

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

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10000/105/275

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

10000/105/275

ORGANIZATION & ADMINISTRATION,
POLICY ON OFFICE ROUTINE
MAY 1944 - SEPT. 1945;
MAY - JULY 1946

34.9/02 ✓
ALLIED FORCE HEADQUARTERS
APO 512

PHS
22 LUG 1946 (14)

AG 632 SACG-2

18 July 1946

SUBJECT: Security of Telephone Conversation

TO : Chiefs of all Staff Sections
Commanders of all Major Commands, Separate Units and Installations

1. Recent monitoring of telephone conversations has shown that there is a considerable lack of security on the part of all ranks.

2. It should be noted that due to the release of personnel, civilian operators and installations are being increasingly utilized. It is, therefore, the duty of all personnel to observe all the security precautions and to be just as security minded now as they were during the actual operations.

3. All personnel must realize that the telephone is definitely an unclassified means of communication. An indiscreet telephone conversation in any part of this theater might give rise to unfounded rumors.

4. Unit commanders will include telephone security in the normal security indoctrination of personnel in their units. Special attention will be given to personnel recently arrived in this theater.

5. Disciplinary action will be taken against offenders when a breach of security of this nature is reported in the future.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGO
Adjutant General

DISTRIBUTION:

A & B plus
40 G(ED)

2463

727

R-E-S-T-R-I-C-T-E-D

ROME AREA ALLIED COMMAND
APO 794, US ARMY

AG 311.3/48

CRS
10
CBM/BL/aa
10 July 1946

SUBJECT: Telephone Service

TO : Commanding Officer, Each Unit This Command

1. Letter AG 311.3/47, this Headquarters, 3 July 1946, subject "Telephone Service", is hereby revoked and will be withdrawn from all files and destroyed.

2. In accordance with current directives, drastic reductions in existing telephone services will be affected. Most important amongst these are outlined hereunder for the information of all concerned:

a. Military-requisitioned Hotels to have one (1) military telephone, to be located in the Hotel Manager's Office to be used by military personnel for transaction of Official Business, both local and long distance. Each person using telephone for outgoing calls will be required to sign roster maintained by Hotel Manager, listing name and telephone number of person called. Personal calls made by residents of Hotels from room-extension telephones, will be furnished by the Civil Management of the Hotel, through their regular civilian facilities. Any charge for these calls will be by agreement between the civilian management and individual subscribers, based upon standard rates.

b. Discontinuance of the following services:

(1) Billet telephones, except as authorized, in accordance with paragraph 3, page iii, current RAAC Telephone Directory.

(2) Telephones in Officers', E's, Sgts' or OR's messes.

(3) Access of press correspondents to military long distance service.

3. Under provisions of existing directives and in accordance with above instructions, all unauthorized billet telephones are being disconnected by Signal Officer, this Headquarters.

4. In order to clarify the present situation, the following rules will govern the authorization of billet telephone service.

726

R-E-S-T-R-I-C-T-E-D

Billet phones will not be installed except for:

- a. General Officers
- b. Chiefs of Sections
- c. Key personnel requiring 24 hour contact

5. Each unit will immediately forward to this Headquarters a roster personally signed by the Commanding Officer, specifying who of their personnel should be authorized service as outlined in paragraph 4 above. Unit Commanders are reminded that service should not be recommended indiscriminately and that they will be held strictly accountable for unnecessary expenditures from Government budgets for above services.

6. Report as directed in paragraph 5 above is to reach this Headquarters on or before 15 July 1946.

7. Signal Officer, this Headquarters, will take immediate action to affect above changes and all necessary personnel should be apprised of contents of this letter.

BY ORDER OF BRIGADIER LOW:

C. B. Murphy
C. B. MURPHY
Major AGD
Adjutant General

DISTRIBUTION

"R"

R-E-S-T-R-I-C-T-E-D

ROME AREA ALLIED COMMAND
APO 794, US ARMY

AG 311.3/49

CBM/BL/an
10 July 1946

3/1 H/CD

SUBJECT: Telephone Equipment

TO : All Units

1. Due to the increasing number of lost telephone instruments and other telephone equipment incurred by units moving, being redeployed, or deactivated, the following measure will be effective immediately.

2. Before vacating a premise or area, it will be the responsibility of each Commanding Officer, or Officer in Charge of each respective unit, to obtain a clearance from Signal Officer, this Headquarters, to insure that all telephone equipment has been retrieved by signal personnel effecting disconnection. In the event of missing equipment, Officer in Charge of unit will be held strictly accountable for reimbursement of monetary value of equipment.

BY COMMAND OF BRIGADIER LOW:

s/ C. B. Murphy
C. B. MURPHY
Major AGD
Adjutant General

DISTRIBUTION
"A"

AG 311.3/49
(10 Jul 46)

1st Ind. RBB/mb
HEADQUARTERS, ALLIED COMMISSION (OVERHEAD), APO 794, U. S. ARMY, 12 July 1946.

