

CIVIL AIR PATROL
OFFICE OF CIVILIAN DEFENSE
Washington, D. C.

March 30, 1942

SPECIAL BULLETIN

TO: Wing Commanders
FOR TRANSMITTAL TO: ALL CAP Intelligence Officers
RE: Intelligence and Public Relations Procedure

The CAP organization chart for each Wing, Group, and Squadron calls for an Intelligence and Public Relations officer, hereinafter referred to as the Intelligence Officer. Duties are briefed in CAP General Order No. 1, Jan. 7, 1942, as follows:

"Handles publicity; secures public understanding of the work and purposes of Civil Air Patrol; provides confidential information for Unit Commander; need not be a pilot." See also Training Directive No. 20, March 17, 1942.

More in detail, the following rules will govern the activities of all CAP Intelligence Officers:

1. Scope --All intelligence and public relations work shall be confined strictly to the operations of the CAP, except that an Intelligence Officer or his deputy officially requested to cooperate with an accredited representative of another public agency may do so at his discretion.

2. Channels--Communications to Intelligence Officers will be transmitted through regular CAP channels via the Wing, Group, and Squadron Commanders. Reports from Intelligence Officers will be submitted to their unit commanders for transmittal. Only under special instructions shall Intelligence Officers deviate from this procedure.

An exception may be made in the case of published material such as news clippings, transcripts of public speeches and radio addresses, and published or unpublished pictures of non-confidential CAP activities. Such material, marked as to source and date, may be transmitted directly to Intelligence Officers of higher or lower units or to the National Intelligence Officer. Receipt of such material will not be acknowledged unless a reply is requested.

3. Secrecy--Material of a confidential nature will be marked in the following three categories:

a. Restricted--Such material may be known by all accredited members of CAP but is not for the general public.

b. Confidential--Material so marked may be discussed among CAP officers and members whose business it is but should not circulate among the members generally.

c. Secret--Such material must be carefully guarded and is only for those CAP officers to whom it is directed.

CAP training operations and practice exercises may be discussed freely except as governed by special instructions. All operations specifically released in unrestricted CAP national bulletins are public information unless rescinded. Specific missions are confidential or secret until cleared as indicated below. Unsanctioned unofficial publication does not relax the rule of secrecy.

Be sure those advised of secret work are sworn to secrecy. Avoid "off the record" discussions where a number of people are present. Do not discuss the secret missions of one unit with members of other units. CAP Training Directive No. 14 provides instructions on Safeguarding Military Information.

4. Clearance--News, pictures, and statements regarding the work of a CAP unit must be cleared by the Intelligence Officer of that unit. Advise editors, publishers, radio men, and photographers of this necessity.

Intelligence Officers under direction of their unit commanders may release facts on practice missions and civil defense exercises at their discretion. Where work is being done for the armed services, they may release such facts as are officially cleared by military authorities, on such missions as courier service, ferrying, cooperation in maneuvers, etc. Such releases need not be cleared by higher units of the CAP.

Area patrol missions, however, must be carefully protected. Information as to the purpose, flight plans, equipment, and personnel may be disastrous to the success of the missions and may endanger lives. Information regarding area patrol, therefore, must be cleared through CAP National Headquarters. Violations of secrecy on area patrol will be subject to severe action.

5. Reports of Violations--To protect military secrecy, it is the duty of each Intelligence Officer to report all violations through proper channels. Intelligence Officers should explain the restrictions to members of their units. In the case of inadvertent minor violations, they may admonish the offender personally and make no report. But gross violations must be reported no matter who is guilty or what the circumstances may be. Not only the CAP members but publications and individual citizens are bound by the rules of military secrecy.

Intelligence Officers have the duty of reporting any statement or action of any Patrol member, of a subversive nature or prejudicial to the operations of the CAP; also any gross misconduct on the part of a CAP member, on or off duty, which may cast doubts on the desirability of his continued membership.

6. Investigations--Intelligence Officers have the authority to conduct the necessary investigations in the carrying out of the above rules or to determine the qualifications of CAP members. In this they must exercise the utmost discretion to avoid spreading unfounded suspicions or otherwise impairing morale. Investigations must be confined strictly to CAP. Matters beyond this field should be referred to the appropriate military or civil authorities. Subversive activities should be referred directly to the nearest FBI agent; and violations of Civil Air Regulations to the nearest CAP inspector.

7. Cooperation and Assistance--Members of the CAP may be assigned as regular assistants to Intelligence Officers who may also ask the aid of members as temporary assistants for specific assignments. The cooperation of Intelligence Officers of other CAP units may be requested through channels. It is desirable that Intelligence Officers in adjacent areas know each other and compare notes frequently.

8. Public Relations--Policy shall be to issue straight, factual material to press, radio, and other public media regarding the non-confidential work of CAP. Avoid flashy and high-pressure publicity. Make personal contacts with the reporters, photographers, and commentators most interested. Give them material as it becomes available. Answer their questions insofar as secrecy permits.

9. Enemy Operations--When a CAP unit is engaged in warlike operations, the Intelligence Officer will be the liaison with military units to secure information on movements of enemy and friendly forces.

10. Access to Information--Each Intelligence Officer is entitled to access to the records of his unit. The officers of his unit should inform him of operations.

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QUESTIONNAIRE

March 30, 1942

TO: All CAP Intelligence Officers:

In order that CAP Headquarters may have a condensed record of the qualifications of each Intelligence Officer, please fill out this simple questionnaire and return at once through CAP channels.

Squadron Intelligence Officers should route replies through their Group Intelligence Officers so the latter may copy for their files. Group Intelligence Officers should route all returns through Wing Intelligence Officers for their information.

None of the following information will be considered confidential. Amplify on back of this sheet if you wish.

Full Name _____, Intelligence Officer, _____
(CAP UNIT)

Name as addressed by mail _____

(Business address and phone) _____

(Home address and phone)
Where do you want mail sent? _____

Present occupation, employer, and title _____

Year of birth _____ Are you a pilot? _____ Hours? _____

Outline briefly your experience in intelligence, public relations, and writing work:

Outline briefly your aviation background:

Other qualifications and comments:

Signature: _____ (Date)

Notes by: _____, Wing Intelligence Officer, _____

_____, Group Intelligence Officer, _____