

Declassified E.O. 12356 Section 3.3/NND No. 785015

ACC

10000/100/353

Declassified E.O. 12356 Section 3.3/NND No. 785015

10000/100/353

INFORMATION SUB-COMMISSION
AUG. - OCT. 1943

19 pp

V.A.C.S.

Ref 6.2 "Operation Plan" for Inf. S-Commission forwarded by Major Demand, for your comments, please.

12 Oct 43

D. Huddell Smith
Holland

~~12 Oct 43~~ A.S.

(2)

V.A.C.S.

Ref 6.2 (i) Study of AC/1016/4 "Allied Commission Higher Organization" does not make clear who is to represent the A.C. as a whole to the Press.

(ii) If, in accordance with P.D.7 App. O para (a), this is to be Information Subcommission, is not this S-Commission currently placed as a S-Commission of the Admin. Directorate of the Ec. & Admin. Section? Has logical position would appear to be (b) on the P.D. Section

(c) as a Press Relations Branch (with Telecomm. & Intelligence) on the Secretariat. Whatever they put out to the Press must surely be approved on a high level.

D. Huddell Smith

Holland & Co
A.S.

13 Oct 43

3.

Info

Ref 6.2 - (i) Inf. is in exactly the same position as "Finance" or "Legal" - i.e. it covers the whole A.C.

(ii) your "2" - It is premature to expect final decisions on questions of higher organization of A.C.

does not make clear who is to represent to Staff Pres.

(ii) If, in accordance with P.D.7 App. O para (a), this is to be Information Subcommission, is not this S. commission currently placed as a S. commission of the Admin. Directorate of the E. & Admin. Section? Have logical positions would appear to be @ on the Pol. Section @ as a Pure Relations Branch (with Telecomms & Intelligence) on the Secretariat. Whatever they put out to the Press must surely be approved on a high level.

D. Huxley Smith
Holland R. P. 100
A.S.

13 Oct 43

3.

Info

Ref 6.A. - (i) Infn. is in exactly the same position as "Person" or "Legal" - i.e. it serves the whole A.C.

(ii) Your "2". It is premature to expect final decisions on questions of higher organization of A.C. The submission made in my 2(ii) above will come up for discussion in due course.

(iii) Your "4C" - ~~staircase~~ ^{staircase} ~~staircase~~ ^{staircase} all Sub-commissions will be able to maintain the ^{35'33"} necessary to their efficient functioning.

(iv) The remainder of your plan is premature. Accommodation, ~~but~~ ^{but}, personnel etc. will be allocated as they become available. There is no reason for the Infn. Sub-commission to receive special treatment.

D. Huxley Smith
Holland R. P. 100
A.S.

14 Oct 43

TO: JCS (through JACS)

FROM: Information Sub-Commission, A.C.

SUBJECT: Putting Sub-Commission in Readiness for its Task -

REFERENCE: AC/1070

DATE: 21 October 1943

1. The 15 EM/ORs requested should be designated & our request for facilities should be considered.
2. We should be authorized to have a listener at all important regional & Sub-Commission meetings, so as to be informed on matters concerning which we are to be informers.-
3. Regional information officers should be integrated with the Central Office for planning lines of co-operation.
4. Lists of officers assigned to information in Regions, as well as of those having information qualifications though assigned outside this Sub-Commission, should be supplied to us.
5. Our plans for handling foreign correspondents should be approved, so that we can assure PRO, AFHQ, at once that we will be ready for this when we open our office in Italy. PRO now feels that we are woefully behind in this regard - PRO wishes to turn this work over to us as much as possible but thinks that we are not properly preparing for it. This problem is not identical with or similar to that of any other AC agency - It calls for solution in advance.
6. Information officers not used as such in a Region (due to unawareness of the Public Relation problem on the part of a Regional Commander) should not under any circumstances be diverted to other tasks. They should revert to the Inf. office in Rome, so that the already understaffed Public Relations branch (Information) will not be further depleted.

Randolph Leigh

Major, C.M.P.
Deputy Acting Chief Information
Sub-Commission, AC.

/jo

COFY NO. 73-14A

21 OCTOBER 1943.

AC/1017/S

WARNING ORDER.Moves of Parties 'X' and 'Y', A.C.

1. Owing to the fusion of H.Q., A.C. and AGS, Party 'X', A.C. will be moved by road and sea to PALERMO, and Party 'Y' by air, to join the Mission on the Mainland. P.D. No. 12, which is being issued today, deals with these matters inter alia.

2. Party 'Y'.

The following will leave for BRINDISI by air on the 23rd inst.:- (Baggage 200 lbs. per person).

