Include Zip Code)	
LIST	LIST	
REMARKS		

DD FORM 308, 1 Apr 60 Replaces DD Forms 308 and 308-1, 1 Oct 50, which are obsolete.

CLASSIFICATION

Figure 1.

CENSORSHIP ACTION SLIP	
☐ This mail is returned to sender for the reason listed under "Remarks".	☐ The inclosures listed under "Remarks" have been extracted because their transmission is not permitted.
☐ The inclosures listed under "Remarks" and mentioned in this correspondence, were missing when the mail was opened by the censor.	☐ This communication has been delayed by censorship for security reasons. Its transmission is now permitted.
Remarks	
UNIT	CENSOR'S NUMBER

DD FORM 309, 1 Apr 60 Replaces edition of 1 Oct 50 and DD Form 311, 1 Oct 50, which are obsolete.

Figure 2.

(Front)

GRADE, NAME AND SERVICE NO./ SSAN	
NAME OF SHIP OR ORGANIZATION	
APO (or) NPO	c/o POSTMASTER

(Back)

PREPARED TEXT POSTCARD

Nothing is to be written on this side except the data specified.

Check appropriate box or boxes and cross out words not desired in sentences checked.

(Day, Month, Year)

DATE_____

DEAR_____

- ☐ WELL AND SAFE: REGARDS: ALL MY LOVE.
- ☐ GREETINGS: BEST REGARDS TO ALL MY FRIENDS.
- ☐ BIRTHDAY GREETINGS: MANY HAPPY RETURNS.
- ☐ RECEIVED YOUR LETTER, TELEGRAM, PACKAGE, DATED_____
- ☐ WRITING AT FIRST OPPORTUNITY.
- ☐ HAVE NOT HEARD FROM YOU LATELY, FOR A LONG TIME.
- ☐ HAVE BEEN ADMITTED TO HOSPITAL, SICK, WOUNDED WOUNDED, SERIOUS, NOT SERIOUS.

_____

(Signature)

DD Form 310, 1 Apr 60 Previous edition of this form may be used.

Figure 5.

CENSORSHIP VALUABLES LOG				
SENDER		LTR (L) PKG (P)	DATE EXAMINED	DESCRIPTION OF VALUABLES FOUND INCLOSED
LAST NAME - FIRST - MIDDLE INITIAL	GRADE			

I have personally examined each piece of mail and each valuable inclosure listed above and I have reinserted each inclosure in its respective envelope or package prior to dispatching it to its destination.

CENSOR'S SIGNATURE	NAME - GRADE - SERVICE NO./SSAN (Type or print)	CENSOR'S STAMP NO.

DD FORM 1305, 1 Apr 60

Figure 4.

TRAVELER'S CENSORSHIP CERTIFICATE	
The material contained herein has been examined and passed by censorship.	
CENSOR'S STAMP	CENSOR'S SIGNATURE
	DATE
	LOCATION
If there is evidence of tampering with the seal of this package, the contents must be re-examined.	

DD Form 1301, 1 Apr 60

Figure 5.

TRAVELER'S CENSORSHIP EXTRACTION RECORD

The materials listed below are being held pending censorship examination. Upon release they will be mailed to the designated forwarding address. Any materials not passing censorship will be condemned.

DESCRIPTION

CENSOR		TRAVELER'S PERMANENT MAILING ADDRESS		TRAVELER'S FORWARDING ADDRESS	
NUMBER	DATE				
NAME GRADE		NAME		NAME	
UNIT		GRADE	SERVICE NO./SSAN	GRADE	SERVICE NO./SSAN
SIGNATURE		ADDRESS (Include Zip Code)		ADDRESS (Include Zip Code)	

DD FORM 1304, 1 Apr 60

Figure 6.

This envelope must be sealed by SENDER.

BLUE ENVELOPE MAIL

ARMED FORCES OF THE U. S.

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

THE INCLOSED 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
SERVICE NUMBER SSAN
NAME OF SHIP OR ORGANIZATION
APO (or) NPO C/O POSTMASTER

DD FORM 312, 1 APR 60 PREVIOUS EDITION OF THIS FORM WILL BE USED.

Figure 7.

CLASSIFICATION

REGISTER OF CENSORSHIP STAMP HOLDERS						PAGE ____ OF ____ PAGES
ISSUING UNIT					TYPE OF STAMPS: ☐ PRIMARY ☐ SECONDARY	
STAMP NUMBER	DATE ISSUED	ISSUED TO		ACCTBL. CERTIF. FILE NO.	DATE RETURNED OR REISSUED	ACCTBL. CERTIF. FILE NO.
		UNIT	RECEIVING OFFICER OR CENSOR			

DD FORM 1302, 1 Apr 60

CLASSIFICATION

Figure 8.

CLASSIFICATION

CENSORSHIP STAMP ACCOUNTABILITY CERTIFICATE		FILE NO.
TYPE OF STAMP(S): ☐ PRIMARY ☐ SECONDARY		DATE
The undersigned hereby acknowledges the possession of, and accountability for, CENSOR'S STAMP(S) NO(S). _____ is transferred, as of the above date,		
FROM (Name, Grade)	TO: (Name, Grade)	
UNIT	UNIT	
SIGNATURE	SIGNATURE	

DD FORM 1303, 1 Apr 60

CLASSIFICATION

Figure 9.

By Order of the Secretaries of the Army, the Navy, and the Air Force:

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Official:
KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

P. E. HARTMANN,
Rear Admiral, United States Navy,
Assistant Vice Chief of Naval Operations/
Director of Naval Administration.

J. P. McCONNELL, *General, USAF,*
Chief of Staff

Official:
JOHN F. RASH, *Colonel, USAF,*
Director of Administration

Distribution:
Army:
To be distributed in accordance with DA Form 12–11 requirements for Armed Forces Censorship.
Navy:
SNDL Parts I and II.
Air Force: F.
Marine Corps:
MARCORPS LIST: Table 4.

U.S. GOVERNMENT PRINTING OFFICE: 1968

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* AFM 205–9

FIELD MANUAL
No. 30–28
OPNAVINST 5530.10
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No. 205–9

DEPARTMENTS OF THE ARMY,
THE NAVY, AND THE AIR FORCE
WASHINGTON, *D. C., 27 January 1964*

ARMED FORCES CENSORSHIP

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* This manual supersedes FM 30–28, 8 April 1955, and AFM 205–9, 15 January 1957.

CHAPTER 1

INTRODUCTION

1. Purpose and Scope

a. This manual is a guide for the use of all Armed Forces Censorship personnel engaged in the censorship of personal communications of those persons in, serving with, or accompanying the Armed Forces of the United States. It supplements the joint regulations AR 380–200/OPNAVINST 5530.6 (series)/ AFR 205–30. Procedures and mechanics set forth herein are designed to achieve uniformity in the application of censorship regulations for all persons subject to Armed Forces Censorship.

b. This manual provides guidance relative to the establishment and operation of all phases of both primary and secondary censorship. National Censorship, upon imposition, will perform secondary censorship in the United States on all personal communications except those carried by, or in the personal effects of, travelers departing from oversea commands or United States ports of embarkation by military transportation, or transmitted from oversea commands through authorized telecommunications facilities. In all probability National Censorship will be established simultaneously with the establishment of Armed Forces Censorship.

c. It is intended that adequate flexibility be provided in these procedures and mechanics to meet varied situations and changing circumstances within each command. Basic policies and regulations for the establishment and operation of—

(1) National Censorship;
(2) Civil Censorship;
(3) Prisoner of War Censorship;
(4) Field Press Censorship;

are contained in separate publications.

2. Objectives of Armed Forces Censorship

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

(1) Prevent the transmission of information which might be useful to an enemy.
(2) Obtain and disseminate information which may assist the United States and its allies in the successful prosecution of a war.

b. The objectives must be accomplished without undue delay in the rapid flow of personal communications so essential to good morale of personnel in, serving with, or accompanying the Armed Forces.

3. Responsibility

a. Departmental responsibilities in Armed Forces Censorship will be supervised and monitored through the following agencies:

(1) Department of the Army—Assistant Chief of Staff for Intelligence.
(2) Department of the Navy—Director of Naval Intelligence.
(3) Department of the Air Force—The Inspector General (The Director of Security and Law Enforcement).

b. Command Responsibility.

(1) The commander of a unified or specified command having commitments overseas will be responsible for implementation and operation of Armed Forces Censorship within his command. However his responsibilities for secondary censorship will be limited to those functions not being performed by National Censorship.
(2) The commanders of major continental United States commands will be responsible for implementation and operation of Armed Forces Censorship within their commands. This responsibility is limited however, to primary censorship plus those elements of secondary censorship not being performed by National Censorship.

(3) The commander of a transient force will comply with Armed Forces Censorship regulations of the area which the force is transiting.

4. Performance of Functions

a. In a war or emergency situation in which National Censorship is imposed, the National Censorship organization, acting as an agent for the Department of Defense, will perform certain of the secondary censorship functions for the Armed Forces.

b. In a war or emergency situation not involving the imposition of National Censorship, all of the functions of Armed Forces Censorship will be performed by the military establishment.

c. In any war or emergency situation wherein Armed Forces Censorship is imposed, the functions of primary censorship will be performed by the military establishment.

5. Command Channels

a. In a unified or specified command having commitments overseas, the commander will appoint a Chief Armed Forces Censor who will promulgate the policy directives and administrative memoranda as required for the operation of Armed Forces Censorship within the command. He will be responsible for adequate coordination with the National Censorship Organization when National Censorship is imposed. In a unified command, having overseas commitments, a Chief Army, Chief Navy, Chief Marine Corps, and Chief Air Force censor for each service may also be appointed who will supervise and control the Armed Forces Censorship elements of their service.

b. The commanders of independent uniservice commands will appoint a Chief Armed Forces Censor who will perform the duties as described in *a* above.

6. Establishment

a. Armed Forces Censorship can be imposed in time of peace only—

(1) When specifically directed by the President.

(2) When specifically directed by the Secretary of Defense.

(3) As an emergency security measure by the commander of a unified or specified command having commitments overseas upon indications that an outbreak of hostilities is imminent or has occurred within his area.

b. Subsequent to a declaration of war by the United States, the following conditions will govern the imposition of Armed Forces Censorship:

(1) *Within the Contental United States:—*

(*a*) If the United States is attacked or believed about to be attacked, Armed Forces Censorship will be established by order of the Secretary of Defense, and be in effect for all personnel and civilians serving in, with, or accompanying the Armed Forces.

(*b*) Armed Forces Censorship may be put in effect when the military authorities deem it necessary for the maintenance of security of their installation, and after approval of the Department of Defense.

(*c*) Armed Forces Censorship necessary to maintain adequate security at all ports of water or aerial embarkation, or at related staging areas, will be imposed immediately by commanders of these installations and the Departments of the Army, Navy, or the Air Force, as appropriate, will be advised of the establishment thereof.

