

Declassified E.O. 12356 Section 3.3/NND No. 785016

ACC - Italy

10000/105/31

300.6
Oct. 20

2499

Declassified E.O. 12356 Section 3.3/NND No. 785016

1000/105/31

300.6 Memoranda
Oct. 28, 1943 - Jan. 29, 1944

24pgs

142

RECEIVED
Admin. Directorate
and Lega Sub-Commission
(for information)

HEADQUARTERS
 ALLIED CONTROL COMMISSION
 APO 394.

Ref: *AMCOT/254/HQ.*

No. *5*.....

MEMORANDUM ON OFFICERS' MESSSES - No. 4.

28th January, 1944.

OFFICERS' MESSSES - SALERNO.

1. Authorized Messes.

The following Officers' Messses are authorized for Salerno under the terms of para. 6(b) of Admin. Order No. 2 dated 27 Jan 44.

<u>Name of Mess.</u>	<u>Membership and Remarks.</u>
a. Velia Restaurant (Main Mess)	(1) For Officers of the rank of Lt. Col. and below - all meals. Two sittings. (2) For Officers of Messses <u>b</u> to <u>f</u> - Lunch only.
b. Vittoria Hotel (Main Mess)	For Officers of the rank of <i>Colonel</i> and upwards.
c. Villa Guariglia.	Chief Commissioner's Mess. Membership - 3.
d. Villa Margheri.	Administrative Vice-President's Mess. Membership about 6.
e. Villa Maria.	Political Directors' Mess. Membership about 4.
f. Villa Dolores.	H.Q. Commandant's Mess. Membership - 3.

Mess a (Velia Restaurant) is at Salerno - all other Messses at Cava.

2. Control and Management.

a. All Messses in Salerno will be under central financial control, and under the general control of one Mess Council, of which the H.Q. Commandant will be an ex-officio member. This Mess Council will be constituted as soon as possible, and its Membership will be subject to confirmation at a General Meeting of Mess Members, which should be held as soon as possible after the move from Brindisi has taken place.

b. A Secretary and Treasurer, Salerno Messses, will be appointed by this H.Q. He will be responsible to the Mess Council, and to this H.Q., for custody of Mess Funds, and for correct accounting. His duties will be part time. It is intended that this Officer shall be Captain Buckley, at present Security Officer, Brindisi detachment. Meanwhile, there is no objection to the Chief Staff Officer, Admin. Section, appointing an Officer to take over these duties from Captain Drage, or to recommending an Officer to undertake the appointment permanently in place of Captain Buckley.

300.6

...../2.

- 2 -

- c. Mess a will have a full-time Mess Officer appointed by this H.Q. It is intended that this Officer shall be 2/Lt. Bongarzone, at present Mess Officer, Brindisi.
 - d. Mess b will have a part-time Mess Officer appointed by the Mess Council. This should be a Captain or Major, and he should be a permanent Member of the Mess.
 - e. Remaining Messes will each appoint a Secretary, who will normally be the Personal Assistant of the Senior Officer in the Mess. Secretaries of these Messes may be asked to attend Meetings of the Mess Council, with the consent of their immediate superiors.
3. Responsibilities of Mess Council.
- a. Purchase, record, and allocation as between the different Messes of all Mess Property, and for the allocation of Mess Funds.
 - b. Framing of draft rules for Salerno Messes for the approval of this H.Q. These should contain a provision that all Mess Officials will attend General Meetings of Mess Members.

R. B. RATHBONE,
Colonel.,
Executive Officer.
(Administrative).

DISTRIBUTION :

- 1 & 2 - Lt. Col. Cripps, Admin. Section.
- 3 to 10 - H.Q. Commandant, Salerno. (includes copies for Mess Secretary and Treasurer, Mess Officers, and all Mess Secretaries.)
- 11 & 12 - Executive Officer.
- 13 to 16 - H.Q., A.C.C., Brindisi.
- 17 - File.

SEEN	TO	INIT.
ADMIN. DIRECTOR		
CHIEF STAFF O.		
STAFF O 1		
STAFF O 2		
STAFF O 3		
CHIEF CLERK	528	
	341	

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

31 January 1944

SUBJECT: Senior-Officers' Accommodation.

TO : Headquarters Commandant, Salerno

1. The Villa Guariglia will be occupied by the following:

- a. Chief Commissioner (Gen. Mason MacParlane)
- b. A.D.C.
- c. Deputy Chief Commissioner (Capt Stone)
- d. A spare room will be reserved for Mr. Grady and others as arranged by Captain Stone.

2. Villa Margheri. The following officers have priority of accommodation if they so desire subject to spare rooms being available for Brig. Lush and his P.A. and Brig. Duchesne.

- a. Brig. Parkinson ✓
- b. Col. Zellars ✓
- c. Col. Kirk ✓
- d. Col. Upjohn ✓

3. Villa Scarsarelli will be reserved for Commodore Palmer and Naval Officers.

4. Villas Rende, Rende Chalet and Ferrari will be released to the Italian Government.

5. Russian and French Officers of ACC will be accommodated in the Vittoria Hotel, Cave. For the present, accommodation at this hotel is also to be reserved for Major General Solodvnik and his aide.

6. It will be observed that the Villa Margheri will not be the Administrative Vice President's Mess. It is understood that Lord Stansgate wishes to be accommodated and messes at the Hotel Vittoria.

7. The following consequential amendments are made to memorandum on Officers' Messes No. 4, dated 28 January 1944, reference AGOT/254/HQ:

a. Para. 1 c. Under "Membership and Remarks" for "Membership 3" substitute: "Membership about 6".

b. Para. 1 d. For notation under heading "Membership and Remarks"

616

1. The Villa Quariglia will be occupied by the following:

- a. Chief Commissioner (Gen. Mason MacFarlane)
- b. A.D.C.
- c. Deputy Chief Commissioner (Capt Stone)
- d. A spare room will be reserved for Mr. Grady and others as arranged by Captain Stone.

2. Villa Margheri. The following officers have priority of accommodation if they so desire subject to spare rooms being available for Brig. Lush and his P.A. and Brig. Duchesne.

- a. Brig. Parkinson ✓
- b. Col. Zellars ✓
- c. Col. Kirk ✓
- d. Col. Upjohn ✓

3. Villa Scaramelli will be reserved for Commodore Palmer and Naval Officers.

4. Villas Rende, Rende Chalet and Ferrari will be released to the Italian Government.

5. Russian and French Officers of AGC will be accommodated in the Vittoria Hotel, Cava. For the present, accommodation at this hotel is also to be reserved for Major General Solodovnik and his aide.

6. It will be observed that the Villa Margheri will not be the Administrative Vice President's Mess. It is understood that Lord Stansgate wishes to be accommodated and messed at the Hotel Vittoria.

