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Training Minto, 1115 ...

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ELECTRICAL TRAINING SCHOOL PROGRAM

	MONDAY I	TUESDAY	WEDNESDAY	THURSDAY
8:10 to 9:00 9:10 to 10:00	Importance of Censorship in Telecommunications Introduction to Tele- phone. Monbtoring: "Our Customers."	 a) Submission writing (Telephone) b) Headlines c) Practical Application d) Analyzing and Criticiem of 	 a) Introduction to Telegraph Censorship b) Set-up and Operating procedure. a) Submission writing (Telegraph) b) Headlines 	Critique in German Final Examination
10:00 to 11:20	Introduction to the Techniques of Monitoring	Submission I	c) Practical Applicationd) Analyzing and Criticism	
		LUNCH		l
12:30 to 16:00	Note Taking a) Lecture b) Dialogue (practice) c) Dialogue (submission) d) Dialogue (submissability)	<pre>Visit to Electrical Department, Arnulfstrasse and Technical Training a) Introduction to</pre>	 Visit to Lachaustrasse and Technical Training a) Introduction to station b) Teletype machine c) Practical application to telegraph censor- ship))) () 1 1 1 1 1 1 1 1 1 1 1 1 1
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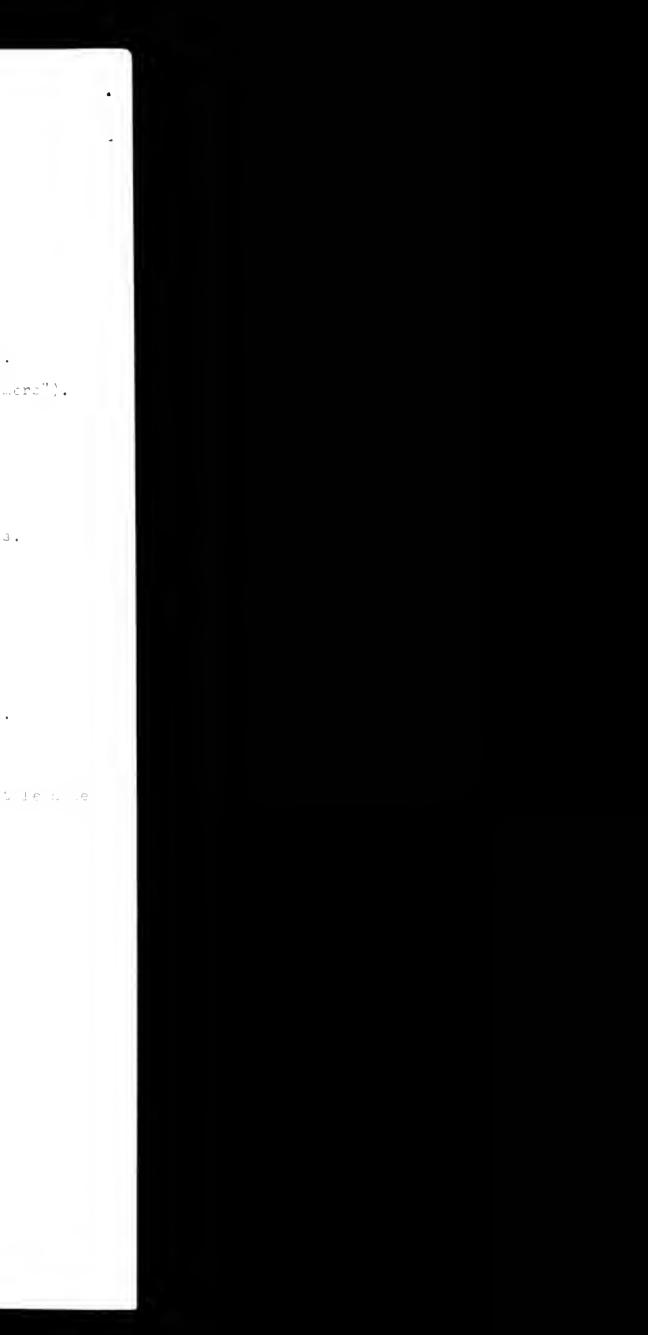
CONFERENTIAL

TLEGIRI CLI IRALI I G COUR T

TROIRA CUTHI E

- 1. The Importance of Censorship is Telenammunia tinus.
- II. Introducti n to Telenhone Honitoring. ("C m C stamera").
- III. Introduction to the Techniques of Locitoria.
- IV. ote Tring.
- V. a) Subulssion writin (Telephone)
 U) Tenilines
 c) Fractical Application.

 - d) inslysis and Criticis. of Dirus to ' cuba' dors.
- VI. a) fisit to Telephone Section, mulfatrasse.b) Technical Training.
- VII. a) Introduction to relears Censors in.
 (a) Jet-in cod Chernitic Concedure.
- VIII. a) Submission writi (lelograph) h) Teslines c) Proctical Application d) Analysic and Briticias of Students' Sur issi a.
- IN. /Meit to Telegron' Section Dansaustrasse. lechnichl institut
- X. "Rich Bo you find more interesting, thickness multiple uses ond why?"
- .I. Tinei Englingtion.



CONTRACTOR I

The Importance of Generality in Telenor Latestians

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Discuss the rais of theo of a woll hold route co-this restances. · · · ·

insiters should have a systematic ranew in all to drawns, interest, allertains, and memory, concentration, and the addity of the the required ofters. (Constructe of team work, give a cles).

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Point dat the name of the non-rien of the out of the sub-both on ne emiles of the trendra the edital to the sector - conversation.

Cutline procedure in case a lenguage of ion the monitor is not famile ion with, is used in a conversation. Recording of the entire conversion

illing out the version land a seculiby (Discuss of a product).

Explain the Hifference in medicori to the "inter" on "intra" any collo.

Print dat the different commotive accilence the time. Représentesian l'iter-rity un iterrity jivre le provai; pow liber Présente i configure.

Explain the <u>In Line Ont Jorna</u> briefly.

Typhia 100 L. p iteri. . n refference j'van lile mattering.

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(B'TTE II (BOTT'A) <u>, parta a,</u>

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Discuss Telenhone Psychology (Our custruces).

Give examples of the different elements being monitored (the sort dielogues).

From "Cur Cistomers" Lend into the "Requirement Suffe" and stress ite importation once agait.

A Few Things About Monitoring in General. The human element. Encwin the set. Get to 'mow the individual by listening to them do. After day. The difficulties of monitoring.

- 2 -

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CONFIDENTIAL LECTURE III

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- I. Introduction to the different sets (very briefly).
- II. The 30-Line Set

.....

a) Nomen**c**lature

1. Buttono and swite es 2. Li hta 7. Earrhoned

- b) Operational Procedure
 - 1. Turning on the set 2. Connecting the earphil en
- c) Dofs and Don'ts
 - Switch provsing
 enipolation of bias end ground duite is
- d) Shrittround
 - 1. low wires pre-thomad
- e) The Loard

 Dort Electrotion ("robaing aid)
 Explain these names and numera on the postury of London on the set.

III. Te ,-Iine Set.

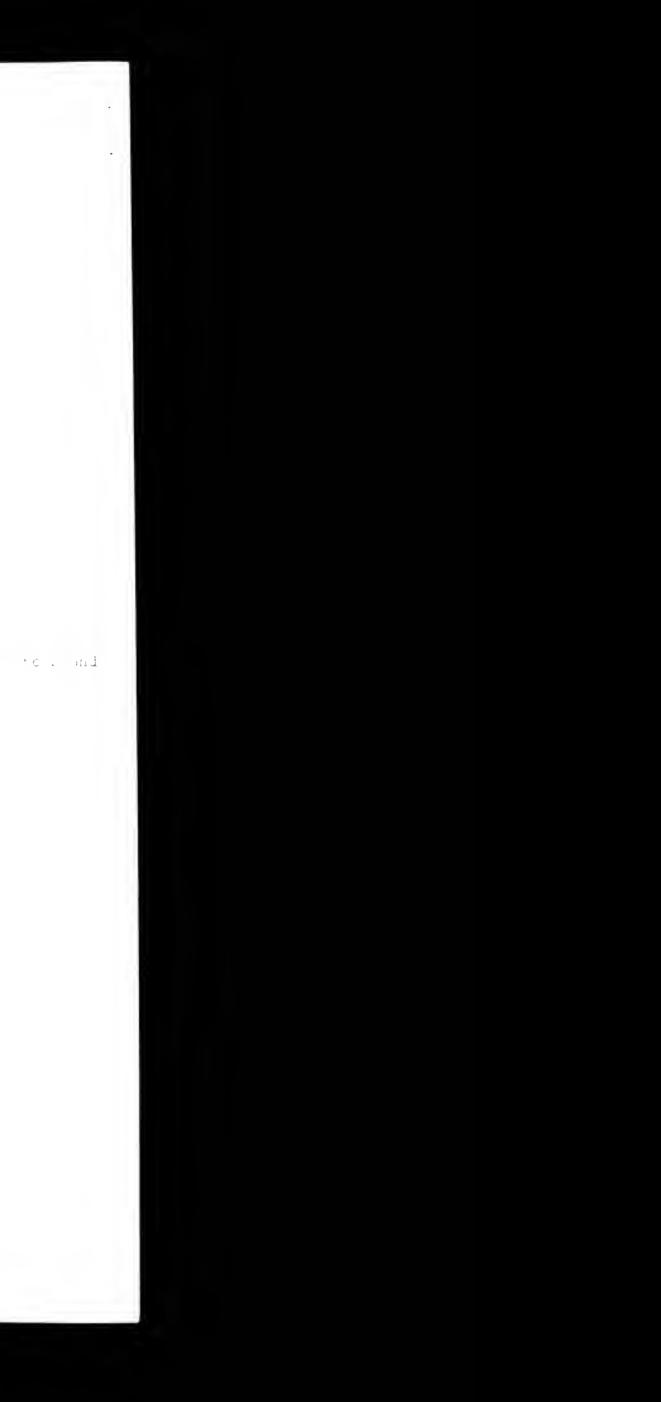
- r) Hosenclature
 - 1. The 2-Jet boxes Switches
 Lights
 SarrYones
- b) Courstional Transdome

1. Connecting encohole 2. Locitorius

....'u differences between the BO-sine det old the p-line dets.

