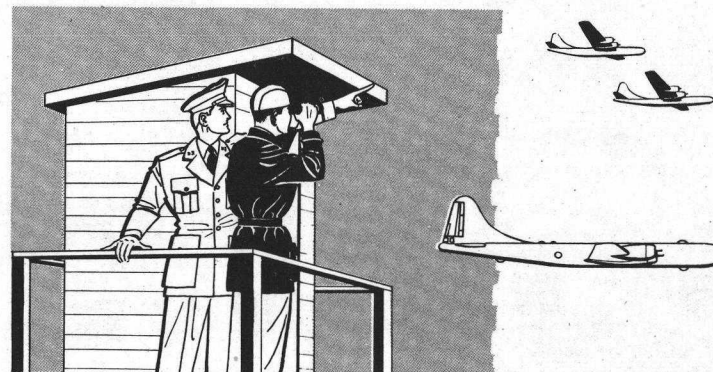


## . . . . the organizational set-up

The Ground Observer Corps works under the joint control of the civil authorities and the United States Air Force. The civil authorities are responsible for the *administration* of the Ground Observer Corps, taking care of such things as personnel, records, and the like. The Air Force is responsible for the *tactical operation* of the Ground Observer Corps, that is, its specific defense operations, including training, reporting procedures, and the like.

In each state, the organization of the Ground Observer Corps is the responsibility of the state authorities. Under their governors, most of the states have created departments for the purpose of carrying out the civil defense mission. While these departments are not all alike, they all follow the same general plan of organization. Under this plan, the governor appoints a state director of civil defense, who, in turn, appoints a director for Ground Observer Corps activities. This director enlists the cooperation of the county governments, coordinates between counties, and exercises the necessary direction at the state level. For each county or district, he generally appoints a Ground Observer Corps coordination officer. Normally, this is an individual who has direct knowledge of the population centers and the responsible personnel available in the county or district.

To localize control further, the county coordination officer usually appoints an area supervisor for each area within the county or district, depending on geographical and other conditions. The area supervisor is responsible for the activation and organization of Ground Observer posts under his control. Within the area of his jurisdiction, the area supervisor sets up a number of Ground Observer posts (like the one you're in) and appoints a post supervisor to be responsible for the operation of each one. Thus, the supervisor of your post operates under the supervision of the area supervisor and receives his orders for the administration of



the post from him. The area supervisor follows the directions of the county or district coordination officer, who, in turn, carries out the policies of the state director.

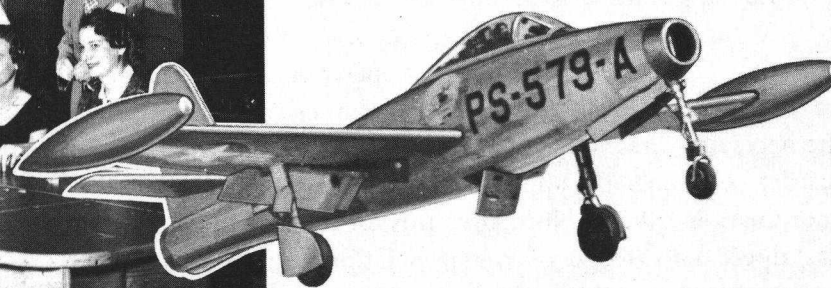
With this type of set-up, there is a continuous chain of command from top to bottom. Each unit is closely tied into the system, and there is a coordinated policy for the whole organization. Yet, sufficient control and responsibility are delegated down the line to permit modifications required by local conditions.