7. The following consequential amendments are made to memorandum on Messes No. 4, dated 28 January 1944, reference AUGOT/254/HQ: **616**

a. Para. 1 c. Under "Membership and Remarks" for "Membership 3" substitute: "Membership about 6".

b. Para. 1 d. For notation under heading "Membership and Remarks" substitute: "For selected Senior Officers. To include spare rooms for Brig Lush and Brig. Duchesne".

By command of Lieut. General MACFARLANE:

R. E. Rathbone
R. E. RATHBONE
Col.,
Executive Officer

Copy to:

Lt Col Cripps, Adm Sec (2)

Hq AGC, Blandford

Executive Officer

C-1

C-4

300.6.

505

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

29 January 1944.

MEMORANDUM: Records and History, ACC-AMG.

TO : All R.C.A.O.s,
Regional Control Commission, Region VI, ACC,
AMG 5th Army,
AMG 8th Army.

1. Captain R. M. Ellis has been appointed archivist to the Allied Control Commission under the Adjutant General. He has begun compiling the history of the Commission and kindred organizations in Italy, Sicily, and Sardinia. This work will require reference to past files and other records.

2. No files or records will therefore be destroyed until the necessary extracts have been made by Captain Ellis.

3. When a subordinate headquarters closes down, all documents will be forwarded to the Regional Headquarters concerned for retention until Capt. Ellis completes his examination.

4. Files from any regional headquarters which closes down will be forwarded to Hq. A.C.C.

5. Further orders will be issued as to the final disposal of files.

By command of Lt. Gen. MACFARLANE:

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

Copies to:-

- G-1
- G-4
- 3 A.G.
- 2 D. C. of S. (O & SI)
Economic Section
Admin Section
Political Section
Comms Section
- 6 HQ AMG, ACPF, for favour of issue to AMG Armies
and Regions III and IV
(Distribution Controlled by Executive Office)

300.6.

615

REF	TO	IN
ADMIN. DIRECTOR		
STAFF 1		
STAFF 2		
STAFF 3		
CHIEF CLERK	500	
DA	30/1	

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Rear Echelon)
APO 394

H. J. Slaughter
adm.
7th
27 January 1944

OFFICE MEMO:

1. Effective this date a number of the subcommissions began functioning at this headquarters as announced in un-numbered memo this date.
2. In the near future other subcommissions will arrive.
3. All subcommissions requiring the services of civilian clerks and stenographers should submit their requirements to the AG Room 32 in writing not later than 0930 hours, Saturday, 29 January 1944.
4. The Chief of all subcommissions should submit to the Adjutant General, Room 32, at the earliest practicable date the name, rank, branch of service, title, room number, and telephone number of each officer in their section in order that a telephone and office directory may be prepared.
5. There is a limited amount of office stationery available. Each section should submit their absolute minimum requirements to the AG.
6. One typewriter will be issued to each subcommission immediately. Additional requirements should be submitted to the AG not later than 1400 hours 28 Jan 1944.

By command of Lieutenant General McFARLANE:

F. J. Slaughter
F. J. SLAUGHTER,
Captain, AG,
Actg Secretary.

SEEN	TO	INIT.
ADM. DIRECTOR		
CHIEF OF STAFF		
STATE OF	✓	<i>MS</i>
STATE OF		
STATE OF		
STATE OF		
CHIEF CLERK		
D. J. Slaughter		

438

300.6

614

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Salerno Detachment)
APO 394

Administrative Half Section.

25 January 1944.

AMC/300.6/AD

SUBJECT: Office Memo dated 27 January 1944.

TO: Asstg. Secretary, H.Q., A.C.C., (Peer Echelon), A.P.O. 394.

1. Pursuant to instructions contained in abovementioned memorandum, the following information is submitted:

(a) Ref. Par.3 above document. This section has previously employed SIGNORINA MARIA ALFIERI in Naples. It is believed that she will report on Monday a.m., 31 January 1944 and it is expected that she be re-employed.

(b) Ref. Par.4 above document, the following are the room assignments and telephone numbers of the officers in the Administrative Section.

NAME.	POSITION.	Room.	Telephone Ext.
FLORANT STANGATE	V.P. Econ. & Admin. Section.	74.	59.
Lt.Colonel R.R. CRIPPS	C.S.O. Admin. Section	73.	50.
Major R.A. FENNEL.	Staff Officer	73.	50.
Capt. P. KENNER.	P.A.	74.	59.

(c) One additional typewriter will be required for the office of LORR STANGATE making a total of two machines for the section.

(d) It is desired that a mechanic be sent as soon as possible to Room 101, to adjust minor defects in Woodstock typewriter No. 634645E 14 which has been allotted to this Half Section.

R.R. CRIPPS,
Lt. Colonel. 1 613

for the Vice President, Administrative Half Section.

File

300.6

1346
Adm. Dir

REAR ECHELON
HEADQUARTERS
2675TH REGIMENT
ALLIED CONTROL COMMISSION
(PROVISIONAL)
APO 394

MKG/PC

File: 123.

15 January 1944

SUBJECT: Field Rations.

TO : All Units, this Headquarters.

The following information pertaining to U. S. Army field rations is published for the guidance of all concerned:

1. War Department Circular No. 208, 13 September 1943, establishes, effective, 1 October 1943, the reimbursement of field rations at seventy-five cents (75¢) per day.
2. A Theater circular will be published at an early date requiring that officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, have deducted on their pay vouchers for the month following that in which rations are drawn the sum of seventy-five (75¢) cents for each day's stay in this Theater, except that upon entering or leaving the Theater, when less than three meals are consumed, deductions will be made at the rate of Twenty-five (25¢) cents per meal.
3. Pending receipt of such circular, deduction for field rations should be made as outlined herein. Necessary collection should be effected from all personnel involved on next pay voucher for under-deduction for field rations for the months of October and November.

By order of Colonel PARKIN:

Morris K. Goldstein
MORRIS K. GOLDSTEIN,
1st Lieut., Infantry,
Assistant Adjutant.

No distribution to Sub-Com.

SEEN	TO:	INIT.
ADMIN. DIRECTOR		6
CHIEF STAFF O.		
STAFF O. 1	✓	<i>mm</i>
STAFF O. 2		
STAFF O. 3		
CHIEF CLERK		
DATE	1229	

9-10-11-12

ALLI, HILDE GUT, 11-1
ALLI, JACOB LEON, 11-1112

THE GREAT OCEAN

456 0177

9.3626 Mw 4.5.

SUBJECT: State Department Jettison William W. Cavanaugh of the United States.

Dr. S.C. Ch'ang and Public Affairs Officers

1. Mr. Alfred T. Tanager, a representative of the U.S. Department of Justice, has established an office at 10.5 Via Argentina, Palermo and in the city to handle the following cases:

citizens living in communities with persons residing in the United States for and being vote rents to a. Foster the all citizens for their district, various the money out of State.