(*d*) Armed Forces Censorship will be in effect for units when they leave their home stations for a port of embarkation or an oversea area in which censorship has been established. If a unit is transferred from one oversea command to another and transits the continental United States while en route, Armed Forces Censorship will remain in effect for those units concerned.

(2) *Outside the Continental United States.* In all land or water areas where persons in, serving with, or accompanying the Armed Forces of the United States are stationed, Armed Forces Censorship will be imposed immediately.

7. Cessation

Armed Forces Censorship will cease only by direction of the Department of Defense upon recommendation by the Departments of the Army, the Navy, or the Air Force.

8. Scope of Censorship

a. Armed Forces Censorship, when established, will be exercised over all personal communications from persons in, serving with, or accompanying the Armed Forces which enter, leave or circulate within an area where Armed Forces Censorship is in effect to the extent deemed necessary by the major area commander for the maintenance of adequate security. The strictness of censorship regulations will depend primarily on the requirements for security in the area and contiguous territory. When security considerations permit, the major area commander should give immediate consideration to the relaxation of such regulations. The complete abolition of either primary or secondary censorship, however, will not be affected except as stated in paragraph 7.

b. Personal communications from the continental United States to personnel in, or serving with the Armed Forces will not be regularly censored. In the event censorship of such communications is deemed necessary in specific instances, it shall be accomplished only upon the receipt of specific authority from the unified or specified commander. When imposed, such action shall be immediately reported to the appropriate department or departments.

9. Operation

In unified commands, the commander may operate Armed Forces Censorship for the combined services as a single operation. In such cases, censorship personnel will be furnished by the respective services.

10. Jurisdiction

a. All personal communications 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 once it 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. Such communications will be processed in accordance with paragraph 76 through 81.

(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.

c. The jurisdiction of Armed Forces Censorship will not include—

(1) News material and information whether of fact or opinion, and whether visual or auditory, prepared by persons in, serving with, or accompanying the Armed Forces of the United States, for dissemination to the public either within or outside the United States. Such material lies within the jurisdiction of Field Press Censorship.

(2) Communications to or from prisoners of war and similar persons held by the United States Armed Forces. Such material is a responsibility of Prisoner of War Censorship.

(3) Communications to or from civilians not attached to the Armed Forces of the United States, but located in territory occupied, controlled, or liberated by the United States Armed Forces. Such material is a responsibility of Civil Censorship.

(4) Official ballots and requests for ballots. Such communications are totally exempt from censorship.

(5) Official communications.

11. Censorship Regulations

a. Wherever Armed Forces Censorship is established, it will be conducted in accordance with the provisions of AR 380–200/OPNAVINST 5503.6A (series)/AFR 205–30 and such supplementary regulations as the major area commander or higher authority may issue. Except upon receipt of subsequent directives from higher authority, these provisions will be modified by a major area commander only when ob-

servance of these regulations is impossible because of existing local conditions in the command. Notice of any such modification with reasons therefor, will be forwarded through channels to the appropriate department.

b. The major area commander will issue necessary implementing directives for Armed Forces Censorship based upon AR 380–200/ OPNAVINST 5530.6A (series)/ AFR 205–30 and the needs of the command 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) Instructions for the originators of communications (all personnel).
(2) Primary censorship procedure.
(3) Secondary censorship procedure.

12. 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. This control will prevent the use of these channels in any manner prejudicial to the security of the United States or its allies. In this respect, amateur radio broadcasting and receiving stations require close supervision, and will be permitted to operate in accordance with agreements made between United States Armed Forces and the allied or neutral civil and/or military authorities, as appropriate.
(2) Mail passing between United States post offices and United States military post offices is subject to censorship authority of 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 government.
(3) Any mail deposited in military postal channels, which is determined to be from a person not entitled to use thereof, will be made available to the authorities of the allied or neutral government concerned. An example of such an instance is the discovery of indigenous mail found in a unit mail box destined for an addressee located in the United States.
(4) Allied or neutral government official mail will not be subject to United States Armed Forces Censorship except by agreement between the United States government and the government involved. United States Armed Forces official and personal mail will not be examined by any allied or neutral government except by agreement between the United States Government and the government of the allied or neutral nations concerned.
(5) Requests received from authorities of an allied or neutral government for the suppression of information will be granted if practicable and not inconsistant with the provisions of the United States Armed Forces Censorship regulations.

CHAPTER 2

ORGANIZATION

13. Armed Forces Censorship Organization

The Armed Forces Censorship organization should be such as to permit maximum flexibility in composition and size. The composition and size of the organization will depend upon the security requirements, personnel strength, and the degree to which Armed Forces Censorship is being performed by National Censorship. The censorship organizational structure within a command having censorship responsibilities will consist of a Chief Armed Forces Censor, Chief (Army, Navy, Marine Corps, and Air Force) Censor, secondary censorship stations, as required, and primary censors. When Armed Forces Censorship is required concurrently with Prisoner of War Censorship and/or Civil Censorship operations, the unified or specified commander may, depending upon the magnitude of these censorship operations, appoint a Chief Censor for the purpose of coordinating the above types of censorship. All elements of the censorship organizational structure within a major area command are encouraged to communicate directly with each other concerning censorship matters. Chart 1 illustrates a typical command censorship organization:

CHART I. *Typical Command Censorship Organization*

CHIEF CENSOR

CHIEF ARMED FORCES CENSOR

CHIEF SERVICE CENSOR

Liaison Officer
Technical Operations Officer
Personnel Officer
Supply Officer
Postal Censor
Pictorial Censor
Telecommunications Censor
Language Censor
Travelers Censor

CHIEF SECONDARY STATION CENSOR

Information and Records Officer
Receiving and Dispatch Officer
Sorting, Watch List and Distributing Officer
Postal Censorship Officer
Travelers Censorship Officer
Pictorial Censorship Officer
Telecommunications Censorship Officer

14. Chief Armed Forces Censor

On the staff of a unified or specified commander is the Chief Armed Forces Censor who is appointed by the commander to supervise and control Armed Forces Censorship activities in the command. In a uniservice command the duties of the Chief (Army, Navy, Marine Corps, Air Force) Censor will be performed by the Chief Armed Forces Censor.

15. Chief (Army, Navy, Marine Corps, Air Force) Censor

The next position in the censorship structure is the Chief (Army, Navy, Marine Corps, Air Force) Censor. There will be one for each service in the command. Collectively they will be known as the Chief Service Censors. Each will be appointed by his component commander, and will be on the component commander's staff to coordinate and supervise the activities of Armed Forces Censorship within his service.

16. Organizational Elements

The censorship responsibilities of the Chief Service Censors will be accomplished through an Office of the Chief Service Censor, and secondary censorship stations as needed. The following paragraphs discuss the elements of a typical Office of the Chief Service Censor predicated on the performance of all secondary censorship functions within the command. The number of elements and their functions will depend upon the degree that secondary censorship is being performed by National censorship.

17. The Chief Service Censor

a. Establishes the organization and operations of Armed Forces Censorship within his component.

b. Directs the secondary censorship stations within his service and provides policy and technical guidance for the operation of censorship.

c. Prepares such reports on censorship operations, or on information gained therefrom, as is required by the commander and user agencies.

d. Provides guidance and instructions for primary censors to include material for use by primary censors in local troop indoctrination.

e. Supervises training of secondary censors as required.

18. Liaison Officer

The Liaison Officer—

a. Contacts each interested staff and user agency within his area 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 area.

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

d. Coordinates the liaison activities of the various censorship elements.

19. Pictorial Censor

The Pictorial Censor—

a. Plans and establishes the procedure for handling and processing personal photographic material.

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

c. Coordinates the censoring of photographic material.

20. Postal Censor

The Postal Censor—

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

b. Analyzes postal censorship regulations and new problems concerning censorship for the purpose of formulating current censorship policies.

21. Telecommunications Censor

Telecommunications Censor—

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

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

22. Travelers Censor

The Travelers Censor—

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

23. 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 censorship stations.

b. Consolidates operational reports of the censorship stations for submission to the Chief Armed Forces Censor.

c. Coordinates with the Liaison Officer on matters dealing with the subject matter guide and master watch list.

d. Maintains the various files as required for efficient operations.

24. Technical Operations Officer

The Technical Operations Officer—

a. Plans and develops procedures governing the handling and examination of communications suspected of containing concealed messages.

b. Prepares material for use in training examiners to recognize indications of the presence of codes, ciphers, or secret writings.

c. Arranges for referral of material that cannot be deciphered to the more specialized personnel available in the investigative agencies.

25. Personnel Officer

The Personnel Officer—

Maintains the necessary personnel records and establishes appropriate personnel procedures.

26. Supply Officer

The Supply Officer—

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

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

c. Develops plans for acquisition of suitable space as needed.

d. Has custody of unissued censorship stamps, and maintains records of those issued, by numbers, and file of receipts therefor.

27. Language Censor

The Language Censor—

a. Maintains a record of languages that can be read by members of various censorship stations.

b. Establishes a capability for handling and examining all foreign language communications.

28. Other Personnel

The other personnel in the Office of the Chief Service Censor include stenographers, clerks, typists, etc. These individuals are utilized in the various sections of the Office of the Chief Service Censor as required.

29. Secondary Censorship Station

Secondary censorship stations will be located at principal gateways and concentration points for communications throughout the command as required to accomplish the secondary censorship being performed in the command. The number of stations will depend on the geographical size of the command, the personnel strength, and the amount of secondary censorship performed by National Censorship. A typical station, if the command has complete responsibility for secondary censorship, will have seven sections. The number of sections in a secondary censorship station depends mainly upon the degree to which National Censorship performs secondary censorship. In certain instances some duties necessarily will be combined, and some individuals will perform several duties. Each of these stations will have sufficient examiners, translators, clerks, typists, etc. to carry out its duties. The functions of these sections are discussed in paragraphs 56–64.

CHAPTER 3

PRIMARY CENSORSHIP

30. General

a. The primary 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 primary censor is personally responsible for detecting censorship violations within his capaability, in mail examined by him.

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

31. Responsibility

a. The commanding officer of each unit will be responsible at all times for the performance of primary censorship of—

(1) The outgoing communications of all enlisted personnel assigned or attached to his unit except those communications listed in paragraph 36*a*(2) and (3).

(2) Such other outgoing personal communications as may be directed by the appropriate command authority.

(3) Incoming communications only when directed by the appropriate command authority.

b. Primary 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, or similar installations or of other transient individuals under Armed Forces jurisdiction will be the responsibility of the commanding officer of such an installation. Commanders of naval ships will be responsible for primary censorship of communications of personnel on such ships and may assign, when appropriate, censorship duties to Commanders of units being transported.

32. Establishment

Primary censorship will be implemented when a unit destined for oversea movement entrains or enplanes for a port of embarkation or other area where censorship is in effect. Communications written by personnel en route to such a destination will be examined prior to arrival thereat and will be held for completion of action in accordance with censorship regulations which are in effect at such destinations.

