



Safeguarding military information

August, 1942

During World War II, [Felix A. Cizewski](#) trained at the Signal Corps Training Center at Camp Crowder, Neosho, Missouri between May, 1942 and December, 1943 where he may have been issued this booklet.

After his death in 2004, this was found in his collection of artifacts from his service.

This edition was prepared by his son, Leonard H. Cizewski, and shared to preserve and share his service and memory.

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SAFEGUARDING MILITARY INFORMATION

Excerpts from
Federal Statutes
Army Regulations
and
Military Directives



This copy for

War Department
Headquarters, Services of Supply
Office of the Chief Signal Officer

August 1912

FOREWORD

This pamphlet is prepared for one specific purpose—to aid YOU in doing your part to WIN THE WAR.

You are a cog in the wheel that must rotate militantly in the entire war effort. Your Country has armed you with one of its most adequate weapons, namely, *TRUST*. The most effective use of that weapon is through *SAFEGUARDING MILITARY INFORMATION*.

A fundamental stratagem of war is to learn from the enemy that which he will not disclose, and, in turn, to conceal from him that which he desires to learn. It is not an exaggeration that the revelation of a single item of secret material, possibly one regarded as merely casual or routine, might well result in a death-dealing assault upon the United Nations.

Accordingly, the mandates and suggestions contained herein will be read, remembered and obeyed, in letter and spirit, by all Signal Corps personnel.

DAWSON OLMSTEAD,
Major General,

Chief Signal Officer of the Army.

AUGUST 1942.

CERTIFICATE

I hereby certify that I have carefully read the pamphlet entitled "Safeguarding Military Information," containing excerpts from Federal Statutes, Army Regulations, and Military Directives.

I appreciate the necessity for extreme care in protecting and safeguarding all classified military information and matter, and my obligation with respect thereto; and pledge my honor, as a citizen of the United States, that I will strictly obey all laws, regulations, directives and orders, written and oral, pertaining to such protection and safeguarding.

(Signature)

(Rank or Position)

(Organization)

(Date)

PENAL STATUTES

American patriotism is not a virtue of compulsion. It is an inherent devotion to our Country, manifested by a zealous desire to support that Country and all the finer and nobler things for which it stands. Its presence and constancy are born of love, not mandate or fear of punishment.

To the few, however, who would be wayward, it is emphasized that ignorance of the law is no excuse; and tolerance will not be extended to those who transgress the military laws of the land in time of war.

The Espionage Act (Act of March 28, 1940; 54 Stat. 79; 50 U. S. C. 31).

Section 1 of the Act provides, in part:

"That (a) whoever, for the purpose of obtaining information respecting the national defense with intent or reason to believe that the information to be obtained is to be used to the injury of the United States, or to the advantage of any foreign nation * * *; or (b) whoever, for the purpose of aforesaid, and with like intent or reason to believe, copies, takes, makes,

or obtains, or attempts, or induces or aids another to copy, take, make, or obtain, any sketch, photograph, photographic negative, blue print, plan, map, model, instrument, appliance, document, writing, or note of anything connected with the national defense; or (c) whoever, for the purpose aforesaid, receives or obtains or agrees or attempts or induces or aids another to receive or obtain from any person, or from any source whatever, any document, writing, code book, signal book, sketch, photograph, photographic negative, blue print, plan, map, model, instrument, appliance, or note, of anything connected with the national defense, knowing or having reason to believe, at the time he receives or obtains, or agrees or attempts or induces or aids another to receive or obtain it, that it has been or will be obtained, taken, made or disposed of by any person contrary to the provisions of this title; or (d) whoever, lawfully or unlawfully having possession of, access to, control over, or being intrusted with any document, writing, code book, signal book, sketch, photograph, photographic negative, blue print, plan, map, model, instrument, appliance, or note re-

lating to the national defense, willfully communicates or transmits or attempts to communicate or transmit the same to any person not entitled to receive it, or willfully retains the same and fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or (e) whoever, being intrusted with or having lawful possession or control of any document, writing, code book, signal book, sketch, photograph, photographic negative, blue print, plan, map, model, note, or information, relating to the national defense, through gross negligence permits the same to be removed from its proper place of custody or delivered to anyone in violation of his trust, or to be lost, stolen, abstracted, or destroyed, shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than \$10,000."

