

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

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AC STAFF DUTIES & TRAINING
JULY 1938; OCT. 1943

16 pp

785015

MILITARY GOVERNMENT SCHOOL AND HOLDING CENTRE
APO 512

Subject: Composition of the Italian National Administration.

The National Administration is composed of fifteen Ministries. Their names, number of employees and annual budgets as of July 1, 1938, are the following:

<u>Ministry of</u>	<u>Employees</u>	<u>Budget in Lire</u>
Finances	53,778	575,131,000
Justice	21,633	288,230,000
Foreign Affairs	3,004	135,230,000
Italian Africa	79,895 (a)	748,582,000
National Education	147,303	1,518,360,000
Interior	28,877	355,110,000
Aeronautics	20,084	299,603,000
Public Works	8,767	113,845,000
Communications	2,379	31,586,000
War	127,026 (b)	1,330,494,000
Navy	42,072 (c)	451,387,000
Agriculture and Forests	6,385	69,762,000
Corporations	1,973	21,209,000
Popular Culture	354	5,694,000
Foreign Exchange	290	6,960,000
<u>Total</u>	<u>543,820</u>	<u>5,951,183,000</u>

THE PROVINCE

The province has two aspects, politically speaking. It is an organ of the National Administration and an autonomous entity governing the province and the communes of which the province is composed.

The head of the province is the Prefect (Prefetto). He depends directly on the Ministry of the Interior and is the highest authority of the state in the province. His general function is to integrate in conformity with governmental directions the activities of State and local government, except insofar as Justice, the Armed Forces or the railroads are concerned. He is empowered to exercise supervision over all the public services within his province, to give orders to the royal police (carabinieri reali) and to take emergency measures to ensure public safety. He has a Vice-Prefect to take his place in case of absence.

A Prefectorial Council serves as his advisory body. It is composed of the Prefect and two Councillors. Its advice may be rejected or is binding according to the nature of the matter under discussion. The Council also audits the accounts of province and communes.

The Provincial Administrative Commission (Giunta) is composed of the Prefect, the Chief Provincial Inspector, the two members of the Prefectorial Council, the Chief Accountant and four members of the Fascist Party nominated by the Secretary of the Fascist Party and appointed by the Minister of the Interior. The Fascist members are supposed to be technical experts. The Commission is essentially an organ of control. It reviews the decisions of the mayors (podestà) of the communes and of the President (Preside) of the province and is empowered to settle administrative differences.

Each province has its own inspection service which is in the hands of officials from the Ministry of the Interior but under the direct orders of the Prefect. Its task is to inspect the functioning of the provincial and communal administrations.

In contradistinction to the national functions of coordination and control performed by the Prefect, Prefectorial Council and Provincial Administrative Commission the purely local affairs of a province are administered by a President and a Rector (rettorato).

The President is appointed for four years by royal decree. He is assisted by a Vice President appointed in the same way. No salary is attached to either office but in exceptional circumstances the Minister of the Interior may order a salary to be paid from the provincial budget.

The President is the chief executive officer of purely provincial affairs. He convokes and presides over the Rectorate, executes its decisions and signs the contracts which it has voted, prepares the annual budget, appoints the local officials and supervises their activities.

The Rectorate is composed of the President and the Rectors. The latter are appointed by the Minister of the Interior for four years. The number of ordinary Rectors varies according to the population of the province: eight for 600,000 inhabitants or over, six for between 300,000 and 600,000, four for under 300,000. Two substitute Rectors are appointed in all provinces regardless of size to take the place of the ordinary Rectors in case of absence.

The property of the province is administered by the Rectorate. It draws up the provincial budget, contracts debts, stipulates contracts and fixes local taxes. Provincial public services are under its supervision and it frames provincial ordinances.

Apart from these organs of political administration, there are two bodies which supervise the health and economy of the province.

The Provincial Council of Sanitation is composed of the Prefect, who presides, the President of the Civil and Criminal Courts of the provincial capital, the provincial health officer, the provincial veterinary and the Federal Secretary of the Fascist Party. These men are members ex officio. In addition, the national administration appoints doctors and technicians of its own choosing.

The Council supervises matters of public health affecting the province as a whole. It proposes to the Prefect the sanitary measures and investigations which it considers necessary. It gives its opinion on existing regulations insofar as public health is concerned.

The Provincial Council of Corporative Economy represents the economic interests of the province and coordinates them in harmony with the interests of the nation. It is divided into a Presidential Committee and a General Council.

The Presidential Committee is composed of the Prefect, who presides, the Vice-Prefect, the Federal Secretary of the Fascist Party, the Presidents and Vice Presidents of the economic sections (see below), and representatives of the Provincial and Inter-provincial Unions of Employers and Employees.

