

AR 5714 1/1

Teaming documents

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ELECTRICAL TRAINING SCHOOL PROGRAM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:10 to 9:00	Importance of Censorship in Telecommunications	a) Submission writing (Telephone)	a) Introduction to Telegraph Censorship	Critique in German
9:10 to 10:00	Introduction to Telephone. Monitoring: "Our Customers."	b) Headlines	b) Set-up and Operating procedure.	
10:00 to 11:20	Introduction to the Techniques of Monitoring	c) Practical Application	a) Submission writing (Telegraph)	Final Examination
		d) Analyzing and Criticism of Submission	b) Headlines	
			c) Practical Application	
			d) Analyzing and Criticism	
		LUNCH		
12:30 to 16:00	Note Taking a) Lecture b) Dialogue (practice) c) Dialogue (submission) d) Dialogue (submissability)	Visit to Electrical Department, Arnulfstrasse and Technical Training a) Introduction to station b) 30-Line Set c) 5-Line Set d) Recorder e) Practical Application	Visit to Lachaustrasse and Technical Training a) Introduction to station b) Teletype machine c) Practical application to telegraph censorship	

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## ELECTRICAL TRAINING COURSE

### PROGRAM CURRICULUM

- I. The Importance of Censorship in Telecommunications.
- II. Introduction to Telephone Monitoring. ("Our Customers").
- III. Introduction to the Techniques of Monitoring.
- IV. Note Taking.
- V. a) Submission written (Telephone)  
b) Headlines  
c) Practical Application.  
d) Analysis and Criticism of Students' Submissions.
- VI. a) Visit to Telephone Section, Annuhstrasse.  
b) Technical Training.
- VII. a) Introduction to Telegram Censorship.  
b) Set-up and Secretariat Procedure.
- VIII. a) Submission written (Telegraph)  
b) Headlines  
c) Practical Application  
d) Analysis and Criticism of Students' Submissions.
- IX. Visit to Telegraph Section Dechaustasse.  
Technical Training.
- X. "Which do you find more interesting, telephone or telegraph and why?"
- XI. Final Examination.

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LECTURE I

The Importance of Censorship in Telecommunications

SCOPE:

Since facilitated by the fundamental course in censorship a detailed course for those especially selected for censorship of the telephone and telegraph networks.

PURPOSE:

Acquaint with the general organization of the electrical department.

Basic training for the future telegraph operators and to explain the technical equipment used for telegraphing.

Similar training to the future telephone operators.

Advice in the art of taking notes while telegraphing.

Explanation in the writing of telegrams and telegraph submission.

Not commonly found in postal censorship. (See also LECTURE II)

The majority of all countries have some form of postal censorship today.

Electrical censorship is much less publicized however.

The American Civil Censorship Division carries out the censorship of telecommunications as much as possible.

Inside the scope of all telegrams and teletypes as well as telephone calls are monitored and censored as they pass through the system.

The fundamental course has stressed the importance of censorship in general; this part of the course for electrical censorship is a detailed course and stresses the importance of censorship in detail.

Stress secrecy.

A number of technical terms are used in electrical censorship especially in telephone. A brief description of some of the more "new" technical terms:

Monitor: The listening device telegraph or telephone.

Operator: The person who listens to the telegraph or telephone.

Sub: The operator's secretary or clerk.

Submission: When a message is written out and submitted to the censor, the message is called a submission.

Caller: The person who initiates or makes the call.

Receiver: The person who receives the call.

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Qualifications of operators and telegraphers and their descriptions of their jobs.

- 1. Description of a monitor.
- 2. Description of a telegrapher.
- 3. Listing of the basic elements of monitoring.
- 4. Operators must be alert and untroubled.
- 5. Stressing the importance of taking notes while monitoring.
- 6. Importance of knowledge of language for both jobs.
- 7. Description of the language style used in telegrams.

A few things concerning the operation of the Electrical Department:

- 1. Transportation
- 2. Working hours
- 3. Physical Organizations
- 4. Mail Stations
- 5. Mail Rooms and Special Assignment Units.
- 6. Importance of keeping records and equipment in order.

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## LECTURE II

### INTRODUCTION TO TELEPHONE MONITORING

Organization of the Telephone Department.

Hours of work, shifts. (Eight hours in the morning, 10 minutes break, 40 minutes lunch, 8 hours in the afternoon, and 1 hour orientation).

Short review of the general principles mentioned in the first lecture.

Point out the extreme importance of secrecy as regards the activity, equipment, Hours of work, in official requirements, and discipline. (Stress the fact that none of these should be discussed after work with anyone).

Point out the value and importance of telephone conversations to the user agencies (State examples of successful work).

Discuss the basic qualities of a good monitor (the "interested ones").

Monitors should have a systematic manner in all their work, interest, alertness, good memory, concentration, and the ability to do the required duties. (Stress the importance of team work, give examples).

General Outline of the Monitor's Job.

The basic activities.

Recording.

Not taking.

Deciding the suitability of gathered material.

Confirmation with the supervisor (DAC).

Preparing the submission.

Point out the importance of the monitor's attitude in the work to be taken in the event of whether or not the recording is to be made of a conversation.

Outline procedure in case a language which the monitor is not familiar with, is used in a conversation.

Recording of the entire conversation.

Pointing out the foreign language used (Discuss in detail).

Explain the difference in monitoring of the "inter" and "intra" city calls.

Point out the difference in rates used for the two.

Then discuss the difference in monitoring of the "inter" and "intra" city calls.

Explain the Inter-Office Briefly.

Explain 100% monitoring.

Give preference given while monitoring.

Discuss special surveys, their origin and use, the importance of secrecy and discipline given while monitoring.

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### LECTURE II (cont'd)

Report on abilities of a monitor, especially in regard to the amount of traffic on the individual lines. Report his opinions concerning the necessity of the individual lines in his set.

Point out again that present facilities do not permit 100% monitoring of all telephone calls in the set. Therefore, only the most important and promising lines can be monitored and it is frequently up to the individual monitor to check the productivity of the lines on his set.

Discuss Telephone Psychology (Our customers).

Give examples of the different elements being monitored (the short dialogues).

From "Our Customers" Lead into the "Requirement Guide" and stress its importance once again.

A Few Things About Monitoring in General.

The human element.

Knowing the set.

Get to know the individual by listening to them day after day.

The difficulties of monitoring.

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## LECTURE III

### TECHNIQUE I. TELETYPE

I. Introduction to the different sets (very briefly).

II. The 30-Line Set

a) Nomenclature

1. Buttons and switches
2. Lights
3. Earphones

b) Operational Procedure

1. Turning on the set
2. Connecting the earphone
3. Monitoring

c) Do's and Don'ts

1. Switch crossing
2. Manipulation of bias and ground switches

d) Background

1. How wires are trained

e) The Board

1. Short reconstruction (training aid)
2. Explain where names and numbers on the board are found on the set.

III. The 15-Line Set.

a) Nomenclature

1. The 2-Set boxes
2. Switches
3. Lights
4. Earphones

b) Operational Procedure

1. Connecting earphone
2. Monitoring

Main differences between the 30-line set and the 15-line sets.

IV. The recorder

a) Nomenclature

1. Volume control
2. Motor switch
3. Selector switch
4. Frequency indicator
5. Remote control starter



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## b) Operational Procedure

1. The start of operation
  - A. Turn volume knob
  - B. Selector switch: "Instr 1"
2. To start recording
  - A. Selector switch: "Record"
  - B. Motor switch: "Start"
3. To stop recording
  - A. Motor switch: "Stop"
4. To play back
  - A. Selector switch: "Control"
  - B. Record indicator: "On" (to start)
  - C. Selector switch: "Play back"
  - D. Motor switch: "Start"

## c) Signal

1. When to record
2. The last sheet
  - A. Filling out or done (terminal id)
  - B. Always to fill out the last sheet after recording.

## V. Forms

### a) Recording Tally

1. Indication of the number of records recorded
2. The tally sheet

A. Filling out the sheet

### b) Signal

1. Outline the procedure which is to be followed in the laboratory.

A. Record the number of records recorded  
B. Record the number of records recorded  
C. Fill out the sheet after recording

### c) Medical Difficulties

1. Filling out the sheet

### d) Medical Difficulties

1. Outline the procedure which is to be followed in the laboratory.
2. Filling out the sheet after recording.

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LECTURE FOUR

OPERATION

Part I - Lecture

Part II - Dialogue

... to take notes on the ... (for Dialogue)

LECTURE

Part I - Introduction and the importance of the ...

Definition: ... writing ... is ...

Review the definitions of caller and callee.  
Explain the difficulties of encounters in the ...

Patience and practice are the main requirements.

Explain the fundamentals to watch for when ...

- Names
- Telephone Numbers
- Addresses
- All other numbers and quantities.
- Dates

The technique of note taking (to be explained)

- Divide the page
- Date on top of every page (at 1/4 inch from the top)
- Circuit number: Left corner
- Time of call: Left corner
- Call on right side: Caller
- Call on right side: Callee

If the party does not identify himself in the conversation, ...

If the party does not identify himself in the conversation, ...

Abbreviation for male voice: M.V.

Abbreviation for female voice: F.V.

Every time a change in the ...

... need up ...

Strengthen the ...

In most cases ...

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LMC 100-100 (cont'd)

It is left at the discretion of the individual member of judge what part can be left out of a long, rambling conversation when he is taking his notes. (Give example)

This is a continuation of the same conversation is a report, the substance should be prepared as soon as possible.

Each side should also be recorded in separate files. These must rely upon a recorder completely.

Therefore, take notes even while the recorder is taking everything (?) of the conversation.

The usual words of attention:

Alertness  
Concentration  
Watch of other factors and which with...

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## EXHIBIT

EXHIBIT 1 (FBI 11-1)

### General

Capitalize every thing inside the boxes in the table - write in pencil the set and circuit numbers.

All names occurring in the submission, in the body or in the body of the submission carry a question mark in parenthesis after them if the name is not taken from the board or was not spelled by caller or callee. If the name is spelled but the pronunciation is not given, will carry the word "spelled" in parenthesis.

### Date box

The date of transcription  
The date in numeral  
The month (do not abbreviate)  
The year

### Time box

Any time system (explain)

### Duration box

Indicate the number of minutes of conversation in minutes.  
Important: of the number of minutes the possible  
of conversation track.

### Area box

In "inter" and "intra" city traffic the word "local" is inserted.  
(In different cities are still or followed when inter-  
national traffic is checked.)

### Topic box

All conversations will be classified into the following topics:

Private  
Official business  
Political

(Explain the different classifications in the examples.)

### Station and Record number box

In this box Au-46 is lower case

### Caller and Callee

#### General

If caller and callee are not identified either through the conversation or by the board, C.I. or C.L. (male voice or female voice) are used instead of the name.

Address is in German (example München)

Telephone number is in English (example Munich 7577)

If the name is taken from the board, all information must be completely exact. Caller box is on the left - Callee, on the right.

Lecture V (cont'd)

Intra-City

The box can always be filled out completely, because not all are available from the card.

Inter-City

Review procedure for identification collection.

Explain briefly the identification procedure by means of the diagram between the AC's room and the Bureau for identification.

Language box

Language in which the conversation is carried on.

Page No. box

The number of the file box (diagram).

Track box

The tracks on which the conversation is recorded, the number of the track on which the conversation is recorded, the number of the track on which the conversation is recorded, and the number of the track on which the conversation is recorded. (For the exact information, see track 1 of the diagram.)

Serial No. box

Always fill in the word "None".

