

Declassified E.O. 12356 Section 3.3/NND

No.

785016

ACC

10000/105/282

OFFIC  
APR.

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

0/105/282

OFFICE PROCEDURE, OFFICIAL MAIL, DESPATCH  
APR. - AUG. 1944

# ALLIED CONTROL COMMISSION

## COURIER SERVICES

CONFIDENTIAL

2129/INTO  
24 August 1944

| Route                                                                                 | Departure                                                       | Arrival                                  |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------|
| C 14 Daily to and from NAPLES                                                         | ACC.HQ 0900<br>Region III HQ 0900                               | Region III HQ 1700<br>ACC.HQ 1700        |
| C 15 Bi-weekly to CATANZARO<br>(Tues and Fri)<br>(Mon and Thur)                       | Region III HQ 0900<br>Region VII HQ 0900                        | Region VII HQ 1900<br>Region III HQ 1900 |
| C 16 Daily from AQUILA and<br>return                                                  | Region V HQ 0700<br>ACC.HQ 1200                                 | ACC.HQ 1100<br>Region V 1600             |
| C 17 Bi-weekly to 8 ARMY<br>(Mon and Thur)<br>(Tues and Fri)                          | ACC.HQ 0900<br>8 Army (Rear) 0900                               | 8 Army (Rear) 1800<br>ACC.HQ 1200        |
| C 18 Bi-weekly to 5 ARMY<br>& Piombino (For Elba)<br>(Mon and Thur)<br>(Tues and Fri) | ACC.HQ 0900<br>5 Army HQ 0900<br>ACC.HQ 0900, 1200, 1500, 1800. | 5 Army 1800<br>ACC.HQ 1100               |
| C 19 Daily to A.A.I. HQ.                                                              | ACC.HQ 0900                                                     |                                          |
| C 20 Alternate days with<br>C 21 (DR) from Region<br>VIII and return                  | Region VIII 0900<br>ACC.HQ 0900                                 | ACC.HQ 1700<br>Region VIII 1700          |
| C 21 (DR) Alternate days with<br>C 20 to Region VIII, and<br>IX. en route             | ACC.HQ 0900<br>Region VIII 0900                                 | Region VIII 1700<br>ACC.HQ 1700          |
| C 22 Daily from Region IX<br>and return                                               | Region IX 0900<br>ACC.HQ 1400                                   | ACC.HQ 1200<br>Region IX 1700            |
| C 23 Daily from Region "2"<br>to Region IX and return                                 | Region "2" 0700<br>Region IX 0900                               | Region IX 0830<br>Region "2" 1030        |
| C 24 Bi-weekly to Region VIII<br>IX and "2"<br>(Mon and Thur)                         | ACC.HQ 0900                                                     | Region VIII 1700                         |

|                                                                                      |                                   |                      |                                 |                      |
|--------------------------------------------------------------------------------------|-----------------------------------|----------------------|---------------------------------|----------------------|
| C 18 2d-weekly to 5 ARMY<br>& Piombino (For Elba)<br>(Mon and Thur)<br>(Tue and Fri) | ACC.HQ<br>6 Army (Parr)<br>ACC.HQ | 0900<br>0900<br>0900 | 8 Army (Parr)<br>ACC.HQ         | 1800<br>1800<br>1800 |
| C 19 Daily to A.A.I. HQ.                                                             | ACC.HQ<br>5 Army HQ<br>ACC.HQ     | 0900<br>0900<br>0900 | 5 Army<br>ACC.HQ                | 1800<br>1800<br>1107 |
| C 20 Alternate days with<br>C 21 (IX) from Region<br>VIII and return                 | ACC.HQ<br>Region VIII<br>ACC.HQ   | 0900<br>0900<br>0900 | 5 Army<br>ACC.HQ<br>Region VIII | 1800<br>1800<br>1700 |
| C 21 (DR) Alternate days with<br>C 20 to Region VIII, and<br>IX. en route            | ACC.HQ<br>Region VIII<br>ACC.HQ   | 0900<br>0900<br>0900 | 5 Army<br>ACC.HQ<br>Region VIII | 1800<br>1800<br>1700 |
| C 22 Daily from Region IX<br>and return                                              | ACC.HQ<br>Region IX<br>ACC.HQ     | 0900<br>0900<br>0900 | 5 Army<br>ACC.HQ<br>Region IX   | 1800<br>1800<br>1700 |
| C 23 Daily from Region "Z"<br>to Region IX and return                                | ACC.HQ<br>Region IX<br>ACC.HQ     | 0900<br>0900<br>0900 | 5 Army<br>ACC.HQ<br>Region IX   | 1800<br>1800<br>1700 |
| C 24 Bi-weekly to Region VIII<br>IX and "Z"<br>(Mon and Thur)                        | ACC.HQ<br>Region VIII<br>ACC.HQ   | 0900<br>0900<br>0900 | 5 Army<br>ACC.HQ<br>Region VIII | 1800<br>1800<br>1700 |

