

Secret Command Material !

THE ENIGMA

OFFIZIER AND STAFF PROCEDURE

Supreme Command of the Navy

Berlin 1940

M. Dv 32/2

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I authorize the regulations "Der Funkschlüssel M Verfahren M Offizier und M Stab" - M.Dv. Nr. 32/2 - ("Enigma Offizier and Staff Procedure.") It goes into effect on the 15th April 1940.

Changes in these regulations or in the area of their distribution are forbidden.

These regulations may be made accessible only to the persons used in the Offizier and Staff procedure of the cipher service.

When not in use, these regulations are to be secured in the care of an officer.

If there is danger that these regulations fall into enemy hands, they are to be destroyed by fire. Regulations in red print (soluble in water) are to be stowed in such a way that water can reach them.

Berlin, March 1940

Commander in Chief of the Navy.

#### Distribution

The regulations M.Dv. 32/2 are issued in two editions:  
Edition A (check numbers 1-300) in black print; Edition B (check numbers 301-1000) in red print (soluble in water).

#### Edition A.

Supreme Command of the Navy  
Group Commands  
Station Commands  
Inspectorates  
Admirals in Command of Coasts  
Fort Commandants  
Commandants' Offices and S.O.'s on the Station  
Sectional Commanders  
Naval Service Stations  
Naval Communications Division West  
Naval Communications Officer in Communications Service  
Naval Communications Officer in B. service\*  
Naval Ordnance Department\*\*  
Naval Communications School

#### Edition B.

Fleet Command  
Admirals and Leaders  
Flotilla Commands and Force Staffs of Equal Rank  
Battle Ships, Panzer Ships, and Ships of the Line  
Aircraft Carriers  
Cruisers  
(Anti-Aircraft) Ships \*\*\*  
(Escort) Ships \*\*\*

\* B-Dienst includes intercept and analysis. - Tr

\*\* Possibly crossed out. - Tr

\*\*\* Words in parentheses doubtful on account of illegibility. - Tr

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Minelayers, Minesweepers  
Supply Ships  
Ships of the Sperrbrecher and Patrol Groups  
Destroyers  
Torpedo Boats of the T Flotillas  
Escort Boats  
New Type M Boats\*  
U-Boats  
S-Boats\*

ENIGMA CIPHER PROCEDURE

OFFIZIER AND STAFF

E n c i p h e r i n g :

1. Offizier and Staff Enigma messages are enciphered in two stages.

In the first stage, the enciphering is done by officers or other persons especially detailed to this work by the Regulations Regarding Secret Material to be Locked up. (Verschluss-sachenvorschrift)

In the second stage, it is done by the radio personnel.

First Stage .

2. The Enigma is to be made ready for use,
  - a) for Offizier procedure by setting up
    - (1) the valid General Inner Setting and
    - (2) the valid Offizier Stecker Connections;
  - b) for Staff procedure by setting up
    - (1) the valid Staff Inner Setting and
    - (2) the valid Staff Stecker Connections.

See "Schlüsselanleitung zum Funkschlüssel M - M.Dv. Nr. 32/1" (Cipher Introduction to the Enigma - M.Dv. 32/1).  
(Note: possible miss-typing in the original of "Introduction" for "Instruction")

3. From the Offizier or Staff Day Setting (Tagesschlüssel) valid for the month, any Message Setting is to be chosen, as, for example: Caesar = DFL.

\* Crossed out as indicated. - Tr

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(In Contrast to General procedure, the Message Setting is not formed from the Procedure Indicator Group and the Grundstellung, but is taken directly from the Offizier or Staff Day Setting.)

In the case of several messages per Offizier or Staff procedure, different Message Settings are to be used whenever possible.

4. The chosen Message Setting is to be set up on the windows of the Enigma from left to right - for example in the case of Message Setting DFL, D at the left window, F at the center, L at the right.

5. The P/L text of the message is to be prepared as per "Schluesselanleitung zum Funkschlüssel M - M.Dv. Nr. 32/1."

Addresses and signatures are not taken into consideration here.

6. The P/L text, prepared as paragraph 5, is to be enciphered as follows:

The keys having the same letters as those of the P/L text to be enciphered are pushed all the way down, one after the other, and the letters which light up are entered under "Radio groups" ("Funkgruppen")

A key must not be pressed down until the preceding one has come completely to rest.

In this way all letters of the prepared P/L text are selected separately and by lines from left to right out of the column "Book Groups" ("Buchgruppen") and enciphered. The cipher letters (Schlüsselbuchstaben) are then entered by lines in groups of four into the column "Radio Groups" ("Funkgruppen").

