

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

785017

ACC

10000/109/18

Declassified E.O. 12356 Section 3.3/NND No. 785017

10000/109/18

ACC OFFICE MEMORANDA
JAN. 1944 - JULY 1945

PA [unclear] [unclear] with [unclear] [unclear]
 [unclear] (2/1/8)

54

COS

Draft of 54 & 56 has been submitted to you once.
 It now includes amendments suggested by sections.
 If you approve I will issue.

[Signature]

2/1/8

56

Who are senior admin officers in 4-6

178/11/8

57

COS

The expression "Senior admin officers" in para 4a
 of 54 is intended to cover senior appointments
 not included in "Section heads". Subcomm-
 heads & RCs. COS, DCCs are examples.

53/

1/12 Better omit the 178/11/8

[Signature]

Issue

1960

56

Who are senior admin officers in 40

175/11x

57:

COS

The expression "Senior admin officers" in para 4a of 54 is intended to cover senior appointments not included in "Section heads, Subcommission heads & RCs". COS, DECAD are examples.

1/12

Better omit the 175/21x

175

Issue

60

1040

C50

Draft at 59 amends Office Memorandum No 17 (Jctio 36) as desired by minutes 3 of COS meeting of 19 Dec 44 Required for COS meeting 22 Dec 44.

21 Dec 44

61

Cost heads Ref 60 & 59. See minutes of COS meeting today Decided not to make amendments - Made of meeting would be under his consideration.

12/12 175 PA

67

C.S.O.

The Chief of Staff wants a draft memo on office procedure for these HQ on the lines of Col. Henn's instructions (attached).

27 Dec 44.

P.R.
PA to OOS

68

PA to OOS.

Draft Office Memorandum submitted for consideration of OOS in accordance with instructions contained in 67.

27 Dec 44.

E. Talbot
Major

69

Issue.
M.S.L.
27 Dec.

70

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 5601/EC.

27 July 1945.

OFFICE MEMORANDUM)
: Amendment No.1.
NUMBER 20/1944)

CHANNEL OF COMMUNICATIONS WITH MINISTRY OF MARINE

Office Memorandum No.20, dated 21 December 1944, is amended by the addition of new para 3 as follows:

" 3. Notwithstanding paragraph 2 above, there is no objection to Sections and Sub-Commissions of the Allied Commission contacting representatives of the Ministry of Marine on routine matters of which the Navy Sub-Commission has been made cognizant by the Allied Representatives concerned. In such cases the onus of keeping the Navy Sub-Commission informed of their dealings must remain with the Sections or Sub-Commissions concerned."

By Command of Rear Admiral STONE.

W. L. Pichardo
NICHOLAS PICHARDO
CWO USA
Assistant Adjutant

DISTRIBUTION:

"A"

1038

PA

Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS ALLIED COMMISSION

394

Office of the Chief of Staff

Ref: 65/003

OFFICE MEMORANDUM

NUMBER

21

28 December 1944.

29 DEC 1944

STAFF PROCEDURE

The attention of all members of the Commission is drawn to the following:-

1. Army, Navy Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This information is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

2. All important telephone conversations, with any Headquarters whatever, will be:

- (a) confirmed in writing or by signal as soon as possible;
- (b) recorded on a brief memorandum and attached to the relevant documents.

Unless trouble can be caused by not following this "drill". It implies particularly to action taken by Duty Officers and Officers deputising for their Seniors.

3. Sections and Independent Sub-Commissions of this Headquarters are responsible for keeping track of all correspondence. The Vice-Presidents of Sections and Directors of Independent Sub-Commissions will be held responsible for any delay occurring in their offices; and unless they can produce evidence that they have taken steps to "follow up" they will also be held responsible for delay in the other Headquarters with which they are dealing.

4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-

1037

1. Army, 15 Army Group, divisions and all other headquarters with which this Command is dealing will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This information section is the responsibility of the original officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

2. All important telephone conversations, with any headquarters whatever, will be:

- (a) confirmed in writing or by signal as soon as possible;
- (b) recorded on a brief memorandum and attached to the relevant documents.

Unless trouble can be caused by not following this "drill". It applies particularly to action taken by Duty Officers and Officers deputising for their Seniors.

3. Seniors and Independent Sub-Commanders of this Headquarters are responsible for keeping track of all correspondence. The Vice-Presidents of Sections and Directors of Independent Sub-Commanders will be held responsible for any delay occurring in their offices; and unless they can produce evidence that they have taken steps to "follow up" they will also be held responsible for delay in the other Headquarters with which they are dealing.

1037

4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

117 (int)

Brigadier,
Chief of Staff.

DISTRIBUTION
"A"

Am Ochs To Sec

PA 11/11/11

0318

Declassified E.O. 12356 Section 3.3/NND No. 785017

FROM: T. S. HENRI

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 312

21 December 1944

Dear *Wm.*

The attached is for your information: it arose partly out of a talk with the Admiral.

I hope to be up in time for the Industrial Coordination Committee tomorrow.

Incl:
Office Memo
8-7, dtd 20 Dec

Brigadier Maurice S. Luck, OBE, MC
Chief of Staff
Headquarters, Allied Commission
A.P.O. 394

For R. H. H.
COS medicine
1036
1036

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 612

TRH/225

OFFICE MEMORANDUM)

NUMBER 27)

20 December 1946

2 DEC 1946

SUBJECT: Special Instructions, G-5 Staff Procedure.