<u>Legal</u>	Col. G.R. UFJOHN, K.C.	(B)	99894
<u>P.R.</u>	Lt. Col. J.A. TOBEY	(A)	0-235420
<u>I.C.</u>	Major W.J. MACKREY	(D)	189341
<u>P.S.</u>	2nd Lt. N. VALENZA	(A)	0-561520
<u>Clerks</u>	Sgt. Eric (NMI) Stein	(A)	36717093
	Pvt. George M. Fried	(A)	12020526

3. Party 'X', travelling by road and sea to SICILY.

(a) The Officers detailed in App. 'A' will hold themselves in readiness to leave not before 23rd inst.

(b) EM/OK's, as detailed in App. 'B' to be issued later, will also proceed.

(c) The transport shown at App. 'C' will accompany the party.

Colonel.

R.B. RATHBONE

Colonel.

which is being issued today, deals with these inter alia.

2. Party 'V'.

The following will leave for BRINDSI by air on the 23rd inst.:- (Baggage 200 lbs. per person).

<u>Legal</u>	Col. G.R. UPJOHN, K.C.	(N)	99894
<u>P.R.</u>	Lt. Col. J.A. TOBEY	(A)	O-235426
<u>I.C.</u>	Major W.J. MASKEY	(B)	169311
<u>P.S.</u>	2nd Lt. M. VALENZA	(A)	O-564520
<u>Clerks</u>	Sgt. Eric (NMI) Stein	(A)	36717093
	Pvt. George M. Fried	(A)	12020926

3. Party 'X', travelling by road and sea to SICILY.

- (a) The Officers detailed in App. 'A' will hold themselves in readiness to leave not before 23rd inst.
- (b) EM/OR's, as detailed in App. 'B' to be issued later, will also proceed.
- (c) The transport shown at App. 'C' will accompany the party.

Colonel.

R.B. RATHBONE

Colonel.

J.J. ALPRIGHT

Joint Assistant Chiefs of Staff, A.C.

DISTRIBUTION: 'A'.

/rjm

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Appx. 'A' & 'C' to
AC/1017/5 dated 21 Oct. 43.

APPENDIX 'A'

(1) Subcommissions. All officers of Sub-Commissions, other than Transportation, except one officer per Sub-Commission to remain as a rear link. Minimal rolls showing officers proceeding and remaining will be rendered to G-1 A.C. by 1200 22nd inst.

(2) Staff etc. officers as detailed below:-

Lt. Col. Reiter	(A)	Major Hinkel	(A)
Lt. Col. Cripps	(B)	Lt. Col. Earnshaw	(A)
Major Martin	(A)	Lt. Col. Rogers	(A)
Lt. L.J. Montant	(A)	Capt. Hale	(A)
Col. Adams	(A)	Major R.A. Persall	(A)
Capt. Mortland	(A)	Capt. Kerkor	(A)
Lt. Col. Hindley-Smith	(B)	Major Driffild-White	(E)
Capt. Giacomo	(A)	Capt. Scotten	(A)
Capt. May	(B)	(already in Sicily)	(A)
Lt. Col. Pargold	(B)	Capt. Mathewe	(A)
Capt. Stearns	(A)	Capt. Plummer	(A)

HP. The following officers who have already left Tizi-Ouzou on various missions must be deducted from the total of Main Party.

Col. Upjohn	Major Mashrey
Col. Evans	2nd Lt. Valenza
Col. Todd	Col. Findley
Lt. Col. Beurllett	Major Trignone
Capt. Scotten	Capt. Patrick
Lt. Col. Tobey	

APPENDIX 'C'

Jeeps	13
15 cwt	7
Water Cart	1
Staff Car	7
3-ton	2
MC's	9
	<u>30 plus 9</u>

(A)	Major Hinkel	(A)
(A)	Lt. Col. Barrshaw	(A)
(A)	Lt. Col. Rogers	(A)
(A)	Capt. Hale	(A)
(A)	Major R.A. Persell	(A)
(A)	Capt. Kerkner	(A)
(B)	Major Driffeld-White	(B)
(A)	Capt. Scotten	(A)
	(already in Sicily)	
(A)	Capt. Matthews	(A)
(A)	Capt. Plummer	(A)

(A)	Lt. Col. Reiter	(A)
(B)	Lt. Col. Cripps	(B)
(A)	Major Martino	(A)
(A)	Lt. L.J. Montant	(A)
(A)	Col. Adams	(A)
(A)	Capt. Northland	(A)
(B)	Lt. Col. Hindley-Smith	(B)
(A)	Capt. Giacamo	(A)
(B)	Capt. Hay	(B)
(A)	Lt. Col. Purgold	(A)
(A)	Capt. Stoarns	(A)

MB. The following officers who have already left Tizi-Ouzou on various missions must be deducted from the total of Main Party.

