

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

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

ORDERS, CIRCULARS, AFHQ, NO. 1
JAN. 1945 - FEB. 1946

16/24/46 ✓
ALLIED FORCE HEADQUARTERS
APO 512

Ch. Sec

AG 388.3 -0

23 FEB 1946

2 MAR 1946

SUBJECT: Organization and Administration of German Service Units under British Control in Italy and Austria.

TO : All Concerned.

Letter, this headquarters, file and subject as above, dated 27 October 1945 and all previous Allied Force Headquarters directives pertaining to P/SEP mail are rescinded and the following is substituted therefor:

1. SURRENDERED ENEMY PERSONNEL MAIL.

(a) General.

(1) SEP will not correspond with members of His Majesty's Armed Forces, nor will members of His Majesty's Armed Forces correspond with SEP.

(2) SEP will not send parcels nor telegrams and cables except in special circumstances and then only with permission of Camp Commandants.

(3) No communication will contain excisions, deletions, or other evidence of mutilation or of previous censorship. Communications will be written in plain text, the meaning of which is clear. The use of codes, cipher, musical notation or symbols, unintelligible marks or signs, embellishments and shorthand is forbidden. Letters will be correctly dated and will not be numbered serially. Any communications violating the foregoing regulation will be returned to camp or unit commanders as condemned.

(4) The only enclosures permitted are unmounted personal snapshots taken against neutral backgrounds, business instruments, and legal documents.

(5) A SEP will not act as intermediary between two other correspondents, nor will member of His Majesty's Forces act as intermediaries in communications involving SEP.

(b) Quantity of Correspondence Permitted.

(1) The total number of letters and cards which a SEP may dispatch are limited as follows:

(a) Officers (including Officers - 3 letters (AF W. 3058 and of the mercantile 4 postcards (AF W. 3494) Marine) per month.

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EC Dist-28 Feb 46

cc
FC
CA Sec (2) ←
Icon Sec
AC LO Bologna
AC LO Lombardia
IPK s/c
Navy sp
air Forces sp

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Ltr 222, dtd 23 Feb 46, AG 306.3 -0, subj: Organization and Administration of German Service Units Under British Control in Italy and Austria.

- (b) Other Ranks (including Merchant - 2 Letters (AF 3050) and Seaman: 1 postcard (AF 3051) per month.

(2) The numbers of lines which a SEP may write are limited as follows:

- (a) 24 lines per letter on AF 3050.
(b) 7 lines per postcards on AF 3051 (not limited to 25 words)

(3) The above mail is post free.

(4) Protected personnel are permitted to write double the appropriate number of letters and postcards.

(c) Stationery to be used.

(1) Special prisoner of war stationery must be used, and only in special circumstances will any exception be allowed. Authority for the use of other than prisoner of war stationery will be granted only by "A" French GRC GMP.

(2) Types of prisoner of war stationery are as follows:

Army Form W 3058	Letter Card
" " W 3494	Post Card

(d) Articles not permitted in parcels received.

(1) Money of any sort (such as is sent will be impounded and the SEP given a receipt for same.)

(2) Civilian clothing and underclothing which could be used as civilian clothing.

(3) Red Cross emblems for those not entitled to wear them. Weapons and weaponlike tools, large pocket knives, scissors, ammunition, and explosives.

(4) Tools which could be used for escape or sabotage.

(5) Duplicating machines, carbon paper, tracing paper, compasses, haversacks, maps, cameras, field glasses, and microscopes.

(6) Torches, cigarette lighters, fuses, and candles.

(7) Spirits and spirituous liquors.

(8) Telephones and wireless receiving and transmitting sets or parts thereof.

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Ltr AFHQ, 23 Oct 44, AG 306.3 -0, subj: Organization and Administration of German Service Units Under British Control in Italy and Austria.

(9) Medicaments (Italian SEP will be allowed vasoline and ammonia (solid or liquid)).

(10) Hair lotion, mouthwash, tooth paste, foot polish, and perfumes.

(11) Fruit juices, chemicals, acids, or anything which could be used for secret letters.

(12) Books and printed matter of subversive or immoral content, foreign newspapers, and books with maps attached.

(13) Printed papers and periodicals.

(14) Notebooks, writing paper, and postcards.

(e) Disposal of Articles Confiscated.

Anything of possible use to hospitals will be sent to the nearest hospital. Other articles will be retained and a description will be forwarded to "A" Branch, GHQ, CEF which will issue disposal instructions.

(f) Outgoing Mail.

(1) German SEP may correspond with a near relative in the British, American, and French Zones of GERMANY. German SEP whose next of kin is domiciled in the Russian Zone of GERMANY or BERLIN may correspond with a near relative living in the British, American, and French Zones of GERMANY. The term near relative will cover wife, son, daughter, father, mother, brother, sister, and legal guardian. The return address to be used is:

Number..... Rank..... Name.....

Camp or Unit designation.

AJ/PW Camp
NAPLES ITALY Via HANOVER

c.g.
A 90000 Gefr SCHULTZ H.

808 German Tpt Coy
AJ/PW Camp
NAPLES ITALY Via HANOVER.

(2) SEP of any nationality may correspond with other SEP and prisoners of war in prisoner of war camps, German Service Units, SEP Enclave RIMINI, prisoner of war hospitals, and British hospitals holding prisoners of war and SEP in CEF, BTNA, and MEF. The return address to be used is:

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Ltr AFHQ, dtd 25 Oct 44, AG 306.3 -0, subj: Organization and Administration of German Service Units under British Control in Italy and Austria.

Number..... Rank..... Name.....

Camp or Unit designation.

AS/IV Camp
NAPLES ITALY

G. I.

A 20000 Gefr SCHULTZ H.

808 German Tpt Coy

AS/IV Camp
NAPLES ITALY

(3) SGP of any nationality may correspond with persons in any of the following countries:

FRANCE
BELGIUM
NETHERLANDS
LUXEMBOURG
GERMANY

NETHERLAND
DENMARK
ICELAND
AUSTRIA (including VIENNA)

The return address to be used is:

Number..... Rank..... Name.....

Camp or Unit designation

AS/IV Camp
NAPLES, ITALY.

G. I.

A 20000 Gefr SCHULTZ H.

808 German Tpt Coy

AS/IV Camp NAPLES, ITALY.

(b) In all cases SGP will write on the back of outgoing correspondence their official SGP number, rank, name, initials, and address as shown above.

(c) SGP Enquiry Card.

(1) Every German SGP whose next of kin is resident in the British, American, and French Zones of GERMANY will be permitted to complete and dispatch to his next of kin one built enquiry card. This will contain SGP authorized address (see para. 200.1). Upon receipt of the card the next of kin may tear off the bottom half of the card and post it back to the sender with a message not exceeding 25 words. If the built card cannot be delivered due to the absence of the addressee it will be automatically forwarded to a Central Enquiry Bureau in the appropriate Zone of Occupation.

(2) Only one card will be issued to each German SGP. The SGP will be required to show his paybook or other documents as evidence that his registered next of kin resided in the British, American, or French Zone. In the case of a SGP whose next of kin

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Ltr AFHQ, 278 23 P-46, AG 386.3 -C, subject Organization and Administration of German Service Units Under British Control in Italy and Austria.

is resident in the Russian Zone of GERMANY or in BELGIUM, a buff enquiry card may be issued to those who have a near relative living in the British, American, and French Zones of GERMANY. Officers commanding camps and units will use their discretion in cases where SEF cannot produce pay-book or other documents to prove location of next of kin.

(3) Effective as of 19 September 1945 any German civilian in the British, American, or French Zones of GERMANY who had not received a buff card and who had reason to believe that a near WEHRMACHT relative was in British, American, or French Zones or of SEF status under British control may write a message not exceeding 25 words on a special green colored postcard and dispatch it to the Central Enquiry Bureau, HAMBURG.

(4) The Central Enquiry Bureau will, whenever possible, effect contact between the members of the WEHRMACHT and his next of kin by the interchange of address and re-direction of the green and buff postcards. Both the members of the WEHRMACHT and the civilian, having once received the address of their relative, may conduct correspondence in accordance with paragraph (1) above.

(5) The term near relative will cover wife, son, daughter, father, mother, brother, sister, and legal guardian.

(6) In cases where Part III of the buff card is addressed to a destination in the American or French Zone, the sender will delete the word "HAMBURG" from Part IV and insert "American Zone or French Zone", whichever is appropriate.

(7) German SEF will be informed that any attempt to mutilate or disfigure the buff cards or to send messages in code may result in the privilege being withdrawn.

(h) Dispatch.

(1) Officers commanding Camps or Units will sort SEF mail into separate bundles, according to the undermentioned groups, marked according to the destination as follows:

EW Mail for GERMANY
HAMBURG (if for British Zone)
EW Mail for GERMANY
American Zone (Western)
EW Mail for GERMANY
American Zone (Eastern)
EW Mail for GERMANY
French Zone

EW Mail for (FRANCE, BELGIUM, LUXEMBURG, NETHERLANDS, DENMARK, MONTENEGRO, AUSTRIA (incl VIENNA) SWITZERLAND, PTNA, COT) whichever is applicable.

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Ltr AFHQ dtd 23 Feb 46, AG 384.3 -C, subj: Organization and Administration of German Service Units Under British Control in Italy and Austria.

NOTE: In order to ensure free passage of mail the term "FW Mail" not "SEP Mail" will be used.

(a) Officers Commanding Camps or Units will then place all bundles in a bag, official cover on package, securely tied, and dispatch it via APO channels to the following address:

FW Mail
AJ/PW Camp
NAPLES ITALY

(i) Incoming Mail.

Incoming correspondence will be conveyed by the nearest British APO to the SEP Camp or unit of addressee. Officers Commanding Camps or Units will arrange to collect the correspondence from the British APO concerned. The most suitable time for collection should be ascertained from the N.C.O. in charge of the APO.

(j) Redirection.

