

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

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14 pp.

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ADMINISTRATIVE MEMORANDUM,
FILE NO. 119
NOV. 1943 - JAN. 1944

12 pp.

119
U. S. RESTRICTED EQUALS BRITISH RESTRICTED
RESTRICTED HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

1567
DCCAO
8 January 1944

AG 314.7/322 D-O

SUBJECT: Historical Records and Histories of Organizations

TO : All Concerned

1. Letter, AG 314.7/389 C-M, dated 20 April 1943, and letter AG 314.7/389 SGS-AGM, dated 14 July 1943, both Allied Force Headquarters and subject as above, are being rescinded.

2. General

a. The following records and reports are used in the production of military history:

1. Unit and staff journals, with supporting documents.
2. Reports on operations, battles and engagements.
3. Special monographs.
4. Reports and records of administrative organizations.

b. The foregoing are defined, and the method of their preparation and forwarding is discussed.

3. Unit and Staff Journals

a. In United States commands in this theater, unit and staff journals will be kept in accordance with provisions of AR 345-105 and FM 101-5 for periods or phases of operations as prescribed in each case by the next higher commander concerned, except that in headquarters of field armies or of air forces, periods or phases will be prescribed by the commanding generals thereof.

b. The period during which journals will be kept will include the period of combat operations, as distinguished, for example, from purely training periods, but will ordinarily include also the period of concentration, and movement immediately preceding and pertaining to the combat operation covered.

c. Units and headquarters, such as base sections and units thereof, not engaged in actual combat operations will generally not be required to keep journals. All such units and headquarters will, however, keep accurate records and files pertaining to their missions, operations and activities, in a form that will permit their use in compiling historical data therefrom, if and when required by competent higher authority. (See par 4, Annex 1)

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Ltr Hq Matousa, 8 Jan 44, AG 314.7/322 B-0

4. Reports on Operations, Battles and Engagements

a. In United States commands in this theater, reports on operations, battles and engagements will be prepared and promptly submitted in accordance with provisions of AR 345-105 and changes 1, 2 and 3 thereto. They will cover periods or phases as prescribed in each case by the next higher commander, except that in headquarters of field armies or of air forces, periods or phases will be prescribed by the commanding generals thereof.

b. Operation reports will consist of a running, factual, narrative account of the operations and activities of the unit or organization for the period or phase covered, including items pertaining to its plans, orders, administration and supply. These reports should be so written as to give a true detailed historical picture of the period covered.

c. Units and headquarters, such as base sections and units thereof, not engaged in actual combat operations, will generally not be required to submit historical operational reports but will keep accurate records and files which will permit the compilation of such reports if and when required by competent higher authority. (See par 4, Annex 1)

5. Special Monographs

a. In United States commands in this theater, special monographs will be written and prepared by historical sections of field armies and of air forces, supplemented by such teams of historical officers and enlisted men as may be attached for this purpose.

b. Special monographs will cover such particular events, engagements or incidents as may be determined by the commanders concerned, and/or by the War Department, as being of special historical or training interest. The term "special monographs" includes current history pamphlets for information of the wounded and operational monographs for training purposes.

c. Historical teams should be given a sufficient freedom of action, in the discretion of commanders concerned, in order to obtain first-hand information and eye-witness accounts.

d. Special monographs will be subject to review by commanders concerned, prior to final forwarding.

6. Preparation and Forwarding of Journals and Reports

a. Each commander will see that his journals and historical reports are checked for form, accuracy and completeness.

b. Unit and staff journals, because of voluminous annexes thereto, will ordinarily be available for forwarding in one copy only.

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Ltr. Hq Natouza, 8 Jan 44, AG 314.7/322 B-0

(1) They will be forwarded together with supporting documents by unit of origin, and in turn by each succeeding higher echelon, after any use necessary in connection with historical reports, through United States command channels to the field army or air force commander concerned. Journals and supporting documents will be forwarded by army and air force commanders as prescribed in c. below.

c. Operation reports will be prepared and forwarded through United States command channels, in duplicate and in accordance with provisions of AR 345-105, Change 3. Army and air force commanders will forward the original copies of their reports upon completion, but if necessary may retain the second copy, together with journals and supporting documents until such time as historical work based on them is completed at their headquarters. All will then be forwarded.

7. Forwarding of Special Monographs

a. Special monographs will be prepared as outlined in paragraph 5 above. They may be forwarded in draft form.

b. They will be forwarded in triplicate through United States command channels to Historical Branch, G-2, War Department.

