

1943

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

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LETTERS OF CONDOLENCE
OCT. 1944

RECEIVED

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

16 312.1/028 FEB-0

SUBJECT: Letters of Condolence.

TO : All Concerned.

HEADQUARTERS
23 OCT 1944
A. C. C.

19 October 1944
Assl. Asst. *AP*
Assl. Asst. *AP*

1. GENERAL. In compliance with instructions recently received from the War Department a letter of condolence will be prepared and mailed in each case of death to the nearest relative or other person to be notified in case of emergency. The number of letters which may be written to one or more addressees is not restricted. Letters of condolence while not required in cases of personnel missing, missing-in-action, interned or captured, are encouraged and when prepared will be administratively processed as prescribed in this letter. A copy of all letters of condolence will be furnished The Adjutant General, Washington 25, D.C., Attention: Casualty Branch.

2. The subject of letters of condolence will be given the personal attention of all commanders.

3. a. Information which is considered to compromise the security of operations will be omitted from letters of condolence and only the following information will be included in any case. The information contained in these letters must be confined to facts as established by investigation and testimony of eye witnesses, and must be free of conjectures:

- (1) Specific cause and place of death.
- (2) Description of circumstances surrounding death.
- (3) Information concerning burial service.
- (4) Other information of personal or sentimental nature which may be of comfort to the family.
- (5) Location of grave, described only in general terms as, for example, "Northern Italy", "Southern Italy", "Southeastern France", etc.

b. The necessity for the exercise of tact in describing circumstances surrounding certain deaths is stressed and information which will be unnecessarily distressing to the family will be omitted wherever possible.

4. In those cases where official casualty reports have been rendered and bodies not recovered nor burial accomplished, letters of condolence will contain an explanation that a presumption of death has been made, based on circumstances and evidence considered to be reasonably conclusive of death and which leads to no other logical conclusion.

5. The organization or hospital chaplain will be designated by commanders concerned to prepare and dispatch all letters of condolence to the proper agency. In the absence of a chaplain the organization or hospital commander, or an officer specifically designated by him, is charged with this responsibility.

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b. The necessity for the exercise of tact in describing circumstances surrounding certain deaths is stressed and information which will be unnecessarily distressing to the family will be omitted wherever possible.

4. In those cases where official casualty reports have been rendered and bodies not recovered nor burial accomplished, letters of condolence will contain an explanation that a presumption of death has been made, based on circumstantial evidence considered to be reasonably conclusive of death and which leads to no other logical conclusion.

5. The organization or hospital chaplain will be designated by commanders concerned to prepare and dispatch all letters of condolence to the proper agency. In the absence of a chaplain the organization or hospital commander, or an officer specifically designated by him, is charged with this responsibility.

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ESTABLISHED

IAF, HQ MATOUSA, AG 312.1/028 FERS-3,
 dtd 19 October 1944. (Cont'd)

These instructions are applicable to all personnel whether attached or assigned to organization at time of death.

6. In cases where death occurs while an individual is absent from his unit, the commander of the hospital in which death occurred or at which deceased was received will report to the parent unit commander the specific cause and place of death; circumstances surrounding death, if known; general location of grave; and information pertaining to burial service. Based on information thus received, the parent unit commander will cause letter of condolence to be prepared and dispatched.

7. a. Letters of condolence pertaining to personnel of organizations assigned or attached to the following commands will be forwarded, through Casualty Report channels, to the headquarters thereof:

- (1) Sixth Army Group.
- (2) Fifth and Seventh Armies.
- (3) Twelfth and Fifteenth Air Forces.
- (4) Replacement Command, MATOUSA.
- (5) All Base Sections.
- (6) AFSC/MTO.
- (7) ATRC/MTO.
- (8) 9th Photo Reconnaissance.
- (9) MATS.
- (10) North African Division, AFV.

b. Upon receipt, letters will be checked to insure that all required information is included, that all extraneous information is deleted, and that the information furnished is in agreement with official casualty status. When verified to be correct, the original copy will be dispatched via airmail direct to addressee, a copy will be dispatched to Casualty Branch, The Adjutant General's Office, Washington 25, D.C., and a copy will be filed.

c. Letters of condolence pertaining to personnel assigned or attached to organizations not included in paragraph 7a will be forwarded to reach this headquarters in triplicate, through Casualty Report channels. Envelopes, properly addressed, will accompany each letter.

8. Letters will be prepared and dispatched to the appropriate headquarters within forty-eight (48) hours after burial or within forty-eight (48) hours after an official casualty report of death has been rendered which was based on evidence leading to no logical conclusion other than death (see paragraph 4). Letters of condolence will not be released to addressee by the headquarters indicated in paragraph 7c above prior to five (5) days following dispatch of official casualty report to this headquarters.

