

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

ACC-Italy

10000/105/34

312. F
Nov. 1, 19

454

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

10000/105/34

312. Forms of Correspondence
Nov. 1, 1943 - March 7, 1944

454

WAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

FILE

MEMO: 312.

7 Mar 44.

SUBJECT: Telephone Communications.

TO: Executive Officer (Salerno)

1. At the meeting of the Adm Sec held this day, several instances of difficulty in making telephone communications with NAPLES were instanced by Sub Comm heads.
 - (a) There was a general complaint that after getting through to VAPOUR, subscribers were left holding the line with no answer and quite unable to attract the attention of the operator at VAPOUR. Attempts to do so ended in getting either cut off or reverting to the SALERNO operator.
 - (b) Legal reported that complaints had been made that NO reply could be obtained from their office during Sunday 5 Mar 44. The staff were all present during the day and were available at all times to answer the 'phone.
 - (c) The same complaint had been made of the telephone of Capt. Slaughter, which it is understood was also covered during the day.
2. As false "NO REPLY" answers give the impression that individuals and Sub Comms are NOT at work, may these matters please be investigated.

7 Mar 44.

R.R.
R.R. CRIPPS,
Lt. Colonel,
CSO Adm Sec.

658

HEAD HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Administrative Section

ACM/312./AS

23 Feb 44.

SUBJECT : Executive and Admin. Memoranda.

TO : Adjutant, HQ ACC APO 394.

1.... Observation of our files pertaining to documents issued by HQ ACC indicates that the Administrative Section is not receiving copies of all Executive Memoranda published.

2. A recent case has arisen in which Executive Memorandum No.11 is referred to in a letter addressed to Legal Subcommission. This document is not available in Admin. Section, A.C. (Salerno), or Legal Subcommission files.

3. It is therefore requested that in addition to those memoranda which are given a wide distribution to all Subcommissions, two copies be furnished to Admin. Section of those issued on a smaller distribution list, in order that a complete set may be held by the Section, for reference.

4. Furthermore, it is requested that two (2) copies of the following Executive Memoranda be dispatched to the Administrative Section as soon as practicable, to complete the files to date.

Numbers 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 18, 19, 20 and 24.

5. It is particularly desired that No.11 be forwarded here by courier immediately.

RRB
H.R. CHIFFE,
Lt. Colonel,

667

for The Right Honorable, The Viscount Stansgate,
Vice President, Administrative Section,
Allied Control Commission.

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ADMINISTRATIVE DIRECTORATE
APO. 394.

25 January 1944

SUBJECT: Missing Property of Administrative Directorate.

TO: G-4, HQ, AMG. APO. 394.

1. It is requested that thorough search be made for a box containing paper trays and papers belonging to the Administrative Directorate which was part of baggage shipment made from PALERMO to NAPLES which unloaded at NAPLES on 11 January 1944.

2. The box was plainly marked " FOR ADMIN. DIRECTOR N# 1109", which marking was prescribed by G-4 PALERMO. It contained 4 paper boxes, miscellaneous files containing work sheets, dictionary etc.



R.R. Cripps
R.R. CRIPPS,
Lt. Colonel,

for the Administrative Director

147

G-4/E/

1st. Ind.

WFS/cap

HQ. ALLIED CONTROL COMMISSION, OFFICE OF G-4, APO 394, U.S. ARMY, 20 February 1944

666

TO: Director, Administrative Section, HQ. Allied Control Commission
Salerno Detachment.

1. A thorough search has been made for the box referred to in basic communication but the box has not been located.

2. Another shipment from Palermo arrived 19 February which will be checked for the box.

Major P. J. ...
Major, QMC
G-4

312
1306

HEADQUARTERS REGION 4 MAIN
Allied Military Government
APO 394

TO : Public Safety Sub-Commission, A.C.C.
FROM : Public Safety Division, Region 4
SUBJECT : CCRR - Channels of Communication.
REF : R4/PS/6
DATE : 11 February 1944

1. S.C.A.O. Foggia Province reports that order from Comando IX Corpo d'Armata are still being sent directly to CCRR commanders in the Foggia province.

2. The S.C.A.O. Foggia province requests that Lt. Col. Bozzo be officially informed that orders to him will only be issued through the S.C.A.O. Foggia province.

R. T. MILLHOUSE
Lt. Colonel
Commissioner

1st IND

13 February 1944

ACC/14601/5/PS.

FROM : HQ ACC. Public Safety Sub-Commission
TO : Adm. Section

Requested that Land Forces Sub-Commission be advised to instruct Commanding General IX Corps, Italian Army, that all instructions to CCRR units in areas under AMG control should be routed through the Allied Control Commission.

PAUL G. KIRK
Colonel, Inf.
Public Safety
Sub-Commission

312

054

2nd. Ind.

Administrative Section, Hq. ACC. APO 394. 15 Feb. 44.

TO : Army Sub-Commission, Hq. ACC. APO 394.

1. Request concurrence and necessary action to facilitate execution of recommendation indicated in previous indorsement.

for *R.R.E.*
STANBATE,
Vice President, Administrative Section.

3rd. Ind.

Army Sub-Commission, Hq. ACC. APO 394. 17 Feb. 44.
TO :

1. Steps taken this date to prevent recurrence.
2. Please inform of future actions of this type.

Lt. Col.

Army Sub-Commission.

4th. Ind.

Administrative Section, Hq. ACC. APO 394. 18 Feb. 44.

TO : Regional Commissioner, Region IV, ACC. APO 394.

1. Your attention is invited to Par. 1. 3rd Indorsement.
2. Army Sub-Commission has taken up with proper Italian authorities to prevent recurrence.

R.R.E.
R. R. CRIPPS,
Lt. Colonel.

664

for the Right Honourable, The Viscount Stanbate,
Vice President, Administrative Section.

*Return to
Lt. Col. H. 7-1
R4/PS/6
Subject CORR-Change
PS. Region 4
CO 9 + 2 Corps
A. 12 months
Orders direct to
CCRD Col. in
Bureau (Environ)
SCAO
Lt. Col. H. 7-1
to Ministry of
Interior*

- OUTGOING

QB/mms

File

SECRET

ROUTINE

FATIMA

MMIA

FEB

FEB 17

SCAO FOGGIA PROVINCE REPORTS THAT ITALIAN GOC NINE CORPO
D APOSTROPHE ARMATA ISSUING ORDERS DIRECT TO CORR COMMANDERS THERE PD
TO MMIA FROM FATIMA FROM QUINSMITH SIGNED MACFARLANE PD REQUEST
YOU ARRANGE ORDERS PASS VIA AGC CHANNELS ONLY

AUTHENTICATED:

E. J. CHIOCCA
CWO, USA
Asst Adj Gen

DISTRIBUTION:

1 Army Sub-Commission
1 AG Files
1 Deputy Sec. General
1. ADMIN. SECTION (INF.)

663

Confidential

NOT confirmed

*VP 13-14-44
S. 16²⁴ 28*

QRS
QB/mms

He

14 February 1944

FEB 14

MEMORANDUM TO: Captain Ellery W. Stone,
Deputy Chief Commissioner. (3)

At an interview on the 13th instance Chief Commissioner Brig. Duchesne and myself were present and it was decided:-

- a. The the Army Sub-Commission should function in LEQUILE for as long as the Italian General Staff remained at LECCE.
- b. That an office should be retained here to maintain political contact with the War Ministry.

In furtherance of the above it was decided that Brig. Duchesne should remain at the Headquarters of MMIA at LEQUILE and that I should act as the Chief Commissioner's Staff Officer here to do the staff duties on matters of policy between ACC and Comando Supremo. To maintain the Liaison, Brig. Duchesne has proposed that he and I exchange regular visits.

In regard to title, "Army Sub-Commission Forward" has been used but this is hardly correct now in view of the limited military function of this office coupled with the fact that the Comando Supremo deals with all three branches of service activity including broader subjects such as manpower. I suggest therefore, that "Political (or Military, or War Ministry) Staff Office" might do.

It is understood that the Air Sub-Commission office is closing down here; it might be possible for me to act for them in matters similar to the above for such action as is required.

Lt. Col.

(G. W. QUINSMITH) 662
Army Sub-Commission

Copy of Quinsmith

*3120
1186*

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394

File

INTERAID TO: All Officers,
H.Q. A.C.C., Naples.
H.Q. A.C.C., Salerno.

I wish to bring to the notice of every officer personally a few aspects of the internal machinery of this Headquarters with respect to which their help is needed:-

1. Telegrams.

Outgoing telegrams amount to roughly 25 per day. When telegrams reach the Message Centre 4 copies of the literal text have to be typed. The telegram is then translated into telegraphic language of which 6 copies have to be made. The telegram is then sent to P.B.S. where it is enciphered and despatched. The same process is carried out at the receiving end.