Col. Upjohn	Major Maskey
Col. Evans	2nd Lt. Valenza
Col. Todd	Col. Findlay
Lt. Col. Bantlett	Major Prigmore
Capt. Scotten	Capt. Patrick
Lt. Col. Tobey	

APPENDIX 'C'

Jeeps	13
15 cwt	7
Water Cart	1
Staff Car	7
3-ton	2
MC's	9
	<u>30 plus 9</u>

3540

TO: G-1, A.C.
FROM: Information Sub-Commission.
SUBJECT: FM/ORs Requirements.
REFERENCE: AC/1070
DATE: 16 October 1943

11A
12 A destroyed.
Duplicate of 11A.
aff. 27 Nov 44

As set forth in Information Sub-Commission Plan, dated 11 October, 1943, the requirements of this Sub-Commission are:

- 8 non-commissioned officers with news experience, educated, competent as writers. At least 3 to be fluent in Italian, able to read, speak and write that language.
- 3 to serve as stenographer-secretaries, file clerks, and mimeograph machine operators. To be capable of dealing tactfully with other persons.
- 4 to serve as chauffeur-messengers and handy-men. Some knowledge of Italian desirable, but not essential.

Randolph Leigh

Major C.M.P.
Deputy Acting Chief
Information Sub-Commission

TO:- Chiefs of All Sub-Commissions A.C.
FROM:- Joint Assistant Chiefs of Staff, A.C.
SUBJECT:- Allotment of EM/ORs.
REFERENCE:- AC/1006/S (G-1)
DATE:- 18 October 1943.

- 13A 216
1. Requests have been made for the EM/ORs. shown in Appx. 'A' -. Some of the personnel named may be already working for Sub-Commissions, but personnel as a whole, already working for Sub-Commissions, are not shown.
 2. In some cases the same man has been asked for by more than one Sub-Commission.
 3. Personnel requested will be earmarked for Sub-Commissions accordingly, as far as possible, but
 - (a) In the case of conflicting claims G-1 will decide on the allotment.
 - (b) Personnel cannot be taken from their present work until adequate replacements have been found.
 4. As to any further requests, it is pointed out that neither Staff Branches or the Central Registry are clerks training centres and that clerks are not chosen and trained by it as supply for anyone who wants a clerk. In future, requests for Central Registry clerks will only be considered in extreme cases.
 5. Will you please forward any comments as soon as possible.

F.A. PURGOLD
F.A. PURGOLD

Lt. Colonel.

for Joint Assistant Chiefs of Staff, Allied Commission.

GWAK/rce.

Copy to:- H.Q. Commandant. A.C.

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Appendix A 'A' to AC/1006/2 (G-1) dated 18 October 1943.

Labour. T/4. P.J. Marinelli 32131955

Public Works & Utilities. Sgt. T.T. Garbett. Pte. G.H. Brown 3663770. Pte Cragg 3608658
Pte. C.C. Eastable 10673614. Sgt. Marangoni G.

D.P. S/Sgt. Hamlander.

Public Safety. Pte. G. Marinelli. Sgt. G. Ferri. Pte. G. Freid.

Legal. Sgt. Stein. Pte. Freid. Cpl. White R.A.S.C. Cpl. J. Lotella.
Pte. Palmieri.

P & T Pte. Angelo Martino.

Transportation. S/Sgt. Lark R.A.S.C. Sgt. Green. Pte. Taylor. Two Post
orderlies not available.

Public Health. S/Sgt. Calvert. Sgt. Aguila.

Fuel. S/Sgt. Wheeler. Pte. Davy.

Agriculture. Pte. Rosano.

Industry & Commerce. S/Sgt. Caldecott.

Finance. Pte. Davy.

TO:- Staff Branches, Sub-Commissions, and H.Q. Commandant, Allied Commission
FROM:- J.A.C.S., ALLIED COMMISSION.
SUBJECT:- E.M./O.Rs. - Requirements.
REFERENCE:- AC/1 006/2 (G-1)
DATE:- 13 October 1943

1. Please notify G-1, A.C., by 1200 hours Sunday 17 October, your suggested requirements of the above, specifying types; e.g. clerks, G.D. personnel, or interpreters, and stating where any special qualities are required such as book keepers, accountant or lawyer's clerk.
2. Estimated requirements must be kept to the minimum as the numbers available are limited.

W. F. A. PURGOLD
F.A. PURGOLD

Major.

for Joint Assistant Chiefs of Staff, Allied Commission.