The General Council is composed of the members of the Presidential Committee, ordinary members of the Sections and the following six officials ex officio: the corporative inspector, the agricultural inspector, the director of the agricultural

lecture service, the commander of the Forest Service, the chief civil engineer and the provincial veterinary.

The sections are divisions of the Provincial Council assigned to specific branches of economic activity. They are established by decree of the Minister of Corporations who also has the right to create special permanent committees attached to the Council.

Apart from its general function of coordinating the economic activities of the province, the Council cooperates with the Associations of Employers and Employees in perfecting production, promoting welfare and improving social conditions. When authorized by the Minister of Corporations it may found and conduct agencies or services in the interests of agriculture, industry or commerce. Furthermore, it exercises general supervision over all public institutions in the province which promote production, credit savings, social welfare and professional instruction. It supervises the provincial employment offices.

The executive bureau of the Provincial Council of Corporative Economy is the Provincial Office of Corporative Economy. This office is a branch of the Ministry of Corporations and is staffed partly by employees of this Ministry. Its national function is to collect economic information on the province for the Ministry, but it also serves as the executive bureau of the Provincial Council. Its expenses are paid by the Council from taxes and fees, defined by royal decree and collected from local sources.

The province has relatively few services which it is obliged to maintain by law. In the field of public health, it must maintain laboratories, prophylactic stations and dispensaries with suitable personnel. It is also obliged to maintain a provincial insane asylum, to take care of abandoned infants and to provide for the blind and deaf-mutes. In the field of public works, its chief responsibility is the provincial roads.

In addition to these provincial functions, it must share in the expenses of some of the services furnished by the State, especially in the fields of Public Health and Public Works, and provide buildings and maintenance thereof for State educational institutions and national charities. But the burden of local expenses is carried by the communes and in 1936 the communes spent six times as much money as the provinces throughout Italy.

1.
Draft Notes on Staff Duties — 1 (P)

9 Oct 43

②

J.P.C.S.

for comment and notification of possible
activity. please.

D. Mueller
A/S.

9 Oct 43.

Col Rothbone: - Re: 1A

Generally I think the idea is good. It
might well be required reading for newly
assigned officers. Following, ~~with~~ are
made

1. Should be so written as to have
no conflict with Routine Office orders
(see para 1)

2. Para 3e - Question use of Meditation
Theatre - Does that apply to entire Theatre
or only to AFHQ

3. Para 4b (iv) width of margins should

Col Rathbone: - Re: 1A

Generally I think the idea is good. It might well be required reading for newly assigned officers. Following, ~~bits~~ are made

1. Should be so written as to have no conflict with Routine Office orders (see para 1)

2. Para 3e - Question use of Meditations Theatre - Does that apply to entire Theatre or only to AFHQ

3. Para 4b (iv) width of margins should be specified rather than the general "ample"

4. Para 4c - Classification, do not

agree with recent change - see 5th AFHQ 23 Sept AGS 71.2-13 SIG AGM Subject "Change in Equivalent Classifications"

5. Para 4d - Does not agree with present usage of AC or w/ American Military heading. Why change our heading as now used?

6. Suggest para 7 on Messages be omitted at this time. It is quite long and technique is Brit. If Brit furnish all signals it should apply. If combined Brit & Am, it may be necessary to revise. 7. Suggest omission of War Decree

ALLIED COMMISSION.STAFF ORGANISATION & WORK.

- The Deputy President, Vice Presidents and Directors have each a staff.*
1. ~~Each head of a section etc. has a staff.~~ In the case of the Deputy President, his senior staff officer is known as the "Chief of Staff". In all other cases the senior staff officer is known as the "chief staff officer".
 2. The Chief of Staff is responsible to the Deputy President for the efficient working of the Allied Commission as a whole. The orders of the Deputy President are issued ~~on the authority of~~ the Chief of Staff or ~~such~~ by ~~the~~ officers to whom he may delegate this ~~authority~~. *in his name by*
 3. The Chief of Staff is responsible in particular for ~~the~~ *the direction of the work of* the "Executive", which includes both the Headquarters Section and the Secretariat, ~~and for the direction of the Public Relations Staff and the Industrial Planning Staff and for any committee work, the chairmanship of which he may assume.~~ *at the*

4. Each ^{chief} staff officer is responsible for:

- (a) ~~for~~ the co-ordination of work within his section and between his section and other sections so as to ensure that there are no gaps or overlaps and that work is carried out in accordance with superior authorities' orders.
- (b) ~~for~~ the initiation and, if applicable, conduct of conferences between sections, subcommissions etc.
- (c) ~~for~~ seeing that the problems of subcommissions are adequately studied.
- (d) ~~for~~ sifting and canalising all material proceeding from sub-commissions to higher authority.
- (e) ~~for~~ issuing orders, through the Secretariat if necessary, in accordance with the wishes of the head of his section and to further the work of the commission. *1973*
- (f) ~~for~~ advice to the head of his section.
- (g) ~~for~~ the organisation of intelligence work within his section.
- (h) ~~for~~ the transmission of correspondence through his office and ~~for~~ the organisation of his office.