9. Pending revision of MATOUSA Circular Number 10, 1944, so much thereof as relates to letters of condolence is suspended.

10. The instructions contained in this letter will be regarded as a temporary expedient. Each of the headquarters listed in paragraph 7c, not later

unit, the commander of the hospital in which death occurred or at which deceased was received will report to the parent unit commander the specific cause and place of death; circumstances surrounding death, if known; general location of grave, and information pertaining to burial service. Based on information thus received, the parent unit commander will cause letter of condolence to be prepared and dispatched.

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- (3) Twelfth and Fifteenth Air Forces.
- (4) Replacement Command, WFOUSK.
- (5) All Base Sections.
- (6) AFSC/MIO.
- (7) AFSC/MEO.
- (8) 90th Photo Reconnaissance.
- (9) MRS.
- (10) North African Division, AF.

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Ltr, Hq MATCUSA, IS 312.1/028 FHS-O,
dat 19 October 1944. (Cont'd)

then 20 November 1944, will submit report to this headquarters containing views as to practicability of above procedure and recommendations as to any desired changes. In addition, the following headquarters and organizations will submit similar reports:

- a. Headquarters AMI (US Contingent)
- b. Headquarters COMZONE, MATCUSA
- c. Headquarters AAF/MFO
- d. Headquarters MRS
- e. 24th General Hospital
- f. 300th General Hospital
- g. 17th General Hospital
- h. 12th General Hospital
- i. 45th General Hospital
- j. Headquarters Command, AF
- k. 1st AIA Group
- l. 5th Base Post Office
- m. 15th Medical Laboratory
- n. 22d Machine Records Unit
- o. 250th Signal Operations Company
- p. 497th QM Laundry Company
- q. 696th Engineer Petroleum Distributing Co
- r. 807th Base Depot Company IC
- s. 2677th Regiment GSS (Det)
- t. 3401st QM Truck Company

Upon receipt of these reports, parts of MATCUSA Circular Number 10, 1944, pertinent to letters of guidelines will be permanently revised.

By command of Lieutenant General LEVERS:

H. V. Roberts
H. V. ROBERTS,
Colonel, JAG,
Adjutant General.

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Similar reports:

- a. Headquarters AAI (US Contingent)
- b. Headquarters COMECON, N.T.OUSA
- c. Headquarters AAF/MFO
- d. Headquarters MRS
- e. 24th General Hospital
- f. 300th General Hospital
- g. 17th General Hospital
- h. 12th General Hospital
- i. 45th General Hospital
- j. Headquarters Command, AF
- k. 1st AIA Group
- l. 5th Base Post Office
- m. 15th Medical Laboratory
- n. 22d Machine Records Unit
- o. 250th Signal Operations Company
- p. 497th CW Laundry Company
- q. 666th Engineer Petroleum Distributing Co
- r. 807th Base Depot Company IC
- s. 2677th Regiment GSS (Det)
- t. 3401st CW Truck Company

Upon receipt of these reports, parts of N.T.OUSA Circular Number 10, 1944, pertinent to letters of condolence will be permanently revised.

By command of Lieutenant General LEVERS:

H. V. ROBERTS
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

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NATOUSA

HEADQUARTERS
ALLIED CONTROL COMMISSION

Suspense

Date 19 OCT, 1944

Letter of Condolence DIST.

TO	TO
Chief Staff Officer	Patriots Branch
Secretary General	Security Branch
Archivist	Establishments Branch Sec
Admin Section	Director
Interior	Executive Officer (A)
Public Safety	Executive Officer (B)
Public Health	G-1 (A)
Property Control	G-1 (B)
Legal	G-4 (A)
Education	G-4 (B)
Monuments & Fine Arts	H.Q. Comdt
Economic Section	Adjutant
Agriculture	Message Center
Commerce	Orders & Bulletins
Finance	2675 Regt
Food	Political Section
Industry	Navy
Labor	Army
Mining Division	Air
Public Works & Utilities	Communications
Requisition Division	Civil Censorship Group
Shipping	W. M. D. & P. O. W.
Transportation	Public Relations Branch
R.C. & M.C. Section	U.N.R.R.A.
P.A. to Executive Commissioner	<i>ALL REGIONS</i>
Civil Affairs Branch	<i>ANG 548 ARMY</i>
Information Division	
Liaison Division	
I. & D.P. S.C.	
Italian Refugees Branch	

FOR

Signature _____
Remarks/Recommendation _____
Information _____
Approval/Disposal _____
Appropriate Action _____
Investigation & Report _____
Dispatch _____

REMARKS

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