The attention of all officers of this Section is drawn to the following:

1. The Allied Commission, and all other agencies with which we deal, will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

2. All important telephone conversations, with any headquarters whatever, will be:

- a. confirmed in writing or by signal as soon as possible;
- b. recorded on a memorandum and attached to any relevant documents.

Endless trouble can be caused by omission of this "drill". It applies particularly to action taken by duty officers, and to "bad" news.

3. Divisions of this section, including the Advisors, are responsible for keeping track of all correspondence. The Chiefs thereof, will be held responsible for any delay which may occur either in their own office or in the other headquarters with which they are dealing, unless they can produce evidence that they have taken steps to "follow up".

4. Any statements issued or figures used by this office will agree in detail with those which have been issued from the Allied Commission or other staff. If this office, by reason of its responsibility for screening such statements or figures, produces results that differ from those supplied to it, such differences will be reconciled with the originating headquarters before they leave this office. Conferences and personal contacts afford the readiest means of reconciling such differences, but a confirmatory "Memorandum for the record" should be made of decisions taken. A copy of this will be transmitted to other agencies concerned.

5. It is my wish that every officer shall know intimately his opposite number in the sections and branches of this Headquarters, and in every headquarters with which he has to deal. This can best be achieved if we remember that one of the privileges of a staff officer is to perfect his duties as a host.

T. R. HENN, Colonel,
Acting Asst. Chief of Staff, G-5.

RECEIVED
SOUTH CAROLINA
CIVIL RIGHTS DIVISION
JAN 20 1964

TO: Southern States Council

DATE: 1/15

RE: Letter of 1/15/64

RE: Southern States Council - Letter of 1/15/64

1. This letter is being sent in the name of the Southern States Council to the Southern States Council on 1/15/64.

2. There will be a letter from the Southern States Council to the Southern States Council on 1/15/64.
- a) The Southern States Council will be sent to the Southern States Council on 1/15/64.
- b) The Southern States Council will be sent to the Southern States Council on 1/15/64.

Further, all letters which involve cooperation between two or more Southern States Councils will be sent by the Vice President. All such letters will be forwarded to the Regional Coordinator or Southern States Council, and will be prepared for signature by the Vice President as follows:

BY SOUTHERN STATES COUNCIL

.....
VP (Southern States Council)

A copy of each letter will be sent to the Chief of the Regional Division concerned and to the Vice President.

A copy of each letter signed by the Regional Coordinator (or his Executive Officer) is under consideration, it will be signed by or on behalf of the Vice President even though only a matter of routine is raised.

- c) Communications which will be signed by the Chief of Staff.

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WE SOLI AMI GITHA
 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 8

10-4
 Public Health
 Division
 P. H. A.
 Incubation
 Incubator
 Incubator
 Incubator

the principal and immediate responsibility for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information. The person or persons who are responsible for the collection of the information shall be assigned to the person or persons who are responsible for the preparation of the report. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information.

5. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information.

6. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information.

7. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information.

APPENDIX

SECTION 1

Item	Description	Location	Remarks
1.1	Public Health	Public Health	Public Health
1.2	Public Health	Public Health	Public Health
1.3	Public Health	Public Health	Public Health
1.4	Public Health	Public Health	Public Health
1.5	Public Health	Public Health	Public Health
1.6	Public Health	Public Health	Public Health
1.7	Public Health	Public Health	Public Health
1.8	Public Health	Public Health	Public Health
1.9	Public Health	Public Health	Public Health
1.10	Public Health	Public Health	Public Health

8. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information.

9. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information. The person or persons who are responsible for the preparation of the report shall be assigned to the person or persons who are responsible for the collection of the information.

1000 Department of State, Bureau of Consular Affairs, Washington, D.C. 20520

1000 Department of State, Bureau of Consular Affairs, Washington, D.C. 20520

1000 Department of State, Bureau of Consular Affairs, Washington, D.C. 20520

1000 Department of State, Bureau of Consular Affairs, Washington, D.C. 20520

1000 Department of State, Bureau of Consular Affairs, Washington, D.C. 20520

1000 Department of State, Bureau of Consular Affairs, Washington, D.C. 20520

65
RESTRICTED
HEADQUARTERS
ALLIED COMMISSION
(Adjutant's Department)
APO 394

EP/3a

(62)

21 December 1944

21 DEC 1944

OFFICE MEMORANDUM

NUMBER 20

Channel of Communication with Ministry of Marine

1. The Navy Sub-Commission has been informed that various offices of the Ministry of Marine are receiving directly an increasing number of requests for information and assistance from Allied Organizations.
2. In the interest of obtaining such information for Allied representatives in a rapid manner, and to permit the Navy Sub-Commission to have knowledge of the material that is disseminated by the Italian Navy, it is requested that all Sections and Sub-Commissions submit their requirements to the Ministry of Marine through the Navy Sub-Commission.

By command of Rear Admiral STONE:

Nicholas Picabino
NICHOLAS PICABINO
CWO, USN
Asst. Adjutant

DISTRIBUTION:
1-1

1632

10 11 12 13 14 15 16 17 18 19 20

DRAFT

OFFICE MEMORANDUM)

: Amendment No. 1

NUMBER 17)

INSTRUCTIONS ON ROUTING AND PREPARATION
OF CORRESPONDENCE.

1. Reference is made to the signature of correspondence in Group "C". Such correspondence emanating from a Sub-Commission or Branch, other than an Independent Sub-Commission, will NOT in future include the legends "for the Chief Commissioner" or "by command of Rear Admiral Stone" when it is prepared for signature ^{of} the Director or any other official of the Sub-Commission.