2. To have facilities for carrying out. Governmental orders, regulations, or laws which have not been placed in operation. It is expected that such facilities will be established early in 1944. Checks, drafts, and money orders should not be filled to Mr. Foster.

3. There are no counterfections received from Saudi Arabia and the United States available for returning citizens to the United States - 3 this time.

For It. Colonel Charles Collett;

TO : S.C.A.O.'s and Public Affairs Officers

1. Mr. Alfred E. Kantor, representative of the U.S. Department of State, has established an office at P.O. 5 via Matino, Palermo and is able to render the following services to citizens of the United States.

2. Citizens wishing to communicate with persons residing in the United States by land and water statements to Mr. Kantor who will arrange for their dispatch through the Department of State.

3. To leave, facilities for calling U.S. Government checks, bank drafts, or money orders are not being issued in operation. It is expected that such facilities will be established early in 1944. Checks, drafts, and money orders cannot now be mailed to Mr. Kantor.

4. There are no transportation facilities from Sicily to U.S. United States available for returning citizens to the United States at this time.

For Lt. Colonel Charles J. Miller:

H.P. DRANE
Major
Regional Public Affairs Office

611

DISTRIBUTION:

WB

300.6.

SEEN	TO:	INIT.
ADMIN DIRECTOR		
CHIEF STAFF O.		
STAFF O 1		
STAFF O 2		
STAFF O 3		
CHIEF CLERK		
DATE	11/1 - 1944	

HEADQUARTERS
UNITED MILITARY GOVERNMENT
APO 512

AG 300.6

5 December 1945

MEMORANDUM:

TO : Executive Director
Administrative Director
Communications Section

1. Message 9504 of 4 December from AFHQ states that passages for Rear Party AGC 41 Officers and 75 IS4/OR which was due Syracuse 9 Dec., have been cancelled with following exceptions:-

Major	Carlow
Major	King
Major	Kacchi
Captain	Goode
Sgt.	Dobson
Sgt.	Muller
Opl.	Page
Opl.	Vahi
Cdr.	Wells

This party brings one ton baggage and stores.

2. It is not known when the remainder of the rear party can be expected.

3. Will you please inform Sub-Commissions concerned.

R. B. HATHORNE
R. B. HATHORNE
Colonel
Executive Officer

DISTRIBUTION:

G-1
G-4
HQ Gantt
Deputy C. of S. (C & IS)

} Copies of the cable have been or are being sent you.

RECEIVED
ALABAMA STATE ARCHIVES
MONTGOMERY, ALA.
JAN 10 1943

4 December 1942

MEMORANDUM FOR THE PORT OFFICERS

TO : R.T.A.O. - Regions I & II

1. As the result of a conference with representatives of A.P.O. it is directed that an AG Port Officer be appointed in each Port City listed below. In most cases these assignments will be made from the Civilian Supply Officers in the Region. It is not contemplated that the duties of Port Officer in the smaller ports will in all cases require his full time, therefore, the assignment in such cases can be treated as an additional duty for the officers selected.

2. The duties of the AG Port Officer will be as follows:

a. To maintain close liaison with all port agencies, military, naval and civilian.

b. To follow the movement of all ships with civilian cargoes to and from his port. He will be supplied with information concerning the expected time of arrival of ships carrying civilian cargoes in each Port City. If such a ship enters his port which is destined for some other port, he must make arrangements for the onward movement of the AG supplies which are in it.

c. To report all movements of civilian supplies in and out of the port which are not in accordance with the port instructions received by him.

d. To supervise the loading and unloading of civilian goods at his port, maintaining accurate accounts of the goods shipped and received.

e. To arrange for the warehousing and proper disposition of civilian goods awaiting shipment and of goods unloaded.

f. Upon request, to prepare and send through channels the necessary information to enable higher AG authority to ascertain where cargoes are at any given moment.

g. To assist in the separation of unloaded cargoes intended for military or naval use from those intended for civilian use.

3. The Port Officer will be a representative of the Industry and Commerce Sub-committee and will be responsible through the R.T.A.O. in the normal manner. However, he will, upon request, assist the Shipping Sub-committee in the performance of duties in and around the port.

4. The primary duty of the Port Officer is concerned at present with imports of civilian goods directly from the Allied Governments. However, as far as possible, Port Officers should also keep in touch with civilian cargoes moving between two or more Italian ports and civilian cargoes imported from nations other than Allied Nations.

5. Each of the following cities is designated as a "Port City."

Region I

Palermo
Catania
Siracusa
Messina
Lecce
Porto Cervo

Region II

Salerno
Napoli
Crotone

6. If additional personnel is required by any P.O., in order to comply with this directive, requests for the personnel needed should be forwarded to these headquarters.

By command of Brigadier General McSHERRY:

OFFICIAL:

L. W. STRANGE
L. W. STRANGE
Captain, AGF
Actg. Asst. Adj. Gen.

M. A. L. GUNTERBROCK
Brigadier
Actg. Chief of Staff

DISTRIBUTION

"B" Plus Subordinate

U. S. SECRET ELLI ACTION 1007 23 BT

Appendix 'A' to
Administrative Memo
No. 2
dated December 4, 1943.

AG 014.1-1 (07-43)

SUBJECT: Relations between Military Commanders and
Officers of Allied Military Government

1. This directive defines the relationship between Military Commanders (British District, Sub-District, Area, Sub-Area and Prison Commanders and U.S. Base Section and District Commanders, and AGO Officers, in the area which is under Headquarters Allied Military Government for military purposes.

2. a. Allied Military Government personnel will be under command of the Commander of the Base Section, District, Sub-District, Area, Sub-Area or Garrison concerned for disciplinary purposes, subject to the provisions of Administrative Memorandum No. 11, AGO, cc. (Revised to 21 October 1943).

b. In cases of military emergency, the Allied military commander responsible for defense and security will assume full command of Allied Military Government personnel and will issue such orders to them as the situation demands.

c. In special circumstances, e. g. where there is a very small garrison under a commander junior to the Allied Military Government officer, or where an Italian commander is responsible for the administration, defense or security, special instructions will be issued by this Headquarters.

3. It will be the duty of the Regional Civil Affairs Officer to assist military commanders in his region in their dealing with the civil population. Similarly it will be the duty of the military commander to assist the Regional Civil Affairs Officer, and to uphold this authority in the civil sphere, by military action if need be.

4. Military commanders and Allied Military Government officers will maintain liaison at all times and will carry out their respective functions in close cooperation. Any differences which may arise between them will be promptly reported to this Headquarters. If however an immediate decision is required, the military commander will make that decision and Allied Military Government Officers will comply with his orders, pending receipt of instructions from this Headquarters.

Headquarters Allied Military Government for military purposes.