- IV. De recorder
 - a) l'o lenclature

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	poter switch
3.	Jelector avitoh
2.	imad'nya indiatar
Ξ.	Remote control stories



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- 4. In 11a: 10
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LECITRE FOUR

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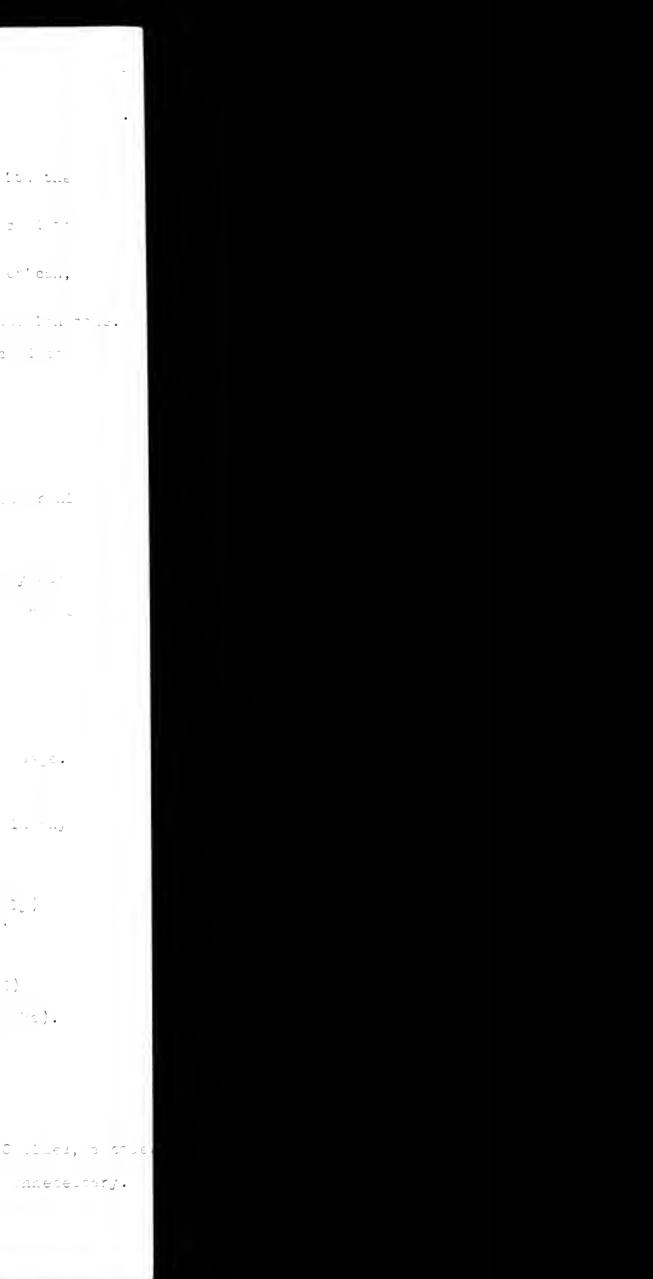
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 - 3. Notion (Explain end))

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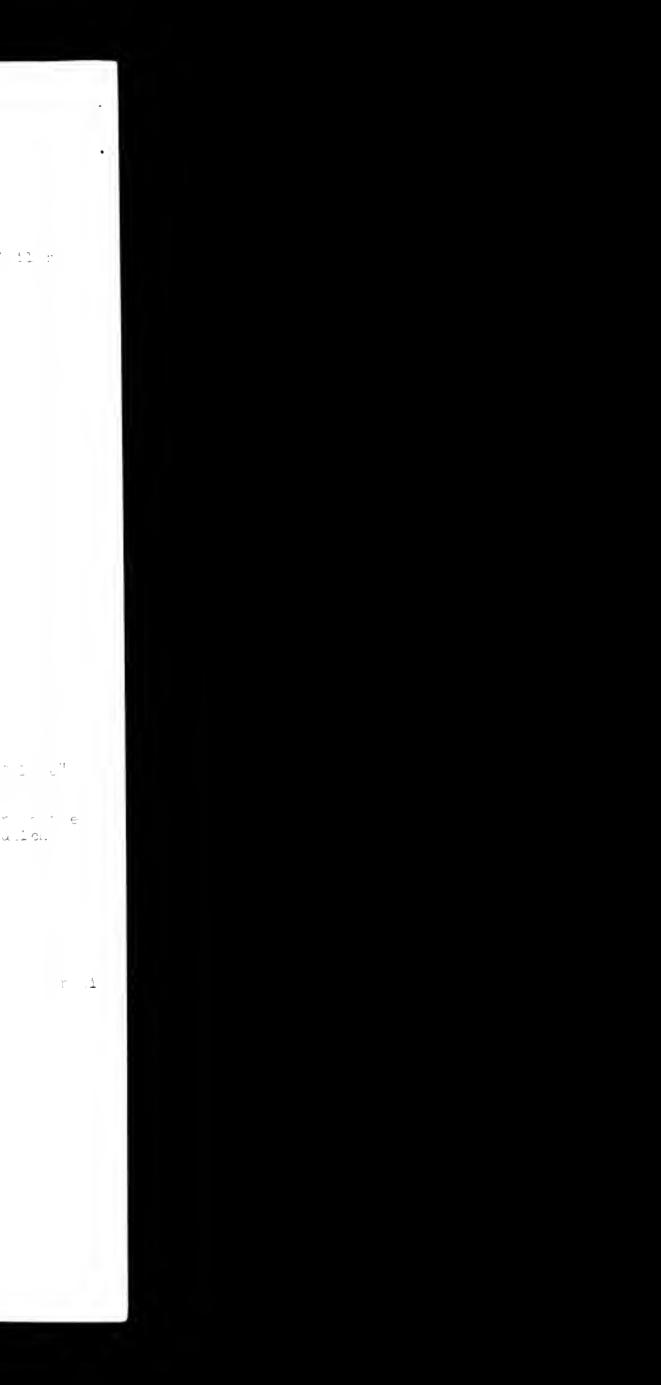
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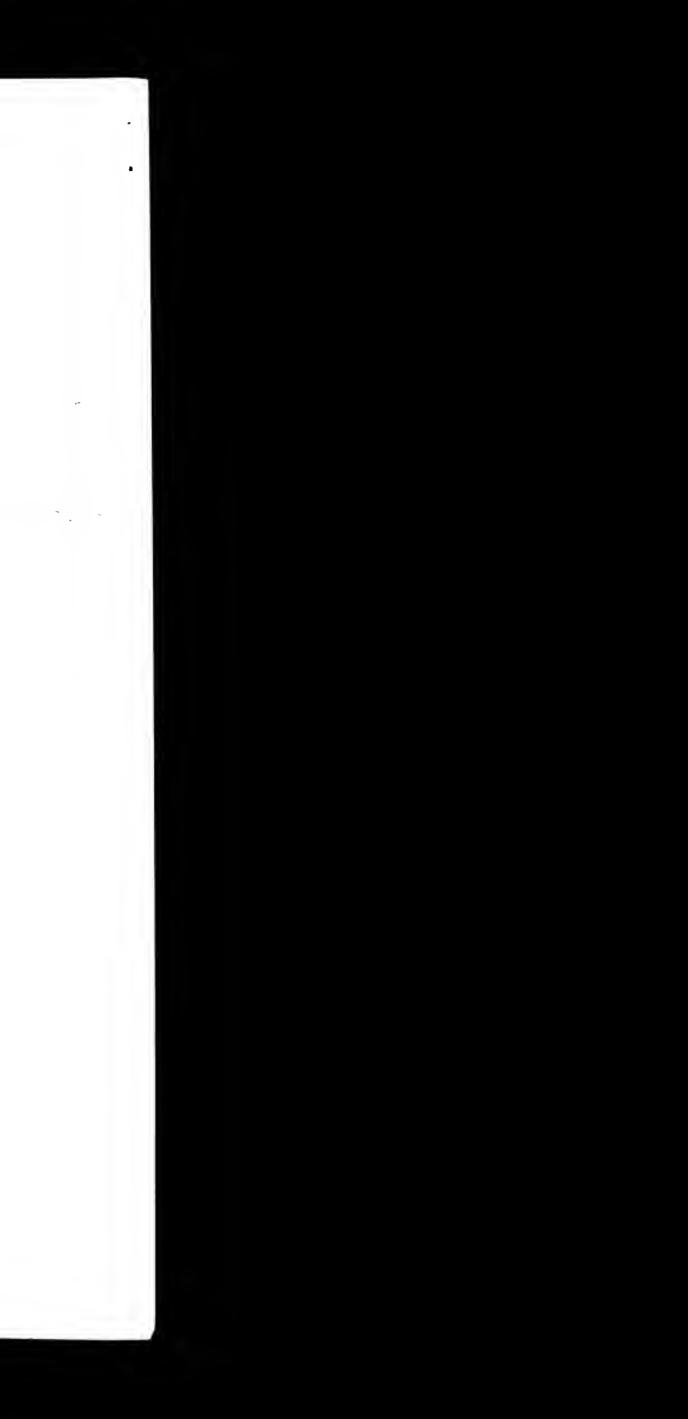
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CONTRA

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- (c) trauble resert
- (d) autoristic original arm
- (e) forein lan vale dii
- (f) monitorial service form
- (r) tall form

DIRECTIONS: Insert an the propint is each statement below the corresponding letter to the list of ongs showe. (Sale probabure in the second events a).

- () Used in case of mechanical dif iculties with the moniforing equipment.
- () "sed to "een a record to" (to location) conversations on the recorder take.
- () fleed to been an ancurate record of the number of conversations monitored on each circuit.
- () The form on which the final reart of all usable material (subject motter bide) powera.
- () Used in case a monitor listens in compute sotion held in a language with which the short fluently famlier.
- 2. (a) 30-Line set
 - (b) 5-Line set
 - (c) Teletyne
 - (d) selector switch
 - (e) automatic translator
 - (f) trackare indicator
 -) Used to relay tele ranh elsa es.
 - () Used for inter-city and Inter-zonal monitoring.
 - () Shows on what track the recording tape is set.