33. Designation of Primary Censors

a. Any commissioned officer or warrant officer is authorized to perform primary censorship. The unit commander will designate one censor for each one hundred personnel or fraction thereof.

b. If higher authority directs, the censorship of the communications of civilians attached to the military service, may be performed by primary censors.

34. Duties of Primary Censors

a. Primary censors will be responsible for a thorough knowledge of censorship regulations and their intelligent enforcement.

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

c. Under no circumstances will a primary censor make a mark or insert any writing in a letter, envelope, or parcel, except as specifically

required in the performance of his official duties.

d. All primary 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 information 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 primary censor violating Armed Forces Censorship regulations will be subject to immediate and severe disciplinary action, including trial by court-martial.

e. Primary censors should keep a log of all valuables contained in primary censored communications on Censorship Valuables Log (DD Form 1305).

35. Primary Censorship Stamp

a. Issue. A primary censorship stamp will be issued to each designated primary censor. Such issue will normally be made at the time censorship is imposed upon the unit.

b. Responsibility. Each primary censor is responsible for safeguarding and proper use of the stamp. The loss or unauthorized use of the stamp will be reported to appropriate authority.

c. Transfer and Disposition. The initial issue of censorship stamps will be recorded on the Register of Censorship Stamp Holders (DD Form 1302), by the issuing authority. Recipients of censorship stamps will be required to maintain a continuous receipt system covering all transfers of censorship stamps, from issuing units to using units or censors, and from one censor to another utilizing a Censorship Stamp Accountability Certificate (DD Form 1303). When a unit possessing stamps completes a permanent move to a theater where Armed Forces Censorship is in effect, a report of transfer listing all stamps assigned to the unit will be forwarded to the original issuing authority and the gaining major area command. 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 major commander of the area in which Armed Forces Censorship is in effect will maintain records, by number, of each stamp in the possession of the units within his command. Upon the termination of censorship, the major commander will dispose of the stamps in accordance with instructions from higher authority.

d. Use. Under no circumstances will the impression of the primary stamp be applied on communications which are not subject to primary censorship or on which final action has not been accomplished. It will not be applied on unexamined, unaddressed, or unsealed material. The primary stamp will be used only by the censor to whom it was issued. He will place his stamp impression in the lower left corner of the address side of each piece of mail he passes.

36. Scope of Primary Censorship

a. Outgoing Communications.

(1) The following types of communications from enlisted personnel will be censored prior to transmission:

(*a*) All letter type mail, except mail to be registered or certified. This type mail will be placed unsealed in the designated mail boxes or handed to a primary censor.

(*b*) Packages for parcel post will be taken to a primary censor along with adequate material for wrapping and sealing. The parcel will be examined by a primary censor and wrapped by the sender in the presence of the censor. Existing regulations relative to declaring contents and value will be observed. A check will be made to determine compliance with theater directives regarding retention and dispatch of war trophies.

(c) Picture and plain postcards will be handled the same as ordinary mail, except that any which contain prohibited information will be returned to the sender.

(*d*) The primary censor will carefully examine developed negatives and prints, paying special attention to backgrounds for disclosure of classified information or material. A

censor's stamp will be used only on the back of developed prints, that are being sent outside the theater.

(2) The following types of communications will be subject to secondary censorship only:

(*a*) Blue envelope mail which will be sealed and placed in the unit mail box or handed to a primary censor.

(*b*) Diaries and similar personal records which will be forwarded in a sealed cover to a primary censor for further forwarding to secondary censorship.

(*c*) Registered and insured mail will be submitted by the sender direct to a facility of the Military Postal Services.

(*d*) Foreign language communications which cannot be translated by primary censors.

(*e*) Mail to a neutral territory which will be sealed by the sender and forwarded without primary 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 sealed when posted.

(*h*) Undeveloped film.

(*i*) Communications transmitted by electrical means, except in cases where primary censorship of Expeditionary Force Message (EFM) is directed by the major area commander.

(3) The following types of communications are exempt from censorship:

(*a*) Official mail.

(*b*) Official ballots and request for ballots on official forms.

b. Incoming Communication. Incoming communications will not be primary censored, except as directed by the major area commander.

37. Instructions for Primary 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 tape.

(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 censorship regulations.

(3) Developed prints contained in mail subject to primary censorship will be examined by primary censors who will place an imprint of the primary stamp upon the reverse of each developed print when censorship has been accomplished. Negatives will be forwarded for secondary censorship.

b. Action on Outgoing Mail after Examination.

(1) *Pass.* If the mail does not contain any violations of censorship, the primary censor will replace the contents and will seal the mail.

(2) *Excise.* Action will be taken as outlined in paragraph 69*b*.

(3) *Return to sender.*

(*a*) The following types of mail will be returned to sender:

1. Mail containing violations too numerous to be excised or deleted;

2. Mail which violates instructions outlined in paragraphs 114 and 120;

3. Mail containing inclosures which constitute violations of censorship regulations and which therefore require extraction;

4. Mail referring to an inclosure which is determined to be missing upon examination.

(*b*) Except for such special actions taken under (4) below, the primary censor will, whenever practical, contact the orginator of mail which contains violations of censorship regulations and explain to him why it is not suitable for transmission.

The primary 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 primary censors 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. Censorship Action Slip, (DD Form 309), adapted for use by primary censors, may be used if available. Primary censors will not sign nor use the Armed Forces Censorship Stamp on mail which is returned to sender.

(4) *Special Action.* Primary censors will forward, under official cover, certain types of mail on which they believe special action should be taken. This mail will be forwarded unstamped to the secondary censorship station in the command. Each piece of mail so forwarded will be accompanied by a separate, dated, memorandum giving the primary censor's name and explaining briefly why the mail is being sent forward. Types of mail which must be forwarded:

(*a*) Mail suspected of or containing secret writings 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.

(*c*) Mail suspected of or containing codes or ciphers, in any manner.

(*d*) Mail which mentions a serious instance of evasion or attempted evasion of censorship.

(*e*) 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 which will be turned over to the appropriate intelligence officer.

(*f*) Authorized foreign language mail which cannot be translated by primary censors.

(*g*) Any other mail which a primary censor believes should be brought to the attention of secondary censorship.

c. Censorship Submission Sheet, (DD Form 308). These forms are not prepared by a primary censor but he may recommend such action in forwarding mail for special action to secondary censorship.

d. Action Against Violators. Repeated minor violations of any willful or serious violation will be reported to the unit commander for appropriate disciplinary action. Any mention of classified information in personal communications will be considered a serious violation of censorship.

CHAPTER 4

SECONDARY CENSORSHIP

Section I. GENERAL

38. Responsibility

Each major continental United States commander and unified or specified commander having commitments overseas is responsible for the performance within his command, of those secondary censorship functions not being performed by National Censorship. Under the supervision of the Chief Armed Forces Censor, the Chief Service Censor, as required, will establish and operate secondary censorship.

39. Appointment of Secondary Censors

Commissioned officers and warrant officers are authorized to perform all types of secondary censorship. Enlisted personnel may also perform all types of secondary censorship under the supervision of an officer.

40. Censorship Performed by Secondary Censors

The following actions will normally be performed by secondary censors only:

a. Cable, radio, and telegraph censorship except in case where primary censorship of EFMs is directed by the major area commander.

b. Telephone censorship.

c. Travelers' censorship.

d. Censorship of photographic film or other imagery.

e. Postal censorship.

(1) Officers' mail.

(2) Diaries and other similar personal records.

(3) Mail of civilians attached to or otherwise accompanying the military service.

(4) Mail of merchant seamen and civilian personnel aboard ships of the Armed Forces.

(5) Incoming mail as directed.

(6) Enlisted men's mail in the following categories:

(*a*) Mail to and from neutral territory.

(*b*) Mail to or from prisoners of war held by the enemy.

(*c*) Registered and insured mail.

(*d*) Blue envelope mail.

(*e*) Mail referred to secondary censorship by primary censors.

(*f*) Primary censored mail requested by secondary censorship for spot checking.

41. Equipment and Supplies

All censorship equipment and supplies which are necessary for the operation and which are not produced in the field will be requisitioned through normal supply channels. Tape, tape dispensers and clamps, erasure type knives, censorship DD forms, metallic seals for use in sealing mail pouches and for use in travelers' censorship are items of supply used by censorship. When Armed Forces Censorship is discontinued, all secondary censorship stamps will be disposed of in accordance with instructions from higher authority.

42. Disposition of Condemned Material

a. All condemned material will be 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 submission sheet. Extreme care will be taken, especially with reference to permanent civilian forwarding addresses, to identify fully such material so as to expedite its release to the owner when security considerations permit such release.

b. Condemned material will be reviewed periodically and the following actions taken:

(1) Release to addresses if there is no longer any reason for it being withheld. When released the original covers and postage will be used. If this is not possible, released material will be forwarded as official mail. Censorship Action Slips, (DD Form 309), will be filled out and inclosed to prevent addresses from questioning long delay in transit. Release of condemned material will be indicated on the corresponding submission sheet.

(2) Hold for possible use in prosecution, regardless of its value, if its use or existence constitutes a violation of Federal statutes pertaining to espionage or security of military information. Such material will not be destroyed unless destruction is impelled by military necessity, for example, imminent danger of capture.

(3) Destroy as directed by the major area commander or higher authority if the use or existence of this material does not constitute a violation as in (2) above but which cannot be released in accordance with (1) above.

c. An accurate record on Travelers Censorship Extraction Record (DD Form 1304), should be maintained in each secondary censorship installation on all articles of value to senders or addressees and which are withheld from transmission as a result of censorship action. All such articles should be released by secondary censorship if it is determined that the reason for withholding the articles has ceased to exist.

43. Subject Matter Guide

a. Preparation. The Subject Matter Guide is prepared by the Command Information and Records Officer and contains the informational requirements of the various user agencies which are authorized to receive Armed Forces Censorship reports. Each interested staff agency in the command is requested to submit to the Chief Service Censor through channels, a list of those topics about which information is required. The Information and Records Officer will study all of the requests submitted and prepare a consolidated list which will be known as the Subject Matter Guide.

b. Form. The Subject Matter Guide will be divided into two main parts: the subject matter section and the index.

(1) The subject matter section is a list of agency collection requirements groups into broad subject matter fields.

(2) The index is an alphabetical compilation of information contained in the subject matter section. It will indicate user agency interest opposite each item.

c. Use. The Subject Matter Guide will be used by all secondary censorship operating personnel. Distribution will not include primary censorship.

d. Maintenance. The Subject Matter Guide will require continuous review. Contact must be maintained with all user agencies to assure that their information requirements are being properly met by Armed Forces Censorship. Where possible, contacts will be made by the liaison officer in person.

44. 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 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 to the appropriate Chief Service Censor. 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 communi-

cations on the part of examiners. This must be done on a continuing basis. The Chief Service Censor may refuse to place a submitted name on the master watch list if insufficient justification is given for the listing. Secondary censorship elements 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. Guide to Preparation.

