

CONFIDENTIAL

S E C U R I T Y

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## SECURITY

The purpose of this course is to give CIC personnel a basis on which to conduct a security survey of a plant, post, camp or installation. There are three basic requisites for personnel making security surveys.

- A. Common sense.
- B. To know there is a distinction between security slackness and security mania.
- C. To know security risk must not interfere with or delay war effort - the security risk will be weighed against the advantages.

Security is the prevention of avoidable destruction, interruption or delay in production, delivery, repair, etc. of all material essential to the war effort.

It is impossible to set a security survey standard for every type of plant, post, camp, or installation. What applies to one plant, post, camp or installation may not be applicable to another, but the general principles of security will remain the same. Only the standards and requirements will vary in their application.

Security is divided into four parts:

- A. Sabotage.
  1. To provide for the security of plants, posts, camps or installations against all sabotage hazards.
- B. Espionage.
  1. To safeguard information that may be of value to the enemy.
- C. Enemy Action.
  1. Camouflage - Precautions and measures taken to minimize damage, delay, destruction, etc. of plants, posts, camps or installations which may become targets for enemy bombing missions and observed fire, enemy organized raids, etc.
- D. Accidents.
  1. Prevention of costly accidents.

The laws and methods of sabotage and espionage being familiar to CIC personnel will not be discussed. Camouflage, as it pertains to security of plant, post, camp or installation will be discussed.

When initiating a security survey always contact the Commanding Officer or the person in charge of the post, camp or installation unless otherwise advised by your Commanding Officer. The person in charge of any post, camp or installation will be of unlimited help in any security investigation. In making recommendations on the survey, the problems of the C.O. regarding security should be stated and discussed.

A general outline for a report on a plant, post, camp or installation should follow the principles as outlined below.

The first page of any report may be written on any form. The report should

include the topics discussed in the following outline and any other topics as applicable. Recommendations when applicable should follow each main heading.

### I. General.

- A. Name of subject.
- B. Location.
- C. Type of organization.
  - 1. Proprietorship, partnership, corporation, government owned plant, military installation, type of military installation; etc.
- D. Activity in which engaged.
  - 1. Articles of production.
    - a. Commercial capacity.
    - b. Military capacity.
  - 2. Production features.
    - a. Storage of supplies and raw materials, are they guarded adequately?
    - b. Storage of productive units, such as machinery, tools, reserve parts, small parts, etc., are they guarded adequately?
- E. Comparative rating for prevention of sabotage and espionage - Poor - Fair - Good - Excellent.
- F. Comparative rating for fire prevention and protection - Poor - Fair - Good - Excellent.
- G. Comparative rating for continuity of operation, labor, etc., - Poor - Fair - Good - Excellent.

### II. Plant, Post, Camp or Installation - History.

- A. Origin and development, concisely.
- B. Relative importance from commercial and military standpoint.
- C. Control, jurisdiction and ownership.
- D.
  - 1. Physical description of general area surrounding the plant, post, camp or installation, paying particular attention to road nets, rail facilities, transportation facilities, reference points (guiding points), etc.
  - 2. A study of surrounding area with particular attention to occupancy by groups or organizations of a subversive, political, nature. Enemy armed attacks, raids, etc.
- E. Floods, unusual storms, unusual winds, weather, etc. occurring in area.

### III. Officials.

- A. Brief sketch of the principal officials, where born, training, citizenship status, whether or not they have been known to be associated with

any subversive groups of activities.

- B. Note attitude of officials toward the surveying agency.
- C. What person is charged with security, brief personal history sketch.

#### IV. Layout.

- A. Map, photograph, sketch or plan showing the general layout of the area included.
- B. Description.
  - 1. Enclosed areas.
    - a. Comment on location of, condition, repair, efficiency, necessity, guards, etc. for fences, walls, gates, buildings, etc.
- C. Name and describe roads, streets, paths and railroad sidings, etc. on property. Comment on protective equipment such as anti-aircraft weapons, fortifications, etc.
- D. Comment on adjoining properties and note whether there are any wharves or docks located on the premises or on adjoining premises. Comment on protective equipment such as fortifications, anti-aircraft weapons, etc.
- E. Each building or installation should be studied individually.
  - 1. Design and construction.
  - 2. Facilities provided in each building.
    - a. Production, machinery, storage, offices.
  - 3. Building appurtenances, accessories, and appliances.
    - a. Wiring, lighting, fuse boxes, windows, skylights, screens, doors, locks, shafts, chutes, elevators, stairs, firewalls, water valves, steam valves, storage facilities, passage ways, etc.
- F. Buildings should be studied collectively.
  - 1. Consider their relationship to one another.
    - a. From a standpoint of preventing persons or employees from visiting other buildings or using the passageways as shortcuts to and from various buildings.
    - b. From a standpoint of flow and type of work.
    - c. Study the immediate surroundings of each building noting the need for flood lights, screens, the presence of unprotected equipment, locks and keys, guard system, pass systems, fire systems, and material which may provide the means of aiding saboteurs such as chemicals, explosives, ladders not in use, etc. Proximity of inflammables and explosives.

d. Loading platforms.

(1) Railroad, truck, docks.

(a) Supervision.

(b) Freedom allowed drivers and helpers loading and unloading at platforms.

(c) Equipment.

(d) Protective facilities.