(Foint value: 5 each)

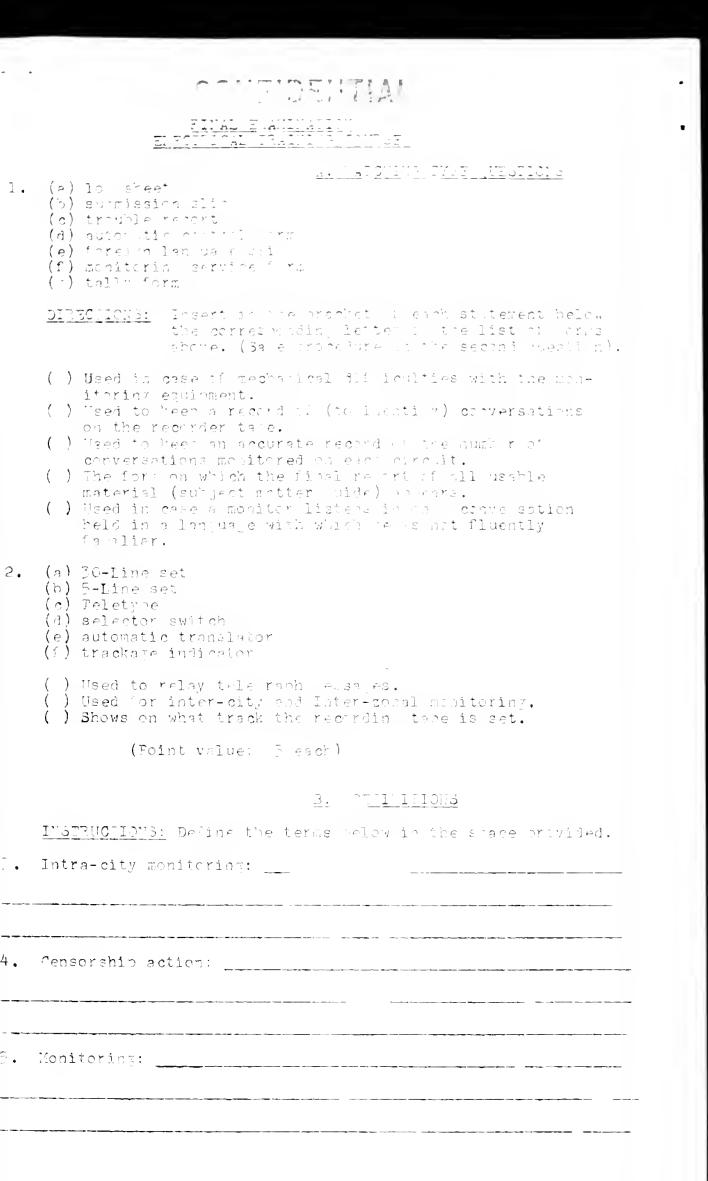
B. TTILIONS

I'STRUCIONS: Define the terms below in the space provided.

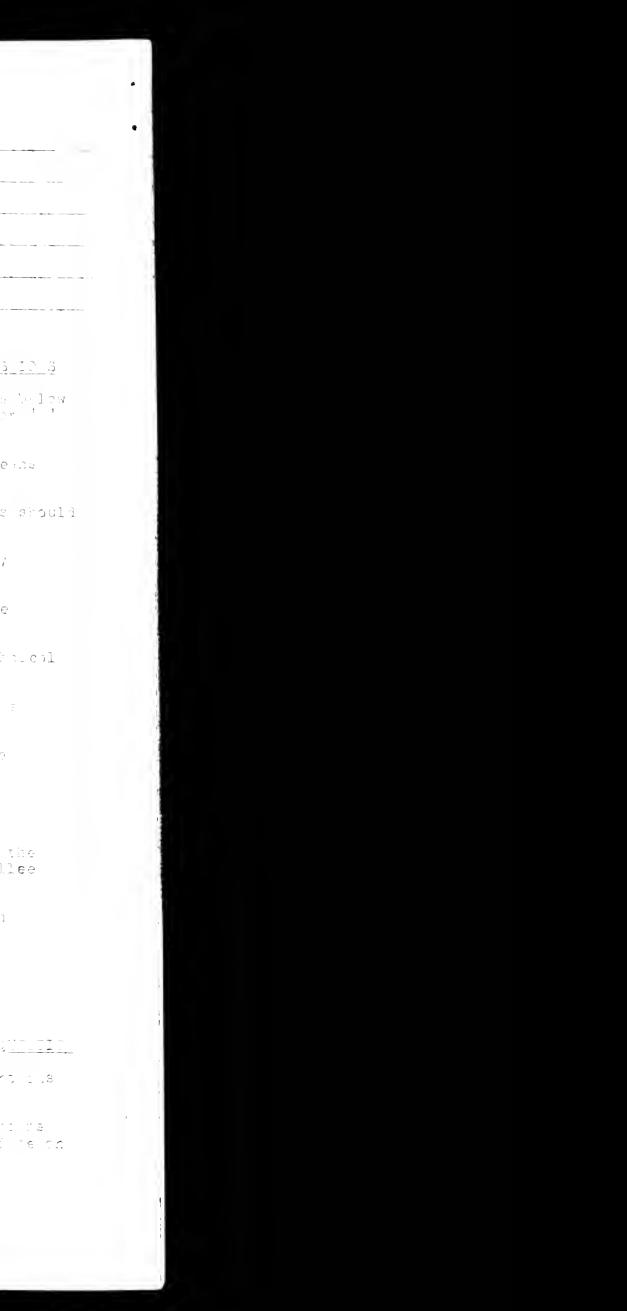
. Intra-city monitoring:

4. Censorship action:

3. Monitoring:



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 The 5-Line set is used for monitoring inter-cit; telepoone trailing.
11. In a teletroop , is estimated entire text of the message is quoted.
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6. The Calle 's note (there loth) is intervied in the left nom of a talenhore sub-state trile the culle process. A triangle it.
7. Peasonalis action to an the telephone sector comprises of: Deley Pres Incompass
T. LILIEPER CHICK STOP WITH
<pre>IDTENDIDIDID: Oncode le nem of tampa celow who do nemb c fore note ent.</pre>
3. Stile is recorded is in the publication working to the but is non-recorded is in the selector solution should be (a). Therefore (b). Record (b) becomes (c) becomes (c).



CC TIAL

() 19. For a tele relieve for a sector work of, think of relieve for a sector work of, think of relianced stip potion to be lost (a) Sector of (b) Denteg (c) Teta contraction (d) Paractroped (c) contegration

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(Toint value. Torna)

20 Translate into To lish the totable claims of definition.

(Print 1 lie - 5 - 1)

21..Take notes and write or on the addression of the the if you think the late of the tribut fraction, or portu-at the end of this even write, it was seen a.

(Trint Volume le eron)

COMPRESENTIAL

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26 mril 1947

THE TELECOMMUNICATIONS DUF.L.T.L.Y.

Telecompunications & encies are defined as all transmutting companies which operate within Germany_ international and domestic, True, paph, Cable, Teletype and Telephone circuits, including the Jeutsche Post. Tyres of Communications.

1, International. (a) Terminal International Communications, Al messages or calls which either vrighte (outgoing) of terminate (incoming) in the UC work or US Dector, Lerlin, uersuny.

(b) ir noit international communications are those passing through but neither origination, nor terminating in Germany. By its own request, Civil Cansorship Division has been relieved of the mission of covering this traffic. Severage of this traffic will be effected only at the specific direction of ha, our

(c) Transit-to-the Lone International Communications are those passing through the US zone of dermany en route to unother zone of occupied dermany (incoming) or en joute to a foreign destinution from an occupied zone other than the US (out_oing).

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2) <u>Decuestio</u> (a) <u>Terminal Inter-concl Traffic</u> - all traffic which originates/terminates in any occupation zone of Germany except the UU zone, and terminates/originates in the US Lone.

(b) <u>Iransit Inter-zonal Traffic -</u> all traffic which originates/terminates outside the US Lone, passes through the US Lone on route to whether lone of occupied Germany.

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

<u>Expeditious handling.</u> One basic point must be constantly borm in mind: frocessing of traffic must be done in the most expeditious manner, compatible with effective censorship. Gensorship must not unnecessarily interfere with the operations of the Telecommunications Agenciss, nor unnecessarily obstruct the rapid flow of electrical communications. For example, a normal telegram should be processed through censorship and returned to the felecommunications agency within 20 minutes.

Pelecomunications Gensership, by its very nature, keeps a finger on the pulse of the version 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) -xcellent language gualifications, 3, wood general background, 4) stilling to make quick cecisions.

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Tele raph and Teletype Section.

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As a rule a telepraph ressage is short and abbreviated. Pusiness 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, t legraps. 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.

Duspicious Factors. The following factors do not necessarily take a messive suspicious, but they are likely to be present in suspicious traffic: 1) Use of a Fost office box, a hotel or general delivery instead of a street address. Aessages addressed c/o General Delivery or "Fost destante" may be returned for correction (insufficient address) if it is considered desirable. 2) <u>Cleaks.</u> A cleak 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 sturessee to a third party. Lessages intended for a third party will not be automatically condemned; out 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 wi hout text indicate a private code, and should invariably be referred to mesearch. We flat prohibition is included in the regulations to the public because bensorship 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, our estions as to how a reply or other lessage shall be worded or addressed. (7) Use of apparently unnecessary wordsmabers or initials. These may be deleted or the message referred to messarch.

- 5 -

(2) Biblical quotations and reference numbers; chess moves.

(4) be ographical origin or destination of messing may paint at intermediary (often operating from Frontier towns, etc.)

Types of Censorship Action. /There are six types of telegraphy censorship action: if Pass, b) Condean, c) Delay, d) Delete a portion, e) Cancel or permit cancellation, f) acturned 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 Telecommi 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 Tim (Teilnehmer-machleramt) 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 locallities, and we can take the necessary action.

Pass sarks. The first two letters indicate the basis on which a message is passed (Y2 or wX), and the last three identify the station, taking the action. YZFKT, for example, indicates "Passed by Frankfurt". Pass wark YZ indicates that complete consorship action has been taken. The examiner is satisfied with the message in every respect (Sender, addressee, Text). Pass wark aX 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 Versorehip 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 Apencies, upon request, with specialized and immediate information to be gathered in the field of telephone monitoring. Normal operating period for $\pm c_{\rm P}$ ecial Acsignment 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 match" wines will be used to the miximum, and every effort mode 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 Jection has as its head a Chief electrical Technician with other technical personnel to assist him. All technical matters, the connecting of new lines, the removel of improductive lines, necessary repairs on the various types of machinery, etc., are referred to this section.