Circuit box

The word "Intra-city" or "Inter-city" and the circuit number between the cities (or inter-city).

Monitor box

II, and monitor's number.

Final Date box

The box is left blank or is filled in later by IRD.

Radio serial number box

The box is left blank or is filled in later by IRD.

The end of the message

Leave space for the heading of the message if it is on the left side of the DAC.

The collector's name is in the (Bureau's name) box.

The words collector and collector are the only words in the order column. A collector's name is written after the words collector and collector.

Print all names, towns, cities, and the last names.

The title letter of the word is removed the word "None" is placed next to the classification at the end of the message. The word "None" is confidential.

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Lecture 7 cont'd.

The submission continues on the next page after a legal turn. If more than one page is used "page 1" of two pages will appear on the front page, to the left of the classification. "Page 2" of two pages will appear on the back submission slip.

## Person's note

A person's note is added to the submission following the last line of the actual text when:

1. The conversation is not completely reported.
2. If additional action after the reported part is reported.
3. If any names are mentioned in the unreported part of the conversation.
4. In an inter-city call, the operator identifies the parties (the information is filled in the caller and callee boxes), the location must be filled in the person's note as to how this information was obtained unless mentioned in the reported part of the conversation.
5. Any point of interest or concern, caller, callee or third party or subject known to the writer or his co-worker.
6. Any article or fact about a calling party such as:
  1. strong accents
  2. unique characteristics
  3. background or other pertinent facts

## Headline

The headline is a brief statement of the subject.

Make the text as concise as possible, first in the headline and details.

If space is needed, use the word "continued" in the headline and place the number of the following page in the margin at the beginning of the body of the submission.

The headline is written at the end of the DCS.

## Truthfulness of report

Stress the extreme importance and necessity of reporting the conversation as exact as possible.

## Submission writing procedure

Consult with DCS and be approved:  
Fill out all boxes  
Write body  
Complete headline  
Get confirmation if necessary  
Turn in to DCS

## Stress important points in the headline

Set and circuit numbers on top.  
Importance of filling out all boxes uniformly.  
Truthfulness of report.  
Conciseness and accuracy.

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Lecture 7

Practical 1 - identification of the main points in a text  
including the identification of the main points.

Practical 2 - outline

Lecture  
Practical 1 - identification of the main points in a text  
Practical 2 - identification of the main points in a text  
Analysis and criticism of students' work

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## Legend

a) Visit to the site section, as follows:

1. Introduction to:

1. 70-Line Room
2. Phone Room
3. 1-Line Room
4. 1-Line Room
5. Lounge
6. Mess Hall
7. School Room

b) Technical Training

1. Lecture on "Introduction to..."  
(Outline subject matter)
2. Demonstration
3. Practical Application:
  - A. 70-Line Site
  - B. 1-Line Site



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LECTURE III

1. Introduction to Telegraph Conventions

a) History of Telegraph Conventions

1. Semaphore telegraph entered almost directly into the inland system. (1817, according to some 1820).
2. Live traffic reopened on the same day (Restoration of the telegraph system).
3. January 10, 1846, inter-zonal traffic between American, British and French zones.
4. February 6, 1846, inter-zonal traffic between American and British zones.
  - Extension of traffic (international traffic between zones opened).

b) General Introduction

1. Telegrams are urgent. (Live telegraph system)
2. Live telegraph system.
3. Telegrams are not sent by hand. (Civil Service does not wish to telegraph directly).
4. ICC (International Telegraphic Convention) is the basis.
  - Part of content of traffic between all countries is sent by telegraph machines (electric).
  - If telegrams are used, they must be sent by telegraph machine, i.e. no other means of telegraph.

c) Telegram Language Style

1. Example of telegram language style.
2. Telegram style is difficult (difficult to write).
  - Style characteristics: short, plain, direct, to the point.

d) Codes

1. Facilities telegram style are needed to shorten the length of communication.
2. Types of codes.
  - Established code system (e.g. Morse code, etc.)
  - Informal code (live telegraph) is needed to shorten.

e) Messages considered as messages:

1. Hotel addresses, general telegrams, etc. (in code)
2. Clocks (very often organizational and administrative).
3. Use of 3rd person to cover oneself.
4. Telegrams without text.
5. Suggestions to cover in a proposed way.
6. Marshall's code. (Collect messages in code, 10 lines, a code)
7. The use of words, numbers or letters which seem unnecessary.

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- c) ... Relations (Telegrams)
- d) Read and the book of ... Reich ... of telegram ...
- e) ... address ( ... )

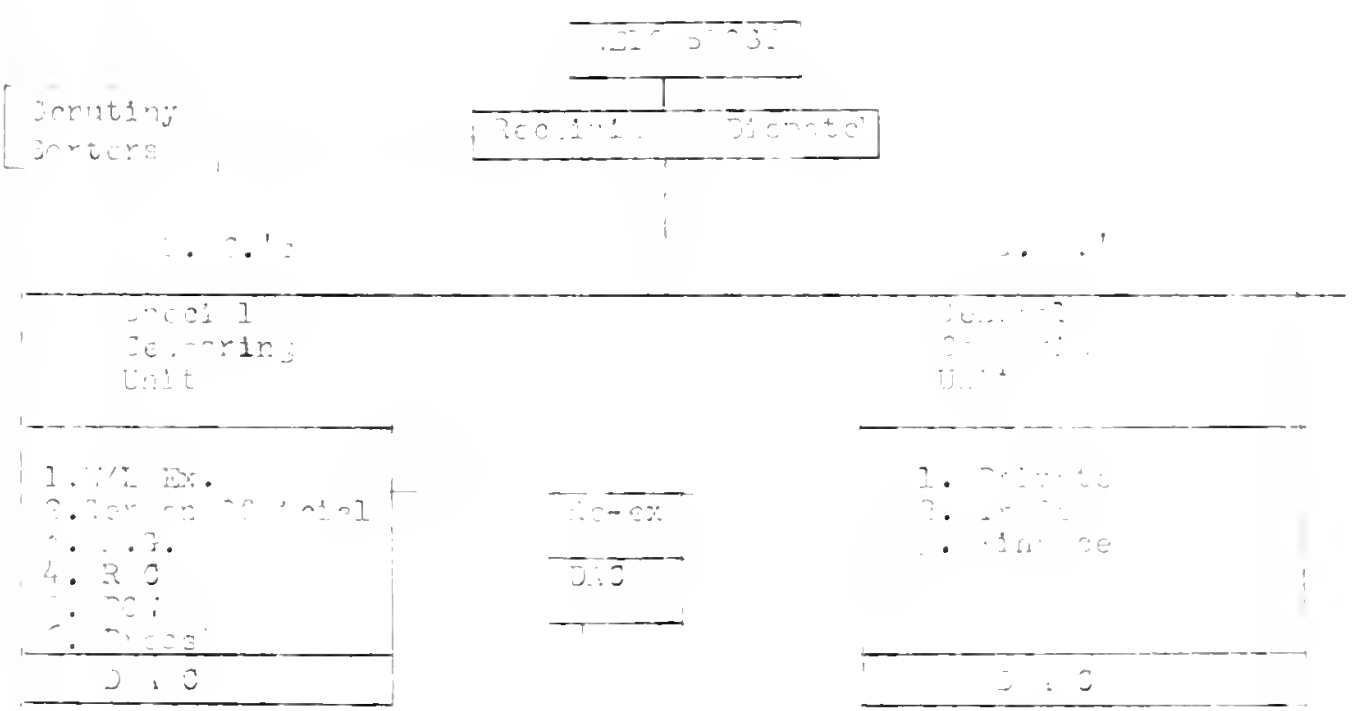
- Special Requirements for Telegram Examiners:
1. Knowledge of the language
  2. Interest in the work
  3. Alertness
  4. Ability to keep oriented

**II. Detached Operational Procedures**

- a) Physical Procedures
1. Telegrams (General) ( ... )



2. The telegram ...
3. Physical realization of ...



... ..



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- 3 -

- b) Morse Code
  - 1. General
    - A. MZ
    - B. QX
- c) Conventional Code
  - 1. Definition
  - 2. Difference between code and telegraph.
  - 3. Action (Explain each)
    - A. Release (release)
    - B. Suppress (release)
    - C. Cancel (return to sender)
    - D. Delay (24 hours)
    - E. Paraphrase (change wording)
    - F. Delete (with a clear signal)
    - G. Retransmission (retransmission)
- d) Teletype
  - 1. General
  - 2. Its use in conventional code.

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SECTION III

STANDARD (III) (Continued)

Section 1

1. Working over the line.

2. Position of telegraph operator in relation to that of telegrapher.

Section 2

1. Working over the line.

Section 3

1. Working over the line.

Section 4

1. Working over the line.

Section 5

- 1. Working over the line
- 2. Working over the line
- 3. Working over the line
- 4. Working over the line
- 5. Working over the line
- 6. Working over the line
- 7. Working over the line
- 8. Working over the line
- 9. Working over the line
- 10. Working over the line

Section 6

1. Working over the line.

Section 7

1. Working over the line.

2. Working over the line.

Section 8

1. Working over the line.

Section 9

- 1. Working over the line
- 2. Working over the line
- 3. Working over the line
- 4. Working over the line
- 5. Working over the line
- 6. Working over the line
- 7. Working over the line
- 8. Working over the line
- 9. Working over the line
- 10. Working over the line

Section 10

1. Working over the line.

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- 4 -

Superior

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## PROGRAM II

a) Visit to telephone section, D.C. office

Introduction to:

1. The Division of Signals Section
2. Existing work
3. Excursion section
4. Section 1. The Division of Signals
5. Re-examination section
6. Signal work

b) Technical Institute

1. Institute
  - A. Lecture
  - B. Demonstration
  - C. Practical Application
2. Seminar
  - A. Practical Application

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FINAL EXAMINATION  
IN COMMUNICATIONS

1. MULTIPLE CHOICE QUESTIONS

1. (a) log sheet
- (b) submission slip
- (c) trouble report
- (d) automatic circuit log
- (e) foreign language slip
- (f) monitoring service form
- (g) talk form

DIRECTIONS: Insert in the bracket of each statement below the corresponding letter of the list of words above. (Same procedure as the second question).

- ( ) Used in case of mechanical difficulties with the monitoring equipment.
- ( ) Used to keep a record of (to identify) conversations on the recorder tape.
- ( ) Used to keep an accurate record of the number of conversations monitored on each circuit.
- ( ) The form on which the final report of all usable material (subject matter side) appears.
- ( ) Used in case a monitor listens in on a conversation held in a language with which he is not fluently familiar.

2. (a) 30-Line set
- (b) 5-Line set
- (c) Teletype
- (d) selector switch
- (e) automatic translator
- (f) tracktape indicator

- ( ) Used to relay telegraph messages.
- ( ) Used for inter-city and inter-zonal monitoring.
- ( ) Shows on what track the recording tape is set.

(Point value: 5 each)

3. DEFINITIONS

INSTRUCTIONS: Define the terms below in the space provided.

1. Intra-city monitoring: \_\_\_\_\_

\_\_\_\_\_

4. Censorship action: \_\_\_\_\_

\_\_\_\_\_

5. Monitoring: \_\_\_\_\_

\_\_\_\_\_

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6. Called: \_\_\_\_\_

7. Special Service: \_\_\_\_\_

(Test value: 4 each)

8. LINE 25 - 242 EX. 8 - 10.3

INSTRUCTIONS: Indicate and follow the statements below to be True or False by inserting "T" or "F" in the spaces provided on the left.