It is appreciated that internal communications in this country are bad and that in order to ensure quick receipt and action on instructions, the use of the telegraph service is generally necessary. It is, however, probable that correspondence sent by Air Letter Service for A.F.M.S. and other formations outside this theatre reaches its destination more speedily than if sent by telegraph and certainly involves far less work and manpower.

Air Letter Service leaves for A.F.M.S. daily and I must ask all officers to reduce their external telegraphic correspondence and to employ the A.L.S. Officer in charge of the Message Centre has orders to refer to us telegrams which appear to conflict with this policy.

2. Duplicating.

The average number of foolscap sheets issued by the duplicating office for this month is over 3000 a day, i.e., over 6 rooms of paper. This is excessive and if present demands continue, shortage of paper will result in essential distribution being curtailed. The output of paper must be reduced considerably and immediately. The officer in charge has instructions to refer to the Establishment Branch any demands which he considers excessive.

3. Telephone Calls.

There is one telephone switchboard only, attended by one operator. The operator answers calls occasionally. Delay,

Admin Section
S.
C.S.O. *MS*
S.O. *MS*
S.O. *MS*
P.A. *MS*
C.C. *MS*
13th February 1944.

661

I wish to bring to the notice of every officer personally a few aspects of the internal machinery of this Headquarters with respect to which their help is needed:-

1. Telegramms.

Outgoing telegramms amount to roughly 25 per day. When telegramms reach the Messengers Centre 4 copies of the literal text have to be typed. The telegram is then translated into telegraphic language of which 6 copies have to be made. The telegram is then sent to R.H.S. where it is unaltered and despatched. The same process is carried out at the receiving end.

It is appreciated that internal communications in this country are bad and that in order to ensure quick receipt and action on instructions, the use of the telegraph service is generally necessary. It is, however, probable that correspondence sent by Air Letter Service for A.H.S. and other formations outside this theatre reaches its destination more speedily than if sent by telegraph and certainly involves far less work and manpower.

As Air Letter Service leaves for A.H.S. daily and I must ask all officers to reduce their external telegraphic correspondence and to employ the A.H.S. Officer in charge of the Messengers Centre has orders to refer to me telegrams which appear to conflict with this policy.

2. Duplicating.

The average number of foolscap sheets issued by the duplicating office for this month is over 3000 a day, i.e., over 6 reams of paper. This is excessive and if present demands continue, shortage of paper will result in essential distribution being curtailed. The output of paper must be reduced considerably and immediately. The officer in charge has instructions to refer to the Establishment Branch any demands which he considers excessive.

3. Telephone Calls.

There is one telephone switchboard only, attended by one operator. The operator answers calls ceaselessly. Delay, therefore, is inevitable and must be tolerated until a second switchboard can be instituted next week.

M. S. Lush.

M. S. LUSH,
Brigadier,
Executive Commissioner.

100/30.

312.

P.S. In order to save paper the distribution of this memorandum will be restricted to Heads of Sections and Sub-Commissions who will be responsible for ensuring that it is brought to the notice of all officers under their jurisdiction.

1066

*Admin. Section
Chief Staff Officer
File*

SECRET

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

AG/311.22

12 February 1944

AMENDMENT NO. 1

SUBJECT: Short Title Unit Designation.

To : All Concerned.

1. Letter, this Headquarters, AG/311.22, dated 4 February 1944, same subject, paragraph 4, as pertains to ACC, Displaced Persons, Fatima (Rear) (outer address) Brindisi, Fatima (Rear) for Diaper (inner) is rescinded.

2. The following non-secret code name is approved to designate the unit above for use in communications by this Headquarters for brevity in messages in place of the full name.

<u>UNITS</u>	<u>SHORT TITLE</u>	<u>LOCATION</u>	<u>REMARKS</u>
ACC, DISPLACED PERSONS	DISPER BARI	BARI	

By command of Lieutenant General MACFARLANE:

L. T. Montant, Jr.
L. T. MONTANT, Jr.
2nd Lt, AGC
Acting Adjutant

DISTRIBUTION:
"A" (Internal only)

660

SECRET

1052

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Administrative Section

SHW/wb.

9 Feb 44.

ACC/312./44

SUBJECT : General Correspondence.

To : Adjutant General, HQ. ACC. (Salerno), APO 394.

1. At the present time a large number of memoranda and orders for general distribution are routed to Sub-Commissions through this Section as is also correspondence on technical or routine subjects between the Sub-Commissions other technical branches and officers in the field.

2. This office has not the officer or clerical staff to deal with the re-routing of this mass of correspondence. The mere registering in and out of this correspondence is full time employment for one of the two clerks allotted to the Section. From this fact may also be deduced, how much of the time of the Staff Officers who at present have to re-direct these papers might be spent to better purpose.

3. May the following arrangements for distributing to Sub-Commissions of this Section papers of general interest, or which is addressed to or for the attention of any particular Sub-Commission be authorized please

CABLES.

The original to be passed direct to the Sub-Commission concerned. A copy to be sent to the Administrative Section endorsed with the name of the Sub-Commission to which the original has been sent and the time of despatch.

OTHER PAPERS.

Original and all copies to be passed direct to the Sub-Commission concerned.

R.C.
R.H. CRIPPS,
Lt. Colonel,

659

for LORD STANSFORD,
Vice President, Administrative Section,
Allied Control Commission.

985

M-1031

SECRET

d. m. Leg 696 434

7 FEB 44

PENINSULAR BASE SECTION
SIGNAL MESSAGE CENTER

SECRET

FOR INFORMATION ONLY

ROUTINE

CG FBS FOR BARGO FOR GRADY, 1BS FOR AMG FOR ROGERS, YABLE FOR DUNLOP

HOME

SIGNED CINC

071224A

071610A

45478

FRAGE, FRABI

HEADQUARTERS
8 FEB 1944
AMG.

CODED CABLE SYSTEM IS SUBJECT. AFHQ SIGNAL 47012 OF 3 FEBRUARY REFERS. MEANING OF CODE LETTER A SHOULD BE AMENDED TO READ SHIPS CODE NUMBER OR NAME. PROVIDED THAT BOTH NAME AND NUMBER DO NOT APPEAR IN 1 CABLE THE CLASSIFICATION NEED NOT EXCEED RESTRICTED. DISCRETION MUST BE USED IN REMARKS ARE ADDED. MEANING OF CODE LETTER BE SHOULD BE AMENDED TO READ TRANSPORTATION SHIPPING DESIGNATOR OF DISCHARGE PORT.

PRE DIST

ACTION AMG HQ
INFO SIG
TRANS O
C-2
C-4
SECY
OG

ACC DIST

(INFO) ECON SEC (2)
ADM SEC
C A BR

658

SECRET
FOR INFORMATION ONLY

342.
Inc. C. Files
891

SECRETHEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394Fate
AG/LWS/PO/TM

1 February 1944

AG/311.22

SUBJECT: Short Title Unit Designation

TO : All Concerned

1. The following non-secret code names are approved to designate the units indicated below for use in communications by this headquarters for brevity in messages in place of the full name.

2. In order to preserve uniformity no other non-secret abbreviations should be used for these units. In the preparation of cables, the short title will be used in the text of the message to facilitate the transmission by electrical means. They should not be used in addressing official correspondence.

3. New short-title names and changes will be announced as received, and the complete list republished periodically.

UNITS	SHORT TITLE	LOCATION
ACC DISPLACED PERSONS	DISPER BARI FATIMA (REAR) (outer address) FATIMA (REAR) FOR DISPER (inner)	BARI BRINDISI
AFHQ	FREEDOM (outer address) AFHQ (inner)	ALGIERS
AFHQ (ADV HQ)	FLAMBO	NAPLES
AFHQ, MGS	FREEDOM (outer address) AFHQ FOR MGS (inner)	ALGIERS
AMG REGION I	IRS (outer address) IRS FOR AMG REGION I (inner)	PALERMO 657
AMG REGION II	DISTWO (outer address) DISTWO FOR AMG REGION II (inner)	MATERA
AMG REGION VI	FABLE	SARDINIA
ATLANTIC BASE SECTION (ABS)	SEACON	CASABLANCA
EASTERN BASE SECTION (EBS)	EAGLE	BIZERTE
EIGHTH ARMY	EIGHT ARMY	

SECRET

312

647

SECRET

AG/311.22-Short Title Unit Designation (Cont'd)

<u>UNITS</u>	<u>SHORT TITLE</u>	<u>LOCATION</u>
FIFTH ARMY	FIVE ARMY	
HQ ACC, FORWARD <i>REAR</i>	FATIMA, FORWARD <i>Fatima Forward</i>	SALERNO
HQ ACC, REAR	FATIMA, REAR	BRINDISI
HQ ACMF	HQ ACMF	
HQ AMG (CMF)	FARGO	NAPLES
HQ AMG (FORWARD)	FARGO	NAPLES
HQ AMG (REAR DET)	IBS (outer address) IBS FOR ROGERS (inner)	PALERMO
ISLAND BASE SECTION (IBS)	IBS (outer address) IBS FOR SEARS (inner)	PALERMO
MEDITERRANEAN BASE SECTION (MBS)	MERIT	ORAN
MEDITERRANEAN S.B.	MEDBO	NAPLES
NATOUA	FREEDOM	ALGIERS
SOS, NATOUA	MERIT	ORAN
WAR DEPARTMENT	AGWAR	WASHINGTON, D.C.
WAR OFFICE	TROOPERS	LONDON
2675th REGT ACC (REAR ECHELON)	FREEDOM FOR PARKIN	TIZI OUZOU

* Cables to AGWAR War Department, Washington, D. C. must be addressed to AFHQ for forwarding.