Texephone 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 is information, and which then are connected to the monitoring sets. Sertain other numbers are also monitored by special request of IRD. These are called Special match Numbers, and all quailable 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 medine is a piece of standard equipment and can be connected to any of the above-mentioned cubinets. The recording mechine, her trade on, 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 manted

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

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To censor a call - supplied with all available call data and pertinent information on the calling parties - the censor is alert to prevent viclations of military covernment Reg lations. The equipment is so deviced 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 laking it available to Censorship. Galls may be terminated by ciunalling this decision to the Patching Cabinet operator. It is consorship policy to make use f interruption (splitting) rather than termination of calls as a Censorship technique. The Fatching Cabinet Operator, sitting in front of - Fatching Cabinet, hus direct contact with the operators of the serman Tolephone Exchange, accepts and notes call data on the monitor's ticket, assigns Serial number to each call and patches the call to the 1-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, Ladresses, localities, dutes, 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 jone, and shat may have been vital information is lost for ever. The importance of concentrating cannot be stressed e nough. It is maidening to hear a chair squesk or a duor bang just as you are doout to be told

the exact address of, let us say, "Herr Bormann". The monitor may suddenly he 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 Gbvernment action, big business deals, long drawn-out press reports, or may the trivial gossip between two office wirls, 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 optam

over the telephone.

Harris A.

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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 & 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 motes 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 Gase history can be built up and followed until such time that sufficient information has accumulated for a good submission. It is of prinary importance to write a submission immediately upon conclusion of a conversation. A good telephone submission should contain the most rejevant quoted points of a cpnversation, leaving out the unimportant ones, unless they contribute to the better understanding of the subject discussed. R.

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DECTRICIED

20 "ovember 1946

COLLETITS ON CENSORSHIP CROTE NO. 71

STBJECT: TELEFHOUT RECORDINGS & D. SUB. ISSIDE PREPARATION.

I: Self erplanatory.

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II ? III: Subject to equipment on band. However, the importance of recording all telephone conversations of any ossible interest cannot be stressed (nou b. If 30 line, 5 line, and 1 line sets, patchior cabinets, earphones and records ranks are not functionin properly, monitors are requested to 'ill in 'Trouble Reports', so that the technical section can look ofter neces ary repairs. It conitors are not certain of how to operate the recordo raph in order to met clear recordings, it is their duty to int the DAC, so that proper training in the use of the recordo rank can be arranged for all personnel in need of such training. Los sheets must be kept accurately. This includes identific tion of speaking parties, and in the case of a foreign lan wage, the identity of the innuage has to be entered or if it cannot be identified, this entry should read: "Unidentified Laaguage". When the monitor has recorded a conversation in a foreign language (in which he is not qualified) he/she must fill in a "Poreign 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, no which case the film tabes have to be retained in the files for 12 months before being destroyed. Used film tames 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 jovernim; classified waste. In 10D 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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June - Contract

playhaot of a reportion, before must indicate on the lot heet the the foreign led to e conversation has used attended to. This can be done by writing CT, dere of tracilitor, and in the case of a submission, 3/3 and date, on the controllar line finishing the track. Film boxes qual be numbered and filed in a renure blace.

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I've In order to write a collownlesson it is important that it he written immediately, or as soon as possible after the conversplits has terminated. It is realized to t DAC's at times are provented from begins a consultation with positors in clustely. In the interest of a rood submission however, "there should never he a long waiting period." Experienced monitors with good jud ment should be encouraged to work independently.

V. a. Belf explanatory - In contrast to submissional 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 areacies, it is important that every attract should be made to solve the problem of "Unknowns".

1. Self employatory - Entry as heretolore.

2. Self explanatory - Totry as heretolore.

3. Self emplanatory - Fotry as beretofore.

4. Belf explanatory - Entry as heretofore, however this box will come into prominence with the openin of international telephone traffic when either "Yes' or 'No" will be entered. In the meantime the term "Mone" will be continued.

3. Belf explanatory - Entry as berato ore.

6. "Intil further notice this box will be filled in as heretofore with the one change that instead of entering 101 - 45, <u>A - 45 will be entered. In the case of Field Stations, Sobile</u> Terms, and the Brecial Assi except Thits, the entry will be A = 45, entered below the name of the lield Station, Lobile Team or Speciel Assignment Unit, and the regular serial nurber: 4 - 45

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Augeburg - 128

ULUMU. JULU) a hand a - ha a h ind the 7. From the look there are the boxes where most of the "introvne' oppur. Both bares out he filled in we charlytely ad possible. The only terms to be used it is seaters voice is not identified, are l'ale bise' or l'otale foice'. Momes ou German according such as "Isndeswirt-oboutsant", 'Isadoustello usr Folz und "oble", "Industria und Tendels In. or ate., are alunys to be lest in the prijubl. "Teleph or pusher of Lut" refer to number of thierhope from which the call was side, a combe note under which that telephone is fisled. I the nack listed is that of the speaking porty enter "Gaue". In other works 1 John Doe is shearing entry his pape sent to " you". Here to "Inlance "upber and list', the telephone number from which the coll is beinmade is to be entered and directly below this, the an e of the person responsible for the telephone of well at his address should also be catered. On the 30 line sets all this information can be found on respective boards actively to each set. I Joba Doe is living his address during the course of conversation it will be entered directly opposite (Address). If John Hiller is speaking, his name, address and telephone number all be entered as beretofore, ercent that the term "By e" will be estered underneath the respective telephone number, measing that John Dee is speaking from his own telephone and is responsible for the listing of that telephone. In the case of calls monitored on the JO line set, every attempt must be made to let the identification of the snearin: parties as well as the city by contacting the "Perman "ernsprechamt Supervisor" while the call is in progress. If it is found that the "German Dernsprechast 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 Felephone nells. 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

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10. Self explanatory - Entry as heretofore

a she - - - - - - -11. "Beriel "under". For internal calls ofter ""coe". **.** This prx will come into prominence when internation 1 traffic opens - meaning the patcher will enter the seriel number on the monifor's tierct, thereby facilitating the checkia boot of the filed monitor's tid et.

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DEVE-JUN

12. a,b,1,2,3,2.4. Since 4 Toversor 1945 a Relevant Record Analyst from Electrical Department is attached to IRD, Brown "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing certisent information on subjects presented in submission and on space. Therefore monitors need only enter the words ""of Censulted" in the "Previous Relevant Record" bax.

Para raph b, 1,2,3, 2 4 is of importance to Bal vent Record Analyst only and should be disregarded by Monitor's, DAC's, Af's and C's.

17. Entries in this boy are chan of completely. I a call is monitored on the IC line set, whether this call is within a city or from city to city, the entry will always be Huginb loopl or Autoburg local or Moerdliggen local or Euceded local or Light-Oberderf local, Garmiech local, or Reachaim local. In the case of a coll monitored on the 5 line set the entry will be incordi to the system over which the call was made, for instance "<u>Aurs</u> or -<u>[]unich tell</u>", or "<u>Landshut - 3 ruisch tell</u>", etc. The word " 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. or interrational calls the entry will be the Humber and Mame of the circuit over which the call was placed.

14. From now on this boy 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 west DAC a are former monitors, DAC's should use their old monitors . I per, first cheding whether their cld monitors numbers are sail to 117 220 DAC 120

15. In the case of Moin Station Month that, to heretofors,

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J La Camara - Camara D The and the second and and and

in for IPR. Field Stations, "colle Josma and Sh birl Assi Auget Units will enter the date when loost ellegation is a de.

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19. In the case of Hein station Junich thic, to a rite or . is for IPD. Field Stations, Monila Teacs and Discoid Arsi north "hits will enter all local allocations in the monner prescribed by "codquarters CCD.

b. Bolf exclematory, an important part ranh and should br followed as outlined:

1. a. Bolf explanators, an important parts raph and thould be followed as outlined.

h. In the past special telephone survey submissions have at times used headings such as "Intermation by Special Request". Effective immediately, this type of herdunwill no longer be used. Until further notice no headin 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 misinterprotation is possible, or no adequate idiom exists in Earlish. Monitors campble 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 coll will be referred to as "Malling" (not 'Caller' as in the plat) and the person called will be referred to as "Called', (not "Callee" as in the nest).

Then a monitor offers as explanation, he will preface it with "Non." and will enclose it in double parenthesis, example: "Calling said: 'I am going to contact the (....V. ((Mon.-Mirtschaftliche Aufbau Mereinigung)) tomorrow'."

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

RESTRICTED 4 f. Effortive imlediately black sheets of paper . Until Carther notice Electrical Dep rtment 3. Scl1 explanatory - an important personabland a. Of importance to Relevant Record Analyst. To b. If monitors 'eco their notebooks as they

of the same size as the submission fors will be used when more than two pages are needed. In that case "To" and "From' need be indicated. As heretofore a logal turn will be used if the commont is continued on the other side. At the better, of each ange will be written: "Pa e_{--} of ____paye(c)', with the blacks appropriately filled in.

will notwrite "Composite Suprissions". should be followed as outlined. The value of a good <u>Ceasor's Note</u> cannot be streased 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 Assi pment

Units in drawn to the fact that under no circumstances should a Consor's Mote contain reference to confidential information supplied by liaison representatives of security a codies or to any arency that may be interested in the information reported. That

as information contained on background cards.

٠, of course also includes any reference to Watch List motorial, such be disconreded by conitors, DAC's, AC's and C's. should, that is for 30 days, summaries of related, but uproported conversations should be encouraged. Very often they contribute to the better quality of submissions. If this is done the following prefere is to be used: "Previous conversations have revealed tint..... VI. Self explanatory - an important paragraph and should be (ollowed as outlined. Each telephone section should, with the help of Relevant Record Clerks, maintain a file on information relating to purbars comitored, whether or not submissions have been written on these numbers. Felevant Record Clerks should consult telephone applications evailable in Preparation Sup-Section Louish, or in

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RECTIOND

the even of field Stations, to the Tears, and Sherial & endment "hit: in the records and this of the Destance-Fost. This should be done with disprition. This should also normall the Relevant Record Analysis (attucked in IPD), use aswarponin elimits simitained in the Chief Gensor's Section, and reference recke, wherever available. From attent should be made to built up <u>erse</u> <u>historics</u> for the better proparation of valuable telephrie subsizations.