2. a. Allied Military Government personnel will be under command of the Commander of the Base Section, District, Sub-District, Area, Sub-Area or Garrison concerned for disciplinary purposes, subject to the provisions of Administrative Memorandum No. 11, AFHQ, CG. (Revised to 21 October 1943).

b. In cases of military emergency, the Allied military commander responsible for defense and security will assume full command of Allied Military Government personnel and will issue such orders to them as the situation demands.

c. In special circumstances, e. g. where there is a very small garrison under a commander junior to the Allied Military Government officer, or where an Italian commander is responsible for the administration, defense or security, special instructions will be issued by this headquarters.

3. It will be the duty of the Regional Civil Affairs Officer to assist military commanders in his region in their dealings with the civil population. Similarly it will be the duty of the military commander to assist the Regional Civil Affairs Officer, and to uphold this authority in the civil sphere, by military action if need be.

4. Military commanders and Allied Military Government officers will maintain liaison at all times and will carry out their respective functions in close cooperation. Any differences which may arise between them will be promptly reported to this headquarters. If however an immediate decision is required, the military commander will take that decision and Allied Military Government Officers will comply with his orders, pending receipt of instructions from this headquarters.

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ALLIED MILITARY GOVERNMENT
SICILY REGIONAL HEADQUARTERS
AMC 512

11/11/43

UNRECORDED MEMORANDA:
NO. 18:

RELEASE OF PRISONERS OF WAR

1. The following extracts from a letter dated 1/11/43 from Major General G. Clark concerning No. 1 District are circulated for information:
 - a. Every endeavour is being made to employ usefully Italian P/W at present held in No. 1 District. Good progress has been made with the formation of Italian P/W Labour Companies. In addition a limited number of individual Italian officers are rendering good services as interpreters and with the Battlefield Clearance Section.
 - b. The arrival of an Italian Division has enabled the advice and cooperation of the General Officer Commanding that Division to be enlisted. It is, however, apparent that some suspicion still exists in the minds of those held as to the attitude being adopted by the Allied Governments and a certain reluctance is noticeable on the part of individuals to volunteer for free participation in the war effort.

- c. In order to amplify the proclamation of Marshal Badoglio the following statement will be published in the press on 13th November 1943.

Press Statement of General Clark

The disposal of Italian officers and soldiers held as Prisoners of War in Allied custody is governed by the following considerations;

1. They were taken in arms against the Allied Forces. They include a number of persons whose release would hamper the Allied Nations war effort on account of their pro-Fascist or pro-German leanings. These individuals will be held in custody in North Africa. They have the right to appeal through normal military channels to the Italian authorities.
2. Since the conclusion of the armistice with Italy, it has been the desire of the Allied Governments to enable all Italian prisoners to be engaged in the active furtherance of the war against Germany and the deliverance of Italy from the German armed forces.
3. This desire is shared by Marshal Badoglio who exhorts all Italian subjects to cooperate in this task.
4. Natives of Sicily who are free from the taint of Fascism and willing to declare their loyalty to the cause of the Allied Nations have been released on parole and permitted to return to their homes.

Those held as prisoners in North Africa can not be returned to Sicily at present owing to the need for their services in Africa and difficulties of transport.

1. The following extracts from a letter dated 11/11/43 from Major General G. Clark concerning No. 1 District are circulated for information:

- a. Every endeavour is being made to employ usefully Italian P/W at present held in No. 1 District. Good progress has been made with the formation of Italian P/W Labour Companies. In addition a limited number of individual Italian officers are rendering good services as interpreters and with the Battlefields Clearance Section.
- b. The arrival of an Italian Division has enabled the advice and cooperation of the General Officer Commanding that Division to be enlisted. It is, however, apparent that some suspicion still exists in the minds of those held as to the attitude being adopted by the Allied Governments and a certain reluctance is noticeable on the part of individuals to volunteer for free participation in the war effort.
- c. In order to amplify the proclamation of Marshal Badoglio the following statement will be published in the press on 13th November 1943.

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2. Since the conclusion of the armistice with Italy, it has been the desire of the Allied Governments to enable all Italian prisoners to be engaged in the active furtherance of the war against Germany and the deliverance of Italy from the German armed forces.

This desire is shared by Marshal Badoglio who exhorts all Italian subjects to cooperate in this task.

3. Natives of Sicily who are free from the taint of Fascism and willing to declare their loyalty to the cause of the Allied Nations have been released on parole and permitted to return to their homes.

Those held as prisoners in North Africa can not be returned to Sicily at present owing to the need for their services in Africa and difficulties of transport. Moreover the securing of larger numbers of ex-prisoners of Sicilian origin could only aggravate the problem of feeding the civilian population.

Ex-prisoners of Sicilian origin who have been released on parole may voluntarily give up their civilian status and perform their services in the furtherance of the war effort. They will then be employed on the same terms and under the same conditions as those mentioned above.

Alternatively they may seek employment as civilians.

4. All other prisoners, including officers, have been invited to sign a declaration of loyalty to the cause of the Allied Nations and to volunteer their services to this end. Pending final arrangements between the Italian Government and the Allied Commander-in-Chief, the movement of such ex-prisoners in the armed forces of Italy is not authorized, except that individuals will be released whose services are specifically asked for by the Italian Military Authorities.
5. Prisoners who have signed the declaration referred to in paragraph 4 above will be released if their services are specifically asked for by Italy.
6. Prisoners who have signed the declaration referred to in paragraph 4 above will, in the immediate future, be employed by the Allied Military Authorities in the manner considered most suitable to further the war effort having in mind the capabilities of the individuals. Such individuals will be housed, fed and clothed by the British Military Authorities and for all practical purposes be treated as combatant soldiers of the Allied Nations. The issue of payment in cash to such personnel is under consideration. As the present amount, if restricted to those who, by the nature of their duties, may be required to find their own means of subsistence. The individuals may be released on parole within a limited radius of the locality in which they are required to serve.
7. The unconditional release of prisoners with permission to return to their homes will only be granted on medical or compassionate grounds. Applications for such release will not be considered unless accompanied by supporting evidence; e.g. full medical history or independent corroboration of the compassionate grounds.

