

Master Control

UNITED STATES GOVERNMENT
OFFICE OF CENSORSHIP
WASHINGTON 25, D. C.

*guide to
Hobbs & Co
in MC*

CODE OF WARTIME PRACTICES
For American Broadcasters

STATION MANAGERS

This document is vital to your function as a voluntary censor. See to it that every member of your staff is acquainted with its contents. If more copies are needed, we will supply them upon request. This is the guide by which you are requested to censor your own operations.

EDITION OF DECEMBER 1, 1943

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1943

KEEP IN MCR

SPECIAL NOTE

The Code of Wartime Practices is issued pursuant to instructions by the President, who commissioned the Office of Censorship to supervise domestic voluntary censorship.

You are reminded that whenever anyone else, in any part of the country, makes a request which appears unreasonable or out of harmony with the Code, you are at liberty to appeal at once to the Office of Censorship.

Much confusion would be avoided if such appeals were more frequent.

CODE OF WARTIME PRACTICES

Edition of December 1, 1943

This is the third revision of the Code of Wartime Practices for American Broadcasters.

The principle of censorship remains the same. It is voluntary and broadcast management is responsible for fulfilling the function in its own medium. The broadcasting industry, to this end, should be constantly aware of the dangers inherent in (1) news broadcasts; (2) routine programming; and (3) commercial copy.

To combat these dangers effectively, broadcast management must be in complete control of all programming every minute of every day of operation. This responsibility should not be delegated to anyone over whom the management does not exercise control.

The facilities of the Office of Censorship are at the disposal of broadcasters 24 hours a day, to assist them with consultation and advice when any doubt arises as to the application of this Code. The following are the principal advisory guideposts (as revised) which are intended to aid in discharging censorship responsibilities:

I. NEWS BROADCASTS AND COMMENTARIES

Broadcasters should edit all news in the light of this Code's suggestions and of their own specialized knowledge, regardless of the medium or means through which such news is obtained.

Special attention is directed to the fact that all of the requests in this Code are modified by a proviso that the information listed may properly be broadcast when authorized by *appropriate authority*. News on all of these subjects will become available usually from Government sources; but in war, timeliness is an important factor and the Government unquestionably is in the best position to decide when disclosure is timely.

Caution is advised against reporting, under the guise of opinion, speculation, or prediction, any fact which has not been released by appropriate authority.

It is requested that news in any of the following classifications be kept off the air unless made available for broadcast by appropriate authority or specifically cleared by the Office of Censorship.

(a) **Weather.**—Weather forecasts other than those officially released by the Weather Bureau. Mention of wind direction or barometric pressure in current or past weather (including summaries and recapitulations) except when contained in EMERGENCY warnings released specifically for broadcast by the Weather Bureau authorities.

NOTE.—Special events reporters, covering sports or any outdoor assignments (fires, floods, storms, etc.), are cautioned especially against mention of wind directions.

(b) **Armed forces.**—Type and movements of United States Army, Navy, and Marine Corps units, within or without continental United States, including information concerning—

Location.	Routes.
Identity.	Schedules.
Exact Composition.	Assembly for Embarkation.
Equipment.	Prospective Embarkation.
Strength.	Actual Embarkation.
Destination.	

Such information regarding troops of friendly nations on American soil.

Revelation of possible future military operations by identifying an individual or group known for a specialized activity.

Exceptions:

(1) *Armed forces in the United States.*—Those in training camps and units assigned to domestic police duty, as regards names, addresses, location, and general character.

(2) *Armed forces outside the United States.*—Names and locations (without unit identifications) if presence of United States forces in area has been announced officially.

Names of naval personnel without mention of ships, unless said ships have been announced by the Navy as lost or damaged.

(c) **Ships (convoys, etc.).**—Type and movements of United States Navy, or merchant vessels, or transports, of convoys, of neutral vessels, or vessels of nations opposing the Axis powers in any waters, including information concerning—

Identity.	Port of Departure.
Location.	Ports of Call.
Port of Arrival.	Nature of Cargoes.
Time of Arrival.	Assembly.
Prospect of Arrival.	Personnel.

Enemy naval or merchant vessels in any waters, their

Type.	Location.
Identity.	Movements.

Secret information or instructions about sea defenses, such as

Buoys, lights and other guides to navigators.	Mine fields and other harbor defenses.
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Ships in construction—

Type.	Size.
Number.	Location.

Advance information on dates of launchings, commissionings.

Physical description, technical details of shipyards.

Movement of diplomatic exchange ships under direction of the State Department.

Exceptions: Movements of merchant vessels on Great Lakes or other sheltered inland waterways unless specific instances require special ruling.

(d) **Damage by enemy land or sea attacks.**—Information on damage to military objectives in continental United States or possessions, including—

Docks.
Railroads.
Airfields.

Public Utilities.
Industrial plants engaged
in war work.

Counter-measures or plans of defense.

Appropriate authority.—For information about damage from enemy attacks to military objectives on land within continental United States or possessions is the commanding officer in the zone of combat, or the Army Bureau of Public Relations, Washington. (For the Hawaiian Islands, the Navy.)

(e) **Action at sea.**—Information about the sinking or damaging from war causes of war or merchant vessels in any waters.

Appropriate authority.—Appropriate authority for results of United States naval action against enemy vessels in or near American waters is the commanding officer of the district in which the action occurs, or the Naval Office of Public Relations, Washington.

(f) **Enemy air attack.**—Estimates of number of planes involved; number of bombs dropped; damage to—

Fortifications.
Docks.
Railroads.
Ships.
Airfields.

Public Utilities.
Industrial plants engaged
in war work.
All other military objectives.

Warnings or reports of impending air raids; remote ad lib broadcasts dealing with raids, during or after action.

Mention of any raid in the continental United States during its course, except on appropriate authority of the designated representatives of the Defense Commander in whose area the raid occurs or the War Department in Washington.

News which plays up horror or sensationalism; deals with or refers to unconfirmed reports or versions; refers to exact routes taken by enemy planes, or describes counter-measures of defense, such as troop mobilization or movements, or the number or location of antiaircraft guns or searchlights in action.

Exceptions: After an air raid, general descriptions of action after all-clear has been given. Nothing in this request is intended to prevent or curtail constructive reporting or programming of such matters as feats of heroism, incidents of personal courage, or response to duty by the military or by civilian defense workers.

(g) **Accredited military and naval correspondents.**—No provisions in this Code of Wartime Practices for American Broadcasters modify obligations assumed by accredited correspondents who accompany Army or Navy forces or are given special accrediting by the War or Navy departments to visit restricted areas in the United States.

These commitments, under War and Navy department practice, pledge such correspondents to submit to censorship anything they write in zones of combat or restriction, or what they may write at

a later date as result of their observation in these zones. The military department concerned is the censorship agency for all such material.

In case of a protracted enemy attack on the continental United States, necessitating military declaration of a combat zone, censorship within such an area would, of necessity, be by military authority. Accrediting of news gatherers for such a zone will be as in any other combat area. In the case of such an attack and declaration of a military zone of combat, the requests in this Code remain applicable to broadcast operations outside the declared area.

(h) **Planes.**—*Air units.*—Military air units of the United States and the United Nations as to—

Disposition.	New Characteristics.
Missions.	Strength.
Movements.	

Information concerning new military aircraft and related items of equipment or detailed information on performance, construction and armament of current military aircraft or related items; military activities of commercial air lines or the Civil Air Patrol.

(i) **Fortifications and air installations.**—Location and description of fortifications, including—

- Coast Defense Emplacements.
- Antiaircraft guns and other air defense installations.
- Defense Installation details of public airports used for military purposes.
- Camouflaged objects.
- Location of specially constructed bomb shelters.
- Information concerning installations for military purposes outside the United States.

(j) **Sabotage.**—Specifications (including information on bottlenecks) which saboteurs could use to damage military objectives. No mention of sabotage should be made except on appropriate authority of the military agency concerned or the Department of Justice.

(k) **Production** (see also **Sabotage**).—New or secret Allied military weapons, identity and location of plants making them; designs or rate of production or consumption of any specific type of war matériel; formulas, processes or experiments connected with war production.

Information on imports, exports or Government stock piles of critical or strategic materials, such as tin, natural rubber, uranium, chromium, tantalum, manganese, quinine, tungsten, platinum and high-octane gasoline.

Movement or transportation of war matériel.

NOTE.—Progress of production for general categories of war matériel such as planes, tanks, guns, vehicles and munitions may be reported, but statistical information on specific weapons such as bombers, fighter planes, 155 mm. guns, medium tanks, etc., should be avoided without appropriate authority.

(l) **Combat zone interviews and letters.**—Interviews with service men or civilians from combat zones (including accounts of escapes from foreign territory) should be submitted for review before broadcast, either to the Office of Censorship or to the appropriate Army or Navy Public Relations Officer. Letters from combat zones

are censored at the source for *home and family consumption only*. When used on the air, broadcasters should measure the contents of such letters in the light of the provisions of this Code. In case of any doubt, consult the Office of Censorship. (See clause on Armed Forces, regarding unit identifications.)

(m) **War prisoners, internees, civilian prisoners.**—Information as to arrival, movements, confinement, escape, or identity of military prisoners from war zones; identity of persons arrested or interned as enemy aliens; locations or operations of alien internment camps; place of confinement of civilians convicted of treason, espionage, or sabotage.

NOTE.—The appropriate authority for information as to war prisoners or their camps is the War Department; for escaped prisoners, the War Department or the F. B. I.; for information as to enemy aliens or their camps, or civilian prisoners described above, the Department of Justice. In any inquiry, please make certain whether the individuals involved are military prisoners of war, enemy aliens, or resettled citizens or aliens.

(n) **Military intelligence.**—Information concerning war intelligence, or the operations, methods, or equipment of counter-intelligence of the United States, its allies, or the enemy.

Information concerning secret detection devices.

Information concerning secret United States or Allied means or systems of military communication, including the establishment of new International points of communication.

(o) **War news coming into the United States.**—War information originating outside United States territory may be broadcast if its origin is made plain.

Any recordings or information for broadcast gathered in any form that is sent across the United States-Canadian border should contain nothing that will conflict with the censorship of the country in which the information originates.

(p) **General.**—

Casualties.—Identification of combat casualties until made available for publication by the War or Navy Departments or the next of kin.

Strategy.—Secret war plans, or diplomatic negotiations or conversations which concern military operations.

Art objects, historical data.—Information disclosing the new location of national archives, or of public or private art treasures.

Diplomatic information.—Information about the movements of the President of the United States (including advance notice of the place from which he will broadcast); information of official military or diplomatic missions of the United States or of any other nation opposing the Axis powers—routes, schedules, destination, within or without continental United States; movements of ranking Army or Naval officers and staffs on official missions; movements of other individuals or units on military or diplomatic missions.

II. PROGRAMS

These suggestions are made in order that broadcasters will have a pattern to follow in accomplishing the most important censorship function of program operation: keeping the microphone under the complete control of the station management, or its representatives.

(a) **Request programs.**—*Music.*—No telephoned or telegraphed requests for musical selections should be accepted. No requests for musical selections made by word-of-mouth at the origin of broadcast, whether studio or remote, should be honored.

Talk.—No telephoned or telegraphed requests for service announcements should be honored, except as hereinafter qualified. Such service announcements would include information relating to—

Lost pets.	Club meetings,
“Swap” ads.	Club programs, etc.
Mass meetings.	Vital statistics.
Personal messages.	

The same precautions should be observed in accepting “classified advertisements” for broadcasting.

No telephoned, telegraphed, or word-of-mouth dedications or program features or segments thereof should be broadcast. No telephoned, telegraphed, or word-of-mouth auction bids, contributions or similar acknowledgments from listeners, should be broadcast.

Exceptions.—Emergency announcements (such as those seeking blood donors, doctors, lost persons, lost property, etc.) may be handled in conventional manner if the broadcaster confirms their origin. They should emanate from the police, the Red Cross, or similar recognized governmental or civilian agency.

Service announcements may be honored when source is checked and material is submitted in writing, subject to rewriting by station continuity staff. Requests for the broadcast of greetings or other programs to commemorate personal anniversaries may be honored if the actual broadcast is not made on the anniversary date or at the time or on the date designated in the request.