TO: All Sub-Commissions, Branches & Sections, Allied Commission, APO 794,
U. S. Army.

For compliance.

BY COMMAND OF REAR ADMIRAL STONE:

Richard B. Bullock
RICHARD B. BULLOCK
Major Inf
Adjutant

725

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

HEADQUARTERS ALLIED COMMISSION

A P O 794

Office of the Executive Commissioner

ARCHIVES BRANCH

30 May 1946

REF. : 15/AR/ED.SUBJECT : Files.TO: Records Officer, Education Branch (C.A. Section)

As there are four different depositories for your files at the moment, the following procedure has been agreed to be adopted: -

- (1) Files with Education Branch - Retain until Master list is compiled by Archives.
- (2) Files with (A) Embassy - Receipted list has been handed to Archives.
- (3) Files at MILAN - Complete list to be made by Education Branch and given to Archives.
- (4) Files with Archives - To be merged with 1, 2, 3 by Archives in due course.

After (3) has been received, Archives will firstly prepare the Functional Filing Cards of all these lists, and then make out 3 copies of MASTER LIST from them (one for your retention).

If your clerk can assist in this work next week owing to typist-shortage in Archives, we shall be grateful.

No files to be handed in before above list is complete to satisfaction of both parties.

N.M. Harrison

N.M. HARRISON,
MAJOR,
O.I/s ARCHIVES BRANCH.



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

3/1 H/AR ✓
ALLIED CONTROL COMMISSION
INTER-OFFICE MEMORANDUM

ARCHIVES BRANCH

14 GIU. 1946

SUBJECT: Receiving Files.

FILE No. 15/AR/EDU

TO : Civil Affairs Section.

14 GIU 1946 194

1. Confirming telephone conversation, it is proposed to accept files from Education Section on Monday June 17. These will be for examination in large Conference Room 3rd floor for some weeks.

N.M. Harrison

N.M. HARRISSON,
Major,
Chief Archives Officer.

723

Copies to: Pte. Martin
Education S/C.



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

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/1 A/GA

10 Sep 45

SUBJECT : Organisation of CA Section

TO : All CA Sub-Commissions.

- 1 In view of the time which has elapsed since the Original Office instructions were issued and the many subsequent changes of staff both officer and clerical, it has been decided as a matter of convenience to republish the instructions in a consolidated form.
- 2 All Officers and clerks will make themselves acquainted with and follow these instructions. They will be brought to the attention of personnel hereafter appointed to Sub-Commissions.

S. N. WHITE Lt Col,
CWO CA Section

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CIVIL AFFAIRS SECTION

OFFICE ORGANIZATION

1. Organization of Office.

CA Sec and its Sub-Comm work as one unit for Registry and Filing purposes. For these purposes each Sub-Comm constitutes a branch of the CA Reg-istry and will keep the following records:

- Register of INCOMING letters IN
- Register of OUTGOING letters OUT
- File Index - numerical
- File Index - alphabetical
- Register of INCOMING letters IN
- Register of OUTGOING letters OUT
- File Index - numerical
- File Index - alphabetical

Civil Affairs Section will open no files on subjects dealt with on Sub-Comm. Files. Incoming correspondence on matters to be dealt with by the Sub-Comm will be passed direct to and registered by the appropriate Sub-Comm. Directors of Sub-Comms are responsible for ensuring that the IF is kept in the picture. Papers passing inside CA Sec (i.e. between Sub-Comms or between Sub-Comm and CA Sec) will be passed direct by hand at the earliest possible moment and not through the Message Centre.

2. Filing.

The separation of Policy matters from Routine matters when filing is important. Questions of policy should be on a separate file which should be kept very strictly to a minimum of the policy decisions and to the actual instructions issued to us to be a clear picture unobscured by any other papers whatsoever. Routine matters about the instructions should be on a Routine File. In addition to Policy and Routine Files, action files should be opened. Separate action files should be opened for different questions or of different phases. Bulky files should be avoided and no evidence of insufficient sub-division. A description of a suitable filing system is at Annex K.

3. Classification of Staff Work.

The basic fact upon which the whole clerical organization of a staff is founded is the division of the work into two classes. Upon this depends by whom an incoming letter will be dealt with; to whom the next action is sent; the form of signature; who will sign it, the channels of communication and it may even affect the filing system.

a) Class A consists of matters where any letter to be written will express or deal with:

- (i) Recommendations
- (ii) Opinions
- (iii) Policy
- (iv) Explanation called for
- (v) Approval

b) Class B includes all other matters.