By command of Lieut. General MACFARLANE:

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

DISTRIBUTION:
"A"

- 2 -

SECRET

Adm. Dir.

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
(Rear Detachment)
APO 394

NP/bmp

AG 312.

22 January 1944.

SUBJECT: Communication with Higher Headquarters.

TO : Adjutant General, Hq., A.M.G.

1. Ref.: Cable FARGO 377, dated 18 January 1944.
2. The cable report of action taken in this case is believed to be in error.
3. Four (4) copies of the December Report of the Monuments, Fine Arts, and Archives Sub-Commission were submitted direct to Administrative Director, Hq. A.M.G. Naples, over the signature of the Acting Director. A parcel of twenty-four (24) copies, with covering letter addressed to AFHQ was submitted to Hq. Rear Detachment A.M.G. Palermo for transmission. The Acting Director, MFAA Sub-Commission gave no instructions that it should be sent direct from Palermo.
4. "Orders for Rear Detachment", Hq. A.M.G., Administrative Memorandum, AG/511, dated 15 December 1943, para. 7 (c) contemplates letters being sent by Rear Detachment in appropriate cases, with copy to Hq. at Naples, and this was considered an appropriate case.

For the Commanding Officer:

Nicholas Piombino
NICHOLAS PIOMBINO
MC (J.G.), U.S.A. 656
Assistant Adj. Gen.

ADMIN. DIRECTOR	
CHIEF STAFF O.	
STAFF O 1	<i>7/8</i>
STAFF O 2	
STAFF O 3	<i>Copy to AG</i>
CHIEF CLERK	
DATE	

(312)

ALLIED FORCE
CENTRAL ECONOMIC COMMITTEE
APO 400

fl

11 January 1944

SUBJECT: Central Economic Committee.

TO: Chief, Headquarters AMG.

1. Reference your letter of 9 January 1944, AMG/408, subject as above.
2. The Central Economic Committee is now addressing correspondence to the Sub-Commissions in the following form:

Chief, Headquarters AMG
Attention: _____ Sub-Commission.

3. Instructions have been given that the original and two copies of each communication will be furnished. This will provide the one extra copy required by Army Regulations and one additional copy.
4. It is not considered feasible for the Committee to furnish more than two copies.

For the Committee:

A. I. HENDERSON,
Lt. Col., A. U. S.,
Chief Executive,
Central Economic Committee.

1 655

312.

Regan
6

RESTRICTED

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 MGS).

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. 854

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

SEEN	INIT.
ADMIN. DIRECTOR	☒
STAFF O.	☒
STAFF O. 1	☒
STAFF O. 2	☒
STAFF O. 3	☒
CHECK CLERK	☒
DATE 14 JAN 1944	232

DISTRIBUTION
"A" Modified

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

RESTRICTED

312.

U. S. RESTRICTED EQUALS BRITISH RESTRICTED
RESTRICTED

PENINSULAR BASE SECTION
A.P.O. 722

18 JANUARY 1944

1. Section II paragraph 3 b 8. Standard Operating Procedure Radio, dated 24 October 1943, is hereby rescinded and the following substituted therefor.

3. Text will include an "inside address." This address will neither begin nor end the message. It will state who the message is from and to whom it is sent. All messages originating in this Headquarters are from "Penbase". The name of the person composing the message will not be included, unless such person is not part of this headquarters or unless the inclusion of his name is essential to the clarity of the message. In such cases the name will be set off in parenthesis (ex: Penbase person Hook person to Pilot). Addressees will be designated by either the Headquarters name or by its designated non-secret short title (AFHQ letter AG 312.4-1 SIG AGH, subject, Non Secret Short Title Unit Designation) Names of Commanding Officers will not be used (ex: Penbase to Matouss). When it is necessary that a particular individual or section be included for identification, the name or section may be added (ex: Penbase to Matouss for COT).

2. Appendix A. Stereotyped Words and Phrases is hereby rescinded and the following substituted therefor:

STEREOTYPED WORDS AND PHRASES

The following list of words will not be used at the beginning or end of a message.

Acknowledge	Headquarters	Receipt
Advance	In compliance	Recommend
Advice	In reply	Receive
Advise	Information	Refer
Arrive	Months (Jan-etc)	Report
Attention	North	Request
Authority	Numbers (one, two, etc)	Reply
Cite	Our	Perad
Confirm	Package	Perad
Correspondence Symbols	Paraphrase	Retel
Depart	Person	Shipment
Fast	Period	South
Effective	Phonetics (able, baker)	Signed
End	Please	Stop
End of Message	Pursuant to	That
Evening	Quote	This
Follow	Radio	You
For	Reference	Your
From		

DIST:

DCC 40

2. off

Comm + adn. In

Even In

Adm In

Comm In

4653

2nd + Comm In

AG (care)

AG (misc) 12

B-1

2-4

Legal

U. S. RESTRICTED EQUALS BRITISH RESTRICTED

The adding of "ed", "ing" or "s" to any of the above words
does not alter their being stereotyped.

By Command of Brigadier General Pence,

L.F. Nickel

L.F. NICKEL
Lt. Col., A.G.D.
Adjutant General

DISTRIBUTION:

All Staff Sections

RESTRICTED

PENINSULAR BASE SECTION
A.F.O. 782

24 October 1943

STANDARD OPERATING PROCEDURE

RADIOS

The following operating procedure for radios is published for the guidance of all personnel of Headquarters, Peninsular Base Section and assigned or attached units, whose duties include preparing, processing or action on radios and other messages transmitted by electrical means. The policies herein described will be adhered to strictly. All previous directives or instructions of this Headquarters on this subject are rescinded.

1. INCOMING MESSAGES

1. Incoming messages addressed to Commanding General, Peninsular Base Section, will be processed by Signal Corps Message Center and then sent direct to the A.G. Radio Section.

2. Preparation of Message by Signal Corps Message Center.

a. Heading - Extract first body of message and place in heading information relative to headquarters of origin and to all headquarters to which the text indicates it was sent for action and/or information; reference number and citation.

b. Body - Prepare message in normal form, using punctuation marks in place of "and", "or", etc.

3. Action by A.G. Radio Section.

a. Determine which staff sections have primary (action) or secondary (information) interest in the message.

b. Prepare sufficient copies of message, indicating which sections receive action and which information copies. Information copies will be kept to a minimum, consistent with assurance that each staff section interested receives one.

c. Deliver messages to the staff sections indicated, either by own messenger or through A.G. Message Center.

d. In event that a radio is referred to the wrong section for action, the recipient will notify the A.G. Radio Section of the error. The A.G. Radio Section will pick up the misrouted message, deliver a copy to the proper section and notify all sections that received copies of the message of the change.

e. When repetition of a message is directed or implied in the text, prepare a paraphrased message and forward to proper headquarters.

4. Action Copy. The section to which the message is referred for action is responsible for carrying through to completion whatever is required or implied, coordinating the work of all other sections involved.

5. Replies to Messages.

a. Messages requiring action will be answered promptly. No such message will remain unanswered more than 24 hours from time of receipt by the section. If necessary action cannot be completed within 24 hours, an answer will be sent within this period stating when it will be completed.

b. Messages calling for acknowledgment will be acknowledged immediately. The recipient will determine whether acknowledgment is necessary, even though not specifically requested, bearing in mind the fact that advance information on what is being done and expected time of completion, will often be most helpful to the originator of the message.

RESTRICTED

c. Messages requesting action by letter, telephone or means other than radio or telegraph will be complied with. When considered necessary, a radio message will be sent giving method and time regular reply will be furnished.

d. The Radio Section will be furnished a memorandum stating that a reply has been sent, with date and means, when answer is made by other than radio or telegraph. The message answered will be clearly identified, including the A.G. file number appearing at the bottom of each incoming message.

II PREPARATION OF OUTGOING MESSAGES

1. Classification and Precedence - The tendency to assign a higher classification and precedence than the contents or urgency of the message demand will be curbed. Strict compliance with provisions of AR 300-5 and 105-27 will be observed.

2. Address

a. The address designates the location of a headquarters, but not the headquarters itself, as several may be served by a single Signal Corps installation. It is always in form of a code name. Care will be taken to assure that the message is sent to the headquarters (code name) having primary interest for action and, if necessary, for action and/or information to other headquarters (code names) having secondary interest.