(1) When lists from the various agencies are received, the Command 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 listings* 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. Due to the sensitivity of security listings, they will bear the appropriate security classification and all material contained therein will be handled accordingly. Regular listings are other nonsecurity listings. 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. 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 assigned 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 screening has been completed and watch list symbols and identification numbers are assigned to each name, the names will be entered on the record established for that purpose 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.

(3) The next step is to prepare the master watch list to be issued to the secondary censorship elements. 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 is maintained by the Information and Records Officer, which contains a card (5 in. by 8 in.) for each name listed. This 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 secondary censorship element concerned to aid in the proper handling of intercepted communications.

c. Maintenance. The master watch list is subjected to continuous review. 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 names and changes, additional information and deletions. Appropriate lists 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. Secondary censorship elements 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 including supporting data.

45. White List

The white list contains the names of persons or organizations whose communications are accorded privileged status by appropriate authority. Such communications will not be censored but will be returned as promptly as possible to postal channels. The white list is usually prepared by the Command Information and Records Officer, in accordance with policies established by the major 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 must be accomplished with extreme care. Mishandling of privileged mail may result in distasteful and embarrassing consequences.

Section II. STAMPS AND FORMS

46. Secondary Censorship Stamps

a. Issue. One secondary censorship stamp will be authorized for each individual duly appointed to perform secondary censorship examination.

b. Control Responsibility.

(1) Commanders of issuing and using units, and the censors to whom censorship stamps are assigned, are responsible for close control of the stamps at all times.

(2) Systems of receipts and records to maintain strict accountability for each censorship stamp will be established and measures will be taken to insure safekeeping and proper use of stamps.

(3) Loss or improper use of censorship stamps will be reported immediately to the issuing command for appropriate action to include cancellation of the stamp, investigation of circumstances, and disciplinary action if warranted. Issuing command will report results of action taken to the Chief Armed Forces Censor and the appropriate Military Department through channels.

c. Transfer. When a Secondary Censorship stamp is transferred or surrendered by the using unit or censor to whom it was issued, Censorship Stamp Accountability Certificate (DD Form 1303), 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 a secondary censor stamp his own communications. A secondary censor 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 a secondary censor will bear the impression of a secondary censorship stamp.

(3) *Communications carried by travelers.* Personal communications passed by a secondary censor to be carried by travelers will bear the secondary censorship stamp and, in addition, will be stamped on all seams and sealed so that any subsequent tampering with such communications will become evident.

47. Censorship Submission Sheet (DD Form 308)

The DD Form 308 is used by a secondary censor for quoting extracts from, making comments about, and indicating disposition of a communication.

a. When Prepared.

(1) DD Form 308 will be prepared by a secondary censor 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 (par. 69*h*); whenever corrective action on violations is deemed

desirable; and whenever information requested by the Chief Armed Forces Censor is found in a communication.

(2) DD Form 308 may be used in instances other than those indicated above at the discretion of the Chief Armed Forces Censor.

b. How Prepared.

(1) Accurate completion of DD Form 308 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 occurs.

(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 form. Such information might be derived for example, from other DD Forms 308 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 unit 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 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 DD Form 308. 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 DD Form 308 and disposal of the original communications will always be shown on each DD Form 308. Previous censorship actions on communications of either the writer or addressee will be indicated.

(5) After preparation, all DD Form 308's will be classified in accordance with their contents.

c. How Allocated.

(1) *Original.* The original of each DD Form 308 will be retained in secondary censorship files.

(2) *Action copy.* Action copies will be so stamped and distributed in cases where the initiation of an investigation with a view to disciplinary action is warranted, certified true copies of pertinent DD Form 308 will be prepared and forwarded to the appropriate military authorities.

(3) *Information copy.* All information copies will be so stamped. The allocation of information copies of DD Form 308 within a command will be determined by the 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.

48. Censorship Action Slip (DD Form 309)

DD Form 309 is used by a secondary censor in all cases to inform the sender or addressee, as appropriate, concerning the following actions taken by censorship:

a. Return to Sender. When censorship is violated to any appreciable extent because of what the secondary censor 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 will be filled out, inclosed and the

stamp imprint, "Returned to Sender by Secondary 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 regulations violated.

b. Extraction of Inclosures. Photographs, maps, classified documents and related material which contain prohibited information that can not be excised will be withdrawn from the communication and condemned. Duplicate DD Form 309 will be filled out, one copy being retained in secondary censorship files and the other forwarded with that portion of the communication which is passed. For identification purposes, the copy retained by the secondary censor will bear the date of examination and the address and return address which appear on the communication.

c. Missing Inclosures. When examination reveals that an inclosure mentioned in a communication is missing, the examiner will fill out DD Form 309. 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 103. DD Form 309 will be prepared and inclosed when delayed communications are released.

49. Censorship Prepared Text Postcard (DD Form 310)

When Armed Forces Censorship is in effect, DD Form 310 will be available to all military personnel in order to expedite and facilitate personal correspondence.

50. Censorship Valuables Log (DD Form 1305)

DD Form 1305 is used by censors to log all currency, coin, money orders, checks, or other valuables inclosed with communications they examine.

51. Traveler's Censorship Certificate (DD Form 1301)

DD Form 1301 will be executed, whenever possible, in advance of an individual's movement from a port or staging area, to facilitate travelers' censorship and avoid undue inconvenience to travelers. Normally, it will be prepared by the primary censor of the unit to which an individual is attached, or which he is accompanying, or by the censor responsible for travelers' censorship at the port of embarkation or related staging area. This certificate and any of the communications in the package to which it is attached are subject to reexamination at the discretion of a travelers censor.

52. Travelers Censorship Extraction Record (DD Form 1304)

DD Form 1304 may be used when a censor finds it necessary to delay communications or articles carried by travelers because of lack of time or facilities for examining them or because the items violate or are suspected of violating censorship regulations. All items delayed will be itemized on this form.

53. Armed Forces Censorship Blue Envelope (DD Form 312)

DD Form 312 is for use in lieu of ordinary envelopes, by personnel subject to primary censorship when they desire to write a letter of an extremely private or personal nature. The method of distribution of DD Forms 312 and the extent to which they will be used will be determined by the unified or specified commander having commitments overseas or by the major continental United States commander.

54. Register of Censorship Stamp Holders (DD Form 1302)

DD Form 1302 is for the use of issuing units in keeping a convenient record of censorship stamps issued to subordinate units or censors. It is intended for use with the DD Form 1303 but will not be used in lieu thereof.

55. Censorship Stamp Accountability Certificate (DD Form 1303)

DD Form 1303 will be used as the basis for a continuous receipt system covering all transfers of censorship stamps.

Section III. A TYPICAL ARMED FORCES SECONDARY CENSORSHIP STATION

56. General

An Armed Forces Secondary Censorship Station will accomplish its mission by obtaining the communications to be examined, checking them against the watch list, distributing them to the censors, examining the communications and taking appropriate action, placing the communications back in transmission channels, and maintaining records of all censorship actions taken by the station. A typical censorship station, if the command has complete responsibility for secondary censorship, will have seven sections. The duties and responsibilities of these sections are discussed in the ensuing paragraphs. However, it should be borne in mind that elements of these sections may not be located, physically, in the station. For example, the telecommunication section may be detailed to operate in the office of the cable company; elements of the travelers section may be located at travel control points; and elements of the pictorial section may be at commercial photographic laboratories.

57. Organization

The number of sections in a secondary censorship station will depend, principally, upon the extent to which the command is responsible for secondary censorship. If National Censorship is not in operation, the command will have complete responsibility for secondary censorship. In the latter case, the typical station will have seven sections, although there may be less in smaller stations where some sections may be combined.

58. Information and Records Section

This section will—

a. Issue and maintain the subject matter guide and master watch list.

b. Maintain station files of—

(1) Condemned material.
(2) Photostats, photographs and other imagery.
(3) Censorship Action Slip, (DD Form 309).
(4) Censorship Valuables Log (DD Form 1305).
(5) Traveler's Censorship Extraction Record (DD Form 1304).
(6) Censorship Stamp Accountability Certificate (DD Form 1303) and Register of Censorship Stamp Holders (DD Form 1302).
(7) Registered and insured mail receipts.
(8) Operational reports and records.
(9) Censorship Submission Sheet (DD Form 308). Four copies of this form will be filed as follows:
  (*a*) Original, by serial number.
  (*b*) Copy, alphabetically, by subject matter of violations.
  (*c*) Copy, alphabetically, by name of addressee.
  (*d*) Copy, alphabetically, by name of addressor.

Note. An additional copy may be filed, alphabetically, by name of third parties mentioned in the submission sheet, if considered of sufficient importance.

59. Receiving and Dispatching Section

The receiving and dispatching section will receive the mail from the military post office and transport it to the secondary censorship station. The mail is weighed to determine the approximate number of communications received by the secondary censorship station. 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 distributing section. When censorship action has been completed, it will be returned to the receiving and dispatching section and thence to the military post office for forwarding to the addressees. This section is also charged with maintenance of vehicles and other duties related thereto.

60. Sorting, Watch List, and Distributing Section

The mail is received by this section from the receiving and dispatching section and accomplishes the various sortings. Initially mail is sorted alphabetically by the addressee and each addressee is flashed against the master watch list. It will then be sorted by class of mail, e.g., officers, blue envelopes, primary 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 Secondary Station Censor.

61. Postal Section

This is usually the largest section of the secondary censorship station. 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, blue envelope, registered, insured and incoming mail, V-mail, mail to neutral countries and to American and allied prisoners-of-war, mail that has already been primary censored, mail of Red Cross personnel and technical observers, and communications in such special categories as diaries and other personal records and watch list mail.

62. 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 verify that censorship regulations are complied with.

63. 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 secondary censorship station in order to examine photographic material which may be found in personal communications.

64. 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 communications. Telephone monitors of necessity operate at the telephone company's office where the monitoring equipment is normally located.

65. Physical Layout

Consideration must be given in the prior planning for location and physical layout of a secondary censorship station. The space required is equivalent to about 100 square feet per man. Physical security of the building is required. 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 because of the size and weight of the parcels which must be handled.

Section IV. POSTAL EXAMINATION PROCEDURE

66. General

In the performance of his duties, a postal censor will be guided by published censorship regulations and the operating procedure of the secondary censorship station to which he is assigned. These publications will outline the basic principles and procedures to be followed by the censor. The censor 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.

67. Official Mail

Official mail will be handled in accordance with paragraph 112. Such official mail as is routed through secondary censorship may be checked to assure that the sender does not violate censorship regulations. In addition, censors will be alert to detect possible evasion of censorship by use of official covers for personal correspondence.

68. Personal Mail

a. When a censor 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 censor has scrutinized

the envelope, he next opens it by slitting along the left side with a 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 a 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 censorship regulations.

b. Each censor will record on DD Form 1305 all currency, coins, money orders, checks, or other valuables which are inclosed in a correspondence.