V. Personnel.

A. How selected or secured for positions.

B. Who is in charge of procurement.

1. Short personal history of the individual.

C. Are employees, etc., required to file detailed personal history statements?

D. To what extent is personnel investigated for positions?

E. What type of persons appear to be employed in the work?

1. Does any particular nationality appear to be preferred?

2. Do they seem to be loyal, discreet, patriotic, cooperative, etc.?

F. Has there ever been any trouble at the plant, post, camp or installation?

1. Racial - explain.

2. Religious - explain.

3. Group - explain.

4. Labor - explain.

5. Allied - explain.

6. Petty stealing - explain.

7. Economic - explain.

G. Morale

1. Propaganda.

VI. Security of premises.

A. Provisions for protection of property.

1. Plant police, watchmen and guards.

B. Military Guards.

1. Source of military guard; station compliment, post MP unit, tactical unit, regular MP, other.
  2. Strength of guard systems and adequate armament.
  3. Responsibility of each. - stations and posts.
  4. How frequently is the guard changed.
  5. Are records of incidents, etc. kept.
  6. Natives wandering over post in night.
- C. Civilian guards and plant police.
1. What is their responsibility, strength, is it adequate? How selected, qualifications, prior investigation, shifts, armament adequate, special equipment such as radios, etc., training, uniforms, who is in charge? was he investigated?
  2. Military as guards in place of civilians.
- D. Guard systems and aids.
1. Communication systems adequate, alarm systems adequate, regulations and records of guard forces maintained adequately.
- E. Duties of guards.
1. Inspect all trucks, railroad cars, automobiles, teams, packages, briefcases, and persons.
  2. Know how to give an alarm, use communication systems, keep roadways and vehicle entrances and exits open to permit movement of emergency equipment and vehicles, enforce blackout discipline, handling of unexploded missiles, notify proper authorities, checking on visitors, passes, identification, loiterers, business agents, repairmen, supervise loading and unloading of trucks, registration and log kept on all cars.
- F. Procedure.
1. Identification systems.
    - a. Are officers required to show A.G. card when entering or leaving?
    - b. Are enlisted men required to present identification tags when entering or leaving?
    - c. Are civilian employees issued a badge, pass, photo badge, photo pass, etc.?
    - d. Are temporary visitors, repairmen, officers, trucks and drivers, etc. issued special passes, etc.? Is an adequate record kept?
    - e. Does the type of passes etc. vary either in form or in color so that they indicate the bearer thereof to be a visitor, truck driver, repairmen, etc?

- f. Do members of the various departments in the plant, post, camp or installation have different type badges, passes, etc., so that it may be determined at a glance whether they should be in a certain area?
- g. Do employees enter and leave by a specific gate and at a specific time, do trucks enter and leave by a specific gate?
- h. Are civilians admitted without question if accompanied by an officer, enlisted man, known official or known employee?
- i. Are all badges, passes, etc. recovered upon discharge, etc.; is a check made to see that they are? Are the records checked each day to see who is coming into the plant, post, camp or installation? By whom?
- j. Is a spot check made within the area to ascertain if visitors, officers, officials, employees, drivers, etc. have the proper identification?
- k. Are cars of personnel registered at the post and are there specific parking areas designated?
- l. Are records kept reflecting all activities and incidents during the day?
- m. Do the guards know the location of vital installations?
- n. Are posts reinforced during alerts?
- o. Is a countersign employed?
- p. Does an inspecting officer make a tour of inspection?
- q. What authority do the guards have? Are they familiar with this authority?
- r. What is the discipline and morale of the guards, how is discipline enforced?
- s. Do guards have keys to vital installations, who issues them, where are they kept, is a master board kept, are they allowed to have them in their possession at all times?
- t. Are guards allowed in any part of a plant, post, camp or installation even though they are not a part of that specific building; etc?
- u. Do guards accompany all visitors, truck drivers, etc. to their destination?
- v. Methods of admitting shipments in or out of the plant, etc. by railroad sidings.

VII. Restricted Areas.

- A. Designated and posted.
- B. Location of parking for employees and visitors guarded?

- C. Vital manufacturing and storage areas restricted, guarded?
- D. Storage of technical and precision tools and classified material guarded?
- ~~E. Explosives stored in a restricted area, guarded?~~
- F. Water supply area restricted and guarded?

VIII. Power and Utilities.

A. Examine the means by which power used is obtained by the plant.

1. Electric.

- a. Generated where, location of, main transformers, number of spare transformers, location and protection of transformers and lines, number of power feed lines from transformers to vital installations? How is power distributed, underground, overhead, auxiliaries? Generating station guarded, adequately?
- 2. Check all power lines, conduits, power poles, emergency lines, manholes, water seepage, the proximity of transformers to all storage, streams and dumps, etc. What is daily consumption of power? Give its breakdown.
- 3. Check the location of these facilities with reference to the premises of the plant and adjoining territory keeping in mind the opportunities afforded for sabotage.

B. Steam

1. Steam

- a. Admittance to powerhouse restricted, number of boilers in use and horsepower, type, number of boilers in reserve? How boilers are fired, whether they are constantly attended, have safety controls?

2. Form of fuel used.

- a. Coal - check daily consumption, amount stored on premises, supply, how transported, inspected, security of supply, reserve and storage.
- b. Oil - daily consumption amount stored on premises, how stored and piped, supply readily procurable, check the security of supply, reserve and storage.
- c. Gas and Gasoline - daily consumption, amount stored on premises, how stored and piped, supply readily procurable, check the security of supply, reserve and storage.
- d. Water turbine - storage basin, head, generating capacity, reserve turbines, etc., output?
- e. Alternate sources of power and supply?
- f. Constant maintenance and inspection of power systems?



IX. Communication system.

A. Mail.

1. How handled and routed, qualification and requirements for the persons handling the mail, rules and regulations affecting the handling of mail? Censored? How, by whom?

B. Messenger Services.

1. Plant, post, camp or installation messengers, outside messengers.

- C. Are all military personnel made cognizant of censorship regulations; who is censorship officer, brief sketch, may personnel use other than army postal channels, is censorship to be applied to these channels?

- D. Cameras - allowed in area and adjacent areas in possession of either military or civilian personnel, registered notices posted, guards enforce regulations and check camera passes permitted, are there any specific areas where a camera may or may not be permitted?

- E. Are all press releases and photographs cleared through public relations officer? Who issues passes and brassards to correspondents, who checks on them?

F. Telephones and telegraph.

1. Rules and regulations for the use of the telephone for personal calls by employees and visitors.
2. Extreme care exercised in transmitting information by telephone.
  - a. Is an authentication system being used, who is in charge, how often changed?
3. Has all personnel been investigated and to what extent?
4. Check the location of open wires, terminal boxes, cross connecting boxes, cables, manholes, etc. with reference to the premises and adjoining territory paying particular attention to the opportunity afforded to "tap" the system or to sabotage the system.
5. Is auxiliary power available?
6. Have preparations been made to efficiently take care of all sudden breaks in the system?
7. How often do maintenance crews check the wire and are they on the alert for wire taps?
8. Does the wire between points within the subject area pass through a civilian switchboard?
9. Are civilian repairmen, etc. investigated?
10. Are all terminal, cross connecting boxes locked and sealed? Who has possession of the keys and seals?