8. Historical Personnel

a. In divisions and higher headquarters, including corresponding commands of air forces, the function of producing, checking and forwarding historical data and reports will be performed by such especially designated personnel as may be prescribed by the field army or air force commanders concerned.

b. In units below divisions, it is not contemplated that special personnel will be available for the sole purpose of performing historical functions, but that such duty will be performed by personnel selected by commanders concerned.

9. Security Classification

Because much of the information contained in unit and staff journals, historical reports and special monographs is of a classified nature, these documents will be strictly safeguarded and assigned appropriate security classification in accordance with provisions of AR 380-5.

10. Appended hereto (Annex 1) is a list of suggestions to guide in the preparation of operations reports and special monographs.

11. There has been established in the office of the Assistant Chief of Staff, G-2, this headquarters, an Historical Section charged with the coordination of historical activities in this theater. * * * * *
* * * * * Direct correspondence is authorized on technical matters between this section and (a) the Historical Branch,

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Ltr. Hq. Natoua, 8 Jan 44, AG 314.7/322 B-0

G-2, War Department, and (b) historical sections of other units in this theater.

By command of Lieutenant General DEVERS:

/s/ A. B. King,
A. B. KING
Major, AGD,
Asst Adjutant General

2 Incls:
#1 - Annex 1
#2 - Staff Memo

AG 314.7 BPAGO (8 Jan 44) 1st Ind. OMM/mob
HEADQUARTERS PENINSULAR BASE SECTION, APO 782, 21 January 1944.

TO: See Distribution.

By command of Brigadier General PENCE:

O. H. HADSEN
O. H. HADSEN
1st Lieut., A. G. D.
Assistant Adjutant General

1 Incl:
Withdrawn- Incl. No. 2
1 - Extract of par. 4, Annex 1.

DISTRIBUTION:
"A" & "B"

Dist - Exec Off. Info
- AG
- Capt Matthews

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

7 January 1944

MEMORANDUM:

TO : All Officers, HQ. AMG.

1. Officers of a superior headquarters who visit a subordinate headquarters should remember that their first task is to help the subordinate headquarters. It is particularly important that subordinate headquarters should welcome visits for the help given and should not receive unexpected criticism from a higher headquarters as the result of such a visit. Therefore when a visiting officer finds anything which appears to merit criticism he must, if it is at all possible, discuss the matter on the spot with the responsible officer and also with that officer's immediate superior, before he reports it to higher Headquarters. In this way, it is often possible to put matters right quickly and smoothly. If that cannot be done, at any rate the visiting officer will be able to return to his headquarters with a clear idea of what should be done to put matters right, and will leave behind him a feeling that higher Headquarters are trying to help and not just criticize.

2. In the case of visiting officers who are junior or whose duties do not normally touch such a matter under criticism, it is particularly important to conform to the above procedure.

By order of Colonel SPOFFORD:

L. A. Stearns
L. A. STEARNS
Capt, AGD
Asst Adj Gen

ORDERS

15 December 1943
RESTRICTED
ROUTINE

1210

(6)

Col. Rathbone
SEARS FOR FARGO
FILPOT RPTD PENCE FOR AMG FOR GUTTERBOOK RPTD FATIMA
RPTD FREEDOM FOR MRS

FREEDOM IN MESSAGE ONE THREE NINE ZERO SIX OF THIRTEEN DEC NOW STATE THAT
CABLE ADDRESS MILGOV CAN NOT RPT NOT BE USED UNTIL PERMISSION GRANTED X PAREN
FROM SEARS FOR FARGO TO FILPOT RPTD PENCE FOR AMG FOR GUTTERBOOK RPTD FATIMA
RPTD FREEDOM FOR MRS CITE FARGO ONE TWO ONE ZERO PAREN MEANTHILE ALL MESSAGES
SHOULD BE ADDRESSED TO FARGO RPTD RPT RPTD TO PENCE FOR AMG FOR GUTTERBOOK X
FARGO ONE ONE EIGHT SEVEN OF THIRTEEN DEC REFERS X

Copy to: C of S ✓
Comms. Sec.)
Econ. Directorate)
Admin. Directorate)
Exec. Offr.)
G-1)
AG)
HQ Comdt.)
o/c Base Detachment)

Who will inform
all concerned
immediately.