ALL requests, subject to the above qualifications, may be honored when submitted via mail, or otherwise in writing if they are held for an unspecified length of time and if the broadcaster staggers the order in which such requests are honored, rewriting any text which may be broadcast.

(b) **Quiz programs.**—It is requested that all audience-participation type quiz programs originating from remote points, either by wire, transcription, or short wave, should not be broadcast, except as qualified hereinafter. Any program which permits the public accessibility to an open microphone is dangerous and should be carefully supervised. Because of the nature of quiz programs, in which the public is not only permitted access to the microphone but encouraged to speak into it, the danger of usurpation by the enemy is enhanced. The greatest danger here lies in the informal interview conducted in a small group—10 to 25 people. In larger groups, where participants are selected from a theater audience, for example, the danger is not so great.

Generally speaking, any quiz program originating remotely, wherein the group is small, wherein no arrangement exists for investigating the background of participants and wherein extraneous background noises cannot be eliminated at the discretion of the broadcaster, should not be broadcast. Included in this classification are all such productions as man-in-the-street interviews, airport interviews, train terminal interviews, and so forth.

In all studio-audience type quiz shows, where the audience from which interviewees are to be selected numbers less than 50 people, program conductors are asked to exercise special care. They should devise a method whereby no individual seeking participation can be *guaranteed* participation.

(c) **Forums and interviews.**—During forums in which the general public is permitted extemporaneous comment, panel discussions in which more than two persons participate, and interviews conducted by authorized employees of the broadcasting company, broadcasters should devise methods guaranteeing against the release of any information which might aid the enemy as described in Section I of the Code. If there is doubt concerning the acceptability of material to be used in interviews, complete scripts should be submitted to the Office of Censorship for review. (See Par. (l) sec. I.)

(d) **Special-events reporting** (ad lib).—Special-events reporters should study carefully the restrictions suggested in Section I of the Code, especially those referring to interviews and descriptions following enemy offensive action. Reporters and commentators should guard against use of descriptive material which might be employed by the enemy in plotting an area for attack.

If special programs which might be considered doubtful enterprises in view of our effort to keep information of value from the enemy are planned, outlines should be submitted to the Office of Censorship.

(See also Par. (a), sec. I.)

(e) **Simulated air raids, blackouts.**—In view of the provisions contained in Paragraph (f), Section I, of this Code, which prescribe radio silence at the scene of an air raid until the "all clear," it is the belief of this office, in which the Office of Civilian Defense concurs, that broadcasting stations should not employ their facilities during a simulated air raid in any way which would encourage listeners to rely upon the medium for advice and assistance should an actual raid occur. This is intended to place no proscription on the legitimate broadcast of descriptions and commentaries dealing with simulated air raids and blackouts after the events have been conducted.

(f) **Commercial continuity.**—Broadcasters should be alert to prevent the transmission of subversive or restricted information through the use of commercial continuity in program or announcement broadcasts. In this connection, the continuity editor should regard his responsibility as equal to that of the news editor.

III. FOREIGN LANGUAGE BROADCASTS

(a) **Personnel.**—The Office of Censorship, by direction of the President, is charged with the responsibility of removing from the air all those engaged in foreign language broadcasting who, in the judgment of appointed authorities in the Office of Censorship, endanger the war effort of the United Nations by their connections, direct or indirect, with the medium. Bases of judgment in exercising this function will be twofold: (1) current material written for broadcast or broadcast over American facilities; (2) past and/or present conduct of the individual, including evidence substantiating his sympathy with the regimes of our enemies. This function of the Office of Censorship is not intended to relieve in any measure the full respon-

sibility resting with the management of the foreign language broadcasting station to employ only those whose loyalty he does not question. There extends to such broadcast management the additional responsibility to report to the Office of Censorship the names of any personnel in this field who might be suspected for any reason.

(b) **Scripts.**—Station managements are requested to require all persons who broadcast in a foreign language to submit to the management in advance of broadcast complete scripts or transcriptions of such material. (This procedure does not apply to programs originated and produced by the Office of War Information and distributed to foreign language stations.) It is further requested that this material be checked “on the air” against the approved script and that no deviations therefrom be permitted. These scripts or transcriptions should be kept on file at the station.

(c) **Censors and monitors.**—In order that these functions can be performed in a manner consistent with the demands of security, station managers are reminded that their staffs should include capable linguists as censors and monitors whose duty it will be to review all scripts in advance of broadcast and check them during broadcast against deviation.

(d) **Submission of scripts.**—From time to time the Office of Censorship will ask foreign language broadcasters to submit specified scripts to this office for review. If a station obtains its foreign language program from another originating point via network, these requirements do not apply; in such event the originating station will be held responsible for fulfilling the requests contained herein.

(e) Station managements are reminded that all provisions of this code, as outlined in Sections I and II, apply equally to foreign language broadcasting.

Broadcasters should ask themselves, “Is this information of value to the enemy?” If the answer is “Yes,” they should not use it. If doubtful, they should measure the material against the Code.

From time to time the Office of Censorship may find it necessary to issue further communications either to interpret certain existing requests, amend or delete them, or otherwise to cover special emergency conditions. Such communications will be addressed to managers of radio stations and networks and should receive preferential attention.

If information concerning any phase of the war effort should be made available anywhere, which seems to come from doubtful authority, or to be in conflict with the general aims of these requests; or if special restrictions requested locally or otherwise by various authorities seem unreasonable or out of harmony with this summary, it is recommended that the question be submitted at once to the Office of Censorship, Washington. Telephone: Executive 3800; Teletype: WA-434.

THE OFFICE OF CENSORSHIP,
BYRON PRICE, *Director*.

DECEMBER 1, 1943.



January 26, 1945

The following communication has been received from Washington --
Byron Price, Director of Censorship:

"Confidential note to editors and broadcasters not for
publication or broadcast:

You are again reminded that the movements of the Pre-
sident and his immediate staff, and of other officials of
this and other Allied Governments on military or diplo-
matic missions, are covered by the press and broadcasting
codes for the protection of their security in wartime.

Much has been published and broadcast recently about
another "Big-Three" meeting, and there has been consi-
derable speculation as to the time and place.

From now on, you are requested not to publish or broad-
cast any information or guesses about the time and place
of a meeting of Allied officials, or about the movements
of these officials, unless the information has been an-
nounced by one of the Governments concerned, or has been
cleared by censorship."

MNNewton

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January 17, 1945

The following memorandum was received from John E. Fetzer of the Office of Censorship:

Re: "Man-In-the-Street" and censorship (not for publication or broadcast)

"There has been no edition of the Code of Wartime Practices for American Broadcasters since the last issue of December 1, 1943. Nor has there been any change in or amendment to this last edition. It is in full effect and this includes Section II, Programs.

From time to time, of late, we have been receiving disquieting reports that Broadcasters have been relaxing their operations as affected by Section II. In some instances, investigation has confirmed these reports.

This office has continually objected to the so-called "Man-in the-Street" type of program when broadcast from the street or other unenclosed area even if transcribed and delayed. Too, we ask that such programs not be broadcast from hotel or theater lobbies where there is a continually changing crowd. The selection of participants is important and a method should be devised so that no one can be certain of participating on any given program. All of this is covered by Section II (B) of the Code now in effect.

If you are broadcasting a remote interview program, will you please review this operation and determine if it meets with the requests of the Code? If you are in doubt, send your format to us and we will give you a prompt opinion. The Broadcasting staff is available 24 hours a day, seven days a week, to help you with just such problems.

During the past slightly more than three years of war, the Broadcasting industry has done an excellent job in the operation of voluntary censorship. Please remember the war is now in the critical stage of all out military effort and heavy casualties. It is no time to relax or to become careless. Your continued cooperation will be greatly appreciated."

War in Book
m.c.
[Signature]

December 7, 1944

The following bulletin, from the Office of Censorship, is strictly confidential and is not for publication or for broadcasting:

"For reasons urgently affecting military operations you are requested not to publish or broadcast upon whatever authorities any information in the following press stories unless such information has been specifically cleared in advance by the Office of Censorship:

Any mention of military, Naval or Merchant Marine personnel in neutral territory (including Russia which is neutral in the United States-Japan War), either the release or escape of such personnel from such territory.

A very high consideration of national security is important in your publication or broadcast of stories relating to this story."

This is strictly confidential and for the special information of editors and broadcasters.

MHNNewton

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February 17, 1944

The following request has been received by the Office of Censorship:

"Reports concerning the printing of money for use in European nations could be valuable to the enemy as a possible indication of our plans. Such reports come under the 'secret war plans' provisions of the press and broadcasting codes and a special request of this office on January 19. Submission of such reports to the Office of Censorship prior to publication or broadcast is earnestly requested."

PAB

MHNcwton
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October 11, 1943

THE OFFICE OF CENSORSHIP HAS RELAXED ITS RESTRICTIONS ON BROADCAST OF FORECASTS AND OTHER WEATHER INFORMATION BECAUSE OF WHAT IT CALLS "IMPROVED DEFENSE AND OTHER WAR CONDITIONS."

THE ONLY THING THAT CAN'T BE BROADCAST ARE UNOFFICIAL WEATHER FORECASTS, MENTION OF WIND DIRECTION OR BAROMETRIC PRESSURE IN CURRENT OR PAST WEATHER EXCEPT WHEN RELEASED BY THE WEATHER BUREAU.

MHNewton
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Master Control
Barry Perkins

July 14, 1943

The following was received from Byron Price, Office of Censorship, Washington, D. C.:

"ATTENTION ALL BROADCASTING STATION MANAGERS:

Paragraph 3 of Clause (f), Section I (page 3) of the Code of Wartime Practices for American Broadcasters is amended to read:

'Mention of any raid in the continental United States during its course, except on appropriate authority of the designated representatives of the Defense Commander in whose area the raid occurs or the War Department in Washington.'

This replaces the present language:

'Mention of any raid in the continental United States during its course, by stations OUTSIDE the zone of action, unless expressly announced for broadcast by the War Department in Washington.'

MHNewton

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Master Control

July 5, 1943

The following was received from the Office of Censorship,
Washington, D. C.:

"The Codes of Wartime Practices for the American Press and American Broadcasters request that nothing be published or broadcast about 'new or secret military weapons, ... experiments.' In extension of this highly vital precaution, you are asked not to publish or broadcast any information whatever regarding war experiments involving:

Production or utilization of atom smashing, atomic energy, atomic fission, atomic splitting, or any of their equivalents.

The use for military purposes of radium or radioactive materials, heavy water, high voltage discharge equipment, cyclotrons.

The following elements or any of their compounds: polonium, uranium, ytterbium, hafnium, protactinium, radium, rhenium, thorium, deuterium.

MHNewton
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TO: All News Writers
Announcers
War Books
Producers
Messrs. James
MacGregor
O'Brien
cc - F. Schreiber

Milton Newton -
6/18/43

OFFICE OF CENSORSHIP

WASHINGTON - 25

June 17, 1943.

CONFIDENTIAL NOTE TO BROADCASTERS

The Navy Department has requested that the serious attention of all broadcasting news desks be directed to the Office of Censorship Code for American Broadcasters provisions requesting no disclosure, in absence of appropriate authority, concerning:

New weapons in use against any U-boats. (paragraph (k), PRODUCTION)

Details of fire power or control by our craft against U-boats. (paragraph (k), PRODUCTION, and paragraph (o), MILITARY INTELLIGENCE).

Details of our depth charge operations, or the type and character of our depth charges. (paragraph (k), PRODUCTION, paragraph (o), MILITARY INTELLIGENCE, and paragraph (c), SHIPS)

Details of character or operation of our naval aircraft bomb and machine gun equipment. (paragraph (k), PRODUCTION, paragraph (o), MILITARY INTELLIGENCE, and paragraph (h), PLANES)

Nature of apparatus, operation, or effectiveness of our underwater sound devices, or other enemy-detecting equipment. (paragraph (o), MILITARY INTELLIGENCE)

The Office of Censorship restates its request (FOREWORD, NEWS BROADCASTS AND COMMENTARIES) that all such proscribed information be checked with the Office of Censorship or the Navy Department Office of Public Relations before broadcast.