2. Office Memorandum No. 17 dated 13 Oct 54 will therefore be amended

as follows :

Page 2 para 5 (iv) *delete & substitute therefore:*

"Subject to any instructions to be issued by Deputy Chief of Staff concerned, correspondence in Group "C" may be signed by any head of an Independent Sub-Commission "for the Chief Commissioner". When signed by head of a Sub-Commission or Branch the legend "for the Chief Commissioner" will not appear.

Page 2 para 6:

2nd line; between "formations" and "the" insert: "except in the case of letters to be signed by the head of a Sub-Commission or Branch".

3rd line; between "formations" and "the" insert: "except in the case of letters to be signed by the head of a Sub-Commission or Branch".

prepared for signature by the Director or any other official of the Sub-Commission.

2. Office Memorandum No. 17 dated 13 Oct 54 will therefore be amended

as follows :

Page 2 (para 5 (iv)) delete & substitute therefor :

“ Subject to any instructions to be issued by Deputy Chief of Staff concerned, correspondence in Group “C” may be signed by any head of an Independent Sub-Commission “for the Chief Commissioner”. When signed by head of a Sub-Commission, or Branch the legend “for the Chief Commissioner” will not appear.

Page 2 para 8:

2nd line; between “formations” and “the” insert: “except in the case of letters to be signed by the head of a Sub-Commission or Branch”.

3rd line; between “formations” and “the” insert: “except in the case of letters to be signed by the head of a Sub-Commission or Branch”.

1031

See M 61
H 11

ALLIED ALLIED COMMISSION
450 794
Office of the Chief of Staff.

2 December 1944

OFFICE MEMORANDUM

19

Orders & Directives Issued by Headquarters
Allied Commission

1. The following is published in order to clarify the contents, number and scope of known of the various types of instructions issued by this HQ.
2. Orders and directives of general application which are currently issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of its officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three:

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually based on the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are applications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and in the case decided by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field except by telegraphic type this HQ.

- (c) Executive Memoranda - contain the detailed administrative instructions needed to implement proclamations and General Orders. They are also the means of issuing instructions on other administrative matters which have to be put into effect by all officers for the good administration of Military Government Territory. They are in the nature of departmental instructions regulating the conduct of affairs by all officers and are disseminated accordingly. They have no penalty. They are

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2. Orders and directives of general application which are currently issued by this HQ are of two classes (A) those which affect the civil population by regulating authority conduct or the conduct of the military, and (B) those which are concerned only with the internal organization of the Italian Government.

3. Of the first class, (A), there are three:

(a) Regulations - which define the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.

(b) General Orders - these are regulations within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommission on the facts and to the order desired by the appropriate Subcommission and will be issued over the signature of the Chief of the Subcommission. Publication is normally made by posting and in military areas may also be alternatively made by notification in the press. General Orders are usually prepared in duplicate as they are subject to possible amendments but are not normally put into effect in the field without instructions from this HQ.

(c) Executive Memoranda - contain the detailed administrative instructions needed to implement regulations and General Orders; they are also the means of issuing instructions on other administrative matters which have to be put into effect by the officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of offices by the officers and prescriptive procedure in the territory. They involve no penalty. They are commonly prepared by the Subcommission concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.

4. Of the second class, (B), there are also three:

(a) Regulatory Orders - lay down the fundamental framework of the Allied Commission, carry out orders issued by the organization and are a means of announcing major appointments; these include all senior administrative positions of the Commission, the appointment of Vice Presidents and Heads of Sections, Subcommissions, Regional and Provincial Commissioners. They are prepared by the Establishment Section and issued on Distribution "A". As a matter of general policy, only those orders which concern the creation of a new Section or Subcommission, the appointment of Heads of Sections, Subcommissions, and Regional Commissioners will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a Subcommission or the appointment of Provincial Commissioners, will be authorized by the orders in the normal manner.

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(b) Establishment Memoranda - offset copies brought in the examination of Allied Organization within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Communities; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the GCS, Establishment Section, on Distribution "A".

(c) Office Memoranda - are concerned with details of administration of the Allied Organization itself, and deal with office procedure and administrative matters. They are prepared by and issued over the signature of the Assistant, Distribution "A".

By command of Commander General:

M. W. Deaschiff
M. W. DEASCHIFF
MAJOR, AND
ADJUTANT

DISTRIBUTION

"A"

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DRAFT

OFFICE MEMORANDUM

NUMBER 14

Supplies, Distribution

1. The following is published in order to clarify the contents, manner and scale of issue of the various types of instructions issued by this HQ.
2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those which affect the civil population by regulating either ^{the} conduct or the conduct of AMG officers towards ^{the} and (B) those which are concerned only with the internal organization of the Allied Commission.
3. Of the first class, (A), there are three:
 - (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
 - (b) General Orders - these are amplifications within the framework of the fundamental military law ~~and~~ on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect.

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3. Of the first class. (A), there are three:

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are amplifications within the framework of the fundamental military law ^(A) on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.
- (c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and Orders. They are also the means of issuing instructions on other administrative matters which have to be put into effect by AMO officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMO officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommittee concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with

54
Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issue similar instructions simultaneously for their officials in Italian Government Territory.