- ( ) 8. P.M. assured in your notes and the 10-1000 means Fern Veridict.
- ( ) 9. The recorder is used all day. All conversations should be recorded regardless of the circumstances.
- ( ) 10. The 5-Line set is used for monitoring, inter-city, telephone traffic.
- ( ) 11. In a telegraph, the entire text of the message is quoted.
- ( ) 12. The remote control switch mentioned in the technical lecture is found on the 10-Line set.
- ( ) 13. Everything in the eyes of a court case should be capitalized.
- ( ) 14. The circuit on the 10-Line set is out on the top of a telegraph submission.
- ( ) 15. In telegraph, the 10-Line set is used for knowledge of German.
- ( ) 16. The caller's name (if available) is inserted in the left box of a telegraph set, while the callee address is in the right.
- ( ) 17. Censorship action to stop the telegraph set comprises of:
  - Delay
  - Pause
  - Interrupt

(Test value: 4 each)

9. 242 EX. 8 - 10.3

INSTRUCTIONS: Choose the set of terms below which pertains to a telegraph.

- ( ) 18. While the recorder is in the "off" position, but is not ready, the selector switch should be on
  - (a) Play
  - (b) Record
  - (c) Neutral
  - (d) Play Back



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- ( ) 19. Read a cable message and identify the type of message and the type of communication system used. Write the name of the section of the code book which contains the message.
- (a) Telegram
  - (b) Cable
  - (c) Letter or memorandum
  - (d) Paragraph
  - (e) Message

(Point value: 1000)

20. Translate into English the following message:

20. Translate into English the following message:

(Point value: 500)

21. Take notes and write a complete report on the message if you think the message is of interest. Write your report at the end of this exercise.

(Point value: 1000)

28 April 1947

THE TELECOMMUNICATIONS DEPARTMENT.  
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Telecommunications Agencies are defined as all transmitting companies which operate within Germany, international and domestic, Telegraph, Cable, Teletype and Telephone circuits, including the Deutsche Post.

Types of Communications.

1) International.

(a) Terminal International Communications. All messages or calls which either originate (outgoing) or terminate (incoming) in the US zone or US Sector, Berlin, Germany.

(b) Transit international communications are those passing through but neither originating, nor terminating in Germany. By its own request, Civil Censorship Division has been relieved of the mission of covering this traffic. Coverage of this traffic will be effected only at the specific direction of HQ, CCB.

(c) Transit-to-the Zone International Communications are those passing through the US zone of Germany en route to another zone of occupied Germany (incoming) or en route to a foreign destination from an occupied zone other than the US (outgoing).

2) Domestic

(a) Terminal Inter-zonal Traffic - all traffic which originates/terminates in any occupation zone of Germany except the US zone, and terminates/originates in the US zone.

(b) Transit Inter-zonal Traffic - all traffic which originates/terminates outside the US zone, passes through the US zone en route to another zone of occupied Germany.

(c) Intra-zonal traffic - all traffic which originates and terminates within the US zone.

Expeditious handling. One basic point must be constantly borne in mind: Processing of traffic must be done in the most expeditious manner, compatible with effective censorship. Censorship must not unnecessarily interfere with the operations of the Telecommunications Agencies, nor unnecessarily obstruct the rapid flow of electrical communications. For example, a normal telegram should be processed through censorship and returned to the Telecommunications Agency within 20 minutes.

Telecommunications Censorship, by its very nature, keeps a finger on the pulse of the German nation. It is an excellent means of controlling possible riots, disturbances and insurrection. Therefore, the basic qualifications required for an employee handling such traffic are: 1) Intelligence and alertness, 2) excellent language qualifications, 3) good general background, 4) ability to make quick decisions.

Telegraph and Teletype Section.

As a rule a telegraph message is short and abbreviated. Business experience and thorough knowledge of German is, therefore, most essential for an examiner of German telegrams. All telegraph messages are urgent, whether they are of a private or business nature. Since every word costs money, telegraph messages are usually extremely concise and abbreviated. A certain telegraph style has been developed which is almost unintelligible to a beginner. Some messages are so abbreviated that they become obscure, while others may appear to have a double meaning. That brings us to the main characteristics of a telegraph message. It is usually a small part of a chain of communications, and very often the conclusive and most essential part. Sometimes a telegram is part of a telephone call, a conference, or a long drawn-out correspondence.

Suspicious Factors. The following factors do not necessarily make a message suspicious, but they are likely to be present in suspicious traffic:

- 1) Use of a Post Office box, a hotel or general delivery instead of a street address. Messages addressed c/o general delivery or "Post Restante" may be returned for correction (insufficient address) if it is considered desirable.
- 2) Clucks. A cloak may be used in the address or in the signature, or an attempt may be made to divert suspicion by inclusion of the name of a reputable business firm in the text.
- 3) Intended transmission of a message by the addressee to a third party. Messages intended for a third party will not be automatically condemned; but they should be ~~given~~ carefully scrutinized, and consideration should be given to the question of why the message was not sent direct.
- 4) No Text. Messages without text indicate a private code, and should invariably be referred to research. No flat prohibition is included in the regulations to the public because censorship may obtain information of value from the filing of such messages.
- 5) Alteration of an established name or address for the purpose of evading censorship.

- (6) Suggestions as to how a reply or other message shall be worded or addressed.
- (7) Use of apparently unnecessary words, numbers or initials. These may be deleted or the message referred to research.
- (8) Biblical quotations and reference numbers; chess moves.
- (9) Geographical origin or destination of message may point at intermediary (often operating from frontier towns, etc.)

Types of Censorship action. There are six types of telegraph censorship action: a) Pass, b) Condemn, c) Delay, d) Delete a portion, e) Cancel or permit cancellation, f) returned for correction.

Whenever Telegraph Censorship writes a submission, the entire telegram is copied on the submission form.

As it is not possible to have Telegraph Censorship stations in every town, the Telecomm. Department has a Teletype Section. The teletype machines can be hooked on to any telegraph line, as well as to any locality directly connected via the Tn (Teilnehmer-waehleramt) with another community without the telegram going via Munich. By doing so, we are able to check all the telegrams which are exchanged between various localities, and we can take the necessary action.

Pass marks. The first two letters indicate the basis on which a message is passed (YZ or X), and the last three identify the station, taking the action. YZFKT, for example, indicates "Passed by Frankfurt". Pass mark YZ indicates that complete censorship action has been taken. The examiner is satisfied with the message in every respect (Sender, Addressee, Text). Pass mark X indicates that the message is not entirely satisfactory and that jurisdiction is transferred to the station of destination which may have more personal information available.

Telephone Section.

Telephone Censorship Station in Group "A" consists of the Main Station located in Munich and one Field Station located in Augsburg. Special Assignment Units, composed of available monitoring personnel and equipment, of Main and Field Station, serve the purpose of furnishing User Agencies, upon request, with specialized and immediate information to be gathered in the field of telephone monitoring. Normal operating period for a Special Assignment Unit should ordinarily not exceed 15 days. Size and type of unit will be governed by the kind of mission for each individual operation. "Special watch" lines will be used to the maximum, and every effort made to find and tie-in circuits likely to be related to, or allied to, the case being covered.

Telephone Censorship is dependent upon a certain amount of technical equipment in order to function. The Technical Section has as its head a Chief electrical Technician with other technical personnel to assist him. All technical matters, the connecting of new lines, the removal of unproductive lines, necessary repairs on the various types of machinery, etc., are referred to this section.

Telephone applications are filed by the Preparation sub-section in numerical order, and are being utilized for reference purposes, or for the careful selection of new lines, which we think might give us information, and which then are connected to the monitoring sets. Certain other numbers are also monitored by special request of IRD. These are called Special watch Numbers, and all available background information for these special watch cases is gathered for the guidance of operational personnel.

There are three different kinds of so-called cabinets and a recording machine which are used to monitor or censor calls.

- (1) The 30-line set (local telephone traffic).
- (2) The 5-line set (domestic toll traffic).
- (3) The 1-line set (censoring of international traffic).

The recording machine is a piece of standard equipment and can be connected to any of the above-mentioned cabinets. The recording machine, when in operation, records a conversation on a roll of film which can later be played back for verification, translation and checking of the monitor's or censor's notes.

To monitor a call means to listen to a conversation, taking notes and reporting such information as listed in the US Subject Matter Guide, or wanted

upon special request by a User Agency. When monitoring, there is no interference or censorship action possible other than reporting.

To censor a call - supplied with all available call data and pertinent information on the calling parties - the censor is alert to prevent violations of military government regulations. The equipment is so devised that calls may be cut, i.e. interrupted and re-connected by means of the split key, thus preventing unauthorized information from reaching the other party, yet making it available to Censorship. Calls may be terminated by signalling this decision to the Patching Cabinet Operator. It is censorship policy to make use of interruption (splitting) rather than termination of calls as a censorship technique. The Patching Cabinet Operator, sitting in front of a Patching Cabinet, has direct contact with the operators of the German Telephone Exchange, accepts and notes call data on the monitor's ticket, assigns serial number to each call and patches the call to the l-line set.

In a telephone conversation the monitor must immediately grasp the meaning and the possible implication of what is being said over the telephone wires, at the same time taking notes of the important points such as names, addresses, localities, dates, figures, etc. One cannot ask the calling or called to kindly repeat what he has just said, or to speak more slowly or more clearly. The message is gone, and what may have been vital information is lost for ever. The importance of concentrating cannot be stressed enough. It is maddening to hear a chair squeak or a door bang just as you are about to be told the exact address of, let us say, "Herr Bormann". The monitor may suddenly be confronted with a language with which he is not familiar, or rather in which he is not qualified. In that case he immediately turns on the recording machine so that someone who is qualified can listen to it afterwards. All kinds of conversation pass over the telephone wires. You will hear the most complicated technical matters being discussed, the planning of Government action, big business deals, long drawn-out press reports, or <sup>be</sup> may the trivial gossip between two office girls, so you realize that, in order to be a good monitor or censor, one must be quick and alert, being able to follow the constant changes in subject, voices, languages and dialects. Monitoring is really fascinating work for anyone interested in the human element. It is surprising how freely people will speak

over the telephone.

whereas in other branches of Censorship, letters and cables reach the examining personnel in complete form, in telephone, it is only through the alertness of the monitor that material can be gotten. A good monitor has various means at his disposal to make <sup>his</sup> set productive. After a short while in front of his set he will get to know his "customers", their habits, their connections, their business dealings, etc. If the monitor keeps his notes as he should, that is for thirty days, and writes down names and telephone numbers of other persons connected with his particular "customer", ~~that~~ a whole case history can be built up and followed until such time that sufficient information has accumulated for a good submission. It is of primary importance to write a submission immediately upon conclusion of a conversation. A good telephone submission should contain the most relevant quoted points of a conversation, leaving out the unimportant ones, unless they contribute to the better understanding of the subject discussed. *It is*

*Handwritten notes:*  
The...  
G...  
...

# RESTRICTED

20 November 1946

## COMMENTS ON CENSORSHIP ORDER NO. 71

SUBJECT: TELEPHONE RECORDINGS AND SUBMISSION PREPARATION.

I: Self explanatory.