G. Special Signal devices.

1. Interplant telephone or call-o-phone (check as in above for telephones).
2. Automatic signalling equipment such as is installed for protection against fire and theft, electric eyes, thermostatic signals, etc.
3. Teletype writers, radio telephone, radio telegraph, etc.
  - a. Check on authentication systems, changing of codes and frequency. How is this change instigated, etc? Radio, telephone, telegraph, nets and control stations, who authorizes messages to be sent in clear?
  - b. Is the message center sufficiently guarded against unauthorized entry.
  - c. What source of power is used for transmitting and receiving, is there a supplementary source of power?
  - d. Does message center comply with AR 380-5.
  - e. Has personnel been instructed in case it should become necessary to prevent the capture of equipment or when ordered to do so, to destroy it so that no part can be salvaged, recognized or used by the enemy, and to burn all papers and books?
  - f. Is there a supplementary communication system? What is it, where is it, who guards it, etc?

X. Fire protection. Are there fire regulations for the plant? Are they complied with?

- A. Placement of fire extinguishers, contents of extinguishers, types of materials in the areas they serve, fire ladders, fire buckets, hose reels, how often inspected and tested?
- B. Automatic and manually operated fire alarm system?
- C. Sprinkler systems.
  1. Type: wet pipe, dry pipe, deluge, pre-action.
    - a. Sprinkler heads.
      - (1) Fusion - what temperature does it go off at?
      - (2) Quartz bulb - what temperature does it go off at?
      - (3) What size pipe feeds system?
      - (4) What area does each sprinkler head serve? - 1,000 cu. ft. per head.
      - (5) Pressure should be at least 15-20 pounds at head.

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  - a. Check on authentication systems, changing of codes and frequency. How is this change instigated, etc? Radio, telephone, telegraph, nets and control stations, who authorizes messages to be sent in clear?
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(4) What area does each sprinkler head serve? - 1,000 cu. ft. per head.

(5) Pressure should be at least 15-20 pounds at head.

(6) What is the capacity of the tank or resevoir feeding system?

(7) Does an alarm go off when spinkler system goes off?

- D. Location of control valves, are control valves sealed, inspected daily, are they readily accessible to anybody?
- E. Water flow alarms, are they checked and inspected?
- F. Water mains, location, size, pressure, control valves, by-pass valves, supplementary feed lines, fire hydrants, size of feed to hydrant, how often tested and checked, pressure at all hydrants near vital installation? Tank or resevoir capacity and head.
- G. Fire alarm system, how often inspected and tested, type system?
- H. Comment on arrangements of fire escapes, fire breaks, fire doors, etc. of vital installations?
- I. Location of supplementary fire protection, explain type, time to appear, how notified, etc?
- J. Plant, post, camp and installation fire brigade.
1. Number of persons.
  2. Training.
  3. Equipment explained in detail, such as pumps, hose, etc.
  4. Check loyalty.

#### XI. Water Supply.

- A. Location of mains, control valves, by-pass valves.
- B. What type of supply, river, pond, well, etc. and what is its capacity, auxiliaries?
- C. How pumped, type of pumps, location of pumphouse? Protection of watershed area, supply well, etc., purification system?
- D. What supplementary supply is available, how much?
- E. What is the water supply demand in gallons per day?
- F. What is the breakdown of the water supply?
- G. How is water delivered, pipe line, hauled in trucks, etc?
- H. How often is the water tested for purification, by whom? What is the principal treatment necessary, chlorination, sedimentation, filtration, etc
- I. Are records kept on flow test, supply capacity, purification treatment, etc
- J. Has there been any outbreak of disease traceable to the water supply?

- K. Is the source of supply, rivers, reservoirs, ponds, brooks, wells near pipe lines, waste disposal areas, factories, etc., where the water may be contaminated.
- L. What percentage of the available water supply is set aside for fire protection? How is this done?
- M. Sewerage systems:
1. Location of mains, controls, etc.
  2. Size of mains, etc.
  3. Gravity feed or pump system.
  4. Disposal: Imhoff tank, filter bed, river, pond, ocean, etc. Trace course of sewage.
  5. Pumphouse, pumps, auxiliaries, guards, etc.
  6. Type of waste disposal, industrial, human, etc. Does sewage disposal system run overhead, underground, on the ground? Give breakdown.
  7. Amount of water used for waste disposal?
  8. Possibility of contaminating water supply and spreading disease? Has there been any epidemic outbreak traceable to waste disposal?

## XII. Blackout security.

- A. Has the plant, post, camp or installation a blackout plan, what is it?
- B. Is light discipline enforced, by whom, how?
- C. 1. Is there an air raid warning system, how does it function, is it sufficient?
2. Are personnel familiar with air raid warning signals?
3. Is the plant evacuated in event of air raid?
4. Are there definite instructions issued concerning safe areas, routes to these areas, movements, handling of classified papers, are personnel familiar with them?
- D. Are there auxiliary guards, watchers, etc? Are they assigned to a specific area, are they trained?
- E. Are provisions made for extinguishing outside lights promptly and to extinguish or obscure inside lights promptly, is this done by means of master switches, when master switches are pulled do fire pumps, protective devices, machinery, equipment, etc, remain operative? Are these switches adequately protected?
- F. Are adequate provisions made for handling traffic during a blackout? How long does it take to have a complete blackout after the warning signals are given? Are practice blackouts given? What road expedients

are employed to facilitate traffic movement, and where?

G. Does all work cease during a blackout?

XIII. Ammunition and explosives.

A. Is there a specific storage area for bombs, ammunition and explosives?

1. Is the area situated to conform with the following chart?

Distance in feet from nearest:				
Pounds of Explosives in Magazine	Inhabited Building	Public Railway	Public Highway	Magazine
50	240	140	70	60
100	360	220	110	80
2000	1200	720	360	200
25000	2110	1270	630	300
*100000	3630	2180	1909	400

\* Maximum allowed in any one magazine

2. Is the magazine dump, etc. easily accessible, good road net?

3. Are magazines or dumps isolated in a ravine if possible, are the locations dry, what drainage is provided, are magazines surrounded with a barricade to prevent damage to adjacent structures in case of an explosion and to protect it from bomb or shell fragments. Are the magazines bulletproof, fireproof, weatherproof, well ventilated, how ventilated, etc.? Of what material is the magazine constructed? If the walls are dry sand, are they 14 inches thick? Concrete stone, hard brick are not entirely suitable because of fragmentation. Is the magazine temporary or permanent?