[Handwritten signature]

3745

Col. Rathbone

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ALLIED FORCE HEADQUARTERS
APO 512

144 AMG 1563
TJH/awm

DCCAO. S

AG 470.6-1 CWS-AGM

14 January 1944

SUBJECT: Chemical Warfare

TO : All concerned

1. War Office Letter No. 57/Air/5164 (SDI) of 3 December 1943 is forwarded for your information.

2. With reference to the last line of paragraph 2 it should be noted that, although no colored smoke or flare shell are yet available, production of both types of ammunition is already in the initial stages.

3. Reference is made to paragraph 4 of the attached War Office letter. The policy covering the use of Chemical Warfare in this theater is outlined in Operation Memorandum, Number 14, this Headquarters, dated 21 April 1943.

By command of General WILSON:

1 Incl:
As Listed

DISTRIBUTION:
"B"



[Signature]
F. V. ROBERTS,
Colonel, AGD,
Adjutant General.

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COPY

WHITEHALL 9400

57/Air/5164(SDI)

THE WAR OFFICE,
WHITEHALL,
LONDON, S.W.1.
3rd December, 1943.

RESTRICTED

Sir,

1. I am commanded by the Army Council to inform you that it is considered practicable, in certain conditions, for aircraft to lay choking or blister gas in forward areas, and that their existing weapons are adequate to meet this requirement.

2. The types of attack which could be delivered by aircraft, on a Corps front, are:-

- (a) Choking gas attacks at night to assist the neutralization of objectives by causing heavy casualties, prior to an attack.
- (b) Contamination by day or by night to such a degree as to enforce either evacuation of the area or the acceptance of subsequent heavy casualties.

The areas in which the gas is to be delivered must, however, be clearly marked from the ground to ensure that the attack is accurately placed. This can probably best be done by use of coloured smoke or flare shell.

3. The decision as to whether or not air attacks of this nature should be carried out will be a matter for agreement between the appropriate Army and Air Force commanders in any theatre of war.

4. This letter does not in any way modify the general policy governing the introduction of gas warfare, as set out in the INTRODUCTION to Military Training Pamphlet No. 5 of 1943. Section 8, paragraph 2 of this pamphlet will shortly be amplified to include the additional information contained in this letter.

I am,

Sir,

Your obedient Servant,

(Signed) A. W. LAMBERT

The Commander-in-Chief, 21 Army Group.
The Commander-in-Chief, Home Forces.
The Commander-in-Chief, Middle East.
The Commander-in-Chief, Persia & Iraq.
The Commanding-General, Allied Force Headquarters.

...../ Copies to: 3749

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HP/cags

ALLIED FORCE HEADQUARTERS
Military Government Section

30 November 1943

MGS 322-12

SUBJECT: Your notes for Brigadier General Holmes, dated 21 Nov 1943
TO : Brigadier Gueterbock, Acting Vice Chief of Staff, A.C.C.

✓ 1. PX for Brindisi

Major General Joyce has been notified that a unit PX can be obtained by application to Depot PX officer at Bari.

✓ 2. Railways

Proposed conference at Naples approved, details to be worked out by you.

✓ 3. POW Subcommittee

If the comments of General Joyce to the memorandum of the Deputy Chief of Staff relating to organization of the Military Section (already agreed to by G-1) are finally confirmed by him, Prisoners of War of all categories, with one exception, will be handled by the Military through existing agencies under G-1. The one exception consists of those PW found in camps, of United Nations nationality other than British and American, who are first to be screened by Displaced Persons Sub-Commission and then turned over to other agencies for disposal. Thus there will be no need for a POW Subcommittee in the Military Section.

✓ 4. High grade cars

Effort is being made to obtain authorization for a sufficient number to take care of general officers, the Vice-Presidents and their deputies, and the two Directors. They are very scarce.

✓ 5. Displaced Italians from N. Africa found in Sicily.

It is felt that this is not a matter to be handled by us but one for the Italian Government to handle when the turn-over has taken place.

✓ 6. Discipline and M.S. matters for British personnel.

The whole question of disciplinary action is being taken up with the appropriate staff sections here.

✓ 7. Control of Carabinieri.

It is understood that this matter has been taken care of satisfactorily

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at your end.

✓ 8. War Material Sub-Commission

As soon as papers on formation of Military Section (now with General Joyce for action) are returned, this matter will be co-ordinated with CEMEC. There is reason to believe that the personnel now in the field for CEMEC may be used to form the sub-commission.

✓ 9. Food Situation

Action has been taken.

✓ 10. Sorting out AMG responsibilities.

In process.

✓ 11. Report on Damage to Art Treasures.

