

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

ACC - Italy

10000/105/33

*310.
Oct.*

OMP

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

10000/105/33

310. Office Methods
Oct. 10, 1943 - March 7, 1944

OPP

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

Major S.H. White,
Headquarters,
Allied Control Commission,
C.M.F.

7 March 44.

Hilary Jenkinson Maj.,
Toledo Hotel,
Via Roma,
Naples.

Dear Sir:

Herewith a copy of the paper on filing of which I spoke
yesterday.

Yours sincerely,

633

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

Major S.H. White,
Headquarters,
Allied Control Commission,
C.M.F.

Brigadier M.S. Lush,
Executive Commissioner.

7 March 44.

Dear Brigadier Lush

ARCHIVES

Herewith a copy of the paper on filing of which I spoke
yesterday.

Yours sincerely,

632

S.H. White

Col. Ripps:-

Col. Ripps

Col. Ripps

Col. Ripps

Will you please ascertain
& circulate, or at least advise me,
the proper form of address to be
used in correspondence with
Italian Minister of the Cabinet, or
Under-Secretary of State, in 63rd
the English & Italian form.
J. K.

Specimen of salutary address used by the office of the
Deputy Chief Commissioner, Hq. ACC;

His Excellency Professor Vito Reale,
Undersecretary of the Interior.

*a. l. Eccellenza Prof. Vito Reale
Sottosegretario dell'Interno
Regio Governo Italiano*

630

HEAD HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 994

Administrative Section

310./AS

2 Mar 44

SUBJECT : Office Procedure.

TO : Education Sub-Commission
Interior Sub-Commission
Legal Sub-Commission
Monuments, Fine Arts and Archives Sub-Commission
Property Control Sub-Commission
Public Health Sub-Commission
Public Safety Sub-Commission

Now that incoming letters go direct to the Sub Comm concerned for registration, the VP relies upon Presidents to keep him informed of all matters of which he should have cognizance.

W. R. BRIPPS
W. R. BRIPPS,
Lt. Colonel.
for VP Adm Sec.

629

HEADQUARTERS
DETACHMENT "A" 267th AIRBORNE
AIRBORNE MEDICAL COMPANY
APO NY

For Encl 6/2

7 February 1944

File

SUBJECT: Collection of Personal Mail

TO : All American Personnel

1. Each section will submit to this office a complete roster of its personnel before 1500hrs 3 February 1944.
2. One representative from each section will call for all the mail for his section twice daily at 0900hrs and 1700hrs.
3. All personnel should be informed not to call for their mail as it will not be distributed except as stated above.

EMH/134



WILLIAM J. BARNETT
Lieut. Col.
Commanding

620

3/0.

810.

CONFIDENTIAL
(Equals British CONFIDENTIAL)

P-8-5

Cap #20

310

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

Issue No. 1
Page 1 of 2
10 Oct 1943

SIGNAL INSTRUCTIONS)

NUMBER 2

SUBJECT: DISPATCH LETTER SERVICE

1. a. At present, differences exist in the methods of handling dispatches sent by Dispatch Letter Service. These differences cause confusion, considerable delays and in some cases loss of security.

b. Many dispatches are registered whose security classification or other Intrinsic value do NOT demand registration. The handling of all dispatches is thereby needlessly delayed.

2. The following procedure for REGISTERED and UNREGISTERED Dispatch Letter Service (DLS) will be complied with:

3. REGISTERED DLS

a. Responsibilities of Originators.

(1) They will make, to be sent by REGISTERED DLS, ONLY those dispatches the contents of which are of sufficient importance to be given special handling.

(2) They will indorse dispatches for REGISTERED DLS with the following, in addition to the address:

(a) A colored pencilled cross made over the entire face of the dispatch.

(b) A reference (file) number.

(c) The signature and organization of an officer.

b. Responsibilities of Dispatch Agencies.

(1) They will sign receipts (prepared by the originator) for each dispatch handed in, if properly indorsed. If the indorsement is incomplete, the packet will be treated as UNREGISTERED and the originator informed that the indorsement is incomplete.

- 1 -

CONFIDENTIAL
(Equals British CONFIDENTIAL)

C O N F I D E N T I A L
(Equals British CONFIDENTIAL)

Issue No. 1
Page 2 of 2
10 Oct 1943

(2) They will register receipts to, and obtain receipts from, the addressees for the Dispatch Agency for each dispatch. REGISTERED dispatches may be bagged and registered for receipt by intermediate agencies as numbered bags.

(3) The final agencies will obtain receipts from addressees for each dispatch.

4. UNREGISTERED DLS

a. Responsibilities of originators.

(1) They will hand in the dispatch with NO endorsement other than the address.

b. Responsibilities of Dispatch Agencies.

(1) They will give NO receipt to the originators.

(2) They will NOT register dispatches, but they will show on a delivery list, the total number of unregistered bags or bundles sent to a final dispatch agency at one time.

(3) Final Dispatch Agencies will NOT obtain receipts of delivery from addressees for unregistered packets or letters.

(S.I. No. 84, AFHQ, 25 Sept. 1943)

5. AIR DISPATCH LETTER SERVICE

a. Air Dispatch Letter Service (ADLS) is now available to units within the Palermo Area. The ADLS office is located in the MATS building at Palermo Airport. No deliveries are made from this office. Units will either call for their mail at ADLS office or be serviced through Seventh Army or IBS Hq.

b. Mail delivered to ADLS office by 0815 will go to Zone of Interior same day. Mail delivered to this office by 1315 will go toward combat zone same day.

By order of Colonel SEARS:

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

DISTRIBUTION

"B" Plus:

Hq Seventh Army 12
Hq AMGOT (IBS) 8
Hq NOB - Palermo 6
ADLS - Palermo 20

- 2 -

C O N F I D E N T I A L
(Equals British CONFIDENTIAL)

0191