(7 calling at Region IX and "Z" en route)

Distribution:

V. Pres. Admin. Section  
V. Pres. Economic Section  
Executive Commissioner  
Establishment Officer  
Executive Officer  
Civil Affairs Branch  
HQ. Commandant  
Adjutant (2)  
Postal British  
A.F.O. American  
AMG 5 Army  
" 8 Army

AMG Region I  
" Region II  
" Region III  
" Region IV  
" Region V  
" Region VI  
" Region VII  
" Region VIII  
" Region IX  
" Region "Z"  
" Elba

A.A.I. Liaison Officer (2)

A.F.H.Q. G-5

File

Information Division  
A.C.C.



AIR MAIL CONTROL COMMISSION

CONFIDENTIAL

2129/IN30  
24 August 1944

DAILY A D L S

Runs to connect  
with HOME Airfield for  
Air Courier Services  
Leave HQ. ACC. at:-

1200 hrs for Routes:-

- A 1 for 5 ARMY
- A 42 for SICILY, SARDINIA, N.AFRICA etc.
- A 43 for 2 DISTRICT

1800 hrs for Routes:-

- A 44 for 5 ARMY
- A 45 for 8 ARMY
- A 46 for SICILY, SARDINIA, N.AFRICA etc.

1106

N.B.: Only classified correspondence is transmitted by ADDS. Unclassified correspondence is routed through: APO; EIC - HQ.AAI. or by Courier Service.

Distribution:

- |                           |              |
|---------------------------|--------------|
| V. Pres. Admin. Section   | AMG Region I |
| V. Pres. Economic Section | " Region II  |
| Executive Commissioner    | " Region III |
| Establishment Officer     | " Region IV  |
| Executive Officer         | " Region V   |
| Civil Affairs Branch      | " Region VI  |
| HQ. Commandant            | " Region VII |

1800 hrs for Route:-

- A 24 for 5 ARMY
- A 26 for 8 ARMY
- A 28 for SICILY, SARDINIA, N. AFRICA etc.

1106

N.B.: Only classified correspondence is transmitted by ADIS. Unclassified correspondence is routed through: APO; ELO - HQ.AAI. or by Courier Service.

Distribution:

|                           |                            |
|---------------------------|----------------------------|
| V. Pres. Admin. Section   | AMG Region I               |
| V. Pres. Economic Section | " Region II                |
| Executive Commissioner    | " Region III               |
| Establishment Officer     | " Region IV                |
| Executive Officer         | " Region V                 |
| Civil Affairs Branch      | " Region VI                |
| HQ. Commandant            | " Region VII               |
| Adjutant (2)              | " Region VIII              |
| Postal British            | " Region IX                |
| A.P.O. American           | " Region "Z"               |
| AMG 5 Army                | " Elba                     |
| " 8 Army                  | A.A.I. Liaison Officer (2) |
|                           | A.F.H.Q. G-5               |
|                           | File                       |

Information Division  
A.C.C.