DISCUSSION:

3
25 SEP 45

Charles P. Blount

CHARLES P. BLOUNT
Lt. Colonel
Regional Civil Affairs Officer

ARMED MILITARY GOVERNMENT
OFFICIAL RECORD AND JOURNAL
APR 20H

1/2 AG

ARMED MILITARY GOVERNMENT
OFFICIAL RECORD AND JOURNAL
APR 20H

BLOCKED ACCOUNTS - APPLICATIONS FOR LICENSES

1. Applications for licenses for transactions in blocked accounts of organizations will consist of a statement by the organization, a memorandum by you, and such other papers as are required by this instruction No. 36. The statement must contain: (1) The name in which the bank account is carried; (2) The name and address of the bank carrying the account; (3) The amount balance in the account; (4) The account to be licensed; and (5) A brief statement of the transaction or transactions to be licensed (such as payment of salaries, purchase of stock, unbanning of account, etc.). It should also contain the facts upon which the application is based.
2. Your statement must contain: (1) Your approval or other recommendation; (2) Your opinion as to whether or not the organization should be dissolved, carried on, or held in suspense; and (3) Which division of the military is connected with the information if such is desired. Items (2) and (3) are not required. The application relies on a dissolved organization. (Note: The fact (1) is still required, even in such a case.) Y
Information should also contain such facts concerning item (2) as are not to be withheld to the attention of the blocked accounts section.
Particulars concerning the organization is not used by AG in your activities as a participant part of the governmental structure. Further information along the lines indicated in the letter of 14 September 1943 to Principal Officer will be most appreciated.
3. Applications for licenses for specific transactions in accounts of individuals must be accompanied by a written approval of the principal investigator's appointment under Official Order No. 3, a copy of which is enclosed. There must be an approval and certification by the local official approved by the local President and individuals will be accepted.
4. A suggested form for applications is enclosed.
5. Applications for unbanning of individual accounts must contain the item in the paragraph 1 hereof, and must have the written approval of the local unit of the I.C.G. or I.C.S. and your approval.
6. Applications not in accordance with the minimum requirements set forth above will be returned for completion, unless the necessary information can be secured from other sources in Palermo.
7. Applications should be sent to the National Chief Banking Officer, Division of the Department, Room 15, attention Blocked accounts Section.
8. Instructions for completing all of the work of issuing licenses to the individual investigators are being approved and confirmed.

605

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605

CHARLES POLKARD
Lt. Colonel
National Civil Inquiry Office

• • •

Modello per

MODULO PER AUTORIZZAZIONE SPECIFICA
PER OPERAZIONI MILITARI BLOCCANDO BALLE
PROIEZIONI DELLA LANCIA AL 1 SETTEMBRE 1963

PART I Statement

1. Name del Conto -----
2. Name ed Indirizzo della Banca -----
3. Saldo del Conto a tutt'oggi. Lit. -----
4. Risultato della Domanda. Lit. -----
5. Spazio della Operazione -----
6. Fatti in Appoggio alla Domanda -----

7. Note -----

Date -----
per ----- (Firma)
per ----- (Firma)

Ufficiali Autorizzati

PART II Memorandum

1. Application Approved () Approved in part ()

Reasons: -----

2. The above organization should in my opinion be:

- a. Dissolved
- b. Considered for dissolution
- c. Continued for future use
(Please check one)

3. AG Division -----

4. Remarks -----

Dated -----

- 2. Nome ed Indirizzo della Banca
- 3. Saldo del Conto a tutt'oggi. Lit.
- 4. Risultato della Domanda. Lit.
- 5. Spese della Operazione
- 6. Patti in Appoggio alla Domanda

7. Note

(Nome dell'Organizzazione)
 per (Firma)
 per (Firma)

Officiali Autorizzati

PART II Memorandum

- 1. Application Approved () Approved in part ()

Suggestions.

- 2. The above organization should in my opinion be:

- a. Dissolved
- b. Considered for dissolution
- c. Continued for future use (Please check one)

- 3. AG Division

- 4. Remarks

Dated

604

Financial Officer,
 Province

DISTRIBUTION:
 HQ AT. DIV. 15
 5/1/55

Mr. Director

5A

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 124

25 November 1943

MEMORANDUM: Relation of the Allied Control Commission
to the Italian Government

TO: All Officers, Allied Control Commission

1. The attention of all officers is invited to the fact that the Allied Control Commission occupies a position in relation to the Italian Government which is quite different from that of Allied Military Government. The Commission does not supervise; it does not govern. This fundamental difference must be thoroughly understood by all officers who will adjust accordingly their attitude toward Italian officials and agencies, enabling them to develop these functions freely without undue interference.

2. If basic differences arise between officers of this Commission and the corresponding members of the Italian Government, the matter at issue will be submitted to the Deputy President for adjustment with the Head of the Italian Government.

3. This document is a matter of continuing policy. Each Deputy Agent will ensure that it is understood by all officers belonging to his section.

By command of Major General JOYCE

OFFICIAL:

E. J. Church
Lt. Col., Adj.
Acting Agent in Charge

A. A. L. GUTHRIE
Brigadier
Acting Chief of Staff

DISTRIBUTION:

603

312

Revised - Director

HEADQUARTERS
ARMED FORCES OF THE PHILIPPINES
APO SAN FRAncISCO

25 November 1963

ADMINISTRATIVE MEMORANDUM

NUMBER 1

OFFICE ORGANIZATION & PROCEDURE

1. GENERAL.

The object of this Memorandum is to insure that:

- a. Papers are referred with the minimum of delay to the correct branch, section or staff officer who should deal with them.
- b. Papers are then circulated to all who should see them. (Copies being made when necessary - See par. 5 below)
- c. Routine and comparatively unimportant matters are NOT referred direct to senior officers.
- d. Matters are dealt with according to urgency.
- e. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. INITIAL ROUTING OF PAPERS.

a. An incoming letter or cable will be referred by the AS in the first instance, as follows:-

- (1) If it affects the communication Section, the Economic Directorate, or the Administrative Directorate: - To the HQ of the Section or Directorate concerned.
- (2) If it affects the Political Section: - To the Staff of the Deputy C. of S. (C. & S.I.)
- (3) If it affects more than one Section or until the formation of HQ Economic and Administrative Section both Directorates: - To the Staff of the Deputy C. of S. (C. & S.I.)
- (4) If it affects the Department of the Deputy C. of S. (Adm.) or to G-1 or G-4 according to the subject matter, in cases of doubt, to the Executive Officers.
- (5) In no case will a paper be referred initially to a Sub-Commission.
- (6) If the AS is in doubt as to the officer to whom a paper should be initially referred, having referred to (1) above, he will consult the Executive Officers.

602

The object of this Memorandum is to insure that:

- a. Papers are referred with the minimum of delay to the correct branch, section or staff officer who should deal with them.
- b. Papers are then circulated to all who should see them. (Copies being made when necessary - See par. 5 below)
- c. Routine and comparatively unimportant matters are not referred direct to senior officers.
- d. Matters are dealt with according to urgency.
- e. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. INITIAL ROUTING OF PAPERS.

a. An incoming letter or cable will be referred by the A1 in the first instance, as follows:-

- (1) If it affects the communication Section, the Economics Directorate, or the Administrative Directorate - To the HQ of the Section or Directorate concerned.
- (2) If it affects the Political Section: - To the Staff of the Deputy C. of S. (C. & S.I.)
- (3) If it affects more than one Section or (until the formation of the Economic and Administrative Section) both Directorates: - to the Staff of the Deputy C. of S. (C. & S.I.)
- (4) If it affects the Department of the Deputy C. of S. (Adm.): - to C-1 or C-4 according to the subject matter. In cases of doubt, to the Executive Officers.
- (5) In no case will a paper be referred initially to a Sub-Commission.
- (6) If the A1 is in doubt as to the officer to whom a paper should be initially referred, having referred to (1) above, he will consult the Executive Officers.