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

HEADQUARTERS	LOCATION
AFHQ	FREEDOM
TATOUA	KLEEDON
608 TATOUA	NERIT
MBS	NERIT
ADS	BEACON
XBS	BACON
IBS	
5TH ARMY	LIGHTNING

3. Text.

a. Subject Matter - The text of any message should be composed by first considering only the subject matter. When this is completed, and only then, the requirements below should be inserted. To try and complete all steps at the same time often results in a message that reaches the addressee with the exact meaning in doubt. Messages should be written in simple, concise and understandable language, leaving no doubt as to the exact meaning intended. Messages answering previous messages will refer to the previous message and specifically identify it. If more than one message has been received on the same subject or a previous message sent from this headquarters on the subject such message will be referred to in the text.

b. When the subject matter has been drafted in accordance with the foregoing paragraphs, the text will be put in final form by compliance with the following requirements:

1. A 2 inch space will be provided at the beginning of the text for the insertion of a reference number. (Number to be inserted by Radio Section)
2. Do not begin or end a message with stereotyped words (See Appendix A)
3. All messages will be typewritten, double spaced and in capitals.
4. Single letters of the alphabet, except parts of a word, will be spelled phonetically. Phonetic alphabet will be used for groups of letters whenever, in the discretion of the originator, need exists in order to insure accuracy. (See Appendix B).

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5. Arabic numerals will be written out individually (353 will be written "three five eight"). Zero will be written zero and not caught.
6. Punctuation will be kept to a minimum necessary to insure clarity. When used, it will be spelled out except for authorized abbreviations.
7. If the address indicates various action and information addresses, these will also appear in the "inside address".
8. Text will include an "inside address". This address will neither begin nor end the text. It will state who the message is from and to whom it is sent. All messages originating in this headquarters are from "CIVIC" or "CG HQ". The name of the person composing the message will not be included, unless such person is not part of this headquarters or unless the inclusion of his name is essential to the clarity of the message. In such cases the name will be set off in parentheses ("CIVIC" AND "MAYOR, NAME"). Addressee will be designated either by naming the Commanding Officer of the headquarters to which the message is being sent or the official title, i.e., "TO LIAISON", or "TO CG 505 MAROUSSA". In specific cases, where the particular individual or section is to be included, the name or section will be added. (CIVIC TO DISSEMINATE FBI COPY)
9. Originator's correspondence identification symbol will be cited in the text.
10. When it is necessary to include the contents of another message, extracts will be parenthesized. Verbatim quotations will not be made for retransmission.
11. a. All outgoing messages will be prepared in six copies. Three copies will be prepared for transmission as outlined above and three copies will be prepared in "literal text". Notation will be made on 3rd copy of transmission text (AG File Copy) as to number of the incoming message being answered. The number (AG File Number) appearing at the bottom of each incoming message will be the number used. (See Appendix C)
- b. In preparing the literal text copies of outgoing messages the following procedure will be followed:
 1. Heading will remain the same.
 2. Address will be the headquarters instead of the location of the headquarters.
 3. No "inside address".
 4. Single letters of the alphabet and groups of letters will not be spelled phonetically. Numbers will not be spelled out.
 5. Punctuation will be written normally.
 6. Message will be typed in lower case letters, using capitals where they would normally be used. (See Appendix D)

4. Approval.

- a. The Chief of Section or Service originating the message will initial the AG File Copy. (3rd copy of transmission text)
- b. In addition, the Adjutant General will clear for dispatch only messages which are also approved by and bear the written initials of one of the following: Commanding General, Executive, Asst. Executive, S-1, S-2, S-3, S-4, Finance Officer, and Adjutant General. Sections will accordingly route messages through the appropriate channels. The initials of the approving officer will appear on the AG File Copy.

5. "Following" of Outgoing Messages.

It is the responsibility of the Section originating an outgoing message to insure that a reply is received within a reasonable time, whenever such reply is requested or called for by the contents of the message. When a reply or acknowledgment has not been received within four days after dispatch of message, the section concerned will prepare and send a message, requesting appropriate reply.

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By command of Brigadier General *[Signature]*

JAMES F. BARNER, JR.,
Lt. Colonel, A.C.S.,
Adjutant General.

4 Inclosures

- #1 Appendix A
- #2 Appendix B
- #3 Appendix C
- #4 Appendix D

Appendix A

Appendix A

STEREOTYPED WORDS AND PHRASES

1. No word is inherently stereotyped. Words and phrases become stereotyped through repeated use in the same connection. The volume of cryptographed traffic now being handled makes it increasingly important that stereotyped phraseology be avoided in the drafting of messages.

2. Certain words, in phonetic, numerals and designations of rank, are extremely stereotyped and will not be used at the beginning or end of a message. The list of words following will not be used for beginnings or endings of classified messages:

Compass directions (North, East, etc.)
Correspondence symbols
Months and Dates
Numbers (One, Two, Three, etc.)
Phonetics (Able, Baker, etc.)
Ranks, Grades, Titles (Commanding General, Captain, Private, etc.)
"Re" Words (Reurad, Retel, Request, Reply, etc.)

ACKNOWLEDGE
ACTION
ADVISE
ATTENTION
AUTHORITY
CITE
CONDITION
DATE
DESIRE
DUTY
DEFENSIVE

END
ENEMY
FOLLOW
FOR
FROM
HEADQUARTERS
INFORMATION
IN REPLY
MAIN
MESSAGE
OUT

PACKAGE
PARAPHRASE
PAREN
PERIOD
QUOTE
RADIO
SENTIMENT
SIGNED
STOP
SYSTEM
YOUR
UNQUOTE

The adding of "ad", "ing", or "s" to any of the above words does not keep them from being stereotyped.

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Appendix B

Appendix B

PHONETIC ALPHABET

The following phonetic alphabet will be used to identify any letter of the alphabet:

<u>LETTER</u>	<u>PHONETIC</u>	<u>LETTER</u>	<u>PHONETIC</u>
A	ABLE	N	NAT
B	BAKER	O	ORGE
C	CHARLIE	P	PETER
D	DOG	Q	QUEEN
E	EASY	R	ROGER
F	FOY	S	SURAH
G	GEORGE	T	TARE
H	HOW	U	UNCLE
I	ITEM	V	VICTOR
J	JIG	W	WILLIAM
K	KING	X	XRAY
L	LOVE	Y	YONE
M	MITE	Z	ZEBRA

Incl. 42

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Attachment G

RESTRICTED

Attachment G

PENINSULAR BASE SECTION

OFFICIAL BUSINESS

OUTGOING MESSAGE

Office of origin OPDLANT Date 24 OCTOBER 1943

Classification SECRET Telephone 2603070
(Restricted - Confidential - Secret) (Ordnance 0)

Precedence ROUTINE
(Deferred Routine -
Priority - Urgent)

TO: WHL

AMMUNITION FOR THE ONE FIVE FIVE NINE NINE NINE NINE
ONE AND SHOT SHELL FOR THE ONE FIVE FIVE NINE NINE NINE ONE IS BEING RECEIVED
IN VERY LIMITED QUANTITIES AND DUE TO LACK OF CURE ROOM INFORMATION IS
REQUESTED AS TO THE GENERAL SITUATION WITH RESPECT TO AMMUNITION MENTIONED AND ONE
FIVE ZERO ZERO ZERO CARTRIDGES RESERVED TO IN YOUR CASE LOVE DASH SEVEN TWO FOUR
SHOULD BE SHIPPED AT EARLIEST OPPORTUNITY

(This answers #683)

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Content and classification

authenticated by

L. F. NICKEL
Lt. Col., A. G. O.,
Adjutant General.

Incl. #3

RESTRICTED

RESTRICTED

STANDARD BUREAU MESSAGE

Appendix D

Appendix D

OFFICIAL BUSINESS

OUTGOING MESSAGE

Office of origin OPD/AFCE Date 24 OCTOBER 1943
Classification SECRET Telephone VACABOND 7
(Restricted - Confidential - Secret) (Originating O)
Precedence ROUTINE
(Deferred Routine -
Priority - Urgent)

TO: 803 WFOUSA

Edited Literal

Ammunition for the 155 mm howitzer M1 and smoke shell
for the 155 mm gun M1 is being received in very limited quantities. Information
is requested as to the general situation with respect to ammunition mentioned.
15,000 carbines referred to in your cable L-724 should be shipped at earliest
opportunity.

Content and classification

authenticated by _____

Incl. #4

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 524

15 May 1943.

CIRCULAR)

NUMBER 26)

- E X T R A C T S -

U. S. MILITARY CENSORSHIP REGULATIONS.

I - GENERAL PROVISIONS.

2. Purpose: The purpose of this circular is to furnish a set of instructions establishing uniform procedure for the conduct of U.S. Military Censorship. It is intended that the provisions contained herein be applied with common sense and an appreciation of the fact that enemy intelligence gains much invaluable information from improperly censored mail. These regulations are much less restrictive than those which would be warranted for untrained and un instructed troops and must therefore be applied in accordance with previous security training and an appreciation of the danger to which careless correspondence subjects writers and their associates.