Section 2 of the Act, as approved June 15, 1917 (40 Stat. 218; 50 U. S. C. 32) provides:

"Whoever, with intent or reason to believe that it is to be used to the injury of the United States or to the advantage of a foreign nation, communicates, delivers, or

transmits, or attempts to, or aids or induces another to, communicate, deliver, or transmit, to any foreign government, or to any faction or party or military or naval force within a foreign country, whether recognized or unrecognized by the United States, or to any representative, officer, agent, employee, subject, or citizen thereof, either directly or indirectly, any document, writing, code book, signal book, sketch, photograph, photographic negative, blue print, plan, map, model, note, instrument, appliance, or information relating to the national defense, shall be punished by imprisonment for not more than twenty years: *Provided*, That whoever shall violate the provisions of subsection (a) of this section in time of war shall be punished by death or by imprisonment for not more than thirty years; and (b) whoever, in time of war, with intent that the same shall be communicated to the enemy, shall collect, record, publish, or communicate, or attempt to elicit any information with respect to the movement, numbers, description, condition, or disposition of any of the armed forces, ships, aircraft, or war materials of the United States, or with respect to the plans or conduct, or supposed plans or conduct

of any naval or military operations, or with respect to any works or measures undertaken for or connected with, or intended for the fortification or defense of any place, or any other information relating to the public defense, which might be useful to the enemy, shall be punished by death or by imprisonment for not more than thirty years."

Section 8 of the 1940 Act (18 U. S. C. 98) cited above, provides:

"Whoever, in aid of any foreign government, shall knowingly and willfully have possession of or control over any property or papers designed or intended for use or which is used as the means of violating any penal statute, or any of the rights or obligations of the United States under any treaty or the law of nations, shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than \$1,000."

The Federal Communications Act (Act of June 19, 1934, as amended; 47 U. S. C. 151).

Section 605 of the Act provides, in part:

"No person receiving or assisting in receiving, or transmitting, or assisting in

transmitting, any interstate or foreign communication by wire or radio shall divulge or publish the existence, contents, substance, purport, effect, or meaning thereof, except through authorized channels of transmission or reception, to any person other than the addressee, * * *; and no person not being authorized by the sender shall intercept any communication and divulge or publish the existence, contents, substance, purport, effect, or meaning of such intercepted communication to any person; and no person not being entitled thereto shall receive or assist in receiving any interstate or foreign communication by wire or radio and use the same or any information therein contained for his own benefit or for the benefit of another not entitled thereto; and no person having received such intercepted communication or having become acquainted with the contents, substance, purport, effect, or meaning of the same or any part thereof, knowing that such information was so obtained, shall divulge or publish the existence, contents, substance, purport, effect, or meaning of the same or any part thereof, or use the same or any information therein contained for

his own benefit or for the benefit of another not entitled thereto: * * *."

Section 501 provides:

"Any person who willfully and knowingly does or causes or suffers to be done any act, matter, or thing, in that Act prohibited or declared to be unlawful, or who willfully and knowingly omits or fails to do any act, matter, or thing in this Act required to be done, or willfully and knowingly causes or suffers such omission or failure, shall, upon conviction thereof, be punished for such offense, for which no penalty (other than a forfeiture) is provided herein, by a fine of not more than \$10,000 or by imprisonment for a term of not more than two years, or both."

The Sabotage Act (Act of November 30, 1940; 54 Stat. 1220; 50 U. S. C. 104).

Section 4 of the Act (as amended August 21, 1941,) provides, in part:

"The words 'national-defense material,' as used herein, shall include * * * all * * * articles of whatever description * * * intended for the use of the United States in connection with the national defense * * *."

And Section 5 states:

"Whoever, with intent to injure, interfere with, or obstruct the national defense of the United States, shall willfully injure or destroy, or shall attempt to so injure or destroy, any national-defense material, national-defense premises, or national-defense utilities, as herein defined, shall, upon conviction thereof, be fined not more than \$10,000 or imprisoned not more than ten years, or both."

Articles of War (Chapter 3, U. S. Military Laws). The Articles of War are Acts of Congress designed to govern the order and discipline in the military establishment, as well as to fix jurisdiction over violators and penalties to be imposed (Act of June 4, 1920; 41 Stat. 787; 10 U. S. C. 1472, et sec.). All military and certain civilian personnel in the military establishment are expressly amenable to their provisions. The 81st Article of War provides:

"Whosoever relieves or attempts to relieve the enemy with arms, ammunition, supplies, money or other thing, or knowingly harbors or protects or holds correspondence with or gives intelligence to the enemy,

either directly or indirectly, shall suffer death or such other punishment as a court-martial or military commission may direct."

Although the Articles of War define specific crimes and the degrees of punishment for violators thereof, the 96th Article is of such general scope as to warrant its quotation in full, as follows:

"Though not mentioned in these articles, all disorders and neglects to the prejudice of good order and military discipline, all conduct of a nature to bring discredit upon the military service, and all crimes or offenses not capital, of which persons subject to military law may be guilty, shall be taken cognizance of by a general or special or summary court-martial, according to the nature and degree of the offense, and punished at the discretion of such court."