602

b. All papers will be marked with the file number.

c. The manner in which a letter or cable is distributed has frequently no bearing on the question of its initial reference. For instance, letters are often addressed, "Chief of Staff" and cables, "Per the Chief of Staff". No attention will be paid to such address - letters and cables will be referred as directed in (a) above. The only exceptions to this are:

- (1) A letter addressed personally to me to an officer. (This does not include a letter addressed to the Chief of Staff, etc., for the attention of a named officer)
- (2) A cable containing the phrase "Personal for a named officer".

d. If more than one copy of a letter is received, and one will be referred as above - this copy will be marked with the file number of the first received.

1000

5. *Amelanchier canadensis* (Vahl) Mill.

4. INVESTIGATIVE CORRESPONDENCE

In the case of important letters or cables, requiring urgent action the AS will mark the paper "Immediate Action" or "Red Light". This marking will not be abused, it will be reserved for truly urgent matters. Any such papers will be taken immediately to the responsible officer under par. 2 and 3 above.

5. SECTIONAL OFFICER'S DUTIES

a. The officer to whom a paper is initially referred under par. 2 and 3 above, and for the AS, will be responsible for current circulation and action.

- (1) In the case of important papers, personally when the paper is sent to the Senior Officer of his branch or section, who will give instructions for action.
- (2) He will ensure that the paper is distributed to all branches for which it is relevant. Circulation of each slip may be made by or it may be necessary to have copies prepared and distributed. In the latter case, he will arrange to do so. In distribution copies it must be made clear by means of a covering memo or other-wise which branch is taking action and what action is required by other branches and sections.

b. Papers will be finally reviewed by the AS in the light of the branch or section to whom they pertain.

6. FILE AND DISTRIBUTION

a. Officers dealing with papers will call for the subject file (the number of which will be apparent from the paper - see par. 2 above) if and when required, from the AS's office.

b. It is essential that the subject file should contain copies of all important police papers in proper order of date, which belong to it, and the AS will ensure that this is done. Under no circumstances will an officer remove any paper from an official file. Files will be properly returned intact.

c. The circulation and/or distribution of a paper (see par. 3 above) must be apparent from the office copy of the branch or section file (see par. 5 (1) above) and the office copy on a covering memo system, distribution which must be filled with a paper to 4.2.2.2.2.

d. An important paper referred to 4.2.2.2.2 level for further circulation must be accompanied by all relevant previous current papers. This is the copy of the branch or section in which the paper was initially referred to action.

By order of the Senior Officer of the AS:

AS
AS
AS

AS
AS
AS

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

24 November 1943

SUBJECT: Local Resources

TO : All concerned.

1. Copies of (a) AFHQ Administrative Memorandum No. 77
(b) AFHQ Administrative Memorandum No. 78

regarding the establishment of machinery to deal with Local Resources herewith for information.

2. A memorandum on the broad policy in relation to Local Resources and Exports has been supplied to the following:

- (a) Industrial Planning Staff.
- (b) Secretary Allied Intelligence Committee (Major Hinkel).
- (c) Foreign Trade Sub-Commission.
- (d) All sub-commissions under the Economic Directorate.
- (e) All sub-commissions in the Communications Section.

3. Special attention is directed to paragraph 7 of Admin Memo No. 76. Further instructions will be issued regarding the type of information required and the methods by which it will be collected, collated and forwarded. In the meantime sub-commissions directly concerned with local resources will continue to collect all available information in their respective fields.

4. Information collected by sub-commissions should be passed through directorates to Heads of Sections who will send it to the Secretary A.F.I.C. for collation.

5. Local resources (other than food) that require to be moved from their present location may not be utilized except by special permission from the Headquarters. Demands should be accompanied by full particulars of the goods and reasons for their employment.

Note: No requests for permission to utilize local resources (other than food) that require to be moved from their present location should be submitted for the present. All such demands will have to be considered by the A.F.I.C. (I) B. under a procedure to be set up by the Board and notified later.

By Command of Brigadier General McSHERRY:

601
L. H. STURGIS,
Capt., A.F.C.,
Actg. Asst. Adj. Gen.

regarding the establishment of machinery to deal with Local Resources herewith for information.

2. A memorandum on the broad policy in relation to Local Resources and Exports has been supplied to the following:

- (a) Industrial Planning Staff.
- (b) Secretary Allied Intelligence Committee (Major Hinkel).
- (c) Foreign Trade Sub-Commission.
- (d) All sub-commissions under the Economic Directorate.
- (e) All sub-commissions in the Communications Section.

3. Special attention is directed to paragraph 1 of AIN memo No. 76. Further instructions will be issued regarding the type of information required and the methods by which it will be collected, collated and forwarded. In the meantime sub-commissions directly concerned with local resources will continue to collect all available information in their respective fields.

4. Information collected by sub-commissions should be passed through direct-
rates to Heads of Sections who will send it to the Secretary A.I.C. for collation.

5. Local resources (other than food) that require to be moved from their present location may not be utilized except by special permission from the Headquarters. Demands should be accompanied by full particulars of the goods and reasons for their employment.

Note: No requests for permission to utilize local resources (other than food) that require to be moved from their present location should be submitted for the present. All such demands will have to be considered by the A.P.E.B. (I) B. under a procedure to be set-up by the Board and notified later.

By Command of Brigadier General McHEERY:

601

L. W. STEARNS,
Capt., A.P.E.B.,
Actg. Asst. Adj. Gen.

DISTRIBUTION:

All Sub-Commissions (27)

Economic Directorate

Administrative Directorate

Sec. Allied Intelligence Committee

Lt Col Butler, Industrial Planning Office

Staffs of Sections (when formed) (11)

Chief of Staff

D/Ch. of Staff (M&I)

W/Gen. of Staff (Admin)

Spares (7)

U.S. CONFIDENTIAL
(Equals BRITISH CONFIDENTIAL)

ALLIED FORCE HEADQUARTERS
APO 512

12 November 1943

ADMINISTRATIVE MEMORANDUM)

NUMBER

78)

ALLIED FORCE LOCAL RESOURCES (ITALIAN) BOARD

1. Pursuant to Administrative Memorandum No. 77, this headquarters, as, the Allied Force Local Resources (Italian) Board is hereby set up to carry out the policies of this headquarters in regard to the local procurement and allocation of supplies, facilities and services, except rail and water transport and petroleum, required by the military within the Italian mainland, now or in the future, occupied by the Armed Forces under the command of this headquarters.
2. The board will coordinate all Navy, Army and Air Forces requirements from local resources and decide on policies and procedure for the procurement of them. It will allocate to the interested agencies of the Armed Forces the local resources available for each.
3. In giving effect to paragraph 3 of Administrative Memorandum No. 77, this headquarters, as, the Board will work in liaison with the Allied Control Commission and Allied Military Government.
4. Nothing in this Administrative Memorandum shall abrogate the responsibility of the Allied Control Commission, or Allied Military Government to utilize and develop the local resources of ITALY.
5. The Board will be constituted as follows:

Chairman Major General Sir Brian H. Robertson, Bt, D/C.A.O.