On the military side, there is a similar type of set-up. The responsibility for defending the United States against enemy air attack has been assigned to the United States Air Force. Within the Air Force, this responsibility has been assigned specifically to the Air Defense Command, with headquarters at Ent Air Force Base, Colorado Springs, Colorado. It is from

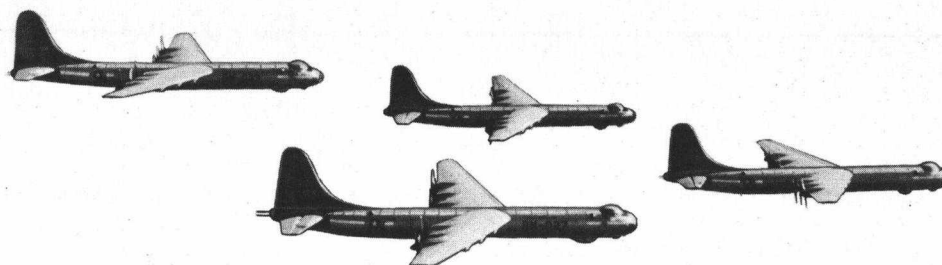
this headquarters that all orders governing air defense are issued.

To make for more direct control and more efficient operation, the Air Defense Command has set up three separate Air Forces based on geographic divisions of the country — the Eastern Air Defense Force, with Headquarters at Stewart Air Force Base, New York; the Central Air Defense Force, with Headquarters in Kansas City, Missouri; and the Western Air Defense Force, with Headquarters at Hamilton Air Force Base, California.

Each of these defense forces has the planes, personnel, and equipment necessary to protect its area of responsibility. These are located at strategic points under the immediate control of tactical commands known as Air Divisions (Defense). Each Air Division (Defense) operates a number of