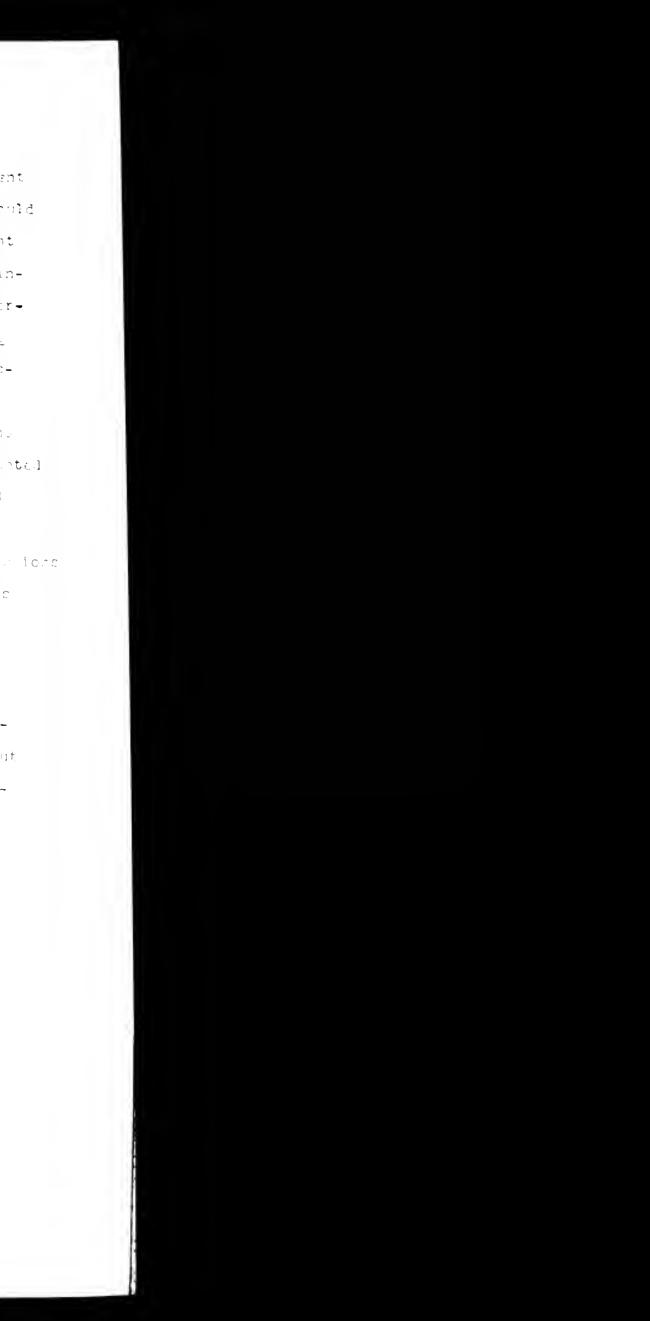
Wringwir the worder "Matil : reher consec" as confident across that charification of that a release repair of a prime attanted throw horoper channels. As appared of relation is received all percented will be notified secondially.

Sub-desions which the first dependent item is 100. Althout movie does there is no brain for our existence. Flictrical Depirt on the always taken price in producing the brack type of information available. It as important that we emitting to improve our submissions and that we follow instructions contained in this important Generahip Order # 71. Sub-designs are been; periodically reviewed by Vendguerter, GOD, in an attempt to point out inclusively, including and isunderstood policies prepared in this Group.

> EDITH C. CALK VDE Chief Consor

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RECTOTED ADD 757

300.4-7 (CEN-UPC)

6 November 1946

CL. . CRUITP CROIR NO. 71 (_,1,P)

SUBJELT: Telephone Recordings and Submission Preparation

Commanding Officer, Groups "A", "B", "C", "D", and TΟ "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 SO days, all others will be retained in the files for 12 months before bein; 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' mands. Therefore, there will be no "submissionwriting period," but submissions will be written immediately after conclusion of conversation.

5. Submissions wall be prepared in accordance with the following instructions.

a. Borres

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

1) "Date of ~ 11" Dry, month and year conversation was monitored.

2) "Fine Start' - Time the conversation or monitoring began, (24-nour-clock system will be used)

3) "Hamutus" - Humber of minutes conversation was nonitored.

4) ".arn" - This box will be used only for inter-national calls If the call is interrupted by the censor, the entry will be 'Yes"; otherwise "Yo",

1);

D) "Topic" The general upin of the conversation, e.g., political, ruligicus, financial etc.

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

7) "From" and "To" -

To be filled in as completely as available information permits. If a speaker's name is not known, "mile 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 re ords have been consulted, the entry will be one of the following

(l) "None"

(2) "None releven!"

(3) File number(a) of relevant submission(s), followed by "culled" or "calling", or by the saturate 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 collection entry will be the system over which the coll was made, e.g., "Glassen local" 'A sonarg-wunich toll".

b) For international culls, the entry will be the number and name of the circuit over which the cellwas placed.

1.) "Monitor" - The monitor's number, and under that the DAC's number.

15) "Typing Date" - To be left blank for IRD, except that risks Stations, Mobile Teams and Desclate engine not Units will enter the date when local allocation is made.

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10) "Allocation" - To be left blank for IRD, except that Field Stations, dobile leans and opecial Assignment Units will enter all local allocations in the sinner prescribed by Headquarters.

D. Conmert

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 consent. This fact, however, does not preclude the use of sich 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 neualne alone, the reason for the submission should be obvicus. 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 noman numerals. In the body of the comment, the corresponding homan numeral will be placed opposite the paragraph beginning each headlined subject.

b) Heldings such as "information by Special Request" will not be used. When successions are prepared by special request, a descriptive caption will be crunged, by InD or the person in charge of the Field Station, movile lean or opecial 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) Fody

a) In every submission the partiment part(s) of the conversation will be guoted, adjacent and related portions will be reported in condensed narrative form, Anaicious 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 wit but embiguity will be quoted in parentheses whenever possible.

cr breat more our offers an explanation, he will preface it with "Mon" and will enclose at in abuot, parentheses. Example: "Calling said: "I an soins to " ((.... + "etzlir)) tomorrow.""

d) The person who hade the call will be referred to as "calling" (not "calles" at in the part) and the person called will be referred to is "selled."

a) The body of the omforth may be written in longhand, but must be clearly legible. All proper names will be printed in block cipituls.

" It are than on page is needed, a legal turn will ne nsia una tul comment mili de continued on the other side. For the third and subsequent pages clark moute of laper of the same size as the sub-mission form will be used on these, only the "To" and "From" need be indicated, [at the bottom is on page will be written: "Fage _____of _____ ness (s), " with the birms appropriately filled in.

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g) Instructions for composite submissions are given in Gensorship Green 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 conversitions have revealed that."

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

> E. G. CRANDALL Lt. Col. GSC Commanding

DISTRIBUTION

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

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m TRUE COFY

20 November 1946 CONTENTS OF CENSORS 12 ORDER NO. 71

SUBJECT: TYLEPHONE RECORDINGS AND SHE ISSIEN PREPARATION.

ULLAN A.A.

I: Self explanatory.

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II & III: Subject to equipment on hand. However, the importance of recording all telephone conversations of any possible interest cannot be stressed show b. If 30 line, 5 line, and 1 line sets, patching cabinets, earphones and records raphs are not functionin properly, monitors are requested to fill in "Irouble Reports", so that the technical section can look ofter neces ary repairs. If monitors are not certain of how to operate the recordo ranh in order to get clear recordings, it is their duty to interm 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 identific tion of speaking parties, and in the case of a foreign lan uage, 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 lan uage (in which he is not qualified) he/she must fill in a "Foreign Language Request Slip" so that a translator qualified in that marticular 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 3/3 and date, on which case the film tapes have to be retained in the files for 12 months before being destroyed. Used film tames containing conversations on which no submissions have been prepared, will be destroyed after 50 days, in which case destruction has to be carried out in accordance with army regulations governing classified waste. In 000 where no rilitory personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign lab wage translator is needed for the

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playbadt of a recording, befate must indicate on the log sheet that the forming lab wale poovers time has been attended to. This can lest be done by writing off, one of translator, and in the case of a submission. We are date, on the porthoular line finishing the crock. Till boxes suct by numbered and tiled in a secure place.

I'' In order to write a collowic salow it is important that it be written incediately, or as spon to pessible ofter the conversation has terminated. It is realized that DAC's at times proprevented from hoving a consultation with monitors in chartely. In the interest of a rood submission however, "there should never be a long waiting period." Experienced positors with good jud ment should be encourneed to work independently.

V. a. Belf emploasions - In contrast to submissions propared by Postal Department or Telegraph Section where "sender" and 'addressee" are always indicated, it is observe teristic of telephone submissions that they deal with a number of "Unknowns". In order to improve the guility of telephone submissions and to make them clearer to the user esencies, it is important that every attempt should be made to solve the problem of "Dakaouns".

1. Self employatory - Entry as heretofore.

2. Belf explanatory - Intry as hereto ore.

Solf evolutions - Entry as heretofore.

4. Gelf emplanatory - Entry as heretorore, bowever this box will come into prominence with the opening of international telephone traffic when either "Yes' or 'No" fill be entered. In the meantime the term ""one" will be continued.

5. Self exclanatory - Entry as heratofore.

 Until further notice this box will be filled in as heretofore with the one change that instead of entering HUT - 45, 3 - 45 will be entered. In the case of field Stations, Mobile Teams, and the Special Assi number M its, the entry will be A = 45, entered below the name of the Faeld Stataon, Lobile Team or Special Assignment Unit, and the regular serial nurber: A - 46

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. 7. "Trom" and "main There are the bares where most of the ""nknowns" occur. Enth brees full is folled in as nomilately es possible. The only terus to be used i la stephers voice is n t identified, are "Tale Toice' or "Finale Voice". "pres o. German grencies such as "Lendeswirts choitsant", "Lassestration wer Holz und Toble", "Industria and Tabdels The Serieto., are alongs to be left in the critical. "Teleph he hadrer tol lust" refer to number of telephone from which the cell was under and the bulk under which that telephone is listed. I the part listed is that of the speaking morty enter "Base". In other words in John Doe is speaking enter his associated to " row". Tell to "Peleneode Number and List', the telephone number from which the call is being made is to be entered and directly below this, the up e of the presen reaponsible 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 act. I Joba Dee is fiving his address during the course of conversation it will be entered directly opposite (Andress). If John Hiller is speaking, his andre, address and telephone number will be entered in heretofers, e next that the term "Brie" will be entried 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 [O lind set, every attempt must be made to let the identification of the speakin parties as well as the city by contacting the "Perman. Ternsprechamt Supervisor" while the call is in pro ress. If it is found that the "Berman Dernsprechamt 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 knorn in International Telephone cells. Occupation if known should be entered on internal as well as international calls.