Further, The Judge Advocate General of the Army, in discussing the 82d Article of War (espionage), stated that the words "any person," as used therein, brought the accused within the jurisdiction of courts-martial and military com-

missions, regardless of nationality or status (Manual of Courts-Martial, 1928, section 142).

Treason.—So ignominious is the crime of treason that to conceive it or be a party thereto, whether accidentally or intentionally, should be abhorrent to every citizen of the United States. In substance, it comprehends participation in war against the Nation or in deliberately giving aid or comfort to the enemy. It is a punitive act defined by the Constitution and conviction thereof carries with it, as it should, the maximum penalty of death.

ARMY REGULATION AND MILITARY DIRECTIVES

SECRECY is the counter-part of **SAFEGUARDING MILITARY INFORMATION**.

Tantamount to criminal laws and binding upon all personnel, military and civilian, in the military establishment are certain regulations, orders, and directives which require not only secrecy, but, as well, the maintenance and safeguarding thereof.

An exhaustive compilation of the subject "SAFEGUARDING MILITARY INFORMATION" is contained in Army Regulation 380-5, dated June 18, 1941, as amended by paragraph VI, War Department Circular No. 53, dated February 23, 1942, and as elaborated upon by orders, directives and letters from other proper authorities. All personnel of the military establishment are enjoined with the solemn duty of being familiar with such instructions. More salient features thereof, as well as other cognate authorities, are discussed in the following paragraphs:

Classification.—Military information, like the subject matter to which it pertains, if of value to the enemy, is designated as "classified." In

turn, that designation embraces three (3) distinct categories, namely, "Secret" (the most restrictive), "Confidential" and "Restricted" (the least restrictive). Only one (1) classification will be assigned.

Authority to classify.—The authority to classify matters as "Secret" is vested in the Secretary, the Under Secretary and the Assistant Secretaries of War; the Chief or Assistant Chief of the War Department General Staff; the Chief Signal Officer; general officers; the officers in command of depots, schools, posts, camps, and stations; a military attaché; or a person authorized by any of them so to do (paragraph 8c, A. R. 380-5). "Confidential" and "Restricted" matter may be classified by any commissioned officer (paragraphs 9c and 10c, A. R. 380-5).

Registered documents, being utilized to a minimum, and being subject to extraordinary precaution and procedure, in respect to preparation, recording, transmission, inventories, transfers and reports, will be handled exclusively in accordance with paragraph 17 and section III, A. R. 380-5 and current Office Regulations, OCSigO.

Responsibility.—

"The safeguarding of classified military information is the responsibility of all mili-

tary personnel, or civilian employees of the War Department, and of the management and employees of all commercial firms engaged in classified work or projects for the War Department (paragraph 2a, A. R. 380-5).

"Commanding officers, administrative officers, and procurement agencies are responsible that military personnel, civilian employees of the War Department, and the management and employees of commercial firms engaged in classified projects or developments for the War Department are familiar with the pertinent provisions of these regulations" (paragraph 2b, A. R. 380-5).

Requests.—Requests for classified military information made by private individuals or concerns will be referred to the Chief Signal Officer or the Commanding General of the proper Service Command (paragraph 5, A. R. 380-5).

Dissemination.—It is elementary that classified military information will be disseminated only in line of duty and to those authorized to receive it; and it, therefore, follows that each recipient becomes an additional risk and an additional opportunity for loss and "leak."

Hence, it is repeated that utilization and circulation will be held to a minimum commensurate with efficiency. Such information or even the fact that it exists, will not be mentioned in personal correspondence (paragraphs 8d, 9d, 10d, A. R. 380-5).

Publications.—No article or composition prepared by an individual in the military establishment and pertaining to military affairs will be published or circulated except in accordance with paragraphs 4, A. R. 380-5; A. R. 10-15; A. R. 310-10; A. R. 600-10; and A. R. 600-700. (See also Office Memorandum No. 183, OCSigO, July 27, 1942, quoting ltr. AG 312.11, July 26, 1942.) Further, any statement undertaking to express views of the War Department must be submitted, thru channels, to the Secretary of War, in accordance with Office Memorandum No. 92, OCSigO, April 29, 1942, quoting ltr. AG 312.13, April 10, 1942, MB.