II & III: Subject to equipment on hand. However, the importance of recording all telephone conversations of any possible interest cannot be stressed enough. If 30 line, 5 line, and 1 line sets, patching cabinets, earphones and recordographs are not functioning properly, monitors are requested to fill in "Trouble Reports", so that the technical section can look after necessary repairs. If monitors are not certain of how to operate the recordograph in order to get clear recordings, it is their duty to inform the DAC, so that proper training in the use of the recordograph can be arranged for all personnel in need of such training. Log sheets must be kept accurately. This includes identification of speaking parties, and in the case of a foreign language, the identity of the language has to be entered or if it cannot be identified, this entry should read: "Unidentified Language". When the monitor has recorded a conversation in a foreign language (in which he is not qualified) he/she must fill in a "Foreign Language Request Slip" so that a translator qualified in that particular language can listen to the recording afterwards. Tracks must be indicated correctly. If a submission is written on a recorded conversation, the log sheet must contain an entry to that effect. It is suggested to use the abbreviation S/S and date, in which case the film tapes have to be retained in the files for 12 months before being destroyed. Used film tapes containing conversations on which no submissions have been prepared, will be destroyed after 90 days, in which case destruction has to be carried out in accordance with army regulations governing classified waste. In CCD where no military personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign language translator is needed for the



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Playback of a recording, he/she must indicate on the log sheet that the foreign language conversation has been attended to. This can best be done by writing "C", name of translator, and in the case of a submission, S/S and date, on the particular line finishing the track. Film boxes must be numbered and filed in a secure place.

IV. In order to write a good submission it is important that it be written immediately, or as soon as possible after the conversation has terminated. It is realized that DAs at times are prevented from having a consultation with editors immediately. In the interest of a good submission however, "there should never be a long waiting period." Experienced editors with good judgment should be encouraged to work independently.

V. a. Self explanatory - In contrast to submissions prepared by Postal Department or Telegraph Section where "sender" and "addressee" are always indicated, it is characteristic of telephone submissions that they deal with a number of "Unknowns". In order to improve the quality of telephone submissions and to make them clearer to the user agencies, it is important that every attempt should be made to solve the problem of "Unknowns".

1. Self explanatory - Entry as heretofore.

2. Self explanatory - Entry as heretofore.

3. Self explanatory - Entry as heretofore.

4. Self explanatory - Entry as heretofore, however this

box will come into prominence with the opening of international telephone traffic when either "Yes" or "No" will be entered. In the meantime the term "None" will be continued.

5. Self explanatory - Entry as heretofore.

6. Until further notice this box will be filled in as heretofore with the one change that instead of entering NY - 46, A - 46 will be entered. In the case of Field Stations, Mobile Teams, and the Special Assignment Units, the entry will be A - 46, entered below the name of the Field Station, Mobile Team or Special Assignment Unit, and the regular serial number: A - 46

Augsbury - 129

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7. "From" and "To": These are the boxes where most of the "Unknowns" occur. Both boxes must be filled in as completely as possible. The only terms to be used if a speaker's voice is not identified, are 'Male Voice' or 'Female Voice'. Names of German agencies such as "Landeswirt-schaftsamt", "Landesstelle fuer Holz und Kohle", "Industrie und Handelskammer" etc., are always to be left in the original. "Telephone Number and List" refer to number of telephone from which the call was made, and the name under which that telephone is listed. If the name listed is that of the speaking party enter "Same". In other words if John Doe is speaking enter his name next to "same". Next to "Telephone Number and List", the telephone number from which the call is being made is to be entered and directly below this, the name of the person responsible for the telephone as well as his address should also be entered. On the IO line sets all this information can be found on respective boards attached to each set. If John Doe is giving his address during the course of conversation it will be entered directly opposite (Address). If John Miller is speaking, his name, address and telephone number will be entered as heretofore, except that the term "Same" will be entered underneath the respective telephone number, meaning that John Doe is speaking from his own telephone and is responsible for the listing of that telephone. In the case of calls monitored on the IO line set, every attempt must be made to get the identification of the speaking parties as well as the city by contacting the "German Fernsprechart Supervisor" while the call is in progress. If it is found that the "German Fernsprechart Supervisors" fail to cooperate in giving the desired information to Censorship, this failure should immediately be reported in writing to the DAQ. Identity Card number and Nationality will be known in International Telephone calls. Occupation if known should be entered on internal as well as international calls.

8. Self explanatory - Entry as heretofore
9. Self explanatory - Entry as heretofore
10. Self explanatory - Entry as heretofore

## RESTRICTED

11. "Serial Number". For internal calls enter "None".

This box will come into prominence when international traffic opens - meaning theatcher will enter the serial number on the monitor's ticket, thereby facilitating the checkin back of the filed monitor's ticket.

12. a,b,1,2,3, & 4. Since 4 November 1945 a Relevant Record Analyst from Electrical Department is attached to IRD, Group "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing pertinent information on subjects presented in submission and on forms. Therefore monitors need only enter the words "Not Consulted" in the "Previous Relevant Record" box.

Paragraph b, 1,2,3, & 4 is of importance to Relevant Record Analyst only and should be disregarded by Monitor's, DAC's, AC's and C's.

13. Entries in this box are changed completely. If a call is monitored on the 3 line set, whether this call is within a city or from city to city, the entry will always be Munich local or Augsburg local or Noerdlingen local or Fuefingen local or Ulm-Oberdorf local, Garmisch local, or Rosenheim local. In the case of a call monitored on the 5 line set the entry will be according to the system over which the call was made, for instance "Augsburg - Munich toll", or "Landshut - Garmisch toll", etc. The word "toll" stands for a long distance cable line and since only long distance calls are monitored on 5 line sets, the word "toll" is to be used. For international calls the entry will be the Number and Name of the circuit over which the call was placed.

14. The box on this box will be used for two entries: - the monitor's number and below this the number of the DAC after he/she has reviewed and accepted the submission. Since most DAC's are former monitors, DAC's should use their old monitor's number, first checking whether their old monitor's numbers are still in use.  
IT 220  
DAC 120

15. In the case of Main Station Munich this, as heretofore,

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is for IPD. Field Stations, Mobile Teams and Special Assistant Units will enter the date when local allocation is made.

16. In the case of Main Station Munich this, as a rule, is for IPD. Field Stations, Mobile Teams and Special Assistant Units will enter all local allocations in the manner prescribed by Headquarters CCD.

b. Self explanatory, an important paragraph and should be followed as outlined:

1. a. Self explanatory, an important paragraph and should be followed as outlined.

b. In the past special telephonic survey submissions have at times used headings such as "Information by Special Request". Effective immediately, this type of heading will no longer be used. Until further notice no heading at all is to be given for that type of submission.

2. a & b. Self explanatory - an important paragraph and should be followed as outlined. It is advisable to quote certain words or phrases in the original language, if a misinterpretation is possible, or no adequate idiom exists in English. Monitors capable of doing so, should always make their own translations. When a monitor is not qualified to translate, the DAC may appoint a translator who should confer with the original monitor for the correct translation.

c & d. The person who made the call will be referred to as "Calling" (not 'Caller' as in the past) and the person called will be referred to as "Called"; (not "Callee" as in the past).

When a monitor offers an explanation, he will preface it with "Mon." and will enclose it in double parenthesis, example: "Calling said: 'I am going to contact the W.A.V. ((Mon.-Wirtschaftliche Aufbau Vereinigung)) tomorrow'."

e. Self explanatory - the importance of block printing capital letters, all proper names, street addresses and cities should not be overlooked.

## RESTRICTED

f. Effective immediately blank sheets of paper of the same size as the submission form will be used when more than two pages are needed. In that case "To" and "From" need be indicated. As heretofore a legal turn will be used if the comment is continued on the other side. At the bottom of each page will be written: "Page \_\_\_ of \_\_\_ page(s)", with the blanks appropriately filled in.

g. Until further notice Electrical Department will notwrite "Composite Submissions".

3. Self explanatory - an important paragraph and should be followed as outlined. The value of a good Censor's Note cannot be stressed enough. In every case, the source of the information must be given in order to evaluate its reliability. The attention of Field Stations, Mobile Teams and Special Assignment Units is drawn to the fact that under no circumstances should a Censor's Note contain reference to confidential information supplied by liaison representatives of security agencies or to any agency that may be interested in the information reported. That of course also includes any reference to Watch List material, such as information contained on background cards.

a. Of importance to Relevant Record Analyst. To be disregarded by Monitors, DAC's, AG's and C's.

b. If monitors keep their notebooks as they should, that is for 30 days, summaries of related, but unreported conversations should be encouraged. Very often they contribute to the better quality of submissions. If this is done the following preface is to be used: "Previous conversations have revealed that....."

VI. Self explanatory - an important paragraph and should be followed as outlined. Each telephone section should, with the help of Relevant Record Clerks, maintain a file on information relating to numbers monitored, whether or not submissions have been written on these numbers. Relevant Record Clerks should consult telephone applications available in Preparation Sub-Section Munich, or in

## RESTRICTED

the case of Field Stations, to the Teams, and Special Assignment Units in the records and files of the Deutscher-Post. This should be done with discretion. They should also consult the Relevant Record Analyst (attached to IPD), use whatever records maintained in the Chief Censor's Section, and reference works, wherever available. Every attempt should be made to build up case histories for the better preparation of valuable telegrams and submissions.

Whenever the words "Until further notice" are applied it means that clarification of that particular case must be being attempted through proper channels. As soon as clarification is received all personnel will be notified accordingly.

Submissions are the most important item in CCD. Without submissions there is no basis for our existence. Electrical Department has always taken pride in producing the best type of information available. It is important that we continue to improve our submissions and that we follow instructions contained in this important Censorship Order # 71. Submissions are being periodically reviewed by Headquarters, CCD, in an attempt to point out inconsistencies, irregularities and misunderstood policies prepared in this Group.

EDITH C. FALK WDE  
Chief Censor

RESTRICTED

CIVIL CENSORSHIP DIVISION  
U. S. DEPARTMENT OF DEFENSE  
WASHINGTON, D. C. 20315  
AFD 757

300.4-7 (CAN-SPC)

6 November 1946

CENSORSHIP ORDER NO. 71 (L,1,P)

SUBJECT: Telephone Recordings and Submission Preparation

TO : Commanding Officers, Groups "A", "B", "C", "D", and "E", Civil Censorship Division.

1. Civil Censorship Electrical Order No. 5 is hereby rescinded.
2. The importance of recording all telephone conversations of any possible interest is to be stressed. Monitors will be trained in use of the recordograph so that they will obtain clear recordings. They must keep logs carefully, indicating track numbers exactly, to the end that play-backs of conversations may be made without difficulty whenever required. Ideally, a recording should be made of every conversation on which a submission will be prepared. It is realized that this will not always be possible because of delayed decision on submissibility or insufficient or imperfect equipment, but these conditions should rarely prevail.

3. Logs and tapes will be numbered and filed. Used tapes containing no conversations on which submissions have been prepared will be destroyed after 30 days, all others will be retained in the files for 12 months before being destroyed. Destruction will be carried out in accordance with Army regulations governing classified waste.

4. The possibility of imperfect recording and memory makes it important that submissions be prepared as soon as practicable after conversations are finished, while the latter are still clear in the monitors' minds. Therefore, there will be no "submission-writing period," but submissions will be written immediately after conclusion of conversation.

5. Submissions will be prepared in accordance with the following instructions:

a. Boxes

Boxes will be filled in as indicated below. If information is not available, the word "None" will be entered in the box. However, every effort should be made to obtain the information

- 1) "Date of Call" - Day, month and year conversation was monitored.
- 2) "Time Start" - Time the conversation or monitoring began. (24-hour-clock system will be used)
- 3) "Minutes" - Number of minutes conversation was monitored.
- 4) "Warn" - This box will be used only for international calls. If the call is interrupted by the censor, the entry will be "Yes"; otherwise "No".