GWAK/roc

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5584

SECRET EQUALS BRITISH MOST SECRET

AFHQ MESSAGE CENTER

OUTGOING MESSAGE

ROUTINE

TO: FOR ACTION: AQWAR (FOR COMBINED CHIEFS OF STAFF)

INFORMATION: USFOR (FOR BRITISH CHIEFS OF STAFF)

REF. NO: 877

REF. NO: W 9233

SIGNED: EISENHOWER

CITE: FMGS
MAT: 21

Reference your TAM 8.

1. Paper 5 is document entitled "Memorandum on preparations for post HUSKY operations" dated 19 July. In possession of CAD WASHINGTON and embodied in MAT 296.

2. Your paragraph 2 yes.

3. Paraphrase of cable number 60775 dated 19 August 43 from TROOPERS to FREEDOM as follows: Understand from PWE here plan has been approved revising relationship PWB Military Government. Does this affect numbers asked for in paper number 5. If not how many can you find locally from PWB. Qualified personnel here are very few.

ORIGINATOR: MIL GOV SECT

AUTHENTICATION: B N RICHARDSON, CAPTAIN

INFORMATION: SOS
PWB
MIL GOV SCHOOL
AG RECORDS

MC OUT: 1671

5 Sept 43

1911B

Ref. No. W 9233/ 877 Jss/B

SECRET EQUALS BRITISH MOST SECRET

COPY No.

THE MAKING OF AN EXACT COPY OF THIS MESSAGE IS FORBIDDEN

EQUALS BRITISH MOST SECRET
SECRET
 WAR DEPARTMENT
 ASSISTED MESSAGE CENTER
AFHQ
OUTGOING MESSAGE

BIGOT PRICELESS

To Lt Col (and family)

ROUTINE

TO: FIFTEENTH ARMY GROUP MAIN

REF NO. 21

SIGNED: CINC, CTEE PWOT

1. In the event of an early capitulation of ITALY as a unit, as opposed to a piecemeal conquest of the country, it is most desirable that a PWR organization should function in ITALY as early as possible. If Allied news and propaganda is available immediately after capitulation, it should be used to allay unrest and help preserve order.

2. With this in view, it is proposed to put a small P B staff under command of Fifteenth Army Group in the event of ITALY capitulating. This staff should be moved into the mainland early, under a movement priority to be laid down by you. Subsequently the P B will be established in ITALY and will come under AFHQ. PWR have been instructed to deal with you direct over details of staff required.

ORIGINATOR: G-5

AUTHENTICATION: C. S. SUTHER, BRIG

INFORMATION:

G-4
 H & TH
 MIL GOV SEC
 SCS
 INC
 PWR
 *
 AG RECORDS

AF CTT 4201 11 August 43 10203 Ref No. 21 rht

Psychological warfare Branch
PWC

EQUALS BRITISH MOST SECRET
SECRET

BIGOT
 3534
 COPY No. 19

SECRET EQUALS BRITISH MOST SECRET

AFHQ MESSAGE CENTER

OUTGOING MESSAGE

AC/107011
7A 2

File
AC/1070
J.V. 11

ROUTINE

TO: AGWAR

REF NO W-8277

INFO USFOR

REF NO 5998

FOR COMBINED CHIEFS OF STAFF

BRITISH CHIEFS OF STAFF

SIGNED RUSKINOWEN, CITE PEMGS

ACA/1070
Information

1. Paper number 5 indicated approximate need for 41 information staff of which 22 U.S. and 19 U.K. This paper is now modified by reason of plans approved here for relationship PWB to Military Government. Precise of this plan was contained 230 of 11 August to AGWAR and USFOR resulting in Military Government requiring no staff for PWB work. Reference 607/5 of Troopers to us 19 August MAT 17.

2. Information staff, however paper number 5 included principally public relation personnel and new estimate of such staff required is 25 of which 8 Majors and 8 Captains should be found from US sources 4 Majors and 5 Captains from UK sources.

3. As regards censorship, whole staff will be found by Inc, therefore, no military government personnel required under this head.

4. Believe new plans will economize in staff and will prove satisfactory.

ORIGINATOR: MGS

AUTHENTICATION: J.C. HOLMES, BRIG GEN

INFORMATION: SGS

MIL GOV SCHOOL MGS
AG RECORDS

3530

MC-OUT-10453

25 Aug 43

2014B

Ref No W-8277/5998

tcu

SECRET EQUALS BRITISH MOST SECRET

COPY No.

THE MAKING OF AN EXACT COPY OF THIS MESSAGE IS FORBIDDEN

To: AS

From: Information Sub-Commission, AC

Subject: Operation Plan and Objectives for Information Sub-Commission.