7. Should a wrong key get pressed by mistake, then the right wheel is to be turned back several steps, and the ciphering of as many letters is to be repeated - including the wrongly pressed one - as the number of steps the wheel was turned back.

In this process care is to be taken that the wheels retain their correct settings. This is done by comparison with the last correctly enciphered letter.

If necessary, not only the right wheel, but also the middle one and, if the occasion arises, the left one, are to be turned back the same number of steps as they had advanced during the previous enciphering which is now to be repeated.

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8. If comparison with the correctly enciphered groups does not suffice to restore the correct setting, then you must return to the beginning setting (Message Setting) and repeat the ciphering altogether. This process can however be shortened by counting the number of correctly enciphered letters up as far as the absolutely correctly enciphered group and then pressing down any key the same number of times. After this, the enciphering is continued.
  
9. In the interests of secrecy, the wheels are to be put out of setting after every enciphering and deciphering.

There is to be certainty that the radio personnel and other unauthorized persons obtain no knowledge of the Stecker Connections of the Offizier or Staff Day Settings used.

If, after use, the Enigma is given back to the radio personnel, then the valid General Inner Setting must be set up. The Offizier or Staff Day Setting Stecker Connections must be removed.

10. After the text of the message has been enciphered, the following are to be inserted in P/L before the enciphered groups:
  - a) Address
  - b) The word, "von"
  - c) Signature
  - d) The word "Offizier" in messages per Offizier procedure, or the word "Stab" in messages per Staff procedure
  - e) Indicator letter for the Message Setting used, e.g. Caesar.
  
11. Every enciphered message is to be checked by ciphering it back.
  
12. If the message is to be relayed further by radio, then the form described in paragraph 10 is to be given to the radio personnel.
  
13. Only the enciphered groups resulting from the first stage and the supplementary P/L items as per paragraph 10 may be made accessible to the radio personnel.

Until cipher forms are issued for Offizier and Staff procedure, the columns "Book Groups" and "Meaning". ("Bedeutung") of the cipher forms used are to be cut off before the forms are handed to the radio personnel. So also is the heading of the column "Radio Groups", in order to avoid confusions in this column, to be cut off.

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14. In order to speed up the cipher service, cipher groups are to be formed. For details, see "Schluesselanleitung zum Funk-schlüssel M - M.Dv. Nr. 32/1," section entitled "Praktischer Schlüsseldienst." ("Practical Cipher Service").

#### Second Stage

15. If the message is to be relayed further by radio, the radio personnel enciphers it like a message to be enciphered per General procedure.

Details are set down in the "Schluesselanleitung zum Funkschlüssel M - M.Dv. Nr. 32/1".

#### D e c i p h e r i n g

16. The following items are to be taken out of the Book Groups of the cipher form delivered from the radio room, or, as the case may be, out of the teletype which has come in by wire:

- a) Time group
- b) Urgency sign
- c) Address and signature
- d) Reference to Offizier or Staff procedure
- e) Indicator letters (Bezeichnungsbuchstaben) of the Message Setting used.

Any dummy letters\* appearing on the cipher form behind the indicator letter which served to fill out the four-letter group are to be crossed out.

The Book Group following thereupon, is to be especially marked.

17. Corresponding to the Offizier or Staff procedure used, the Enigma is to be gotten ready as per paragraph 2, and the Message Setting determined by the indicator letter is to be set up at the windows of the Enigma.
18. The deciphering begins at the Book Group which has been especially marked - i.e. at that Group which follows upon the indicator letter and dummy consonant.

\* Fuellbuchstaben (dummy letters) is written in longhand. The printed word, which is crossed out, is Konsonanten (consonants).-Tr

19. The letters of the Book Groups to be deciphered are to be pressed down one after the other on the keys of the Enigma. The letters lighting up will give the text of the message.

Relay by Wire

20. Offizier or Staff procedure messages can be passed on over the Naval Teletype Network without second enciphering per Second Stage. The message which has been enciphered per First Stage is to be given to the teletype sending station with the following items.
- a) Urgency sign
  - b) Addresses
  - c) Service mark "Geheim Funkspruch" (with time group, if occasion calls for it), in case the message is to be radioed; or "Geheim verschlüsselt FT" with time group, in case the message already has been radioed. \*
  - d) The word "Offizier" or "Stab"
  - e) The indicator letter
  - f) The four-letter groups
  - g) Signature.

Reich Printing Office  
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\* The German expressions in this paragraph are, respectively, "Secret Radio Message" and "Secret Enciphered Radio Message" - Tr

\*\* This line is scarcely legible and may be wrongly given here. - Tr