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- (e) ~~for~~ issuing orders, through the Secretariat if necessary, in accordance with the wishes of the head of his section and to further the work of the commission.
- (f) ~~for~~ advice to the head of his section.
- (g) ~~for~~ the organisation of intelligence work within his section.
- (h) ~~for~~ the transmission of correspondence through his office and ~~for~~ the organisation of his office.

6. It is for other staff officers to assist their chief staff officer in the performance of his duties. ~~He will be responsible for allocation of duties to and for supervision of the work of his staff and clerks, and for ensuring that they keep themselves informed of subjects which affect them. He will be responsible for recommendations to the head of his section regarding the upgrading, downgrading or re-assignment etc. of his own staff or other office personnel, and for dealing with corresponding matters regarding personnel of subordinate subcommissions.~~

5. In every case ~~Para. 4 and 5~~, "Section" includes "Directorate."

7. All matters of policy and important questions affecting more than one subcommission will be dealt with through staff channels.

8. Chiefs of Subcommission will however be responsible for discussing problems with other subcommissions concerned and for drawing the attention of the staff to questions of policy or these affecting other subcommissions.

to questions affecting

- 2 -

9. Correspondence between the Allied Commission or any portion of it and higher or parallel authority or the Italian Government will be dealt with through the Secretariat.

10. Correspondence between the HQ Allied Commission and its subordinate regions will be dealt with through the Secretariat, unless it is a matter which concerns only one Section of the Commission.

11. Correspondence between one section of the HQ Allied Commission and subordinate regions will be dealt with through the staff of that section unless it is a purely technical matter concerning one subcommission only. In that case, the subcommission will correspond direct.

12. In ~~their~~ personal contacts, staff officers should in general deal with opposite numbers of their own rank. But a chief staff officer will always have right of access to his next superior chief staff officer.

13. A chief of a subcommission will not deal with his Vice President or Director ~~of~~ their deputies on any matter of principle or policy without first informing ~~his superior's~~ chief staff officer *of the Vice President or Director concerned.*

J.A.C.P.

This draft is largely compiled
from memory and requires careful
checking ^{and additions.} It will be supplemented
by the summary of your own
office order which I am now preparing.
I am forwarding this separately &
in rough draft because of the
shortage of typists and hope you
will forgive the lack of style
Details!

D. Huddley-Smith 972
96443

Typist: Note (a) Maying to be 1" at least. (H)
 (b) ~~maintained~~ ~~to be~~ Sub-para's to be
 included ~~as~~ at present, sub-sub-para's
 to be further included.

NOTES ON STAFF DUTIES.

1. OBJECT.

The majority of officers on the staff will be engaged in staff duties.

These notes are designed to assist those officers whose experience of military staff duties is limited.

2. CONTENTS. When they conflict with Routine Office Orders the latter will be followed.

These notes include sections on:

(a) Staff Duties.

(b) Military Correspondence.

(c) Message Writing.

(d) War Diaries.

(e) Registration.

(f) Filing.

3. STAFF DUTIES.

(a) The Military Staff is the administrative body of the largest business organization in the world. Its organization and procedure differ from those of most commercial businesses, but ^{they} are the development of long experience and do not substantially differ as between the armies of different nationalities.

The efficiency of the Military Staff depends on the accuracy with which all its branches adhere to this fixed organization and procedure. Strict discipline is as vital to efficient staff work as it is to the control of formations and units in the field.

(b) A staff as a whole serves its Commander exclusively (for the corresponding branch of the staff of a higher formation.) A staff officer must first, by studying the characteristics of his immediate superior, establish confidence and mutual understanding. He must maintain these by absolute loyalty in word and deed, by tact and by competent staff work.

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(a) The Military Staff is the administrative body of the largest business organization in the world. Its organization and procedure differ from those of most commercial businesses, but ^{they} are the development of long experience and do not substantially differ as between the armies of different nationalities. The efficiency of the Military Staff depends on the accuracy with which all its branches adhere to this fixed organization and procedure. Strict discipline is as vital to efficient staff work as it is to the control of formations and units in the field.