4. Caps, primers, and boosters should not be stored in the same magazine. Explosives, etc. should be stacked so that old explosives, etc. will be removed first. Stock should be readily accessible, allow no metal tools and matches in the magazine. Electric wiring should be inspected daily. Keep the grounds around the magazine free from brush, dry leaves, etc. Shoes with exposed nails should not be worn in the magazine. When shells are shipped with boosters in them, the boosters should be removed and stored separately. When the tactical situation is such that the storage of ammunition and high explosives without covering is necessary and the construction of magazines is not practicable, the entire area should be cleared of all bivouacs, fenced if possible and under guard at all times.

5. What method is used in transporting explosives, etc., is the carrier marked "explosives." What are the local regulations for transporting explosives? Are they being complied with? Never haul caps with explosives. What is done with deteriorated explosives or frozen explosives, are they burned separately? 100 pounds at a time.

6. Is the magazine area surrounded by an unclimbable fence, is the magazine guarded adequately day and night? Are guards instructed to report any unusual occurrences such as fires in the vicinity, dangerous practices of personnel working in or close to the area, such as smoking, unauthorized use of fire equipment, tampering with ammunition, equipment, using firearms, unlocked magazines, etc.
7. Are stock records kept, who has keys, from whom and how are supplies issued, is there at least a 50 foot wide fire break around each magazine, is it clear of brush, grass or combustible material? What fire protection is present. Is it adequate, are matches, etc. allowed in the magazine, is a spot check made? How often are magazines inspected, by whom? Are inspection records kept?

#### XIV. Safeguarding Military Information

A. Personnel: Clerical and technical work on Secret and Confidential matter, to the extent practicable, will be performed only by duly investigated and approved personnel. List all personnel in the office, giving name, rank, official position, if military, and name, position, and whether duly investigated, if civilian.

1. Military Personnel:

a. Administrative. List attached as Exhibit \_\_\_\_\_.

b. Clerical. List attached as Exhibit \_\_\_\_\_.

2. Civilian Personnel. List attached as Exhibit \_\_\_\_\_.

3. Other Personnel. Include such persons as janitors, charwomen and any others having access to rooms containing classified documents together with working hours. List attached as Exhibit \_\_\_\_\_.

B. Classified Documents:

1. Secret Documents:

a. Approximate percentage of total volume classified Secret \_\_\_\_\_.

b. Documents will be classified Secret when disclosure of the information contained therein might endanger national security, cause serious injury to the interest or prestige of the nation or any governmental activity, or would be of great advantage to a foreign nation. Note specifically any documents classified as Secret which are not covered by any of the examples referred to. List attached as Exhibit \_\_\_\_\_.

c. Documents may be classified as Secret only by the authority of a general officer, the commanding officer of a depot, post, camp, station or independent command.

(1) Has competent authority specifically authorized any person or persons in the office or section to classify documents as Secret?

- (2) To what matters does this delegation of authority?
- (3) What was the date of such delegation of authority?
- (4) Are all persons classifying matters as Secret satisfactorily familiar with the provision of par. 3, AR 380-5.

d. All Secret documents will show the authority for the classification and the date affixed. List specifically documents classified as Secret which do not bear the required authority. List attached as Exhibit \_\_\_\_\_.

Examples of items classified as Secret:

- A. War plans.
- B. Documents relating to the design and development of new material and containing information of the type described that might endanger national security, cause serious injury to the interest or prestige of the nation or any governmental activity, or would be of great advantage to a foreign nation.
- C. Codes, ciphers, and cryptographic devices used to transmit secret information.
- D. Certain military maps and photomaps.
  1. In the continental United States, those illustrating and identified with a war plan, including local defense plans, defense projects, or any phase thereof.
  2. In oversea possessions and foreign territory occupied by the forces of the United States, those illustrating an approved war plan, including local defense plans, defense projects, or any phase thereof; those showing the lay-out of permanent defense works and naval bases.
- E. Information concerning items of materiel and methods of assembly classified as secret by a chief of a supply service.
- F. Photographs, photostats, diagrams, or models of any secret document or essential part of secret materiel.
- G. Troop movements.
- H. Information which will indicate the strength of garrisons in oversea departments and foreign territory occupied by the forces of the United States or information indicating the composition of units or the total quantity of specific items of equipment pertaining thereto, except that mailing address will include organizational designations.

2. Confidential Documents:

- a. Approximate percentage of total volume classified Confidential \_\_\_\_\_.
- b. Documents will be classified Confidential when disclosure of the information contained therein, while not endangering the national



security, might be prejudicial to the interest or prestige of the United States, a governmental activity, or an individual, or be of advantage to a foreign nation.

- (1) Note specifically any documents classified as Confidential which should be classified Secret. List attached as Exhibit \_\_\_\_\_.
- (2) Note specifically any documents classified as Confidential which are not covered by any of the examples contained in par. 4, AR 380-5, shown on reverse of this page. List attached as Exhibit \_\_\_\_\_.

Examples of items classified as Confidential:

- A. Regulations governing joint action of the Army and the Navy.
- B. Documents relating to the design and development of new materiel and containing information of the type described, although not endangering the national security, might be prejudicial to the interest or prestige of the United States, a governmental activity, or an individual, or be of advantage to a foreign nation.
- C. Codes, ciphers, and cryptographic devices used to transmit confidential information.
- D. Certain military maps and photomaps.
  1. In the continental United States, those showing lay-out of the permanent defense works and naval bases and the adjacent terrain vital to their defense, and those that serve to fix definitely the location of any element of permanent defense works and naval bases, except that when the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified as confidential.
  2. In oversea possessions and foreign territory occupied by the forces of the United States, those not classified as secret, showing lay-out of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area vital to defense.
- E. Technical information, such as research of processes of manufacture which may be a distinct military asset and not a matter of general knowledge, and other technical items of the type described in D-1 above.
- F. Photographs, photostats, diagrams, or models of any confidential document or essential part of confidential materiel.
- G. Certain reports, orders, or instructions pertaining to individuals, such as those relating to investigations, special assignments, and others.
- H. Information and records compiled at the request of the War Department for its use in the assurance of adequate provision for the mobilization of materiel and industrial organizations essential to wartime needs.

I. Shipments of machine prepared and manually prepared monthly personnel rosters and W.D., A.G.O. Form No. 303 (Report of Change) for organizations and individuals outside the continental limits of the United States. Rosters and reports of change included in any shipment need not be individually classified.

J. All information relative to specific quantities of war reserves.

3. Registered Documents:

a. Number of registered documents in office \_\_\_\_\_.

b. Has this office originated and issued any registered documents? If so, give short title, classification and date of issue. List attached as Exhibit \_\_\_\_\_.