The special attention of program departments in these matters is called to paragraph (m), COMBAT ZONE INTERVIEWS AND LETTERS. Interviews with civilians or servicemen returned from combat zones should be submitted to the Office of Censorship, or the appropriate Army or Navy Public Relations Office, for review before broadcast.

By: n Price,
Director.

Master Control Room

S-2094

The following bulletin was received from Mr. Ryan of the Office of Censorship, Washington, D. C.:

"The Office of Censorship would like to make quite forceful representations to the major networks on the subject of a Master of Ceremonies on a quiz program, where there is a considerable amount of ad-libbing, talking with a contestant on the subject of the weather. It seems to be a very common practice from which there is apparently very little hope of escape.

Usually the remarks made are not tremendously serious and only faintly skirt the weather clause of the Code. Occasionally, however, there is a deeper infraction that might be extremely serious.

The announcers of whom we are speaking could well take a leaf from the manner in which sports commentators have handled the very difficult question of weather in connection with their broadcasts. They have done a magnificent job under great difficulties.

We would greatly appreciate it if you would address to all who handle such quiz programs an injunction against the use of weather as a topic, while such serious things are happening all about us in this war. Weather information, carelessly released, can be used to great advantage against our National security. Can't all of us forget for a brief time this question of weather, until the coming of peace allows us to resume normal practices in broadcasting?

Your help will be greatly appreciated."

New Book
Master Control

October 9, 1942

The following communication was received from the Office of Censorship, Washington, D. C.

NOTE TO BROADCASTING STATIONS:

(Not for broadcast or publication)

We are informed that some broadcasting stations are broadcasting the contents of letters received by friends or relatives from members of the armed services abroad.

Such letters are censored at the source by the commanding officers of overseas units, but the Office of Censorship is advised that this censorship is based generally on the theory that the letters will be confined to a limited personal circle and not published or otherwise disseminated publicly.

In the interest of security, the Office of Censorship accordingly asks broadcasters to deal with material of this character in the same manner as interviews under Section 1, paragraph (j) of the Code of Wartime Practices for American Broadcasters, and to submit those letters intended for broadcast to the nearest Army or Navy public relations office or to the Office of Censorship, Washington, for clearance before their inclusion in radio programs.

MHNewton

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September 28, 1942

The following memorandum was received from the Office of Censorship, Washington, D. C.:

"The office of Censorship has been the recipient of an increasing number of inquiries from broadcasters in recent weeks as to the extent to which it is appropriate for them to comply with requests of local Civilian Defense groups that they broadcast warnings of simulated, threatened or actual air raids or of descriptions of mock bombings.

This special notice is to re-direct the attention of broadcasters to the fact that plans have been worked out with the War Department which contemplate that all broadcasting stations in an area threatened with attack will automatically become subject exclusively to the orders of the Army Defense Command in the area involved. It is the intention of the Army Defense Command to order stations off the air in the area where an attack appears imminent. Prior to such enforced silence, broadcasting stations are asked to refrain from broadcasting any warning unless it is specifically authorized by the military authorities.

Broadcasting stations outside the area of threatened or actual attack are requested to refrain from broadcasting any information concerning the fact that a warning has been given, a raid has been staged or any other details, until the "all clear" has sounded.

The bases of these plans have been embodied in Section I, paragraph (f), of the Code of Wartime Practices for American Broadcasters. A further caution against broadcasting dramatic programs which attempt to portray the horrors of war and sound effects which might be mistaken for air raid alarms, is contained in Section II, paragraph (e) of the Code.

In other words, the extent to which broadcasting stations may cooperate with local Civilian Defense groups and any other agencies in the event of a threatened raid, will be limited entirely by the requirements and the orders of the Army Defense Command.

The Office of Censorship, accordingly, is of the opinion that considerable harm would be done if broadcasting stations participated in the broadcasting of any air raid tests or practice warnings which would cause their listeners to depend upon them for similar warnings or information in the case of an actual or threatened attack.

This matter has been called to the attention of the Office of Civilian Defense in Washington, with the suggestion that all local

Civilian Defense groups be acquainted fully with the actual role all broadcasting stations will play in case of a real emergency.

To avoid possible confusion and conflict, broadcasters are urged, should the subject arise, to explain this position to any local Civilian Defense group which may indicate a lack of understanding of the arrangements already made with the military authorities.

The Office of Censorship welcomes specific inquiries on this, or any other subject."

M. Control

TO: All Announcers
Tom Foy
Katherine Roche
Milt Newton
Louis Petyko
Clifton Utley

FROM: Verne Brooks

June 8, 1942

cc: Frank Schreiber
News Room Bulletin Board
Traffic Office Bulletin Board
Studio #5 Bulletin Board
Master Control Bulletin Board

[Handwritten initials] →

The Office of Censorship calls special attention to provisions in the ships' clause of the censorship code that nothing be broadcast of movements of the U. S. Naval ships in American waters of the Pacific or of tactical dispositions of Naval forces indicating any prior knowledge of enemy movements or strength or of enemy ships locations, movements or identities in American waters of the Pacific other than is contained in the official communiques of Navy or War Departments or their commands. The urgency of such secrecy should need no underlining to American broadcasters.

mc

Verne Brooks
March 25, 1942

The following bulletin is from the Office of Censorship:

TO ALL BROADCASTERS:

The purpose of this communication is to call to the attention of those in authority certain program problems which might arise in applying the Code of Wartime Practices for American Broadcasters with the advent of baseball season.

Special attention of all baseball play-by-play broadcasters is called to Sub-paragraphs (1), (2) and (3) of Section I of the Code.

Sub-paragraph (1) provides that weather should not be broadcast unless officially authorized. It further suggests: "Special care should be taken against inadvertent references to weather conditions during sports broadcasts, special events and similar projects." This means, specifically, that announcers are advised against ANY REFERENCE TO WEATHER during the broadcast. If weather conditions cause cancellation of game, simply state the fact that the game has been cancelled without describing the cause. (Note: In other words, such announcements as "game called on account of rain would violate the wartime censorship code.)

Sub-paragraphs (2) and (3) provide against the release of information concerning our armed forces. In each sub-paragraph, it is suggested that the movement of personnel of armed units should not be used unless appropriately authorized. It is likely that some broadcasters will want to interview former baseball players and officials who have joined the armed forces and have returned to their original environments on furlough. It is especially important that in conducting such interviews, the interviewer should not elicit from his subject the exact identity of the latter's unit (unless he is in a training camp), his destination after the furlough has expired or any other information falling within the purview of Section I of the Code. Likewise, announcers should guard against stating specifically the location of former baseball notables who are now with the armed forces, again unless they are in training camps in the continental United States.

If it is the plan of any radio station to conduct informal quiz programs at locales of games, special reference should be made first to the stipulations in Sub-paragraph (b), Section II of the Code.

J. H. Ryan
Ass't Director of Censorship

M.C

The following communication was received from Byron Price,
Director of Office of Censorship, Washington, D. C.:

(Confidential)

Enemy action against continental United States suggests a clarification of certain features of the Radio Code.

Points under attack, or in imminent prospect of attack, are zones of combat and developments should be reported with great caution. As demonstrated by the submarine attack on the California Coast, enemy forces frequently miss their target because they are not certain of the exact locality. No American radio station will desire to give the enemy that information.

Accounts of enemy attacks may properly give a general description of any event, and no prior clearance with any government authority is necessary so long as the account omits the following:

1. Reference to military objectives. Military objectives include, in addition to fortifications, such things as docks, railroads, airfields, public utilities, or industrial plants engaged in war work. Office buildings, residences, churches and other structures unoccupied by war industry are not military objectives.
2. Exact routes taken by enemy vessels or planes. It is safer to say that planes appeared "over the Los Angeles area" or something similar.
3. Counter measures or plans of defense, such as troop mobilizations or movements, or the number or location of anti-aircraft guns or searchlights in action.

Of course, any of the above may properly be broadcast if released by the Army or Navy Commander on the scene, or his authorized representative.

M. Control

The following communication was received from Byron Price, Director of Office of Censorship, Washington, D. C.:

(Confidential)

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Points under attack, or in imminent prospect of attack, are zones of combat and developments should be reported with great caution. As demonstrated by the submarine attack on the California Coast, enemy forces frequently miss their target because they are not certain of the exact locality. No American radio station will desire to give the enemy that information.

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2. Exact routes taken by enemy vessels or planes. It is safer to say that planes appeared "over the Los Angeles area" or something similar.

3. Counter measures or plans of defense, such as troop mobilizations or movements, or the number or location of anti-aircraft guns or searchlights in action.

Of course, any of the above may properly be broadcast if released by the Army or Navy Commander on the scene, or his authorized representative.

The following bulletin was received from W-O-R, New York:

The Radio Branch of the War Department asks that the fullest publicity be given to the following item:

Washington -- the War Department cautions against giving detailed weather information by telephone.

It reports that several recent incidents have come to its attention where persons may have been trying to obtain detailed weather reports, which are important military information.

In all instances, this is what happened: -

Residents of scattered areas would receive long distance telephone calls from persons who addressed them familiarly, but whom they could not identify. The unknown caller would say: -

"How, are you, Bill (or Frank, or Jack, as the case might be). How's the weather been lately? Any rain! Much snow yesterday?"

And when the calls were completed, persons on the receiving ends still would be in the dark on the identity of the caller.

The War Department isn't sure whether it's a plot to gather detailed weather information. But because the incidents have been repeated, is asking everyone to be on the careful side.

M. Control

THE FOLLOWING RULING IS FROM THE DIRECTOR OF CENSORSHIP,
WASHINGTON, D.C.:

"IN THE EVENT OF LAUNCHING BROADCASTS, CERTAIN RESTRICTIONS ARE
PLACED ON THE RADIO STATION ORIGINATING.

IN THE FIRST PLACE, NO PUBLICITY CONCERNING THE PROPOSED BROAD-
CAST CAN BE RELEASED UNTIL THE MORNING OF THE SHOW (IF IT IS AN
AFTERNOON PRODUCTION) OR THE EVENING BEFORE THE SHOW (IF IT IS A
MORNING PRODUCTION).

THIS CIRCUMVENTS THE REQUEST IN THE CODE THAT NO ADVANCE INFOR-
MATION CONCERNING LAUNCHINGS BE RELEASED."

ON ALL COMMERCIAL SHOWS THAT ARE BEING RECORDED FOR PLAYBACK LATER ON OTHER STATIONS SUCH AS "HARTZ MOUNTAIN CANARIES" ON SUNDAYS, WILL YOU SEE THAT NEWS BULLETINS READ DURING THEIR BROADCAST TIME ARE FED FROM ANOTHER STUDIO. IN THIS WAY THE RECORDING WILL BE INTACT FOR LATER PRESENTATION.

TO:

TOM FOY
BRUCE DENNIS
KATHERINE ROCHE
LOUIS PETZKO
MILTON NEWTON
VERNON BROOKS
CLAIRE OLDGEN
ALL ANNOUNCERS
MASTER CONTROL ✓
CARL MEYERS
W.A. McGUIREAS
FRANK SCHREIBER

THESE ARE SPECIAL ORDER BOOKS. THERE WILL BE ADDITIONS OR DELETIONS FROM TIME TO TIME. READ ALL OF THESE ORDERS CAREFULLY AND SEE THAT YOUR ASSISTANTS ALSO HAVE COMPLETE UNDERSTANDING OF THEIR CONTENTS.

THERE HAS BEEN A GREAT DEAL OF DUPLICATION OF NEWS IN BROADCASTING. THERE HAVE BEEN SOME ORDERS AND SOME REQUESTS PLACED WITH RADIO BROADCASTING STATIONS BY THE WAR AND NAVY DEPARTMENTS IN CONNECTION WITH THE BROADCASTING OF NEWS.

I AM SURE YOU CAN UNDERSTAND HOW IMPOSSIBLE IT IS TO KEEP EVERY INDIVIDUAL ADVISED EVERY TIME A NEW REQUEST OR INSTRUCTIONS COME IN FROM THE U.S. GOVERNMENT WAR OR NAVY DEPARTMENT. CONSEQUENTLY, THE ONLY PRACTICAL WAY OF MAKING ABSOLUTELY CERTAIN THAT THESE RULES FROM OFFICIAL OFFICES ARE COMPLIED WITH IS TO INSIST THAT ALL NEWS BROADCASTS BE OKED FOR BROADCASTING PURPOSES BEFORE THEY GO ON THE AIR.