6. Authorized Channels for Private Communications.

a. Private communications originating in, or destined for, this theater of operations will be transmitted only by means of authorized systems of communications, such as the Army Postal Service, approved telephone, telegraph, cable, or radio systems. They will not under any circumstances be dispatched from this theater of operations by any means other than those authorized by the Theater Commander. Persons guilty of using unauthorized means of communications, thus evading censorship, will be disciplined, as will those who act as unauthorized messengers conveying such communications to another.

b. All personnel governed by this circular, on leaving this theater, may be required to sign a certificate in duplicate as follows:

"I hereby certify that I am not carrying out of this theater any personal communications or documents which have not been passed by a Chief Base Censor. I further certify that all such matter carried bears the impression of the official Base Censorship Stamp."

The original of this certificate will be retained by the signer, 648
the duplicate will be filed with the Security Officer at the port or airport of departure.

c. It is forbidden to make use of the civil postal service as a means of sending personal mail. Only the facilities of the U.S. Army Post Office will be used for posting mail and buying money orders.

d. Personal telegrams, cablegrams, and radiograms originating in, or destined for, this theater have not yet been approved, except as provided in Circulars No. 66 and 77, this headquarters, etc. As soon as adequate transmission facilities are available, the necessary instructions will be issued.

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Censorship Regs. Cont.

However, messages of an urgent nature may now be handled through the American Red Cross, in accordance with the provisions of Circular No. 28, this headquarters, etc.

II - INSTRUCTIONS TO PERSONNEL

1. General:

a. With few exceptions all private correspondence will be in plain English. Permission to write letters in a foreign language must be obtained from the Unit Commander. Such permission will be granted by him at his discretion. The Unit Commander will immediately notify the Chief Base Censor that permission has been granted, giving the name of the soldier and the language authorized. Personnel authorized to write in a foreign language will indicate in pencil the language of the communication on the face of the envelope.

b. The use of codes, ciphers and shorthand, or any other forms of secret writing in private correspondence is forbidden. Crosses, X's and other marking of a similar character in the text or at the end of a letter or on the envelope will not be permitted.

c. All articles and photographs, including those of non-service nature which it is desired to dispatch for publication in the press will be forwarded, properly enveloped addressed in an outer cover to Censorship Branch (INC).

d. The press frequently publish information which is generally prohibited in personal correspondence. This is possible since all press material is censored before dispatch and it is practicable to exercise day to day control which is impossible in troop mail. An item concerning a certain unit or high ranking officer may be released one day while shortly afterwards secrecy may prevent any mention of this same unit or individual.

2. Guidance:

a. Conditional Statements: Under no circumstances will either open or hidden reference be made in private or unofficial correspondence, or in private records, to any matter which might be of value or comfort to the enemy, be detrimental to the war effort, or disparage the forces or prejudice the foreign relations of the United States or her Allies. The following list indicates some subjects, the mention of which should be made only after careful consideration of the above:

(1) Information concerning military or naval forces of the U.S. or an Ally.

(2) Military, naval or aircraft armament or equipment. (no new designs should be mentioned until publicity has been given in the press).

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Censorship Regs Cont.

- (3) Description of billets, bivouacs or camps; location of groups of soldiers; troops or supply movements.
- (4) Specific information as to names or numbers of casualties or desertions. (Names are of value to the enemy - names may distress relatives.)
- (5) The military status of any person in transit, or the fact of his movement. (Possible future military operations might be revealed by identifying an individual known for a specialized activity.)
- (6) Reference to the presence in this theater of any officer of the rank of full colonel or higher if such information links him with a unit or an assignment. Officers whose names have been released in the press may be mentioned. Care will be taken not to disclose their present location.
- (7) Unauthenticated or false reports or misleading statements.
- (8) Troops or units in actual combat may state in their private mail addressed to the continental United States or United Kingdom that their unit has been in action in a certain sector on a certain date. Such information must be at least two weeks old at the time of writing and must refer to sectors only, and not to well defined small localities. Unit Censors will be held responsible for adherence to the two week limitation and for an intelligent interpretation of the above.

b. Prohibited Statements: Under no circumstances will references be made to the following:

- (1) The exact geographical location of any unit, or the revelation of the geographical location of the Army Post Office number which is assigned to that particular base or force. Location at which a unit or individual is stationed may be disclosed only as "SOMEWHERE IN SICILY" in letters to the United States or the United Kingdom, to an address in this theater, or to other personnel under U.S. Military jurisdiction. Letters addressed to persons not in the U. S. Military Service in locations outside the continental limits of the United States (except to an address in this theater or the United Kingdom) will disclose no location whatever.
- (2) The location, identity, movement or prospective movement of any U.S. or Allied naval or merchant vessel or of any U.S. or Allied naval, military or commercial aircraft.
- (3) Distinguishing signs used for identity of organizations **647**
their transportation or baggage.
- (4) Plans and forecasts, or orders for future operations, whether known or merely surmised.
- (5) The use, condition or probable extension of roads, air routes, railways, bridges, utilities or other transportation facilities.
- (6) The effect of enemy operations to material suffered by the U.S. or any Ally previous to the official publication of such information.

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Censorship Regs Cont.

- (7) Statements criticizing or disparaging the effort of the Allies of the United States or causing a disunity between members of the Allied nations thereby retarding the successful prosecution of the war.
- (8) Reports of atrocities, unless released by appropriate authority.

3. Enclosures:

a. To send or to attempt to send to any person or agency, otherwise than in the course of official business, any of the following is forbidden:

- (1) Official documents, or classified documents.
- (2) Documents captured from the enemy or found in places occupied by the enemy, or containing information about the enemy.
- (3) Official documents belonging to civil authorities in allied or enemy territory.

b. In addition, none of the following will be enclosed in private communications unless specifically permitted below. Parenthetical explanations are included to clarify restrictions:

- (1) Local newspapers. This restriction does not apply to the publications "Yank", "Stars and Stripes" (weekly), and "Union Jack". Clippings from local newspapers may be sent if they do not indicate the location of a unit. (The daily "Stars and Stripes" contains many local announcements, hence discloses unit locations and may not be mailed.)
- (2) Organisation publications or news bulletins. (These are not press censored.)
- (3) Postage stamps except in small numbers. (All stamps are examined for coded messages.)
- (4) Phonograph records. (These cannot be censored in the theater).
- (5) Blank sheets of paper, including envelope linings. (All have to be thoroughly examined for possible coded messages.)
- (6) Foreign currency or coins except in small numbers and denominations. (Export control of currency.)
- (7) Drawings, sketches, music manuscript and paintings, except when submitted directly to the Chief Base Censor for censorship. These submissions will not be accompanied by correspondence and will be wrapped ready for mailing.
- (8) Private Diaries and Memoranda.
 - (a) In general, the preparing of private diaries and memoranda will be discouraged.
 - (b) Private diaries kept by officers, enlisted men, or civilians may contain information of value to the enemy and their dispatch through the regular mail is forbidden while censorship is in effect.

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Censorship Regs Cont.

(c) The writers of such diaries ~~usually~~ keep them in their pockets or in kits where they are liable to capture by the enemy, thus becoming a source of danger. To minimize such risks, private diaries and memoranda will be collected periodically by regiments, or separate battalions and similar organizations and sent to the Chief Base Censor, where they will be stored. Before being dispatched, diaries will be enclosed in sealed covers marked as follows: "Private Diary of _____ (giving name, grade and organization), date _____. Upon release to be mailed to _____ (Give exact address)". Diaries will be released when censorship is no longer in effect, or after censorship.

(2) Communications originating in and destined for this theater of operations and the communications between this theater of operations and the British Isles will be addressed as outlined in a and b above, except that the term "U. S. ARMY" will be substituted for "Postmaster, New York City, New York".

(3) A military return address will not be used anywhere on or in any communication intended for a neutral, enemy or enemy-occupied country. Such mail must be sent through a friend or relative residing in the continental United States. The friend or relative may forward such mail using a domestic civilian return address. It is cautioned that communications to Allied prisoners of war fall into this category.

d. Private addresses will not be used.

e. Official, hotel or other headed, printed or embossed stationery will not be used for private correspondence in such a manner as to disclose the exact geographical location of the writer, his unit or an APO number.

5. Picture Postcards.

a. Picture postcards will be subject to the same censorship regulations as applicable to ordinary mail. Particular care will be taken by senders and Unit Censors to insure that postcards do not disclose a unit location or link an APO with a geographical location.

b. Any reference in communications to postcards previously sent or to be sent which, when considered with the postcard or separately, violates military censorship regulations, is prohibited.

