

PRACTICAL SECURITY MEASURES

1. Anyone who wishes to prevent identification as a member of this organization should avoid the use of checks or postal money orders. In modern banking practice all checks are microfilmed and such records are kept for years. Ordinary cash is the best thing to send because the risk of a small financial loss in the mail is much less than the possible loss of your life when the communists take complete control.
2. Use deceptive measures. Subscribe to one or more left-wing periodicals or get on the mailing list of some 'peace movement'. This will keep the postal inspectors guessing as to which side you are really on. See the December issue of On Target for names and addresses of many left-wing organizations or write to National Headquarters for this information. While doing this our members can be of great assistance in searching this left-wing literature for names and addresses of fellow travelers and forwarding this information for our Central Intelligence files. We desperately need people to assist in this work. Please inquire as to detailed instructions for such activity.
3. Always use two envelopes in sending mail to any patriotic organization or to any other member of our organization. Do not put a return address on the outer envelope. Put your return address on the inside envelope with the words, 'Return postage guaranteed'.
4. Place some opaque material such as tin foil, carbon paper, etc. between the inner and outer envelopes to prevent your mail from being read by infra-red cameras.
5. Send all letters from corner mail boxes or from post offices where you are not known.
6. Be careful in the use of the telephone. Avoid telephone calls to National Headquarters or to known members of the organization as much as possible.
7. Prepare telephone codes ahead of time for future protection.
8. In recruiting new members always learn as much as you can about the prospective recruit and make sure he is not an infiltrator before you identify yourself as a member of the organization.
9. Members of the organization in each area should be divided into four groups.
 - A. Those who have been identified publicly or by law enforcement agencies as members of the Minutemen.
 - B. Those persons not known as members of this organization but who are generally known as being patriots.
 - C. Those persons who have kept their political beliefs hidden.
 - D. Members who profess to be liberal for the purpose of infiltrating enemy organizations.

All members should be very careful in making contact with persons in a different category than themselves. For example, people in Class D should be very secret in their contacts and communications with persons of Class A or Class B. Each member must respect the security of every other member. Do not, under any circumstances, identify one member of the organization even to other members without his expressed permission on each and every occasion.

10. Avoid loose talk. Do not discuss organizational plans in public places where you could be overheard. Do not even hint at such a discussion in the presence of non-members.

11. Do not write patriotic letters to newspapers or magazines under your own name. To do so achieves very little except to identify you to the enemy.
12. If you are already known as a patriot, or as a member of this organization you may find it advisable to spread the rumor that you have become disillusioned with the right-wing or for you to pretend a gradual loss of interest.
13. Classify your various members addresses, your communications and your other activities as 'top secret', 'secret' or 'restricted'. Use your most secret lines of communication only for the most important messages rather than flooding them with unimportant material.
14. Demand obedience to all security measures from all members. Persistent disregard for security measures should be cause for disciplinary action.
15. Check your lines of communication from time to time by sending phoney messages to make certain they are not intercepted.
16. Change mail drops, meeting places, etc. frequently.
17. Prepare secret rendezvous points, mail drops, etc. now that may be used in time of some future emergency.
18. Each band should assign some member the rank of Security Officer and should set up a system of fines or other penalties for failure to comply with security precautions.
19. Observe the 'need to know' rule. Each member should be given only that information which is needed by him in the performance of his duty or which he will need in cooperating with other members of the band. No member should feel 'left out' because he is denied such information. Instead every member should willingly avoid information which he does not need.
20. Be careful that you are not followed in going to and from meeting places or in making contact with other members of the organization
21. Keep all records and correspondence carefully hidden and in a manner that they can be easily destroyed. Records should be kept in code whenever possible.
22. Important as secrecy may be, it is not the only essential factor in a successful underground movement. Morale and efficiency are equally important. Elaborate security measures always reduce efficiency to a greater or lesser degree. Unnecessary security can create an atmosphere of suspicion that is devastating to the esprit de corps of any organization. Find a proper balance between security and efficiency.