4. Allocation of Staff Work.

When dealing with correspondence other than the REGISTRY Correspondence or Priority Signals, the following is the normal division of work but branch

The separation of policy matters from routine matters when filing is important. Questions of policy should be on a separate file which should be kept very strictly in a binder of the policy decisions and to the actual instructions issued so as to be a clear picture unobscured by any other papers whatsoever. Clear conclusions about the instructions should be on a routine file. In addition to Policy and Routine files, action files should be opened. Separate action files should be opened for different questions or of different phases. Policy files should be avoided and no evidence or instructions should be on a routine file. A description of a suitable filing system is at Appx A.

3. Classification of Staff Work.

The basic fact upon which the whole clerical organization of a staff is founded is the division of the work into two classes. Upon this depends by whom an incoming letter will be dealt with; to whom the next action is sent; the form of signature; who will sign it, the channels of communication and it may even affect the filing system.

a) Class A consists of matters where any letters to be written will express or deal with:

- (i) Recommendations
- (ii) Opinions
- (iii) Policy
- (iv) Evaluation called for
- (v) Reply

b) Class B includes all other matters.

4. Allocation of Staff Work.

When dealing with correspondence other than TOP SECRET Correspondence or Priority Signals, the following is the normal division of work but branch heads may depart from these on technical matters.

a) Grade III officers (Captains and Lieutenants) are normally engaged in compilation of statistics, collection and collation of returns, preparation and maintenance of records, returns, reports, tables, plans, maps, etc. They will deal with Grade I and II officers, hunting up facts and figures for them, making SUMS, returns and act as liaison officers. A Grade III officer may also be allotted routine filing work. 721

b) Grade II officers (Majors) normally deal with all branch files which will be allotted among them according to subjects. All incoming letters will normally go first to the Grade II officer concerned and he will deal with them as follows:

- (i) Class B matters (unless outside his branch, i.e. a financial limit for approval of expenditure) he will normally deal with completely except when he desires to obtain the weight of a more senior officer's signature.
- (ii) Class A matters he will prepare for his next senior.

- (a) If the action is obvious, he will sign the letter typewritten for his superior's signature, consulting him if necessary beforehand.
- (b) If the action is not obvious but the matter simple, he will submit the arguments and a recommendation for his superior's decision (this may be done personally and need not be in writing). He will then prepare the letter unless his superior prefers to do so.
- (c) If the matter is complex, he will prepare a statement of the case (including the documents referred to, show the counter-argument, make a recommendation (which may take the form of a draft letter) and submit any arguments for and against his recommendation which should be before the superior making the decision.
- e) Grade 1 officers (Colon and Lt Colon) will deal with all Class A matters.

5 Channels of Communication.

All branches form part of one hierarchy. Branches are not separate commands working together, but part of one whole. Communications may be made horizontally (that is from one branch to another branch of the same HQ), as well as vertically (that is between senior and junior). Inter-branch communication horizontally takes place between officers of the same grade and the appropriate level must be observed. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in Appx "B".

6 Addressing of Comm. Letters Within the HQ.

Letters will not normally pass between branches but internal correspondence will be conducted on Minute Sheets in accordance with the procedure described in Appx "C" and the files will pass between Sub-Command and between Sub-Command and HQ Sec. Working papers pertain to a branch which merely lead to a result which is recorded on the file and are not essential to any further action need not be circulated with the file. Minutes and letters (other than Top Secret) should be addressed to the Section or Sub-Command and not to any officer either by name or appointment. It is the recipient branch's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major YZ" at the head of the minute.

7 Drafting of Letters.

When a letter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is the Section's, even though the letter may be concerned with a technical point of one of the Sub-Command's. Just as/grade if staff officer should, when possible, write the reply for his superior's signature, so a Sub-Command originating a matter to go higher should put their recommendation in the form of a letter to the appropriate quarter for the VP's signature (see below as to wording). In cases of doubt a draft can be submitted to him for his approval, any other branches when the proposal may affect should be consulted and their views noted on the file before the draft is submitted to the VP. The final decision as to wording is that of the VP who has to take into consideration the

ation horizontally takes place between officers of the same grade and the appropriate level must be chosen. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in type "B".

6. Addressing of Commemorative Letters within the HQ.

Letters will NOT normally pass between branches but internal correspondence will be conducted on Minute Sheets in accordance with the procedure described in type "C" and the files will pass between Sub-Branches and between Sub-Branches and the HQ. Working papers personal to a branch will rarely lead to a result which is recorded on the file and are not essential to any further action and need not be circulated with the file. Minutes and letters (other than top secret) should be addressed to the Section or Sub-Branch and not to any officer either by name or appointment. It is the incumbent branch's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major VP" at the head of the minute.

7. Drafting of Letters.

Where a letter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is the Section's, even though the letter may be concerned with a technical point of one of the Sub-Branches. Just as/should if staff officer should, when possible, write the reply for his superior's signature, so a Sub-Branch originating a request to go higher should put their recommendation in the form of a letter to the appropriate quarter for the VP's signature (see below as to wording). In case of doubt a draft can be submitted to him for his approval, any other branch where the proposal may affect should be consulted and their views noted on the file before the draft is submitted to the VP. The final decision as to wording is that of the VP who has to take into consideration the effect on and views of other Sub-Branches.