7. Mail of Officers and Civilians under Military Jurisdictions.

a. The provisions of this circular apply to the mail of officers and civilians under military jurisdiction as well as to all other types of mail.

b. Mail of officers and civilians under military jurisdiction will not be unit censored nor stamped with the unit censorship stamp, but will be subject to censorship by the Chief Base Censor. Officers and civilians

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Censorship Regls-Cent.

under military jurisdiction will sign their name without rank on the lower left corner of the envelope. When using V-Mail, they will sign their name on the inside of the form in the space provided for the "Censor's Stamp" in addition to signing it on the lower left corner of the "envelope". The signature certifies that they have read, understood and complied with military censorship regulations. Violations of military censorship regulations by officers and civilians under military jurisdiction will subject them to disciplinary action, including trial by ~~court-martial~~.

9. Handling of Violations.

a. Mail and other communications which do not strictly conform to the instructions contained in this circular will not be forwarded and need not be returned to the writer, but are liable to such disposition as the Theater Censor or Chief Base Censor may direct.

b. Persons revealing information prohibited by this circular, other than in the course of official business, will be subject to disciplinary action.

III. UNIT CENSORSHIP REGULATIONS.

2. Responsibility:

a. The company or similar unit commander is responsible for the censorship of all mail (see exceptions, paragraph b below) of enlisted personnel of his command. The company or unit commander may designate officers of his command, such as platoon leaders, to examine the mail of the enlisted personnel of the unit.

b. The censorship of Officers' mail, blue envelope mail, registered and insured mail, mail to Allied prisoners of war, and mail to neutral, enemy or enemy-occupied countries, is the responsibility of the Chief Base Censor.

3. Duties of Censorship Officers.

a. All communications subject to Unit Censorship will be examined and censored by commissioned officers or warrant officers in the U. S. Army.

b. Censorship officers will respect and observe the confidential nature of information which comes into their possession. THEY WILL NEVER DISCUSS OR DIVULGE ANY SUCH MATTERS EITHER IN PUBLIC OR PRIVATE, EXCEPT WHEN THE INTERESTS OF THE PUBLIC SERVICE REQUIRE A REPORT TO A HIGHER AUTHORITY. Any violation of this trust by a censorship officer will subject the officer to prompt disciplinary action.

c. An enlisted man who delivers his mail for Unit Censorship has performed his duty. The Unit Censor is responsible for seeing that violations are corrected before the communication is passed. Letters containing

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Censorship Regls. Cont.

violations will normally be returned to the sender for rewriting. The censor is responsible for any violations contained in communications passed by him.

5. Instructions for Postal Censors.

a. Examination of Letters.

(1) Detection of the use of secret writing in correspondence is sometimes very difficult. Nevertheless, all censorship officers should be aware of the possibilities and should be alert to detect the use of such methods.

(2) A physical examination to detect the presence of secret writing will be made of the letter, the envelope and all enclosures. Any communications suspected of containing secret writing, codes, or ciphers, will be sent immediately to the Chief Base Censor for action.

b. Parcels: All parcels, including luggage, will be examined carefully to prevent the transmission of concealed messages. After examination, parcels must be securely packaged prior to dispatch, and they will be handled by censorship personnel only, until placed in the custody of postal authorities.

c. Communications from Unknown Persons.

(1) Communications to and from unknown persons, including "pen-pal" letters, will be referred by unit censors to the Chief Base Censor, who will normally condemn the communication.

(2) Replies to advertisements or trade circulars or to letters of congratulation from unknown persons, or letters in acknowledgement of gifts from unknown persons, will be referred to the Chief Base Censor.

(3) Advertisements or letters for publication inviting correspondence with unknown persons are forbidden and will be condemned by censorship officers.

d. Official Mail: Official correspondence is not subject to censorship, but the address and return address will be checked to insure that no classified information is revealed. Censorship officers, however, must be alert to detect possible evasion of censorship by use of franked envelopes for personal correspondence.

6. Outgoing Mail:

a. Officers' mail and blue envelopes will be transmitted to the Army Post Office without being opened by unit censors.

b. The following types of mail will be forwarded in a covering envelope by the Unit Censor to the Chief Base Censor as official mail:

(1) Foreign language correspondence which cannot be translated by the unit censor.

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Censorship Regls Cont.

(2) Mail enclosing communications to Allied prisoners of war.

(3) Mail enclosing communications to persons in neutral, enemy or enemy-occupied countries.

c. All other mail, subject to Unit Censorship, including parcels, will be examined by Unit Censors and one of the following actions taken:

(1) Pass: If the letter or parcel does not violate any censorship regulations, it will be passed. The examiner will replace the contents in the cover, seal it and after sealing the cover, sign his name and rank on the lower left corner. Parcels will also be signed with the censor's name and rank on the lower left corner of the face of the package, and will show a list of contents on the outside of the package. Signed mail will then be forwarded to the officer holding the United States Army Examiner Stamp for the censorship impression. Censorship stamp impressions will appear only on the front left-hand side of an envelope. Stamped mail will then be forwarded to the Army Post Office. Unauthorized persons will not be permitted to handle mail that has been sealed and signed. V-Mail letters of enlisted men will bear the censor's signature with rank and the United States Army Examiner's Stamp impression both on the lower left corner of the "envelope" and on the inside of the form in the space provided; therefore, they will be forwarded unsealed (after proper signing by the examiner) to the officer holding the United States Examiner Stamp who will seal them after executing the proper impressions.

(2) Condemn: If the letter or parcel contains a violation of censorship regulations, it will be returned to the sender or condemned by the examining officer without notice to the sender, depending upon the nature of the violation. Normally a letter or parcel will be condemned only when it is believed the original will be needed for evidence. When a unit censor believes that a letter or parcel should be condemned, he will prepare an informal recommendation indicating such action and stating the reason or reasons therefor. The recommendation, together with the letter or parcel concerned, will be forwarded direct to the Chief Base Censor.

(3) Return to Sender: Letters and parcels containing minor violations of censorship regulations will normally be returned to the sender with a notation on an enclosed Form (MC 3) indicating the nature of the violation. The censor, if practicable, will discuss personally with the offender the nature of the violation, instead of using Form (MC 3). It is expected that the number of letters to be returned to the senders will grow progressively smaller as time goes on owing to the fact that from this procedure individuals should learn what will and what will not be passed by the censor.

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Regis. Cont.

(4) Excise: Excessive mutilation of mail by excisions is never warranted. If a letter contains a word or short phrase violating censorship regulations but is not otherwise objectionable, the examining officer will excise the objectionable word or phrase using a sharp knife or other cutting instrument. When necessary excisions are so extensive as to destroy the sense of the message, the letter will be returned to the sender for revision. Excisions will be sufficiently complete to prevent restoration of the original meaning of the excised portions by the addressee. Under no circumstances will Unit Censors delete information by lining out or covering words or phrases using a pencil, ink, paint, or similar material, except in the case of V-Mail. All V-Mail deletions will be made by completely obliterating censorable portions with black ink.

(5) Recommend Photograph or Photostat: If it appears desirable that a letter or parcel go forward but a record is needed for evidence, or future reference, the letter or parcel should be forwarded to the Chief Base Censor with an informal recommendation that it be photographed or photostated before being passed. The Unit Censor will state the reasons or reasons for his recommendations.

(6) Note Missing Enclosures: When reference is made in a letter to an enclosure which cannot be found, the omission will be called to the attention of the sender in person if feasible. If the sender cannot readily be reached for reference, the examining officer will prepare duplicate copies of Form (MG 2), "Notification of Missing Enclosure". Both the original and the duplicate will be initialed by the examiner. The original will be placed in the letter and the communication returned to the sender. If local conditions render such action impractical, the letter will be passed. The duplicate copy of Form MG 2 will be retained by the examining officer for his own protection, after noting on the reverse side thereof the following information:

- (a) Date of examination.
- (b) Name and address of addressee.
- (c) Name of sender.

IV - FILM CENSORSHIP

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2. Photographic Information to be suppressed.

a. In addition to the information prohibited by paragraphs 1, 2 and 3 of Section II of this circular, the following classes of information are not to be released for export from this theater, except in the course of official business or with the written approval of this headquarters.

- (1) All aerial photographs and films of friendly territory.

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Censorship Regls. Cont.

(2) High angle views showing military installations, possible military objectives, or landscape where prominent features would disclose location.

(3) All views of plant operations engaged in Allied war manufacture, assembly or repair of material used for furtherance of the Allied cause. Close-up views of machinery or technical equipment.

(4) Pictures which could be distorted by the enemy and used as propaganda against the war effort.

(5) Pictures which might focus attention on training, personnel, or equipment from which the character of future operations might be determined. Also pictures which show state of training or morale of troops.

(6) Pictures revealing general location of such equipment as planes, tanks, large guns, combat cars, etc.

(7) Pictures of all classified equipment.

(8) Pictures indicating a quantity or the presence of, a particular type of equipment in any general locality.