(b) A staff as a whole serves its commander exclusively (WOT the corresponding branch of the staff of a higher formation.) A staff officer must first, by studying the characteristics of his immediate superior, establish confidence and mutual understanding. He must maintain these by ^{absolute} loyalty in word and deed, by tact and by consistent staff work. Internal loyalty, complete understanding of one another's functions and sincere co-operation as between branches is the essence of efficient staff work.

(c) Staff duties cannot be learnt by rote. They include innumerable details which only experience can teach. The following principles are, however, fundamental.

A staff officer must:-

- (i) cultivate the ability to submit his individuality to work in harmony with his colleagues as a unit in a vast

machine.

(ii) Understand the organization and division of functions of the Staff and the duties of each department.

(iii) Make NO decisions without consulting all persons affected and the correct experts.

(iv) Develop the art of drafting documents concisely and clearly.

(v) Know the correct forms for all kinds of correspondence, messages and abbreviations and the classification of documents.

(vi) Cultivate "security-mindedness".

(Sub-headers, (d) and (e) follow on page (2e)).

4. MILITARY CORRESPONDENCE.

(i) All military written work must be:

(i) Absolutely accurate.

(ii) Completely clear.

(iii) As concise as possible.

NOTE: Illegible handwriting may lose battles or cost hundreds of lives.

~~Thousands of soldiers.~~

(b) Layout:

(i) Main headings will be typed in block. - clear of the text - unnumbered.

(ii) Paragraphs will be numbered serially throughout the document in Latin.

Figures, regardless of main and sub-headings.

(iii) Sub-paragraphs will be lettered alphabetically in small letters.

(iv) Ample margins will always be left free for annotation.

an additional

(v) Statistics will be included as appendices with reference in the text. Appendix will be found a heading in the center of the first page - in the left margin - classification of fronted correspondence: (d) and (e) follow on page 2e.

(c)

reference to the document to which they are Appendix - 4. - Appendix 10-1

Handwritten
writing

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X

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- (ii) Completely clear.
(iii) As correct as possible.

NOTE: Illegible handwriting may lose notation or even symbols as shown.

~~Examples of illegible handwriting~~

(b) Layout:

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(i) Main headings will be typed in block. - clear of the text - (unsubstantiated).

(ii) Paragraphs will be numbered serially throughout the document in Latin figures, regardless of main and sub-headings.

(iii) Sub-paragraphs will be lettered alphabetically in small letters.

(iv) Sub-paragraphs will always be left free for annotation.

(v) Statistics will be included as Appendices with reference to the text.

(c) Appendix will be given a heading in the margin of the first page - (see top left).
Classification of protected correspondence: hand carried. They will be given a reference to the document to which they are Appendix - e.g. "Appendix A to Appendix B" (see top left).
It is of great importance that protected correspondence should be correctly classified and properly dispatched and stored. In

abridged table is given below:

CLASSIFICATION		TYPE OF DOCUMENT	METHOD OF HANDLING
Sec.	Am.	(i) Plans of important operations. (ii) Dispositions or movements of troops. (iii) Information concerning nature or amounts of secret production. (iv) Most others.	To be dispatched in two envelopes, the inner one sealed and addressed to an officer by name, the outer one marked "SECRET". Not to be sent by post. To be opened by an officer. To be stored by an officer under lock and key.

What about Secret, Confidential, Security, Restricted, etc.? A new instruction arrived the other day. Oh I see - p.3.

2a.

(i) Staff officers are normally organized in four grades. Their duties become increasingly specialized in the higher formations:

(i) Senior Grade (Brig. or above) - responsible for high level policy and liaison.

(ii) First Grade (Colonel or Lt. Colonel) - responsible for the policy and organization of the department.

(iii) Second Grade (Major) - responsible for the production in co-ordinated and co-ordinated form of

detailed work (operation or admin. orders etc.) and for the routine work of the department.

(iv) Third Grade (Captain) - Officers responsible for the collection and arrangement in the first instance of the information required by (iii) above.

(e) Military Staff is organized in four main branches:- 4900

(i) "G.1" - the administration of the personnel of the army considered as individuals.

(ii) "G.2" - the collection, evaluation and dissemination of information.

(iii) "G.3" - the mobilization, organization and training of the military forces. *Operation must come in here.*

(iv) "G.4" - the supply of the ~~army~~ *military forces.*

In higher formations there is also an Operations Division (O.P.D.) charged

with the correlation of plans and the strategic direction of the

etc.) and for the routine work of the department.

- (iv) Third Grade (Captain) - Officers responsible for the collection and management in the first instance of the information required by (iii) above.

(e) Military Staff is organized in four main branches :- 4989

(i) "G.1" - the administration of the personnel of the army considered as individuals.