Vice Chairman Lt. Colonel Thomas R. Gibbon, U.S.

Lt. Colonel, J.L. Prescott, Br.

Members

D.D./C.A.O.

Commanding General, Terminal Base Section.

General Officer Commanding, No. 2 District.

D.Q.M.G., AFHQ Advance Administrative Echelon

Representatives of:

Commander-in-Chief, Mediterranean

North West African Air Forces

Control Commission

A.M.G. Forward Area

- 1 -

U.S. CONFIDENTIAL
(Equals BRITISH CONFIDENTIAL)

600

U.S. CONFIDENTIAL
(Equals British CONFIDENTIAL)

AFHQ Adm. Memo No. 73 (cont'd)

together with such other persons as the Chairman of the Board may from time to time designate.

6. The Vice Chairman shall be officers designated for full time duties with the Board.

7. Members of the Board may designate one permanent officer to act as substitute for them in the event of their absence.

8. The Board shall meet regularly, as directed by the Chairman or Vice Chairman.

9. There will be a permanent joint U.S. and British Secretariat of the Board responsible for maintaining records of all meetings and furnishing the secretarial requirements of the Sub-Committees referred to in paragraph 12 below.

10. The Allied Control Commission will provide the Board with information regarding local resources of all kinds and also state the minimum needs of civilian requirements. The Board will, in coordinating the needs of all interested agencies of the Armed Forces with the needs of the Control Commission, allocate to the Military agencies concerned the local resources available for each.

11. Any matters for decision by higher authority will be forwarded by the Chairman to this Headquarters.

12. To assist it to carry out its functions, the Board may establish Sub-Committees as necessary. The membership and duties of these Sub-Committees will be determined by the Board, which will insure that all interested parties are represented.

13. Additional Boards, where necessary, under the Chairmanship of the Race Section Commander (American) or Commander Race Sub-Group (British), as the case may be, may on the advice of the Board, be set up as necessary to deal with local questions. The areas of any additional Boards set up will indicate the areas for which they are responsible to the Allied Force Level Resources (Italian) Board set up by this memorandum. (AG 321(AFHS)GDS-22)

By command of General EISENHOWER:

DISTRIBUTION:

UC

/s/ T. J. Davis,
/s/ T. J. DAVIS,
Brigadier General, USA,
Adjutant General.

Reproduced at AGC Hq 20 November 1943.

U.S. CONFIDENTIAL
(Equals BRITISH CONFIDENTIAL)

U. S. CONFIDENTIAL
(EQUALLY BRITISH CONFIDENTIAL)

ALLIED FORCE HEADQUARTERS
APO 512

11 November 1943

ADMINISTRATIVE MEMORANDUM

MURKIN : 77)

ALLIED FORCE LOCAL HEADQUARTERS SECTION

1. The Allied Force Local Headquarters Section (A.F.L.H.S.) is hereby established as a Staff Section of this Headquarters under the supervision of G-4, this Headquarters.

2. The Section will:

- a. Be responsible for the organization within various designated territories in this theater of operations, of local boards to coordinate the procurement and allocation of all forms of local resources and services, except such as are allocated to other agencies available to the Armed Forces.
- b. Assist the respective boards in the development of information concerning local supplies and facilities and aid the boards in the procurement of local supplies and facilities required for the armed forces.
- c. Through the Allied Force Headquarters Middle East Administrative Information Section (A.M.A.I.S.) obtain information concerning the Middle East Supply Center resources which may be made available to this Headquarters.
- d. The local boards will ascertain what is available to the Armed Forces and coordinate plans to be made, in liaison with the Allied Control Commission, Allied Military Government, or other Government authority responsible for controlling the economy of the territory in which the board is operating.
- e. The Section will recommend to G-4, this Headquarters, the basic policies under which the local boards will operate. It will be responsible for the execution of these policies by the local boards. Any action for decision by higher authority will be forwarded by the Chairman to this Headquarters.

5. The Chairman of local boards will be appointed by this Headquarters.
6. Each board will be made up of a Chairman, Vice Chairman or Vice Chairman (U.S. and British) as the case requires, a Secretary and such members of the board as the Chairman may, from time to time designate.

595

ALLIED FORCE LOCAL RESOURCES SECTION

1. The Allied Force Local Resources Section (A.F.L.R.S.) in hereby established as a Staff Section of this Headquarters under the supervision of G-4, this Headquarters.

2. The Section will:

- a. Be responsible for the organization within various designated territories in this theater of operations, of local boards to coordinate the procurement and allocation of all forms of local resources and services, except such as are allocated to other agencies available to the Armed Forces.
- b. Assist the respective Boards in the development of information concerning local supplies and facilities and aid the Boards in the procurement of local supplies and facilities required for the Armed Forces.
- c. Through the Allied Force Headquarters Middle East Administrative Information Section (A.M.E.I.S.) obtain information concerning the Middle East Supply Center resources which may be made available to this Headquarters.

3. The local boards will maintain what is available to the Armed Forces and coordinate policies to be used, in liaison with the Allied Central Commission, Allied Military Government, or other Government authority responsible for controlling the economy of the territory in which the Board is operating.

4. The Section will recommend to G-4, this Headquarters, the basic policies under which the local boards will operate. It will be responsible for the execution of these policies by the local boards. Any matters for decision by higher authority will be forwarded by the Chairman to this Headquarters.

5. The Chairman of local boards will be appointed by this Headquarters.

595

6. Each board will be composed of a Chairman, Vice Chairman or Vice Chairman (U.S. and British) as the case requires, a Secretary, and such members of the board as the Chairman may, from time to time designate.

7. If directed by the respective Chairman, the Vice Chairmen will be responsible for providing A.F.L.R.S. with copies of all minutes of the board meetings and such other reports as may from time to time be required.

(AG 321 (AFLEA/028-001))

By command of General Eisenhower:

/s/ T. J. Davis
/s/ T. J. Davis

Brigadier General, United States Army,
Adjutant General.

DISTRIBUTION:

100

Reproduced at AGO HQ, 10 November 1943
U. S. CONFIDENTIAL SOURCE AUTHORITY CONFIDENTIAL

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

28 October 1945.

EXPLANATION
MEMORANDUM
NO. 1

1. The following information regarding the operation of the Adjutant's section of this Headquarters is published for the guidance of all concerned.