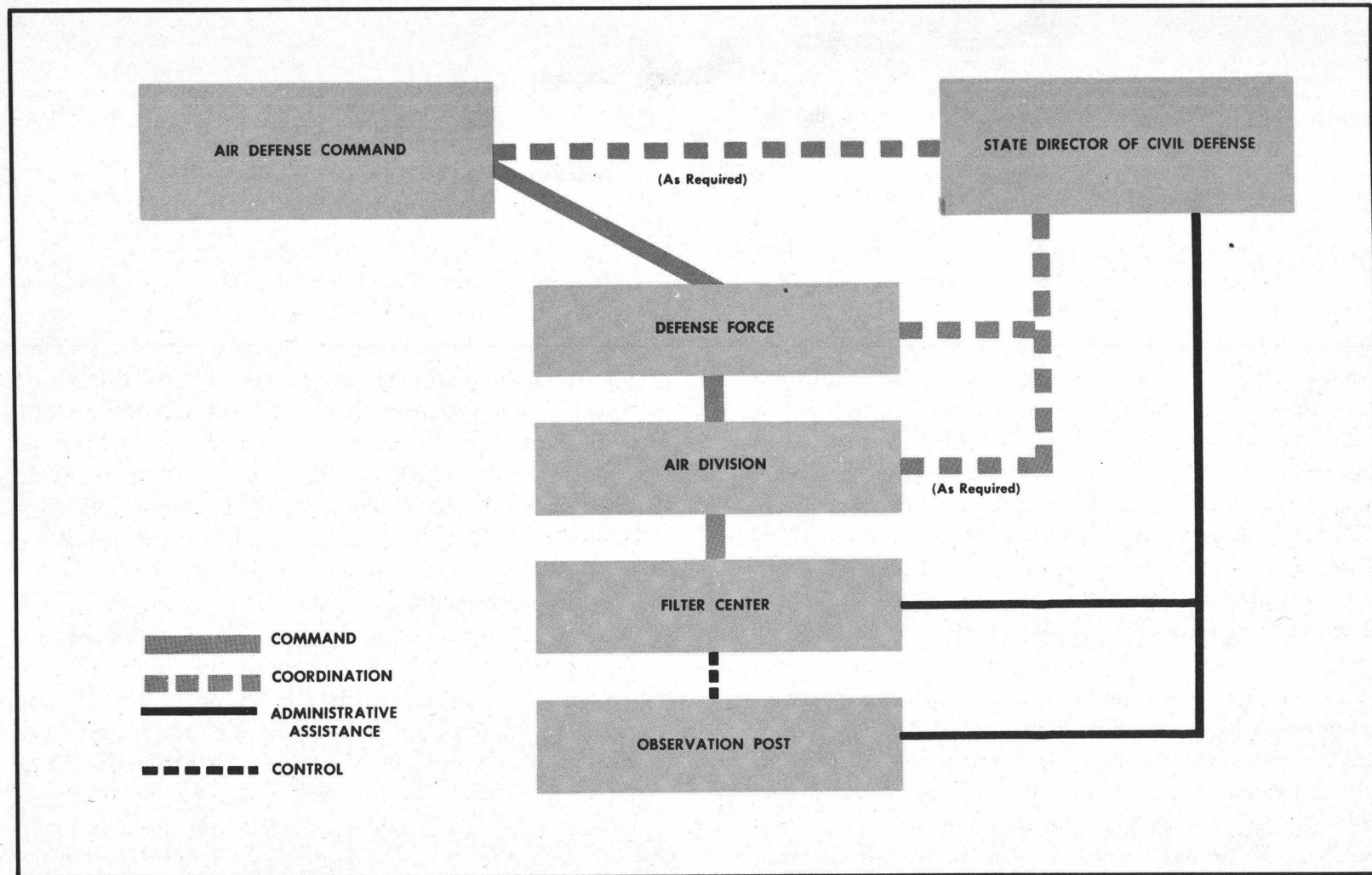




Fighter Intercept Aircraft bases, Early Warning radar stations, Ground Controlled Intercept radar stations, and Filter Centers. It is to one of these Filter Centers that you report.

Since the Filter Center is the point from which information flows directly into the military air defense set-up, it is run jointly by military and civil authorities. The Administrative Supervisor of the Filter Center is a civilian appointed by the county or district coordination officer or by the area supervisor, depending on how the state is organized for civil defense. He is responsible for recruiting the volunteer civilian personnel for the Filter Center, maintaining personnel records, arranging duty shifts, and performing all other administrative duties. As you might infer from this, most of the personnel who operate the Filter Center are also civilians — volunteers who man the telephones, record the reports from the Observation Posts, plot the information, and perform all the other duties required. Thus, the individual in the Filter Center who answers the telephone and says, "AIR DEFENSE, GO AHEAD," when you call in an Aircraft Flash message is a civilian volunteer like yourself.

At the same time, the Filter Center is in the military chain of command, and operational control of the Filter Center is vested in an Air Force officer. This officer and his staff coordinate the reporting procedures of all the Observation Posts that report to their Filter Center and issue all operating instructions. They also act as technical advisors and instructors. Thus, their duties include the training of the ground observers in the Observation Posts connected with their Filter Center. To tie together the work of the various Observation Posts and to make proper reports to higher headquarters, they require certain reports. The supervisor of your Observation Post is responsible for submitting these reports. On the other hand, if the post needs any information or assistance in connection with its tactical operation — that is, its defense functioning — the post supervisor should put the request in writing and direct it to the Officer-in-Charge of the Filter Center. Thus, so far as your Observation Post is concerned, the civil control is exercised by the area supervisor, while the military control is exercised by the Officer-in-Charge of the Filter Center.

*Control of the Ground Observer Corp*

## *. . . . administration of the observation post*

The "top man" in the Observation Post is the Observation Post Supervisor. He supervises all the operations of the post and is responsible for its effective functioning, both to his immediate civil supervisor and to the Officer-in-Charge of the Filter Center.

More specifically, the Observation Post Supervisor has the following duties:

1. He must maintain close coordination with all the agencies governing the operation of his post.
2. He must make sure that his post operates efficiently in accordance with the directives of his immediate superior in the civil chain of command and with those of the Officer-in-Charge of the Filter Center.
3. Personally, or through a subordinate, he must administer all phases of the operation of the post, including maintenance of records, duty schedules, maintenance of equipment, instructional classes for untrained observers, security measures, personnel recruiting, and all other activities necessary for the efficient operation of the post.
4. He must call the attention of the proper military or civil authorities (normally by written correspondence) to problems which require their study or assistance.
5. He must maintain close liaison with local organizations and agencies which can be helpful to the post in the performance of its mission.