8. Self explanatory - Entry as heretofore

- 9. Beli emplanatory Entry as heretofore
- 10. Salf cyclanatory Entry as heretofore

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1. "Beriel Number". For interval addle antar "vol". This box will core into promisence when intervation 1 tractic onene. - meaning the patcher will enter the serie body for on to monitor's tip st, thereby facilitating the checking body of the

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filed monitor's tratet.

12. a,b,l,2,2,2 4. Since 4 "overtor 1945 a Relevant Record Analyst from Electrical Department is attached to IRD, Brown "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing partident information on subjects pre-cotef in submission and on taxes. Therefore monitors need only enter the words ""on Consulted" so "Previous Relevant Record" box.

Para raph b, 1,2,3, 2 4 is of importance to Bel-vant Record Analyst <u>only</u> and should be disregarded by Homitor's, DAC's, Af's and C's.

13. Entries in this bex are chanled completely. If a call is monitored on the TC line set, whether this call is within a city or from city to city, the entry will always be <u>Hunich Lecal</u> or <u>Autshur-local</u> or <u>Noerdlingen local</u> or <u>Fuesseen local</u> or <u>Hunich Lecal</u> <u>Oberdorf local</u>, <u>Garmisch local</u>, or <u>Rosenheim local</u>. 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 "<u>Auts yr -</u> <u>Hunich toll</u>", or "<u>Landshut - Garmisch toll</u>", etc. The word 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 interestional 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 afte he/she has reviewed and accepted the submission. Since most DAC's are former monitors, DAC's should use their old monitors number, first checking whether their old monitors numbers are a for MT 220

DAC 120

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15. In the case of Moio Sterios () , se heretofors,

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is for IPD. Field Stations, Utbile Teams and So aidl Asso autot Upitz will enter the date when local ellegation is a de.

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15. In the case of Hain station Humich thic, he herotoford, is for IRD. Field Stations, Housin Teams and Steepel assignment "mits will cateriall local allocations in the manner prescribed by "cadquarters CCD.

b. Belf explanatory, an important performant and should be followed as outlined:

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

b. In the bast 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 A b. Self explanatory - an important pararranh 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 Enrlish. Monitors capable of doin so, should alwars 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 coll will be referred to as "Calling" (not "Caller' as in the pust) and the person called will be referred to as "Called", (not "Callee' as in the past).

"Them a monitor offers an explanation, he will preface it with "Ion." and will enclose it in double parenthosis, example: "Calling said: 'I am going to contact the T.A.V. ((Mon.-Wirtschaftliche Aufbau Wereinigung)) tomorrow'."

e. Self explanatory - the intortance of block printing capital letters, all proper names, street addresses and cities should hot be overlocked.

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REGIPIOTED . . f. Effortive is edistely blan, sheets of mapor of the same size as the submission form will be used when more than two pages are needed. In that case "To" and " 'ror' need be indicated. As heretofore a lot 1 turn will be used if the comment is continued on the other side. At the bette, of each page appropriately filled in. T. Matil Curther actine Electrical Dep rtwent 3. Self explanatory - an important performed ad a. Of importance to Relevant Record Analyst. To b. If monitors iero their notebooks as they

will be written: "Pa e_{--} of ____pp e(e)", with the blanks will notwrite "Composite Submissions". should be followed as outlined. The value of a rood <u>Gensor's Note</u> cannot be stressed enough. In every case, the source of the inattention of Field Stations, Mobile Teams and Special Assignment Consor's Note contain reference to confidential information sub-

formation must be given in order to evaluate its reliability. The Units is drawn to the fact that under no circumstances should a plied by liaison representatives of security algencies or to any arcney that may be interested in the information reported. That of course also includes any reference to Match List material, such as information contained on background cards. be discovered by Fonitors, DAC's, AC's and 7 s. should, that is for JO daws, summaries of related, but unreported conversations should be encouraged. Mery often they contribute to the bottom quality of submissions. If this is done the followthat...."

. . ing profane is to be used: "Previous conversations have revealed 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 conitored, whether or not submissions have been written on these numbers. Relevant Record Clerks should consult telephone applications available in Preparation Sub-Section Lunich, or in

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the case of field Stations, Nobile Tears, and Special Assimilant "hite in the records and files of the Deutsche-Fost. This should be done with disorction. They should also ponsult the Relevant Record Analyst (attached to IPD), use newspaper clinning maintained in the Chief Genson's Bection, and reference pooks, wherever available. Every atternt should be made to build up <u>erse</u> <u>histories</u> for the better preparation of valuable telephone submissions.

Wherever the wording "Notil forther notice" is applied it means that elevification of that porticular onra raph is being attempted through proper changels. As soon as close isotion is received all personnel will be notified accordingly.

Submissions and the most important item in ACD. Althout submissions there is no basis for our emistance. Electrical Deart cat has always taken price in producing the bast type of information available. It as important that we continue to improve our submissions and that we follow instructions contained in this important Consorable Order # 71. Sub-issions are being periodically reviewed by Fondquarter , COD, in an attempt to point out inconsistencies, irregularities and mounderstood policies prepared in this Group.

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EDITH C. TALK 'DE Chicf Censor

ALL LUILI

20 Vovember 1946 COLLEMIS ON OFFICER SIN ORDER NO. 71

SUBJECT: TELETHONY RECORDINGS & D.ST. 155101 PREPARATION.

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I: Self erblanstory. II / III: Subject to equipment on hard. However, the importance of recording all telephone conversations of any ressible interest cannot be stressed (now b. If 30 line, 5 line, and 1 line sets, patching cabinets, earphones and records ranks are not functionin. properly, monitors are requested to ill in 'Irouble Reports', so that the tochnical section can look after neces ary renairs. If ponitors are not certain of how to operate the recordo ranh 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 traini). Log sheets must be kept accurately. This includes identific tion of speaking parties, and in the case of a foreign lan usge, 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 langua e (in which he is not qualified) he/she must fill in a "Foreign Language Request Slin" 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 low sheet must contain an entry to that effect. It is suggested to use the abbreviation 3/3 and date, in which case the film tabes have to be retained in the files for 12 months before being destroyed. Wsed film tames containing conversations on which no submissions have been prepared, will be destroyed after 50 days, in which case destruction has to be carried out in accordance with army regulations governim classified waste. In 900 where no rilitary personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign lab wage trapslator is needed for the

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RESTRUCTED then the forct to let us a convertation bis item attends to. This can led be done by we that of, one of translator, and in 1. Self employatory - Fatry as heretofore. 2. Self explanatory - Intry as heretolore. 3. Self emplayetory - Fatry as heretofore. 4. Self evolanatory - Entry as heretofore, however this F. Self explanatory - Entry as beretofore. 5. Fintil further notice this box will be filled in as Augaburg - 128 - 2 -. . .

"Daybadr of a reportion, he are that indicate on the log sheet the rase of a submission. Wo she hate, on the horthoular line finition the role. Till boxes we be publicled and tiled in a service alier. IV. In order to write a collar lease it le import at that it be written indediately, ris acon coasible ter the conversation bys terrineted. It is relined to to DAC's at times are

prevented from begins a consultation with coniters im clustely. In the interest of a tod submission however. "there should never Dr a loar waiting period." Experienced reciters with bod jud most phough be encourted to work independently. V. a. pelt employeeory - In contrast to submissions memored by Postal Department or Telegraph Section where "sender" and 'addressee" are always indicated, it as operactaristic of telephone

submissions that they deal with a number of "Unknowns". In order to improve the quality of triephone submissions and to make t be... clearer to the user prendice, it is incrtast that every attent should be made to solve the problem of "Uakaouns".

• box will come into promineane with the opening of international telephone traffic when either "Yes' or "No" vill be entered. In the meantime the term "Mone" will be continued. heretofore with the one change that instead of entering MUI - 45, 3 - 45 will be entered. In the case of Field Stations, Nobile Terms, and the Special Assi mment Trits, the entry will be A = 46, entered below the name of the lield Station, Lobile Team or Special Assignment Unit, and the regular serial nurber: A - 46

7. "Trom! --- "To!: These the bere where most of the "Inthowns' occur. Both bores rult be fulled in as completely. as possible. The only terms to be used is a sleakers voice is not identified, are " ale toice! or 'Donale Vrinc". Mames ou German arendies such sellenteswirt-obs tramt", "Latiosticlic wer Folz und Toble", "Industrie and Teadels Da. or inte., are always to be le t in the prijical. "Telebb as all or ad luit' refer to number of telephone from which the call was under and the sale under which that telephone is listed. I the until listed is that of the encodia party enter "Same". In other words i John Doe is chepting enter his name part to " rop". "end to "Inlandine Number and List', the telephone number frew which the cell is being made is to be entered an' directly below this, the as e of the person responsible for the telephone as well as his address should also be entered. On the 30 line sets all this intervence

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can be found on respective boards altorbel to each set. I down Doe is fiving his address during the course of conversation it will be entered directly opposite (Address). If Join Hiller is speaking, his have, - dress and telephone but or all be entered he heretofore, e cent that the term "30 e" wall be estered underneath the respective telephone number, meaning that John Doe is speaking from his own telephone and is responsible for the listinof that telephone. In the case of calls monitored on the 30 line set, every attempt must be made to st the identification of the spearing parties as well as the city by contacting the "Perman Ternsprechamt Supervisor' while the call is in progress. If it is found that the "German Ternsprechamt Supervisors' fail to cooperate in giving the desired information to Ceasorship, this failure should immediately be reported in writing to the DAC. Identity Card number and Vationality 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. "Beriel Numer". For interval calls onter "to ". This box will note into prominence when intern tional tradic opens. - meaning the patcher will enter the serial purper op the monitor's tight, thereby facilitating the checkin (back of the filed monitor's tight. 12. a,b,1,2,3,4.4. Since 4 Covernar 1945 a Pelevent Record Analyst from Electrical Department is attached to IRD, Group "A". This Relevant Record Analy three ives all Electrical sub-

12. a,b,l,2,3,* 4. Since 4 Towerser 1946 a Pelevent Record Analyst from Electrical Department is attached to IRD, Group "A". This Relevant Record Analy t receives all Electrical submissions and checks JPD files for relevant records containing pertident information on subjects are noted in submission and on names. Therefore monitors need only enter the words "Met Consulted" in "Previous Relevant Record" box.