Reference: AC/ 1070

Date: 11 Oct. 1943

1. The Mission of the Information Sub-Commission is to undertake liaison with the Military and with all sections of the Allied Commission in reference to information to be made available to the public relative to AC activities; To supervise the collection and dissemination of such information for the use of all persons and agencies properly concerned; To advise the AC on information and public relations matters generally. (See Revised App.0 to Planning Directive No.7).

2. To perform this Mission effectively, the Information Sub-Commission needs to be placed in a position on the AC organization chart stemming directly from the JACS. That is because the sub-commission must have access to officials in all sections and sub-commissions of the AC, must be free to attend policy and staff conferences, must receive copies of such periodic and special reports as may be made by the sections and sub-commissions. Under this arrangement no item of legitimate and news-worthy value will be overlooked, to the possible detriment of the AC through the loss of public support in the performance of its tasks, due to misunderstandings and insufficient information.

3. All releases and announcements concerning the AC, intended for world-wide distribution or for the Italian public, to be channeled through the Information Sub-Commission.

4. To implement the Mission, the following recommendations are made:

(a) The Information Sub-Commission and staff to have full and free access to all persons and sections concerned with the work of the AC, wherever they may be located. (See para.2 above.)

(b) The Information Sub-Commission and staff to maintain full and free direct liaison with the PRO of AFHQ, with AMG, with EIC, FWE, and other agencies concerned with information, propaganda, public relations.

Commission in reference to information to be made available to the public relative to AC activities; To supervise the collection and dissemination of such information for the use of all persons and agencies properly concerned; To advise the AC on information and public relations matters generally. (See Revised App.0 to Planning Directive No.7).

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3. All releases and announcements concerning the AC, intended for world-wide distribution or for the Italian public, to be channeled through the Information Sub-Commission.
4. To implement the Mission, the following recommendations are made:
 - (a) The Information Sub-Commission and staff to have full and free access to all persons and sections concerned with the work of the AC, wherever they may be located. (See para.2 above.)
 - (b) The Information Sub-Commission and staff to maintain full and free direct liaison with the PRO of AFHQ, with AMG, with INC, FWB, and other agencies concerned with information, propaganda, public relations.
 - (c) The Information Sub-Commission to set up an information and public relations organization for the AC paralleling the public relations organization of AFHQ. This will involve the following:
 - (1) Suitable quarters to be provided in Rome, or at an alternate place pending the time Rome becomes available as a center. If all AC sections are located in the same building, the Information Sub-Commission also should be there; otherwise it should be in the Ministry of Popular Culture building. (See App.A)

- (2) Assignment of qualified enlisted personnel to be made to the Information Sub-Commission to permit the efficient functioning of the section. Provision to be made for these persons in the allotment of space, equipment, billets, mess, transportation and communications facilities as required. (See App.B)
- (3) Provision to be made for billets, mess, transportation and communications facilities not only for officers and enlisted personnel of the Information Sub-Commission, but also for a limited number of accredited journalists and other visitors to Rome who are especially interested in activities of the AC. Many such persons may be expected to set up headquarters in Rome, as representatives of the world press. Others will make special trips to Rome and to the various regions in Italy. (See App.C)
- (4) Proper office furniture, equipment and supplies to be provided. (See App.D)
- (5) Duties of staff members to be determined and supervised by the head of the Information Sub-Commission, in accordance with the following plan:
 - (a) Administrative staff of 3 officers to direct all activities of the Sub-Commission, to maintain contact with policy-making officers in the AC organization, in AMG, AFHQ, PWB, etc., and to advise on public relations.
 - (b) Supervisory group of 4 officers to direct gathering, preparation and distribution of information about AC activities; to aid in relations with the foreign press, photo and radio representatives in Italy; to conduct routine business with AC sections, with PRO of AFHQ, INC, PWB, etc.; to provide technical advice; to supervise the execution of information policies in regions under jurisdiction of the AC.
 - (c) Qualified enlisted personnel to prepare written releases and perform clerical and other duties. (15 EM/OR). Several of these must be fluent in Italian and be capable of writing news material. (See App.B)

- Italy. (See App.C)
- (4) Proper office furniture, equipment and supplies to be provided. (See App.D)
- (5) Duties of staff members to be determined and supervised by the head of the Information Sub-Commission, in accordance with the following plan:
- (a) Administrative staff of 3 officers to direct all activities of the Sub-Commission, to maintain contact with policy-making officers in the AC organization, in AMG, AFHQ, FMB, etc., and to advise on public relations.
 - (b) Supervisory group of 4 officers to direct gathering, preparation and distribution of information about AC activities; to aid in relations with the foreign press, photo and radio representatives in Italy; to conduct routine business with AC sections, with PRO of AFHQ, INC, FMB, etc.; to provide technical advice; to supervise the execution of information policies in regions under jurisdiction of the AC.
 - (c) Qualified enlisted personnel to prepare written releases and perform clerical and other duties. (15 EM/OR). Several of these must be fluent in Italian and be capable of writing news material. (See App.B)