(ii) "G.2" - the collection, evaluation and dissemination of information.

(iii) "G.3" - The mobilization, organization and training of the military forces. *Operations must come in line.*

(iv) "G.4" - the supply of the ~~army~~ *military forces*.

In higher formations there is also an Operations Division (O.P.D.) charged with the formulation of plans and the strategic direction of the military forces in a theater of war. This division may form part of the G.3 branch above.

In the Headquarters of war the

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(2)

This is wrong.

CLASSIFICATION	TYPE OF DOCUMENT	TYPE OF HANDLING
SECRET CONFIDENTIAL RESTRICTED	Documents as above not warranting the classification "SECRET" (S) or "CONFIDENTIAL" (C), enter envelope to bear address only. If sent by post will be registered.	As above, but inner envelope marked "SECRET" (S) or "CONFIDENTIAL" (C), enter envelope to bear address only. If sent by post will be registered.
CONFIDENTIAL RESTRICTED	(i) Subjects of personal or disciplinary nature requiring internal security. (ii) Documents which must be generally circulated but which require a high degree of protection.	As above but inner envelope marked appropriately. Opened and stored by confidential clerk.

RESTRICTED RESTRICTED Documents other than those listed above which should not be published or communicated except for official purposes.

This is a new one. You mean "Not to be published"?

NOTE: (i) All staff officers should be prepared to down-grade documents no longer requiring the degree of security with which they are marked. Down-grading of "SECRET" and "CONFIDENTIAL" documents requires the authority of the head of the branch.

(ii) Excessive use of high degrees of security in the classification of documents renders the whole system ineffective. *Yes, ha!*

(d) Recognised forms for military correspondence:

(i) Letter (used also for Branch Memorandum).

Degree of protection ("SECRET" etc.)

Office Reference No. _____

Date _____

SUBJECT: _____

TO: _____

FROM: _____

CONFIDENTIAL

This must be checked by the staff officer.

ions to be observed, but no special provisions laid down.

published or communicated except for official purposes.

This is a memo. for Mr. [unclear] Not to be published.

NOTE: (i) All staff officers should be prepared to down-grade documents no longer requiring the degree of security with which they are marked. Down-grading of "TOP SECRET" and "SECRET" documents requires the authority of the head of the branch.

(ii) Excessive use of high degrees of security in the classified documents renders the whole system ineffective. *U.S. War!*

(a) Recognised forms for military correspondence:

(1) Letter (used also for Branch Memoranda).

Degree of protection ("SECRET" etc.)

Office Reference No. _____

Date _____

SUBJECT: _____

TO: _____

FROM: _____

CONTENT

Address

Signature
Appointment

(ii) Inter-branch Minute.

Minute Sheet No. 1.

(2) T.Y. 100/200/000 A.S. 1(4)
-----1(A)

(2)

TO - G-4/
Ref. 1(1)

Will there be any difficulty in providing accommodation for these personnel?

(Signed) G. HOPKIN
Major

G-1
7 Oct. 45.

*This
must
be
done
by
the
system*

*Teletype
transmission
from
headquarters*

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Ample accommodation of the kind you require exists in the area.
Suggested allocation will be sent you.

(Signed) P. H. H. H.
Major.

G4.

7 Oct. 43.

(e) General Hints.

- (i) Correspondence should not be dated until it is signed.
- (ii) Superiors hate reading through bulky files. Remove superfluous copies and drafts.
- (iii) Pro-formas help in returns.
- (iv) Personal discussion saves correspondence but a record should always be kept of important decisions reached and placed in the appropriate file.

(v) Be clear and concise.

(vi) Do not act as a post office for the correspondence of other formations. *If you are asked for an opinion, give one; do not merely collect.*

(vii) Keep your output of paper down to a minimum.

(viii) It is forbidden to close the doors of a safe without locking it. Such doors must either be wide open or locked and the key must never remain in the lock.

2. REGISTRATION.

(a) All outgoing and incoming correspondence must be registered. The system used can be elaborate but must fulfil two conditions:

(i) Record to whom a letter has come or from whom it has come, and its date.

(ii) Give a quick and easy reference to the file in which the office copy can be found.

(b) Registration of security and official correspondence is done by a clerk before the file is brought to the Staff Officer.

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(viii) It is forbidden to close the doors of a safe without *1957* it. Such doors must either be wide open or locked and the key must never remain in the lock.

5. REGISTRATION.

(a) All outgoing and incoming correspondence must be registered. The system need not be elaborate but must fulfill two conditions:

(i) Record to whom a letter has gone or from whom it has come, and its date.

(ii) Give a quick and easy reference to the file in which the office copy can be found.