Para raph b, 1,2,3, 2 4 is of imperiance to Belevant Record Analyst <u>only</u> and should be disregarded by Monitor's, DAC's, Af's and C's.

17. Entries in this bex are chan ed completely. It a call is monitored on the IC line set, whether this call is within a city or from city to city, the entry will always be <u>Munich Incol</u> or <u>Augeburg local</u> or <u>Mostdlinten local</u> or <u>Fuessed local</u> or <u>dirit-Cherdorf local</u>, <u>Garmisch local</u>, or <u>Rogenheim Local</u>. In the even of a call monitored on the 5 line set the entry will be becording to the system over which the call was made, for instance "<u>Auge pro-Munich toll</u>", at "<u>Londebut - Garaisch toll</u>", etc. The event stands for a long distance cable line and since only long distance calls are monitored on 5 line sets, the word "tell" is to be ward. for international calls the entry will be the Number and Face of the circuit over which the call was placed.

14. From now on this how will be used for two entries: the monitor's number and below this the number of the DAC site he/she has reviewed and accepted the sobmission. Since Loc: DAC's are former monitors, DAC's should use their old monitors subser, first checking whether their old monitors numbers are not IT 220 DAC 120

13. In the case of Moin Storios (), so he

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is for IPT. Field Stations, Probil Teams and Ba airl Assi name. Unit: will enter the date when local allocation is take.

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16. In the one of Hein station Lunich thic, as herete or , ic for IRD. Field Stations, Marila Juanz and L eniel ansi aperta "hits will enter all local allocations in the manner prescribed by Yesdquarters CCD.

b. Self explanatory, an important constrash of should be followed as outlined:

1. a. Self explanatory, an important part right and chould be followed as outlined.

h. In the opst special telephone survey submissions have at times used headin's such as "Information By Shecial Reducet". Effective immediately, this type of headant will no longer be used. Until further notice no heading at all is to be given for that type of submission.

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

Then a monitor offers an explanation, be will preface it with "Yon." and will enclose it is double parenthesis, example: "Calling said: 'I am going to contact the M.A.V. ((Non.-Wirtschaftliche Aufbau Wereinigung)) tomorrow'."

e. Self explanatory - the importance of block printing capital letters, all proper names, strest addresses and cities should hot be overlooked.

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f. Effective is ediately blad shrets of paper of the same size as the submission form will be used when more than two pages are needed. In that disc "To" and "Prom' need to indicated. As heretofore a left turn will be used if the comment is continued on the other side. At the brite, or each page will be written: "Pale _____of ____pule(_)", with the blanks appropriately filled in.

Intil Surther native Electric 1 Deportment will notwrite "Composite Scheissings".

3. Self explanatory - on incertant or track of should be followed as outlined. The value of a read <u>Generic Tete</u> cannot be surgased enough. In every case, the source of the information and be given in order to evaluate its reliability. The attention of field Stations, Norice Tete and Special assignment Units is drawn to the fact that under an eincomstance should a consor's Note contain reference to confidential information supmlied by liaison representatives of security a sacies or to any atency that that be interested in the information reported. That of course also includes any reference to Vateh List material, such as information contained on background cards.

a. Of immortance to Relevant Record Analyst. To be discenteded by constors, DAC's, AC's and fis.

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

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the case of Ticle Stations, Nobile Tears, and precial Lass mucht inits in the records and files of the Deutsche-Bast. This should be done with disor tion. They should also consult the Relevant Record Analyst (attached to IPD) , use anwapaper clinnings agintained in the Chief Censor's Section, and reference books, wherover available. Every aftered slade be male to build up case histories for the better proparition of valuable t leans a sub-

riseions. Worrever the wording "Estil formber notice" as somlice it means that clarification of that a sticular para rank to being attached through proper choosels. As soon at cleri idention is received all personnel will be notified accordingly.

Submissions are the most important item in 200. Without submissions there is no basis for our existance. Electrical Deart eat has cludys thich pric in producing the best type of information available. It is important that we continue to improve our enomissions and that we follow instructions contained in this important Consorable Order # 71. Submissions are bring periodically reviewed by Fendquarters, COD, is an attempt to point out inclasistencies, irrepularities and misunderstood policies prepared in this Group.

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EDITH C. TALK WDE Chief Censor

20 November 1946

CONNENTS ON CENSORSHIP CROFT NO. TI

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SUBJECT: IMLE MOUT RECORDINGS & D STA ISSION PREFARATION.

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I: Self erplonatory. JI ? III: Subject to equipment on hand. However, the importance of recording all telephone conversations of any possible interest cannot be stressed (nou b. It 70 line, 5 line, and 1 line sets, patchias debinets, earphones and recurd ments are not functionin properly, monitors are requested to fill in "Irouble Reports", so fist the technical rection can look after neces ary renairs. It conitors are not certain of how to operate the recordo raph in order to set clear recordings, it is their duty to isform the DAC, so that proper training in the use of the recordo raph can be erranted for all personnel in need of such training. Log sheets must be kent accurately. This includes identific tion of speaking parties, and in the case of a forei in lan usie, 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) be/she must fill in a "Poreign 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 3/3 and date, an which case the film tabes have to be retained in the files for 12 months before being destroyed. Used film tames 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 povernimy classified waste. In COD where no rilitary personnel is available, this has to be done by a trustworthy and reliable employee.

> If a foreign lab wage translator is needed for the 11 T

University of 1. Self emplanatory - Entry as heretofore. 2. Self explanatory - Intry as bereto ore. 3. Self emplayatory - Fotry as beretofore. 4. Self explanatory - Entry as heretofore, however this 5. Belf explanatory - Entry as beretofore. 5. Until further notice this box will be filled in as Augsburg - 128 - 2 -

playback of a recording, be/she must indicate on the lag boet they the foreign lengua e acturrection how need strafe to. This new pest to done by writing of, mare of translator, and in the case of a submission. S/s and date, on the portioular line finishing the track. Filt boyes rust be nonbered and filed in a secure place. IV. In order to write a collars lesses it is important that it be written immediately, or as show to possible a ter the conversation has terrinated. It is relaxed that DAM's at times are

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7. a. Belt employerory - In contrast to submissions (repared by ressee" are always indicated, it is characteristic of telephone submissions that they deal with a number of "Unknowns'. In prier to improve the quality of telephone subvissions and to make them clearer to the user arendies, it is important that every attract should be made to solve the problem of "Unknowns".

· • 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 "Mone" will be continued. heretofore with the one change that instead of entering MUT - 45, A - 45 will be entered. In the case of Field Stations, Nobile Teams, and the Boecial Assi nment Units, the entry will be A = 45, entered below the name of the field Station, Mobile Team or Speciel Assignment Unit, and the regular serial nurber: A - 46

. naces . سد سم ب . A. And In 7. I reminer die There are the bores where most of the ""inknowne" nonir. Both bornes wit le falled in as com letely an possible. The opin terms to be used it is shepters worked is not identified, are l'ale foice' or l'incle Voice'. Mores ou German a ennies such at l'anlesvert din teant!, 'L'anfecatelle uer Polz und Toble", "Industrie and Patiels for orf etc., ere always to be in t in the prijubl. "Inlead as approximining that refer to number of telechone from which the call was side, and the sile under which that telephone is listed. I the an listed is that of the encoking party enter "dauc". In other works i John Dee is creation entry bis name pert to " row". Telebook as "upber and Lick', the telephone number from which the coll is bein made is to be entered and directly below this, the as e of the person responsible for the telephone as well as his address should also be entered. On the 30 line sets all thi incorrution cap be found on respective boards actuable to each set. I Join Doc is living his address during the courte of conversation it will be entered directly opposite (Address). If John Hiller is speaking, his have, address and telephone numer will be entered as heretofore, erecat that the term "3- e" will be entered underneath the respective telephone number, mean of the' John Doe is speaking rom bis own telephone and is responsible for the listing of that telephone. In the case of calls menitored on the DO line set, every attempt must be midd to lot the identification of the spearin parties as well as the city by costacting the "Perman "ernsprechamt Supervisor" while the cell is in progress. If it is found that the "Berman Dernaprechamt Supervisors' fail to cooperate in giving the desired information to Deasorship, this failure should immediately be reported in writing to the DAC. Identity Card number and Netionality fill be known in International Telephone colls. Occupation if known should be entered on internal as well as international colls.

- 8. Self explanatory Entry as teretofore
 - c. Self explanatory Entry as heretofore

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10. Balf explanatory - Thirp as heretofore

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12. "Berial Turner". In frankraal aalls enter "Te e". This box will note into prominence when international tratic opens, - meaning the patcher will enter the seriel of her on the monitor's tionet, thereby facilitating the checkin force of the filed somitor's tidtet.

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12. a,b,1,2,3,2 4. Since 4 November 1945 a Pelevant 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 "mot Consulted" in the "Previous Relevant Record" box.

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

13. Entries in this box are changed completely. If a call is monitored on the 30 line set, whether this call is within a city or from city to city, the entry will always be Munich local or Augeburg local or Noerdlingen local or Fuggeen local or Herbt-Oberderí local, Garmisch local, er Rozepheim local. In the case of a coll monitored on the 5 line set the entry will be recordin to the system over which the coll was made, for instance "Aute r -<u>"unich toll</u>", or "<u>Landshut - Garmisch toll</u>", etc. The vert stands for a long distance cable line and since only long distance cills are monitored on 5 line sets, the word "tell" is to be used. for international calls the entry will be the Mumber and Mame of the circuit over which the call use 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 Lost DAC a are former monitors, DAC's should use their old notitors number, first chedring thether their old monitors numbers are still the 117 220 DAC 120

13. In the case of Main Station Trains this, us heretoford,

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is for IRD. Field Stations, Prbile Tesms and Stabirl Asso amont Units will enter the date when local ellocation is a de.

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15. In the open of Main station Munich thic, or herete or , is for JPD. Field Stations, Mobile Reas and presided Arsi amont Moits will enter all local alloca ions in the manner prescribed by Meadquarters CCD.

b. Self explanatory, an important portraph 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 by used. Until further notice no heading at all is to be given for that type of submission.

2. a & b. Sel' explanatory - an important parameanh and should be followed as outlined. It is advisable to quote certain worde or phrases in the original language, if a misinterprotation is possible, or no adequate idion exists in English. Monitors capable of doin 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 mode 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 "Callec" as in the past).