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

(1) Have any registered documents been reproduced by this office?

(2) Was authority obtained?

(3) By whom?

d. Custodians will keep a complete inventory of all registered documents on which semi-annual returns must be made on June 30 and December 31 of each year to the proper office of record. Is an inventory maintained?

e. Has the required semi-annual report to the office of origin been rendered for the last preceding period?

f. In making a semi-annual report each item will be physically inspected and its register number checked against the inventory. Was this procedure complied with?

g. The custodian and one other disinterested officer will make the inventory and both will sign the report. Who were the disinterested officers and what was their official capacity?

4. Overclassification:

Documents will be assigned the least restrictive classification consistent with the proper safeguarding of the information concerned. Overclassification will be voided. If not already listed in previous exhibits, list title of documents which appear to be overclassified together with suggested appropriate classification. List attached as Exhibit \_\_\_\_\_.

C. Dissemination of Information:

No person in the military service is entitled to classified information solely by virtue of his commission or official position. Such information will be entrusted only to those who need it in the performance of their official duties and to insure teamwork and efficient instruction of personnel, proper planning, or proper maintenance of equipment.

1. Secret information:

The dissemination of secret matter will be held to absolute minimum. Information as to the contents or whereabouts of secret matter will be disclosed only to those persons whose duties require such knowledge. It is exclusively for the official use of the person to whom it is divulged or issued. List all personnel whose duties are construed as requiring that they have knowledge of the contents or whereabouts of Secret documents or who perform clerical functions in connection therewith, stating the nature of their duties. List attached as Exhibit \_\_\_\_\_.

2. Confidential information:

The contents or whereabouts of confidential documents will be disclosed only to those persons whose duties require that they have such knowledge and to such other persons of especial trust who must be informed. List all personnel whose duties are construed as requiring that they have knowledge of the contents or whereabouts of Confidential documents or who perform clerical functions in connection therewith, stating the nature of their duties. List attached as Exhibit \_\_\_\_\_.

D. Storage:

1. Secret and Confidential documents other than registered documents will be stored in the most secure files available in a room that is kept locked when not in use.

a. Is the office locked when not in use?

b. Who is furnished with keys to the room?

c. Are the windows lock at night?

d. Is an officer charged with the responsibility of seeing that all doors and windows are properly secured at the close of the working day?

e. Are Secret and Confidential documents stored in the most secure files available?

f. Are Secret and Confidential documents filed separately in files having different keys?

g. List personnel having keys to files containing:

(1) Secret documents. List attached as Exhibit \_\_\_\_\_.

(2) Confidential documents. List attached as Exhibit \_\_\_\_\_.

(3) Restricted and unclassified. List attached as Exhibit \_\_\_\_\_.

h. List personnel having access during working hours to files containing:

- (1) Secret documents. List attached as Exhibit \_\_\_\_\_.
- (2) Confidential documents. List attached as Exhibit \_\_\_\_\_.
- (3) Restricted and unclassified. List attached as Exhibit \_\_\_\_\_.

- i. Are Secret and Confidential documents habitually turned face down or otherwise covered when lying in baskets or on desks?
- j. Is there any period of the day during which the office is left unattended? If not, what arrangements have been made to insure that a responsible person will be present at all times?
- k. At every headquarters an inspection will be made each day before the close of business to insure that all Secret and Confidential documents and cryptographic devices have been properly put away.
  - (1) Is this requirement complied with?
  - (2) Has any one person been charged with this responsibility?
  - (3) Who?

2. Registered Documents:

- a. Are registered documents stored in the equivalent of a three combination safe?
- b. If no such safe is available, are the registered documents kept constantly under armed guard?
- c. List personnel having combination or keys to the container of registered documents. List attached as Exhibit \_\_\_\_\_.
- d. List personnel having access to container of registered documents during working hours. List attached as Exhibit \_\_\_\_\_.
- e. Safes containing registered documents will habitually be kept locked with the full combination whenever they are not under the direct supervision of a person officially entrusted with the combination. Is this requirement being complied with?

E. Transmission:

1. At a headquarters commanded by an authority qualified to make the secret classification, the commanding officer will provide for the security of interoffice transmission of secret documents. What provisions have been made? Attach a copy of such orders, if any, if none are available, outline the provisions. Exhibit \_\_\_\_\_.
2. Except when personally delivered by authorized personnel, secret documents will be inclosed in an inner and an outer cover.
  - a. List persons who are used for the transmission of secret

CONFIDENTIAL

documents where the double cover is not used, stating whether or not specific authorization has been made in each case and the officer making such authorization. List attached as Exhibit \_\_\_\_\_.

3. Prior to opening a sealed package or envelope containing secret documents the seal and wrappers will be carefully inspected to determine whether there has been any tampering. Is this requirement being complied with?
4. The inner cover marked "Secret" will be opened only by the person to whom addressed or by personnel specifically designated by him. If personnel have been designated, who are they and by whom designated? Exhibit \_\_\_\_\_.

F. Destruction:

1. When competent authority directs the destruction of secret and confidential documents, they will be burned by the custodian thereof in the presence of a disinterested officer. The certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction. If the documents are registered, the certificate, signed by the custodian and the witnessing officer, will be sent to the officer directing the destruction, who will forward it to the office of record indicated in the registered document. If the headquarters has only one commissioned officer, the report will so state. Exceptions hereto may be authorized only by the War Department. What specifically are the measures that have been employed for the destruction of classified documents? Exhibit \_\_\_\_\_.
2. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, and work sheets containing secret or confidential data will be destroyed by the person responsible for their production immediately after they have served their purpose or will be given the same classification and safeguarded in the same manner as the material produced from them. Does the person responsible for their production himself destroy the matter above immediately after they have served their purpose? What is the disposition of:
  - a. Preliminary drafts?
  - b. Carbon sheets?
  - c. Stencils?
  - d. Stenographic notes?
  - e. Other work sheets?

G. Security Officer:

1. Has a Security Officer been designated for the office or section? Name and official position.
2. Does the Security Officer have ready access to a copy of AR 380-5?

CONFIDENTIAL

3. Does he appear to be sufficiently familiar with the promisions of AR 380-5 as they affect his office?

XV. Personnel Safety Measures.

- A. What measures are taken to protect personnel from respiratory diseases, contagious diseases, occupational diseases, gas attacks, etc.. Are safety regulations issued? Are they enforced? By whom? How often is an inspection made? Sanitation facilities, water facilities, bathing and drinking, what medical facilities are available, what protective equipment is available, waste disposal, natives.