(1) If the addressee is not with the unit to which correspondence is addressed the Officer Commanding Camp or Unit should redirect it to the camp or unit or hospital to which he may have been transferred or admitted if the necessary particulars are known. Redirected correspondence should be included with outgoing correspondence and forwarded to AJ/PW Camp in accordance with the instructions outlined in paragraph (h) above.

(2) In cases where the new address is not known, letter will be forwarded to GHQ, 2nd Echelon, enclosed in a bag, official cover or package, addressed as follows:

Undelivered FW Mail
For attention of German Tracing Section
GHQ, 2nd Echelon.

Such mail will be redirected by the German Tracing Section and forwarded to the addressee through AJ/PW Camp NAPLES ITALY.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

John R. Hayes
JOHN R. HAYES
Major, ADC
Asst Adjutant General

DISTRIBUTION:

See attached list.

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1st AFHQ, etc. 13 Feb. 46, AG 386.3 -O, subj: Organization and Administration of German Service Units Under British Control in Italy and Austria.

DISTRIBUTION:

BT4	1 - WERS
100 - Land Forces, Greece	1 - Postal (E)
100 - XIII Corps	1 - Salvage
125 - No. 3 District	1 - DPIC
60 - RAAC	1 - Army Fire Service
10 - ALCON	2 - Camp Comdt
2 - Land Forces Sub-Com, 4C	1 - GHQ Messing Unit (E)
1 - Ensign (Rome)	10 - G-3 MTOUSA
250 - No. 2 District	1 - G (TRG)
1 - GSO	1 - G-4
1 - INF	1 - G (Nav)
2 - DST	1 - USPET
1 - D.S.	4 - G Branch
12 - DOS	2 - G-5
1 - REEF	1 - RAC
1 - P. (E)	1 - Survey
25 - Labour	1 - IT (E)
1 - SACS	2 - CINCPAC
1 - GSO	1 - RAF MEDAE
1 - D/GSO	50 - AMQ RAF Italy
1 - G-1	1 - PW Accounts Office (CA)
1 - A1	1 - Welfare
1 - A2	1 - GHQ MEF
1 - A3	1 - GHQ MEF for G (AE) 4
1 - A5	25 - Spares to G (SD)
2 - G2	10 - GPE
1 - G-3 AFHQ	1 - War Office
10 - G(SD)	2 - AG Records
1 - RA	
2 - Engr (E)	
1 - PDS	



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ALLIED FORCE HEADQUARTERS
APO 512

AG 675 -0

19 February 1946

SUBJECT: Conservation of Electric Power.

23 FEB. 1946

TO : All Concerned.

1. The following publications are hereby rescinded:

a. Letter, this headquarters file AG 675/055 GDS-0 dated 18 October 1944, subject: "Electricity Control".

b. Letter, this headquarters file AG 675/047 'Q' (Paint)-0 dated 17 July 1945, subject: "Conservation of Electric Power".

2. While the electric power situation generally has improved, there is still a serious shortage throughout Italy. In order to conserve the supply of electric power available and to meet the military and essential civilian requirements, it is necessary that a strict watch is kept by both Military and Civilian Authorities over its use. For the purposes of this instruction the country is divided into two portions North and South and the dividing line shall be the Northern boundaries of the Provinces of Lucca, Pistoia, Firenze, Arezzo, and Pesaro e Urbino.

3. It will be necessary continually to exchange power between North, Central, and Southern Italy and also between districts and corps within these areas in order that the country's legitimate demands for electric power may be met. This will enable national or local shortages of electric power to be evened out over the country as a whole.

4. a. The generation, transmission, distribution and allocation of electric power is now the responsibility of the Italian Government. Provincial committees have been and are being set up which will present the civil demands in their areas to one of two commissions. These two Commissions are the North Italy Inter-Regional Commission which is now being set up in Milan under the presidency of Professor Engineer Ercole Bottani and the Central Commission in Rome under the presidency of Professor M. Visentini (Inspector General of Electricity Water and Gas).

b. The Central Commission is responsible for electric power supply policy in Central and Southern Italy and also ratifies the arrangements made by the Milan Commission over which it has over-riding authority. The Milan Commission deals with all electric power supply policy in North Italy. The addresses of these two Commissions are: Rome - Italian Control Commission for the Distribution and Utilization of Electric Power, Ministry of Public Works, Via Cavour No. 1 Rome; Milan - Ufficio Idrografico del Po, Via Vincenzo Monti No. 25 Milan. Both these Commissions meet monthly, and General Headquarters, each military district, and corps will have technical representation to ensure that military interests are met.

c. All matters concerning the allocation of electric power for military installations will in the first instance be referred to appropriate CE district, corps, or to Peninsular Base Section which will on receipt

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Ltr, S R, 6 375 -0, dtd 19 Feb 46. (Cont'd)

the demands are reasonable and that the spirit of decrees issued by the Italian Government, and Allied Military Government Regional Orders concerning electricity rationing are honored by military users in so far as is reasonable and compatible with the local situation at the time.

5. South of the boundary referred to in paragraph 2 above, the following steps will be taken by military consumers to reduce loads on commercial electric systems:

a. LIGHTING.

- (1) Offices - No lights will be burned during daylight hours except in cases where natural lighting is insufficient for proper working conditions. Wastage of lamps will be limited to a minimum requirement, and fixtures will be located for the best economical utilization of light source.
- (2) Halls and Stairways - Lamps in halls, corridors and stairways will be of the smallest wattage commensurate with safety, and a minimum number will be illuminated.
- (3) Hotel Rooms and Private Living Quarters - No more than two (2) lamps per private living room and one (1) lamp per bathroom will be connected. No more than one (1) lamp per private living room will be illuminated at the same time. The lamp bulb will not exceed sixty (60) watt rating. Lighting, when permitted in living tents of military personnel, will be limited to one (1) lamp of sixty (60) watt rating in pyramidal or small wall tent.
- (4) Public Space in Hotels, Cafes, Clubs, and Public Buildings - Wastage will be reduced to a bare essential commensurate with area, use, or occupancy. All electric signs or display lighting will be discontinued.
- (5) Other Military Facilities - Lighting of mess halls, kitchens, work shops, etc will not exceed the following scale:

<u>Type of Accommodation</u>	<u>Watts per sq ft.</u>
Store Room, latrine.	0.2
Mess hall, post exchange, hospital ward, bath house.	0.3
Kitchen, recreation building.	0.5

- (6) Outdoor Areas - Guarded areas, Prisoner of War enclosures, storage areas, streets, etc. will be lighted only in accordance with necessity.
- (7) Lights Not In Use - All lights not being used will be turned off. Signs will be posted conspicuously to urge every individual economy in the use of electricity.

b. HEATING AND COOKING.

- (1) Electric heating will be permitted only in essential in-

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Ltr, AFHQ, AG 675 -0, dtd 19 Feb 46. (Cont'd)

ustrial processes engaged in production for the military effort and in hospitals for the treatment of patients.

(2) No electric cooking will be permitted.

c. POWER

(1) Elevators will be operated by electric power only for movement of hospital patients or for heavy freight.

(2) Electric motors will not be allowed to idle for extended periods.

6. Departure from these instructions will take place only on the written authority of AFHQ, Headquarters AFUSA, CE 2 District, CE 3 District, CE 13 Corps, or PHS.

7. North of the boundary referred to in paragraph 2 above, similar provisions to those in paragraph 5 will pertain. These general restrictions may be lifted during June to November each year when hydrological conditions are normally more favourable for the generation of electric power. This will be done on AFHQ authority only.

BY COMMAND OF ASSISTANT CHIEF OF STAFF:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

RECEIVED:

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ALLIED FORCE HEADQUARTERS
APO 512

RAS/wtl

CH 5cc

AG 385.3/163 - 0

24 September 1945

15 OCT. 1945

SUBJECT: Organization and Administration of German Service Units
Under British Control in ITALY and AUSTRIA.

TO: All Concerned.

1. Reference is made to letter, this headquarters, file as above,
subject: "Organization and Administration of German Service Units in
ITALY and AUSTRIA," dated 8 August 1945 as amended by letter, this head-
quarters, file and subject as above, dated 29 August 1945.

2. Index page to above instructions is amended to delete the as-
torisk after the subject "Postal."

3. Paragraph 18, page 12, (Inclosure 2 to letter dated 29 August
1945, mentioned above) is rescinded and the following substituted therefor:

"18. PW/SEP MAIL - GERMANS AND AUSTRIANS.

a. GENERAL. A two way mail service is instituted for the
use of PW/SEP of German and Austrian nationality, to those areas of
GERMANY and AUSTRIA occupied by BRITISH, US and FRENCH Forces.

b. ADDRESS.

(1) The postal address of PW/SEP held in PW Camps will
be:

Number Rank Name
No 'AJ' PW Camp
NAPLES, ITALY via MUNSTER

(2) The postal address of PW/SEP working in German
Service Units or permanently working in hospitals
will be:

Number Rank Name
Unit Designation
'AJ' PW Camp
NAPLES, ITALY via MUNSTER

eg A 90000 C-2r SCHULTZ, H.
808 German Gen Tpt Coy,
'AJ' PW Camp
NAPLES, ITALY via MUNSTER.

29 SEP 1945

ALLIED COMMISSION
HEADQUARTERS
H349

c. OUTGOING MAIL. OGC PW Camps and German Labour Units will
despatch outgoing correspondence from PW/SEP under official cover to

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RESTRICTED

Ltr AFHC, file AG 386.3/163 - 0
 dtd 24 Sept 45 (Cont'd)

'AJ' PW Camp
 NAPLES, ITALY.

d. INCOMING MAIL.