69. Action on Outgoing Mail After Examination

a. Pass. If the mail does not contain any violations 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 a 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 excision 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 90.

c. Return to Sender. When violations are too numerous to excise or they appear to be a result of ignorance of the regulations, return to sender.

d. Extract. Inclosures which violate censorship regulations are extracted and condemned.

e. Missing Inclosure. When examination reveals that an inclosure mentioned in a communication is found to be missing, DD Form 309 will be inclosed in the communication.

f. Delay. 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 official purpose, an examiner should decide that an extract record should be kept of mail which he is examining, 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 on

_____
(date)

Name: _____

Grade
Rate _____
Rank (Signature of censor)

h. Condemn. Mail which contains serious or repeated violations of censorship regulations and those prohibited communications listed in paragraph 120 will normally be condemned.

i. Special Actions.

(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 appropriate technical service for further analysis, testing, deciphering, and return to censorship. Mail of this type which cannot be deciphered or developed in the field will be sent to higher authority for further analysis and disposition.

(2) *Diaries and similar records.* All diaries and similar personal records which may not be examined and passed by secondary censorship immediately, because of the volume, lack of time, or personnel shortage, will be retained until such time as it is possible to complete censorship action. Diaries will be released or condemned on the basis of the information affecting security. Excision in diaries and

other similar personal records will be made only in exceptional circumstances.

(3) *Business communications.* Business communications from civilian technicians, members of the American Red Cross or similar organizations will normally be sent through official mail channels by the sponsoring activity, see paragraph 111. In the event such mail is received for censorship examination it will be treated as personal mail and censored accordingly, except that should violation of censorship be found in the communication it will be sent to the sponsoring activity, under official cover, for necessary action.

(4) *Incoming mail.* Censorship of incoming mail will be performed only when specifically authorized.

(5) *Resealing mail.* Any suitable tape may 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 addition of uncensored material to a letter or package.

70. 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, stamps, or other portions of the parcel.

b. The parcel is opened, the paper wrapping is removed, and it is examined in its entirety. Carboard 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 on DD Form 1305.

f. If the examiner suspects code, cipher, or secret writings, 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 Postal Censorship Officer.

g. The parcels will be closed and forwarded as follows: The examiner will place all items not extracted (on a DD Form 309 listing 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. Care will be taken 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 "Return to Sender" will be placed across the address.

71. Examination of Civilian Mail

Mail originating from merchant seaman, 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 Postal Censorship Officer.

72. Examination Techniques for Prisoner of War Mail

a. Mail to United States or allied prisoners of war will not be primary censored. The sender will place it in a double cover for mailing. The inner envelope will be addressed to the prisoner-of-war, giving his name, grade (rank or rate), internment serial number, camp number, and country of internment. Below this address will be placed the routing point in the United States designated by higher authority. "Prisoner-of-War" will be written in the upper left hand corner. The writer's name and his civilian return address in the United States will appear on the back of the

envelope. 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 higher authority.

b. Mail to United States or allied prisoners-of-war will be examined carefully to insure that its contents contain no military information. Even the fact that the writer is connected with the Armed Forces must not appear in any way. No such evidence may appear on the inner envelope or its contents. After examination at the secondary station, 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 to the routing point for prisoner-of-war mail which has been designated by higher authority. The secondary censor will return to sender any mail that does not comply with the regulations.

Section V. PICTORIAL EXAMINATION PROCEDURE

73. General

There are two basic types of photographic (and other imagery) material. First, there is material which is produced in an official capacity and, second, material which is unofficial and intended either for personal use or for publication.

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

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 secondary censorship stations will examine photographs including other imagery for evidence of security violations with respect to the theater as a whole. Examiners will determine if there is anything in the photograph itself which violates security regulations.

(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.

74. Unofficial, Underdeveloped Photographic Material (including other imagery)

a. All exposed, undeveloped photographic material will be treated as CONFIDENTIAL material.

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 will be closely supervised by a censorship 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.

75. Unofficial, Developed Photographic Material (including other imagery)

a. Developed photographic material and other imagery will be examined for violation of censorship regulations. Particular attention will be paid to the background of these pictures or other type imagery.

b. Censorship action will be taken as in the case of regular postal examination (pars. 66–72), 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 primary or secondary censorship stamp. Other photographic material outgoing from an area and which is not suitable for stamping will be passed only under sealed cover bearing a censorship stamp. The imprint of a censorship stamp will not appear on any photographic material which remains in the area since there is a possibility that captions or other inscriptions could be added to material which in itself, or in combination with the subject matter, may constitute a censorship violation.

Section VI. TRAVELERS' EXAMINATION PROCEDURE

76. 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.

77. Persons Not Subject to Travelers Censorship

All communications of white list personnel and official communications carried in pouches or other containers under proper authority of officially designated command couriers will not be subject to censorship. Such pouches and containers will not carry personal communications.

78. Items Subject to Travelers Censorship

All material carried or shipped by the traveler is subject to Armed Forces Travelers Censorship. Certain types of articles may be impounded or condemned. Impounded items are to be returned to the traveler when they no longer constitute a security violation. These items include diaries and notebooks, photographic imagery, and any other item which cannot be examined before the traveler leaves the theater. Articles may be either retained until after the cessation of hostilities or forwarded to the traveler after censorship examination has been completed.

79. Traveler's Censorship Certificate

a. DD Form 1301, will be executed, whenever possible in advance of an individual's movement to facilitate travelers censorship and avoid undue inconvenience to travelers. It will be prepared by the primary censor of the unit to which an individual is attached, or which he is accompanying, or by the censor responsible for travelers censorship at the port of embarkation or related staging area through which the individual is traveling. It will be signed by the censor. This certificate and any of the communications it covers are subject to reexamination at the discretion of the travelers censor. If circumstances preclude the censorship of travelers communications by the primary censor, the appropriate censor will prepare DD Form 1301. One original and one copy will be prepared. The copy will remain with the secondary censor issuing the document and the original will be attached to the pertinent communication. The copy retained by the censor will contain the following information pertaining to the traveler:

(1) Name.
(2) Destination.
(3) Known route of travel.
(4) Estimated departing time.
(5) Estimated arrival time at destination.

b. All persons leaving an area may, at the discretion of the area commander, be required to sign a certificate stating that they are not carrying on their person, or transmitting in their personal effects, any communication or material which has not been censored.

80. Travelers Censor Procedures

If documents carried by the traveler have been precensored and a DD Form 1301, has been affixed, it is sufficient for the Travelers Censor to check for evidence of tampering. If no such evidence is disclosed the document will be

passed. If there is no DD Form 1301 covering a document coming to the attention of the travelers censor, he will examine it and, if in order, affix a DD Form 1301 and allow it to pass. If the examiner suspects individuals of not submitting communications for examination, he will convey his suspicions to appropriate investigative 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. In such cases, examiners will also request that all unaccompanied baggage be searched for communications.

81. Traveler's Censorship Extraction Record

DD Form 1304 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. When filling out DD Form 1304, care must be taken to assure that the name, grade, service number, and forwarding address are correct so that impounded items may be forwarded under official cover as expeditiously as possible. 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 censored, and passed 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. DD Form 1304 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 were taken from him.

Section VII. CABLE, RADIO AND TELEGRAPH EXAMINATION PROCEDURE

82. Official Messages

Official messages of the Army, Navy, or Air Force (encoded or in the clear) will not normally be censored.

83. Personal Messages

The extent to which incoming and outgoing Expeditionary Forces Messages (EFM) and Senders Composition Message (SCM) are to be censored will be determined by the major area commander. All personal cable and radio traffic leaving the United States is censored prior to transmission.

84. Submission Sheets

DD Forms 308, will be prepared and allocated in the manner set forth in paragraph 47, except that when a message is condemned, its entire text will normally be shown on the submission sheets.

85. Examination of Messages

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

86. Action on Outgoing Messages Prior to Transmission

a. Pass. If there is no violation of censorship regulations, the secondary censor will add the passmark "PAFC" (followed by the number of the Armed Forces Censorship stamp which is assigned to him) as the last item in the message preamble. He will then affix the proper stamps to the message form, being careful not to obliterate any part of the message. The message will then be returned to the operating company for transmission. When such a message is destined for or will transit the United States, use of the passmark and serial number in the preamble will advise the United States censor that the message has been passed by Armed Forces Censorship. Messages not bearing Armed Forces Censorship passmarks or equivalent indications will be considered in violation and will be suppressed by National Censorship. On messages terminating in the United States, the last U.S. censor through whom the message passes will delete the passmark and serial number prior to delivery.

b. Delay. Messages may be delayed.

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. When a deletion is made, the word count will be corrected.

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.

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 returning to the operating company would not correct, the message will be canceled.

h. Sponsored Communications. Business messages of civilian technicians and those of members of the American Red Cross and similar organizations coming to the attention of secondary censorship will be treated as personal messages and examined accordingly, except that should violations of censorship be found in the message it will be sent to the sponsoring activity, under official cover, for necessary action.

87. 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 Chief Censor for condemnation and destruction. Nondelivery will not be reported to the sender.

88. 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 Telecommunications Censorship Officer.

Section VIII. V-MAIL

89. General

V-Mail or Microfilm 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.

90. Examination Technique

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 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

91. General

a. When telephone or radio-telephone calls over civilian circuits 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 such monitoring and censorship control as the unified or specified oversea

commander having commitments overseas or major continental U.S. commander may deem necessary for the maintenance of security. Censorship control will be strict, as such communications are susceptible to interception.

b. Should civilian communications facilities which are placed under the control of U.S. Armed Forces also be authorized for use by local civilians, censorship will be exercised jointly by Armed Forces or Civil Censorship elements as directed by the unified or specified commander having comitments overseas.

92. Telephone Censorship Personnel

The number of Censors required in a telephone censorship installation will depend upon the number of positions to be manned, and the number of shifts which are required. Censors are needed to maintain a continuous spot check of those calls within an area which may be completed without censorship approval and to censor the calls which must have 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 re-routing, 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 appropriate technical personnel, but telephone censorship elements must have trained personnel assigned who are capable of installing, operating, and maintaining such equipment, both in permanent installations and mobile units. Personnel for other telephone censorship functions will be provided for, based on the volume of telephone traffic handled.

93. Regulations for Caller

When public use of telephone circuits is permitted for persons subject to Armed Forces Censorship, appropriate instructions covering such use will be promulgated by the unified or specified commander having commitment overseas. The following instructions will be issued:

a. Armed Forces Censorship has the authority to approve, disapprove and censor 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 a toll ticket form and filed for further reference.

g. Calls may not be placed from telephones connected to lines which cannot be monitored, or which pass through uncontrolled switchboards.

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.

94. 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 unified or specified commander having commitments overseas or major continental United States commander. These regulations will include the following items:

a. Require the operating company to obtain the information specified in paragraph 93*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.