6. He must call all the meetings of the post necessary for instruction or other purposes.

7. He must screen all applicants for duty in the Observation Post as required by higher authorities.

8. He must make sure that all the observers in his post are qualified to perform their duties as indicated in later sections of this manual.

The Observation Post Supervisor thus has the responsibility for the successful operation of the post. He must, therefore, completely familiarize himself and his subordinates with the requirements essential for the proper accomplishment of the post mission. To help him carry out his duties, he appoints a Chief Observer, who performs such duties as the Supervisor directs. These may be any of the functions just listed as the duties of the Observation Post Supervisor. Generally, the Chief Observer handles the instruction of new observers, the scheduling of duty shifts, the maintenance of the post equipment and property and of such records as the Observation Post Supervisor requires. In short, he serves in behalf of the Supervisor to insure the smooth and efficient operation of the post.

If the requirements warrant, the Chief Observer may appoint Assistant Chief Observers to act for him in the performance of his various duties. At some Observation Posts, for example, the Assistant Chief Observers are assigned



specific duties, such as recruiting, publicity, scheduling hours of duty, organization of meetings and classes, and procurement of supplies. Naturally, these assignments are made according to the individual's professional background or his natural ability to perform the specific duty.

This brings us to the key position in the whole set-up — that of the individual Ground Observer. It is to help this individual Ground Observer perform his duties that the whole organization just described has been established. As stated by the National Security Resources Board, "Civil defense rests on the principle of self protection by the individual, extended to include mutual self protection on the part of groups and communities."

The individuals who fill the positions of Ground Observers are volunteers. They are drawn from all walks of life and include men and women from both the farms and the cities who volunteer their time to spot and report the movement of aircraft. In fact, any loyal American can be a Ground Observer if he has the following qualifications:

1. Normal hearing (but hearing aids are permissible).
2. Normal eyesight or corrected to normal when wearing glasses.
3. Ability to speak clearly and distinctly so that the Aircraft Flash message can be accurately received at the Filter Center.
4. Ability to exercise good judgment and make proper decisions.
5. Definite loyalty to the United States which can be checked by a personal clearance.

Individuals who do not meet the qualifications listed in items 1, 2, and 3 may still act as observers if they serve with a qualified observer. Such persons are eligible for all the awards that can be earned in the performance of Observation Post duty.

The detailed and specific duties of an observer and the way he should perform them are described in the next section of the manual. In general, an observer must:

1. Attend training sessions designed to qualify him to fulfill his assigned duties.
2. Cover his assigned shift at the Observation Post as directed by the Chief Observer.
3. Report all aircraft properly as directed by the Filter Center.
4. Maintain an Observation Post log, including duty shifts, visitors roster, and any unusual happenings not requiring a report to the Filter Center as explained on page 22.
5. Perform the duties directed by the Post Supervisor or Chief Observer in maintaining the Observation Post and the equipment assigned to it.

When you become a qualified Ground Observer, you will be entitled to wear the Observer's insignia shown on the opposite page. As you will notice, there are five types of insignia, differing only in the arcs about the centerpiece, for the various personnel of the Observation Post and Filter Center.

In addition to the insignia, it is planned to have several types of medal awards for meritorious service.

## . . . . *operational instructions*

The effectiveness of the entire ground observer system is based on the speed and accuracy of your reporting as a Ground Observer. It is essential, therefore, that your report be precise, be strictly in accordance with the standard reporting procedure as outlined in the following pages of the manual, and be stated clearly and concisely. To accomplish these purposes fully, you will have to study your operational instructions carefully and know them so thoroughly that you adhere to them automatically.