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

ALLIED CONTROL COMMISSION

COMMUNICATIONS from ROME

CONFIDENTIAL

2129/INMO  
24 August 1944

| <u>To Headquarters:</u> | <u>Route for Despatches</u>      | <u>Routes for Cables</u> |
|-------------------------|----------------------------------|--------------------------|
| AMG 5 Army              | A 1 also A 4 and C 18            | Direct                   |
| " 8 Army                | A 5 also C 17                    | Direct                   |
| " Region I              | A 2 also A 6                     | Direct                   |
| " Region II             | A 3                              | Thru Dist 2              |
| " Region III            | C 14                             | Thru PHS                 |
| " Region IV             | Local Courier                    | Local                    |
| " Region V              | C 15                             | Courier                  |
| " Region VI             | A 2 also A 6                     | Direct                   |
| " Region VII            | C 14 thence C 15                 | Direct                   |
| " Region VIII           | C 20 also C 21 (DR) and C 24     | Courier                  |
| " Region IX             | C 21 (DR) also C 22 and C 24     | Courier                  |
| " Region "Z"            | C 23 and C 24                    | Courier                  |
| " Elba                  | C 18                             | Courier                  |
| A.A.I.                  | C 19                             | Local                    |
| A.P.H.Q.                | Thru AMI for onward transmission | Direct                   |

1105

N.B.: Routes lettered "A" and "C" signify "ADLS" and "Courier Service" respectively. Only 'Classified' correspondence is transmitted by ADLS - 'Unclassified' correspondence is routed through APO.; E.L.O.; HQ.; A.A.I. or by Courier Service.

Distribution:

V. Pres. Admin. Section  
V. Pres. Economic Section  
Executive Commissioner  
Establishment Officer  
Executive Officer  
Civil Affairs Branch  
HQ. Commandant  
Adjutant (2)  
Postal British  
A.P.G. American  
AMG 5 Army  
" 8 Army  
" Region I

AMG Region II  
" Region III  
" Region IV  
" Region V  
" Region VI  
" Region VII  
" Region VIII  
" Region IX  
" Region "Z"  
" Elba  
A.A.I. Liaison Officer (2)  
A.P.H.Q. 0-5  
File

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Information Division  
A.C.C.

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

1104

Teh

25 July 1944

Designations:

1. 1st Army  
 2. 2nd Army  
 3. 3rd Army  
 4. Region I  
 5. Region II  
 6. Region III  
 7. Region IV  
 8. Region V  
 9. Region VI  
 10. Region VII  
 11. Region VIII  
 12. Region IX (Army)  
 13. 1st Region

14. 1st  
 15. 1st

Route for correspondence

1. 1st Army  
 2. 2nd Army  
 3. 3rd Army  
 4. 7 for onward transmission  
 5. 11  
 6. 14  
 7. Local courier  
 8. 16  
 9. 5  
 10. 14 through 13  
 11. 17  
 12. 17  
 13. Local courier  
 14. 19  
 15. thru 13 for onward transmission

Route for delivery

Direct  
 Direct  
 Direct  
 (not yet established)  
 thru 1st 2  
 thru 13  
 Local  
 Courier  
 Direct  
 Direct  
 Courier  
 Courier  
 Local  
 Local  
 Direct

Notes: Routes lettered "A" and "B" signify "Air" and "Surface" service respectively.  
 Only "Classified" correspondence is transmitted by Air. "Unclassified" correspondence is routed through 13 or 14. H. H. H.

Distribution:

1. 1st Army Section  
 2. 2nd Army Section  
 Executive Commissioner  
 Establishment Officer  
 Executive Officer  
 Civil Affairs Branch  
 Adjutant (for message centre)  
 File

Teh



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

From

1100

ARL

To

A 1 (5 Army)  
 A 2 (5 Army Main)  
 A 3 (5 Army Rear)  
 A 4 Naples (Region III) (ARL) etc.  
 A 5 Algiers (ARL)  
 A 6 Cairo (ARL)  
 A 7 Catania (ARL)  
 A 8 Castellone (1 District)  
 A 9 Frosinone (55 Area)  
 A 10 Perugia (55 Area)

A 11 Bari  
 A 12 Civitavecchia  
 A 13

Dep. ARL 11 1200 ... .. 1100

Have to contact  
 with ARL in  
 Air Courier Services

From ARL

U.S. : only classified correspondence is transmitted by ARL. Declassified correspondence is transmitted by ARL.