2. The section is divided into six sub-sections as follows:

a. Miscellaneous - here incoming mail is received, routed, and dispatched to other offices within the Headquarters.

b. Officers - in this sub-section are maintained all records pertaining to officers, such as vouchers, rosters, and personnel records.

c. OR/EM - maintains all records of enlisted men.

d. Publications - this sub-section operates the stenographic pool, typing pool, translating pool, and does all mimeographing and printing.

e. Records - operates the General files of the Headquarters.

f. Communications - operates the message center and APO, all couriers, dispatch riders, and messengers for distribution of correspondence within and without the Headquarters.

3. Incoming correspondence - is registered, a "buck-slip" is attached indicating the Sub-Commission or officer to whom the document should go and whether it is for information or action. If the officer who handles the correspondence needs further information or background material he sends to the Records sub-section for the files on the subject. This may be done by messenger or by writing a buck-slip requesting the files.

4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:

a. Drafts will be submitted to the Adjutant for approval prior to dispatch.

b. Sufficient copies will be prepared to allow one copy for filing in the Records Sub-section and one with the pertinent file of the Sub-Commission.

c. All communications will go forward in duplicate.

2. The section is divided into six sub-sections as follows:
 - a. Miscellaneous - here incoming mail is received, routed, and dispatched to other offices within the Headquarters.
 - b. Officers - in this sub-section are maintained all records pertaining to officers, such as vouchers, rosters, and personnel records.
 - c. OE/AM - maintains **all** records of enlisted men.
 - d. Publications - this sub-section operates the steno-graphic pool, typing pool, translating pool, and does all mimeographing and printing.
 - e. Records - operates the General files of the Headquarters.
 - f. Communications - operates the message center and APC, all couriers, dispatch riders, and messengers for distribution of correspondence within and without the Headquarters.
3. Incoming correspondence - is registered, a "buck-slip" is attached indicating the Sub-Commission or officer to whom the document should go and whether it is for information or action. If the officer who handles the correspondence needs further information or background material he sends to the Records sub-section for the files on the subject. This may be done by messenger or by writing a buck-slip requesting the files.
4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:
 - a. Drafts will be submitted to the Adjutant for approval prior to dispatch.
 - b. Sufficient copies will be prepared to allow one copy for **598** in the Records Sub-section and one with the pertinent file of the **598** Commission.
 - c. All communications will go forward in duplicate.
 - d. Replies will be made in the form of indorsements on the basic communication.
 - e. Correspondence addressed to subordinate headquarters, of a routine nature, will be prepared for the signature of the head of the Sub-Commission originating the correspondence, using the phrase "By command of ~~the~~ General ~~Headquarters~~" (See model attached).
 - f. All correspondence other than that referred to in "e" will use the phrase: "For the Commanding General".

- c. List all inclosures on the face of the letter, below the body and at the left margin of the page.
- d. All correspondence addressed to a higher headquarters will be prepared for the signature of the Commanding General.
- e. Correspondence ruling on questions of policy will be prepared for signature of ~~Secretary~~ *Chief of Staff* - Secretariat.
- f. Each letter should refer to only one subject.
- g. Stationery of uniform size will always be used.
- h. Officers of the Secretariat are available for advice on the form and preparation of correspondence. Consult them at any time.
- i. Bulletins and Memoranda will be published from time to time for the information of the command. Matters of general interest will be forwarded to the Adjutant for publication therein.
- j. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

8. ROUTING CASES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.G., I.R.S.

Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's name, should be included in the text. Cables must NOT be signed. This will be done by A.G., I.R.S. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:

Colonel G. W. STOFFORD
Lt. Colonel CLAYTON
Major J. R. McDONALD
Captain A. S. PARKER

The following is an example of how a message should be prepared for authentication:

Office of Origin	H.Q. AGO	Date	
Classification	Restricted	Precedence:	Routine
	(Restricted-Confidential-Secret)		(Deferred-Routine-Priority-Urgent)

To: A.F.H.Q.

4. Stationery of uniform size will always be used.
5. Officers of the Secretariat are available for advice on the form and preparation of correspondence. Consult them at any time.
6. Bulletins and Memoranda will be published from time to time for the information of the command. Matters of general interest will be forwarded to the Adjutant for publication therein.
7. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

8. SENDING CABLES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the dispatch of cables through A.G., I.B.S.

Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's name, should be included in the text. Cables must NOT be signed. This will be done by A.G., I.B.S. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:

Colonel G. M. SPENCER
Lt. Colonel CLOUGH
Major J. E. McDONNELL
Captain A. S. FARBER

The following is an example of how a message should be prepared for authentication:

Office of Origin	H.Q. AMG	Date	
Classification	Restricted	Precedence:	Routine
	(Restricted-Confidential-Secret)		(Deferred-Routine-Priority-Urgent)

To: A.P.H.Q.

What is now available all area PAPER from 155 to APHQ cite HQ.
AC. PAPER Present supplies will last 2 weeks ref your 268 of 25 Aug.

Unless cables are despatched in the correct manner they will be returned by A.G. Section, I.B.S., thus causing considerable delay.

The following stereotyped phraseology will not be used at the beginning or ending of messages, nor will they be used as a complete message in themselves:

ACKNOWLEDGE
ADVANCE
ADVISE
ARRIVE
ATTENTION
CITE
CONFIRM
DEPART
ENEMY
FOLLOWING
VCE
FROM
IN REPLY
NUMBERS "1", "2", "3", etc.
OUR
PARAPHRASE
TITLES "COMMANDING GENERAL,
etc

PLEASE
RECEIPT
RECEIVED
RECOMMEND
REFER
REFERENCE
REPORT
REQUEST
REMARK
YOUR
END
END OF MESSAGE
PERIOD
REPLY
REQUESTED
SIGNED (INCLUDING NAMES)
STOP

Messages will only be prepared on the official form, a specimen of which is attached. A supply of these can be obtained on application to the Chief Clerk.

E. L. Clutch
E. L. CLUTCH,
Lt. Col., A.D.D.
Chief of Secretariat

MODEL

HEADQUARTERS
~~ALLIED CONTROL COMMISSION~~
ALLIED CONTROL COMMISSION
ADMINISTRATIVE DIRECTORATE
APO 512

28 October 1943.

201.10

Subject : Transfer of Personnel

To : Headquarters Region 1

1. Body of letter.
- Number each paragraph.
- 2.

By command of Major Joyce
~~General~~ ~~USARV~~

- 2 Incls-
Incl 1 - Officers Qualification Card
Incl 2 - Letter of Commendation

~~JOHN R. WATSON~~, R R CRIPPS
~~Colonel~~ ~~USARV~~ ~~Colonel~~
~~Administrative Director~~

DISTRIBUTION:
Commissions (2)
Sub-Commissions (2)
All Regions (6)

01601