INSTRUCTIONS FOR SECRET AGENTS

1. It is desired that copies, either original or photographs of printed or written material similar to that shown in the accompanying photographs, be obtained and supplied as quickly as practicable thereafter to the individual from whom you receive these instructions. Such material will normally be found at the Service Headquarters listed below. These headquarters are usually located and operated separately from each other in each locality in which the headquarters are found.

- Military Headquarters (Land Forces)
- Air Headquarters (Army)
- Air Headquarters (Navy)
-ATER Transportation Headquarters (Army)
- Signal Headquarters (Or any of the above named headquarters)

While headquarters such as those mentioned above are a fruitful and desirable source for the information desired, it will also be found that on many occasions the desired material can be obtained at abandoned field headquarters of ground and air force units. In such cases, the area should be searched thoroughly.
purposes.

b. By compensating a servant for removing the books for a brief period of time during the hours of darkness or another time when their keepers may be absent for some reason, with the understanding that the books would be returned within the time interval set for the purpose. You have been provided with the necessary Micro Kodak and you have been fully instructed in its use and operation for this purpose.

In the case of imminent capture, if it is impracticable to conceal the material effectively, destroy it by burning and then pulverizing the ashes so that there will be no evidence available as to what has taken place.

4. Funds have been provided to cover all expenses in this connection including such compensation, of personnel in the employ of the officials, as may be necessary to aid in carrying out the mission.

5. The person that assigns this mission to you and gives you these instructions will also give you instruction as to where and how this material, once it is obtained, is to be located.
for indications of items having been buried and the material unearthed from places where such indications are found. If available the ordinary mine detector (SCM-602) would be of assistance in this connection since very often the material is placed in metal containers before it is buried.

2. In obtaining material from a headquarters area to which admission has been obtained and in which the items are used and are safeguarded, it is preferable that microfilm photographs be made of this material, including all pages of each book and the covers of these books. In this way the fact that copies of the materials have been obtained will not be discovered. In the event it is impracticable to obtain photographs, it is desirable to obtain copies of the originals of the books and pamphlets, especially so if they can be obtained from vaults so that the fact that they have been removed may not be promptly discovered.

3. Access to the books may be obtained in a number of different ways, among others the following:

a. By securing access to the location of the books for photographic
delivered.

6. The places in the PHILIPPINE Archipelago where the material of the type desired can be obtained are MANTILA, CEBU, DAVAO, CAAYAN, CLARK FIELD, LAGA, APAROI, LEGAZPI.

7. You must realize that your disken and the material that you will obtain are both of the highest degree of secrecy. You must not discuss it with anyone other than the person from whom you receive this directive and only in an indirect manner with the person from whom you propose to buy the information. In the latter case, it is desired to explain as little as practicable to the person to whom you will go to buy the information in order that he may not be able to disclose information that would be detrimental to the interest of both yourself and himself.

8. The materials in which we are most interested are as follows:

a. Code books generally with red, ochre, blue or green cloth covers, 20 to 100 pages thick and about 6 inches wide by 9 inches long (miniature sample sheet attached).
b. Additive books generally with pink, purple, grey, yellow or green paper covers, 100 to 500 pages thick and about 6 inches wide by 7 inches long (miniature sample sheets attached).

c. For front covers of above items, see miniature samples attached.
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