THERE IS A MAN ON DUTY IN OUR NEWS ROOM 24 HOUR A DAY. ALL COPY MUST HAVE HIS SIGNATURE OKED BEFORE IT IS USED. THESE MEN ARE TOM FOY, BOB HIBBARD, WILLIAM CROKER, JOHN JEFFERSON AND GENE PHILLIPS. IF YOU HAVE ANY COPY YOU WISH TO USE WHICH IS NOT REGULARLY GIVEN YOU BY THE NEWS DEPARTMENT IT MUST HAVE THE NEWS DEPARTMENT'S OKED BEFORE BEING BROADCAST. YOU CAN PRESENT YOUR COPY AT ANY TIME TO THE NEWS ROOM BOYS. ALSO, ALL COPY, AFTER IT IS BROADCAST, MUST BE RETURNED TO THE NEWS ROOM FOR FILE.

WE ARE CONFIDENT YOU WILL UNDERSTAND THE NECESSITY FOR THIS PROCEDURE.

FRANK SCHREIBER.

TO ALL STATIONS:

THE RADIO BRANCH OF THE WAR DEPARTMENT HAS ASKED THE UNITED PRESS TO TRANSMIT THE FOLLOWING STATEMENT:---

THE RADIO BRANCH OF THE WAR DEPARTMENT ASKS THAT ALL STATIONS, WHEN REQUESTED BY THE AIR INTERCEPTOR COMMAND TO BE SILENCED, BROADCAST A PROPER EXPLANATION TO THE PUBLIC IN A MANNER THAT WILL NOT PROMOTE UNDUE ALARM.

A SUGGESTED EXPLANATORY COPY FURNISHED BY THE WAR DEPARTMENT IS AS FOLLOWS:

"AT THIS TIME, LADIES AND GENTLEMEN, STATION (INSERT NAME) IS TEMPORARILY LEAVING THE AIR IN CONFORMITY WITH THE NATIONAL DEFENSE PROGRAM. KEEP YOUR DIAL TUNED WHERE IT IS SO THAT UPON RESUMPTION OF OUR SERVICE WE MAY BRING YOU THE LATEST INFORMATION."

(SIGNED) E.M. KIRBY
 CHIEF OF RADIO BRANCH
 WAR DEPARTMENT.

COLONEL DONOVAN IN CHARGE OF INTERNATIONAL BROADCASTING CALLED US AND ASKED US TO EXERT EXTREME CAUTION IN ANNOUNCING NEWS OF APPROACHING ENEMY PLANES OR FORCES.. IT IS SUGGESTED THAT IT MIGHT BE ADVISABLE TO CONFIRM SUCH BULLETINS BEFORE BROADCASTING AND HE HAS MADE HIS OFFICES AVAILABLE FOR SUCH PURPOSES OF CONFIRMATION --

WASHINGTON OFFICE -- DISTRICT 3300

NEW YORK OFFICE -- LEXINGTON 2-0060

SAN FRANCISCO OFFICE -- EXBROOK 0120

(CONT'D)

HE EXPLAINS HE MIGHT NOT ALWAYS BE IN A POSITION TO GIVE ABSOLUTE CONFIRMATION BUT IT WILL BE HELPFUL IN ALL RESPECTS IF SUCH NEWS REPORTS ARE CHECKED WITH HIS OFFICE. HE OFFERS THIS AS A SERVICE TO RADIO STATIONS AND NETWORKS.

ADOLPH OPFINGER.

NO NAMES OF CASUALTIES OF THE WAR ARE TO BE BROADCAST OVER W-C-N OR W59C AT ANY TIME.

WE HAVE A SPECIFIC REQUEST FROM THE WAR AND NAVY DEPARTMENTS TO AVOID ALL MENTION OF CASUALTY LISTS.

PLEASE REFRAIN FROM THE USE OF SIRENS, FALLING BOMBS AND OTHER SOUND EFFECTS WHICH MIGHT TEND TO GIVE THE IMPRESSION TO THE LISTENERS THAT AIR RAIDS ARE IN PROGRESS.

SELECTIVE SERVICE HEADQUARTERS INFORMS US THAT DRAFT QUOTAS--
AREA, STATE OR LOCAL--ARE NOW REGARDED AS CONFIDENTIAL MILITARY
INFORMATION WHICH SHOULD NOT BE PUBLISHED OR BROADCAST.

BROADCASTING SECRET INFORMATION: RE-EMPHASIZING THE STATEMENT OF
SECRETARY STIMSON MADE SUNDAY, THERE IS A RESTRICTION ON THE BROAD-
CAST OR PUBLICATION OF INFORMATION REGARDING THE STRENGTH, POSITIONS
AND THE MOVEMENTS OF UNITED STATES TROOPS OUTSIDE OF THE CONTINENTAL
LIMITS OF THE UNITED STATES. THIS STATEMENT ALSO COVERS ALL TROOP
MOVEMENTS IN THE UNITED STATES OR TO OUTLYING POSTS UNLESS SAME IS
OFFICIALLY ANNOUNCED.

IN CASE OF NATIONAL EMERGENCY, A.T. & T. MAY REQUEST US TO MAKE
THE FOLLOWING ANNOUNCEMENT:

"A.T. & T. URGES THAT ALL NON-ESSENTIAL LOCAL AND LONG DISTANCE
TELEPHONE CALLS BE ELIMINATED SO THAT ESSENTIAL DEFENSE CALLS CAN
GO THROUGH."

IF WE RECEIVE SUCH A REQUEST FROM A.T. & T. THIS ANNOUNCEMENT
SHOULD BE PUT ON THE AIR.

CENSORSHIP HAS BEEN CLAIMED ON THE DISSEMINATION OF WEATHER INFORMATION AS A WAR MEASURE. FRANCIS REICHELDERFER, THE CHIEF OF THE UNITED STATES WEATHER BUREAU, HAS ANNOUNCED DRASTIC CURTAILMENT OF THE BUREAU'S SERVICES, BEGINNING TOMORROW, DECEMBER 17, 1941.

RADIO STATIONS MAY NO LONGER BROADCAST ANYTHING BUT WARNINGS OF SERIOUS WEATHER CONDITIONS--SUCH AS COLD WAVES, HURRICANES, FLOODS OR HEAVY SNOWS. THAT MEANS ELIMINATION OF THE DAILY FORECASTS AS WELL AS ANY LONG RANGE PREDICTIONS. NOTE: THIS ALSO INCLUDES TEMPERATURE REPORTS.

THE RESTRICTIONS ARE SLIGHTLY LESS SEVERE FOR NEWSPAPERS. THEY WILL BE PERMITTED TO PUBLISH A CONDENSED DAILY FORECAST LIMITED TO TEMPERATURES AND PRECIPITATION DATA. ALL REFERENCES TO WIND DIRECTION, CLOUDY CONDITIONS AND AIR MASS FRONTS WILL BE ELIMINATED AND THE SHORTENED FORECASTS WILL BE ONLY FOR THE SUCCEEDING 26 HOURS.

OTHER PRESENT SERVICES OF THE WEATHER BUREAU ALSO WILL BE LIMITED. WEATHER MAPS NO LONGER WILL BE PUBLISHED BY FIELD STATIONS OR REPRODUCED IN NEWSPAPERS. SIMILARLY ALL DISPLAY MAPS IN RAILWAY STATIONS AND OTHER POINTS WILL BE PROHIBITED.

ACCORDING TO THE BUREAU'S ANNOUNCEMENT, THE RESTRICTIONS WERE ORDERED TO PREVENT ENEMIES OF THE UNITED STATES FROM OBTAINING DATA WHICH MIGHT BE USED IN AIR OR NAVAL OPERATIONS.

EFFECTIVE TONIGHT WILL YOU PLEASE USE THE FOLLOWING SIGN-OFF ANNOUNCEMENT:

"W-G-N IS NOW LEAVING THE AIR; HOWEVER, A COMPLETE STAFF WILL BE ON HAND THROUGHOUT THE MORNING HOURS, AND W-G-N WILL RETURN TO THE AIR IN THE EVENT OF ANY IMPORTANT NEWS. W-G-N'S REGULAR BROADCAST DAY STARTS AT 5:30 A.M. THIS MORNING."

(MAKE USUAL CLEAR CHANNEL ANNOUNCEMENT BEFORE SIGNING OFF.)

ALSO, HEREAFTER, IN ORDER TO GET W-G-N KEY PEOPLE TO CALL IN WHEN EMERGENCIES ARISE, WE WILL USE A TELEPHONE BELL SOUND EFFECT AND THE ANNOUNCER WILL SAY "W-G-N CALLING". THIS WILL BE DONE AT STATION BREAKS WHEN NECESSARY.

DURING THIS PERIOD OF BREAKING INTO PROGRAMS WITH NEWS, WE WOULD LIKE TO BRING TO YOUR ATTENTION THAT THERE HAVE BEEN VARIOUS INCIDENTS OF DUPLICATION. WHEN PRINCIPAL STATIONS ARE FEEDING A PROGRAM, THOSE WITH AP AND UP SERVICE UNDOUBTEDLY WILL COVER NEWS FLASHES AND BULLETINS. THEREFORE, KINDLY PAUSE A FEW MOMENTS, POSSIBLY 2 OR 3 MINUTES TO MONITOR THE PROGRAM AND SEE WHETHER OR NOT THE BULLETINS HAVE BEEN GIVEN. THIS WE FEEL SURE WILL CLARIFY OPERATIONS. YOU CAN APPRECIATE THAT IT IS IMPOSSIBLE TO TELEPHONE AROUND THE COUNTRY IN A PERIOD OF THREE MINUTES. YOU KNOW WE ARE WORKING HARD AND DOING THE BEST WE CAN. WE WANT TO CLEAR UP ALL OPERATIONS TO KEEP GOING SMOOTHLY.

GEORGE CLAPP.

THE TRIBUNE HAS FORWARDED THE FOLLOWING CORRECT PRONUNCIATION FOR
 NAMES IN THE PHILLIPINES:

Babuyan	bah BOOH yahn	Legaspi	le GAS pea
Camiguin	kah MEEG in	Naga	nah gah
Calayan	kah LYE ahn	Sipocot	sea POE cot
Aparri	ah PAHR ee	Lamon	lah MON
Cagayan	cog ah YEN	Masbate	mahs BOT ay
Vigan	vee gahn	Samar	SAH mar
Lingayen	LIN guy en	Mindanao	min dan OW
Subic	sue big	Surigao	sur i GOW
Olongapo	oh LONG ga poe	Panaon	pan OW on
Pasig	PAH sig	Dinagat	din AH got
Cavite	kah VEE tay	Siargao	SEA are gow
Lubang	loo bahng	Lake Mainit	ma EEEN it
Novaliches	no vah LEECHES	Davao	dah VOW
Botocan	bow tow CAHN	Panguil Bay	pahng eel
Polillo	poe LEAL yoh	Pagadian	pa god EON
Tayabas	tie AH bahs	Dumanguilas	doo mahn GEEL ahs
Mauban	mah OOO bahn	Illana	EE lah nah
Sampaloc	sam PA lock	Zamboanga	sum BWANG gah - no twang
Lucban	look bahn	Jolo	ho lo
Pagsanjan	pock san hahn	Basilan	bah SEA lahn
Antipolo	anti POLO	Tawi-Tawi	tah wee-tah wee
Sorsogon	sore so gahn	Cebu	see booh

ALL ANNOUNCERS:

PLEASE USE THE FOLLOWING SIGN-OFF ANNOUNCEMENT:

"W-G-N IS NOW LEAVING THE AIR; HOWEVER, A COMPLETE STAFF WILL BE ON HAND THROUGHOUT THE MORNING HOURS, AND W-G-N WILL RETURN TO THE AIR IN THE EVENT OF ANY IMPORTANT NEWS. W-G-N'S REGULAR BROADCAST DAY STARTS AT 5:30 A.M. THIS MORNING."

(MAKE USUAL CLEAR CHANNEL ANNOUNCEMENT BEFORE SIGNING OFF.)