25 July 1944

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

1100

A.I.L.

CONFIDENTIAL

Route

(5 Army)  
(10 Army Main)  
(10 Army Rear)  
(Region VII: (AMC) etc.  
(HAF)  
(HAF)  
(HAF)  
(1 District)  
(15 Area)  
(15 Area)

A 11 Bari  
A 12 Sibello  
A 13

(2 District)  
(10 Sub Area)  
(5 Corps)

01 01 1200 ... .. 1100

Hour to connect  
with HAF for  
Air Courier Services

Time 7:00 AM

and correspondence is transmitted by A.I.L. Unclassified correspondence is routed through  
A.I.L. of A.I.L. - H. A.I.L.

Information Division  
A.I.L.

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|             |                                                                             | <u>ALL Frontier Services</u>                                       |                                                                    |
|-------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| <u>Date</u> |                                                                             | <u>Departure</u>                                                   | <u>Arrival</u>                                                     |
| C 14        | Daily to NAPLES                                                             | ADD H. 0900<br>Region III H. 0900                                  | Region III H. 1700<br>ADD H. 1700                                  |
| C 15        | Bi-weekly to CATANZARO<br>(Tuesdays and Fridays)<br>(Mondays and Thursdays) | Region III H. 0900<br>Region VII H. 0900                           | Region VII H. 1900<br>Region III H. 1900                           |
| C 16        | Daily to REGGIO<br>(Sun and Fri)<br>(Tues Thurs Sat Sun)                    | Region V H. 0800<br>ADD H. 1200<br>ADD H. 1300<br>Region V H. 1400 | ADD H. 1800<br>Region V H. 1800<br>Region V H. 1900<br>ADD H. 1700 |
| C 17        | Bi-weekly<br>(Mondays and Thursdays)<br>(Tuesdays and Fridays)              | ADD H. 0900<br>S Army (Rear) 0900                                  | S Army (Rear) 1700<br>ADD H. 1700                                  |
| C 18        | Bi-weekly<br>(Mondays and Thursdays)<br>(Tuesdays and Fridays)              | ADD H. 0900<br>S Army H. 0900                                      | S Army 1800<br>ADD H. 1800                                         |
| C 19        | Daily to A.A.T.                                                             | ADD H. 0900, 1200, 1500, 1800.                                     |                                                                    |

21 July 1968

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ACG Location Services

CONFIDENTIAL

Departures

Arrivals

|                                |                                    |
|--------------------------------|------------------------------------|
| ACG H. 0900                    | Region III H. 1700                 |
| Region III H. 0900             | ACG H. 1700                        |
| Region III H. 0900             | Region VII H. 1900                 |
| Region VII H. 0900             | Region III H. 1900                 |
| Region V H. 0900               | ACG H. 1800                        |
| ACG H. 1200                    | Region V H. 1800                   |
| ACG H. 1500                    | Region V H. 1800                   |
| Region V H. 1500               | ACG H. 1700                        |
| ACG H. 0900                    | 3 Army (Rear) 1700                 |
| 3 Army (Rear) 0900             | ACG H. 1700                        |
|                                | calling at Region VIII H. on route |
|                                | (also Region II Adv. H.)           |
| ACG H. 0900                    | 3 Army 1800                        |
| 3 Army H. 0900                 | ACG H. 1800                        |
| ACG H. 0900, 1200, 1500, 1800. |                                    |

Information Division  
A.S.S.



RECEIVED

HEAD HEADQUARTERS  
ALLIED COMBAT COMMISSION

APC 394

Adjutant Section

In reply refer to: 311.1

SUBJECT: Official Mail Dispatch.

TO : All Concerned.