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Inf. S-C, AC..11/10343 .. p.3

Appendix A ... Space Requirement

- 6 rooms, as follows:
- 3 offices for 3 administrative officers.
 - 2 large work-rooms for use of 4 officers and 8 enlisted personnel.
 - 2 rooms for use of 3 clerks doing stenographing work, filing, handling enquiries, cutting stencils, operating mimeograph machine, collating and stapling releases, dispatching them, aiding visiting correspondents in routine matters, and as a message center.
 - 1 large room for the accommodation of working correspondents, and for press conferences.
- Also, adequate storage space and toilet and washing facilities.

Appendix B ... Enlisted Personnel Required

- 15 E/OR as follows:
- 8 non-commissioned officers with news experience, educated, competent as writers. At least 3 to be fluent in Italian, able to read, speak and write that language.
 - 3 to serve as stenographer-secretaries, file clerks, and mimeograph machine operators. To be capable of dealing tactfully with other persons.
 - 4 to serve as chauffeur-messengers and handy-men. Some knowledge of Italian desirable, but not essential.

Appendix C ... Transportation and Billet Requirements

Suitable mess and billets for 7 officers and 15 E/OR, as required. Provision to be made for constant availability of several hotel rooms, preferably with bath, for use of visiting correspondents and other worthy persons interested in AC activities. Mess and transportation provisions to be made available for such persons. Provision to be made for such persons when they go into the regions under the AG, to report on AC activities. Information officers may accompany them at times, and should be provided for. Transportation to be provided for such expeditions from the general motor pool, with driver, or other suitable means of transport authorized.

Transportation to be made available, by assignment, to the Information Sub-Commission: 2 C&P cars
2 jeeps

Appendix D ... Equipment Required

- 7 desks, 7 desk chairs, 5 tables, 15 visitors' chairs - for use of seven officers.
- 6 desks, 6 chairs, 8 visitors' chairs, 1 large table, 1 standard file for use of E/OR in two work-rooms.
- 2 desks, 2 desk chairs, 6 visitors' chairs, 1 small table.

- read, speak and write that language.
- 3 to serve as stenographer-secretaries, file clerks, and mimeograph machine operators. To be capable of dealing tactfully with other persons.
 - 4 to serve as chauffeur-messengers and handy-men. Some knowledge of Italian desirable, but not essential.

Appendix C . . . Transportation and Billet Requirements

Suitable mess and billets for 7 officers and 15 M/Os, as required. Provision to be made for constant availability of several hotel rooms, preferably with bath, for use of visiting correspondents and other worthy persons interested in AJ activities. Mess and transportation provisions to be made available for such persons. Provision to be made for such persons when they go into the regions under the A8, to report on AJ activities. Information officers may accompany them at times, and should be provided for. Transportation to be provided for such expeditions from the General motor pool, with driver, or other suitable means of transport authorized.

Transportation to be made available, by assignment, to the Information Sub-Commission: 2 CAR cars
2 jeeps

Appendix D . . . Equipment Required

7 desks, 7 desk chairs, 5 tables, 15 visitors' chairs - for use of seven officers.

6 desks, 6 chairs, 8 visitors' chairs, 1 large table, 1 standard file for use of M/Os in two work-rooms.

2 desks, 2 desk chairs, 5 visitors' chairs, 1 small table, 1 large table, 3 standard files for clerk-stenographers' use.

10 typewriters, and 3 dozen extra ribbons (black record)

1 high-speed mimeographing machine, with supply of ink, stencils, correction fluid, spare parts and repair tools.

3 hand-stapling machines, with several thousand wire staples.

6 telephones, with switchboard or automatic switch.

10 GI tables and 12 chairs for correspondents' work room.

Compartment mail box for correspondents' releases, and mail.

100 reams of mimeograph paper.

50 reams of plain, inexpensive typing paper.

3000 large manila envelopes for dispatch of copy to correspondents.

Blackboard (about 4 x 6 feet), with chalk. (1 box)

2 bulletin boards, about 4 by 7 feet.

15 correspondence baskets, with double trays.

12 wastebaskets

1 good short-wave radio to receive all broadcasts

5 pencil sharpeners,

20 reams of bond paper for correspondence, properly printed with letter-heads; with envelopes

3530

Supply of pencils, pens, ink, erasers, paper clips, thumb tacks, file folders, rulers, paste, carbon paper. Also a small kit of tools: hammer, screw driver, pliers, assortment of nails and screws.