IN ORDER TO GET W-G-N KEY PEOPLE TO CALL IN WHEN EMERGENCIES ARISE, WE WILL USE A TELEPHONE BELL SOUND EFFECT AND THE ANNOUNCER WILL SAY "W-G-N CALLING". THIS WILL BE DONE AT STATION BREAKS WHEN NECESSARY.

W-G-N NOW OPENS THE STATION EACH DAY WITH THE PLAYING OF "AMERICA THE BEAUTIFUL" AND CLOSES WITH THE PLAYING OF "STAR SPANGLED BANNER". MILT NEWTON OR LOUIS PETYKO PLAY THE TRANSCRIPTION AT THE CLOSE OF EACH DAY'S OPERATION. NO RECORD TURNER NECESSARY.

ALL ANNOUNCERS:

WE HAVE A COMPLAINT THAT ON ONE OF OUR INTERVIEW SHOWS THE ANNOUNCER ASKED ONE OF THE SERVICEMEN THE NUMBER OF MEN IN HIS CAMP. QUESTIONS OF THIS TYPE ARE TABOO NOW, SO WILL YOU PLEASE WATCH IT.

THIS BULLETIN WAS RECEIVED FROM WOL, WASHINGTON:

RE: MOVEMENTS OF PRESIDENT ROOSEVELT
AND WINSTON CHURCHILL

NO PART OF THIS BULLETIN IS TO BE USED FOR BROADCAST PURPOSES BUT IS FOR YOUR CONFIDENTIAL INFORMATION ONLY.

FOLLOWING IS A CONFIDENTIAL REQUEST FROM PRESIDENT ROOSEVELT TO NEWSPAPER, RADIO AND PICTURE SERVICES. NOTHING IN THIS REQUEST MUST BE PUBLISHED OR BROADCAST. IT IS FOR CONFIDENTIAL GUIDANCE ONLY. THE REQUEST WAS MADE PUBLIC BY WHITE HOUSE SECRETARY STEPHEN E. EARLY AS FOLLOWS:

"FROM NOW ON, NOTHING MUST BE PRINTED OR QUOTED ON THE RADIO OR DISCLOSED BY PICTURE CONCERNING THE MOVEMENTS OF PRIME MINISTER WINSTON CHURCHILL OR THE FUTURE MOVEMENTS OF PRESIDENT ROOSEVELT."

EARLY SAID SUCH MOVEMENT SHOULD BE TREATED BY EDITORS IN THE SAME MANNER AS THEY NOW TREAT MOVEMENT OF SHIPS AND ARMED FORCES. THE REQUEST WAS MADE, EARLY SAID, BECAUSE MR. CHURCHILL IS NOT NOW IN WASHINGTON. HE LEFT WASHINGTON EARLY YESTERDAY FOR A HIDE-OUT REST OF A DAY OR SO.

EARLY SAID THE GOVERNMENT KNEW THERE STILL WERE MANY ENEMY SPIES IN THE UNITED STATES NOT YET CAUGHT OR APPREHENDED, AND THAT SOME ENEMY SHORTWAVE FACILITIES STILL WERE TO BE FOUND. "AND SO THE SAFETY OF THE PRIME MINISTER AND THE PRESIDENT IS MORE OR LESS AT STAKE," EARLY SAID.

UNDER THE WHITE HOUSE REQUEST MOVEMENTS OF THE PRESIDENT OF THE PRIME MINISTER WHILE HE IS IN THIS COUNTRY, SHOULD NOT BE REPORTED UNTIL THEY HAVE BEEN ANNOUNCED OFFICIALLY.

FROM: Verne Brooks

RE: CONFIDENTIAL MEMO FROM WAR DEPARTMENT

We are quoting for your information the following confidential letter, dated January 9, 1942, from Mr. E. M. Kirby, Chief, Radio Branch, Bureau of Public Relations, War Department, Washington:

"G-2 (Military Intelligence) has requested us to use our influence to prevent the recurrence of several references which have been made by network commentators to the "yellow race" -- one network commentator going so far as to say that the United States had an old score to settle with the "yellow race".

G-2 believes that since we count the Chinese, who are also members of the yellow race, among our allies, and since in addition the United States and Great Britain are dependant upon the friendship and solidarity of the members of a great many different colored skin groups, such careless remarks have serious effects.

Your cooperation, therefore, is requested to prevent the recurrence of these references which may injure our prestige in the orient and particularly in China, Thailand and the Philippines."

Will all newscasters and commentators watch this carefully.

REF

The National Association of Broadcasters

NORMANDY BUILDING * * * * * WASHINGTON, D. C.

OFFICE OF CENSORSHIP

WAR-TIME CODE FOR BROADCASTERS

January 15, 1942

A war-time code of practices for radio broadcasters was issued today by the Office of Censorship.

The code was drafted by Director Byron Price and Assistant Director J. H. Ryan after conferences with the radio industry. It asked that some classes of information which might aid the enemy be withheld. The government further requested that broadcasters exercise careful control over certain types of programs which are potential espionage tools for the enemy.

Most of the precautions emphasized in the statement are being exercised already by broadcasters on a voluntary basis.

It was announced that Mr. Ryan would be in direct charge of administration of the code, aided by assistants selected from the industry and an Advisory Council of Broadcasters, soon to be appointed.

The Office of Censorship issued this statement:

In wartime it is the responsibility of every citizen to help prevent the enemy, insofar as possible, from obtaining war, navy, air or economic intelligence which might be of value to him and inimical to our national effort.

The broadcasting industry has enlisted with enthusiasm in the endeavor, and the following is intended to be helpful in systematizing cooperation on a voluntary basis during the period of the emergency.

Two possibilities exist:

- (1) Enemy exploitation of stations heard only within our borders, to expedite the work of saboteurs, and
- (2) Enemy exploitation of stations heard internationally (both short and long wave) to transmit vital information.

All American stations desire to prevent such exploitation. The statement herewith set forth is presented under three headings:

- (1) News programs.
- (2) Ad lib programs.
- (3) Foreign language programs.

Radio management can do much in other ways to win the war. It can act, in the light of experience, as its own censor above and beyond the suggestions contained in this statement of conduct.

I

NEWS PROGRAMS

It must be remembered that all newspapers, magazines and periodicals are censored at our national borders. No such post-publication censorship is possible in radio. Scores of stations operating on all classifications of frequencies are heard clearly in areas outside the United States. These stations especially should exercise skill and caution in preparing news broadcasts.

Ninety-nine per cent of the commercial stations operating in the United States are serviced by one or more news agencies. News teletyped to stations and networks by these agencies will be edited at the source, with a view to observing certain requests set down by the press section of the Office of Censor-

ship. These precautions notwithstanding, the Office of Censorship stresses the need for radio to process all news in the light of its own specialized knowledge. Broadcasters should ask themselves the question, "Would this material be of value to me if I were the enemy?" Certain material which may appear on the news service wires as approved for newspapers may not be appropriate for radio.

It is requested that news falling into any of the following classifications be kept off the air, except in cases when the release has been authorized by appropriate authority.

(1) Weather reports. This category includes temperature readings, barometric pressures, wind directions, forecasts and all other data relating to weather conditions. Frequently weather reports for use on radio will be authorized by the United States Weather Bureau. This material is permissible. Confirmation should be obtained that the report actually came from the Weather Bureau. Special care should be taken against inadvertent references to weather conditions during sports broadcasts, special events and similar projects.

Information concerning road conditions, where such information is essential to safeguarding human life, may be broadcast when requested by a Federal, State or Municipal source.

(2) Troop movements. The general character and movements of units of the United States Army, Navy and Marine Corps, or their personnel, within or without the continental limits of the United States; their location, identity or exact composition, equipment or strength; their destination, routes and schedules; their assembly for embarkation or actual embarkation. Any such information regarding the troops of friendly nations on American soil. (The request as regards location and general character does not apply to training camps in the United States, nor to units assigned to domestic police duty.)

(3) Ships. The location, movements and identity of naval and merchant vessels of the United States and of other nations opposing the Axis powers and of personnel of such craft; the port and time of arrival of any such vessels; the assembly, departure or arrival of transports or convoys, the existence of mine fields or other harbor defenses; secret orders or other secret instructions regarding lights, buoys and other guides to navigators; the number, size, character and location of ships in construction, or advance information as to the date of launchings or commissionings; the physical setup of existing shipyards, and information regarding construction of new ones.

(4) Planes. The disposition, movements and strength of army and navy units. The time and location of corps graduations or the equipment strength of any training school.

(5) Experiments. Any experiments with war equipment or materials, particularly those relating to new inventions. Any news of the whereabouts of camouflaged objects.

(6) Fortifications. Any information regarding existing or projected fortifications of this country, any information regarding coastal defense emplacements or bomb shelters; location, nature or numbers of anti-aircraft guns.

(7) Production. Specific information about war contracts, such as the exact type of production, production schedules, dates of delivery, or progress of production; estimated supplies of strategic and critical materials available; or nation-wide "round-ups" of locally-published procurement data except when such composite information is officially approved for publication. Specific information about the location of, or other information about, sites and factories already in existence, which would aid saboteurs in gaining access to them; information other than that readily gained through observation by the general public, disclosing the location of sites and factories yet to be established, or the nature of their production. Any information about new or secret military designs, or new factory designs for war production.

(8) Casualty lists. Total or round figures issued by the government may be handled. If there is special newsworthiness in the use of an individual name, such as that attending the release concerning Captain Colin Kelly, it is permissible material. Stations should use own judgment in using names of important personages from their own areas killed in action. The government notifies nearest kin BEFORE casualty's name is released to the press.

(9) Release of figures on selective service enrollments.

(10) Unconfirmed reports. Reports based on information from unidentified sources as to ship sinkings or land troop reverses or successes should not be used. In the event enemy claims have been neither confirmed nor denied by established authority, the story ordinarily should be handled without inclusion of specific information; there should be no mention of ship's name—only its classification; there should be no mention of army unit designation—just its general description (tank, artillery, infantry, etc.). Commentators, through sensible analyses of reports from enemy origins, stressing the obvious fallacies, can do much to correct any false impressions which might be created.

(11) Communications. Information concerning the establishment of new international points of communication should be withheld until officially released by appropriate federal authority.

(12) General. Information disclosing the new location of national archives, art treasures, and so on, which have been moved for safekeeping; damage to military and naval objectives, including docks, railroads, or commercial airports, resulting from enemy action; transportation of munitions or other war materials, including oil tank cars and trains; movements of the President of the United States, or of official military or diplomatic missions of the United States or of any other nation opposing the Axis powers—routes, schedules, or destination, within or without the continental limits of the United States; movements of ranking army or naval officers and staffs on official business; movements of other individuals or units under special orders of the army, navy or state department.

Summation: It should be emphasized that there is no objection to any of these topics *if officially released*. These restraints are suggested:

(1) Full and prompt obedience to all lawful requests emanating from constituted authorities. If a broadcaster questions the wisdom of any request, he should take it up with the Office of Censorship.

(2) Exercise of common sense in editing news, meeting new problems with sensible solutions. Stations should feel free at all times to call on the Office of Censorship for clarification of individual problems.

II

AD LIB PROGRAMS

Certain program structures do not permit the exercise of complete discretion in pre-determining the form they will take on the air. These are the ad lib or informal types of programs. Generally they fall into four classifications:

- (a) Request programs.
- (b) Quiz programs.
- (c) Forums and interviews (*ad lib*).
- (d) Commentaries and descriptions (*ad lib*).

As experience dictates the need of changes, they will be made, and all stations notified. Stations should make certain that their program departments are fully acquainted with these provisions.

(a) Request programs. Certain safeguards should be adopted by the broadcaster in planning request programs. It is requested that no telephoned or telegraphed requests for musical selections be accepted for the duration of the emergency. It is also requested that all mail bearing requests be held for an unspecified length of time before it is honored on the air. It is suggested that the broadcaster stagger replies to requests. Care should be exercised in guarding against honoring a given request at a specified time.

Special note is made here of "lost and found" announcements and broadcast material of a similar nature. Broadcasters are asked to refuse acceptance of such material when it is submitted via telephone or telegraph by a private individual. If the case involves a lost person, lost dog, lost property or similar matter, the broadcaster is advised to demand written notice. It is suggested that care be used by station continuity departments in re-writing all such personal advertising. On the other hand, emergency announcements asked by police or other authorized sources may be accepted. Announcements bearing official authorization seeking blood donors, lost persons, stolen cars, and similar material may be accepted by telephone, but confirmation of the source is suggested.