8. Signature of Letters.

- Where any letter of Class A is addressed to HQHQ authority, it MUST be signed by the senior officer of the branch, putting forward the opinion, recommendation, etc. If he is absent on duty and the matter is so urgent that it cannot await his return and his view has already been obtained or is known, the letter may be signed on his behalf by the next senior staff officer who will subscribe below the description of the officer for whom he is signing, "absent on duty" or as the case may be. Where any letter of Class A is addressed on the HQHQ level, it is customary and desirable that the letter should be signed by the HQHQ of the branch but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation. (For this purpose HQs are regarded as being on the same level as Sections). Where any letter of Class A is addressed to a lower formation, it will normally be signed by the next senior officer "for" the branch head.
- All letters of Class B may be signed by the Staff Officer dealing with

the file whatever his grade provided that no limitations have been placed on his powers, (e.g. a financial limit for approval of expenditure). When a limit has been imposed the officer appropriate according to the limitation will sign. If the letter is going upwards he will sign "for" the Head of the Branch.

Instructions as to the way in which letters will be typed and ended are contained in the memorandum to Office Memo No 10. Documents for signature by the V will be prepared for signature as in Annex D.

9 Paraphrasing of Letters or Letters to "X" through "Y"

This is not a method of submission of a question to higher authority. It is a normal use of it.

- a) to keep an interested branch acquainted with progress, or
- b) to obtain concurrence with a course proposed.

It is not used in controversial matters which must be settled in normal manner. Examples are given in Appendix B.

The usual form of acknowledgment by the Branch through whom the letter is passed is to place a tick through the words "through X" adding initials and date.

If some slight variation, correction, gloss or emphasis is required, an appropriate minute may be added, but if a major difference is discovered, the minute will not be forwarded to "X" but back to the originator with the necessary comment and only forwarded to "X" when the difference is solved.

10 Top Secret

Instructions for the recording and handling of Classified material are contained in Office Memo No 2; the further instructions of this Section as regards Top Secret letters are contained in Annex E herewith. These instructions will be strictly adhered to.

11 Follow-up System

The standard system described in Annex F will be used in every office.

12 Abbreviations

Authorized abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to separate recognized abbreviations by full stops, e.g. HQ AC is correct.

The following are examples of the and letters saved shown in typing units:

Vice President Civil Affairs Section (V) (V) (V) (V)
Civil Affairs Section (C) (C) (C) (C)
Sub-Commission for Public Safety (S) (S) (S) (S)

Consistent use of reasonable and understandable abbreviations in letters as well as in minutes aggregate to an appreciable saving of time in a day's work.

13 Telephone Extensions

and date.

If more slight variation, correction, gloss or emphasis is required, an appropriate minute may be added, but if a major difference is discovered, the minute will not be forwarded to "Y" but back to the originator with the necessary comment and only forwarded to "Y" when the difference is solved.

10. On Secret

Instructions for the recording and handling of Classified material are contained in Office Memo No 2; the further instructions of this Section as regards Top Secret letters are contained in Annex E hereto. These instructions will be strictly adhered to.

11. Follow up System

The standard system described in Annex F will be used in every office.

12. Abbreviations

Authorized abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to separate recognized abbreviations by full stops, e.g. HQ AG is correct.

The following are examples of time and labour saved shown in typing units:

Vice President Civil Affairs Section (36) VP CA Sec (9)
Civil Affairs Section (21) CA Sec (6)
Sub-Commission for Public Safety (12) PS S/S (6)

Consistent use of reasonable and understandable abbreviations in letters as well as in minutes aggregate to an appreciable saving of time in a day's work.

13. Telephone Extensions

The writers' telephone will be indicated on minutes or letters. This saves search should a telephone conversation be necessary on receipt of the letter. 25-50, at the bottom left hand corner of a minute is a sufficient indication as to a change in known. Where there is any change of telephone number, a six figure number should be shown on letters passing outside this HQ.

14. Signal Numbers

Instructions are contained in Office Memo No 1, 3, 4, as amended.