XVI. Industrial Processes.

- A. Are vital processes and equipment safely protected and well dispersed?
- B. Is production largely dependent on a few machines and equipment? Are there spare machines, parts, equipment, etc? Are these machines standardized?
- C. Are there any bottlenecks in the system?
- D. Are supplies available in large quantities, dispersed, protected and readily available?
- E. Is transportation adequate keeping in mind the relative importance of the item in question? What does this transportation consist of, could other means of transportation be utilized? What other means, how much? What is the road traffic load for transportation? Is vehicle traffic heavy in that vicinity?

XVII. C. S. System.

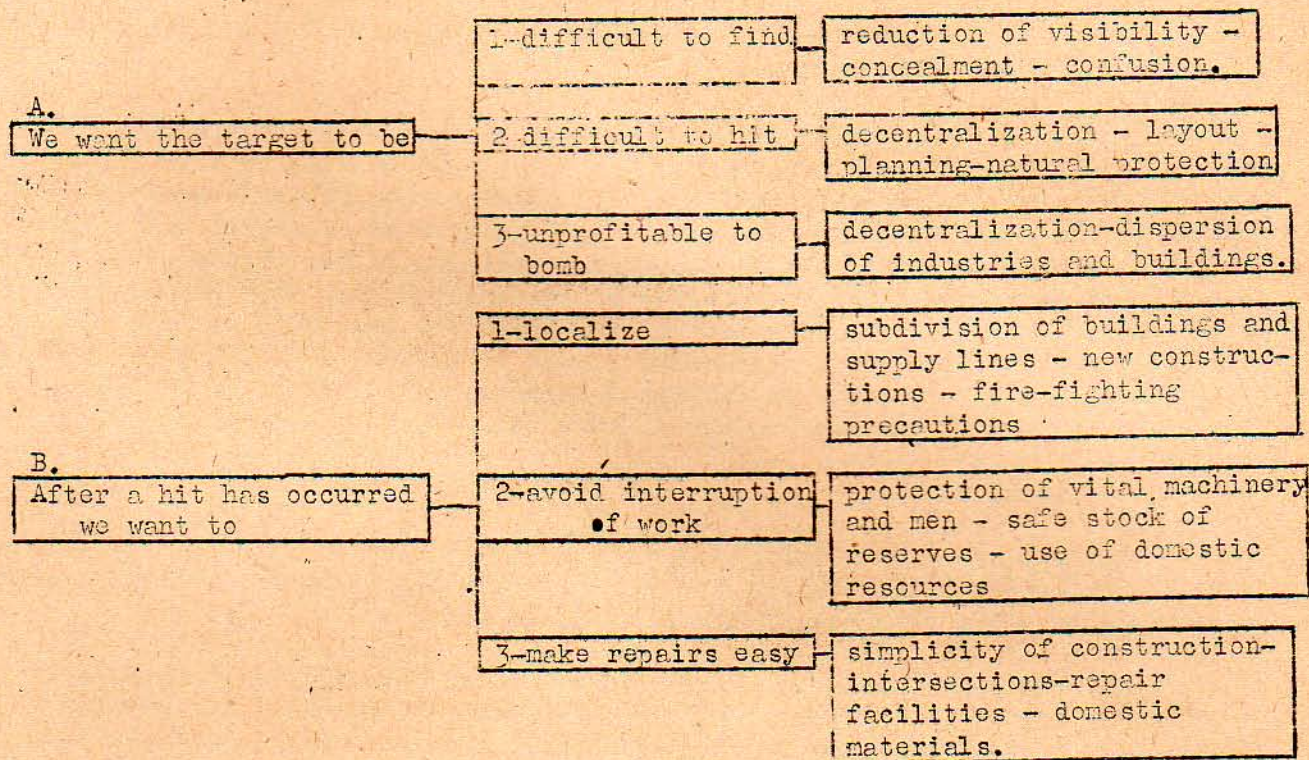
- A. Has the C.S. system been installed in civilian and military units? Is it functioning, if not, explain wherein it fails? Is the C.S. system being compromised by the disclosing of its operatives or operative's reports. Is it up to strength? Do the operatives report regularly? How do the operatives report? Do the operatives submit negative reports? What is the average number of monthly positive reports. What action is taken? Does the S2 of the unit report regularly to higher headquarters? Is a chart or record kept on all monthly reports from the S2's. Has any effort been made to make S2 bring the unit to strength? Has any effort been made to have operatives report regularly, how often? How are instructions sent down to the various operatives, how are these instructions, if written, picked up, is there any specific time when operatives reports have a tendency to "fall off". Is the S2 allowed to explain any deficiency in the monthly report? Are the S2 reports submitted in proper form, in the correct number of copies, through the proper channels, are they properly classified? Does the S2 carry "cases" in his monthly report from month to month without closing them or taking any action? Does the G-2, PIO or S2 know that investigative jurisdiction belongs to CIC? Are operatives improperly used as investigators? Are the records of the operators kept lock up and the names of operatives only known to the S2? What sort of a file system does the G-2, S2, PIO keep on operatives reports? Have the G-2, PIO, S2 been allotted sufficient funds in order to successfully run the C.S. system? Where

are the operative's reports picked up, by whom? Into what category does the bulk of C.S. reports fall; disaffection, potentially subversive, security of information, etc., why? Does the C.S. system as set up conform closely to T M 30-205? How does it vary? Estimate the effectiveness of the system.

XVIII. Camouflage.

Criteria of Efficiency of installation protection.

What we aim to achieve:



I. We want the target to be:

A. Difficult to find by:

1. Reducing Visibility: paint, toning down, using screens, nets, false roofs, darkening and covering of roads, distortion of shadow (remembering that shadows vary with the time of day and the season of the year), forms, smoke, landscaping programs. Reduce the conspicuousness of crossroads, roads, railroads, rivers, gas holders, chimneys, stadiums, traffic circles, cupola of a church, etc. These may be used as reference points to orient and guide enemy planes to their objectives.
2. Concealment: Make use of natural concealment, observe camouflage discipline, match general architectural, type of structures in the locality, blending with surrounding terrain. Generally the successful concealment is tied in closely with visibility and all factors employed in reducing visibility will increase concealment. Protective concealment is effective only as a total job, compromising not only the installation proper but also driveways, rivers, roads, railroads,

ports, harbors, landmarks, other buildings, etc. even at some distance from the installation. Special consideration must be given to road and railway connections. The camouflaging of an open system of roads is difficult, make all such as inconspicuous as possible, follow the edge of woods, make no wider than necessary. Place parking fields under all available concealment. Run secondary roads to the installation from main roads, have these follow the contour of the terrain, decentralize.