11 April 1944

1. The following instructions extracted from current directives are rephrased for the information and guidance of all concerned in this theater governing the method for handling all official mail received at or dispatched from this headquarters:

a. NOTES. Circular # 12 18 February 1943

Envelopes marked "TOP SECRET", "SECRET", and "CONFIDENTIAL" which have previously been used as inner coverings for classified material transmitted under double cover, have been received with classification lined out or eradicated. Envelopes marked thus will not be reused as outer envelopes but can be used as inner envelopes covering same classification for "TOP SECRET", "SECRET", or "CONFIDENTIAL" letters.

b. NOTES. Circular # 145 30 July 1943

All Headquarters within this theater dispatching material through the Army Courier Service will take steps to insure that all material presented for transmission is of an official nature and complies with one or more of the following classifications:

- a. TOP SECRET
- b. SECRET
- c. CONFIDENTIAL
- d. EXTREMELY URGENT

Under no circumstances will personal correspondence or property be forwarded through Army Courier Channels.

c. NOTES. Circular # 8 18 January 1944

The word "REGISTERED" will not be used on letters or other matter handled through message centers or by the mail and distribution sections of the various headquarters. Its use in this area is reserved exclusively for the Army Postal Service. Only urgent, official classified communications, documents or material will be transmitted by Army Courier Service pouches.

d. ABBREVIATIONS

Originators should, wherever possible, avoid the use of abbreviations in addresses. Hundreds of letters are delayed daily because they are insufficiently

3/15/44  
File

NOTES. Circular # 12 18 February 1943

Envelopes marked "TOP SECRET", "SECRET", and "CONFIDENTIAL" which have previously been used as inner coverings for classified material transmitted under double cover, have been received with classification lined out or eradicated. Envelopes marked thus will not be reused as outer envelopes but can be used as inner envelopes covering same classification for "TOP SECRET", "SECRET", or "CONFIDENTIAL" letters.

NOTES. Circular # 145 30 July 1943

All Headquarters within this theater dispassionately material through the Army Courier Service will take steps to insure that all material presented for transmission is of an official nature and complies with one or more of the following classifications:

- a. TOP SECRET
- b. SECRET
- c. CONFIDENTIAL
- d. EXCEPTED FROM

Under no circumstances will personal correspondence or property be forwarded through Army Courier Channels.

NOTES. Circular # 8 18 January 1944

The word "RESTRICTED" will not be used on letters or other matter handled through message centers or by the mail and distribution sections of the various headquarters. Its use in this area is reserved exclusively for the Army Postal Service. Only urgent, official classified communications, documents or material will be transmitted by Army Courier Service pouches.

ABBREVIATIONS

Originators should, wherever possible, avoid the use of abbreviations in addressees. Hundreds of letters are delayed daily because they are insufficiently addressed. Examples of use of abbreviations in addressees are: "Army", "AC", "Allied Control Commission", "Allied Censorship Control", "Army Catering Corps", "SIC--Senior Legal Officer, Senior Liaison Officer."

CONFIRMATION

All letters containing official mail will bear the statement "Essential War Department Mail" (War Office) and will be signed by an officer of the sub-commission or section originating the document.



individual in that headquarters section, sub-commission, but should be addressed to the headquarters section or sub-commission that it is intended for. Units in sub-commissions should show the commission to which they are connected, i.e., Army Sub-Commission, Allied Control Commission; or Army Sub-Commission, Allied Control Commission, Military Mission to the Italian Army. Due to the fact that there are several sub-commissions under the same heading, the routing of each document should be clearly shown.

All mail dispatched will be properly enveloped, addressed, and will clearly show return address on each envelope. Where possible, all pieces for the same place, headquarters or unit, will be pouched, bagged or prepared in a single packet for submission to the Message Center.

2. Any mail not properly addressed or marked will be returned to the sub-commission or section sending same to the Dispatch Office in this Headquarters.

By Command of Lieut Colonel HUGH H. LEE:

*Roger B. Hardy*  
ROGER B. HARDY  
1st Lt, JAG  
Adjutant

RECEIVED



2 3 1 2