720

W. H. White

S. H. WHITE, Lt Col,
for 77 CA Section.

SECRET

A. ANALYSIS AND EVALUATION OF THE SYSTEM

1. The requirements of every branch are different but the following system can readily be adapted to any requirements.
2. Analyze the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.
3. To every subject which falls within the head allot a sub-number e.g. if the number 57 is allotted to the subject "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.
 57/ Italian Officials
 1. Appointments
 2. Transfers etc.
4. Subject files, which deal with various matters but the discussion with higher authority or questions of policy, the discussions reached and the instructions policy is preferred) e.g. 57/4. 1. special coloured cover is an advantage.
5. Routing file which will contain all correspondence about the carrying out of the policy, guidelines and other routine administrative matters related to the subject may be distinguished by the addition of a letter L (or P for routing if preferred). 2. special coloured cover is an advantage.
6. Action files. 1. new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith, Brown, Jones and Robinson, the files would be numbered 57/1, 57/2, 57/3, 57/4, and so on. Action files deal with particular incidents, they do not generally live very long, after that time they are closed.
7. Files are most conveniently stored vertically. If there are not filing cabinets, they can be made or improvised. Not only is this most convenient, but the cards used in the office are mobile. Action files are quickly dealt over and be stored in separate boxes so that only live files are behind the main head cards. This is important. The last action files have not been needed for reference for three months they should no. only be sent to archives.
8. Records. Each mainhead is given an index card. The sub-heads are written on one card, lines and are followed by the letters of the policy or routing file number, and the number (in pencil so that it can be kept up to date) of the action file which have been opened.

The main Index Cards relating to Italian Officials might therefore look as follows:

57/ ITALIAN OFFICIALS

1. Appointments

the only questions of policy, the instructions attached and the instructions already issued, be distinguished by the addition of a letter A (or B for policy is preferred) e.g. 57/4. A special coloured cover is an advantage.

6. Routing slip which will contain all correspondence about the carrying out of the policy, enquiries and other routine administrative matters related to the subject may be distinguished by the addition of a letter B (or A for routine if preferred). A special coloured cover is an advantage.

7. Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith, Brown, Jones and Robinson. The files would be numbered 57/1.1/57/1.2, 57/1.3, 57/1.4, and so on. Action files deal with particular incidents, they do not normally have very long, often, but have them - few weeks.

8. Files are most conveniently stored vertically. If there are not filing cabinets, boxes can be used or improvised. Not only is this most convenient, but the boxes can be used for filing. Action files are quickly, just as they must be stored in separate boxes so that only brief files are behind the main head cards. This is important. When head action files have not been needed for reference for three months they should normally be sent to Archive.

9. Records. Each terminal is given an index card. The sub-heads are written on successive lines and are followed by the letters of the policy or routine files separately, and the number (in pencil so that it can be kept up to date) of the action files which have been sent.

10. The main Index Cards relating to Italian Officials might therefore look as follows:

57/	INDEX OFFICIALS	A	B	27
1	Appointments			
2	Transfers			7
3	Promotions			11
4	Disbandment			3
5	Dismissal			3
6	POW's release of			17
7	Reporting			25
8	Complaints			15

When the entries are in Index to 129 Files.

11. Sub Index Cards can be improvised out of half file covers inserted vertically in front of the files to which they refer. They should be cut down to size cut about 2" above the files and the number and main head printed thereon in bold letters. Not only do these cards serve as an index but they also act as guide cards. They indicate exactly the whereabouts of the group of any file required and enable it to be picked out at once.

12. A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Most Sub-Index will find 50/50 this is made sufficient if judiciously chosen, to carry all the files. Cards will quickly get to know them so well that they have no need to refer to any index except the sub index cards.

APPENDIX "B"

The following examples are appended as they may help to clarify points made in the text.

Channels of Communication (para 5).

- a) HEADQUARTERS may desire to know the existing state of local rationing in a particular province. This being a mere inquiry for information in a "downward" direction, a Grade II Officer may address the question to PWD and a Grade II Officer may reply to HEADQUARTERS direct. There is no need to go through Grade I to the head of the Sub-Commission, to Civil Affairs Sec to Economic Section down through the head to the Officer concerned, latter possibly can lay at each step up and down, both in the inquiry and reply.
- b) If HEADQUARTERS wish to know if the Snooks can be traced so that he can give evidence. Two channels of communication are open, first to AFHQ and down through military channels to the unit, or to the Region direct and through them to the local C.O. who will contact the local military HQ. In most cases the AFHQ command will probably be found the more satisfactory. In either case the inquiry can be initiated on a Grade II level as it is a Class B matter.
- c) HEADQUARTERS may desire consent to the expenditure of a sum within the powers of the HQ. If no question of policy is involved, Education may make suggestions and the reply may be sent direct, on a Grade I level as it involves a recommendation.
- d) If HEADQUARTERS wish to complain that some existing instruction is not being observed by the Army and wish to ask that matters may be tightened up. The course is for HQ to draft a letter to AFHQ for signature by the VI. That is VP level.
- e) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to make a recommendation to the Governor generally in the form of a letter to the Italian Authority for the VP signature. If the proposal is approved, the Gov will forward the recommendation. That is purely vertical.