### 3. a. Confusion

- (1) Deception: dummies, decoys, "Dr. Jekyll and Mr. Hyde" installations.
- (2) Same factors that apply to reduction of visibility and concealment.
- (3) The task of camouflage is to deceive the bombardier, deception and diversion are the means used to fulfill this task. If complete subterfuge in evading recognition cannot be accomplished, disturbance of accuracy of observation is the next goal. These depend on qualities of the object, size, relief, pattern, qualities of surface texture, coloration, brightness, intensity of illumination, contrasts of light and shadow, absence of light, artificial illumination, texture pattern in different seasons, color scheme in different seasons, nature of surrounding objects, movement of objects.

### B. Difficult to hit.

1. A large square building or a congested group of buildings offers a good target, easy to aim at and profitable to bomb. The plane drops a salvo of bombs, resulting in many hits.
2. Long and narrow buildings offer a comparatively poor target for a salvo of bombs, but they are relatively vulnerable, if very long, for a stick of bombs because the long extension makes it easy to envisage and dive at.
3. The safest layout for "salvos" as well as "sticks" is therefore the arrangement of long, but not too long, buildings spaced with intervals and irregularly placed so that the buildings are not on one flight line
4. The angle for average target recognition is 30 degrees to 44 degrees; for minimum target recognition 40 degrees to 52 degrees. The lower the flight and the higher the speed the smaller the angle. Expected altitude of bombing, and probable angle of recognition determine projection or extension of super structure of nets, hoods, roofs, etc., in protective planning. Freight yards, railroad sidings, large tank concentrations are easily spotted from any angle. But dispersed sidings and tanks spread fan-like between trees or making the most effective use of natural concealment make the problem of camouflage much easier. If the target is well concealed, visibility is reduced, etc. landmarks on route of flight (within five or six miles) are used by the bombardier for aiming, provided their distances from the target are known, and if the landmarks are within critical bomb release zone. Landmarks within ten miles of the installation are



helpful in checking course and preparing for action, therefore these landmarks should be camouflaged.

C. Unprofitable to bomb:

1. Decentralization planning brings problems of transportation, communication costs, etc., but is better protection against aerial bombing. Irregular groups of buildings are harder to find than regular groups. The camouflage is easier.
  - a. Decentralization of buildings, air shelters, exits, parking areas, etc.
  - b. Decentralization of water towers, power stations, storage tanks, etc.
  - c. Decentralization of railway and road facilities.
  - d. Reserve power plant, tools, machinery, supplies, installations.
  - e. Decentralization of utilities. Do not have water mains, telephones, cables, gas lines, fuel lines, side by side, segregate switches, not all in one place, disperse gas mains, sewers. Standardize everything so that the replacement factor will be simplified.
  - f. Sufficient fire fighting equipment to cover a larger area.

II. After a hit has occurred.

A. Localize damage.

1. Disperse the parts of the installation; re-inforce and protect structures, duplicate facilities, sufficient fire precautions; streamline, communication systems, guard net. The violence of an explosion is relatively much greater, in narrow courts or narrow streets as compared with wider streets and buildings of the same height. The violence of an explosive is directly proportional to the resistance offered. The greater the resistance, the greater the explosive violence. One story buildings offer less resistance to air pressure, caused by explosions, than multi-story buildings. Consequently lower buildings are preferable.
2. Treat the same as under the heading, "Unprofitable to bomb."

B. Avoid interruption of work.

1. Protection of vital machinery and men by means of sandbags, protective structures, air raid shelters, etc.
2. Safe stock of reserves. Do not put all reserves in one place. Standardize all machinery so that parts, spares, etc. are interchangeable.
3. Domestic resources, have supplementary means of supply close to the area or within a short hauling distance.

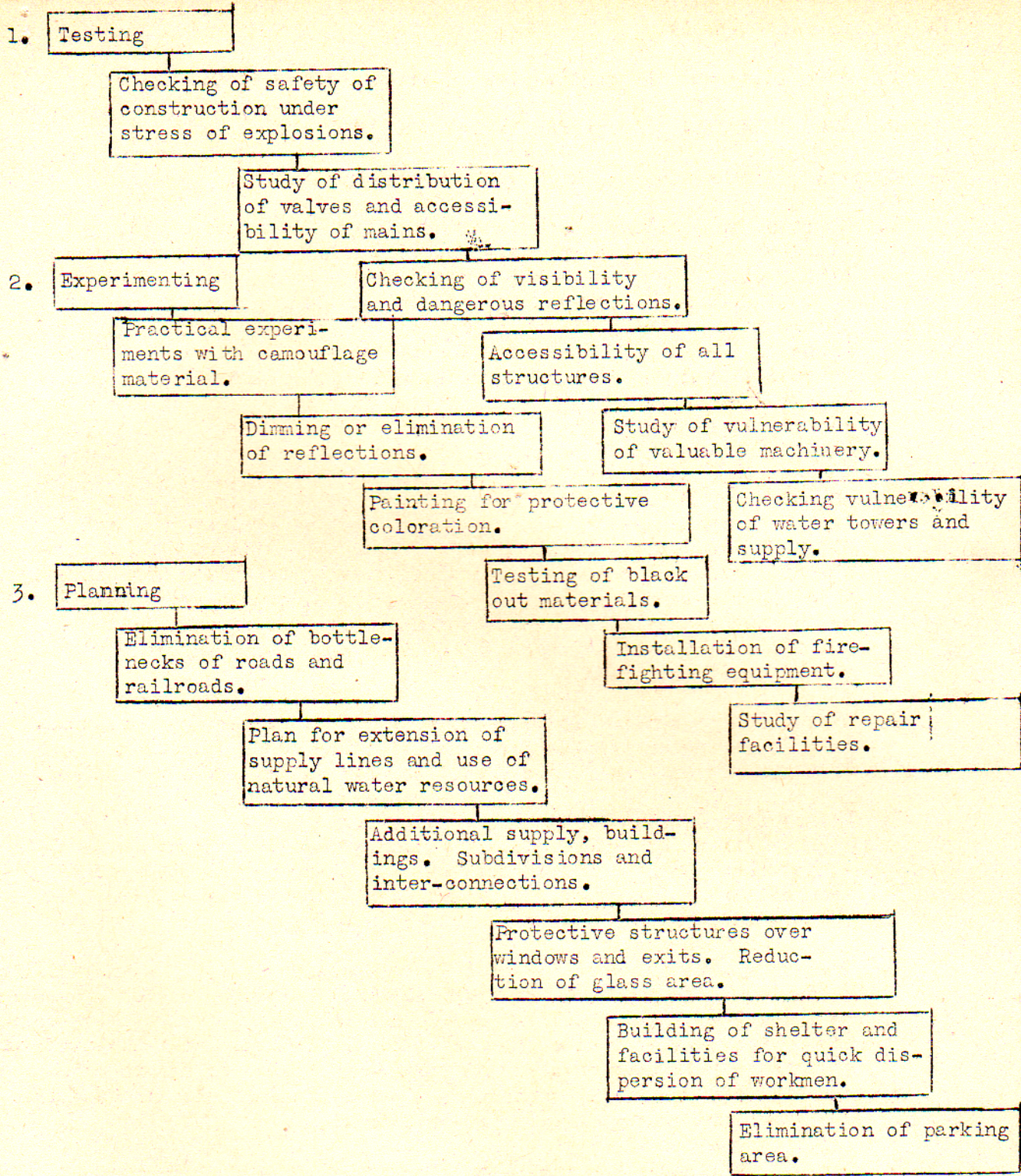
C. Make repairs easily.