It is requested that announcements of mass meetings not be honored unless they come from an authorized representative of an accredited governmental or civilian agency. Such requests should be accepted only when submitted in writing.

(b) Quiz programs. It is requested that all audience-participation type quiz programs originating from remote points, either by wire, transcription or short wave, be discontinued, except as qualified hereinafter.

Any program which permits the public accessibility to an open microphone is dangerous and should be carefully supervised. Because of the nature of quiz programs, in which the public is not only permitted access to the microphone but encouraged to speak into it, the danger of usurpation by the enemy is enhanced. The greatest danger here lies in the informal interview conducted in a small group—ten to twenty-five people. In larger groups, where participants are selected from a theatre audience, for example, the danger is not so great.

Generally speaking, any quiz program originating remotely, wherein the group is small, and wherein no arrangement exists for investigating the background of participants, should be discontinued. In-

cluded in this classification are all such productions as man-in-the-street interviews, airport interviews, train terminal interviews, and so forth.

In all studio-audience type quiz shows, where the audience from which interviewees are to be selected numbers less than fifty people, program conductors are asked to exercise special care. They should devise a method whereby no individual seeking participation can be **GUARANTEED PARTICIPATION**.

(c) Forums and interviews. This refers specifically to forums in which the general public is permitted extemporaneous comment; to panel discussions in which more than two persons participate; and to interviews conducted by authorized employees of the broadcasting company. Although the likelihood of exploitation here is slight, there are certain forums during which comments are sought "from the floor" or audience, that demand cautious production.

(d) Commentaries and descriptions. (Ad lib) Special events reporters are advised to avoid specific reference to locations and structures in on-the-spot broadcasts following air raids or other enemy offensive action. Both such reporters and commentators should beware of using any descriptive material which might be employed by the enemy in plotting an area for attack.

THE BROADCASTER IN SUMMARY, IS ASKED TO REMEMBER THAT THERE IS NEED FOR EXTRAORDINARY CARE ESPECIALLY, IN CASES WHERE HE OR HIS AUTHORIZED REPRESENTATIVE IS NOT IN FULL CONTROL OF THE PROGRAM.

III

FOREIGN LANGUAGE PROGRAMS

It is requested that full transcripts, either written or recorded, be kept of all foreign language programs; it is suggested that broadcasters take all necessary precautions to prevent deviation from script by foreign language announcers and performers. ("Foreign language" is here taken to mean any language other than English.)

MISCELLANEOUS

From time to time, the Office of Censorship may find it necessary to issue further communications, which will either interpret certain existing requests, amend or delete them, establish new ones or cover special emergency conditions.

These communications will be addressed to managers of radio stations and networks. They should have preferential handling and it is therefore advisable that certain alternate executives be appointed to execute them in the absence of the regularly constituted authority. All such communications will be coded in numerical order, i.e.: R-1; R-2; R-3; etc. Stations are advised to keep them in careful filing order.

The American broadcasting industry's greatest contribution to victory will be the use of good common sense. Too frequently radio in general instead of the individual offender is blamed for even the most minor dereliction. If material is doubtful, it should not be used; submit it to the Office of Censorship for review. Free speech will not suffer during this emergency period beyond the absolute precautions which are necessary to the protection of a culture which makes our radio the freest in the world.

Broadcasters are asked merely to exercise restraint in the handling of news that might be damaging, for the army behind the army represents a great force in the war effort. Radio is advised to steer clear of dramatic programs which attempt to portray the horrors of combat; to avoid sound effects which might be mistaken for air raid alarms. Radio is one of the greatest liaison officers between the fighting front and the people. Its voice will speak the news first. It should speak wisely and calmly. In short, radio is endowed with a rich opportunity to keep America entertained and interested, and that opportunity should be pursued with vigor.

The Office of Censorship,
Byron Price, Director.

White
Perkins
Baird

MAY-1949

PROGRAM FEED PROCEDURE

1. In emergency cases where network transmitting control cannot be obtained by an originating station for an on-time start of its program to the Mutual Network - either commercial or sustaining - we request the feeding station to hold up start of the program until control has been obtained, providing the delay is not longer than 30 sec. If network control cannot be obtained within 30 sec., the originating station may start the program for local release and network is to be cut in with appropriate announcement as soon as control is given to the originating stations.
2. The deadline of 30 sec., has been established after considering the causes contributing to failure of originating stations to obtain control, together with production problems faced by the originating station.
3. Please note that this procedure applies only to the emergency condition described above. Normal operating practice calls for an on-time start of broadcasts 30 seconds after Mutual cue, assuming the cue is given on time and next originating station obtains network control in the normal fashion. If the MBS cue is given late, then the next program is to start 30 seconds after late MBS cue, providing originating station obtains network controls.
4. With this policy in effect it will be expedient for stations expecting network service to give no more than a "one moment please" announcement, locally, during the first 30 seconds of the failure, at the same time keeping your network channel open to receive service as soon as it starts. Beyond the 30 second delay more complete apologies and standby service should be resorted to by the local stations. Monitor the network carefully so that you may join the network with a local fade-in announcement as quickly as possible after service has been restored.

Switching info for MC ops.

M. Newton

*If studio annce does not put on MBS cue,
then MC op can insert on time!*

REVISED "TYPE I" SWITCHING INSTRUCTIONS - EFFECTIVE -

JULY 1, 1945

1. Take control as soon as previous point has finished their portion of program but not before.
 2. Relinquish control as soon as your portion of program is finished. On quick switches, relinquish control 3 or 4 seconds ahead of cue, in order to speed up switch. (Reversal will not take place until next point takes control.)
 3. On the average quick switch, start your portion of program 3 seconds After Your Green Transmit Light Lights. On quick switches between points less than 1,000 miles apart, 2 seconds is ample and on extreme coast-to-coast switches, 4 seconds should be allowed.
-
1. We urge all originating stations to allow no leeway whatsoever for run-overs. If the Mutual cue is not started by the 28 second mark, programs are to be out immediately and cue given to the network without delay. We should like to emphasize that in the event a program has started late it must end on time unless special permission has been obtained from the Mutual-New York Program Department. This applies to commercial as well as sustaining programs.

Special NOTE

In addition we would like to request you to issue instructions that all sustaining shows originated by WGN to the network during the remaining months of Daylight Time have system cue concluded by the 28 second mark rather than the 30 mark. Our tape machines sometimes lag on the playback and an early cue on the A Network show will make it easier to handle the playback to B and C. We will not ask commercials to do this for I'm sure the summer would be over before we got through with explanations to all the agencies. On the commercials the paragraph about cutting shows if system cue hasn't been started by 28 second mark applies.

Also I remind you again that during the summer we have asked that shows with music or applause in them get all spoken material out of the way (except system cue) by the 23 second mark, with music or applause in briefly for cushion and then cue. This procedure will also make our playback problems easier. If we have to cut on the playback because of lagging etc., the cut will then be from music or applause instead of during the spoken lines.

RE: OPERATIONS

For the guidance of all, here are procedures in effect currently:

1. Sustaining and commercial programs alike are to be concluded on time regardless of what conditions may have caused a delayed start. If runovers appear imminent they are to be forestalled by originating (or designated) station action in the form of cut on time. Supervisory studios are most helpful in these cases.
2. Presuming previous program conclusion on time, following program is to start 30 seconds after Mutual cue. Should preceding program runover, in spite of above order, following program is to start 30 seconds after Mutual cue. If preceding program under-runs, following program is to wait for on-the-nose start as listed. Latter case is only instance in which following start is to be delayed more than 30 seconds.
3. In all cases system cue, "This is the Mutual Broadcasting System", should be completed by the 30-second mark, not started then.
4. Regarding "after Mutual cue" fill, originating stations are requested to sustain music tag (when music is part of program) for 15 seconds after cue. Tag will then normally be out completely at 45 and at approximately 50 second mark type 1 originating stations normally are to release network for next origin point to assume control. In cases where Mutual wishes to insert closed circuit announcements between programs tag music after cue will be eliminated completely, but this is to be done only on MBS NY instructions.
5. Operating instructions are to come from the MBS offices in New York. We will always endeavor to make them complete and we ask originating stations in turn to follow them out to the best of their ability.

SUBJECT: SPECIAL SCHEDULING

This brings up to date the courtesy announcement procedure currently in effect and to remain so until further notice in connection with the inserting of special news broadcasts and special features on late notice. Attention of all originating points in particular and MBS stations receiving service in general is directed to it.

1. When giving courtesy credits for network sustaining programs, removed or delayed, for broadcasts scheduled on short notice, the following announcement will be used on the network ahead of the special insert:

"OWING TO A SPECIAL BROADCAST THE PROGRAM REGULARLY SCHEDULED AT THIS TIME HAS BEEN CANCELLED." (or... "WILL BE DELAYED.")

2. In the sign-off of the replacement program, if time consumed by the special insert makes it practical to return to the program originally scheduled, the network announcement will not refer to the delayed feature but will be worded as follows:

"WE BRING YOU NOW THE PROGRAM ORIGINALLY SCHEDULED."

3. When network bulletins are aired from Mutual stations or the Mutual newsroom in New York City the following will (a) precede and (b) follow reading of the bulletin:

(a) "THIS IS THE MUTUAL NEWSROOM IN (name of city only)."

(b) "FOR THE NEWS LISTEN TO YOUR MUTUAL STATION."

4. Instructions on handling of courtesy credits for network commercial broadcasts replaced or delayed will be given to stations per occasion.

Universal use of the above continuity favors local and regional operations.

STATIONS ORIGINATING PROGRAMS TO MUTUAL

RE: MBS SYSTEM CUES

Superseding previous memoes on the subject here is a list of MBS system cues that may be used as noted to conclude programs 30 seconds ahead of scheduled start of next program.

Cue #1: "THIS IS THE MUTUAL BROADCASTING SYSTEM."
(2-3 seconds)

Cue #2: "THIS IS THE WORLD'S LARGEST NETWORK,
THE MUTUAL BROADCASTING SYSTEM."
(4-5 seconds)

Cue #3: "THIS IS THE WORLD'S LARGEST NETWORK,
SERVING MORE THAN 500 RADIO STATIONS,
THE MUTUAL BROADCASTING SYSTEM."
(6-7 seconds)

Cue #4:*****"THIS IS THE WORLD'S LARGEST
NETWORK--REACHING MORE RADIO
HOMES, EVERY DAY FROM DAWN TO
DUSK, THAN ANY OTHER NETWORK--
THE MUTUAL BROADCASTING SYSTEM."
(8-9 seconds)

*****Cue #4 should be used on daytime programs only.

RE: PROGRAM FEEDS

In emergency cases where network transmitting control cannot be obtained by an originating station for an one-time start of its program to the Mutual Network - either commercial or sustaining - we request the feeding station to hold up start of the program until control has been obtained, providing the delay is not longer than 30 seconds. If network control cannot be obtained within 30 seconds, the originating station may start the program for local release and network is to be cut in as soon as control is given to the originating stations.

The deadline of 30 seconds has been established after considering the causes contributing to failure of originating stations to obtain control, together with production problems faced by the originating station.

Please note that this procedure applies only to the emergency condition described above. Normal operating practice calls for an on-time start of broadcasts 30 seconds after Mutual cue, assuming the cue is given on time and next originating station obtains network control in the normal fashion. If the MBS cue is given late, then the next program is to start 30 seconds after late MBS cue, providing originating station obtains network control.

With this policy in effect it will be expedient for stations expecting network service to give no more than a "One moment please" announcement locally during the first 30 seconds of the failure, at the same time keeping your network channel open to receive service as soon as it starts. Beyond the 30 second delay more complete apologies and standby service should be resorted to by the local stations. Monitor the network carefully so that you may join the network with a local fade-in announcement as quickly as possible after service has been restored.