2. Process of Minutes (para 10).

- a) HEADQUARTERS having discussed certain financial arrangements with HEADQUARTERS, desire to obtain HEADQUARTERS advice, they may properly pass their advice to HEADQUARTERS through the AFHQ. To do so, should to HEADQUARTERS that the discussion has been properly conducted and is ready for forward. It should be HEADQUARTERS that HEADQUARTERS has been consulted and concurs with the minutes.
- b) LOCAL GOVERNMENT after consultation with HEADQUARTERS have drafted a letter for signature by the VP. They may properly forward their draft to the Italian Authority through HEADQUARTERS. To do so should to HEADQUARTERS that HEADQUARTERS has been consulted and concurs with the minutes.

vicinity. Two channels of communication are open, first to LHMQ and then through military channels to the unit, or to the Region direct and through them to the local LHM who will contact the local military HQ. In most cases the LHM cannot call, probably be found the more satisfactory. In either case the country and is indicated on a Grade II level as it is a Class 3 master.

2) BULKING is required to the signature of a man within the powers of the HQ. If no mention of policy is involved, education may make its own way and the reply may be sent direct, on a Grade I level as it involves a recommendation.

3) If we wish to complain that some existing instruction is not being observed by the Army and wish to ask that matters may be tightened up. The response is for HQ to draft a letter to LHMQ for signature by the VP. That is VP level.

4) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to take a recommendation to HQ Section generally in the form of a letter to the Italian Authority for the VP signature. If the proposal is agreed, HQ HQ will forward the recommendation. That is purely vertical.

2. Summary of Minutes (Item 18).

a) LHMQ having discussed certain financial arrangements with FINANCE, desire to obtain LHMQ advice, they then properly pass their minute to LHMQ through M. LHM. So to HQ. LHMQ then discuss the discussion has been properly undertaken and is ready for forward. It seems to LHMQ that FINANCE has been consulted and concern with the minute.

b) LOCAL GOVERNMENT after consultation with LHMQ have drafted a letter for signature by the VP, they can properly forward their draft to HQ. Section through LHMQ. To do so means that LHMQ has been consulted and concurs with the draft and will give reference to LHMQ.

SECRET

The Minutes Section for Internal Communication

- 1 All communications between the Headquarters will be conducted on minutes (minutes) attached to the left hand side of the open file. These minutes will be very briefly written.
- 2 To the right hand side of the opening will be placed only letters coming in or out of the Headquarters, reports, proposed limits of community or other exhibits referred to in the minutes. These documents will be numbered, followed by a letter a, b or c according to the number of documents referred to by that minute. The numbering of documents on a file is not a "series", it is a reference. Numbers need not be consecutive and a document may be several pages only to a one reference.
- 3 The left two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed: TO to control the movement of the file. When the file is to be sent to another branch, the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.
- 4 It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is used therefore for staff officers to write the minutes in their own hand, this affords a considerable saving of typing time. The only exceptions are lengthy minutes which require careful consideration and may require altering in draft.

SECRET

- 1 A document coming out of the HQ to officials of the Italian Govt will be prepared for signature thus:
- 2 A document coming out of the HQ to Army or other allied authority not part of HQ will be prepared for the personal signature of the officer:

Yours very truly

For the Chief Communication

H. GARR, Esq.

that branch and the date will be entered in the first available space and the last previous entry struck out.

It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hand, this affords a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require all night in draft.

MINUTES

1. A document passing out of the HQ to the Chiefs of the Italian Govt will be prepared for signature thus:

Yours very truly

2. A document passing out of the HQ to LHQ or other Allied authority not part of HQ will be prepared for the personal signature of the VP thus:

For the Chief Commissioner

M. GALT, Esq.,
VP C. Sec.

3. A letter on a class 1 matter addressed to the HQ will be prepared for the personal signature of the VP thus:

By command of the Chief Commissioner

M. GALT, Esq.,
VP C. Sec.

4. In a class 1 matter a minute to higher authority within the HQ will be prepared for the personal signature of the Vice President thus:

M. GALT, Esq.,
VP C. Sec.

5. In a class 2 matter the letter will be prepared for signature by the CEO of the Section "For VP C. Sec." thus:

S.E. WHITE Lt Col,
For VP C. Sec.

ADMINISTRATIVE

- 1 Top Secret files will be kept in the custody of an officer a rank not lower than Lt. Col. Officers of rank lower than Lt. Col will not normally have access to any Top Secret files. The only officers who shall be informed of Top Secret matters are those to whose work the message is essential and they should only be informed of so much as may affect their work.
- 2 The file itself will be graded according to the most highly classified document. But letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from Top Secret documents which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category.
- 3 Clerks, including Chief Clerks will not handle Top Secret papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.
- 4 Top Secret matter will be typed only by a special confidential clerk who will while so engaged not work in a room in which are papers not entitled to see Top Secret papers. The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Shortened notes (which should be taken in a loose-leaf-book) will be destroyed as soon as the typewritten is passed. New carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Stencil copies will be run off under supervision of the confidential typist and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memo No 13.
- 5 The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.
- 6 A receipt will be obtained from the addressee or message centre as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgment of the addressee is received.
- 7 Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; an voucher for the register will not be filed on the Top Secret file.
- 8 This instruction is issued as a matter of convenience, it does not supersede the official pamphlet issued, by the combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944" with which all officers should be familiar and to which they are referred on the authority