- (1) If the addressee is not with the unit to which correspondence is addressed, the OC Camp or Unit should redirect it to his new camp, or unit, or to any hospital to which he may have been admitted, if the necessary particulars are known. Redirected correspondence should be included with outgoing correspondence and forwarded to 'AJ' PW Camp in accordance with the arrangements outlined in paragraph c above.
- (2) If the addressee's new address is not known, the OC Camp or Unit should have it endorsed 'Left Unit. Address not known'. Such correspondence should be forwarded to EPW OZE, either directly in official packages or bags or through 'AJ' PW Camp for onward transmission.
- (3) Correspondence received at EPW OZE will be re-addressed in accordance with the addressee's latest known location. Redirected correspondence will then be forwarded in official packages or bags as appropriate, either directly to the unit of address or through 'AJ' PW Camp for onward transmission.

e. Instructions for the use of official buff postcards AFW 3494 are at Appendix I."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

1 Incl
 Appendix I to letter,
 AFHC, file and subject
 as above, dtd 8 Aug 45.

R. A. Stucky
 R. A. STUCKY
 Captain, AGD
 Asst Adjutant General

DISTRIBUTION:

100 - Hq British Troops in AUSTRIA	10 - GHQ 2d Echelon	1 - D/CAO
10 - DEMIL Rear Hq British Troops in AUSTRIA	1 - Tn (Main Rome)	1 - ACOS (B)
10 - Hq British Military Mission in GREECE	150 - Hq No. 2 District	1 - O-1 (A)
100 - Hq XIII Corps	1 - Signals (B)	1 - G-1 (B) A1
50 - Hq No. 1 District	1 - Hq Inf	1 - G-1 (B) A2
125 - Hq No. 3 District	2 - DST	1 - G-1 (B) A3
30 - Hq Rome Area Allied Comd	1 - G-1 (B) A5	2 - G-2
10 - Hq Allied Commission	1 - G-3 (Ops)	1 - G-3 (Org-2)
25 - Hq 21 Armd Bde	1 - G-3 (Org-3)	1 - G-3 (Org-3)
10 - Hq 214 Sub Area	25 - D. Labour	3 - MTCUSA POW COM
2 - Land Forces S. C. Co. AG	1 - SACS	1 - Arty Sec
	1 - CAO	

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Ltr AMO, file A C 800/163 - 0
dtg 24 Sept 45 (Cont'd)

DISTRIBUTION: (Cont'd)

- 2 - Engrs (B)
- 1 - Prints (B)
- 1 - DV & RS
- 1 - Postal (B)
- 1 - D. Salvage
- 1 - DFIC
- 1 - Army Fire Service (B)
- 2 - Camp Comdt (Br) AFHQ
- 1 - AFHQ Messing Unit (B)
- 1 - G-3 (Org-4)
- 10 - G-3 (AMO)
- 1 - DMT
- 1 - G-4 (A)
- 1 - G-4 M & Tn
- 1 - USFET
- 1 - CALA (SHAFF)
- 1 - G-4 (B)
- 1 - Log Plans
- 1 - Central Stats
- 2 - C(Maint)
- 2 - C(AE)
- 2 - G-5
- 1 - MAC
- 1 - Survey (B)
- 1 - Tn (B)
- 2 - G-in-C Mod
- 1 - RAF MEDME (ALS)
- 50 - MEDME (RAF-Org)
- 25 - Spares to G-3 AMO
- 1 - PW Accounts Office CM
- 1 - Welfare (B)
- 1 - DST (for ACC)
- 2 - AG Records

INFORMATION COPIES:

- 1 - The Under Secretary of State for War, The War Office LONDON.
- 1 - GHC, Middle East
- 1 - GHC, Middle East (for C(AE)4)

EC Dist. 1-10-45

- 1 C. Com.
- 1 Ex. Com.
- 2. CA SEC.
- 1 Econ. Sec.
- 1 AC-10. Bologna
- 1 LOMBARDIA Reg.
- 1 IPW Slom.
- 1 NAVY Slc
- 1 AIR FORCES.

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Appendix "I" to AFI letter AG 386.3/163-0
dated 8 August 1945.

ALLIED FORCE HEADQUARTERS
USE OF BUFF POST-CARD - AFW3494
POST TO AND FROM GERMANY.

1. On receipt of this instruction every Prisoner of War/Surrendered Enemy Personnel will be permitted to complete and despatch to his next of kin one buff postcard. This will contain prisoner of war authorized address. (See Paragraph 18). Upon receipt of this card the next of kin may tear off the bottom half of the card and post it back to the sender with a message not exceeding 25 words. If the buff cards cannot be delivered, due to the absence of the addressee, it will be automatically forwarded to a Central Enquiry Bureau in the appropriate zone of occupation.

2. The supply of these buff cards is limited. Only one card will be issued to each Prisoner of War. The prisoner will be required to show his pay book or other documents as evidence that his registered next of kin resided in the BRITISH, US or FRENCH zone. Buff cards will NOT be issued to prisoners whose next of kin reside in the RUSSIAN occupied Zones of GERMANY or AUSTRIA.

3. On 19th September any GERMAN civilian in the BRITISH, US or FRENCH Zones who had not received a buff card and who had reason to believe that a near Wehrmacht relative was in BRITISH, US or FRENCH zones or in prisoner of war camps under BRITISH control, may write a message not exceeding 25 words on a special green coloured postcard and despatch it to the Central Enquiry Bureau, Hamburg.

4. The Central Bureau will, wherever possible, effect contact between the member of the Wehrmacht and his next of kin by the interchange of addresses and redirection of the green and buff postcards.

5. Both the member of the Wehrmacht and the civilian having once received the address of their relative, may conduct future correspondence by ordinary postcard not exceeding 25 words once per week in accordance with the existing Postal and Censorship arrangements. This card is AFW 3494. Each PW is permitted to have one AFW 3494 per week.

6. For the purpose of this scheme the term near relative will cover:

Wife	Brother	) where no other near relative is living.
Mother	Sister	
Father	Son	
Legal Guardian	Daughter	

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Appendix I to ltr AFHQ, AG 386.3/163-0
dated 8 August 1945 (Cont'd)

7. In cases where Part (iii) of the buff card is addressed to a destination in the US or FRENCH Zones, the sender will delete the word "Hamburg" from Part (iv) and insert "American Zone" or "French Zone" whichever is appropriate.

8. On receipt of a reply from next of kin the prisoner may proceed as in paragraph 5.

9. Prisoners will be informed that any attempt to mutilate or disfigure the buff cards, or to send messages in code may result in this privilege being withdrawn.

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RESTRICTED

RAS/wtl

ALLIED FORCE HEADQUARTERS
AFO 512

AG 386.3/163 - 0

24 September 1945

SUBJECT: Organization and Administration of German Service Units
Under British Control in ITALY and AUSTRIA.

TO: All Concerned.

1. Reference is made to letter, this headquarters, file as above, subject: "Organization and Administration of German Service Units in ITALY and AUSTRIA," dated 8 August 1945 as amended by letter, this headquarters, file and subject as above, dated 29 August 1945.

2. Index page to above instructions is amended to delete the asterisk after the subject "Postal."

3. Paragraph 18, page 12, (Inclosure 2 to letter dated 29 August 1945, mentioned above) is rescinded and the following substituted therefor:

"18. PW/SEP MAIL - GERMANS AND AUSTRIANS.

a. GENERAL. A two way mail service is instituted for the use of PW/SEP of German and Austrian nationality, to those areas of GERMANY and AUSTRIA occupied by BRITISH, US and FRENCH Forces.

b. ADDRESSES.

- (1) The postal address of PW/SEP held in PW Camps will be:

Number	Rank	Name
No	'AJ'	PW Camp
NAPLES, ITALY via MUNSTER		

- (2) The postal address of PW/SEP working in German Service Units or permanently working in hospitals will be:

Member	Rank	Name
Unit Designation		
'AJ' PW Camp		
NAPLES, ITALY via MUNSTER		

eg A 90000 Colr SCHULTZ, H.
808 German Gen Tpt Coy,
'AJ' PW Camp
NAPLES, ITALY via MUNSTER.

5472

c. OUTGOING MAIL. OAC PW Camps and German Labour Units will despatch outgoing correspondence from PW/SEP under official cover to

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Ltr AFHQ, file AG 386.3/163 - 0
dtd 24 Sept 45 (Cont'd)

'AJ' PW Camp
NAPLES, ITALY.

d. INCOMING MAIL.

- (1) If the addressee is not with the unit to which correspondence is addressed, the OC Camp or Unit should redirect it to his new camp, or unit, or to any hospital to which he may have been admitted, if the necessary particulars are known. Redirected correspondence should be included with outgoing correspondence and forwarded to 'AJ' PW Camp in accordance with the arrangements outlined in paragraph c above.
- (2) If the addressee's new address is not known, the OC Camp or Unit should have it endorsed 'Left Unit. Address not known'. Such correspondence should be forwarded to EPW O2E, either directly in official packages or bags or through 'AJ' PW Camp for onward transmission.
- (3) Correspondence received at EPW O2E will be re-addressed in accordance with the addressee's latest known location. Redirected correspondence will then be forwarded in official packages or bags as appropriate, either directly to the unit or address or through 'AJ' PW Camp for onward transmission.

e. Instructions for the use of official buff postcards AFW 3494 are at Appendix I."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

1 Incl
Appendix I to letter,
AFHQ, file and subject
as above, dtd 8 Aug 45.

R. A. Stucky
R. A. STUCKY
Captain, AGV
Asst Adjutant General

DISTRIBUTION:

100 - Hq British Troops in AUSTRIA	10 - GHQ 2d Echelon	1 - D/CAO
10 - DEMIL Rear Hq British Troops in AUSTRIA	1 - Tn (Main Rome)	1 - ACOS (B)
10 - Hq British Military Mission in GREECE	150 - Hq No. 2 District	1 - G-1 (A)
100 - Hq XIII Corps	1 - Signals (B)	1 - G-1 (B) A1
50 - Hq No. 1 District	1 - Hq Inf	1 - G-1 (B) A2
125 - Hq No. 3 District	2 - DST	1 - G-1 (B) A3
30 - Hq Rome Area Allied Comd	1 - Med (B)	1 - C-1 (B) A5
10 - Hq Allied Commission	10 - J-1 (B)	2 - G-2
25 - Hq 21 Armd Bde	1 - MFE	1 - G-3 (Ops)
10 - Hq 21st Sub Area	1 - PM (B)	1 - G-3 (Org-2)
9 - Land Forces Sub Area AC	25 - D. Labour	1 - G-3 (Org-3)
	1 - SACOS	3 - MPOUSA POW COM
	1 - CAO	1 - Arty Sec

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Ltr AFHQ, file ACC 30.3/163 - 0
 dtd 24 Sept 45 (Cont'd)

DISTRIBUTION: (Cont'd)

- 2 - Engrs (B)
- 1 - Prints (B)
- 1 - DV & RS
- 1 - Postal (B)
- 1 - D. Salvage
- 1 - DFIC
- 1 - Army Fire Service (B)
- 2 - Camp Comdt (Br) AFHQ
- 1 - AFHQ Messing Unit (B)
- 1 - G-3 (Org-4)
- 10 - G-3 (AMO)
- 1 - DMT
- 1 - G-4 (A)
- 1 - G-4 M & Tn
- 1 - USFET
- 1 - CALA (SHAFF)
- 1 - G-4 (B)
- 1 - Log Plans
- 1 - Central Stats
- 2 - C(Maint)
- 2 - C(AF)
- 2 - G-5
- 1 - EMC
- 1 - Survey (B)
- 1 - Tn (B)
- 2 - C-in-C Med
- 1 - RAF MEDME (ALS)
- 50 - MEDME (RAF-Org)
- 25 - Spares to G-3 AMO
- 1 - PW Accounts Office CM
- 1 - Welfare (B)
- 1 - DMT (for ACC)
- 2 - AG Records

INFORMATION COPIES:

- 1 - The Under Secretary of State for War, The War Office LONDON.
- 1 - GIC, Middle East
- 1 - GIC, Middle East (for C(AF)4)

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Appendix "I" to AFM 1, letter AG 386.3/163-0
dated 8 August 1945.

ALLIED FORCE HEADQUARTERS
USE OF BUFF POST-CARD - AFW3494
POST TO AND FROM GERMANY.

1. On receipt of this instruction every Prisoner of War/Surrendered Enemy Personnel will be permitted to complete and despatch to his next of kin one buff postcard. This will contain prisoner of war authorized address. (See Paragraph 18). Upon receipt of this card the next of kin may tear off the bottom half of the card and post it back to the sender with a message not exceeding 25 words. If the buff cards cannot be delivered, due to the absence of the addressee, it will be automatically forwarded to a Central Enquiry Bureau in the appropriate zone of occupation.

2. The supply of these buff cards is limited. Only one card will be issued to each Prisoner of War. The prisoner will be required to show his pay book or other documents as evidence that his registered next of kin resided in the BRITISH, US or FRENCH zone. Buff cards will NOT be issued to prisoners whose next of kin reside in the RUSSIAN occupied Zones of GERMANY or AUSTRIA.

3. On 19th September any GERMAN civilian in the BRITISH, US or FRENCH Zones who had not received a buff card and who had reason to believe that a near Wehrmacht relative was in BRITISH, US or FRENCH zones or in prisoner of war camps under BRITISH control, may write a message not exceeding 25 words on a special green coloured postcard and despatch it to the Central Enquiry Bureau, Hamburg..

4. The Central Bureau will, wherever possible, effect contact between the member of the Wehrmacht and his next of kin by the interchange of addresses and redirection of the green and buff postcards.

5. Both the member of the Wehrmacht and the civilian having once received the address of their relative, may conduct future correspondence by ordinary postcard not exceeding 25 words once per week in accordance with the existing Postal and Censorship arrangements. This card is AFW 3494. Each PW is permitted to have one AFW 3494 per week.

6. For the purpose of this scheme the term near relative will cover:

Wife	Brother	) where no other near relative is living.
Mother	Sister	
Father	Son	
Legal Guardian	Daughter	

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Appendix I to ltr AFHQ, AG 386.3/163-0
dated 8 August 1945 (Cont'd)

7. In cases where Part (iii) of the buff card is addressed to a destination in the US or FRENCH Zones, the sender will delete the word "Hamburg" from Part (iv) and insert "American Zone" or "French Zone" whichever is appropriate.

8. On receipt of a reply from next of kin the prisoner may proceed as in paragraph 5.

9. Prisoners will be informed that any attempt to mutilate or disfigure the buff cards, or to send messages in code may result in this privilege being withdrawn.

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ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)
NUMBER 8)

16 July 1945

ALLIED FORCE RECORDS ADMINISTRATION

References	I
General Objectives	II
Organization and Responsibilities	III
Preparation of Records for Shipment	IV

I--- REFERENCES

MTOUSA Circular Number 64, 29 April 1945, "Records Administration Program."

Part II of "Submission of War Diaries and Preservation of Documents of Historical Value", Instructions in Force in the Mediterranean Theater.

II-- GENERAL OBJECTIVES

1. The Combined Chiefs of Staff, in anticipation of the concern of both the United States and the United Kingdom to secure custody of records of a combined British-American nature created in the course of this war, have directed the commanders of appropriate headquarters to take steps to insure that, prior to or upon the inactivation of their respective headquarters or upon withdrawal of representatives of one of the Allies from such headquarters, a duplicate set of the records of a combined nature of these headquarters will be available for ultimate release to the Governments of the United Kingdom and the United States.

2. The foregoing directive applies to the records of all general, special and other staff sections, to the boards, commissions, and committees of this headquarters, and to the combined (Allied) air and ground headquarters under the jurisdiction of Allied Force Headquarters which function as a British-American agency.

3. The principles of the War Department Records Administration Program as affecting American units of MTOUSA have been defined by MTOUSA Circular Number 64, 1945. A corresponding program affecting purely British Army establishments has been provided by Part II of, "Submission of War Diaries and Preservation of Documents of Historical Value," attached hereto as Appendix A, and Air Ministry Orders A.903/42 and A.1007/43 dealing with similar Royal Air Force documents.

4. The program herein established takes into account the foregoing procedures approved by the War Department and the War Office and does not contemplate that those procedures be abandoned or altered. Noncurrent records of permanent value and the permanent records of disbanded, inactivated, or transferred organizations will continue to flow in orderly shipments to England or to the United States, in accordance with established procedures, but provisions are now made for the duplication of records of this headquarters or any of its subordinate establishments which reflect a combined British-American function, operation, or transaction.

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AFHQ Circular #8 (cont'd)

III- ORGANIZATION AND RESPONSIBILITIES

5. Allied Force Organization for Records Administration

a. Allied Force Records Administrator -- To administer a program which will insure the proper disposition of mixed records of the character indicated above, there is established at this headquarters, the Office of the Allied Force Records Administrator, who will:

(1) Organize and administer a program for the disposition (destruction) of nonrecord (valueless) material and the preservation and duplication, by photographic or other processes of the permanent records of the offices or agencies defined in paragraph 2, above.

(2) Establish and operate an Allied Force Microfilming and Records Depot to receive, process, and reproduce the permanent records of a "combined" nature.

b. Records Officers - The organization for this program will comprise records officers appointed in each general, special, or other staff section of Allied Force Headquarters; for each board, commission or committee controlled by this headquarters; and for each Allied (combined) air and ground headquarters under the jurisdiction of AFHQ. Their names will be reported to the Allied Force Records Administrator not later than 1 August 1945.

(1) Record Officers will bear in mind at all times that they are regarded as custodians of the records of the Governments of Great Britain and the United States and that they are personally responsible for their safe keeping. Past experience has shown that irreparable harm has been done by indiscriminate destruction of permanent records of historical, legal or administrative significance. Therefore, the greatest care will be exercised in the screening and evaluation of files included in this program, to insure preservation of records of enduring value. Doubtful cases will be referred to the Allied Force Records Administrator for decision.

(2) Each officer will be familiar with MTOUSA Circular 64, 1945 and Appendix A hereof, and will be guided by these directives in so far as exclusively American or exclusively British records are concerned. Provisions of this circular will apply to all combined or integrated British and American records.

(3) Copies of all directives issued by records officers, which affect the Allied Force Records Administration Program, will be furnished to the Allied Force Records Administrator. No instructions in conflict with this directive or with Appendix A will be issued.

(4) Direct correspondence between records officers and the Allied Force Records Administrator is authorized.

6. Procedures to Conform with Requirements of the Combined Chiefs of Staff

a. The records maintained in any instrumentality of this headquarters, or in any subordinate establishment of this headquarters, normally fall into one, two, or all of the following categories:

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AFHQ Circular #8 (cont'd)

- (1) Records of exclusively British concern.
- (2) Records of exclusively American concern.
- (3) Records of a combined British and American character.

b. One of the most important functions of each records officer is to identify the records of his agency that reflect a combined British-American function, operation, or transaction. Except in the most extraordinary circumstances, this process will not involve the rearrangement of files or the disruption of existing file systems. The integrity of all files must be preserved.

c. Upon completion of the identification of the categories defined by subparagraph a, above, the records officer will proceed by:

- (1) The organization of the files to facilitate their disposal (destruction), retirement (storage), or microfilming.
- (2) The destruction of valueless records (nonrecord material) in accordance with War Department and War Office directives.
- (3) Shipment to Allied Force Microfilming and Records Depot, for microfilming, all noncurrent records reflecting a joint British-American function, operation, or transaction considered to be of permanent value.
- (4) Shipment of all noncurrent records that are strictly American in character and of permanent value, to the MIOUSA Records Depot.
- (5) Shipment of records no longer required for current use that are strictly British in character, to GHQ 2nd Echelon, GEF.

d. The permanent records of an inactivated, disbanded, or transferred organization will be shipped to the appropriate temporary records repository in the same manner as indicated for noncurrent records in subparagraphs c(3), (4), and (5), above.

e. Requests for authority to dispose of (destroy) records, the destruction of which is not authorized by the War Office or the War Department, may be submitted by the appropriate records officer for review and recommendation of the Allied Force Records Administrator.