1 cabinet, with lock, for storage of supplies.

Reference books: 5 English dictionaries, 3 Italian-English dictionaries, world atlas, gazetteer, maps and guides to Italy, Angot Bible, Italian Basic Handbook, World Almanac, Statesman's Yearbook, Italian Who's Who, Almanach de Gotha, Europa (2 vols).

2 large scale maps of Italy, 2 of Europe

File of Italian newspapers

Selected American newspapers and magazines

Selected British newspapers and magazines

Press cutting service from US and UK.

Recommended distribution: AS (Inf)

JACS

AMG HQ

PEO AFHQ

Robert W. Desmond

Robert W. Desmond, Major

Acting Head,

Information Sub-Commission

Declassified E.O. 12356 Section 3.3/NND No. 785015

Robert W. Desmond
Robert W. Desmond, Major
Acting Head,
Information Sub-Commission

Recommended distribution: AS (Inf)
JACS
AMG HQ
PRG AFHQ

3529

5A
Revised App. O to Planning Directive No. 7
dated 26 Sept. 1943

Functions of Information Sub-Committee, AC

(a) Mission

To undertake liaison with the Military and with all sections of the Allied Commission in reference to information to be made available to the public relative to AC activities. To supervise the collection and dissemination of such information for the use of all persons and agencies properly concerned. To advise the AC on information and public relations generally.

(b) Major Functions

(1) The Information Sub-Commission performs the following staff functions:

(a) Formulates and establishes policies, plans and procedures for making information concerning the AC available to world press, photo and radio representatives.

(b) Maintains contact and liaison with FEO of AFHQ, with all sections and sub-commissions of AC, with AMG, with IAC, FWE, and other related agencies.

(2) The Information Sub-Commission performs the following operating functions:

(a) Collects, prepares and disseminates to proper persons and agencies material relative to the activities of all sections of the AC, for the purpose of making clear the functions and objectives of the AC. Some of this material will be directed to the Italian press and radio through PWB.

(b) Supervises and controls all relations with the foreign press, photo and radio representatives, including the arrangement and conduct of appropriate press conferences and contacts with AC personnel.

(c) Maintains quarters where information and assistance will be available to accredited journalists and other authorized persons.

all persons and agencies properly concerned. To advise the AC on information and public relations generally.

(b) Major Functions

(1) The Information Sub-Commission performs the following staff functions:

(a) Formulates and establishes policies, plans and procedures for making information concerning the AC available to world press, photo and radio representatives.

(b) Maintains contact and liaison with PRC of AFHQ, with all sections and sub-commissions of AC, with AIG, with INC, PWB, and other related agencies.

(2) The Information Sub-Commission performs the following operating functions:

(a) Collects, prepares and disseminates to proper persons and agencies material relative to the activities of all sections of the AC, for the purpose of making clear the functions and objectives of the AC. Some of this material will be directed to the Italian press and radio through PWB.

(b) Supervises and controls all relations with the foreign press, photo and radio representatives, including the arrangement and conduct of appropriate press conferences and contacts with AC personnel.

(c) Maintains quarters where information and assistance will be available to accredited journalists and other authorized persons.

(b) Major Functions

(1) The Information Sub-Commission performs the following staff functions:

(a) Formulates and establishes policies, plans and procedures for making information concerning the AC available to world press, photo and radio representatives.

(b) Maintains contact and liaison with PRO of AFHQ, with all sections and sub-commissions of AC, with AMG, with INC, FWB, and other related agencies.

(2) The Information Sub-Commission performs the following operating functions:

(a) Collects, prepares and disseminates to proper persons and agencies material relative to the activities of all sections of the AC, for the purpose of making clear the functions and objectives of the AC. Some of this material will be directed to the Italian press and radio through FWB.

(b) Supervises and controls all relations with the foreign press, photo and radio representatives, including the arrangement and conduct of appropriate press conferences and contacts with AC personnel.

(c) Maintains quarters where information and assistance will be available to accredited journalists and other authorized persons.

4A

ALLIED FORCE HEADQUARTERS
Military Government Section

HP/jw

3 October 1943

MEMO TO: Joint Assistant Chiefs of Staff

1. Lt. Colonel Phillips, Public Relations Officer, Information and Censorship Section, Allied Force Headquarters, has offered to General Holmes the facilities of his office for general indoctrination of officers assigned to the information section of Allied Commission or of the Regions.

2. The officers should report two at a time beginning Tuesday or Wednesday if it can be arranged, prepared to stay two days. Colonel Phillips' office is in the Agricultural Building.