4. Top Secret matter will be typed only by a special confidential clerk who will file as engaged not work in a room in which are persons not entitled to see Top Secret papers. The responsible officer will certify himself that all carbon copies (including stencils) are received by him and properly disposed of. Stenciled notes (which should be taken in a loose-leaf-book) will be destroyed as soon as the typewritten is passed. War Carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Stencils copies will be run off under supervision of the confidential typist and all copies (including stencils) collected and properly disposed of. The stencils will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 1 of Office Memo No 15.
5. The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.
6. A receipt will be obtained from the addressee or message centre as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgment of the addressee is received.
7. Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register will not be filed on the Top Secret file.
8. This instruction is issued as a matter of convenience, it does not supersede the official pamphlet issued, by the Combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1941" with which all officers should be familiar and to which they are referred as the authority on this subject and ignorance of which will not be accepted as an excuse for failure to carry out the instructions therein contained.

71b

FOLLOW UP SYSTEM

As to files retained in the Sub-Commission:-

1. On the foot of the file copy (at the first page if no more than one page) of all letters signed in the Sub-Commission which require a reply, the Staff Officer signing the letter will note the date on which the file will be brought to his notice if the reply is not previously received (e.g. by 21 - being forward date). If a reply is not required he will mark the letter up. Should this be omitted the file will be returned to the officer concerned for explanation. (The containing letters signed by higher authority will on their return to the Sub-Commission if a reply date has not been noted by the signing officer be sent to the appropriate staff officer in the Sub-Commission for this to be done.

2. The date fixed will not be the date by which a reply can first be expected but that by which a reply would be overdue. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to allow are for a reply from any body in Rome (except as below) 7 days
from Regions
14 days
from AFHQ and Italian Govt Departments 21 days

3. There will be kept in the Clerks' office a series of cards about 8" x 5" numbered 1 to 36. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.

4. Each day the files to be brought forward, as entered on the card of that date, will be inspected. Those on which the expected replies have not been received will be sent in to the staff officer noted with the folio number, he should see. Where a reply has been received, the clerk will strike out the note at the foot of the carbon copy and replace the file. The file number on the cards will be struck out.

As to files leaving the Sub-Commission:-

5. The Register of Files will contain four columns for dates - Date "in", Date "out", Date "due" back, Date "received" back (see suggested proforma below). The clerk keeping the register will insert the minute sheet of outgoing files to see if the file should be returned (ones from files always have to be). If so he will enter in the "due" column a date normally not less than 3 days nor more than 5 days after the date out.

6. The Clerk will inspect the Register daily to ascertain that files "due" have not been received; he will then enquire from the Chief Clerk of the Sub-Commission to which the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.

3. There will be kept in the Clerk's office a series of cards about 5x7 1/2 entered on the card headed by the date on which it is to be brought forward. From April and Italian Govt Departments 24 days
4. Each day the Clerk to be brought forward, an entered on the card on that date, will be inspected. Those on which the expected replies have not been received will be sent in to the staff officer noted with the folio which he should see. There a reply has been received, the clerk will strike out the note at the foot of the card copy and replace the file. The file number on the card will be struck out.
5. The register of files will contain four columns for dates - date "in", date "out", date "due", date "received" last (see an attached proforma below). The clerk keeping the register will inspect the minutes about of outgoing files to see if the file should be returned (over 30 days after the date to be). If so he will enter in the "due" column a date normally not less than 3 days after the date after the date out.
6. The Clerk will inspect the Register daily to ascertain that files "due" have not been received; if they then appear from the Clerk's list of the Sub-Committee etc to which the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.
7. If a file has to go to two or more Sub-Committees successively, the register will be marked with a date "due" according to the number of offices to which it has to go. The several addresses will also be noted in their appropriate order.

Suggested proforma:-

File No	Subject	Date - January		
		From	to	In out due

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

3/11/17
~~3/11/17~~

TO	Int	Date
VP CA Sec		
Public Safety	WJL	11/6
Public Health		10/6
Legal	WJL	10/6
Local Govt	WJL	10/6
Patriots	WJL	10/6
Disper	WJL	25/6
Education	WJL	25/6
MFA & A		
Ca Sec		

PLEASE PASS QUICKLY

17 days to Ed 3/c

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 212/EC.

12 June 1945.

SUBJECT: Directives on Policy Matters.

130 J. 1945

TO : Vice President,
Civil Affairs Section,
Economic Section.
Establishment Section.
Director,
Navy Sub-Commission.
Land Forces Sub-Com (MMIA).
Air Force Sub-Commission.
Communications Sub-Com.
WMD & IFW Sub-Com
Public Relations Branch.