4. Of the second class, (B), there are also three:

(a) Executive Orders - lay down the fundamental framework of the Allied Commission, carry out major changes in its organization and are a means of announcing major appointments; these include all senior administrative positions of the Commission, the appointment of Vice Presidents and Section Heads, Subcommission Heads, Regional and Provincial Commissioners. They are prepared by the Establishment Section and issued on Distribution "A". As a matter of general policy, only those orders which announce the creation of a new section or subcommission, the appointment of ~~senior administrative~~ officers, Section Heads, Subcommission Heads, and Regional Commissioners will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a subcommission or the appointment of Provincial Commissioners, will be authenticated by the Adjutant in the normal manner.

(b) Establishment Memoranda - effect minor changes in the organization of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DCOS, Establishment Section, on Distribution A 98

Provincial Commissioners. They are prepared by the Establishment Section and issued on Distribution "A". As a matter of general policy, only those orders which announce the creation of a new section or subcommission, the appointment of ~~senior administrative officers~~, Section Heads, subcommission heads, and Regional Commissioners will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a subcommission or the appointment of Provincial Commissioners, will be authenticated by the Adjutant in the normal manner.

- (b) Establishment Memoranda - effect minor changes in the organization of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DCOS, Establishment Section, on Distribution 785018
- (c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

Col S. G. G. G.

Establishment
- A

Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 735

Ref. 65/53/008

29 November 1944

SUBJECT: Issuance of Orders and Directives.

TO : Economic Section.

1. With reference to your letter 1.04/ES dated 27 Nov 44, para 2 of the draft Office Memorandum has been modified to meet the point you raise in paras 2, 3 and 4.

2. In regard to para 5 the titles of the official directives of this HQ are well established and it is most undesirable that the same ones should be used by Sections or Sub Commissions for directives on a lower level. Furthermore a continuance of the practice will nullify the effect of the Office Memorandum referred to above.

3. Will you please take steps to arrest any duplication of the titles of official directives forthwith.

Chief Staff Officer,
To the Chief of Staff.

100-CA-66-33

D R A F T

OFFICE MEMORANDUM :

NUMBER)

1. The following is published in order to clarify the contents, manner and scale of issue of the various types of instructions issued by this HQ.
2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those ~~to be applied externally and observed by the civil populace~~ and (B) those which deal with the internal organisation of the Allied Commission.
3. Of the first class, (A), there are three :
 - (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
 - (b) General Orders - these are amplifications within the frame work of the fundamental military law (A) on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Sub-Commission on the facts and to the ends desired by the appropriate Sub-Commission and issued over the signature of the Chief Commissioner. Publication is made by posting but in suitable cases may also or alternatively be ~~published~~ in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

(a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.

(b) General Orders - these are amplifications within the frame work of the fundamental military law (A) on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Sub-Commission on the facts and to the ends desired by the appropriate Sub-Commission and issued over the signature of the Chief Commissioner. Publication is made by posting but in suitable cases may also or alternatively be ~~published~~ in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

1026

(c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and Orders: they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Sub-Commission concerned and will be issued over the signature of Chief of Staff. Publications is to Allied Commission organization only, by circular letter and normally

-2-

14.

with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issue similar instructions simultaneously for ^{de facto} Italian Government Territory.

Of the second class, (B), there are also three :

(a) Executive Orders - lay down the fundamental framework of the Allied Commission; carry out major changes in its organisation and are a means of notifying major appointments. They are prepared by the Establishment Section and issued on Distribution "A" over the signature of the Chief Commissioner.

(b) Establishment Memoranda - effect minor changes in the organisation of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organisation and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DOOS, Establishment Section, on Distribution "A".

(c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

signature of the Chief Commissioner.

(b) Establishment Memoranda - effect minor changes in the organisation of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organisation and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DOOS, Establishment Section, on Distribution "A".

(c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

1025

DEPT. OF DEFENSE

TO: D.C.O.S. Establishments Section.

26th November 1944.

FR: Executive Officer (9)

SUB: Issuance of Orders and Directives.

27 NOV Recd

Reference the attached Draft forwarded under cover of 65/14/505.
dated 23rd November 1944.

The following are made no mention of in the attached Draft.

(a) SPECIAL ORDERS:

These are issued by the Adjutant and contain:-

Special Orders.

Assignment Orders for Officers (American and British) and for
N.C.O.s.

Orders for attachment for Temporary Duty where applicable.

Issued and signed by the Adjutant and listed as Distribution "A".

(b) DATA BRANCH:

Contains Notices and Announcements of general interest and
attention. Orders regarding Travel and Instructions for Civilians.
Published Routine Orders such as Details of Field Staff Duty Officers.
Published unofficial notices regarding Entertainments, Church Services
etc.

Issued and signed by the Adjutant and listed as Distribution "D"

R. H. Jones

R. H. JONES.
Colonel.
EXECUTIVE OFFICER.

RHS/JRG:

NFA *[Signature]*

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

Tel. 558

CWA/ram

1.04/ES

27 November 1944

27 NOV Recd

SUBJECT: Issuance of Orders and Directives

TO : Chief of Staff

1. Reference your 65/46/COS dated 23 November 1944 and draft Office Memorandum forwarded therewith.

2. Paragraph 2 states that Class (A) are to be applied externally and observed by the civil populace.

3. Paragraph 3 (c) states that Executive Memoranda, part of Class (A), are published to AC organizations only.

4. Does not some amendment appear necessary, either in the wording of paragraph 2 or in the transfer of 3 (c) to Class (B)?