(9) Pictures indicating route, type of aircraft, nature of cargoes and installations of the Air Transport Command.

b. Any reference in communications to photographs previously sent or to be sent which, when considered with the photographs or separately, violates military censorship regulations, is prohibited.

c. Photographs or films furthering the objectives of enemy propaganda will not be imprinted into this theater.

d. Particular attention will be given to backgrounds. Frequently the principal subject in the foreground of a picture is not objectionable while the background will reveal information to be suppressed.

3. Instructions for Handling Photographic Material.

a. Photographic material exposed by amateur photographers may be processed locally but only by firms approved by the respective Base Sections.

b. Since local developing facilities are very limited, provisions have been made for developing negatives in the United States without cost to the photographer. To take advantage of these facilities, the following procedure will be followed:

R E S T R I C T E D
(Equals British CONFIDENTIAL)

Censorship Re, la Cont.

(1) The address of the sender plus the name and address of a person in the United States to whom the developed negatives are to be sent will be indicated on a slip of paper securely tied to each roll of undeveloped film.

(2) Such rolls will be classified "CONFIDENTIAL" and will be transmitted as official mail to the Chief Base Censor for handling and disposition.

(3) The negatives of such rolls cannot be mailed to this theater by the developing agency in the United States.

c. Anyone using unauthorized facilities will be subject to disciplinary action.

d. All negatives and prints not passed by the censor will become the property of the United States Government and will be disposed of as directed by the War Department, Washington, D. C., or by the Theater Commander.

By command of the Theater Commander:

E. I. FORD
Colonel, G.S.C., Chief of Staff

OFFICIAL:

/s/ H. V. ROBERTS
/t/ H. V. ROBERTS
Colonel, A.G.D.,
Adjutant General

DISTRIBUTION:

" P "

643

HEAD OFFICE
ALLIED MILITARY GOVERNMENT
APO 542

25 November 1943

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 the Base 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 copies as are desired for files 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 or officer, typed in the lower left-hand corner of the sheet.

(2) The "Code" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "9580 958".

The purpose of (1) is to enable easier reference to the originating office of either reply or question in connection with the cable in file. 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.

C. Authentication and Signatures on Cables:

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

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(2) All cables will be authorized for transmission by the signature of the Adjutant General or their representative, 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.

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3. Distinction 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 "City" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "P 000 9999."

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

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

C. Authenticating signature and initials:

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

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(2) All cables will be authorized for transmission by the signature of the Adjutant General or 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 12, 5, via Berl.

By Command of Brigadier General McSHERRY

L. H. Stearns

Adj. Gen.

642

after receipt of copy of

11/11/1917

188

A	... ABLE	W	... WILLIAM
B	... BAKER	X	... XRAY
C	... CHARLIE	Y	... YOKE
D	... DOG	Z	... ZEBRA
E	... EASY		
F	... FOX		
G	... GEORGE	0	... ZERO
H	... HOW	1	... WAN
I	... ITEM	2	... TWO
J	... JEG	3	... THREE
K	... KING	4	... FOUR
L	... LOVE	5	... FIVE
M	... MIKE	6	... SIX
N	... NAN	7	... SEVEN
O	... OBOE	8.	... ATE
P	... PETER	9	... NINER
Q	... QUEEN		
R	... ROGER		
S	... SUGAR		
T	... TARE		
U	... UNCLE		
V	... VICTOR		

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

14 NOV 1943

SECURITY MANUAL (PROVISIONAL)

1. Procedure outlined in this manual (provisional) will be followed by U. S. and British personnel of AMG.
2. Comments and/or questions regarding this subject will be referred to "Security Office, Hq. AMG" through channels.
3. Telephones are not secret; all telephone communications may be intercepted. When you talk over the phone remember that "the Enemy is Always Listening".
4. Loose Talk is dangerous to Allied security. A loose lip sinks a ship. The walls have ears, so don't discuss official business outside your office. Never speculate on military operations; since you are a member of the Allied Military Government much weight will be attached to your remarks - you might guess right and jeopardize the lives of thousands. Silence is golden. Watch your tongue in the presence of interpreters: Remember the Trojan horse! Natives may know a foreign language better than you do, without admitting it, so don't discuss classified information in a foreign language either.
5. Credentials: In occupied territory consider all strangers as potential enemy agents. Require strangers, civilian and military to identify themselves. Remember that there have been cases of Sicilians disguised in American uniforms, so beware of false credentials, and examine passes closely.
6. Tampering and/or Compromise of Classified Information. Where tampering with locks or compromise of classified information is suspected immediate report will be made to:
 - 1 immediate superior
 - 2 nearest Security Officer
 - 3 local C.I.C. or F.S.P.

Report will include full particulars and care will be taken not to discard or destroy evidence. (AMG Staff Memorandum No. 51, 27 Oct. 1943.)

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In the event of loss of Confidential or Secret material (documents, keys, cipher stamps, cipher devices, etc.) it is the duty of the responsible officer to immediately make careful search and inquiry. If unable to recover the article he should report on paper to his superior with names of persons, if any, who have been interviewed.

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Report will include full particulars and care will be taken not to discard or destroy evidence. (AMG Staff Memorandum No. 51, 27 Oct. 1943.)

In the event of loss of Confidential or Secret material (documents, keys, cipher stamps, cipher devices, etc.) "it is the duty of the responsible officer to immediately make careful search and notify. If unable to recover the article he should report on paper all steps taken, with names of persons, if any, who have been informed of the loss or asked to assist in its recovery". (App. "a" to Hq. AMG Order No. 50, 26 Oct. 1943, No. 1 District, C.M.F.)

7. Security of Installations.

All installations of military value should be properly safeguarded by locks and/or guards. Where feasible, AMG office buildings should have only one entrance, and that one guarded. Duty officer and moving guard within the building are highly desirable. When securing a building don't forget to check roof, cellar, and windows. In a large Hq. press system is not foolproof, so when leaving office unattended ask yourself this question: "Have classified documents been properly safeguarded?"

c. Classification of documents.

Documents originated by AGO personnel will be in the clear (unclassified) or bear one of the following classifications: U. S. RESTRICTED, U. S. CONFIDENTIAL, or U. S. SECRET.

Documents in the clear may be seen by any one. Anything which is to be published or which may be made public should be unclassified. Such things as telephones and room directories which are kept available for frequent reference should be unclassified.

Classification "U. S. RESTRICTED" limits information to military personnel and civilians of known loyalty and discretion; such information will not be communicated to the public.

Will be classified as "U. S. RESTRICTED" those documents which:

- 1 are for official use only.
- 2 should have limited distribution for reasons of administrative privacy.
- 3 should be denied the general public, and which by reason of wide distribution can not be kept Confidential.
- 4 are "Not to be Published".

Classification "U. S. CONFIDENTIAL" limits information within the Military Establishment to those persons whose duties require that they have such knowledge, and to such other persons of especial trust who must be informed. (An officer is not entitled to Confidential information by virtue of his commission alone.)

Will be classified as "U. S. CONFIDENTIAL" those documents:

- 1 which would be of advantage to enemy nation.
- 2 whose disclosure would be prejudicial to the interests or prestige of the Allies.
- 3 dealing with special reports or investigations of a confidential nature.

Classification "U. S. SECRET" limits dissemination of information to absolute minimum; it will be disclosed only to those persons whose duties require such knowledge. Its inviolability is the duty and responsibility of all persons having knowledge thereof, no matter how obtained.

Will be classified "U. S. SECRET" those documents whose disclosure

- 1 might endanger Allied security.
- 2 would be of great advantage to enemy country.
- 3 would inflict serious injury to the prestige or interests of the Allies.

The following subjects, classified "U. S. SECRET", are "British Mosa Secret".

which: "Will be classified as "U. S. RESTRICTED" these documents

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Will be classified "U. S. SECRET" these documents whose disclosure

- 1 might endanger Allied security.
- 2 would be of great advantage to enemy country.
- 3 would inflict serious injury to the prestige or interests of the Allies.

The following subjects, classified "U. S. SECRET", are "British MOST SECRET":

- 1 War plans and future operations when in the planning state.
- 2 Comprehensive statements regarding rates of production of major munitions of war, discussions on new types of weapons, or forecasts of manpower, etc.
- 3 Political papers dealing with negotiations for alliances and the like.
- 4 Intelligence obtained by "MOST SECRET" means.
- 5 Technical secrets connected with new weapons, warfare.
- 6 Other matters such as code words, ciphers, etc.,

every day in the transmission of messages and deprecates the
0.1700 I classified the material in the minds of handling personnel.
and the large restrictive classification consistent with proper
conducting of the station.

10. Change of Classification. Classification may be changed only by finger or finger authority. Originators should subject all papers to continual review so that their classification may be broken or corrected when proper time has removed the need for their original classification. Distribution of notice of change of classification should be identical with that of original document so that identical with their records accordingly.