1. The Chief Commissioner has noticed a tendency to depart from the principles laid down in Office Memorandum No.17 of 13th October 1944 by which directions on policy must be signed by the Vice President of the Section, the Executive Commissioner, or the Chief Commissioner. He considers that it is most important, having regard particularly to the difficult situation in the North where administration and economics are inextricably inter-woven with politics, that coordination at Headquarters should be effected and that directives on policy should be discussed either at the Executive Commissioner's conferences or at Vice Presidents' meetings before despatch. In the majority of cases directives should be prepared for his signature.

2. Will you please bring this to the notice of Heads of Sub-Commissions.

MSL/JG.

M S Lark
Brigadier,
Executive Commissioner.

717

4805

442 6/12/61

the 2000-01 or 2001-02 crop

.....
 17 10 50
 100 000

A copy of such letter will be sent to the Chief of the Regional Division concerned for receipt.

When a reply to a letter signed by the Regional Commissioner or his Executive Officer is under consideration, it will be signed by or on behalf of the Vice President even though only a matter of routine is raised.

c) Community forum might not be ruled by the majority of staff.
This will enable us to an important directive of the class.

Zhang, J., 1998.

Del'Po, D. L. 2003.

- 3 -

The President Civil Affairs Section before each policy is met plans are implemented.

40 Director of Sub-Section will be primarily responsible for handling the Vice President Civil Affairs Section in touch with the development of their work and of any information which they cannot if timely deal.

41 Current content or direction for program and matters for Section to higher authority all normally be submitted on file with an informal minute, no covering letter being required. When submitted all should clearly state the matter is submitted merely for information or for signature or for decision.

[Handwritten signature]

H. H. G. G. G. G.
Civil Affairs Section

Page to 000 (2)

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

713

[illegible]

Copy to 505 (2)

3/18/CA

HEADQUARTERS
ALLIED CONTROL COMMISSION
OCT
Office of the Chief of Staff.

J. Lh

3A

OFFICE INSTRUCTIONS

Serial 2.

17 October 1944.

1. MINUTES.

All minutes on files will be numbered by the initiating officer. In numbering the minute the number to be used will be the one following the last folio on the file, so that the next folio number will be that following the number of the minute, if one has been made.

This system has the advantage that if on reference to the file a folio number is missing it automatically directs attention to a minute on the subject contained on the lefthand side inside the file.

J. Lh Cpt
Chief Staff Officer,
To the Chief of Staff.

DISTRIBUTION :

All officers and Chief Clerk
of Chief of Staff Section.
Copies for information to :
Civil Affairs Section
Economic Section
Establishment Section.

Yes but it is not in accord
with what is suggested in the instructions
as with the division of the two officers
in other large military offices through it is
certainly better than what is currently
in many files
Shall I recommend this

714

H.P. directs NFA under so called
by him 89

8455

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

50/c 4h look to the

G. L. in Sect. 1A

TEL: 357

HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION
APO 394

JHE/41

27 JUL 1944

SI/B

27 July 44

SUBJECT: Correspondence.

TO : Secretary General

1. Reference your memorandum dated 20 JUL 44, the question of an amendment to para 7 a. of Establishment Memorandum No. 2, has been discussed with the Administrative Section, who have agreed with this Section in the following suggested amendment.

- a. The Director of a Sub-Commission may correspond direct with the head of the corresponding division in Regions or AR Armies or with technical branches of military formations but only on technical subjects and on routine matters affecting his Sub-Commission. All other correspondence to Regions or ARs will be carried out through the R.C. & M.G. Section. All correspondence from Regions or Army ARs will be addressed to HQ ACC.

2. Economic and Administrative Sections recommend that the Message Centre be instructed that correspondence from Regions or Army ARs on technical subjects or routine matters affecting Sub-Commissions will be sent to either Administrative or Economic Section as may be appropriate, and on other matters to R.C. & M.G. Section. It should be explained that a technical subject is any matter within the sphere allotted to a Sub-Commission.

AGA.

A. G. ANTOLINI
Executive Director
Economic Section

713

27 JUL 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & E.G. Section
APO 394

6948

27 MAY 1944

Ref/45/11/CA.

26 May 1944.

OFFICE ORDER)

NUMBER 8)

CORRESPONDENCE

1. V.P's of Sections have requested that in forwarding correspondence for information or action one of the following forms of address should be used :

- (a) Where it is desired that the Section Staff shall have first sight of the papers :

Administrative (or Economic) Section.

- (b) Where one Sub-Commission only is concerned and the papers can be dealt with first at the Sub-Commission level:

Administrative (or Economic) Section
(for (e.g.) Legal (Labour) Sub-Commission.

2. Where more than one Sub-Commission in a Section is concerned sufficient copies of the papers for distribution by the Section Staff should be included, address as in para. 1 (a) above.

WDS/RAC.

NORMAN E. PIERCE,
Colonel,
Deputy Executive
Commissioner.

Copies to: Admin. Section.
Econ. Section.

712

1714