RE: CLOSED CIRCUIT ANNOUNCEMENTS

Henceforth CLOSED CIRCUIT ANNOUNCEMENTS in the 30 seconds between programs to alert MBS stations to upcoming special broadcasts or to correct or supplement previous program information will be preceded by the sound of a series of rapid code dots. The code dots or "beeps" will be sustained 4 or 5 seconds and followed immediately by the Closed Circuit announcement for approximately 15 seconds. The repeated "beep" sound will serve two purposes: (1) it will catch the attention of your control room engineer and enable him to get the announcement itself which follows; and (2) it will furnish your engineer with a cue to cut the network feed to your transmitter before the announcement gets on your local air.

National Association of Broadcasters

1626 K STREET, N. W. * * * * * WASHINGTON, D. C.

June 25—(6 P. M.)

WAR SERVICE BULLETIN

No. 11

Radio Industry Man Power

Culminating activity launched in May of 1941 to establish in the minds of Selective Service officials the status of broadcasting as an essential war industry and an understanding of its needs for trained technicians and other essential personnel, several members of the NAB Engineering Executive Committee met on Tuesday, June 23. F. M. Russell, representing the Executive Committee of Committee IV of the DBC, and Lynne Smeby, former Director of Engineering of NAB, and Russell Place, NAB Legal Counsel, also attended.

A carefully worded recommendation to the Selective Service officials and others interested in the conservation of man power was drafted. The basic needs of broadcasting as an essential war industry for trained personnel in the various branches of its activity were fully covered.

The report was prepared primarily for the guidance of the Domestic Broadcasting Committee of the War Communications Board (formerly DCB). Transmitted on Wednesday to that Committee by Mr. Russell, the recommendation is expected to be acted upon within a short time.

Meanwhile NAB has formally presented the recommendations of its committee directly to national headquarters of the Selective Service System.

NAB launched activity to protect against undue inroads on station personnel with a questionnaire on May 9, 1941. The results of this survey were presented to National Selective Service Headquarters. Subsequently, in December 1941, NAB at the request of Selective Service officials, DCB was asked through its Chairman, James Lawrence Fly, for a statement to the effect that radio was considered an essential war industry. This matter was referred to Committee IV, and not until February 12, 1942, was a statement forthcoming.

Continuously throughout the intervening months NAB has assisted many stations with their selective service problems.

New Censorship Code

The Office of Censorship on June 24 published a revised code for broadcasting stations, to supersede the Code of January 15. It follows:

CODE OF WARTIME PRACTICES FOR AMERICAN BROADCASTERS

Five months have passed since the Office of Censorship issued the Code of Wartime Practices for American Broadcasters. This is a revision of that Code, combining original provisions with supplemental suggestions and interpretations which have developed out of our experience in working with the broadcasting industry.

The broad approach to the problem of voluntary censorship remains unchanged. In sum, this approach is that it is the responsibility of every American to help prevent the dissemination of information which will be of value to the enemy and inimical to the war effort. It is true now, as it was five months ago, that the broadcasting industry must be awake to the dangers inherent in (1) news broadcasts and (2) routine programming.

To combat these dangers effectively, broadcast management must be in complete control of all programming every minute of every day of operation. That accomplished—the broadcasting industry will have fulfilled an important wartime obligation.

Radio station managements will continue to function as their own censors. The facilities of the Office of Censorship are at their disposal 24 hours a day to assist them with consultation and advice when any doubt arises as to the application of this Code. The following are the principal advisory guideposts which are intended to aid them in discharging their censorship responsibilities.

I. NEWS BROADCASTS

Radio, because of the international character of its transmissions, should edit all news broadcasts in the light of this Code's suggestions, and of its own specialized knowledge, regardless of the medium or means through which such news is obtained.

It is requested that news in any of the following classifications be kept off the air, *unless released or authorized for release by appropriate authority.*

(a) WEATHER

ALL weather data, either forecasts, summaries, recapitulations, or any details of weather conditions.

Stations should refrain from broadcasting any news relating to the results of weather phenomena such as tornadoes, hurricanes, storms, etc., unless it is specifically authorized for broadcast by the Office of Censorship. Occasionally, it is possible to clear such news, but for security reasons this office cannot authorize blanket clearance in advance. Each case must be considered individually in the light of the extent to which the enemy will be benefited if such information is broadcast. Confusion and inequalities of competition can be avoided if stations will consult the Office of Censorship promptly in all such cases, either directly or through their news service.

Exceptions: Emergency warnings when specifically released for broadcast by Weather Bureau authorities.

Announcements regarding flood conditions may be broadcast provided they contain no reference to weather conditions.

Information concerning hazardous road conditions may be broadcast when requested by a Federal, State or Municipal source, if it avoids reference to weather.

(Note: Special events reporters covering sports events are cautioned especially against the mention of weather conditions in describing contests, announcing their schedules, suspensions, or cancellations.)

(b) TROOPS

Type and movements of United States Army, Navy and Marine Corps Units, within or without continental United States, including information concerning

Location	Routes
Identity	Schedules
Composition	Assembly for Embarkation
Equipment	Prospective Embarkation
Strength	Actual Embarkation
Destination	

Such information regarding troops of friendly nations on American soil.

Revelation of possible future military operations by identifying an individual known for a specialized activity

Exceptions: Troops in training camps in United States and units assigned to domestic police duty, as regards location and general character. Names, addresses of troops in domestic camps (if they do not give location of units disposed for tactical purposes or predict troop movements or embarkations). Names of individuals stationed in combat areas outside the United States (after presence of American troops in area has been announced and if their military units are not identified). Names of Naval personnel should not be linked with their ships or bases.

(c) SHIPS (Convoys, etc.)

Type and movements of United States Navy, or merchant vessels, or transports, of convoys, of neutral vessels, of vessels of nations opposing the Axis powers in any waters, including information concerning

Identity	Port of Departure
Location	Ports of Call

Port of Arrival	Nature of Cargoes
Time of Arrival	Assembly
Prospect of Arrival	Personnel

Enemy naval or merchant vessels in any waters, their

Type	Location
Identity	Movements

Secret information or instructions about sea defenses, such as

- Buoys, lights and other guides to navigators
- Mine fields and other harbor defenses

Ship construction

- Type
- Number
- Size
- Advance information on dates of launchings, commissionings
- Physical description, technical details of ship-yards

Exceptions: Information made public outside United States and origin stated. Movements of merchant vessels on Great Lakes or other sheltered inland waterways unless specific instances require special ruling.

(d) DAMAGE BY ENEMY LAND OR SEA ATTACKS

Information on damage to military objectives in continental United States or possessions, including

Docks	Public utilities
Railroads	Industrial plants engaged
Airfields	in war work

Counter-measures or plans of defense.

(e) ACTION AT SEA

Information about the sinking or damaging of Navy, or merchant vessels or transports in any waters.

Exceptions: Information made public outside United States and origin stated.

Appropriate authority: For news about Naval action AGAINST United States vessels in or near American waters: Naval Office of Public Relations, Washington. For news about action BY United States vessels or aircraft against the enemy in or near American waters: Naval commander in district where action occurs or Naval Office of Public Relations, Washington.

(f) ENEMY AIR ATTACKS

Estimates of number of planes involved; number of bombs dropped; damage to

Fortifications	Public Utilities
Docks	Industrial plants engaged in
Railroads	war work
Ships	All other military objectives
Airfields	

Warnings or reports of impending air raids; remote ad lib broadcasts dealing with raids, during or after action.

Mention of raid in the continental United States during its course by stations OUTSIDE the zone of action, unless expressly announced for broadcast by the War Department in Washington.

News which plays up horror or sensationalism; deals with or refers to unconfirmed reports or versions; refers to exact routes taken by enemy planes, or describes counter-measures of defense, such as troop mobilization or movements, or the number and location of anti-aircraft guns or searchlights in action.

Exceptions: After an air raid, general descriptions of action after all-clear has been given. Nothing in this request is intended to prevent or curtail constructive reporting or programming of such matters as feats of heroism, incidents of personal courage, or response to duty by the military or by civilian defense workers.

(g) PLANES

Air Units—Military air units of the United States and the United Nations as to

Disposition	New Characteristics
Missions	Strength
Movements	

Aircraft—New or current military aircraft or information concerning their

Armament	Equipment
Construction	Cargo
Performance	

Civil Air Patrol—Nature and extent of military activities and missions.

Miscellaneous—Movements of personnel or material or other activities by commercial airlines for military purposes, including changes of schedules occasioned thereby.

Activities, operations and installations of United States and United Nations Air Forces Ferrying Commands, or commercial companies operating services for, or in cooperation with such Ferrying Commands. Commercial airline planes in international traffic.

Exceptions: When made public outside continental United States and origin stated.

(h) FORTIFICATIONS AND BASES

The location of forts, other fortifications, their nature and number, including

- Anti-aircraft guns
- Barrage balloons and all other air defense installations
- Bomb shelters
- Camouflaged objects
- Coast-defense emplacements

Information concerning installations by American Military units outside the continental United States.

Exceptions: None.

(i) PRODUCTION

Plants—Specifications which saboteurs could use to gain access to or damage war production plants.

Exact estimates of the amount, schedules, or delivery date of future production or exact reports of current production.

Contracts—Exact amounts involved in new contracts for war production and the specific nature or the specifications of such production.

Statistics—Any statistical information which would disclose the amounts of strategic or critical materials produced, imported or in reserve, such as tin, rubber, aluminum, uranium, zinc, chromium, manganese, tungsten, silk, platinum, cork, quinine, copper, optical glasses, mercury, high octane gasoline. Disclosure of movements of such materials and of munitions.

Sabotage—Information indicating sabotage in reporting industrial accidents.

Secret Designs—Any information about new or secret military designs, formulas or experiments, secret manufacturing processes or secret factory designs, either for war production, or capable of adaptation for war production.

Roundups—Nation-wide or regional roundups of current war production or war contract procurement data; local roundups disclosing total number of war production plants and the nature of their production.

Type of production—Nature of production should be generalized as follows: tanks, planes, parts, motorized vehicles, uniform equipment, ordnance, munitions, vessels.

Exceptions: Information about the award of contracts when officially announced by the War Production Board, the government agency executing the contract, a member of Congress, or when disclosed in public records.

(j) UNCONFIRMED REPORTS, RUMORS

The spread of rumors in such way that they will be accepted as facts will render aid and comfort to the enemy. The same is true of enemy propaganda or material calculated by the enemy to bring about division among the United Nations. Enemy claims of ship sinkings, or of other damage to our forces should be weighed carefully and the sources clearly identified, if broadcast. Equal caution should be used in handling so-called "atrocities" stories. Interviews with Service men or civilians from combat zones should be submitted for authority either to the Office of Censorship or to the appropriate Army or Navy public relations officer.

(k) COMMUNICATIONS

Information concerning the establishment of new international points of communication.

(l) GENERAL

Aliens—Names of persons arrested, questioned or interned as enemy aliens; names of persons moved to resettlement centers; location and description of

internment camps; location and description of resettlement centers.

Art Objects, Historical Data—Information disclosing the new location of national archives, or of public or private art treasures.

Casualties—Mention of specific military units and exact locations in broadcasting information about casualties from a station's primary area, as obtained from nearest of kin. Identification of naval casualties with their ships, unless such ships have been officially reported damaged or lost.

Diplomatic Information—Information about the movements of the President of the United States or of officials, military or diplomatic missions or agents of the United States or of any other nation opposing the Axis powers—routes, schedules, destinations within or without continental United States. Premature disclosure of diplomatic negotiations or conversations.

Lend-Lease War Material—Information about production, amounts, dates and method of delivery, destination or routes, of Lend-Lease war material.

Exceptions: None.

II. PROGRAMS

The following suggestions are made in order that broadcasters will have a pattern to follow in accomplishing the most important censorship function of program operation: keeping the microphone under the complete control of the station management, or its authorized representatives.

(a) REQUEST PROGRAMS

Music—No telephoned or telegraphed requests for musical selections should be accepted.

No requests for musical selections made by word-of-mouth at the origin of broadcast, whether studio or remote, should be honored.

Talk—No telephoned or telegraphed requests for service announcements should be honored, except as hereinafter qualified. Such service announcements would include information relating to

Lost pets Club meetings
"Swap" ads Club programs, etc.
Mass meetings

No telephoned, telegraphed or word-of-mouth dedications of program features or segments thereof should be broadcast.