## RESTRICTED

5) "Topic" - The general topic of the conversation, e.g., political, religious, financial, etc.

6) "Station & Record No." - Station and local serial number to be entered as directed in Censorship Order No. 51

7) "From" and "To" -

To be filled in as completely as available information permits. If a speaker's name is not known, "Male voice" or "Female voice" will be entered in the box. The names of German agencies will be entered in the German form. The name of the city will be given whenever possible. "Tel. No. and List" refer to the number of the telephone from which the call was made and the name under which that telephone is listed. If the name is that of the speaking party, enter "Same". The identity-card number and nationality will be known in international calls. Occupation will be known in international and in many internal calls.

8) "Language" - Language (s) used during the conversation.

9) "Rec. Film" - The serial number of the film on which the recording is made.

10) "Track" - The numbers of the tracks on which the recorded conversation begins and ends, e.g., "24-37".

11) "Serial No." - For international calls only. The serial number of the call. (This facilitates reference to the filed monitor's ticket.)

12) "Previous Relevant Records"

a) If the monitor has not consulted previous records, he will enter the words: "Not consulted;"

b) When previous records have been consulted, the entry will be one of the following:

(1) "None"

(2) "None relevant"

(3) File number(s) of relevant submission(s), followed by "called" or "calling", or by the surname of the previous relevant record relates to a third party.

(4) "Various", followed by the two or three most important submission numbers, if there are too many relevant submissions for all to be entered in the box.

13) "Circuit" -

a) For internal calls the entry will be the system over which the call was made, e.g., "Cologne local" "Augsburg-Munich toll".

b) For international calls, the entry will be the number and name of the circuit over which the call was placed.

14) "Monitor" - The monitor's number, and under that the SAC's number.

15) "Typing Date" - To be left blank for IRL, except that Field Stations, Mobile Teams and Special Assignment Units will enter the date when local allocation is made.



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1c) "Allocation" - To be left blank for I&D, except that Field Stations, Mobile Teams and Special Assignment Units will enter all local allocations in the manner prescribed by Headquarters.

## d. Comment

Monitors must be extremely careful to avoid over or under emphasis or reflection of their personal interpretation or opinion in either the heading or the body of the comment. This fact, however, does not preclude the use of such a word as "possible" when justified by the matter reported.

### 1) Heading

a) Every submission will bear a headline, which will be printed in block capital letters, in English, and will be underlined. The heading should catch the eye and the interest. It must be brief and to the point, and must present a summary of or accurate caption for the information which follows. From the heading alone, the reason for the submission should be obvious. If more than one subject is treated and more than one heading is required, the headings will be placed one under the other at the top of the comment and numbered in roman numerals. In the body of the comment, the corresponding roman numeral will be placed opposite the paragraph beginning each headlined subject.

b) Headings such as "Information by Special Request" will not be used. When submissions are prepared by special request, a descriptive caption will be arranged, by I&D or the person in charge of the Field Station, Mobile Team or Special Assignment Unit, to be used on all submissions prepared on that particular special request. This caption will never be used, in identical form, for a different request.

### 2) Body

a) In every submission the pertinent part(s) of the conversation will be quoted. Adjacent and related portions will be reported in condensed narrative form. Judicious choice of quotations and effective condensation are very important.

b) It is important that translations, when made by electrical personnel, be accurate, that is, they must convey the same meaning and impression as the original. The original of any words or phrases which cannot be translated without ambiguity will be quoted in parentheses whenever possible.

c) When a monitor offers an explanation, he will preface it with "Mon" and will enclose it in double parentheses. Example: "Calling said: 'I am going to W ((Mon. - Metzlar)) tomorrow.'"

d) The person who made the call will be referred to as "calling" (not "caller" or in the past) and the person called will be referred to as "called."

e) The body of the comment may be written in longhand, but must be clearly legible. All proper names will be printed in block capitals.

f) If more than one page is needed, a legal turn will be used and the comment will be continued on the other side. For the third and subsequent pages, blank sheets of paper of the same size as the submission form will be used. On these, only the "To" and "From" need be indicated. At the bottom of each page will be written: "Page \_\_\_\_\_ of \_\_\_\_\_ page(s)," with the blanks appropriately filled in.

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g) Instructions for composite submissions are given in Censorship Order No. 37 Revised.

## 3) Censor's note

Factual information which contributes to the value of the submission will be reported in a Censor's note at the end of the comment. The source of information must be given in every case, so that its reliability may be evaluated. No reference will be made to confidential information supplied by liaison representatives of security agencies or to any agency that may be interested in the information reported.

a) Information cited from previous relevant records will be accompanied by the numbers of the related submissions.

b) A summary of related but unreported conversations will be prefaced by the clause: "Previous conversations have revealed that."

6. Every effort will be made to make telephone submissions complete, so that they are ready for independent use by interested agencies. Consultation of records, Deutsche-Post files and other available reference material must be made standard practice when necessary to solve troublesome "unknowns". Building of case histories, as well as any other aids to the preparation of valuable submissions, is to be encouraged.

R. G. CRANDALL  
Lt. Col. GSC  
Commanding

## DISTRIBUTION

- 17 - Each Addressee
- 2 - Director of Intelligence, Office of Military Government for Germany (U.S.), APO 742, U. S. Army. Attn: Chief, Civil Censorship Section.
- 2 - War Department General Staff, Intelligence Division, Washington 25, D. C. Attn: Security Group.
- 1 - Commanding Officer, Headquarters, Civil Censorship Group (Austria), APO 541, U. S. Army

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RESTRICTED

20 November 1946

COMMENTS ON CENSORSHIP ORDER NO. 71

SUBJECT: TELEPHONE RECORDINGS AND SUBMISSION PREPARATION.

I: Self explanatory.

II & III: Subject to equipment on hand. However, the importance of recording all telephone conversations of any possible interest cannot be stressed enough. If 30 line, 5 line, and 1 line sets, patching cabinets, earphones and recordographs are not functioning properly, monitors are requested to fill in "Trouble Reports", so that the technical section can look after necessary repairs. If monitors are not certain of how to operate the recordograph in order to get clear recordings, it is their duty to inform the DAC, so that proper training in the use of the recordograph can be arranged for all personnel in need of such training. Log sheets must be kept accurately. This includes identification of speaking parties, and in the case of a foreign language, the identity of the language has to be entered or if it cannot be identified, this entry should read: "Unidentified Language". When the monitor has recorded a conversation in a foreign language (in which he is not qualified) he/she must fill in a "Foreign Language Request Slip" so that a translator qualified in that particular language can listen to the recording afterwards. Tracks must be indicated correctly. If a submission is written on a recorded conversation, the log sheet must contain an entry to that effect. It is suggested to use the abbreviation S/S and date, in which case the film tapes have to be retained in the files for 12 months before being destroyed. Used film tapes containing conversations on which no submissions have been prepared, will be destroyed after 90 days, in which case destruction has to be carried out in accordance with army regulations governing classified waste. In GCD where no military personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign language translator is needed for the

## RESTRICTED

Playback of a recording, he/she must indicate on the log sheet that the foreign language conversation has been attended to. This can best be done by writing "OK", name of translator, and in the case of a submission, S/S and date, on the particular line finishing the report. All boxes must be numbered and filed in a secure place.

17. In order to write a good submission it is important that it be written immediately, or as soon as possible after the conversation has terminated. It is realized that DAC's at times are prevented from having a consultation with monitors immediately. In the interest of a good submission however, "there should never be a long waiting period." Experienced monitors with good judgment should be encouraged to work independently.

18. a. Self explanatory - In contrast to submissions prepared by Postal Department or Telegraph Section where "sender" and "addressee" are always indicated, it is characteristic of telephone submissions that they deal with a number of "Unknowns". In order to improve the quality of telephone submissions and to make them clearer to the user agencies, it is important that every attempt should be made to solve the problem of "Unknowns".

1. Self explanatory - Entry as heretofore.

2. Self explanatory - Entry as heretofore.

3. Self explanatory - Entry as heretofore.

4. Self explanatory - Entry as heretofore, however this box will come into prominence with the opening of international telephone traffic when either "Yes" or "No" will be entered. In the meantime the term "None" will be continued.

5. Self explanatory - Entry as heretofore.

6. Until further notice this box will be filled in as heretofore with the one change that instead of entering MUN - 46, A - 46 will be entered. In the case of Field Stations, Mobile Teams, and the Special Assignment Units, the entry will be A - 46, entered below the name of the Field Station, Mobile Team or Special Assignment Unit, and the regular serial number: A - 46  
Augsbury - 128

## RESTRICTED

7. "From" and "To": These are the boxes where most of the "Unknowns" occur. Both boxes must be filled in as completely as possible. The only terms to be used if the speaker's voice is not identified, are "Male Voice" or "Female Voice". Names of German agencies such as "Leibeswertschaftamt", "Kriegsamt für Holz und Kohle", "Industrie und Handelsamt" etc., are always to be left in the original. "Telephone Number and List" refer to number of telephone from which the call was made, and the name under which that telephone is listed. If the name listed is that of the speaking party enter "Same". In other words if John Doe is speaking enter his name next to "From". Next to "Telephone Number and List", the telephone number from which the call is being made is to be entered and directly below this, the name of the person responsible for the telephone as well as his address should also be entered. On the 30 line sets all this information can be found on respective boards attached to each set. If John Doe is giving his address during the course of conversation it will be entered directly opposite (Address). If John Miller is speaking, his name, address and telephone number will be entered as heretofore, except that the term "Same" will be entered underneath the respective telephone number, meaning that John Doe is speaking from his own telephone and is responsible for the listing of that telephone. In the case of calls monitored on the 10 line set, every attempt must be made to get the identification of the speaking parties as well as the city by contacting the "German Fernsprechart Supervisor" while the call is in progress. If it is found that the "German Fernsprechart Supervisors" fail to cooperate in giving the desired information to Censorship, this failure should immediately be reported in writing to the DAC. Identity Card number and Nationality will be known in International Telephone calls. Occupation if known should be entered on internal as well as international calls.

8. Self explanatory - Entry as heretofore

9. Self explanatory - Entry as heretofore

10. Self explanatory - Entry as heretofore

## RESTRICTED

11. "Serial Number". For internal calls enter "No.". This box will come into prominence when international lines are opened, - meaning theatcher will enter the serial number on the monitor's ticket, thereby facilitating the checking back of the filed monitor's ticket.

12. a,b,1,2,3, & 4. Since - November 1946 a Relevant Record Analyst from Electrical Department is attached to IRD, Group "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing pertinent information on subjects presented in submission and on notes. Therefore monitors need only enter the words "Not Consulted" in "Previous Relevant Record" box.

Paragraph b, 1,2,3, & 4 is of importance to Relevant Record Analyst only and should be disregarded by Monitor's, DAC's, A's and C's.

13. Entries in this box are changed completely. If a call is monitored on the 70 line set, whether this call is within a city or from city to city, the entry will always be Munich local or Augsburg local or Noerdlingen local or Fuesen local or Dirkheim local, Garmisch local, or Rosenheim local. In the case of a call monitored on the 5 line set the entry will be according to the system over which the call was made, for instance "Augsburg - Munich toll", or "Landshut - Garmisch toll", etc. The word "toll" stands for a long distance cable line and since only long distance calls are monitored on 5 line sets, the word "toll" is to be used. For international calls the entry will be the Number and Name of the circuit over which the call was placed.