5. Sections and Sub-Commissions often find it necessary to issue Executive Orders or Office Memoranda to their personnel over the signature of the D. C. O. S. of the Section or the Director of the Sub-Commission on matters which it is not deemed necessary to trouble the Chief of Staff for his signature. Would it not be desirable to add a paragraph to your Memorandum to the effect that such Orders and Memoranda can be so issued, otherwise, questions may arise as to the authority of such documents.

L. D. Densmore

L. D. DENSMORE
Col., FA, CSO
Economic Section

1023

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 735

Ref. 65/46/COS

23 November 1944

25 NOV 1944

SUBJECT: Issuance of Orders and Directives.

TO : Civil Affairs Section
Economic Section
Establishment Section.

1. So that all concerned should be made aware of the various types of Orders and Directives issued by this HQ and what they should contain, it is intended to issue an Office Memorandum on the subject.

2. Draft in duplicate is attached but before it is issued I would appreciate your comments, if any.

Shorden
for Chief Staff Officer
for the Chief of Staff.

Recd

25 NOV 1944

approved as amended

W. J. ...
for
DCLA.

1022

25 Nov 44

4807

Declassified E.O. 12356 Section 3.3/NND No. 785017

✓
COC

Reference is made to the report. It is considered that
the amendment suggested would be useful. However, this
action has no comment.

CAC
16 NOV 1944

[Signature]
COC

65
46
26 NOV Recd

Draft attached to cover

1201

DRAFT

VICE MEMORANDUM

NUMBER

1. The following is published in order to clarify the contents, manner and scope of issues of the various types of instructions issued by this HQ.

2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those to be applied externally and observed by the civil populace and (B) those which deal with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three:

(a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.

(b) General Orders - these are amplifications within the frame work of the fundamental military law (A) on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Sub-Commission on the facts and to the ends desired by the appropriate Sub-Commission and issued over the signature of the Chief Commissioner. Publication is made by posting but in suitable cases may also or alternatively be published in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from

this HQ.

1021
 Administrative instructions

(a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.

(b) General Orders - these are regulations within the frame work of the fundamental military law (A) on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Sub-Commission on the facts and to the ends desired by the appropriate Sub-Commission and issued over the signature of the Chief Commissioner. Publication is made by posting but in suitable cases may also or alternatively be published in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

(c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and Orders; they are also the means of issuing instructions on other administrative matters which have to be put into effect by AG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Sub-Commission concerned and will be issued over the signature of Chief of Staff. Publications is to Allied Commission organization only, by circular letter and normally

Declassified E.O. 12356 Section 3.3/NND No. 785017

side

with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issue similar instructions simultaneously for Italian Government Territory.

4. Of the second class, (3), there are also three :

(a) Executive Orders - lay down the fundamental framework of the Allied Commission; carry out major changes in its organization and are a means of notifying major appointments. They are prepared by the Establishment Section and issued on Distribution "A" over the signature of the Chief Commissioner.

(b) Establishment Memoranda - effect minor changes in the organization of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DCS, Establishment Section, on Distribution "A".

(c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

1020

Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS ALLIED COMMISSION
APO 304
Office of the Chief of Staff.

Tel : 839
11 Nov 44.

Ref : 65/43/008.

SUBJECT : Designation of Chief Commissioner.

TO : Distribution below.

1. Reference para 4 of Office Memorandum No. 13 dated 24 October 44, and Annexures "A", "B" and "C" thereto.
2. Please note all letters submitted for signature of Commodore STONE will now be prepared as below :

HELEST F. STONE
Commodore, USNR
Chief Commissioner.

W. I. SHIPP

Brigadier,
Chief of Staff.

DISTRIBUTION :

Civil Affairs Section ✓
Economic Section ✓
Establishment Section ✓
Political Section ✓
Navy Sub-Commission ✓
Land Forces Sub-Comm (NWLA) ✓
Air Forces Sub-Commission ✓
Communications Sub-Commission ✓
War Materials Disposal Sub-Commission ✓
Public Relations Branch. ✓

1018

Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS ALLIED COMMISSION
APC 394
Office of the Chief of Staff

Ref 65/42/003

1 November 1944

OFFICE MEMORANDUM

NUMBER 10

ATTACHED NO. 1

1. In the letterhead of the Memorandum and of Annex "B" delete "392" and substitute "APC 394".

2. Reference Note (111) Annex "B". Telephone numbers will appear on the correspondence of all departments, excepting the Office of the Chief Commissioner.

H. C. Clark
for Disposition,
Chief of Staff.

DISTRIBUTION:

- "B" Group I (except to 50, and 58)
- "B" Group II (for information)

1019

2/11.

STANDARDIZATION
ALLIED OFFICE OF COMMISSION

Office of the Chief of Staff

Ref: 65/12/005.

24 October 1944.

OFFICE MEMORANDUM

NUMBER

15.

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commissions and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE.

All correspondence will be PUT ON A FILE as soon as possible after receipt, having been entered in a register suitably columned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILES.

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Chief of Staff files, OSS follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:

- (i) Alphabetical index.
- (ii) Numerical index.
- (iii) Register of date of receipt, and return, of files from other departments.

Declassified E.O. 12356 Section 3.3/NND No. 785017

1. TRAINING CORRESPONDENCE.

All correspondence will be put in a FILE as soon as possible after receipt, having been entered in a register suitably numbered in record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILED.