7. Precautionary Measures

a. The manner of dealing with the records of integrated organizations as prescribed by this circular offers a number of problems that must be recognized at the outset by personnel responsible for deciding upon the disposition of each category of records as defined in subparagraph 6a, above. When these records are divided into their various categories (exclusively British, exclusively American, those of a combined nature) and revert to the custody of the agencies described in paragraph 6c(3)(4) or (5) above, it may be presumed that the division will be permanent and that the records will never again be reassembled in their original state. All concerned must consider the factors involved and submit their alternative recommendations to the Allied Force Records Administrator whenever there is a strong argument against the categorical division.

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AFHQ Circular #8 (cont'd)

b. In any case, a record will be maintained by each records officer affected by this program to account for the division, disposition and whereabouts of all records that compose the files of the organization. Upon inactivation or disbandment of any organization affected by the provisions of this circular, or upon its transfer from the control of this headquarters, a copy of this record will be filed with the permanent records and shipped to the agency described in paragraph 6c(3) above.

IV-- PREPARATION OF RECORDS FOR SHIPMENT

8. Shipment of exclusively British or Exclusively American Records - The records that are identified for shipment to either the American or British temporary records depot or repositories will be arranged, indexed, and boxed in accordance with the instructions contained in the appropriate reference directives (see MFCUSA Circular Number 64, 1945, and Appendix A hereto).

9. Shipment of Combined British-American Records to Allied Force Records Depot.

a. The records that are identified for shipment to the Allied Force Microfilming and Records Depot, APO 512, US Army, located at Santa Maria, Italy, for reproduction, will be carefully screened to eliminate valueless (nonrecord) materials and to insure a uniform arrangement of the folders or binders (see paragraphs 9c(1) and (2), below.) Wrinkled or torn documents will be smoothed or mended, and staples or paper clips will be removed in so far as possible. The titles or symbol designation of each file must appear on its cover or binder.

b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. A list of the contents of each box will be placed in an envelope inside the box, and identical duplicate lists for all boxes in the shipment will be fastened together and forwarded immediately, by mail, to the Allied Force Records Administrator AFHQ in sufficient time to arrive prior to the shipment. Boxes will be serially numbered for each shipment, to show for each box, "Box No. _____ of _____ boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box.

c. (1) In order that the flow of records to the Allied Force Microfilming and Records Depot may begin at once, records of a "combined" nature maintained by large offices or establishments will be arranged in separate six-months blocks, if such arrangements does not disturb the normal file sequence. The earliest six-months block of noncurrent, permanent records will be packed and shipped to the depot forthwith, and the succeeding six-months blocks will be transmitted as soon thereafter as circumstances permit.

(2) The foregoing instructions do not prohibit the inclusion of records in one shipment, the date span of which is longer or less than six months. It is recognized that in some installations it may be impracticable to "break" files in this manner. Where small quantities of noncurrent records are involved, they may be packed and shipped to the depot without regard to the length of the period they cover.

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AFHQ Circular #8 (cont'd)

d. Extreme caution will be exercised to insure that the noncurrent records shipped are, per sg. noncurrent, i. e. that all transactions within the file or binder are completed. Once a file or binder has been microfilmed it is permanently closed and under no circumstances will additional papers ever be interfiled within it -- new folders will be opened in lieu thereof. To include new papers within a microfilmed folder would render the filmed duplicate impotent.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

Christopher
C. F. CHRISTENSEN
Colonel, AGD
Adjutant General

DISTRIBUTION:
D

1 Inclosure:
Appendix "A"

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APPENDIX "A" to AFHQ Circular #8

E-X-T-R-A-C-T

SUBMISSION OF WAR DIARIES AND PRESERVATION OF DOCUMENTS
OF HISTORICAL VALUE

INSTRUCTIONS IN FORCE IN THE MEDITERRANEAN THEATER

(These instructions are applicable to British,
Indian and Colonial troops only)

* * * * *

II ----- DISPOSAL OF RECORDS OF UNITS AND FORMATIONS AT HOME AND ABROAD 1942
(As applicable in the Mediterranean Theater)

(Supplementing the Parliamentary Schedule issued with Army Orders for March 1923, and Appendix X of - Instructions for Dealing with Documents and Correspondence in Military Offices, 1934).

1. All documents coming within the scope of this pamphlet will first be examined by a competent officer, warrant officer or senior NCO with an intimate knowledge of the records, who will withdraw for preservation and disposal, as in para 3 below, any documents of files containing matter likely to be of value as a precedent, or to be of historical, technical or legal importance as indicated in para 2 below. Other documents will be dealt with in accordance with the instructions on the following pages.

Papers of like nature to those covered by this pamphlet will be deemed to be included, notwithstanding any technical discrepancy in the name given to them.

In the case of correspondence, the retention periods categorized in the following pages will commence from the date of the last letter or minute.

2. The following classes of documents will be preserved:

- (a) Papers relating to:
 - Formation of (a) Armies, corps, divisions, etc.
 - (b) New formations, etc., e.g. Reconnaissance Corps, Pioneer Corps.
 - Occupation of historical buildings and sites.
- (b) Papers containing decisions on important matters of departmental policy.
- (c) Papers (including duplicates and copies) in connection with military operations, e.g. initiation and execution of military operations and all correspondence and reports in regard thereto; war diaries; maps and plans relating to operations; operation orders; reports and instructions; defence schemes; orders of battle; location statements; situation reports; reports on wear and tear of guns; gun and ammunition statements; ammunition expenditures; notes on engineering

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

field defences; demolitions; devices; reports on new weapons; feeding and fighting strength; nominal rolls of officers; courts of inquiry (affecting the unit).

- (d) Soldiers' documents (Field Conduct Sheets (AF B 122))
- (e) One complete set of Part I, II Orders.
- (f) Medical documents, e.g. reports and returns concerned with the incidence, investigation and treatment of wounds and disease; important sanitary administrative measures and sanitary appliances; important administrative measures dealing with the care and evacuation of sick and wounded and of appliances in connection with transport and treatment; hospital organization and administration - personnel, equipment and economy.

3. Selection and disposal of documents:

- (a) For the period of the emergency, boards of officers will not be assembled for the examination of documents; and King's Regulations, 1940, para 1744, has been suspended.

Units and Formations at Home

- (b) Units and formations at home are requested to make full use of the War Office Records Repository at Droitwich. Except in cases where separate instructions are laid down for their disposal (war diaries, soldiers' documents and medical documents, see sub-paras (f) and (g), below), all records that are not required for current use, including those for permanent preservation categorized above, and also those which have to be retained until the expiration of the statutory period categorized in the following pages, should be sent to that repository. The examination of the documents should be made as frequently as possible and not more than one month should elapse between examinations.

Records of units about to be disbanded will be examined and weeded out before dispatch to the repository, special care being taken to preserve any documents, registers, etc., likely to be of assistance to the Records branch in replying to any inquiries arising after disbandment, even though due for destruction under the regulations.

Units and Formations Abroad

- (c) Units and formations abroad are required to hold monthly examinations of documents, and the following extract from Field Service Regulation Volume I, Chap. XVIII, Sec. 171, is reproduced for convenience and reference.

.....Documents retained in an office will be as few as possible. With this object a review of correspondence in files will be held every month at which papers, maps, etc., will be sorted out into three categories:

- (I) Those required for current use and local reference.

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APPENDIX "A" to AFHQ Circ (r) (cont'd)

(II) Those no longer required but likely to be of historical value on questions likely to arise in the future.

(III) Those not coming within category (I) or (II).

Category (I) will be retained. Category (II) will be indexed and sent to GHQ 2nd Echelon, CTF, and Adv 2nd Echelon (Indian), CTF, as applicable, for onward transmission. Category (III) will be destroyed, subject to the provision as to periods of retention as categorized in this pamphlet.

(e) Secret - Accountable documents and - Security B - documents should be returned to the Under Secretary of State, The War Office (C.2.c).

(f) When no longer required, soldiers' documents (see para 2 (d) above) should be sent to GHQ 2nd echelon concerned.

(g) When no longer required, medical documents (see para 2 (f) above) should be sent to the Medical History of the War Committee, The War Office (A.M.D.2).

Item No. and Class of Documents	Period after which Documents may be destroyed
---------------------------------	---

PART I

DOCUMENTS COMMON TO ALL MILITARY OFFICES IN UNITS AND FORMATIONS BOTH AT HOME AND ABROAD

1. Application for, or transmission of, Forms, Circulars, Publications, Returns, Books or Maps.	Forthwith.
2. Covering Letter, Letters of Acknowledgment, Reminders, or Requests for Observation.	Forthwith.
3. Anonymous or Unintelligible Letters.	Forthwith.
4. Obsolete Card Indexes.	Forthwith.
5. Minor correspondence, unregistered papers, books, etc., the value of which ceases on settlement of the matter involved.	Six months.
6. Returns which are required for temporary purposes only or have been consolidated in other returns.	Six months.
7. Duplicates and copies of documents filed elsewhere.	Six months.
8. Telegrams of an unimportant and ephemeral character.	Six months.
9. Other Papers, whether registered or unregistered, of a purely routine nature.	One Year.