Awaiting return of Col. Jackling who may have handled this matter while with 15th Army Group.

For the Chief of Section:

Henry Parkman Jr.

HENRY B. PARKMAN JR.,
Lt. Colonel.

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Deputy C/S Operations
Security Intell.

HEADQUARTERS
UNITED STATES GOVERNMENT
APO 542

119

25 November 1945

MEMORANDUM:

TO : All Concerned

PREPARATION OF CABLES

1. For the information and guidance of all concerned, the following instructions dealing with the preparation and submission of cables is published.

2. Preparation: Cables will be typed, and will be submitted to Message Center in a total of FIVE (5) copies, of which three (3) will be on the regular cable form, and two (2) on white tissue. Such other additional carbon copies as are desired for file by the originating office or officer, may be prepared at the same time.

3. Distinguishing Information: All cables submitted for transmission will bear the following distinguishing information:

(1) The name of the originating office and officer, typed in the lower left-hand corner of the sheet.

(2) The "Cite" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "RCC 999".

The purpose of (1) is to enable quick reference to the originating office of either reply or question in connection with the origin. It is for the protection of the originator.

The purpose of (2) is to facilitate quick reference on the part of the transmitting agency - Island East Section.

CABLES NOT PREPARED IN COMPLIANCE WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED FOR TRANSMISSION.

C. Authentication of signature and initials:

(1) All cables will be authenticated by the initials of the originating officer, placed in the space provided for that purpose in the upper right-hand corner of the blank. Such initials will appear on the third carbon copy only.

(2) All cables will be authorized for transmission by the signature of the Adjutant General of this organization, or of one of his regularly appointed assistants.

2. Preparation: Cables will be typed, and will be submitted to Message Center in a total of FIVE (5) copies, of which three (3) will be on the regular cable form, and two (2) on white tissue. Such other additional carbon copies as are desired for files by the originating office or officer, may be prepared at the same time.

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(1) The name of the originating office and officer, typed in the lower left-hand corner of the sheet.

(2) The "Cite" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "P 000 999".

The purpose of (1) is to enable quick reference to the originating office of either reply or question in connection with the origin cable. It is for the protection of the originator.

The purpose of (2) is to facilitate quick reference on the part of the transmitting agency - Inland Base Section.

CABLES NOT PREPARED IN COMPLIANCE WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED FOR TRANSMISSION.

c. Authentication, signature and initials:

(1) All cables will be authenticated by the initials of the originating officer, placed in the space provided for that purpose in the upper right-hand corner of the blank. Such initials will appear on the third carbon copy only.

(2) All cables will be authorized for transmission by the signature of the Adjutant General of this organization, or of one of his regularly appointed assistants.

3. Questions of procedure or information in connection with cables may be referred to the Adjutant General's Section, Miscellaneous Division, Room 13, 8. Via Bari.

By Command of Brigadier General McNEELY:

L. H. Stewart
L. H. STEWART
Capt. AGP
Acting Adjutant General of the Army

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DISPOSITION:

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MEMORANDUM
FOR THE SECRETARY OF DEFENSE
DATE: 25 November 1963

25 November 1963

SUBJECT: Distribution of Publications

TO : All Concerned

DISTRIBUTION LIST

1. For the information and guidance of all concerned, the distribution lists now in effect for publications of this headquarter are attached hereto as Appendix "A".
2. Distribution "A" covers, in general, the distribution of publications of general application. This category includes the Daily Bulletin, General Orders, and administrative memorandums of general application. It should be noted, however, that in the case of publications of general application, but of a specialized nature, this distribution may not be complete.
3. Distribution "B" is used primarily in the case of Special Orders. In addition to the distribution listed thereunder, copies of Special Orders are forwarded to the individuals concerned, and to their organizations of assignment, where applicable.
4. A number of special distributions are also in use, which cover in the main the higher staff officers of this headquarters. Such distributions will generally be indicated on the publication affected.
5. It should be borne in mind that the attached schedules are tentative, and subject to change. Such changes, when applicable, will be published as amendments.
6. It is requested that any office wishing to increase or decrease its allotment of publications as indicated herein transmit such requests to the Distribution Section, Room 13, 8, Via Bell. In requesting increased allotments of publications, especially those of comparatively transitory value, such as the Daily Bulletin, it should be remembered that every effort is being made to conserve our stocks of