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

e. Self explanatory - the importance of block printing capital letters, all proper names, street addresses and cities should hot be overlooked.

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f. Effective is redictely black shrets 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 batto, of each rage will be written: "Pale _____ of _____pake(c)", with the blacks appropriately filled in.

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". "ntil further notice Electricol Dep rtwent will notwrite "Composite Submissions".

3. Self explanatory - an important parameth and should be followed as outlined. The value of a good <u>Gensor's Nete</u> 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 in drawn to the fact that under no circumstances should a formation superior for contain reference to confidential information supplied by liaison representatives of security a species or to any among that may be interested in the information reported. That of course also includes any reference to Match List material, such as infor ation contained on background cards.

a. Of immortance to Relevant Record Analyst. To be discovered by Fonktors, DAC's, AC's and Tis.

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

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

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the easy of Tivle Stations, Netile Tests, and special Avenament This in the records and like of the Deutsche-Fost. This should be done with disor tion. They should also consult the Relevant Record Analyst (sttached o IPD) , use prosper classic staintoin i in the Chief Consor's Benting, and reference colt. . berever available. Every effects of 30 be made to built up <u>orse</u> <u>bistories</u> for the botter properties of volumity t lenge clubriseions.

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Wherever the version "Hatil Higher of tode" as sombled it down. that clorification of that particular core reports being attempted through oron r changels. As soon at class idention is received all personal will be notified accordingly.

Submissions are the most important item in CCD. Athent submissions there is no basis for our existance. Fleetrie 1 Deart cat the lways this price in producing the best type of information available. It is important that we continue to improve our submissions and that we follow instructions contoured in this important Geneorabia Order # 71. Subviseione are beint periodically reviewed by Feadquarters, COD, in an attempt to point out inconsistencies, irrepularities and isunderstood policies prepared in this Group.

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EDITH C. FALK VDE Chief Censor

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20 Toverber 1946 CONVENTS ON CENSOR HIS CROME NO. 71

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SUBJECT: DELECHONT RECORDINGS AND SUB ISSIC FREEAR FICH. I: Self erningstory. II ? III: Subject to equipment on base. However, the importance of recording all telephone conversions of any possible interest cannot be stressed show b. It FC line, 5 line, and 1 line setup ostorin cabinets, carphones and record ranks are not functionin. properly, monitors are requested to fill in "Propple Reports". ap that the terrical section can look after neces ary repairs. It conitors are not certain of how to operate the records ranh in order to set clear recordings, it is their duty to inform the DAO, so that proper training in the use of the recordo raph con in arranged for all personnel in need of such training. Log sheets must be kept accurately. This includes identific tion of speaking parties, and in the case of a foreign lan usge, the identity of the language has to be entered or if it cannot be identified, this entry should read: "Unidentified Lauguage". When the monitor has recorded a conversation in a foreign langua e (is which he is not qualified) he/she must fill in a "Foreign Language Request Slin" so that a translator qualified in that particular longuage 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 su rested to use the abbreviation S/S and data, an which case the film tabes have to be retained in the files for 12 months before being destroyed. Used film tares 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 100 where no military personnel is available, this has to be done by a trustworthy and reliable employee.

If a foreign labouage translator is needed for the

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. RECERCIED 1. Self explanatory - Entry as heretofore. 2. Belf explanatory - Intry as heretolore. 2. Self emplanatory - Fntry as beretofore. 4. Belf emplanatory - Entry as heretofore, however this 5. Belf explanatory - Entry as beretofore. 5. Until further notice this box will be filled in as Augsburg - 128

playback of a recording, be/she must indicate on the log sheet that the forcion latous e occurriction has been strade to. This can dest be done by writing CT, note of translator, and in the case of a submission, 5/5 and date, on the particular line finishing the track. Film boxes qual by numbered and filed in a secure place. IV. In order to write a lood sub region it is important that it be written immediately, or as soon as possible siter the conver-

. sation has terminated. It is realized that DAD's at times are prevented from baviar a consultation with monitors is clustely. In the interest of a rood submission however, "there should never be a long waiting period." Experienced monitors with wood jud ment should be encouraged to work independently. V. a. Belf employerory - In contrast to submissions prepared by Postal Department or "elegraph Section where "sender" and 'add-

ressee" 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 sublissions and to make them clearer to the user adencies, it is important that every attenot should be made to solve the problem of "Unknowns". box will come into prominence with the opening of international tolephone traffic when either "Yes' or "To" will be entered. In the meantime the term "Mone" will be continued. heretofore with the one change that instead of entering HUN - 45, <u>A - 45 will be entered. In the case of Field Stations, Mobile</u> Teams, and the Special Assi niment Units, the entry will be A = 46, entered below the name of the Field Station, Nobile Team or Speciel Assignment Unit, and the regular serial number: A - 46

Dr. Garan - Uman NEW - IN CALL

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7. "Trom! not incl: There are hoped where most of the "inknowns opport. Both bores rutt he filled in as completely as possible. The nalm terms to be used is a sectors voice is not identified, are l'ale loige' or l'otrole loige'. "omes ou German a conies such as"Landesv rt-obr teamt', 'Landesstelle uer Molz und Toble", "Industrie und Tendels Da. or Lete., ere always to be le t in the original. "Teleoù ae avener al Luti refer to number of telephone from which the call was a de, and the name under which that telephone is listed. I the new listed is that of the speaking porty enter "Saue". In other verie i John Dow is shering entry his pare dept to " rop". "en to "Inthe up Tumber and List', the telephone number from which the coll is being made is to be estered and directly below this, the an e 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. I John Doe is living his address during the course of conversation it will be entered directly opposite (Address). If John Hiller is speaking, his name, address and telephone number will be entered as heretofore, except that the term "Be e" will be catered underneath the respective telephone number, meaning that John Doe is speaking from his own telephone and is responsible for the listin. of that telephone. In the case of calls menitored on the DO line set, every attempt must be made to let the identification or the speakin parties as well as the city by contacting the "Perman "ernsprechant Supervisor" while the call is in progress. If it is found that the "German Ternsprechamt 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. Belf emplanatory Entry as heretofore

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10. Self explanatory - Entry as heretofore

11. "Berial Number". For internal calls error "To e". This box will note into prominence when international tradic opens - meaning the matcher will enter the serial surface on the monitor's ticket, thereby facilitating the checkle book of the filed monitor's ticket.

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12. a,b,l,2,3,2.4. Since 4 November 1945 a Pelovant Record Analyst from Electrical Department is attached to IRD, Brown "A". This Relevant Record Analyst receives all Electrical submissions and checks IRD files for relevant records containing pertident information on subjects presented in submission and on domes. Therefore monitors need only enter the words ""of Consulted" in the "Previous Relevant Record" box.

Pare raph b, 1,2,3, & 4 is of importance to Relevant Record Analyst <u>only</u> and should be disregarded by Nonitor's, DAC's, Af's and C's.

17. Entries in this box are changed completely. If a call is monitored on the DD line set, whether this call is within a city or from city to city, the entry will always be <u>Hunich Leeal</u> or <u>Autoburn Local</u> or <u>Mostdlinten Local</u> or <u>Fuessee Local</u> or <u>Free</u> <u>oberdorf Local</u>, <u>Germisch Local</u>, or <u>Rosenheim Local</u>. In the coof a call monitored on the 5 line set the entry will be vectrifie to the system over which the call was made, for instance "<u>Auto yr -</u> <u>Fuench tell</u>", or "<u>Londebut - Barmisch tell</u>", etc. The vert ' and stands for a long distance cable line and since only long distance calls are monitored on 5 line sets, the word "tell" is to be verd. For international calls the entry will be the Dumber and Name of the circuit over which the call was placed.

14. Trop 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 monitors number, first cheering whether their old monitors numbers are shill to IT 220 DAC 120

15. In the case of Main Station Winter thes, as heretalors,

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is for IRD. Field Stations, Pobil, Feams and Sochial Asso putat Units will onter the date when local ellocation is made.

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15. In the case of livin storien Junich thic, as herete or , is for IPD. Field Stations, Mohals Teams and Sceniel Assi ament "bite will enter all local allocations in the manner prescribed by "endquarters CCD.

b. Self explanatory, an important perturbed about 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 Reducst". Effective immediately, this type of heading will no longer be used. Until further notice me heading at all is to be given for that type of submission.

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

Then a monitor offers an explanation, be will preface it with "Mon." and will enclose it is double paresthesis, example: "Calling said: 'I am joing to contact the d.s. . ((Mon.-Virtschaftliche Aufbau "ereinigung)) tomorrow'."

e. Self explanatory - the importance of block printing capital letters, all proper names, street addresses and cities should hot be overlooked.

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f. Effective is ediately black sheets of maps 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 left turn will be used if the comment is continued on the other side. At the battel of each prowill be written: "Pale _____ of _____ page(c)", with the blacks appropriately filled in.

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. "Intil further notice Electrical Dep riment will netwrite "Composite Submissions".

3. Self explanatory - an innortant arr: rank and should be followed as outlined. The value of a cod <u>Genter's Vete</u> 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, Hobile Teams and Special Assi, must "hits in drawn to the fact that under no circumstances should a consor's Note contain reference to confidential information supplied by liaison representatives of security a codies or to any arency that may be interested in the information reported. That of course also includes any reference to Vatch List material, such as information contained on background cards.

a. Of importance to Relevant Record Analyst. To be discovered do Yonitors, DAC's, AC's and C's.

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

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the each of Till Stationa, Touile Tears, and Shacial Lysimment Whith in the records and dire of the Dustance-Bost. This should be done with dispretion. They should also consult the Relevant Record Analyst (attuched on IPD), use acceptor elipsin a maintoined in the Chief Geneor's Section, and reference books, therever proficiel. Every attaint should be under to build up orse bistories for the better preparation of valuable t lemance subrissions.

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Wherever the wordin "Cotil Surther notede" as spritch it doma that election of that porticular para rook is bein attempted through proper changels. As soon a, clara idation is received all personnel will be notified accordingly.

Subjissions are the cost important item in CCD. Athaut sublicities there is no basis for our existance. Flectrical Deart cat has clways taken arise 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 Consorabin Order # 71. Submissions are been periodically reviewed by Mendquerters, COD, in an attempt to point out incrusistencies, irregularities and disunderstood policies prepared in this Group.

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EDITH C. TALK VDE Chief Censor

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