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APPENDIX "A" to AFHQ Circular #3 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed
10. Attendance books.	Three years.
11. Letter books. (These contain copies of outgoing letters. All important letters are included in registered papers, and will be preserved).	Three years.
PART V	
DOCUMENTS OF A UNIT OR FORMATION, WHICH ARE NOT NORMALLY TRANSFERRED TO A RECORD OFFICE	
135. Circular letters and memoranda received from a higher formation.	One year.
136. Correspondence and telegrams of a routine or temporary nature.	One year.
137. Duplicates and copies of letters and documents, copies or originals of which are filed in a more accessible form either with a higher formation or elsewhere.	Six months.
138. (a) Registers of letters received and dispatched. (b) Any other registers, provided that the information therein is known to be in the possession of the next higher formation or elsewhere in an accessible form, e.g. Register of Morsec; Register of Inoculations.	Two years.
189. Routine documents of an administrative nature connected with the daily duty of a Unit or Formation, e.g. Guard Reports, Morning Sick Reports, Minor Offence Reports, Orderly Officers' Reports. (Reports that contain matters of importance will be preserved). Transport work tickets.	Three months. One year.
190. Nominal Rolls the originals of which have been sent to higher formations, and formal correspondence in connection therewith.	One year.
191. Orders (not including Operation Orders) of which the Unit or Formation is not the author. (The original orders will be preserved).	One year.

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed.
192. Papers relating to Courts Martial. (Papers dealing with cases which have not been sent either to the Judge-Advocate-General or to the Record Office concerned will be preserved).	One year.
193. Proceedings of Courts of Inquiry (not ordered by higher authority) where no question of financial or disciplinary action is outstanding and where the subject of inquiry is of temporary interest only.	One year.
194. Returns and reports, the originals of which have been sent to a higher formation, e.g. Ammunition Returns, Progress Reports, Strength Returns (if not concerned with military operations).	One year.
195. Minor correspondence and subsidiary papers:	
A. Agriculture--Agricultural officers; cultivation of land by soldiers, etc.	Three years.
B. Accommodation and welfare of troops--Accommodation in billets and camps; Formation of canteens and messes; Recreation and Amusements, etc.	Three years. Six months.
C. Discipline--Maintenance and breaches of; Police Reports regarding escaped prisoners, suspects, absentees and deserters; releases from prisons, etc.	One year.
D. Establishment and Strength--Appointments; Discharges; Dispersals; Demobilization; Personnel; Promotions; Releases; Reductions; Reinforcements; Reversions; Transfers, etc.	Three years.
E. Finance--Authorized Expenditure; Allowances; Allotments; Accounts for work done by local contractors; Claims; Income Tax; Mess Accounts; Pay; Pay of Officers' Servants, etc.	Three years.
F. Funerals--Arrangements for, etc.	One year.
G. Inspections--Copies of reports on, etc.	Six months.
H. Interior Economy--Fuel; Messing, etc.	One year.
J. Leave--Ordinary, Special and Sick.	Three years.
K. Medical--Admittances to and Discharges from hospital; Incineration; Medical Categories; Sanitary Matters; Traveling Boards, etc.	Three years.
L. Personal Matters of Officers and Other Ranks--Attestation*; Affiliation Orders; Alien Parentage; Commissions*; Inquiries re whereabouts; Copies of Notification of Death (A.F. B 2090); Movement Orders; Service Chevrons; Trade Tests; Under-age Soldiers; Receipts for men's documents; Acting Rank, etc.	Three years.

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*Correspondence only.

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be destroyed.
M. Stores and Supplies--Clothing; Equipment; Forage; Handing over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc.	Eighteen months.
N. Training--Course of Bombing, Musketry, Signalling, etc.	Six months.
O. Transport--Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc.	One year.
196. Copies of the following documents, the originals of which have been duly audited:	
Equipment Ledgers (with duplicate vouchers). Returns of Medicines (With duplicate vouchers). Abstract of Hospital Stoppages; Diets and Extras (A.F.F 735). Clothing Ledgers (with A.F.W 3068 - Transfer; Clothing and Necessaries Statement; W3505-- Company Summary of Issue of Clothing and Necessaries; and W3506--Company Indent of Clothing and Necessaries).	Forthwith.

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CA SECTION DCK/ar

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)
NUMBER 7)

27 April 1945
30 APR 1945

Routing of Long Distance Telephone Calls I
Instructions for Allocation and Assignment of Captured Enemy Materiel II

I -- ROUTING OF LONG DISTANCE TELEPHONE CALLS

The practice of telephone subscribers routing their own long distance calls through intermediate switchboards is resulting in unnecessary delay and confusion. To expedite the completion of long distance calls over the most direct route available, subscribers will ask the originating operator for the switchboard desired and refrain from attempting to route their own calls by requesting connection to intermediate switchboards. In cases where direct circuits to the desired switchboard do not exist, the originating operator will connect the subscriber to the next intermediate switchboard in accordance with prescribed practice. When the operator answers at the one or more intermediate switchboards involved, the subscriber will repeat the name of the switchboard desired in each instance, until the call is completed.

II - INSTRUCTIONS FOR ALLOCATION AND ASSIGNMENT OF CAPTURED ENEMY MATERIEL

AFHQ Circular Number 13, 1944, is rescinded. Current instructions on this subject are contained in AFHQ letter, file AG 386.3/163 LOG-O, dated 22 April 1945, subject: "Disposition of Captured Enemy Material in Italy."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. J. Christenberry
C. J. CHRISTENBERRY
Colonel, AGD
Adjutant General

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ALLIED FORCE HEADQUARTERS
APO 512

CIA SECTION

16/2-4/CA ✓
CIRCULAR)
NUMBER 5)

13 APR 1945

11 April 1945

Road Traffic Control Code I
Title to Italian Army Vehicles II

I -- ROAD TRAFFIC CONTROL CODE

The maximum speeds shown in paragraph 4 b, Section I, AFHQ Circular Number 28, 1944, are changed as follows:

For British Vehicles

5. Lorries (over 1 ton and up to and including 6 ton) including troop carriers and semi-trailers - 30 mph.
6. Lorries (exceeding 6 ton load capacity) including semi-trailers - 20 mph.

For US Vehicles

6. Trucks 4 ton all models - 30 mph
Trucks 6 ton all models - 30 mph.

II - TITLE TO ITALIAN ARMY VEHICLES

The title to vehicles of the Italian Armed Forces falls into two categories as follows:

1. Vehicles captured by the Allied Armies prior to the Armistice with Italy - These vehicles have become spoils of war and remain the property of the Allied Military Authorities who have discretion to allot them as they see fit in accordance with existing instructions covering captured enemy material.

2. All other vehicles of the Italian Armed Forces

a. These remain the property of the Italian Government as outlined in AFHQ Circulars Number 13, and Number 29, 1944.

b. This transport should be used to the maximum benefit of the Italian nation as a whole, bearing in mind the calls made by Headquarters AC on the resources of the Allied Armies to meet essential civilian requirements.

c. The allocation of this transport in accordance with paragraph b above will be made as follows:

Italian Army vehicles by the Land Forces Sub Commission AC (NMMA). Italian Air Force vehicles by the Air Force Sub Commission AC. Italian Navy vehicles by the Navy Sub Commission AC. Transport surplus to the minimum needs of the

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R E S T R I C T E D

AFHQ Circular # 5 (cont'd)

Italian Armed Forces which is desired for civilian use by Headquarters AC will be allotted to civilian use by the appropriate Sub Commission, AC, title thereto and operation thereof being by the Italian Armed Forces under the control of the appropriate Sub Commission, AC.

d. The Italian Armed Forces will exert every effort to locate and acquire vehicles still undisclosed. Allied Authorities will give every assistance possible to the Italian Authorities and to the respective Sub Commissions, AC. Any vehicles coming into the possession of the Allied Authorities will be reported to the appropriate Sub Commission, AC for disposal.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:

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16/2-4/CA

CIA SECTION

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)

NUMBER 4)

17 March 1945

20 MAR 1945

Payment of Allied Force Personnel in Hospitals I
 Rescission of Circulars II

I --- PAYMENT OF ALLIED FORCE PERSONNEL IN HOSPITALS

AFHQ Circular Number 24, 1944, is rescinded, and the following substituted therefor:

"V --- Designation of United States Army Finance Officer and Local British Command Paymaster.

1. The designated United States Army Finance Officer and local British Command Paymaster referred to in the foregoing instructions are:

UNITED STATES

Captain G. A. Garber, FD,
 Symbol 211-180, Finance Officer,
 34th Finance Disbursing Section,
 APO 794, U. S. Army.

BRITISH

The Command Paymaster,
 No. 8 Command Pay Office,
 C.M.F."

II - RESCISSION OF CIRCULARS

All AFHQ Circulars, 1943 and 1944 series, are rescinded with the exception of the following:

1943 Series

<u>Section</u>	<u>Circular</u>	<u>Subject</u>
VI	2	Handling of Prisoners of War
III	15	Aerial Photographs
III	19	Functions of the Censorship Branch (INC) AFHQ
IV	39	AWOL's and Deserters
IV	49	Subsistence of Army Officers Aboard Navy Transports
V	56	Hospitalized Personnel
II	66	British and American Motor Lubricants
II	73	Petroleum Products - Treatment of Leaking Containers
I	76	Use of Enemy Mines, Grenades or Explosives for Training
II	76	Safety Precautions for Transportation of Military Explosives by Rail
All	78	Use of Gas Alarms
All	83	Workmen's Compensation in Italian Territory

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R E S T R I C T E D

AFHQ Circular # 4 (cont'd)

1944 Series

<u>Section</u>	<u>Circular</u>	<u>Subject</u>
All	1	Use of Churches
I	3	Use of Unauthorized Channels of Communication by Italian Prisoners of War and Labor Service Units
All	5	Petroleum Container Markings
II	8	Deduction of Production and Internal Consumption Taxes
II	9	Deduction of Production and Internal Consumption Taxes
III	9	Use of Unit Insignia
III	10	Aircraft Markings
All	13	Instructions for Allocation and Assignment of Captured Enemy Materiel
I	14	Organization Newspapers
All	15	Regulations for War Correspondents
III	17	"Travel Permit" Labels for Civilian Vehicles Used by United States and British Forces in Algeria
I	19	Aircraft Markings
III	19	Regulations for War Correspondents
II	20	Carbon Monoxide Hazard in Towed Tanks
All	21	Payment of Allied Force Personnel in Hospitals
III	22	Unauthorized Firing of Weapons
I	23	Unauthorized Firing of Weapons
All	25	Blackout Regulations
I	26	International Out of Bounds Sign
All	27	Economy in the Use of Fuel, Light and Gas
I	28	Road Traffic Control Code
II	28	Convoy Instructions
I	29	Removal of Materiel, Supplies and Stores from Italian Military Depots
II	30	Long Distance Telephone Facilities

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
 Lieutenant General
 Chief of Staff

C. W. Christenberry
 C. W. CHRISTENBERRY
 Colonel, AGD
 Adjutant General

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Civil Affairs Section

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)

NUMBER 3)

23 FEB 1945

20 February 1945

Unauthorized Use of Military Long Distance Network.....I
 Traffic Discipline.....II
 Damage to Underground Cables and Overhead Wire and Cable Routes.....III

I- -- UNAUTHORIZED USE OF MILITARY LONG DISTANCE NETWORK

1. Cases have recently been observed where military personnel, having established a call through the military long distance telephone network, permit unauthorized civilians to use the line.