14. From now on this box will be used for two entries: - the monitor's number and below this the number of the DAC after he/she has reviewed and accepted the submission. Since most DAC's are former monitors, DAC's should use their old monitor's number, first checking whether their old monitor's numbers are still

MT 220  
DAC 120

15. In the case of Main Station "No.", as heretofore,

## RESTRICTED

is for IRD. Field Stations, Mobile Teams and Special Assignment Units will enter the date when local allocation is made.

16. In the case of Main Station Branch this, as heretofore, is for IRD. Field Stations, Mobile Teams and Special Assignment Units will enter all local allocations in the manner prescribed by Headquarters CCD.

b. Self explanatory, an important paragraph and should be followed as outlined:

1. a. Self explanatory, an important paragraph and should be followed as outlined.

b. In the past special telephone survey submissions have at times used headings such as "Information by Special Request". Effective immediately, this type of heading will no longer be used. Until further notice no heading at all is to be given for that type of submission.

2. a & b. Self explanatory - an important paragraph and should be followed as outlined. It is advisable to quote certain words or phrases in the original language, if a misinterpretation is possible, or no adequate idiom exists in English. Monitors capable of doing so, should always make their own translations. When a monitor is not qualified to translate, the DAC may appoint a translator who should confer with the original monitor for the correct translation.

c & d. The person who made the call will be referred to as "Calling" (not "Caller" as in the past) and the person called will be referred to as "Called". (not "Callee" as in the past).

When a monitor offers an explanation, he will preface it with "Mon." and will enclose it in double parenthesis, example: "Calling said: 'I am going to contact the U.A.V. ((Mon.-Wirtschaftliche Aufbau Vereinigung)) tomorrow'."

e. Self explanatory - the importance of block printing capital letters, all proper names, street addresses and cities should not be overlooked.

## RESTRICTED

f. Effective in editably blank sheets of paper of the same size as the submission form will be used when more than two pages are needed. In that case "To" and "from" need be indicated. As heretofore a lot 1 turn will be used if the comment is continued on the other side. At the bottom of each page will be written: "Page \_\_\_ of \_\_\_ page(s)", with the blanks appropriately filled in.

g. Until further notice Electrical Department will not write "Composite Submissions".

3. Self explanatory - an important paragraph and should be followed as outlined. The value of a good Censor's Note cannot be stressed enough. In every case, the source of the information must be given in order to evaluate its reliability. The attention of Field Stations, Mobile Teams and Special Assignment Units is drawn to the fact that under no circumstances should a Censor's Note contain reference to confidential information supplied by liaison representatives of security agencies or to any agency that may be interested in the information reported. That of course also includes any reference to Watch List material, such as information contained on background cards.

a. Of importance to Relevant Record Analyst. To be disregarded by Monitors, DAC's, AC's and C's.

b. If reporters keep their notebooks as they should, that is for 30 days, summaries of related, but unreported conversations should be encouraged. Very often they contribute to the better quality of submissions. If this is done the following preface is to be used: "Previous conversations have revealed that....."

VI. Self explanatory - an important paragraph and should be followed as outlined. Each telephone section should, with the help of Relevant Record Clerks, maintain a file on information relating to numbers monitored, whether or not submissions have been written on those numbers. Relevant Record Clerks should consult telephone applications available in Preparation Sub-Section Munich, or in



## RESTRICTED

the case of Field Stations, Mobile Teams, and Special Assignment Units in the records and files of the Deutsche-Post. This should be done with discretion. They should also consult the Relevant Record Analyst (attached to IPD), use newspaper clippings maintained in the Chief Censor's Section, and reference books, wherever available. Every attempt should be made to build up case histories for the better preparation of valuable telephone submissions.

Whenever the wording "until further notice" is applied it means that clarification of that particular case may be being attempted through proper channels. As soon as clarification is received all personnel will be notified accordingly.

Submissions are the most important item in CCD. Without submissions there is no basis for our existence. Electrical Department has always taken pride in producing the best type of information available. It is important that we continue to improve our submissions and that we follow instructions contained in this important Censorship Order # 71. Submissions are being periodically reviewed by Headquarters, CCD, in an attempt to point out inconsistencies, irregularities and misunderstood policies prepared in this Group.

EDITH C. FALK WDE  
Chief Censor

# RESTRICTED

20 November 1946

## COMMENTS ON GENERAL ORDER NO. 71

SUBJECT: TELEPHONE RECORDING AND SUBMISSION PREPARATION.

I: Self explanatory.

II & III: Subject to equipment on hand. However, the importance of recording all telephone conversations of any possible interest cannot be stressed enough. If 10 line, 5 line, and 1 line sets, patching cabinets, earphones and recordographs are not functioning properly, monitors are requested to fill in "Trouble Reports", so that the technical section can look after necessary repairs. If monitors are not certain of how to operate the recordograph in order to get clear recordings, it is their duty to inform the DAC, so that proper training in the use of the recordograph can be arranged for all personnel in need of such training. Log sheets must be kept accurately. This includes identification of speaking parties, and in the case of a foreign language, the identity of the language has to be entered or if it cannot be identified, this entry should read: "Unidentified Language". When the monitor has recorded a conversation in a foreign language (in which he is not qualified) he/she must fill in a "Foreign Language Request Slip" so that a translator qualified in that particular language can listen to the recording afterwards. Tracks must be indicated correctly. If a submission is written on a recorded conversation, the log sheet must contain an entry to that effect. It is suggested to use the abbreviation S/S and date, in which case the film tapes have to be retained in the files for 12 months before being destroyed. Used film tapes containing conversations on which no submissions have been prepared, will be destroyed after 90 days, in which case destruction has to be carried out in accordance with army regulations governing classified waste. In GCD where no military personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign language translator is needed for the

## RESTRICTED

Playback of a recording, be the first indication on the log sheet that the recording of a conversation has been attended to. This record should be written in the "To" column of translator, and in the case of a submission, it should date, on the particular line finishing the record. All boxes used be numbered and filed in a secure place.

IV. In order to write a good submission it is important that it be written immediately, or as soon as possible after the conversation has terminated. It is realized that DAs at times are prevented from having a consultation with monitors immediately. In the interest of a good submission however, "there should never be a long waiting period." Experienced monitors with good judgment should be encouraged to work independently.

V. a. Self-explanatory - In contrast to submissions prepared by Postal Department or Telegraph Section where "sender" and "addressee" are always indicated, it is characteristic of telephone submissions that they deal with a number of "Unknowns". In order to improve the quality of telephone submissions and to make them clearer to the user agencies, it is important that every attempt should be made to solve the problem of "Unknowns".

1. Self-explanatory - Entry as heretofore.

2. Self-explanatory - Entry as heretofore.

3. Self-explanatory - Entry as heretofore.

4. Self-explanatory - Entry as heretofore, however this box will come into prominence with the opening of international telephone traffic when either "Yes" or "No" will be entered. In the meantime the term "None" will be continued.

5. Self-explanatory - Entry as heretofore.

6. Until further notice this box will be filled in as heretofore with the one change that instead of entering "A - 45", A - 46 will be entered. In the case of Field Stations, Mobile Teams, and the Special Assignment Units, the entry will be A - 46, entered below the name of the Field Station, Mobile Team or Special Assignment Unit, and the regular serial number: A - 46  
Augsburg - 129

## RESTRICTED

7. "From" and "To": These are the boxes where most of the "inkdowns" occur. Both boxes must be filled in as completely as possible. The only terms to be used in a speaker's voice is not identified, are "Male Voice" or "Female Voice". Names of German agencies such as "Industrieamt", "Industrieamt fuer Holz und Kohle", "Industrieamt Handelshandlung", etc., are always to be left in the original. "Telephone Number and List" refer to number of telephone from which the call was made, and the name under which that telephone is listed. If the name listed is that of the speaking party enter "Same". In other words if John Doe is speaking enter his name next to "From". Next to "Telephone Number and List", the telephone number from which the call is being made is to be entered and directly below this, the name of the person responsible for the telephone as well as his address should also be entered. On the IO line sets all this information can be found on respective boards attached to each set. If John Doe is giving his address during the course of conversation it will be entered directly opposite (Address). If John Miller is speaking, his name, address and telephone number will be entered as heretofore, except that the term "From" will be entered underneath the respective telephone number, meaning that John Doe is speaking from his own telephone and is responsible for the listing of that telephone. In the case of calls monitored on the IO line set, every attempt must be made to get the identification of the speaking parties as well as the city by contacting the "German Fernsprechart Supervisor" while the call is in progress. If it is found that the "German Fernsprechart Supervisors" fail to cooperate in giving the desired information to Censorship, this failure should immediately be reported in writing to the DAC. Identity Card number and Nationality will be known in International Telephone calls. Occupation if known should be entered on internal as well as international calls.

8. Self explanatory - Entry as heretofore

9. Self explanatory - Entry as heretofore

10. Self explanatory - Entry as heretofore

## RESTRICTED

11. "Serial Number". For internal calls enter "No.". This box will come into prominence when international traffic opens, - meaning the catcher will enter the serial number on the monitor's ticket, thereby facilitating the checking back of the filed monitor's ticket.

12. a,b,1,2,3,4. Since 4 November 1946 a Relevant Record Analyst from Electrical Department is attached to IRD, Group "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing pertinent information on subjects indicated in submission and on names. Therefore monitors need only enter the words "Not Consulted" in "Previous Relevant Record" box.

Paragraph b, 1,2,3, 4 is of importance to Relevant Record Analyst only and should be disregarded by Monitor's, DAC's, AC's and C's.

13. Entries in this box are changed completely. In a call is monitored on the 10 line set, whether this call is within a city or from city to city, the entry will always be Munich local or Amstern local or Noerdlingen local or Furassau local or Wartburg local, Garmisch local, or Rosenheim local. In the case of a call monitored on the 5 line set the entry will be according to the system over which the call was made, for instance "Augsburg - Munich toll", or "Landsbut - Garasach toll", etc. The word "toll" stands for a long distance cable line and since only long distance calls are monitored on 5 line sets, the word "toll" is to be used. For international calls the entry will be the Number and Name of the circuit over which the call was placed.

14. From now on this box will be used for two entries: - the monitor's number and below this the number of the DAC after he/she has reviewed and accepted the submission. Since most DAC's are former monitors, DAC's should use their old monitor's number, first checking whether their old monitor's numbers are still

MI 220  
DAC 120

15. In the case of "Not Started" as heretofore,

## RESTRICTED

is for IRD. Field Stations, Mobil Teams and Special Assignment Units will enter the date when local allocation is made.

16. In the case of Main Station Munich this, as heretofore, is for IRD. Field Stations, Mobil Teams and Special Assignment Units will enter all local allocations in the manner prescribed by Headquarters CCD.

b. Self explanatory, an important paragraph and should be followed as outlined:

1. a. Self explanatory, an important paragraph and should be followed as outlined.

b. In the past special telephone survey submissions have at times used headings such as "Information by Special Request". Effective immediately, this type of heading will no longer be used. Until further notice no heading at all is to be given for that type of submission.

2. a & b. Self explanatory - an important paragraph and should be followed as outlined. It is advisable to quote certain words or phrases in the original language, if a misinterpretation is possible, or no adequate idiom exists in English. Monitors capable of doing so, should always make their own translations. When a monitor is not qualified to translate, the DAC may appoint a translator who should confer with the original monitor for the correct translation.

c & d. The person who made the call will be referred to as "Calling" (not 'Caller' as in the past) and the person called will be referred to as "Called", (not "Callee" as in the past).