Exceptions: Emergency announcements (such as those seeking blood donors, doctors, lost persons, lost property, etc.) may be handled in conventional manner if the broadcaster confirms their origin. They should emanate from the police, the Red Cross, or similar recognized governmental or civilian agency. Service announcements may be honored when source is checked and material is submitted in writing, subject to re-writing by station continuity staff. Requests for the broadcast of greetings or other pro-

grams to commemorate personal anniversaries may be honored if the actual broadcast is not made on the anniversary date or at the time or on the date designated in the request.

These and ALL requests may be honored when submitted via mail, or otherwise in writing if they are held for an unspecified length of time and if the broadcaster staggers the order in which such requests are honored, re-writing any text which may be broadcast.

(b) QUIZ PROGRAMS

It is requested that all audience-participation type quiz programs originating from remote points, either by wire, transcription or short wave, be discontinued, except as qualified hereinafter. Any program which permits the public accessibility to an open microphone is dangerous and should be carefully supervised. Because of the nature of quiz programs, in which the public is not only permitted access to the microphone but encouraged to speak into it, the danger of usurpation by the enemy is enhanced. The greatest danger here lies in the informal interview conducted in a small group—10 to 25 people. In larger groups, where participants are selected from a theater audience, for example, the danger is not so great.

Generally speaking, any quiz program originating remotely, wherein the group is small, wherein no arrangement exists for investigating the background of participants, and wherein extraneous background noises cannot be eliminated at the discretion of the broadcaster, should be discontinued. Included in this classification are all such productions as man-in-the-street interviews, airport interviews, train terminal interviews, and so forth.

In all studio-audience type quiz shows, where the audience from which interviewees are to be selected numbers less than 50 people, program conductors are asked to exercise special care. They should devise a method whereby no individual seeking participation can be GUARANTEED PARTICIPATION.

(c) FORUMS AND INTERVIEWS

During forums in which the general public is permitted extemporaneous comment, panel discussions in which more than two persons participate, and interviews conducted by authorized employees of the broadcasting company, broadcasters should devise methods guaranteeing against the release of any information which might aid the enemy as described in Section I of the Code. If there is doubt concerning the acceptability of material to be used in interviews, complete scripts should be submitted to the Office of Censorship for review.

(d) COMMENTARIES AND DESCRIPTIONS (AD LIB)

Special events reporters should study carefully the restrictions suggested in Section I of the Code, especially those referring to interviews and descriptions following enemy offensive action. Reporters and commentators should guard against use of descrip-

tive material which might be employed by the enemy in plotting an area for attack.

If special programs which might be considered doubtful enterprises in view of our effort to keep information of value from the enemy are planned, outlines should be submitted to the Office of Censorship for review.

Caution is advised against reporting, under the guise of opinion, speculation or prediction, any fact which has not been released by an appropriate authority.

(e) **DRAMATIC PROGRAMS**

Radio is requested to avoid dramatic programs which attempt to portray the horrors of war, and sound effects which might be mistaken for air raid alarms, or for any other defense alarms.

(f) **COMMERCIAL CONTINUITY**

Broadcasters should be alert to prevent the transmission of subversive information through the use of commercial continuity in program or announcement broadcasts.

In this connection, the continuity editor should regard his responsibility as equal to that of the news editor.

(g) **FOREIGN LANGUAGE PROGRAMS**

Broadcasters have recognized that the loyalty of their personnel is of supreme importance in voluntary censorship; they recognize the dangers inherent in those foreign language broadcasts which are not under the control at all times of responsible station executives. Station managements, therefore, are requested to require all persons who broadcast in a foreign language to submit to the management in advance of broadcast complete scripts or transcriptions of such material, with an English translation. It is further requested that such material be checked "on the air" against the approved script, and that no deviations therefrom be permitted. These scripts or transcriptions with their translations should be kept on file at the station.

* * *

Broadcasters should ask themselves, "Is this information of value to the enemy?" If the answer is "yes," they should not use it. If doubtful, they should measure the material against the Code.

If information concerning any phase of the war effort should be made available anywhere, which seems to come from doubtful authority, or to be in conflict with the general aims of these requests; or if special restrictions requested locally or otherwise by various authorities seem unreasonable or out of harmony with this summary, it is recommended that the question be submitted at once to the Office of Censorship.

The Office of Censorship
Byron Price, Director

Telephone:
EXecutive 3800
Washington, D. C.

Accompanying Statement

In connection with publication of the revised code, the Office of Censorship made the following statement:

The Office of Censorship published today its first revision of the Code of Wartime Practices for American Broadcasters, based on its experience of five months since the Code originally was issued on January 15.

The format of the Code has been altered somewhat, with an aim to clarifying the contents for broadcasters, who will use it as a handbook in voluntary censorship. The various clauses are presented in outline form. This made possible a reduction in the number of words in the Code, although the revision represents an expansion of the Office of Censorship's suggestions to broadcasters.

The suggestions are presented under two general headings: News Broadcasts and Programs.

The news section parallels the revised Code issued (June 24) to the American Press in all particulars except the clauses covering weather information, enemy air attacks, and communications. In the weather clause, as in the original Code, radio stations are asked to broadcast no weather information unless specifically permitted to do so by an appropriate authority.

The clause covering possible enemy air attacks is based on precautions suggested by Director Byron Price some weeks ago. Should such action occur, broadcasters outside an area under attack are asked to make no mention of the action unless expressly authorized for radio by the War Department in Washington. This clause is a new one which has been added under the revision.

The revised Code contains the original communications clause, which asks broadcasters to make no mention of the establishment of new international points of communication.

Several significant changes and additions have been made in the Program section of the revised Code. The section covering request programs has been clarified by bracketing the types of such productions under two general subtitles: Music and Talk. The precautions to be exercised by foreign language broadcasters have been expanded. Dramatic programs have been established under a separate heading. Originally they were covered in a summary paragraph.

The quiz program section, which suggests the elimination of remote ad lib quiz programs (such as the man-in-the-street interview), remains unchanged.

Under a new section covering commercial continuity, broadcasters are asked to "be alert to prevent the transmission of subversive information through the use of commercial continuity in program or announcement broadcasts." The dramatic section expresses, in a similar precautionary tone, the request that broadcasters avoid portraying the horrors of war through dramatic productions, and withhold any sound effects which might be confused with air raid alarms.

The new paragraph covering foreign language programs says: "Broadcasters have recognized that the loyalty of their personnel is of supreme importance in voluntary censorship; they recognize the dangers inherent in those foreign language broadcasts which are not under the control at all times of responsible station executives. Station managements, therefore, are requested to require

all persons who broadcast in a foreign language to submit to the management in advance of broadcast complete scripts or transcriptions of such material, with an English translation. It is further requested that such material be checked 'on the air' against the approved script, and that no deviation therefrom be permitted. These scripts or transcriptions with their translations should be kept on file at the station."

The original Code did not provide for such pre-censorship activity on the part of stations carrying foreign language programs.

The program clauses relative to forums and interviews and commentaries and descriptions have not been changed in the revised Code.

The revisions in the radio Code were submitted to a representative group of broadcasters before they were approved finally by Mr. Price.

Among the broadcasters and representatives of broadcasters' organizations who consulted with the Office of Censorship in revising the Code were: William B. Dolph, general manager of WOL, Washington, D. C.; Carleton Smith, general manager of WRC, Washington; K. H. Berkeley, general manager of WMAL, Washington; Kenneth Yourd, representing the Columbia Broadcasting System, Washington; Neville Miller, president of the National Association of Broadcasters; E. E. Arney, Jr., assistant to Mr. Miller; John Shepard III, president of Yankee Network Inc., and chairman of the Broadcasters Victory Council; O. L. Taylor, secretary of the BVC; Victor Sholis, representing the Clear Channel stations; Philip Loucks, representing the Frequency Modulation stations; and Paul Spearman, representing Network Affiliates, Inc.

All Announcers
Clyde White ✓
Katherine Roche
Milt Newton
Louis Petyko
Tom Foy

Verne Brooks

May 13, 1942

cc: Frank Schreiber
Bill McGuineas
Carl Meyers
Irene Dahm

W-G-N has made an agreement with the United States Department of Commerce to broadcast storm warnings, when requested by the Weather Bureau, at the following fixed periods:

Sundays through Saturdays	- 8:00 a.m.
Sundays through Fridays	- 8:15 p.m.
Saturdays	- 10:30 p.m.

This set-up will provide for two periods daily. We will also broadcast storm warnings at other periods when issued officially.

When the storm warnings are used as a part of a commercial news broadcast, please do not change the format of the show, but use the information along with the opening news items following the opening commercial.

December 3, 1942

The following was received from the Office of Censorship:

The Code of Wartime Practices ask that information on the dates of ship launchings be kept from print and off the air except when announced by appropriate authority. The Navy is the only appropriate authority for launchings of naval vessels; the Maritime Commission is the only appropriate authority for merchant vessel launchings.

The Maritime Commission announces a change in its appropriate authority practice to conform with that of the Navy. Henceforth, announcement of launchings of merchant vessels may be made six days prior to the date of launching.

MHNewton

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George Lang

The following was received from the Office of Censorship:

"The Code of Wartime Practices places no restrictions whatever on the presence, character or activity of United States troops doing domestic police duty.

The Code does provide that movements -- repeat, movements---of troops from one point to another should not be published except upon appropriate authority. This applies to all troop movements, since there would be a hazard in attempting to make distinctions.

The Code has no application at all to state or local militia or police forces."

"Your attention is called to the White House announcements that the British Prime Minister came to this country by sea. For reasons of security, no reference should be made to the identity of the vessel, port of entry or route followed, unless announced by the same appropriate authority under the Code of Wartime Practices for American Broadcasters."

MHNewton

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January 21, 1944

The following is a bulletin from the Office of Censorship, Washington, D. C.:

"NOTE TO EDITORS AND BROADCASTERS:

The coming invasion of Europe confronts voluntary Censorship with its greatest single responsibility. There is no way to conceal from the enemy that an invasion is in prospect, or that the British Isles will be used as a base. What we must protect at all hazards is information of the time and place of attack, the strength of the attacking force, and its technical makeup and equipment.

This is not a field for the customary competitive news-gathering. No American newspaper man or broadcaster will want the distinction of being first to disclose where, when and how our troops will strike. But no one should forget for a moment that inadvertent disclosures are exactly as valuable to the enemy as deliberate disclosures.

In every reference to the coming operations you are earnestly requested to keep in mind the Code provisions against publication or broadcast, without appropriate authority, of:

1. Secret war plans;
2. Movement of ships and troops, (including movements or shifts of high officers and personnel known for specialized activities);
3. Allied or enemy secret weapons and equipment and counter measures of defense. Weapons and defense measures of the enemy are included because it would be to his advantage to know how good our intelligence is.
4. International negotiations which concern military operations.

Special precautions are necessary regarding information from abroad which bears on the invasion and involves any of the subjects listed above. No such information should be published or broadcast in this country if the enemy would be informed thereby. Information in the listed categories coming direct from a neutral or allied country but which might not be generally available in that country, should be submitted to the Office of Censorship before use. This restriction does not apply to material from enemy countries; material originating in the British Isles and cleared by British Censorship; material cleared by Allied Military Censorship overseas; or material which already has been published, sent by radio, or otherwise generally disseminated in any area abroad. The test should be, "Does the enemy know this?"

All speculation about the invasion should be kept strictly within the limits laid down in the Codes and no device of speculation or prediction used to disclose restricted information. Bear in mind that it is always hazardous, in connection with future operations, to mention dates, even by month or season; or to point out the likelihood or desirability of a landing in one country or on one particular section of the coast; or to forecast how many troops or units will be employed.

Opinion on these subjects should be labeled as opinion, and no attempt to set forth actual expectations of the high command should be made (except in case of formal official announcement) without prior reference to this office.

The appropriate authority for any disclosure within the restricted list must be of absolutely unquestioned standing if security is to be protected. We need urgently a complete moratorium on backstairs gossip and hair-line authenticity regarding this critical battle. In case of the slightest doubt, consult the Office of Censorship. Let us have no black market in information so dangerous to American life.

Recently the Codes have been relaxed in several respects but in no respect which touches the fortunes of General Eisenhower's invading Army. Please take no chances.

The Office of Censorship,
Byron Price, Director.