(b) Registration of security and official correspondence is done by a clerk before the file is brought to the Staff Officer.

(c) Secret and confidential correspondence is registered in separate books, which are kept under lock and key.

Registration of secret correspondence should be done by an officer, *or warrant officer?* but confidential letters may be registered by a confidential clerk.

(d) There are two alternatives ^{by file} for registration *by file*.

(i) Central Registry, at which correspondence for all branches of the staff are registered by one clerk.

(ii) Branch registry, where each branch registers ^{its own} correspondence. *1 file*

6. FILING.

(a) Each subject dealt with must have a file or group of files.

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(5)

(b) The pages of folios of each file are numbered in sequence from the bottom upwards. When a new letter comes in or goes out referring to a letter already in the file, a note is made in each folio to that effect - e.g. "7" or "10".

(c) It is better to have a large number of files each dealing with a particular subject, than to have a few files, and by stretch of imagination fitting the subjects of the letters to your existing files. *So much better that I would like this draft to be very serious & uncomplimentary.*
When a file gets unwieldy - about 100 folios - open Jacket No. 2 with the same file number. (Part II).

(d) Go through your files often and weed out rubbish ruthlessly. There are generally some letters concerning detail which have been completed and for which no permanent record is required. *Remember to follow accordingly.*

(e) Keep a list of those files which will be required during operations, or if your Headquarters moves, and of those which should be handed over to other Headquarters.

7 MESSAGE WRITING.

(a) The principles of accuracy, brevity and clarity, as well as the safeguarding of security, apply with particular force to messages. Standard forms (Army Form 22128) are used for messages despatched through Signals.

(b) Addresses to and from will not include names of individual officers but only the formations or units involved as:
From Q5 Div. to Q2 Corps. 4955

If delivery to a specific individual is essential, the text of the message itself should start with "for Major SMITH".

(c) Dates should be given in figures for the day of the month only: month and year are not included. Time of writing is given following the date, thus: 7/1030 - 1630 hrs on 7th day of month.

(d) Body of the message:

(i) Code names and enciphering are the responsibility of the Signals Office. Messages will normally be written in clear. Under no circumstances will code names or cipher be used in the same message.

(ii) No punctuation except full stop.

(iii) Capital letters to be used only for the following: POST, SECRET, SECRET, single letters, code signs, code names, places.

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(b) Addressees to and from will not include names of individual officers but only the formations or units involved as:
 From G5 Div. to G2 Corps.

If delivery to a specific individual is essential, the text of the message itself should start with "for Major Smith".

(c) Dates should be given in figures for the day of the month only; month and year are not included. Time of writing is given following the date, thus: 7/1630 - 1530 hrs on 7th day of month.

(d) Body of the message:

(i) Code names and enciphering are the responsibility of the Signal Office. Messages will normally be written in clear. Under NO circumstances will code names or cipher and clear be used in the same message.

(ii) No punctuation except full stop.

(iii) Capital letters to be used only for the following: MOST SECRET, SECRET, single letters, code signs, code names, places, personal and regimental names, cipher groups, the word "NOT", specific abbreviations in "blanks", and NORTH, SOUTH, EAST, WEST.

(iv) Authorized abbreviations must be used, except when communicating with allied formations and units.

(e) Copies and repetition.

(1) Number of copies required must include one for each addressee, one for Signals, and one for originator's message board.

(ii) Address to which message is repeated for information only are indicated after the word "Info" as: G1 Corps, 2 Corps plus 3 Corps.

(3) Originator's serial number for each message sent is the number of the message in the series for that day, starting from midnight. Addressee's reply should refer to this number in the appropriate space, as: Q 124/7, indicating branch of staff (4), serial number of message (124) and day of month (7th).

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(i) SECRET: Not to be given to anyone including intercommuni-
cation personnel. Message also sealed to ADMINISTRATIVE cipher office.

(ii) SECRET: Not to be seen by orderlies and non-confidential clerks.
Message goes sealed to Signals office.

(iii) Not to be intercepted by enemy. Signals determines extent of
transmission.

(iv) Is clear by any means except wireless. Originator signs in left
hand space with "except wireless" added.

(v) Is clear by any means including wireless. Signature in left
hand space with "except wireless" added. This procedure is NOT to be adopted
except during active operations when speed is paramount, an effective action
by the enemy. In the event of interception, it is not deemed possible.

3. WAR DIARIES.

(a) Object: War Diaries are kept (i) to furnish an historical record of
operations. (ii) To provide data on which to base improvements in organi-
zation and administration.

(b) Responsibility for maintenance: War Diaries are normally kept by unit
commanders and by each branch of the staff at large HQ. They will be kept by
C40s, SC40s and Regional Comds, by head of divisions and sub-commissions,
and by heads of branches.