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. of the files, and follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The priority classification of the most highly classified enclosures will appear on the outside cover.
- (d) The following file records will be kept:

- (i) Alphabetical index.
- (ii) Numerical index.
- (iii) Register of date of receipt, and return, of files from other departments.
- (iv) Register of date of sending out, and return, of inter-departmental files.

3. FILE DEXTER.

- (a) Correspondence will be stored to right hand side of file; a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 files, a file should be closed down and a second volume started.
- (c) Number will be set out as follows:

To: D.A.S.

T.E.X.

C.A.S.
 18 Oct 44
 Tel. Ext. 123

Signature and appointment.

(123. For the attention of a particular officer or Sub-Commission or a Section may be inserted if desired)

1017

785017

-2-

4. CORRESPONDENCE FOR THE SIGNATURE OF THE COMMISSIONER OR CHIEF OF STAFF.

- (a) All correspondence will be submitted, suitably initialed, on a file with relevant references prominently flagged.
- (b) Two copies are required for the D.D.B. Office.
- (c) Specimen letters for signatures by Acting Chief Commissioner and Chief of Staff are appended at Annexures "A", "B", "C" and "D" hereto.
- (d) The original with file and all copies (except the two for D.D.B. Office) will be submitted to the Department of Health, who will arrange despatch.

5. DRAFTS FOR THE SIGNATURE OF ACTING CHIEF COMMISSIONER AND CHIEF OF STAFF.

In the case of correspondence in final form, drafts will be submitted, suitably initialed, on a file and all relevant references prominently flagged.

Drafts, when approved, must be prepared for signature by the Department of origin.

6. OUTGOING CORRESPONDENCE.

All outgoing correspondence will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/222. It will be entered in a register suitably coloured to record:

- (i) Reference number.
- (ii) Date of despatch.
- (iii) Subject.
- (iv) Address.

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

11/8/41

As in the case of correspondence in final form, drafts will be submitted, suitably initialed, on a file and all relevant references prominently flagged.

Drafts, when approved, must be prepared for signature by the department of origin.

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/100. It will be entered in a register suitably columned to record:

- (i) reference number.
- (ii) Date of despatch.
- (iii) Subject.
- (iv) Addressee.

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

118/102

Brigadier,
Chief of Staff.

DISTRIBUTION:

- "W" Group I (less 12 to 50 A 98)
- "B" Group II (for information)

110

ANNEX "A"

HEADQUARTERS ALLIED FORCE COMMISSION

Office of the Chief Commissioner

AFM 394

Reference No. of Department of Origin.

23 October 1944

↓ 3 spaces
Subject: Food Supply

↓ 3 spaces
TO : G-5 Section, Allied Force Headquarters, AFM 394.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner

a.

(1)

2.

(no complimentary close)

↓ 5 spaces from last
line of letter

WILLIAM W. STONE
Commander, USNR
Acting Chief Commissioner

1016

NOTE: Above style to be used for official letters
to higher authorities, for which the signature
of Acting Chief Commissioner is required.

39

ANNEX "B"

HEADQUARTERS ALLIED CONT. COMMISSION

Office of the Chief Commissioner

APC 394

Reference No. of Department of origin.

25 October 1944

My dear Mr. Prime Minister:

↓ 3 spaces only

Indent paragraphs but do not number.

.....
.....

↓ 4 spaces from body of letter

Yours very truly,

↓ 5 spaces

WILLIAM W. STARR
Commander, USMC
Acting Chief Commissioner

His Excellency Ettore Einaudi
The President of the Council of Ministers
Italian Government
Rome

1015

NOTE: Above style to be used for all letters to
Prime Minister, Italian Government, for
which the signature of Acting Chief
Commissioner is required.

38

ANNEX "C"

HEADQUARTERS ALLIED MILITARY COMMISSION

Office of the Chief Commissioner

AFO 304

Reference No. of Department of origin.

23 October 1944

Dear Marchese Vincenzo Vercelli:

↓ 2 or 3 spaces

Indent paragraphs but do not number.....

.....
.....
.....

↓ 1 space from body of letter

Very truly yours

↓ 5 spaces

WILLIAM W. STUBBS

Acting Chief Commissioner

Acting Chief Commissioner

His Excellency Marchese Giovanni Vincenti Vercelli
Undersecretary of State for Foreign Affairs
Italian Government
Rome

NOTE: Above style will be used for all Demi-Official letters, for which the signature of Acting Chief Commissioner is required.

1014

ANNEX "D"

31

UNITED STATES GOVERNMENT
Office of the Chief of Staff

Tel: 488733

Date

Ref:

SUBJECT:

TO :

1. Text of first paragraph.
2. Text of second paragraph.
- ETC.

For the Acting Chief Commissioner.

Brigadier,
Chief of Staff.

Ends.

NOTES

- (i) Above style will be used for all official letters for which the signature of Chief of Staff is required.
- (ii) 'For the Acting Chief Commissioner' will only be inserted in case of communication with parallel and higher formations. (See Office Memorandum No. 17, dated 13 Oct 44, para. 3).
- (iii) External telephone numbers will be used on outgoing correspondence; internal telephone numbers will be used on inter-office correspondence.
- (iv) All paragraphs will be numbered.

*Exempting office of
Chief of Staff*

1013

HEADQUARTERS
ALLIED CONTROL COMMISSION
CICP

Office of the Chief of Staff.

*2. Cohen passed to
CICP Sub-Commission
for Study*

Ref: 65/1/008.