Concealment.—All registered documents and secret papers in process or of immediate value will be habitually locked, when not in actual use, in a three-combination safe. Other secret papers and confidential papers will be habitually locked, when not in actual use, in at least a three-combination file cabinet or nearest practicable substitute. All restricted matter will be stored and

handled in such a manner as to insure a reasonable degree of security in conformity with provisions of A. R. 380-5 (quoted from ltr. AG 312.11, July 30, 1942).

The bristol cover with respect to secret material, required by Office Memorandum No. 186, OCSigO, dated July 29, 1942, will be utilized without exception.

Oral Discussions.—Classified military information will not be discussed in public or private conversations, with or in the presence of those unauthorized to hear it. Under no circumstances will secret matters be discussed over the telephone. Confidential and restricted matter may be referred to in telephone conversations, but the subject matter will not be revealed (Administrative Memorandum No. 10, Headquarters, S. O. S., May 4, 1942).

Reproduction.—It necessarily follows, that classified material will not be reproduced by means of printing, extra copies, or other methods of reproduction without express order from the authority directing it. It must be made obvious to the personnel engaged in such reproduction that the subject matter is classified; and such personnel will treat and handle it accordingly (paragraph 15, A. R. 380-5).

Removal.—The removal of any classified material, or work sheets, notes or other papers from which the same has been compiled without the express approval of the officer responsible therefor, is contrary to every mandate designed to safeguard military information and is prohibited.

Marking.—Classified documents and material, including memoranda and work sheets from which same are compiled, should be assigned its proper classification and treated as such until destruction. If the documents consist of securely fastened and currently bound pages, the cover title page and first page will be conspicuously marked or stamped, not typed, as secret, confidential, or restricted, as the case may be. If the same consists of communications or other material not permanently or securely fastened together, the proper classification will be marked or stamped at the top and the bottom of each page (paragraph 17 A. R. 380-5).

Transmission.—The greatest occasion for a "break-down" in the safeguarding of military information is in the transmission of material containing it. A greater hazard may result from the careless or improper handling of a document in transit than in the complete failure to

send it. The objective is that the substance or subject matter of a secret or confidential item should never be exposed or available to anyone between its point of origin and its intended destination. That is as true in the flow of information within the same building as it is from the Chief Signal Officer to a tactical unit in overseas operations. Army Regulations 380-5 are replete with protective measures such as the use of officer messengers or couriers, registered mail, the two-way system of envelopes and wrappers, the State Department pouch method and the means of acknowledgment of receipt and delivery. The procedures to be followed are set forth in greater detail in current Office Regulations and Office Memoranda of the OCSigO. **STUDY THEM. FOLLOW THEM.**

Destruction.—All secret and confidential material, including drafts, copies, carbons, stencils, stenographic notes, and work sheets, after having served their purposes, will be destroyed. Such destruction will be accomplished in the presence of an officer, by tearing or separating the material to the extent that it is beyond recognition, followed by burning. Restricted material will be destroyed in any manner which renders it useless (paragraph 22, A. R. 380-5).

MISCELLANEOUS

War Department Policy.—The War Department is cognizant that the code of secrecy, written and unwritten, has been violated during the present war to the detriment of its effort and the security of the Nation. It also realizes that carelessness and ignorance constitute the principal root of the evil, especially in the release of military information, and, therefore, has declared the following policy:

"1. Military information of value to the enemy is being divulged continually by individuals and agencies of the Army. Much of this information has been published through ignorance on the part of military personnel concerned of its value to the enemy, and because of the absence of any clearly defined policy governing the release of military information. As a result, the 'Codes of Wartime Practices' for American broadcasters and for newspapers, magazines, and other periodicals published by the Office of Censorship have been rendered largely inoperative in the face of releases from military agencies and publication in military

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periodicals of information prohibited by these Codes.

"2. To curtail the flow of harmful information, spoken, written, and pictorial, commanders are directed to acquaint all personnel with the details of what constitutes information of value to the enemy under the general categories below, and to warn all personnel of the danger of divulging military information through casual conversation as well as by its release for publication in any form or manner.

"a. *Factual information of our armed forces.*—Such information includes the organization, composition, strength, state of training, equipment or armament of any unit; the morale of our armed forces; mutiny or sedition within a command; identification and location of units; assignment of personnel; the activation or contemplated activation of new units; the tactical employment for which units are organized or trained; tactical doctrines of our armed forces; the movement of troops within or without the United States; the assembly of units in a staging area or port of embarkation; weather reports; maps or photographs showing the detailed disposition of our forces at home and abroad;

military operations contemplated or proposed, or information which might focus attention upon training, personnel, or equipment from which the character or location of future operations might be deduced; casualty lists; photographs or descriptions of damage to military objectives; and matters of similar nature.