The entire contents and sequence of your report are indicated in the Aircraft Flash Message Form No. 6-3 as shown on the following page. Note that the form indicates

some preliminary statements that you make and then lists the items of information required for each report; namely, number of aircraft; type of aircraft; altitude of aircraft; time delay in reporting; code name of Observation Post; direction of aircraft from Observation Post; distance of aircraft from Observation Post; direction aircraft are flying; and special remarks. In the columns for each of these items, you will note some explanation of the type of statement you make for each. While these are quite clear, each of the items will be taken up in later pages of this manual and explained more fully. First, however, let us consider the overall conditions of your reporting.







# AIRCRAFT FLASH MESSAGE FORM NO. 6-3

PAGE NUMBER: 1 OBSERVATION POST CODE NAME: FOX NAN 53 BLACK DATE: 10CT 51  
(NAME) (NAME) (NUMBER) (COLOR) (DAY) (MONTH) (YEAR)  
 CALL YOUR TELEPHONE OPERATOR AND SAY: "AIRCRAFT FLASH": BROOKSIDE 3-7824  
(GIVE TELEPHONE OPR. YOUR TELEPHONE EXCHANGE AND NUMBER)  
 OPERATOR WILL CONNECT YOU WITH YOUR AIR DEFENSE FILTER CENTER.

WHEN THE AIR DEFENSE OPERATOR ANSWERS AND SAYS: "AIR DEFENSE, GO AHEAD PLEASE,"

YOU SAY: "AIRCRAFT FLASH," AND CONTINUE MESSAGE YOU HAVE CHECKED ON FORM BELOW, IN ORDER INDICATED.

1	2	3	4	5	6	7	8	9
NUMBER OF AIRCRAFT	TYPE OF AIRCRAFT	ALTITUDE OF AIRCRAFT	TIME DELAY IN REPORTING	CODE NAME OF O. P.	DIRECTION OF AIRCRAFT FROM O. P.	DISTANCE OF AIRCRAFT FROM O. P.	DIRECTION AIRCRAFT ARE FLYING	SPECIAL REMARKS
ONE FEW MANY UNKNOWN	SINGLE MOTOR BI-MOTOR MULTI-MOTOR SINGLE-JET MULTI-JET UNKNOWN	VERY LOW LOW HIGH VERY HIGH UNKNOWN	REPORT DELAY TO NEAREST MINUTE. SAY: "DELAY — MINUTES." OR IF LESS THAN THIRTY SECONDS, SAY: "NO DELAY"	SEE TOP CENTER OF PAGE		RECORD TO NEAREST MILE	 SAY: "FLYING" THEN GIVE DIRECTION	<b>EXAMPLES:</b> HOSTILE AIRCRAFT, BLIMP, HELICOPTER, AIRCRAFT IN COMBAT OR DISTRESS, ETC.
1. <u>F</u>	<u>MJ</u>	<u>VH</u>	<u>NO</u>	<u>FNS3B</u>	<u>S</u>	<u>2</u>	<u>W</u>	
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								