2. This practice will cease.

II- -- TRAFFIC DISCIPLINE

1. Collisions have occurred between military vehicles and trains at railway level crossings.

2. In the case of railway level crossings unprotected by gates or barriers, drivers of all military vehicles will satisfy themselves that no train is approaching from either direction before crossing the railway; if necessary they will bring their vehicles to a halt, well clear of the rails, in order to do so.

3. This action will be the individual responsibility of each vehicle driver, even though the vehicle may be part of a convoy.

4. Where railway level crossings are protected by gates or barriers, drivers will stop when they observe that such barriers are about to be lowered or placed, and will not continue to cross in defiance of these obstructions.

5. The provisions of this instruction will be brought to the notice of all drivers of military vehicles.

III -- DAMAGE TO UNDERGROUND CABLES AND OVERHEAD WIRE AND CABLE ROUTES

1. The Main State Telephone Cable and the principal open Wire Routes have frequently been damaged by units working on roads, culverts, bridges, water mains, and power lines. These damages have seriously interrupted vital Theater Wire Communications for appreciable periods of time.

2. To prevent unnecessary damage to underground cables, no digging, grading, excavating, or blasting will be done along the main roads until the officer in charge of the proposed construction has coordinated his plans with the responsible Signal Officer in the area concerned.

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R E S T R I C T E D

AFHQ Circular No. 3 (cont'd)

3. Headquarters of Army Groups, Armies, Base Sections, Districts and similar commands maintain open wire and cable route diagrams and records giving the exact route and location of each cable and open wire line in the respective territories. This information will be made available to Engineer and other units who may have occasion to work near the signal cable and open wire installations.

4. The following types of construction are those most likely to damage signal facilities and, depending on conditions, may require special consideration. Where necessary the Signal Officer will arrange for an emergency crew to be present, or to stand by during the construction period for repairs to any unavoidable damage.

- a. Road and bridge repairs.
- b. Blasting operations on or near roads and railway routes.
- c. Repairs and extensions of water mains and pipe lines.
- d. Rehabilitation of power transmission lines.

5. When cable, open wire, or potential damage is discovered by military personnel, a report will immediately be made to the nearest Signal Officer, Wire Chief, or Fault Control for relay to the responsible Signal Officer or his representative. Fault Controls, which deal with troubles pertaining to all military land line communications in Italy, are located in Bari, Foggia, Ancona, Naples, Rome and Florence, and may be contacted through the military long distance network by asking the operator for "FAULT CONTROL".

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

JOHN HARDING
Lieutenant General
Chief of Staff

C. W. Christensen
C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

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D
10 - Signal (additional)

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ALLIED FORCE HEADQUARTERS
APO 512

9 FEB. 1945

CIRCULAR)
NUMBER 2)

6 February 1945

OFFICIAL MAIL

- 9 FEB. 1945

AFHQ Circular Number 16; Circular Number 18; Section II, Circular Number 19; Section I, Circular Number 20; Section I, Circular Number 22; and Section II, Circular Number 23; are rescinded and the following substituted therefor:

1. Channels

a. Official mail may be transmitted from one headquarters to another by:

- (1) U.S. Army Courier Service
- (2) Air Dispatch Letter Service
- (3) U.S. Army Postal Service
- (4) British Army Postal Service
- (5) Specially Designated Couriers
- (6) Other methods enumerated in AR 380-5, dated 15 March 1944

b. Local deliveries, or those made within a headquarters, will be the responsibility of the headquarters or units concerned.

2. U.S. Army Courier Service

a. Definition - The Army Courier Service is operated throughout the world where United States Army Forces are located for the transmission of Confidential, Secret, and Top Secret mail. Both air and surface means are used. All urgent matter is transmitted by air courier while heavy shipments, requiring security handling but not requiring air transmission, are transmitted by surface, accompanied by an officer of the Army Courier Service. Courier transfer officers are located at or near principal A.T.C. airfields and ports wholly or partially operated by the U.S. Army. This service may not be used for restricted and unclassified matter.

b. Theater Locations - Courier transfer officers in this theater are presently located at Casablanca, Oran, Algiers, Tunis, Naples and Florence. Stations are opened or closed as needs of the theater change.

c. Receipt and Dispatch

- (1) Material may be received and dispatched direct through courier transfer officers or forwarded to and received from them through existing message channels.
- (2) If the articles are to be delivered direct to a courier transfer office, they will be listed on Form NAP 26 (Revised) in duplicate and certification at bottom of form completed (See Annex "A") Forms may be secured from any courier transfer office or they may be reproduced.

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AFHQ Circular # 2 (cont'd)

- (3) If the articles are to be forwarded through other message channels before reaching a courier transfer office, each accompanying invoice must bear the notation: "The articles listed hereon are classified confidential or higher, and it is requested they be dispatched to destination by Army Courier Service", followed by the signature of an officer giving name, rank, and unit. All such items received at any message center will be delivered or forwarded to the nearest courier transfer office for onward dispatch.

d. Preparation for Dispatch

- (1) Articles will be enveloped, wrapped, or bagged in accordance with paragraphs 25, 26, and 27 of United States AR 380-5, dated 15 March 1944, or War Office pamphlet "Classification and Handling of Protected Documents", dated 1 April 1944.
- (2) Articles will show both a complete address and return address. In exceptional cases, where no APO serves the unit and the only way matter can reach the unit is to include a geographical location, then unit and geographical location may be used. However, the use of addresses of this type will be held to the absolute minimum and confined to matter transmitted by ACS. Proper measures will be taken to safeguard against unauthorized persons obtaining such addresses. Unauthorized abbreviations will not be used nor will a geographical location and its corresponding APO number be shown in the same address. Articles will not be addressed to an individual. If they require the special attention of a particular officer at a headquarters or unit, the notation "Attn: _____" may appear in the address.
- (3) A reference or file number will be placed on the outside cover, preferably directly under the return address, for recording purposes.
- (4) If the article is addressed to any point outside this theater and requires Air Transmission from origin to destination the notation "Air Service Required" will be stamped or typewritten near the address and followed by the signature of an officer, giving name, rank, and unit. Such notation or signature is not required for intra-theater mail.
- (5) If the contents are so highly classified that the article should be in the personal custody of an officer from origin until final delivery to addressee, the notation "Via Officer Courier" will be placed on the outside cover followed by the signature of an officer, giving name, rank, and unit. This certification may be incorporated with the certificate required in subparagraph (4), above. The certification "Via Officer Courier" will be held to the absolute minimum. Notations such as "Via Courier", "Air Courier", "Courier", "Safe Hand", etc will not be placed on any article to be dispatched by Army Courier Service.

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AFHQ Circular #2 (cont'd)

c. Unauthorized Use

- (1) Personal mail or personal packages will not be transmitted by the Army Courier Service.
- (2) Officers in charge of ACS offices and other officers engaged in the handling of Army Courier Service or Air Dispatch Letter Service articles are authorized to open packages or letters suspected to be of an unofficial nature, special care being taken that no material of an operational nature is opened. Any unauthorized material found will be held and a report will be made to the Adjutant General of the headquarters concerned showing description of article, addressee, and addressor, and name of officer who certified the article to be official.

3. Air Dispatch Letter Service

a. Definition - The AFHQ-ADLS is a service established by this headquarters to provide fast safe delivery of all official dispatches warranting a No. One Air Priority to major headquarters within this theater. OFFICIAL DISPATCHES for ADLS transmission are defined as those instructions, reports, orders, documents, including their inclosures such as photographs, marked or special maps or other intelligence, submitted for transmission by Signal Means. They do not include printed matter such as blank forms, texts, regulations, circulars, or maps in bulk, captured material or documents, or supplies of any kind. AIR FREIGHT, U.S. ARMY POSTAL SERVICE and BRITISH POSTAL SERVICE are provided and designated for such items. Requests for air shipment of Classified and Unclassified items contested by A.D.L.S. receiving office and unsuited for transmission by postal services will be submitted to the appropriate Screening Agency (G-4, Nov 3, Tn for this Headquarters) for obtaining Priority for air shipment. Classified or Unclassified items suited for postal transmission and contested by A.D.L.S. will be directed to postal channels.

b. ADLS operates in close conjunction with the AIR FORCES and with Motor Dispatch Letter Services of subordinate units. ADLS FIELD OFFICES functioning directly under this headquarters will be established on main route airfields to receive and deliver dispatches to Air Couriers. Delivery or collection of dispatches to units in the vicinity is not the responsibility of FIELD OFFICES, which act only as segregation and collecting points. They rely on unit ADLS to contact them for forward transmission of outgoing dispatches and collection of incoming dispatches. The AFHQ-ADLS must not be confused with Army Courier Service (ACS) which is operated by the War Department or with regular air mail service operated by the Army Postal Service (APO). AFHQ-ADLS emphasizes tactical messenger service to forward elements.