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 Armed Forces Censorship.

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

95. 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 the following:

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

b. Censor 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 split the transmission and disconnect the circuit.

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

96. 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 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, paragraph 93*f*.

97. 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 the 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. If a censor 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 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.

98. Censoring Procedure

In the examination and control of external telephone calls, there are two separate functions, approval and censoring, 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 Censor 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 should be automaticaly approved, subject to adequate identification. The approval of other calls will rest upon the call data shown and upon additional data about the caller or the callee which may be found in previous submission sheets or in the master watch list. 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 is changed, as in 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 censor. The preparation of a submission 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. Censoring of Telephone Calls. The censor 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. 94*g*). 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 regulation is required.

(2) *Action.* In the observation of a telephone call, a censor will take notes. He 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 coded message. In cutting conversations, however, the loss of information to censorship is again a factor to be considered. A censor may take the following actions on calls except that press traffic will have been approved beforehand:

(*a*) *Passed.* A call which is allowed to proceed to its normal completion is considered to be passed.

(*b*) *Caller (callee) warned.* The censor 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 substantially from the approved subject. Interruption, particularly in the latter two instances, is a matter of discretion and need not take place unless the censor is dissatisfied with the situation. When interrupting official or privileged calls the censor should limit himself to advice that the line is not secure.

(c) *Call terminated.* If the caller or callee disregards a previous warning and again violates censorship regulations, the censor may interrupt to advise that the call is to be terminated. The censor 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 major commander has authorized such action in the event of extremely serious security violations.

(3) *Recording.* Whenever possible recordings will be made to substantiate censorship actions. Records of possible code conversation will be sent to the nearest secondary censorship station equipped to perform message anaylsis. Recording of official, privileged, and press traffic will be made only when irregularities are anticipated.

(4) *Summarization.* Upon its termination, a censor will summarize briefly each call which he has observed. This summary will be based on notes (shorthand if possible) taken during the call; if the call is recorded, the censor may check the accuracy of his summary against the recording. The summary will be entered on the toll ticket for reference. Summaries are not a substitute for submission sheets which will be prepared, or at least initiated, by the censor.

Section X. REPORTS

99. General

There is one main type of report which Armed Forces Censorship organizations will prepare. This is the periodic operational report, which contains statistical and administrative data. 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 properly. Other reports will be submitted as directed by higher authority.

100. Operational Reports of Censorship Units

a. When and to Whom Submitted. Each censorship unit will be required to submit an operational report. Normally this will be once per week. If each service has its own censorship units, these reports will initially go to the appropriate Chief Service Censor who will consolidate all such reports for his organization and then submit them to the Chief Armed Forces Censor.

b. Content. The information required will normally be in three main categories: statistical data, administrative data, and remarks and 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 submission sheets 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 of improving operations, etc.

c. Form. The exact form for the periodic operational report has not been standardized and may vary according to need. However, within a given area a standard form will be established for all reporting units until such time as the Chief Armed Forces Censor may otherwise prescribe.

CHAPTER 5

INSTRUCTIONS GOVERNING COMMUNICATIONS

Section I. MAIL HANDLING

101. Military Postal System

One of the most important liaison duties of secondary censorship personnel is with the U.S. Military Postal authorities. The secondary censorship elements 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 Base Post Offices or Aerial Mail Terminals and the secondary censorship elements, which may be solved better if each of these organizations understands the operation and duties of the others. Policies and procedures of the military postal services are published in the AR 65-series, in the U.S. Navy Postal Instructions (OPNAVINST-P2700.14 series), and in the AFR 182-series.

102. Obtaining Mail

a. Base Post Offices and Aerial Mail Terminals will deliver mail sorted by Military Post Offices to secondary censorship elements upon request. Advance notice must be given to Base Post Offices and Aerial Mail Terminals for requests for mail from a particular Military Post Office and must be received prior to the accomplishment of the various sortings at the Military Post Offices.

b. Upon receipt of a properly approved request, secondary censorship elements may be required to examine the mail of a specific unit. Base Post Offices and Aerial Mail Terminals cannot deliver mail sorted by specific units to the censorship element. To obtain the mail of a specific unit, the censorship element will contact the Military Post Office concerned and request that the mail of a specific unit be forwarded to the Base Post Office or Aerial Mail Terminal, as appropriate, in a separate packet.

Section II. BASIC PROCEDURES

103. Delay of Communications and Exceptions

No communication will be unduly delayed by Armed Forces Censorship, 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 a unified or specified commander having commitments oversea or major continental United States commander. 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.

104. Responsibility for Violations

a. The originator of a communication will be held fully responsible for any violation of Armed Forces Censorship regulations and will be subject to appropriate disciplinary action which may include trial by court-martial.

b. Any censor violating the confidential nature of the information which comes into his possession in the performance of his duties, or marks, mutilates or otherwise alters any of the writing in a letter, envelope, or parcel except as specifically required in the performance of his official duties will be subject to immediate and severe disciplinary action, including trial by court-martial.

105. 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 will be subject to disciplinary action, including trial by court-martial.

106. Place of Examination

A private place will be provided for the examination of communications. Access thereto will be restricted to personnel performing official duties.

107. Authorized Channels for Personal Communications

a. No postal facilities other than those provided by the military postal services will be used by persons in, 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 unified or specified oversea commander having commitments oversea or a major Continental United States commander.

b. Personal cables, radiograms, telegrams, or telephone calls which transit the borders of an area will be transmitted only through facilities approved by the commanders designated in paragraph 107.

c. Personal communications that are carried by hand, shipped in baggage or in other personal effects, or otherwise transmitted must be submitted for censorship and execution of a Travel Censorship Certificate prior to such transmission. However, in the initial stage of Armed Forces Censorship and the resultant shortage of censorship personnel, major commanders may direct a complete denial of travelers' communications, requiring travelers to forward such communications through primary censorship and United States Military Postal channels.

108. Communications to Allied Territory

It is permissible to transmit personal communications to allied territory when transmission facilities 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. When secondary censorship is being performed by the National Censorship Organization, National Censorship will perform such censorship on communications transisting or terminating in the United States.

109. Communications to Neutral Territory

Personal communications going to or through neutral territory are generally permissible unless subsequent transmission to enemy or enemy-occupied territory is intended or suspected. Personal communications addressed to or transisting neutral territory will be prepared so that the sender's return address will indicate only his name, grade, and service number in care of the Armed Forces Censorship Unit performing secondary censorship. This letter will be placed in an unsealed envelope, which in turn will be inclosed in an outer envelope addressed to the secondary censor and bearing the normal military return address of the individual. The contents will not include 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 receive primary censorship but will be 100 per cent censored by secondary censorship.

110. Communications to Enemy or Enemy-Occupied Territory

Personal communications to enemy or enemy-occupied territory will be rigorously controlled. 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 Defense 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 Prisoner of War routing point in the United States which has been

designated by the Department of Defense "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 another envelope which will bear the normal military return address and will be addressed to the censorship installation designated by proper authority. The outer envelope will be sealed and sent to the appropriate secondary censorship installation for examination and forwarding. Mail to United States or Allied Prisoners of war held by the enemy will not receive primary censorship but will receive 100 per cent secondary censorship.

111. Sponsored Communications

Reports and other business communications of civilians attached to the military service may contain 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 apropriately classified and placed in official military mail channels by the office sponsoring the activity or person originating the communication and sent only to the activity authorized to receive classified defense information.

112. Transmission of Official Documents

a. The transmission of the following documents is authorized only 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 occupied or held by the enemy. Such documents are a potential source of intelligence and will be turned over to an intelligence officer for disposition.

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

113. 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 is prohibited. Authorized foreign language mail which cannot be translated by primary censors will be censored by secondary censorship.

114. Prohibited Information

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

a. Information which might benefit the enemy's military, economic, or political interests, or interfere with the national war effort, or disparage the foreign relations of the United States or her allies.

b. False, misleading, unauthorized or unauthenticated statements concerning or pertaining to military matters, or personnel. This would include all mention of troop movements, the arrival in an area of highly specialized equipment, etc.

c. Escape from enemy, evasion of capture by 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 es-

tablished behind the enemy lines to assist our personnel in returning to our lines.

d. The identification of casualties or losses in equipment, or materiel prior to official release of this information. 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.

e. Classified defense information.

f. Anything furthering enemy propaganda, such as unfavorable incidents involving United States Armed Forces personnel or unfavorable relations with the civilians in the occupied territory or with allied armed forces personnel.

g. Code names or shipping designators.

h. Subversive material, including enemy propaganda leaflets and slogans.

i. Military intelligence or counterintelligence activities.

j. The inclusion of the text of a previously dispatched cable or radiogram in a letter is prohibited.

k. The following additional information is prohibited in all electrically transmitted messages sent in the clear:

(1) Mention of unit, branch of service, ship or installation of the United States or allied forces, except that messages to military personnel in the continental United States, may be addressed to the appropriate installation.

(2) Designation of grade, rank or rate.

(3) Military service numbers, except as required in the address of messages to military personnel.

(4) Military Post Office numbers located in areas from which messages are sent when point of origin is not to be disclosed.

(5) Addresses of military personnel outside the continental U. S. other than by military post office numbers.

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

m. The geographic location, amount, condition, or description of military forces, equipment, missiles, armament, or state of training.

n. 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.

o. Mention of detailed meteorological data.

115. Press Released Information Prohibited in Private Communications

The extent to which press released information may be disclosed, will be distinctly set forth in regulations issued by the appropriate commander. Frequently, information contained in press and radio releases is associated with specific military units, and is more specific then that which may be set forth in a personal communication. The fact that particular information has been published or broadcast does not authorize the inclusion of such information in personal communications.

Section III. REGULATIONS AFFECTING POSTAL COMMUNICATIONS

116. 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 a headquarters and a recognized governmental agency.

(3) Mail between a headquarters and an individual. Such mail may be examined if there is a cause to suspect that the contents are not official.

(4) Envelopes containing official ballots and form requests for official ballots.

(5) Armed Forces courier service material.

b. Personal Mail. All communications prepaired 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.

117. Mailing Procedure

a. Enlisted Personnel. The mail of enlisted personnel in the following categories will not receive primary censorship, except as outlined in *c* 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 certified registered and insured mail. All of the foregoing except certified, registered and insured mail will be submitted sealed to secondary censorship. Certified 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 an appropriate primary censor for censoring and sealing. Whenever practicable, packages will be wrapped in the primary censor's presence after examination.

b. Officers and Civilians. Personal communications of all officers and civilians will at all times be subject to secondary censorship. Such communications will be posted sealed, and will bear the signature and grade of the officer or the civilian in the lower left corner of the envelope, except as outlined in *c* below. Such signature constitutes a certification that the communication complies with censorship regulations. Officers' and civilians' communications, except in circumstances described in *c* below, will not be subjected to primary censorship unless, in the opinion of the major area commander or higher authority, security so requires it.

c. Exceptions. 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 designated unit letter boxes or other receptacles. Before transmittal, such communications will be examined and stamped by Armed Forces primary censors and/or censors specifically designated by the commanding officers of such ships or establishments. Such communications will be submitted unsealed for censorship and the certifying signature will not appear on the envelope.