OFFICE MEMORANDUM)
NUMBER 17)

23 October 1944.

INFORMATION ON ROUTING AND PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups :

- || Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
- Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
- Group C. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be moved for the attention of the Sub Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner :

- (1) Correspondence in Group A will be forwarded to the Chief of Staff Office.
- (11) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (111) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

- (1) Correspondence in Group A will be sent out by the Chief of Staff

1. All correspondence, including additions, is divided into three groups:

- || Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
- Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, in which the policy, major or otherwise, has been decided.
- Group C. Correspondence dealing with technical and routine matters.

2. Routing Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub-Commission or French Commission. The Western Country will deal with the three groups of correspondence in the following manner:

- (4) Correspondence in Group A will be forwarded to the Chief of Staff Office.
- (11) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (111) Correspondence in Group C will be forwarded direct to the appropriate Sub-Commission or Branch.

3. Distributing Correspondence.

- (4) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (11) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
- (111) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases bear in the name of the Regional Commissioner.

Correspondence in Groups A and B will be signed by the Regional Commissioner, his Executive Officer, or an officer designated by him.

Correspondence issuing from Headquarters Allied Control Commission will in all cases be addressed to the Regional Commissioner and if necessary marked for the attention of the appropriate Division of his Headquarters.

لقد
تمت
التوقيع
على
الرسالة
في
الـ ٩
من
أغسطس
١٩٤٥

1/1

- 2 -

5. Correspondence to parallel and higher formations:

G.P.
BQ A.A.I.
A.P.H.Q.

Directorate and General Headquarters.

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff "for the Chief Commissioner" or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section, in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff, or head of Independent Sub-Commission "for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub-Commission or Branch "for the Chief Commissioner".

6. Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub-Commission or Branch.

7. Correspondence between Sub-Commissions:

This will be done in the form of inter departmental minutes. Sub-Commissions will not correspond with each other by letter.

8. Formulation for signature.

Arabic staff procedure in the preparation of letters will be followed, G.P., to parallel or higher formations the legend "for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend "by command of Generalissimo Stano" will appear at the bottom of the letter above the signature.

- (114) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission "for the Chief Commissioner".
- (147) Subject to any instructions to be issued by the Deputy Chief of Staff or Commander, correspondence in Group C may be signed by any head of Sub-Commission or Branch "for the Chief Commissioner".

6. Correspondence to lower formations:

- (1) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (11) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (111) Group C will issue over the name of the Director of any Sub-Commission or Branch.

7. Correspondence between Sub-Commissions:

This will be done in the form of inter departmental minutes. Sub-Commissions will not correspond with each other by letter.

8. Preservation for signatures:

American staff procedure in the transmission of letters will be followed, i.e., to parallel or higher formations the legend "for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend "by command of Commander Stone" will appear at the bottom of the letter above the signature.

DISTRIBUTION:

"B"

Less 42-50 & Group III.

118 (154)

Brigadier,
Chief of Staff,

Guid. Affairs Branch
RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

23 September 1944.

OFFICE MEMORANDUM

NUMBER

9)

AMENDMENT NO. 1

21 SEP Recd
M/T.

1. The following amendment and addition to Office Memorandum No. 9 (originally published as Administrative Instruction No. 2 Adv. Hq. 5 July 1944), is published for the information and guidance of all concerned.
2. In accordance with Signal Instructions from Allied Force Headquarters, the following additional instructions are published for the guidance and compliance of originators of outgoing cables:
 - a. Originators will include the security classification as the first word of the text of all classified messages, i.e., Restricted, Confidential, Secret and Top Secret (TOPSEC).
 - b. Messages franked "In clear by any means" will not have those words as the first groups of the text, but "In clear by any means" will be shown in the normal position in the heading of the message.
3. Sections and Sub-Commissions will receive all incoming cables with the security classification shown as the first group or groups of the text, whether the cables are classified or not. This function will be performed by the Adjutant's Department in the processing and distribution of incoming cables.

J. L. Clough
J. L. CLOUGH,
Col. AGS,
Asst. Establish. Officer,
for the Establishments Officer.

DISTRIBUTION:

"A"

1011
RESTRICTED
1/A

0 3 6 2

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & E.C. SECTION
APO 394

Ref/55/34/Ct.

OFFICE (ITERATION)

PAGE 16

25 August 1944

HANDLING OF CLASSIFIED DOCUMENTS
BY CIVILIANS

1. It is undesirable that civilians handle any classified documents.
2. "Civilian" for the purpose of this memorandum is any civilian other than properly authorized Allied personnel.
3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the discretion of their supervising officers.
4. To eliminate as far as possible this security risk, the following safeguards will be observed:
 - (a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.
 - (b) When it occurs that "Confidential" and "Restricted" correspondence cannot be handled by military personnel, then only those civilians whose bona fides have been established and who have shown themselves worthy of trust will be entrusted with such letters. Care will be taken to insure on these occasions the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.
 - (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
 - (d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course whenever possible.

5. For guidance it is pointed out that the French equivalents of English language expressions as applied to Confidential and Secret communications are as follows:

English Terms	Corresponding French Term
Restricted	Confidential
Confidential	Secret
Secret	Top Secret

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8/26/8

Declassified E.O. 12356 Section 3.3/NND No. 785017

4. No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.

5. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

(a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.

(b) When it occurs that "Confidential" and "Restricted" correspondence cannot be handled by military personnel, then only those civilians whose names have been established and who have shown themselves worthy of trust will be entrusted with such matters. Care will be taken to impress on those concerned the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.