(c) Method: The War Diary is: (i) Kept on A.F. 2013.
(ii) "SECRET".

(iii) Entered up daily by officer detailed and
initialed by him.

(d) Contents: In so far as they are applicable the following should be entered:

(i) Important orders, instructions, reports and messages received and
issued, and decisions taken.

(ii) Daily location. *Important matter relating to each*

(iii) Detailed account of operations. *branch of the staff.*

(iv) Changes in establishment or strength.

(v) Losses and number of officer casualties, number of other com-
munications.

(vi) Changes in losses and transport in the case of units on lines
of communication.

(d) (vi) Meteorological notes.

(e) Summary of important information received whether military or political.

Appendices as under will be attached to the ORIGINAL copy of each war diary.

(i) Copy of each Operation Order or Battle Order or Instruction issued during the period covered by the current volume.

NOTE:- Copies of Operation Orders and Instructions referring to SECRET PROJECTS OPERATIONS will not be sent with war diaries until after the operation has either been completed or the necessity for secrecy has passed.

(ii) Copies of orders or instructions received from higher commanders if no longer required for reference.

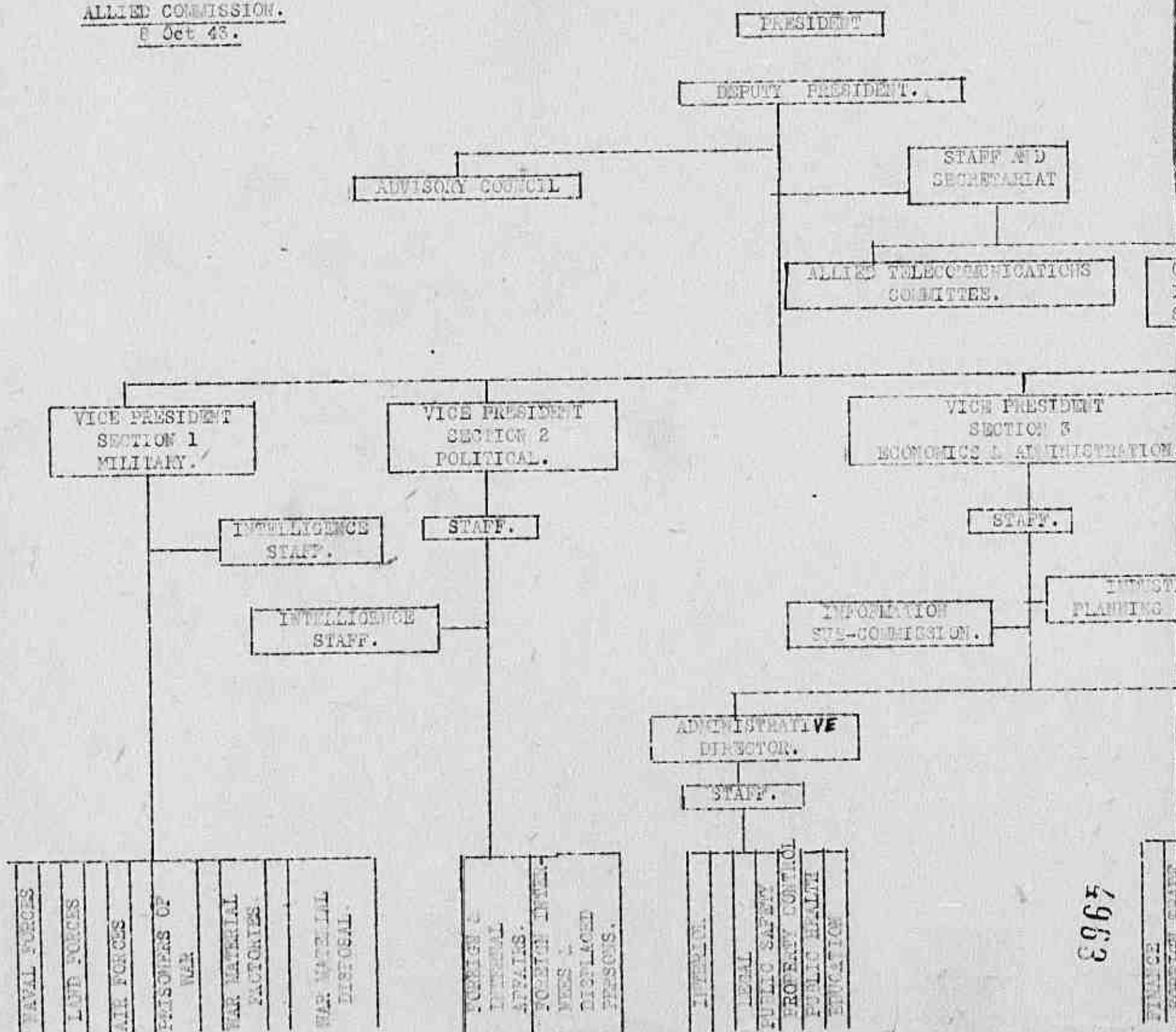
(iii) Sketches or maps to supplement the account of any particular operation.