118. 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 normally 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 if "Free" mail is being utilized.)

(2) Letter or number and designation of the basic unit or other organization through which the sender receives his mail.

(3) Designation of the parent organization, if required.

(4) Applicable military post office number.

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 109 and 110.

119. Military Postal Service

a. Use of the military postal service will be strictly limited to personnel and agencies as outlined in AR 65–10, OPNAVINST P2700.14 (series), and AFR 182–20.

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

120. Prohibited Communications

The following types of communications are prohibited:

a. Codes. Personal communications containing code, cipher, uncommon abbreviations or markings, secret ink, or any other attempt to evade censorship.

b. Solicited Communications. Solicited communications between persons serving in or accompanying the military service and unknown civilians wherever located. This prohibition includes acknowledgement 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 primary reason for this type of prohibition is that the originator of the communication is unknown to the persons receiving the communication and may well be an enemy agent.

c. Chain Letters or Roundrobin Letters. Communications of this type would clog the postal system and delay the delivery of authorized communications and would furnish order of battle information.

d. Philatelic Mail. In order to provide expeditious handling of regular mail to and from the Armed Forces and to insure secrecy of military operations, the forwarding of philatelic mail to military post offices for cancellation is prohibited. Requests received for the postmarking of philatelic covers will be turned over to the nearest Armed Forces Censor for destruction. 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 amount of postage stamps is a well known means for transfering funds to enemy agents wherever located, and is prohibited.

e. Confirmation Copies of Cables and Radiograms. The sending of confirmation copies of cables or radiograms is prohibited.

f. Personal Recordings or Transcriptions. In view of the limited sound and recording equipment available to Armed Forces Censorship, the sending of personal recordings and transcriptions from an area outside the continental limits of the United States is normally prohibitd unless specifically authorized by the major area commander.

g. Enemy Prisoner of War. This includes 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. A member of the United States Armed Forces may correspond with an enemy prisoner of war provided the PW is the only surviving member of the service person's immediate family. This does not preclude official correspondence between enemy prisoner of war and members of the United States Armed Forces.

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

121. Diaries and Similar Personal Records

a. Due to the fact that private diaries, journals, and similar personal records kept by persons in or accompanying the military service represent such a constant threat to the security of military information, the keeping of such documents will normally be prohibited by the major area commander. In any event, if the keeping of such personal records is authorized, they will not contain classified defense information.

b. When personnel are departing an area in which censorship is in effect, leaving for an area in which censorship is in effect or moving into active combat zone, diaries and similar personal records will be forwarded by the primary censor through official channels to the appropriate secondary censorship station for disposition. Such records will be inclosed in a sealed cover and the inner envelope will be marked substantially as follows:

Private diary of _____. Upon
(Name, grade, or rank)

release from censorship to be mailed to _____

_____
(Permanent civilian forwarding address—printed.)

c. Notes or records which are kept by military observers or other persons under military jurisdiction for United States Armed Forces official purposes and which contain classified defense information will be properly classified

and designated as official. Transmission of such official papers will be through official channels only.

122. Armed Forces Censorship Blue Envelope, DD Form 312

Mail in blue envelopes is subject to secondary censorship only.

123. 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 133, 134, and 135.

124. Communications of 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 110.

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 120 *g*.

Section IV. REGULATIONS AFFECTING CABLES AND RADIOGRAMS

125. 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.

126. Extent of Censorship

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

b. Should civilian communications facilities which are placed under the control of U.S. Armed Forces also be authorized for use by local civilians, censorship will be exercised jointly by Armed Forces and Civil Censorship elements as directed by the unified or specified commander.

127. Types of Personal Messages

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

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 the unified or specified commander having commitments oversea. EFM's and SCM's will receive expeditious handling by all Armed Forces Postal Service systems.

128. Filing of Personal Messages

When adequate censorship is established in accordance with the provisions of AR 380–200/OPNAVINST 5530.6 (series)/AFR 205–30 and is in effect at cable and radio transmission outlets, authorized personnel may file EFM and/or SCM only at places which are authorized to accept such messages by the unified or specified commander having commitments oversea. Whenever a message is released, the releasing censor will insert in the preamble of the message the passmark "PAFC" followed by the serial number of the primary or secondary Armed Forces censorship examiner stamp which is assigned to him. The passmark and serial number will be transmitted as the last element of the message preamble.

129. Prescribed Form for Personal Messages

a. Personal Messages from Oversea Area. Personal messages from an 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 military personnel, the address will not contain any designation of military unit or organizations but may show name, service numbers, grade or rank of the addressee and the appropriate installation.

(3) *Text.* The text will comply with censorship requirements.

(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 under all circumstances will include the sender's last name. No indication of grade, rating or rank, military service number, or military unit is permitted.

b. Personal Messages to an oversea area from the Continental United States. Personal messages from the continental United States to any oversea area will be in the following form:

(1) *Return Address (preamble).* This normally consists of only 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, and War Correspondent or to other civilians attached to the military 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," "Rocketdyne Technical Representative," etc. Persons in the United States desiring to send personal messages (by electrical means) to fleet personnel should address such personnel in care of their ship or 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, California, or Postmaster, Seattle, Washington.

(3) *Text.* The text will comply with censorship requirements.

(4) *Signature.* The provisions of *a*(4) above are applicable. Certain firms may use their own cable address in messages addressed to an officer's or civilian's official designation, as indicated in (2) above.

130. Prohibited Personal Messages

The following types of personal messages will not be transmitted unless authorized by the unified or specified commander having commitments oversea:

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 unified or specified commander having commitments oversea 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 prearranged 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 addressees are prohibited. The telecommunica-

tion system used between the United States and oversea 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 unified or specified commander having commitments overseas.

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 are at sea or in ports, are prohibited unless approved by the unified or specified commander having commitments overseas.

f. Interarea Messages. Messages from one area outside the continental United States to another such area are prohibited, unless approved by concerned unified or specified commanders having commitments overseas. 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.

131. 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 installation.

b. Grade Designation. Grade designations in addresses, return addresses, and signatures may be used only as prescribed by directive of the major area commander and must conform with the provisions set forth in paragraph 129.

c. Military Service Numbers. Military service numbers are prohibited, except as required in the addresses of an oversea area. See paragraph 129.

d. Postal Numbers. Postal numbers (APO, NPO, or FPO) located in areas from which messages are sent "sans origine" are prohibited.

e. Reference to Encrypted Messages. Any reference to encrypted messages may compromise the cryptographic system; therefore, such references are prohibited.

f. Mailing Addresses. Mailing addresses of military personnel outside the continental United States other than military post office numbers are prohibited.

Section V. REGULATIONS AFFECTING TELEPHONE AND RADIO-TELEPHONE CALLS

132. 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 unified or specified commander having commitments oversea may deem necessary for the maintenance of security. The same general regulations, as contained in paragraphs 91 and 93 must be observed in any conversations. Such calls may be intercepted by the enemy; therefore censorship control must of necessity 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.

Section VI. REGULATIONS AFFECTING PHOTOGRAPHIC MATERIAL AND SIMILAR IMAGERY

133. General

The frequent revelation of classified defense information in unofficial photographic and similar imagery 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 paragraph 114. The production of photographic or similar imagery

of material, equipment, installations, and any other object or scene which discloses classified defense information is strictly prohibited, except for official purposes. The attempt to transmit such unofficial imagery in any manner is a violation of censorship.

134. Extent of Censorship Control

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.

135. Use and Processing of Unofficial Photographic Material

When the major area commander permits the use of privately owned cameras the following procedures will apply:

a. 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 unified and specified commander having commitments oversea. After processing, developed negatives and prints will be censored and those which are unobjectionable will be released to the individual.

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

c. 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. Such material will be classified or declassified on the basis of the subject matter after it has been processed.

139. Travelers' Censorship Procedure

The pertinent provisions of paragraph 114 will apply to the subject matter of all pictures made by unofficial photographers.

Section VII. REGULATIONS AFFECTING TRAVELERS' COMMUNICATIONS

137. Scope of Censorship

Pouches and other official communications carried under proper authority by officially designated couriers will not be subject to censorship. 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 116 through 124.

138. Jurisdiction of Bureau of Customs

Representatives of the U.S. Bureau of Customs, pursuant to Section 2(c) of 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 continental 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.

139. Travelers Censorship Procedure

a. All personal communications which are to be carried by travelers or transmitted in personal effects may be submitted for censorship and return prior to the time of departure or shipment; or may be submitted at the time of departure for censorship by secondary censorship officers performing travelers' censorship if such a section is operational in that area. It should be remembered that in the initial implementation of censorship a commander may initiate a complete denial of pretravel censorship, requiring travelers to submit such communications to a secondary censorship element through postal channels, and having such communica-

tions forwarded to indicated addressees after secondary censorship has been performed.

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.

140. 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 oversea area to another, or between an oversea area and the continental United States, the following provisions will govern the designation of such couriers.

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

b. A letter "To Whom It May Concern" will be prepared by an appropriate military authority as indicated in paragraph 140*a* designating an official courier. This designation will be in accordance with the current issue of AR 380–5/OPNAVINST 5510.1 (series)/AFR 205–1. This letter will identify, by indicating the address and return address, each envelope and package to be carried by the courier, upon which censorship action is not required. 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 respective Department regulations for the operation of any Army, Navy, or Air Force courier system that may be authorized.

141. Travelers' Certificate

All persons leaving an area may, at the discretion of the major commander, be required to sign a certificate stating that they are not carrying on their person, or transmitting in their personal effects, any communication or material which has not been censored.

142. Return Address

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

CHAPTER 6

TRAINING

143. General

a. Basic training in matters of censorship must be complete and continuing. 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 the command.

b. Experience has shown that the great majority of Armed Forces Censorship violations are unintentional. It is therefore necessary that the military establishment provide an effective and continuing educational program to eliminate possible violations which may be caused as the result of lack of proper training.

c. Censorship is a security and intelligence instrument which is necessary in time of war. The lack of Armed Forces Censorship training is the principal cause of these violations.

144. Objectives

Training in Armed Forces Censorship will be conducted in furtherance of the following general objectives:

a. To obtain compliance with these regulations by all personnel subject to Armed Forces Censorship and by so doing encourage the voluntary exclusion from personal communications of information potentially harmful to the United States and its Allies in the prosecution of a war.

b. To insure effective and intelligent enforcement of AR 380–200/OPNAVINST 5530.6 (series)/AFR 205–30 by primary and secondary censors, with emphasis on preventing the transmission of prohibited information in personal communications.