When a monitor offers an explanation, he will preface it with "Mon." and will enclose it in double parenthesis, example: "Calling said: 'I am going to contact the W.A.V. ((Mon.-Wirtschaftliche Aufbau Vereinigung)) tomorrow'."

e. Self explanatory - the importance of block printing capital letters, all proper names, street addresses and cities should not be overlooked.

## RESTRICTED

f. Effective immediately blank sheets of paper of the same size as the submission form will be used when more than two pages are needed. In that case "To" and "From" need be indicated. As heretofore a top line will be used if the comment is continued on the other side. At the bottom of each page will be written: "Page \_\_\_ of \_\_\_ page(s)", with the blanks appropriately filled in.

g. Until further notice Electrical Department will not write "Composite Submissions".

3. Self explanatory - an important paragraph and should be followed as outlined. The value of a good Censor's Note cannot be stressed enough. In every case, the source of the information must be given in order to evaluate its reliability. The attention of Field Stations, Mobile Teams and Special Assignment Units is drawn to the fact that under no circumstances should a Censor's Note contain reference to confidential information supplied by liaison representatives of security agencies or to any agency that may be interested in the information reported. That of course also includes any reference to Watch List material, such as information contained on background cards.

a. Of importance to Relevant Record Analyst. To be disregarded by Monitors, DAC's, AC's and C's.

b. If monitors keep their notebooks as they should, that is for 30 days, summaries of related, but unreported conversations should be encouraged. Very often they contribute to the better quality of submissions. If this is done the following preface is to be used: "Previous conversations have revealed that....."

"I. Self explanatory - an important paragraph and should be followed as outlined. Each telephone section should, with the help of Relevant Record Clerks, maintain a file on information relating to numbers monitored, whether or not submissions have been written on these numbers. Relevant Record Clerks should consult telephone applications available in Preparation Sub-Section Munich, or in

## RESTRICTED

the case of Field Stations, Mobile Teams, and Special Assignment Units in the records and files of the Deutsche-Post. This should be done with discretion. They should also consult the Relevant Record Analyst (attached to IPD), use newspaper clippings maintained in the Chief Censor's Section, and reference books, wherever available. Every attempt should be made to build up case histories for the better preparation of valuable telephone submissions.

Whenever the wording "until further notice" is applied it means that clarification of that particular case must be being attempted through proper channels. As soon as clarification is received all personnel will be notified accordingly.

Submissions are the most important item in CCD. Without submissions there is no basis for our existence. Electrical Department has always taken pride in producing the best type of information available. It is important that we continue to improve our submissions and that we follow instructions contained in this important Censorship Order # 71. Submissions are being periodically reviewed by Headquarters, CCD, in an attempt to point out inconsistencies, irregularities and misunderstood policies prepared in this Group.

EDITH C. FALK WDE  
Chief Censor



RESTRICTED

20 November 1946

COMMENTS ON CENSORSHIP ORDER NO. 71

SUBJECT: TELEPHONE RECORDINGS AND SUBMISSION PREPARATION.

I: Self explanatory.

II & III: Subject to equipment on hand. However, the importance of recording all telephone conversations of any possible interest cannot be stressed enough. In 70 line, 5 line, and 1 line sets, patching cabinets, earphones and record racks are not functioning properly, monitors are requested to fill in "Trouble Reports", so that the technical section can look after necessary repairs. If monitors are not certain of how to operate the recorder, in order to get clear recordings, it is their duty to inform the DAC, so that proper training in the use of the recorder can be arranged for all personnel in need of such training. Log sheets must be kept accurately. This includes identification of speaking parties, and in the case of a foreign language, the identity of the language has to be entered or if it cannot be identified, this entry should read: "Unidentified Language". When the monitor has recorded a conversation in a foreign language (in which he is not qualified) he/she must fill in a "Foreign Language Request Slip" so that a translator qualified in that particular language can listen to the recording afterwards. Tracks must be indicated correctly. If a submission is written on a recorded conversation, the log sheet must contain an entry to that effect. It is suggested to use the abbreviation S/S and date, in which case the film tapes have to be retained in the files for 12 months before being destroyed. Used film tapes containing conversations on which no submissions have been prepared, will be destroyed after 90 days, in which case destruction has to be carried out in accordance with army regulations governing classified waste. In GCD where no military personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign language translator is needed for the

## RESTRICTED

Playback of a recording, he/she must indicate on the log sheet that the foreign language conversation has been attended to. This can best be done by writing "OK", name of translator, and in the case of a submission, s/o and date, on the particular line finishing the track. Film boxes must be numbered and filed in a secure place.

IV: In order to write a good submission it is important that it be written immediately, or as soon as possible after the conversation has terminated. It is realized that DAs at times are prevented from having a consultation with monitors immediately. In the interest of a good submission however, "there should never be a long waiting period." Experienced monitors with good judgment should be encouraged to work independently.

V. a. Self explanatory - In contrast to submissions prepared by Postal Department or Telegraph Section where "sender" and "addressee" are always indicated, it is characteristic of telephone submissions that they deal with a number of "Unknowns". In order to improve the quality of telephone submissions and to make them clearer to the user agencies, it is important that every attempt should be made to solve the problem of "Unknowns".

1. Self explanatory - Entry as heretofore.
2. Self explanatory - Entry as heretofore.
3. Self explanatory - Entry as heretofore.
4. Self explanatory - Entry as heretofore, however this

box will come into prominence with the opening of international telephone traffic when either "Yes" or "No" will be entered. In the meantime the term "None" will be continued.

5. Self explanatory - Entry as heretofore.

6. Until further notice this box will be filled in as heretofore with the one change that instead of entering KUN - 46, A - 46 will be entered. In the case of Field Stations, Mobile Teams, and the Special Assignment Units, the entry will be A - 46, entered below the name of the Field Station, Mobile Team or Special Assignment Unit, and the regular serial number: A - 46  
Augsburg - 128

## RESTRICTED

7. Form 100 (7-1) There are two boxes where most of the "Unknowns" occur. Both boxes must be filled in as completely as possible. The only term to be used if a speaker's voice is not identified, are "Male Voice" or "Female Voice". Names of German agencies such as "Kriegsverkehrsamt", "Kriegsverkehrsbüro", "Kriegsverkehrsbüro", "Industrie und Handelsministerium", etc., are always to be left in the original. "Telephone Number and List" refer to number of telephone from which the call was made, and the name under which that telephone is listed. If the name listed is that of the speaking party enter "Same". In other words if John Doe is speaking enter his name next to "Same". Next to "Telephone Number and List", the telephone number from which the call is being made is to be entered and directly below this, the name of the person responsible for the telephone as well as his address should also be entered. On the 10 line sets all this information can be found on respective boards attached to each set. If John Doe is giving his address during the course of conversation it will be entered directly opposite (Address). If John Miller is speaking, his name, address and telephone number will be entered as heretofore, except that the term "Same" will be entered underneath the respective telephone number, meaning that John Doe is speaking from his own telephone and is responsible for the listing of that telephone. In the case of calls monitored on the 10 line set, every attempt must be made to get the identification of the speaking parties as well as the city by contacting the "German Fernsprechart Supervisor" while the call is in progress. If it is found that the "German Fernsprechart Supervisors" fail to cooperate in giving the desired information to Censorship, this failure should immediately be reported in writing to the DAC. Identity Card number and Nationality will be known in International Telephone calls. Occupation if known should be entered on internal as well as international calls.

8. Self explanatory - Entry as heretofore

9. Self explanatory - Entry as heretofore

10. Self explanatory - Entry as heretofore

RECORDED

11. "Serial Number". For international calls enter "No. 1".

This box will come into prominence when international traffic opens, - meaning the catcher will enter the serial number on the monitor's ticket, thereby facilitating the check on back of the filed monitor's ticket.

12. a,b,1,2,3, & 4. Since 4 November 1946 a Relevant Record Analyst from Electrical Department is attached to IRD, Group "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing pertinent information on subjects presented in submission and on names. Therefore monitors need only enter the words "Not Consulted" in the "Previous Relevant Record" box.

Paragraph b, 1,2,3, & 4 is of importance to Relevant Record Analyst only and should be disregarded by Monitor's, DAC's, AC's and C's.

13. Entries in this box are changed completely. If a call is monitored on the 10 line set, whether this call is within a city or from city to city, the entry will always be Munich local or Augsburg local or Noerdlingen local or Fuessen local or Markt-Oberdorf local, Garmisch local, or Rosenheim local. In the case of a call monitored on the 5 line set the entry will be according to the system over which the call was made, for instance "Augs 12 - Munich toll", or "Landshut - Garmisch toll", etc. The word "toll" stands for a long distance cable line and since only long distance calls are monitored on 5 line sets, the word "toll" is to be used. For international calls the entry will be the Number and Name of the circuit over which the call was placed.

14. From now on this box will be used for two entries: - the monitor's number and below this the number of the DAC after he/she has reviewed and accepted the submission. Since most DAC's are former monitors, DAC's should use their old monitor's number, first checking whether their old monitor's numbers are still valid.

MT 220  
DAC 120

15. In the case of Main Station tickets, as heretofore,

## RESTRICTED

is for IPD. Field Stations, Mobile Teams and Special Assistant Units will enter the date when local allocation is made.

16. In the case of Main Station which this, as heretofore, is for IPD. Field Stations, Mobile Teams and Special Assistant Units will enter all local allocations in the manner prescribed by Headquarters CGD.

b. Self explanatory, an important paragraph and should be followed as outlined:

1. a. Self explanatory, an important paragraph and should be followed as outlined.

b. In the past special telephone survey submissions have at times used headings such as "Information by Special Request". Effective immediately, this type of heading will no longer be used. Until further notice no heading at all is to be given for that type of submission.

2. a & b. Self explanatory - an important paragraph and should be followed as outlined. It is advisable to quote certain words or phrases in the original language, if a misinterpretation is possible, or no adequate idiom exists in English. Monitors capable of doing so, should always make their own translations. When a monitor is not qualified to translate, the DAC may appoint a translator who should confer with the original monitor for the correct translation.

c & d. The person who made the call will be referred to as "Calling" (not 'Caller' as in the past) and the person called will be referred to as "Called", (not "Callee" as in the past).

When a monitor offers an explanation, he will preface it with "Mon." and will enclose it in double parenthesis, example: "Calling said: 'I am going to contact the W.A.V. ((Mon.-Wirtschaftliche Aufbau Vereinigung)) tomorrow'."

e. Self explanatory - the importance of block printing capital letters, all proper names, street addresses and cities should not be overlooked.

## RESTRICTED

f. Effective immediately blank sheets of paper of the same size as the submission form will be used when more than two pages are needed. In that case "To" and "From" need be indicated. As heretofore a legal turn will be used if the comment is continued on the other side. At the bottom of each page will be written: "Page \_\_\_\_ of \_\_\_\_ page(s)", with the blanks appropriately filled in.

2. Until further notice Electrical Department will not write "Composite Submissions".

3. Self explanatory - an important paragraph and should be followed as outlined. The value of a good Censor's Note cannot be stressed enough. In every case, the source of the information must be given in order to evaluate its reliability. The attention of Field Stations, Mobile Teams and Special Assignment Units is drawn to the fact that under no circumstances should a Censor's Note contain reference to confidential information supplied by liaison representatives of security agencies or to any agency that may be interested in the information reported. That of course also includes any reference to Watch List material, such as information contained on background cards.

a. Of importance to Relevant Record Analyst. To be disregarded by Monitors, DAC's, AC's and C's.

b. If Monitors keep their notebooks as they should, that is for 30 days, summaries of related, but unreported conversations should be encouraged. Very often they contribute to the better quality of submissions. If this is done the following preface is to be used: "Previous conversations have revealed that....."