"b. *Factual information of our logistics.*—Such information includes descriptions, photographs or maps of war industries or military installations, airfields, rail terminals, highway systems, or storage facilities; information of new designs of, or experiments with, weapons, equipment, or production machinery; information about war contracts, type of production, production schedules, dates of delivery; estimated supplies of strategic and critical materials or rate of production of any armament, equipment, or other material of war; information about movement, assembly, or storage of supplies or materials of war; and matters of similar nature.

"c. *Information for propaganda use.*—Information which may be used by the enemy for propaganda to affect the morale of our own people or that of friendly, neutral, or enemy peoples.

"d. *Strategy.*—Strategic information which would lead the enemy to an interpretation of our war plans or intelligence.

"3. All personnel will be governed by the following policies relating to the release of military information: * * *" (section III, W. D. Circular 113, April 17, 1942).

NOTE.—The foregoing circular, following that which is quoted, enumerates the high officials of the War Department who *alone* are vested with the responsibility and the authority to divulge or release any military information which pertains directly or indirectly to the conduct of the war.

Troop Activities.—So guarded must be the factual information reflecting the organization, composition, strength, training, equipment, and location of our armed forces, that the War Department has stated:

"In making requests to the Chief of Transportation Service by telephone, teletype, telegraph, or radio for routing and arrangements under the provisions of paragraph 8, A. R. 30-930, for secret troop movements, only the identifying reference to the directive, movement orders or code reference contained therein * * * will be cited, stating the following information: * * *"

"It is important when transmitting information of the above nature by telephone or

other electrical means of communication that information is not divulged as to the designation of the organization, the point of origin, destination, number of officers, enlisted men, nature of impedimenta, property, or any other information that would be of military value to the enemy" (section III, W. D. Circular No. 231, July 14, 1942).

Personal Checks.—The use of a form of bank check, or endorsement thereon, pertaining to personal funds, which discloses the strength, designation, or location of any military unit, either within or outside the continental limits of the United States, is prohibited (Ltr. AG 122.1, June 24, 1942).

Foreign Exchange.—The purchase of foreign exchange by personnel ordered to overseas duty divulges ultimate destinations, and frequently ports of embarkation and sailing dates. It is prohibited. Adequate facilities exist abroad to serve needs in this respect (section I, W. D. Circular No. 222, July 10, 1942).

Testifying.—When called upon to testify before a Congressional Committee or a judicial tribunal on a subject involving military information, personnel, before giving testimony will make that fact known, through proper channels, to the Chief Signal Officer for guidance in ac-

cordance with War Department procedure (A. R. 600-10, June 2, 1942; paragraph 12, A. R. 380-5).

Contractors.—To incorporate in this pamphlet the requirements imposed upon producers of classified material entrusted to them and the protection demanded against espionage and sabotage, would exceed its intent and purpose. Ample authority for the protection of the Government exists. Only breach of the protective covenants is of concern. Current authorities on this subject are A. R. 380-5, as amended; W. D. Bulletin No. 37, December 28, 1941, W. D. Circular No. 41, February 11, 1942, containing the Code of Wartime Practices; W. D. Circular No. 218, July 6, 1942; and Circular No. 31, Headquarters, S. O. S., July 22, 1942.

Loss or subjection to compromise.—

"Any person in the military service or in its employ who may have knowledge of the loss or subjection to compromise of a secret or confidential document or article of matériel will promptly report that fact to the custodian of the document or matériel. The proper commanding officer will then make a thorough investigation of the circumstances, fix the responsibility, and send to The Adjutant General, through military channels, a report with his recommendation in the case" (paragraph 14, A. R. 380-5).

THINK!

Insofar as military knowledge is concerned, a stranger will be accorded no more information than would be an enemy alien; and friends, relatives, and acquaintances, insofar as your "job" is concerned, shall be considered as strangers.

Never be satisfied only with your own performances. If a fellow soldier or employee has left classified matter exposed, conceal it.

A word of caution to a known violator does not make you a "snooper." By giving it, you have exemplified a superior performance of duty.

Your military task is a sacred secret. Keep it so. Aim to conceal everything you know about the war effort from every one, except a superior who assigned you a duty.

A good saboteur is an eavesdropper. He performs his task through intrigue and works through third persons, frequently the innocent. Locks are no serious impediment to him. He may be an expert in the translation of shorthand notes. A piece of carbon paper may tell him the story he seeks. Wire tapping is an ancient art. Codes can be broken but the enemy, obviously, would be the last to proclaim that he has broken them. His methods are as various as they are devious.

BE CAUTIOUS

BE SILENT

BE ON YOUR GUARD

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