

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

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HQ, ADMINISTRATION, PROCEDURE,
FILE NO. 122.15
NOV. 1943 - JAN. 1944

6pp

PK-SV
copy #347
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DC of S (Ops & Sec)
Int
1119
Issue No. 1
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24 Nov 1943

HEADQUARTERS
ISLAND BASE SECTION
APO 550. U.S. ARMY

SIGNAL INSTRUCTIONS)

NUMBER 12)

SUBJECT: PREPARATION OF MESSAGE TEXT

1. There are numerous instances when sufficient care and thought are not given to the preparation of the text of messages to be sent by electrical means. Common faults with some of the detrimental results are as follows:

a. Messages too long and "wordy": Every word must be cryptographed, transmitted, and decryptographed before the recipient obtains the desired intelligence. Every word that can properly be omitted permits additional time for processing other traffic. An average Base Signal Center handles many thousand words of message text per day and a few words more or less per message has a relatively large effect on the overall time of transmission.

b. Spelling out common titles or abbreviations: Messages have been observed in which unnecessary phonetic spelling increases the length of the message as much as 100%.

c. Unintelligible phraseology: Messages so composed that the meaning is not clear or lends itself to more than one interpretation necessitates a request for clarification and retransmittal of information. This involves the complete processing of three messages instead of one, with the resulting delay in the final receipt of desired intelligence.

d. Use of stereotyped words and phrases: Provides a definite clue to the solving of cryptographed messages when intercepted by the enemy, thereby compromising all other messages sent in the same system. It must be assumed that all messages transmitted by radio are intercepted by the enemy. Signal Center personnel make every effort to insure that no stereotyped messages are transmitted, however, Signal Center personnel are not permitted to change the wording of any message. When change of wording is necessary, the message must be returned to the sender for correction thereby resulting in extra work and delay.

e. Identical or near identical messages: If transmission is required to more than one addressee and requires the use of more than one radio channel, it is often necessary to use different cryptographic systems. The transmission of identical messages in more than one system is far more serious than the use of stereotyped beginnings and endings.

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f. Punctuation not spelled out: Punctuation not spelled out will not be transmitted electrically.

2. In a theater of operations it is essential that communications systems convey the maximum amount of intelligence in the shortest time possible. It is therefore essential for every person who prepares a message for electrical transmission to give careful and intelligent thought to the composition of the message. The following guide should be followed in each case:

a. Write out the message in long hand. It is seldom indeed that a message for electrical transmission can be dictated in its proper form.

b. After a message is written out, read it over very carefully to determine whether it conveys the desired intelligence in a manner which cannot be interpreted except as intended.

c. Insure that the message is concise and includes no non-essential words. Words such as "the", "a", "an", etc., are usually superfluous. Any text not pertaining to official business is prohibited.

d. Use abbreviations, but only authorized abbreviations. For complete list of authorized abbreviations see FM 21-30.

e. Spell all necessary punctuation.

f. Spell all numbers.

g. Spell phonetically single letters or unusual combination of letters.

h. Common abbreviations such as CG, IBS, etc., should not be spelled out. See Signal Instructions No. 7 for complete list of such.

i. Never begin or end a message with any word or phrase listed as "stereotyped" in IBS Signal Instruction No. 8.

j. Never quote one message in another message. If a message, or any part thereof, must be sent to someone other than the original addressee, the repeated information must be paraphrased. Paraphrasing requires careful thought and may be accomplished by a number of methods or combination of methods such as: changing internal arrangement of phrases and sentences; changing sequences of words, phrases, sentences, and paragraphs; changing tense; using synonyms; etc.

k. Each message shall include in the text (not at the beginning or the end) the address and signature in a form indicated by following examples:

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FOR CG NATOUSA FROM SEARS CITE IBSSC DASH TWO *
FROM SEARS TO CG SOS NATOUSA CITE IBSSC DASH FOUR DASH ONE THREE FIVE *
TO CG SOS NATOUSA INFO TO CG NATOUSA CITE IBSOO DASH SIXTEEN *
TO CO IBS ATTN ENGINEER FROM JONES ONE SEVEN FIVE ENGR

*The cite reference is the five-letter symbol of the originating section. The number following the five-letter symbol is the serial number assigned by the originating section.

1. When a message refers to or is in reply to a received message, reference shall be made to the "five-letter numeral" cite group of the received message. In the absence of any numeral after the five-letter cite group, the message number shall also be referred to. The proper reference will be shown in upper left-hand corner of received message after caption "IN REPLY REFER TO:". All references shall be buried in the message text and not placed at the beginning or the end.

By order of Colonel SEARS:

F. T. Bonsteel

F. T. BONSTEEL,
Colonel, AGD,
Adjutant General.

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"B"

AMG: 10 Copies.

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Col Spofford

The following is a list of headquarters with the designated code:

PA

<u>HEADQUARTERS</u>	<u>LOCATION</u>	<u>DECODED</u>
HQ ANG (Rear Party)	MARGO	PALERMO
AFHQ	FREEDOM	ALGIERS
NATOUA	FREEDOM	EXECUTIVE
SOS, NATOUA	MERIT	
MBS	MERIT	
ABS	BEACON	
EBB	EAGLE	
IBB	SEARS	
5TH ARMY	LIGHTNING	
CG AGO	FATIMA	BRINDISI
CG 25TH ARMY GROUP	PILLOT.	BARI
HQ ANG (C.M.F.)	PENCE FOR SPOFFORD	NAPLES
AFHQ (ADV HQ.)	FLAMBO	NAPLES
ANG REGION VI	PABLE	SARDINIA
MEDITERRANEAN S.B.	MEDCO	

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

13 January 1944

MEMORANDUM:

TO : All Concerned

Preparation of Cables

The following changes will be noted by all concerned in the preparation of cables:

1. Cables prepared for transmission to Hq, ACC, Brindisi will be addressed Fatima, Rear, and those for transmission to Hq, ACC, Salerno, will be addressed Fatima, Forward.
2. Six (6) copies of cables will be prepared in transmission text, four (4) in literal text for AG distribution. Extra copies may be prepared and marked to a particular Section or Sub Commission as required.
3. Cables addressed to "Freedom" will not repeat the code name in the body of the text. The text will show "to AFHQ", "to NATOUSA" (or to such other formation intended by the code "to Freedom") followed by the particular section for which the message is intended, (to AFHQ for MCS).
4. The classification of the message will be shown on top and bottom of sheet.
5. The Fargo cite number will be shown in upper right hand corner. Call Corporal Dionisio, extension 54, for serial number.
6. In the space provided for telephone number, Fargo telephone 10050 will be used.
7. A two-inch line will precede the typed message, which will be used by PBS for their cite number.
8. The correct name and title of the authenticating officer at PBS is:

J. F. NICKEL
Lt. Col., AGD
Adjutant General

FRANK DI GIACOMO
Captain, Infantry
Actg. Asst. Adj. Gen.

DISTRIBUTION
"A" - Modified

RESTRICTED

HEADQUARTERS
ARMED MILITARY GOVERNMENT
APO 512

28 November 1943

RECORDED

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.

b. 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 "Wire" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "F BCO 999".

The purpose of (1) is to enable quick reference to the originating office of either reply or question in connection with the original 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 - Island Base Section.

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

3. Authentication: signatures 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,

E. 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: "TRGO 936".

The purpose of (1) is to enable quick reference to the originating office of either reply or question in connection with the original 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 - Island Base Section.

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

F. 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 15, 3, Via Bari.

By Command of Brigadier General Moshier:

L. W. Stearns
L. W. STEARNS
Capt. AD
Acting Asst. Adj. Gen. et al.

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