VI. Self explanatory - an important paragraph and should be followed as outlined. Each telephone section should, with the help of Relevant Record Clerks, maintain a file on information relating to numbers monitored, whether or not submissions have been written on those numbers. Relevant Record Clerks should consult telephone applications available in Preparation Sub-Section Munich, or in

## RESTRICTED

the case of Field Stations, Mobile Teams, and special assignment units in the records and files of the Deutsche-Post. This should be done with discretion. They should also consult the Relevant Record Analyst (attached to IPD), use newspaper clippings maintained in the Chief Censor's Section, and reference books, wherever available. Every attempt should be made to build up case histories for the better preparation of valuable and logical submissions.

Whenever the wording "until further notice" is applied it means that clarification of that particular case must be attempted through proper channels. As soon as clarification is received all personnel will be notified accordingly.

Submissions are the most important item in CCD. Without submissions there is no basis for our existence. Electrical Department has always taken pride in producing the best type of information available. It is important that we continue to improve our submissions and that we follow instructions contained in this important Censorship Order # 71. Submissions are being periodically reviewed by Headquarters, CCD, in an attempt to point out inconsistencies, irregularities and misunderstood policies prepared in this Group.

EDITH C. TALK WDE  
Chief Censor

# RESTRICTED

20 November 1946

## COMMENTS ON GENDOR-41-ORDR NO. 71

SUBJECT: TELEPHONE RECORDINGS AND SUBMISSION PREPARATION.

I: Self explanatory.

II & III: Subject to equipment on hand. However, the importance of recording all telephone conversations of any possible interest cannot be stressed enough. If TC line, S line, and L line sets, patching cabinets, earphones and record tracks are not functioning properly, monitors are requested to fill in "Trouble Reports", so that the technical section can look after necessary repairs. If monitors are not certain of how to operate the recordograph in order to get clear recordings, it is their duty to inform the DAC, so that proper training in the use of the recordograph can be arranged for all personnel in need of such training. Log sheets must be kept accurately. This includes identification of speaking parties, and in the case of a foreign language, the identity of the language has to be entered or if it cannot be identified, this entry should read: "Unidentified Language". When the monitor has recorded a conversation in a foreign language (in which he is not qualified) he/she must fill in a "Foreign Language Request Slip" so that a translator qualified in that particular language can listen to the recording afterwards. Tracks must be indicated correctly. If a submission is written on a recorded conversation, the log sheet must contain an entry to that effect. It is suggested to use the abbreviation S/S and date, in which case the film tapes have to be retained in the files for 12 months before being destroyed. Used film tapes containing conversations on which no submissions have been prepared, will be destroyed after 90 days, in which case destruction has to be carried out in accordance with army regulations governing classified waste. In CCD where no military personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign language translator is needed for the



## RESTRICTED

Playback of a recording, he/she must indicate on the log sheet that the foreign language conversation has been attended to. This can best be done by writing "OK", name of translator, and in the case of a submission, s/s and date, on the particular line finishing the track. Film boxes must be numbered and filed in a secure place.

IV. In order to write a good submission it is important that it be written immediately, or as soon as possible after the conversation has terminated. It is realized that DAC's at times are prevented from having a consultation with monitors immediately. In the interest of a good submission however, "there should never be a long waiting period." Experienced monitors with good judgment should be encouraged to work independently.

V. a. Self explanatory - In contrast to submissions prepared by Postal Department or Telegraph Section where "sender" and "addressee" are always indicated, it is characteristic of telephone submissions that they deal with a number of "Unknowns". In order to improve the quality of telephone submissions and to make them clearer to the user agencies, it is important that every attempt should be made to solve the problem of "Unknowns".

1. Self explanatory - Entry as heretofore.
2. Self explanatory - Entry as heretofore.
3. Self explanatory - Entry as heretofore.
4. Self explanatory - Entry as heretofore, however this

box will come into prominence with the opening of international telephone traffic when either "Yes" or "No" will be entered. In the meantime the term "None" will be continued.

5. Self explanatory - Entry as heretofore.

6. Until further notice this box will be filled in as heretofore with the one change that instead of entering KUI - 46, A - 46 will be entered. In the case of Field Stations, Mobile Teams, and the Special Assignment Units, the entry will be A - 46, entered below the name of the Field Station, Mobile Team or Special Assignment Unit, and the regular serial number: A - 46

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7. "From" and "To": These are the boxes where most of the "Unknowns" occur. Both boxes must be filled in as completely as possible. The only terms to be used in the speakers voice is not identified, are "Male Voice" or "Female Voice". Names of German agencies such as "Landeswehrtechnische Abteilung", "Landeswehrtechnische Abteilung", "Industrie und Handelsministerium", etc., are always to be left in the original. "Telephone Number and List" refer to number of telephone from which the call was made, and the name under which that telephone is listed. If the name listed is that of the speaking party enter "Same". In other words if John Doe is speaking enter his name next to "From". Next to "Telephone Number and List", the telephone number from which the call is being made is to be entered and directly below this, the name of the person responsible for the telephone as well as his address should also be entered. On the 10 line sets all this information can be found on respective boards attached to each set. If John Doe is giving his address during the course of conversation it will be entered directly opposite (Address). If John Miller is speaking, his name, address and telephone number will be entered as heretofore, except that the term "Same" will be entered underneath the respective telephone number, meaning that John Doe is speaking from his own telephone and is responsible for the listing of that telephone. In the case of calls monitored on the 10 line set, every attempt must be made to get the identification of the speaking parties as well as the city by contacting the "German Fernsprechanlagen Supervisor" while the call is in progress. If it is found that the "German Fernsprechanlagen Supervisors" fail to cooperate in giving the desired information to Censorship, this failure should immediately be reported in writing to the DAC. Identity Card number and Nationality will be known in International Telephone calls. Occupation if known should be entered on internal as well as international calls.

8. Self explanatory - Entry as heretofore
9. Self explanatory - Entry as heretofore
10. Self explanatory - Entry as heretofore

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11. "Serial Number". For international calls enter "No. e". This box will come into prominence when international traffic opens - meaning the catcher will enter the serial number on the monitor's ticket, thereby facilitating the check: back of the filed monitor's ticket.

12. a, b, 1, 2, 3, & 4. Since 4 November 1946 a Relevant Record Analyst from Electrical Department is attached to IRD, Group "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing pertinent information on subjects presented in submission and on names. Therefore monitors need only enter the words "Not Consulted" in the "Previous Relevant Record" box.

Paragraph b, 1, 2, 3, & 4 is of importance to Relevant Record Analyst only and should be disregarded by Monitor's, DAC's, A's and C's.

13. Entries in this box are changed completely. If a call is monitored on the 10 line set, whether this call is within a city or from city to city, the entry will always be Munich local or Augsburg local or Noerdlingen local or Fuefgen local or Ulm local or Oberdorf local, Garmisch local, or Rosenheim local. In the case of a call monitored on the 5 line set the entry will be according to the system over which the call was made, for instance "Augsburg - Munich toll", or "Landshut - Garmisch toll", etc. The word "toll" stands for a long distance cable line and since only long distance calls are monitored on 5 line sets, the word "toll" is to be used. For international calls the entry will be the Number and Name of the circuit over which the call was placed.

14. From now on this box will be used for two entries: - the monitor's number and below this the number of the DAC after he/she has reviewed and accepted the submission. Since most DAC's are former monitors, DAC's should use their old monitor's number, first checking whether their old monitor's numbers are still in use.

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DAC 120

15. In the case of Main Station Munich this, as heretofore,

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is for IPD. Field Stations, Mobile Teams and Special Assignment Units will enter the date when local allocation is made.

16. In the case of Main Station Munich this, as heretofore, is for IPD. Field Stations, Mobile Teams and Special Assignment Units will enter all local allocations in the manner prescribed by Headquarters CGD.

b. Self explanatory, an important paragraph and should be followed as outlined:

1. a. Self explanatory, an important paragraph and should be followed as outlined.

b. In the past special telephone survey submissions have at times used headings such as "Information by Special Request". Effective immediately, this type of heading will no longer be used. Until further notice no heading at all is to be given for that type of submission.

2. a & b. Self explanatory - an important paragraph and should be followed as outlined. It is advisable to quote certain words or phrases in the original language, if a misinterpretation is possible, or no adequate idiom exists in English. Monitors capable of doing so, should always make their own translations. When a monitor is not qualified to translate, the DAC may appoint a translator who should confer with the original monitor for the correct translation.

c & d. The person who made the call will be referred to as "Calling" (not "Caller" as in the past) and the person called will be referred to as "Called". (not "Callee" as in the past).

When a monitor offers an explanation, he will preface it with "Mon." and will enclose it in double parenthesis, example: "Calling said: 'I am going to contact the V.A.V. ((Mon.-Wirtschaftliche Aufbau Vereinigung)) tomorrow'."

e. Self explanatory - the importance of block printing capital letters, all proper names, street addresses and cities should not be overlooked.

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f. Effective in editably blank sheets of paper of the same size as the submission form will be used when more than two pages are needed. In that case "To" and "From" need be indicated. As heretofore a lay 1 turn will be used if the comment is continued on the other side. At the bottom of each page will be written: "Page \_\_\_ of \_\_\_ page(s)", with the blanks appropriately filled in.

g. Until further notice Electrical Department will not write "Composite Submissions".

3. Self explanatory - an important paragraph and should be followed as outlined. The value of a good Censor's Note cannot be stressed enough. In every case, the source of the information must be given in order to evaluate its reliability. The attention of Field Stations, Mobile Teams and Special Assignment Units is drawn to the fact that under no circumstances should a Censor's Note contain reference to confidential information supplied by liaison representatives of security agencies or to any agency that may be interested in the information reported. That of course also includes any reference to Watch List material, such as information contained on background cards.

a. Of importance to Relevant Record Analyst. To be discarded by Monitors, DAC's, AC's and C's.

b. If monitors keep their notebooks as they should, that is for 30 days, summaries of related, but unreported conversations should be encouraged. Very often they contribute to the better quality of submissions. If this is done the following phrase is to be used: "Previous conversations have revealed that....."

4. Self explanatory - an important paragraph and should be followed as outlined. Each telephone section should, with the help of Relevant Record Clerks, maintain a file on information relating to numbers monitored, whether or not submissions have been written on those numbers. Relevant Record Clerks should consult telephone applications available in Preparation Sub-Section Munich, or in

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the case of Field Stations, Mobile Teams, and Special Assignment Units in the records and files of the District-East. This should be done with discretion. They should also consult the Relevant Record Analyst (attached to IPD), use newspaper clippings maintained in the Chief Censor's Section, and reference books, wherever available. Every attempt should be made to build up case histories for the better preparation of valuable telephone submissions.

Whenever the wordin "Until further notice" is applied it means that clarification of that particular paragraph is being attempted through proper channels. As soon as clarification is received all personnel will be notified accordingly.

Submissions are the most important item in CCD. Without submissions there is no basis for our existence. Electrical Department has always taken pride in producing the best type of information available. It is important that we continue to improve our submissions and that we follow instructions contained in this important Censorship Order # 71. Submissions are being periodically reviewed by Headquarters, CCD, in an attempt to point out inconsistencies, irregularities and misunderstood policies prepared in this Group.

EDITH C. TALK WDE  
Chief Censor