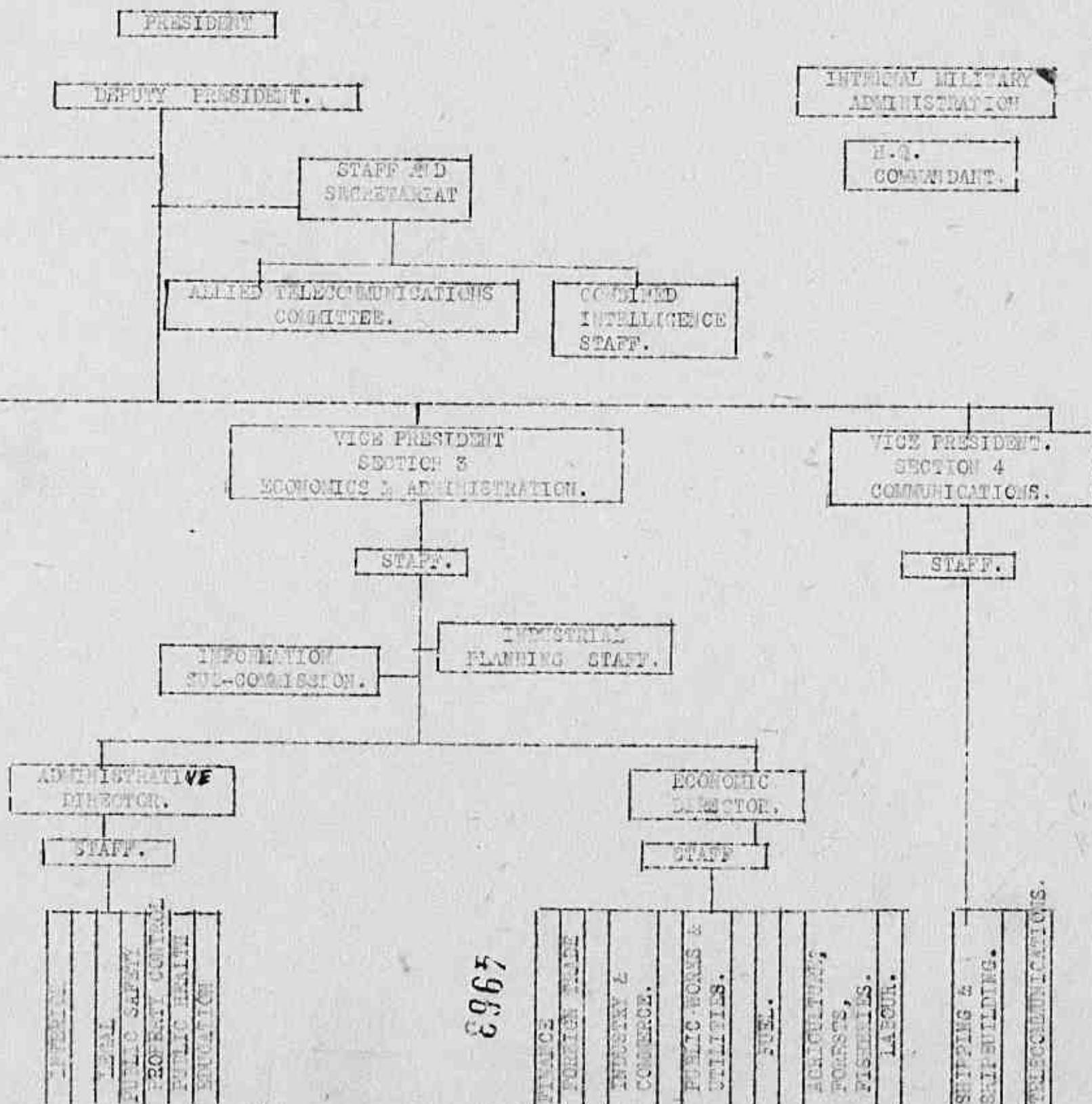
(iv) Approvals and personal impressions of commanders.

Appendices will be numbered and reference to them will be made in the column of AF 02418.

2967

ALLIED COMMISSION.
8 Oct 48.





8965

Classified
 Excluded from automatic
 downgrading and
 declassification