3. The officers concerned according to our records are Majors Desmond and Leigh, and Captains Harwell, E. B. Smith, and W. H. Haller. Any others recently assigned should also be included.

For the Chief of Section:

Henry Parkman, Jr.

HENRY PARKMAN, JR.
Lt. Colonel, A.U.S.
Mil. Govt. Section

AC
1070

1/10/44

CR/4644/916

3527

Ref: ~~3A~~

Major Demond's request to be allowed to proceed in advance of
 Salinas is already premature. Preliminary planning must, however,
 take place in conjunction with AFHQ and I recommend that a visit
 to Island Phillips be authorized. If planning is to take place
 here someone should visit AFHQ as soon as possible
 to ascertain the facts of the present position and obtain all the
 necessary information.

J. Huddley Smith
 30 Sept 43.

2

Inf. 3A As Maj. Demond is proceeding on Operation
 'Cavalier', we shall be in communication,
 presumably 3A is out of date.

30 Sept 43
 W. A. Thorne
 Col.

3

A/C.G.S.

A.C.S. /1017/1, Appx "A" dated 29 Sept 43 includes Major Smith
 as the Offr. presenting on operation "Cavalier". Do you
 wish this changed? $\hookrightarrow$ any case, 3A is at 9 dble.

J. Huddley Smith
 Major

2 Sept 43 3534

1st.
3A As Maj. Demand is proceeding on Operation
 Cavalier, we shall be in communication,
 presumably 3A is out of date.

W. Laithamer
 Col.

30 Sep 43

3.

A/C.G.S. A.C.S. 1017/1, Appx "A" dated 29 Sep 43 indicates Major Leigh
 as the Off. proceeding on operation "Cavalier". Do you
 wish this changed? $\hookrightarrow$ any case, 3A is out of date.

W. Laithamer
 Col.

20 Sep 43. 3520

4.

1st. Maj. Demand was written in error
 for Maj. Leigh in Minute 2.

W. Laithamer
 Col.

1 Oct 43

To: Colonel Ratzbone
From: Major Desmond

Subject: Clarification of Information Sub-Commission, ACC
functions, and of relations with Information Officer
of AMG and PRO of AFHQ

1. I request that I be permitted to undertake the
following program.

- A. Study the organization of the Public Relations section
at AFHQ in Algiers. Col. Phillips has invited me to do this.
- B. Work out, in collaboration with the PWB in Algiers,
a directive for the guidance of CAO's, staff
Specialists, and ACC Officers as to what constitutes
information of value, interest and importance
for the proper understanding of AMG and armistice
control by the peoples of the world and the armistice
the occupied countries. This will enable the people of
concerned to cooperate more intelligently with the
Information division. The policy director of PWB has agreed to this.
- C. Organize a Public Relations (or Information Section)
of the Military Government School, where officers
concerned may discuss and study matters
relative to this field, perhaps under the temporary
direction of Major Leigh. 3525
- D. Fly to Palermo to study and review the information
problems encountered in Sicily. Proceed to
The Sabina-Naples area for the same purpose

33A

2) Rep'd 1070

PAC/1070/3

(Ch. H.S.)

Declassified E.O. 12356 Section 3.3/NND No. 785015

MGS ALG V MGS TIZ
24 SEPTEMBER 1943
MESSAGE NO 4

TO JOINT ASST CHIEFS OF STAFF
SUBJECT INFORMATION

ONE OR MORE SENIOR INFORMATION OFFICERS SHOULD VISIT ALGIERS
TOMORROW IN ORDER TO ATTEND MEETING WITH COL PHILIPS I N C IN
AGRICULTURE BUILDING AT 1430 HOURS. OBJECT OF MEETING IS TO FORM
THE BASIS FOR TYING IN P R O WORK OF ARMISTICE C C WITH P R O
OF AFHQ AND SUBSIDIARY FORMATIONS.

NAMES OF OFFICERS FOR INFORMATION OF COL PHILIPS SHOULD REACH
THIS OFFICE TODAY.

COPY TO COL PHILLIPS
I N C
AGRICULTURE BLDG
ALG

END KKKK
RECD

COLONEL A T MAXWELL

3523

ACC/1029

AS

TO : MG, AFHQ,

FROM : PLANNING STAFF, ARMYSTICK C C

SUBJECT : INFORMATION

Smf. O. RDA

ACC/1029 24 SEPT 43 STOP REFERENCE MESSAGE No 4 24 SEPT 43
STOP MAJOR DEMOND AND CAPT SCOTTEN WILL ATTEND MEETING WITH COL ~~XXXX~~
PHILIPS AT 1430 HRS TO-MORROW SATURDAY.

Teletype

Hollywood

3524

0949