- ii. Working on called documents.

a cards "U. S. AUTHORIZED (Squale British RESTRICTED)",
"U. S. CONFIDENTIAL (Squale British CONFIDENTIAL)", etc., will be
erased or obliterated (or at least typewritten) on:

- 1 top and bottom. I used page of communication as not
2 properly and securely fastened together.
3 cover, title page, and first page of classified
4 in the or paragraph, the pages of which are securely
5 fastened together.

b Special handling of secret documents.

ALL SECRET DOCUMENTS WILL:

- 1 show page number and number of pages in document.
2 bear following notation in right-hand corner:
first page: 639

S. S. C. R. M. 100
 1000: 500
 1000: 500
 1000: 500

12. Registered Documentable Document 53.

2. Only documents of exceptional importance will be retained.

Additional marking. In addition to classification, the following marking is required for all registered documents:

- 1 The poster number.
2 Short title.
3 Title or record to which return will be made.

4 instructions covering the returns for its accounting and for its ultimate disposal.

If this is not practical, the required data will accompany the registered document on a separate sheet.

13. Destruction of Classified Documents.

a. RESTRICTED documents will be destroyed in any convenient way which will render them useless.

b. CONFIDENTIAL and SECRET documents will be destroyed when competent authority so directs, by burning. Officer custodian and disinterested officer witness will sign certificate of destruction for submission to officer directing destruction.

c. Preliminary drafts, carbon sheets, plates, stencils, stencographic notes, and work sheets containing Secret or Confidential data will be destroyed by the person responsible for their production immediately after they have served their purpose, or will be given the same classification, and safeguarded in the same manner, as the material produced from them.

14. Transmission.

a. RESTRICTED documents may be delivered by authorized messengers or sent through APO in the sealed envelope; classification need not appear on envelope.

b. SECRET documents, except when personally delivered by authorized personnel, will be transmitted from one person to another in an inner and outer cover. Typewritten matter in document will be protected from direct contact with inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked "SECRET" so that the notation will be seen when the outer cover is removed; inner cover will contain a receipt form which will identify addressee, addresser, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its classification. It will be registered in transit.

c. CONFIDENTIAL documents will be dispatched in same manner as that prescribed for SECRET documents, except that the receipt in this case is optional with the sender.

d. On receiving a classified document first examine for possible tampering. If evidence of tampering is noted, report that fact to sender, and notify nearest Security Officer, preserving evidence intact.

Inner cover marked "SECRET" will be opened only by person to whom addressed, or by personnel specifically designated by him.

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Inner cover marked "SECRET" will be opened only by person to whom addressed, or by personnel specifically designated by him. Inner cover marked "CONFIDENTIAL" may be opened by any responsible person authorized by the addressee. Under no circumstances will natives of occupied territory be allowed to open these covers.

15. Custody and Storage.

a Restricted documents will be stored and handled in such a manner as to insure reasonable degree of security.

b Secret and Confidential documents other than registered documents, will be stored in the most secure files available in a room that is kept locked when not in use (or in guarded building).

c Registered documents will be kept in the most secure location available, preferably a safe, or strong box under guard. Keys will be kept by an officer.

d Officers will not move classified documents from their offices for work at their quarters without prior approval and record of superior authority. In moving from one place to another, officers will not allow these documents to be left unattended (in hotels, pensions, restaurant, cars, etc.)

16. Responsibility.

a Classified documents issued to a formation, unit, or establishment will be regarded as being held on charge by CO of the unit.

b Such documents issued to a specific branch of a formation Headquarters, will be regarded as being held on charge by the senior officer of that branch.

c Where, however, such documents are issued to a named officer, or the holder of an appointment, they will be regarded as being held on the personal charge of such officer.

d The inviolability of classified information is the duty and responsibility of all persons having knowledge thereof, no matter how obtained. It is the duty of all military personnel to report to immediate superior and/or security officer any violations of military security. Any person finding a classified document unattended will immediately assume custody and will be responsible for its proper safeguarding until returned to proper authority.

17. For further information reference, Safeguarding of Military Information. See also:

- a U. S. AR 360-5.
- b M. R. 9 (1940) pars. 1659-1670.
- c "Classification and Handling of Protected Documents, 1943" (British).
- d A. F. H. Q. (LGO) letter, 13 July 1943, "Safeguarding Military Information."
- e Appendix "A" to Routine Order No. 50 (26 October 1943), No. 1 District, C.M.F.

18. Good security means inconvenience; bad security means death for Allied troops.

By command of Brigadier General McSHERRY **638**

J. M. McSherry
J. M. McSHERRY,
Capt., M.I.,
Security Officer.

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- b. K. R. 3 (1940) para. 1659-1670.
- c. "Classification and Handling of Protected Documents, 1943" (British).
- d. AFHQ (LGO) letter, 13 July 1943, "Safeguarding Military Information".
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By command of Brigadier General McSHERRY **638**

J. M. Evans
J. M. EVANS,
Capt., M.I.,
Security Officer.

1 ps

Information

SECRET
NR - 421.

SECRET
EQUALS BRITISH MOST SECRET AND SECRET
HEADQUARTERS
120
DEC 1943
AMG
1344
BU

ADDRESSED FOR ACTION TO : FENCE AMG RPTD FREEDOM
FOR MGS, SHARE FOR FARGO.
INFORMATION TO :
FROM : 5TH ARMY FROM FILPOT FROM
AMG.
IN REPLY REFER TO : 372
TIME SENT : 040524A
TIME RECVD : 041320A
PRECEDENCE: PRIORITY

Your PBS 1559 of 3rd December. AMG Region III and IV are directly under
AMG 15th Army Group through whom all correspondence and action must be taken.
ACC/AMG HQ have no authority or responsibility North of Northern Boundaries
of BARI, POTENZA² and SALERNO Provinces ARE chain of command of Regions III
and IV is to AMG 15th Army Group only.

DISTRIBUTION:

ACC (ACTION)

CO

(Info) DC of S (O/SI)
A-G
File

312

637

SECRET
EQUALS BRITISH MOST SECRET AND SECRET

4578

HEADQUARTERS
1400
4-DEC 1943
AMG.

MSG NR 421
MSG CEN NR
TO FARGO - TBS

RECEIVED AT
ISLAND BASE SECTION

ORIGINAL

COPY

Adm. Div. 1344
SECRET
PRIORITY
SECRET
CLASSIFICATION PRIORITY
TIME OF ORIGIN 040824
TIME OF RECEIPT 041115
TIME DECODED 041145

YOUR PETER BAKER SUGAR ONE SIX FIVE NINE OF THREE DEC PD AMG REGION
ROMAN THREE AND FOUR ARE DIRECTLY UNDER AMG FIFTEEN ARMY GROUP
THROUGH WHOM ALL CORRESPONDENCE AND ACTION MUST BE TAKEN PD (PAREN TO
FENCE AMG RPT AMG RPTD FREEDOM FOR MIKE GEORGE SUGAR CMA SEARS FOR
FARGO CMA FIVE ARMY FROM FILPOT FROM AMG CITE THREE SEVEN TWO PAREN)
ACC SLANT AMG HQ RPT ACC SLANT AMG HQ HAVE NO AUTHORITY OR
RESPONSIBILITY NORTH OF NORTHERN BOUNDARIES OF BARI POTENDA AND
SALERNO PROVINCES ABN CHAIN OF COMMAND OF REGIONS ROMAN THREE AND
FOUR IS TO AMG RPT AMG ONE FIVE ARMY GROUP ONLY

312

Repeat

636

RECEIVED IN CODE

462

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

November 1, 1943

SUBJECT: Procedure on Cables and Telegrams

TO : Secretariat.

The undesignated officers of this branch will be authorized
to initial cables and telegrams;

Initials

Lt. Col. W.G. Chandler

Lt. Col. H.R. Griggs

R.R.C.

R.R.C.
for. Asst. Director, A.G.

635

317
HEADQUARTERS
ALLIED CONTROL COMMISSION.
APO 512

ADMINISTRATIVE DIRECTORATE.

27A
15 November 1943.

SUBJECT: Correspondence.
TO: Distribution Below.

1. It has come to the attention of this office that pertinent parts of Information Memo No. 1, 28 October 1943 and Daily Bulletin No. 5, 12 November 1943 para. 4 a, b, c, referring to correspondence, have not always been complied with.
2. In order to maintain uniform headings in correspondence, reference is made to para. 4, Daily Bulletin No. 5 dated 12 November 1943, which will be complied with.
3. Three copies of all letters prepared for the signature of the Commanding General or his authorized representative will be sent to this office, one copy of which will be filed in the Record Section.
4. Each communication will refer to one subject only for convenience in filing.
5. Uniform sized stationery, 8 1/2" x 11" will be used.
6. All paragraphs or sub-paragraphs will be numbered or lettered consecutively for easy reference.

[Signature]
H. R. CHITTS,
Lieut. Colonel.

For the Administrative Director.

Distribution:	Interior	Sub-Commission.
	Public Health	"
	Legal	"
	Public Safety	"
	Property Control	"
	Education	"
	Amusements, Fine Arts & Archives	.

634

file copy

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