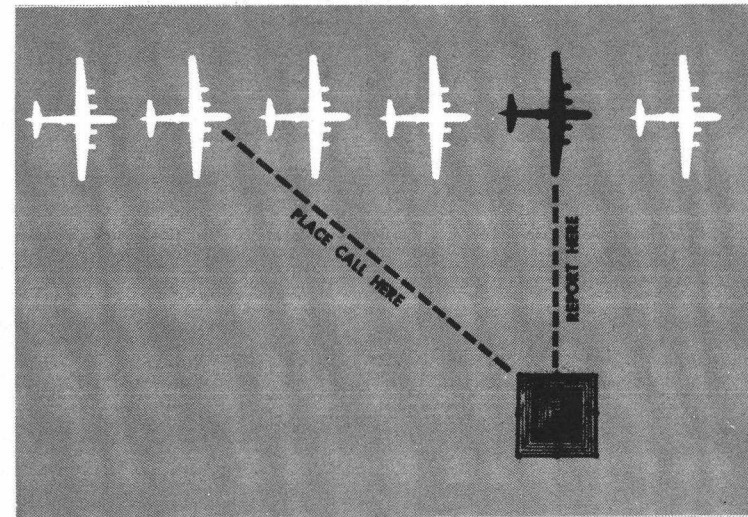
Aircraft Message Form 6-3



THE AREA YOU COVER — that is, the reporting area of the Observation Post — will be assigned to your post as an area of responsibility by the Officer-in-Charge of your Filter Center. Your post will report only those aircraft that come within this designated area. You must therefore be thoroughly familiar with the limits of this reporting area. (Of course, if you are in doubt as to whether an airplane is within the reporting area of your post, you will report the airplane.) You must also know the distance to the various landmarks in your area so that you will be able to tell fairly accurately how far from your post the aircraft is flying, as required in Item 7 of the Aircraft Flash Message Form No. 6-3.

THE AIRPLANE FLIGHTS YOU SHOULD REPORT will be designated by the Filter Center. Thus, for example, you will not report airplanes obviously taking off or landing at an authorized airport unless ordered to do so by the Filter Center. Similarly, you will not report small, private airplanes unless you are directed to do so. However, you must realize that the orders governing the aircraft to be reported may change at any time, depending on the tactical situation. Keep up to date on such orders.

THE TIME AT WHICH YOU REPORT is also important. Because of the speed of modern aircraft, it is highly desirable that you report an airplane at the time that it passes the point nearest your Observation Post. In the first place, that is when you get the best view of the airplane and can make the best report. In the second place, good timing helps the Filter Center make the best position plot.



You should, therefore, place the Aircraft Flash call to the Filter Center at such time that you will be telling the Air Defense Operator the position of the plane when it is at a point nearest your post. Obviously, it will require considerable experience to determine exactly how far ahead to place the call, and you might miss it occasionally because of misjudgment or a delay in the call. When that happens, you still report the plane as passing the nearest point to your post, but you indicate the time delay involved, as explained later in connection with Item 4 of the Aircraft Flash Message form. This will enable the Filter Center to establish the approximate location of the airplane at the time the Aircraft Flash Message is received at the Filter Center.



Since delays are dangerous and since the Observation Post telephone is the only one authorized to report Aircraft Flash Messages, it should be a private line if possible. If it is necessary to use a party line, you should get the cooperation of the others on the line to give Aircraft Flash Messages the necessary priority over routine personal calls.

If, for one reason or another, there are unnecessary delays between your Post and your local telephone operator, one of the officials of your Post should discuss it with the local telephone company representative. All other problems in communications should be directed to your Filter Center.

THE PROCEDURE for reporting a flight of aircraft in a designated area of your Observation Post is a simple one.

However, you must be sure to follow it *exactly* so that there will be no possible confusion. It can best be carried out by two ground observers working together, but if that is not possible, one observer can handle the job.

Upon observing an airplane which, in your judgment, will pass through the area of responsibility of your Observation Post, one observer should begin to fill out the information required on the Aircraft Flash Message Form No. 6-3. The other observer should call the local telephone operator and say, "AIRCRAFT FLASH," then give the telephone number of your Observation Post.

When the telephone operator receives your call, she will connect you immediately over specified telephone circuits to the Air Defense Filter Center. By this time, the first observer should have completed filling in the necessary information on Form 6-3. The other observer can then use the completed form in giving the information to the Filter Center.

When the Air Defense Filter Center answers the Aircraft Flash call and says, "AIR DEFENSE, GO AHEAD," you say "AIRCRAFT FLASH," and report the information you have entered on the Form 6-3 in the order indicated. Speak clearly and distinctly, with an even tone, directly into the telephone. Be accurate and calm, and report each item in its sequence without deviation.

When you complete the message as specified in the following pages, the Filter Center operator will say, "CHECK, THANK YOU." Hang up at once to clear the line for other reports. Be sure, though, not to hang up until the Air Defense