TO : All Concerned

DISTRIBUTION LIST

1. For the information and guidance of all concerned, the distribution lists now in effect for publications of this headquarters are attached hereto as Appendix "A".
2. Distribution "A" covers, in general, the distribution of publications of General Application. This category includes the Daily Bulletin, General Orders, and Administrative Memorandums of General Application. It should be noted, however, that in the case of publications of General Application, but of a specialized nature, this distribution may not be complete.
3. Distribution "B" is used principally in the case of Special Orders. In addition to the distribution listed thereunder, copies of Special Orders are forwarded to the individuals concerned, and to their organizations of assignment, where applicable.
4. A number of special distributions are also in use, which cover in the main the higher staff officers of this headquarters. Such distributions will generally be indicated on the publication affected.
5. It should be borne in mind that the attached schedules are tentative, and subject to change. Such changes, when applicable, will be published as amendments.
6. It is requested that any office wishing to increase or decrease its allotment of publications as indicated herein transmit such suggested alterations in their schedules, in writing, to the Assistant Adjutant General, Miscellaneous Section, Room 13, B, Via Bar. In requesting increased allotments of publications, especially those of comparatively transitory value, such as the Daily Bulletin, it should be remembered that by an effort in being made to conserve our stocks of paper.

By Command of Brigadier General McQuinn.

[Signature]
W. H. STILWELL
Capt, AGC
Actg Asst Adj Gen.

DISTRIBUTION
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APPENDIX "A"

DISSEMINATION LIST

AFHQ
 AHS-AMH
 NATONAL
 MGS-NATION
 IBS
 ADVANCE COM POST ACC.
 CG 7TH ABN
 CG 435 15TH ABN GROUPE
 HQ. REGION I
 HQ. REGION II
 HQ. 1 DISTRICT
 HQ. 2 DISTRICT
 POSTAL OFFICE 512
 BFC. GEN. CHERRY
 IBS
 DEPUTY PRSNT
 SECRETARIAT
 FRC
 CHIEF OF STAFF
 DEPUTY C/S ADMINISTRATION
 C-1
 C-2
 WDC. OFF. ADMINISTRATION
 HQ. CO. A.
 HQ. CO. B. (Camp Credit)
 SUPPLY OFFICER CAPT. CRAIG
 CHIEF OFFICER LT. PAUL
 QUARTERMASTER LT. PINCLAR
 ADJ. GEN. COL. CLANCH
 ASST. A.G. CAPT. ST. JAMES
 ASST. A.G. LT. ADAMANT
 ASST. A.G. LT. MURPHY
 LING. A.G.
 A.G. OFFICIALS
 A.G. P.M.'S/C.A.'S
 A.G. PUBLICATIONS
 A.G. POSTAL HQ.
 A.G. FILES
 A.G. ARCHIVES
 A.G. JESSICA CENTER
 A.G. CENTRAL REFERENCE LIBRARY
 SECRETARIES OF CE. LITLES
 HQ. COLLABORANT
 AHS OFFICE
 BUREAU

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NO. 1 DISTRICT
NO. 2 DISTRICT
POSTAL OFFICER #12
BRIG. GEN. CHERRY
PES
DEPUTY CHIEF OF STAFF
SECRETARY
PRO
CHIEF OF STAFF
DEPUTY C/S ADMINISTRATION
9-1
9-4
EDUC. OFF. ADMINISTRATION
HQ. CC. B.
HQ. CC. B. (Camp Command)
SUPPLY OFFICER CAPT. CRAIG
DEPUTY OFFICER LT. DAVIS
QUARTERMASTER LT. SIMON
A.C. G. COL. CROUCH
ASST. A.C. CAPT. ST. ARMS
ASST. A.C. LT. CHAMBERLAIN
ASST. A.C. LT. GUERRE
ASST. A.C.
A.C. OFFICERS
A.C. E.S. S/O.R.'S
A.C. PUBLICATIONS
A.C. POSTAL HQ.
A.C. FILM
A.C. ARCHIVES
A.C. MESSAGE CENTER
A.C. CENTRAL REFERENCE LIBRARY
SERVICES OF CO. OFFICERS
HQ. CC. ASST
LESS OFFICE
BULLETIN
TRAINING
DISPENSARY
OFFICE OF
INTERNAL SECURITY
POST OF T. T. BUREAU
DEPUTY C/S OPERATIONS HQ. INT.
INDUSTRIAL PLANNING STAFF
MILITARY SECTION
POLITICAL SECTION
ECON. AFF. SEC.
C. L. INFORMATION SECTION
TONGUE DUNGS
ADMINISTRATIVE UNIT

2340