145. Need for Training

a. General security of vital military information is a keynote to success on the battlefield. To understand better the need for Armed Forces Censorship training, it is necessary to understand thoroughly the objectives of Armed Forces Censorship. The need for censorship training is twofold. First, it is a security 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 intercepted, 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 of interest to the United States and allied armed forces.

b. The following example illustrates the need for training in censorship:

> An enlisted man on a transport wrote 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 of own so that I could let you know where I am without any one being the wiser. If I mention *Ruth,* you will know that we docked in Australia. *Catherine* will mean the Marshall Islands, and *Helen* will mean the Philippines."

He posted the letter, and upon debarkation several weeks later, 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 two weeks later, his satisfied smile turned to a bewildered stare. His bride had replied—

> "Of all the nerve! Who is Ruth and what do you mean having a date with her? Have you forgotten already that you are a married man? Don't you love me any more? Etc., etc., etc."

(1) Ask a basic training group questions like these:

(a) Did the first letter reach the wife? Why not?

(b) What were the censorship violations in this letter?

(c) When are censorship requirements normally put into effect?

(d) What is your personal opinion of this individual's efforts?

(2) Ask primary censors questions like these:

(a) What does this incident indicate about the adequacy of this individual's training?

(b) How would you have handled the first letter?

(c) Should the unit censor have done anything to the second letter?

(3) 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. The soldier lacked censorship training, but the primary censor did not, as he forwarded the letter to secondary 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.

146. 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:

a. Individual. This will include indoctrination for military personnel whose communications will be subject to Armed Forces Censorship. Civilian personnel in an area where Armed Forces Censorship is in effect will receive the equivalent instructions.

b. Primary Censor. This will include training for all military personnel who may be called upon to act as primary censors.

c. Secondary Censor. This will include training for all personnel who may be called upon to act as secondary censors.

147. Responsibility for Training

a. Continental United States. Major commanders in the continental United States are responsible for providing adequate indoctrination and training in Armed Forces Censorship.

b. Staging Areas and Ports of Embarkation. The commanding officer of each staging area and port of embarkation will be responsible for providing appropriate supplementary training for all persons under United States military jurisdiction who are processed through the installation at a time when censorship is in effect.

c. Oversea Areas. The area commander will have the responsibility for insuring that all military personnel (and civilians after censorship is established) are adequately trained in Armed Forces Censorship. Selected personnel will be trained to perform secondary censorship. Training of such personnel will permit these functions of secondary censorship to be carried out until the arrival of trained replacements. In an area where censorship is in effect, the Chief Armed Forces Censor will provide for necessary indoctrination of secondary censors under his jurisdiction and for any further instruction which primary censors operating in that area may require. Each unit commander will be responsible for insuring 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 primary censorship.

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

148. 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 him, are of great interest to the enemy. He should be made aware 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.

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 basic training censorship instruction. Actual examination of communications normally begins in these installations and this provides an opportunity to evaluate the results of previous training. Particular attention will be given to casual and transient personnel and to military and civilian groups which have not received adequate indoctrination in the operation of primary censorship.

c. Training in Areas Outside the Continental United States. Unified and specified commanders having commitments overseas and Commanders at Sea are responsible for providing adequate indoctrination and training in Armed Forces Censorship for all military and civilian personnel under their command.

149. Primary Censorship Training

a. Difficulty in Training Primary Censors. The training of primary censors presents a difficulty in that unit personnel changes and movements frequently necessitate transfer of primary censorship duties from one officer to another. Many officers, unschooled and inexperienced in the finer points of censorship, are entrusted with the operation of primary censorship. It is for this reason that all junior commissioned and warrant officers must receive training in primary censorship duties.

b. Training for the Primary Censor. The training of primary censors should be based upon a working knowledge of the portions of AR 38–200/OPNAVINST 5530.6 (series)/AFR 205–30 and this manual which pertains to primary censorship responsibilities and activities. Specific training should include—

(1) Scope of primary censorship.
(2) Procedures of mail examination.
(3) Mission of providing instruction for those persons whose communications he censors.
(4) Use of and responsibility for primary censorship stamps.
(5) Use of United States Armed Forces Censorship Stamps to include storage, transfer, and disposition.
(6) Types of prohibited communications and information.
(7) Photographic material.
(8) Possible action against violators of censorship.
(9) Methods of handling blue-envelope mail, registered and insured mail, diaries, and foreign language mail.
(10) An outline of functions and operation of secondary censorship.
(11) Training in use of Censorship Action Slip, DD Form 309, and Censorship Valuables Log, DD Form 1305.

150. Secondary Censorship Training

a. Secondary 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. 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 secondary 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 train secondary censorship personnel in this manner will result in deficient work and lowered morale.

b. Training for the Secondary Censor will include a study of—

(1) Scope of secondary censorship.
(2) Functions of Armed Forces and Chief Service Censors.
(3) Appointment, selection and duties of Secondary Censors.
(4) Armed Forces Censorship supplies and equipment.
(5) Armed Forces Censorship stamps to include responsibility for, transfer, and use.
(6) Armed Forces Censorship forms; preparation, use and allocation.
(7) Disposal of condemned material.
(8) Postal censorship, to include official mail, opening mail, examination of mail, censoring action of and resealing mail.
(9) Cable and radiogram censorship, EFM and SCM personal messages, submission sheets, examination of messages, action of messages after examination.
(10) Telephone censorship.
(11) Censorship of photographic material and handling of developed and undeveloped imagery.
(12) Traveler censorship, control and examination.
(13) Censorship of outgoing mail to the United States or allied prisoners of war held by the enemy.
(14) Other types of censorship that Armed Forces Censorship personnel may be required to perform and general organization of National Censorship to include functions and relationship to Armed Forces.

151. 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. Effective censorship training requires variety, imagination, and ingenuity. Actual censorship begins when a unit moves to a port of embarkation or to an oversea area 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. Certain provisions of secondary censorship regulations peculiar to the area to which the unit is moving will be made available. The training at these installations can utilize to good advantage actual violations found in communications, however, preliminary training requirements should have been met prior to the departure of a unit from its previous station.

b. Basic Training.

(1) 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. The reason and logic of censorship must be fully explained, for only by convincing personnel of the need for thorough censorship can they be depended upon to abide by its restrictions. A period of censorship familiarization training should be scheduled annually for all military personnel to stress the personal implications of Armed Forces Censorship. This training may be

given in connection with periodic security indoctrination or incorporated in other regular training programs.

(2) The personal contact with and treatment of individual violators presents an opportunity for censors at all echelons to instruct, indoctrinate, and improve censorship operations when violations are encountered during examination of correspondence.

GLOSSARY

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

Addressor—The person, firm, or organization that sends a communication, synonymous with originator or writer.

Area Command—A command which is composed of those organized elements of one or more of the armed services, designated to operate in a specific geographical area, which are placed under a single commander; e.g., Commander of a Unified Command, Area Commander.

Armed Forces Censorship—The examination and control of 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.

Blue Envelopes (DD Form 312)—An envelope which may be used in lieu of ordinary envelopes for extremely private or personal correspondence. It will receive only secondary censorship.

Chief Armed Forces Censor—An officer appointed to coordinate and supervise all Armed Forces Censorship activities.

Chief Army, Navy, Marine Corps or Air Force Censor—An officer appointed to supervise Armed Forces Censorship activities of his service.

Civil Censorship—The examination and control of communications entering, leaving, or circulating within areas occupied or controlled by the Armed Forces of the United States, except those already controlled by other forms of United States or allied censorship.

Communication—Any letter, postcard, parcel, diary, journal, film, photograph, newspaper, magazine, book, circular, pamphlet, plan, map, drawing, recording or other sound production, cablegram, telegram, radio or teletype message, telephone or radio telephone conversation, broadcast or telecast, or any message transmitted by any other means.

Condemned Material—Communications which contain serious, repeated, or willful violations of censorship regulations and those prohibited communications listed in paragraph 120.

Continental United States—United States territory including the adjacent territorial waters, located within the North American continent between Canada and Mexico.

Field Press Censorship—The security review of news material subject to the jurisdiction of the Armed Forces of the United States, including all information or material intended for dissemination to the public.

Flash and Flashing—Checking the name and address of the addressee and addressor of each communication and any third parties mentioned therein against Watch or White Lists.

Free Mail (Postage Free)—An authorization under certain circumstances for members of the Armed Forces to transmit mail without using postage stamps.

Military Censorship—All types of censorship conducted by personnel of the Armed Forces of the United States including Armed Forces Censorship, Civil Censorship, Prisoner of War censorship and Field Press Censorship.

Military Postal Services—A branch of a designated U.S. civil post office established by authority of the Post Office Department and activated and operated by one of the military departments to serve members of the Armed Forces. This term includes Army and Air Post Offices (APO's), Navy and Marine Corps Post Offices (NPO's) and (FPO's), and such Coast Guard post offices as may be established, and units thereof.

Military Service—A branch of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted, or inducted for military service and which operates and is administered within a military or executive department. The Military Services are: The U.S.

Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard.

National Censorship—The examination and control of communications entering, leaving, transisting, or touching the borders of the United States (Telecommunications Censorship and Postal and Travelers Censorship); and the voluntary withholding from publication by the domestic mass media industries of military and other information which should not be released in the interest of the safety and defense of the United States and its allies (Public Media Censorship).

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.

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

Secondary Censorship—Armed Forces Censorship performed on the personal communications of officers, civilian employees and accompanying civilians of the Armed Forces of the United States, and on those personal communications of enlisted personnel of the Armed Forces not subject to Armed Forces primary censorship or those requiring reexamination.

Specified Command—A command which has a broad continuing mission and which is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Joint Chiefs of Staff. It normally is composed of forces from a single Service.

Subject Matter Guide—A listing of informational requirements of user agencies which are authorized to receive Armed Forces censorship reports.

Telecommunications—Any transmission, emission, or reception of signs, signal writing, images, and sounds or intelligence of any nature by wire, radio, visual or other electromagnetic systems.

Toll Ticket—A form used in telephone censorship which will contain information required for recording and censoring a call.

Travelers Censorship—The examination and control of the personal communications carried by or transmitted in the personal effects of persons subject to Armed Forces Censorship who transit the borders of the United States, its territories and possessions or the boundaries of a unified or specified oversea command.

Unified Command—A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more services, and which is established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Joint Chiefs of Staff or, when so authorized by the Joint Chiefs of Staff, by a commander of an existing unified command established by the President.

Uni-Service Command—A command comprised of forces of a single service.

Watch List—a. Local—A list of names and addresses of persons, firms, or organizations which are added to the Watch List by the secondary censorship elements on a temporary basis pending approval for inclusion in the Master Watch List prepared by the Chief Censor.

b. Master—A list of names and addresses of persons, firms, or organizations on which special information is desired by user agencies or by Armed Forces Censorship, or whose communications require special handling. All white list names will be included on the Master Watch List.

White List—A list of names of persons, firms, or organizations whose communications are to receive preferential treatment.

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