1. Simplicity and standardization of construction, equipment, etc.
2. Secure domestic repair facilities and material.

D. Specific methods that may be used to reduce visibility.

1. Matching the texture of roofs of buildings, structures, etc. or blending with surrounding terrain. Wood shavings and excelsior are widely used, they are light, inexpensive, easily handled, available most everywhere. They can be dyed before placement or sprayed afterwards. Readily absorb paint, stains, cement, shellac, and all kinds of emulsions. They can be glued on roofs, twisted in nets, wrapped around vertical structures, and impregnated against fire. Bear in mind that impregnation against fire is a most important requisite. Dwarf shrubs, branches of pine, southern moss, and many kinds of handy bushes retain their color long after they are dry. They give a very natural looking texture for all kinds of grassland imitations. Brushwood and odds and ends of twigs or branches can be easily sprayed with paint or creosote stains which dry flat. These can be kept in place by a few wires or a wide mesh net. Artificial stones of porous concrete, or of concrete mixed with straw, wood, fibre, sawdust, excelsior, give a rough coarse gray and a spongelike texture, very resistant to weather or fire, easily arranged in rows like furrows in a field and easily strained with all kinds of emulsions.
2. Distortion of shadow, by projection of shadow on vertical surfaces, on white shiny or glaring pavement, ditches, trees, building irregular roofs, other shadows etc. so that shadow isn't recognized.
3. Elimination of shadow, grading of the terrain at an angle of 10 degrees gives complete elimination of shadow. The object is hardly noticeable from the sky, especially if the texture of the roof matches the surroundings. Terraced levels around the building shorten the shadow and distort its rigid geometry.
4. Garnished nets are used for military camouflage as well as installation camouflage. They may be used for screening large roofs. Chicken wire, galvanized wire nets, welded re-inforced nets, expanded metal, stucco binder mesh, steel grating may be used. A fishnet flat top shrinks and expands with weather changes and requires adjustment, and is principally used for mobile situations because of simplicity in handling. A fishnet drape does not require adjustment.
5. Pattern painting - The application of paint, in order to make one form look like an entirely different, less conspicuous form, is very limited in its effectiveness. Pattern painting does reduce visibility but the shadow is always present.

E. Steps in preparation for aerial safety.



Security Check Sheet

BUILDINGS

ROADS AND COMMUNICATION

UTILITIES

WORKMEN AND EQUIPMENT

CAMOUFLAGE

I. Preparatory Planning and Experimental Research

Checking safety of constructions under stress of explosions.

Checking visibility of roads.

Checking depth and ground coverage of gas and water mains and cables.

Study of vulnerability of valuable machinery.

Aerial observation and photographs.

Checking exits and staircases.

Organization and dispersion of parking fields.

Study of distribution of valves and accessibility of mains.

Study of repair facilities and domestic materials.

Checking visibility and dangerous reflections.

Study of repair facilities

Planting program for parking areas.

Plan for extension of supply lines and use of natural water resources.

Principal planning for air shelters.

Design, preparation and storage of camouflage materials.

Removal of shacks. Clearing of garrets. Fire-proofing of roofs.

Connections with highways. Safety of bridges or tunnels.

Improving switch facilities for electricity, telephone, signal apparatus.

Training in first aid, fire-fighting, bomb fighting.

Practical experiments with camouflage materials.

Provisions to reduce smoke

Accessibility of all structure.

Checking vulnerability of water towers.

Reserve machinery. Reserve tools. Reserve buildings.

Testing black out materials.

Installation of fire-fighting equipment

Planning by roads.

Planning underground connections between buildings.

Duplicating blue-prints and files.

Painting for protective coloration.

II. Actual Building in Emergency

Protective structures over windows and exits. Reduction of glass area.

Elimination of bottlenecks of roads and railroads.

Protection of mains. Installation of switches.

Building shelter and facilities for quick dispersion of workmen.

Actual camouflage and black out installations.

Reinforcing existing constructions.

Removal of railroad sidings. Removal of conspicuous streets.

Reserve lighting and signal system.

Elimination of dangerous congestion.

Dimming or elimination of reflection.

Remodeling buildings to improve safety.

Elimination of parking areas.

Additional supply buildings. Subdivisions and inter-connections.

Protective roofs and shelter for machinery

Elimination of smoke. Reduction of light.

Removal of chimney stacks.

Pump works.

Dummy buildings.

III. Long Range Planning

Planning installations under higher safety standards.

Improved and increased road systems.

Subdivision of supply facilities.

Collaboration program for mutual help.

Conservation of natural formation of landscape.

Developing less vulnerable building types.

Separation of residential and industrial areas.

Collaboration with neighboring plants.

Increase care for workmens safety.

Planting program for future better camouflage.

Better general planning and distribution program

Creating open spaces around dangerous buildings.

Use of domestic materials and labor.