c. Locations - AFHQ-ADLS Field Offices are located throughout the Mediterranean Theater. Stations are opened or closed as needs of the theater change.

d. Preparation for Dispatch

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R E S T R I C T E D

AFHQ Circular #2 (cont'd)

(1) Registered ADLS

- (a) Only articles classified as confidential or higher will be registered.
- (b) Articles will be enveloped, wrapped or bagged in accordance with their classification, as prescribed in U.S. and/or British regulations.
- (c) Articles will show both a complete address and return address. Unauthorized abbreviations will not be used nor must a geographical location and corresponding APO number be shown in the same address.
- (d) The article will not be indorsed "REGISTERED", but will have a reference of file number on the outside cover. It will then automatically be treated as registered.
- (e) If the article is addressed to any point outside the area served by the AFHQ-ADLS (i.e., United States, United Kingdom, Middle East, Casablanca, Oran, etc.) and requires Air Transmission from origin to destination, the notation "Air Service Required" will be stamped or typewritten near the address and followed by the legible signature of an officer, warrant officer, or chief clerk (Br), giving his rank. Such correspondence addressed to points not served by the AFHQ-ADLS must be transferred by the AFHQ-ADLS to the Army Courier Service (ACS) which will accept no item classified less than confidential. Consequently, these articles, if not classified as confidential or higher, will not be accepted by the AFHQ-ADLS. If the classification of an article is less than confidential, then the article will be placed in the local postal channels.
- (f) The blue cross will no longer be used. The word "Registered" will not appear on dispatches.

(2) Unregistered ADLS

- (a) Restricted articles or unclassified articles will not be registered.
- (b) Articles will be enveloped, wrapped or bagged as explained in paragraph 3d(1)(b), above.
- (c) No reference or file number will be placed on the outside cover.
- (d) Articles addressed to points not served by AFHQ-ADLS will be submitted to the U.S. or British Postal agencies.

c. Unauthorized Use

- (1) Personal mail or personal packages of a description will not

R E S T R I C T E D

RESTRICTED

AFHQ Circular #2 (cont'd)

be transmitted by the AFHQ Air Dispatch Letter Service. Officers in charge of AFHQ-ADLS Field Offices engaged in the handling or transmission of official documents are authorized to open packages or letters suspected to be of an unofficial nature, special care being taken that no material of an operational nature is opened. Any unauthorized material found will be held and a report made to the Adjutant General (US), or the Chief Administrative Officer (Br), this headquarters, showing: Description of Article, addressee, and addressor.

f. Money - The transmission of money, of an operational and highly classified nature, may be made through the ADLS. Money dispatched through the ADLS will be properly classified and wrapped, and will be treated as any other document. This will not be construed to mean the transmission of personal money or money for the routine payment of troops. In the event of a loss, no financial liability will fall upon personnel of the ADLS.

4. U.S. Army Postal Service

a. Definition of Service - A service for the delivery of official mail by air or surface means wherever U.S. Army Forces are located. It offers a safe and expeditious means for the transmission of all types of official mail, other than Top Secret. It is recommended that the ACS or ADLS be utilized for the transmission of all matter classified Confidential or higher, by all units having ready access to such services. All official mail for air dispatch travels on a No. 1 priority and each APO within this theater makes at least one dispatch daily, weather permitting.

b. Definition of Official Mail - Official mail is defined as matter which is mailed by officers of the U.S. Army or other government officers and agencies in penalty envelopes or under penalty labels, and matter in penalty return envelopes furnished by such officers or agencies for replies. Mail matter which is not in penalty envelopes or under penalty labels will not be accepted at U.S. APO's as official mail.

c. Locations - U.S. Army Post Offices serve every U.S. Headquarters and unit in this theater.

d. Preparation and Dispatch

- (1) Top Secret matter may not be sent through the U.S. Army Postal Service.
- (2) Confidential and Secret mail will be prepared in accordance with AR 360-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.

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AFHQ Circular #2 (cont'd)

- (3) Restricted and unclassified matter need not be registered, but may be registered if the sender desires. The registration fee and applicable surcharges must be paid in such cases, even though the articles are addressed for delivery in the theater.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services and will not be used on the outer cover of mail matter by any other service in this theater.
- (5) Each article must bear a complete address and return address.
- (6) No article will exceed seventy (70) pounds in weight or one hundred (100) inches in length and girth combined.
- (7) Postage is not required on official mail addressed for delivery by the U.S. Army, Navy or domestic postal service except as indicated in subparagraph (9) following. Official letter mail (not including parcel post) that is mailable in penalty envelopes in the domestic mails of the United States may be mailed in penalty envelopes to the following foreign countries:

Bolivia	Honduras
Canada	Mexico
Chile	Newfoundland (including Labrador)
Colombia	Nicaragua
Costa Rica	Panama
Cuba	Paraguay
Dominican Republic	Peru
Ecuador	Salvador (El)
Guatemala	Uruguay
Haiti	Venezuela

- (8) Official mail weighing not in excess of four (4) pounds will be given air dispatch within the theater, within the limits of available air space. Articles weighing in excess of four (4) pounds, the urgency of which requires air transmission to destination, must bear the stamped or typewritten indorsement in capital letters "WD ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of an officer which will be taken as a certification that the article requires air dispatch.
- (9) If dispatch by air from the theater is necessary, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "WD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce. WD ESSENTIAL OFFICIAL AIR MAIL in envelopes or containers exceeding 10 by 14 inches intended for transmission by air outside the theater, will bear the written signature,

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AFHQ Circular #2 (cont'd)

grade and arm or service of a commissioned officer under the identifying indorsement specified. Air mail will be used only when transmission is urgent. When ordinary postage stamps are used in lieu of air mail stamps on envelopes or wrappers of such official mail, the words "By Air Mail" will be written below the stamps.

5. British Army Postal Service

a. Definition - A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential".

b. Locations - British APO's are located within reach of every British headquarters and unit in this theater.

c. Conveyance - Official correspondence is afforded priority treatment in the British APS and daily dispatches are made between British APO's. Official articles of letter size for addresses within the theater are given air conveyance whenever aircraft capacity will permit and acceleration in delivery would result. Official articles for addresses outside the theater are conveyed by surface mail.

d. Preparation and Dispatch

- (1) Top Secret and Secret material may not be sent through the British Army Postal Service.
- (2) Confidential mail will be prepared as required and must be presented at the registry window of an APO for registration. Fees for registration are shown in Annex "B" attached.
- (3) Restricted and unclassified matter need not be registered.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services.
- (5) Each article will bear a complete forwarding address. Abbreviations will not be used. Place names will not be used in the address.
- (6) Official correspondence will be accepted for transmission subject to the conditions set forth in Annex "B".

BY COMMAND OF FIELD MARSHAL ALEXANDER:

JOHN HARDING,
Lieutenant General,
Chief of Staff.

OFFICIAL:

Col. G. W. H. S. S. S. S.
Colonel, AGD,
Adjutant General.

2 Incls:
Annex "A" and "B"

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R E S T R I C T E D

Annex "A" to AFHQ Circular #2

ARMY COURIER SERVICE
Receipt to MailersTO: Courier Transfer Office _____
(Place)FROM: _____ Date _____
(Headquarters, Unit or Section)

I	Courier Number	II	Senders Number	III	Addressed to	IV	Dispatch Particulars

I certify that all articles listed hereon are classified confidential or higher and are entitled to transmission by the Army Courier Service.

(Name) (Grade Hq or Sect.)

Received the above described articles

(Date) (Hour)

(Name) (Grade)

Notes: This form is to be prepared in duplicate by the sender and both copies submitted to the CTO with the articles. When prepared by typewriter, entries must be double spaced. Senders will make entries only in Column II and III. Column I and IV will be completed at Courier-Transfer Office. Articles to be accepted must bear the senders return address. The certification will be made on the duplicate copy by an officer on duty in the HQ or 5457 submitting the articles for dispatch.

(FAP 26 (revised))

R E S T R I C T E D

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

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Annex "B" to AFHQ Circular #2

REGULATIONS FOR OFFICIAL MAIL AT BRITISH ARMY
POST OFFICES

Destination	Limit of Weight	Limit of Size	Postage Rates	Registration Fee	Other Conditions
Within theater British Empire (except India) Br. Mandated Territory Eric. III Ships	22 lbs	Length 2 feet Width 18 inches Depth 18 inches	FREE	FREE	Each article must be enclosed in an "O.N.I.S." cover or otherwise be indorsed "official" and certified by an officer.
India	11 lbs	2' 11" in length Width & depth combined: greatest dimension not to exceed 23 $\frac{1}{2}$ "	FREE	3d	
U.S.A.	4 lbs	3 feet in length width & depth combined: greatest dimension not to exceed 2 feet	Not over 1 ounce, 2d. Each addnl ounce, 1d.	3d	-
Other Countries	4 lbs	3 feet in length width & depth combined: greatest dimension not to exceed 2 feet	Not over 1 ounce, 3d. Each addnl ounce, 1d.	3d	-

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2040 Section
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Last Circular
in 1944 Series
was No. 30.

16/24/4A

ALLIED FORCE HEADQUARTERS
APO 512

22 GEN 1945

CIRCULAR)
NUMBER 1)

20 January 1945

PURCHASES OF FOODSTUFFS BY ALLIED FORCES IN ITALY

1. Section II, AFHQ Circular Number 26, 1944, is rescinded.
2. The provisions of ITOUSA Circular Number 119, 1944, and Section II, ITOUSA Circular Number 4, 1945, will apply for U. S. Forces.
3. The provisions of GRO 947/44 and GRO 869/44 will apply for British Forces.

By command of Field Marshal ALEXANDER:

JOHN HARDING,
Lieutenant General,
Chief of Staff.

OFFICIAL:

C. W. Christenberry
C. W. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

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