(c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.

(d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavor to avoid such a course whenever possible.

5. For guidance it is pointed out that the French equivalents of English language expressions as applied to Confidential and Secret communications are as follows:

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret
Ultra Secret

1010

6. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

TOP SECRET: (Signal abbreviation - TOSSE): Documents, information and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, i.e. PLANS OF FUTURE MAJOR OPERATIONS.

SECRET: Documents, information or material, the unauthorized disclosure of which would endanger the National Security, cause serious injury to the interests or prestige of the nation or any government activity thereof, or would be of great advantage to a foreign nation, i.e. VITAL MILITARY INFORMATION.

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which while not endangering the National Security, would be prejudicial to the interests or prestige of the nation, any Governmental activity, or individual or could cause harm.

0364

Declassified E.O. 12356 Section 3.3/NND No. 785017

- 2 -
nistrative enhancement or difficulty or be of advantage to a foreign nation, i.e.,
ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

RESTRICTED : Documents, information or material (other than TOP SECRET, SECRET,
or CONFIDENTIAL) which should not be published or communicated to anyone except for
official purposes, i.e., TRAINING AND TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

For the [illegible]
M. S. JONES,
Brigadier,
Executive Commission.

DISTRIBUTION:

"C"

33
G-1 (A)/LWS/JAHEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

1 August 1944

2 AUG Recd

OFFICE MEMORANDUM)

NUMBER 15)

CIVILIAN PERSONNEL(Employment and Payment Procedure)

- I -

This memorandum supersedes Office Memorandum No. 3 (Administrative Instructions 1a), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, Ground floor, Ministero delle Corporazioni Building, Telephone No. 411, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

- II -

Recruitment Procedure

Recruitment at the present time is divided into three categories:

- (1) Response to newspaper advertising
- (2) Casual applicants
- (3) Those referred by sections and subcommittees.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommittees) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommittees having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions 1a), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

-II-

Recruitment Procedure

Recruitment at the present time is divided into three categories:

- (1) Response to newspaper advertising
- (2) Casual applicants
- (3) Those referred by sections and subcommissions.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommissions) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommissions having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

- III -

Hiring

All sections and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests will be made in writing, giving adequate job description -- that is, the type of work to be performed, the language requirements, and any other information that is pertinent to the position to be filled. Civilian Personnel will refer one or more qualified applicants for interview and final selection by the section or subcommission concerned. After the interview, the applicants will be returned to Civilian Personnel. Those who are accepted will be screened by the Security Officer and placed on the civilian payroll. All civilian employees will be formally cleared through Civilian Personnel. In those cases where the individual is recruited independently of Civilian Personnel, the section or subcommission concerned will send the individual together with a letter requesting employment to Civilian Personnel. This letter should include a job description sufficiently complete to justify the recommended classification and salary. Civilian Personnel will approve the employment and establish the rate of pay. Disagreements will be

- 1 -

Headquarters, ACC
Office Memo 15, 1 Aug 44, cont'd

referred to the Civilian Personnel Policy Board. At present the section is interviewing an average of ninety (90) applicants (less than 10% qualified) per day. From this source there is being built up a reserve of potentially qualified civilians for future placement in Allied Control Commission.

- IV -

Rates of Pay

The following rates of pay are extracted from amendment No. 5, AFHQ, Adv Adm Echelon Adm Instr No. 24, dated 17 July 44. They are reproduced here for the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

	Min Rate	Max Rate
accountant	2,100	4,500 per month
Assistant Purchasing Agent	3,000	5,500 " "
Bookkeeper (male)	2,000	4,000 " "
Bookkeeper (female)	1,800	3,500 " "
Cashier, Chief (male)	2,500	3,500 " "
Clerk, Office (male)	70	110 per day
Clerk, Office, (female)	60	90 " "
Draughtsman, Chief	2,500	4,500 per month
Draughtsman	2,000	4,000 " "
Executives, business analysis, exporters, etc.	5,000	9,000 " "
Interpreter, General	70	120 per day
Interpreter, Technical	100	150 " "
Junior administrative assistants, Clerk Supervisors	2,100	4,500 per month
Professional man (doctor, lawyer, dentist, civil	4,000	9,000 " "
mechanical engineer, construction)	3,600	6,000 " "
Senior administrative assistants, sub-professional	70	110 per day
workers, junior executive officers, etc.	55	75 " "
Telephone Operator, English-speaking (female)	70	110 " "
Telephone Operator, Non-English-speaking (female)	60	90 " "
Typist (male)	80	120 " "
Typist (female)		
Typist, shorthand, (steno), English-speaking		
(male or female)		

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description

Bookkeeper (female)	2,000	"	"	"
Cashier, Chief (male)	1,800	"	"	"
Clerk, Office (male)	2,500	"	"	"
Clerk, Office, (female)	70	110	per day	"
Draughtsman, Chief	60	90	"	"
Draughtsman	2,500	4,500	per month	"
Executives, business analysts, exporters, etc.	2,000	4,000	"	"
Interpreter, General	5,000	9,000	"	"
Interpreter, Technical	70	120	per day	"
Junior administrative assistants, Clerk Supervisors	100	150	"	"
Professional men (doctor, lawyer, dentist, civil mechanical engineer, construction)	2,100	4,500	per month	"
Senior administrative assistants, sub-professional workers, junior executive officers, etc.	4,000	9,000	"	"
Telephone Operator, English-speaking (female)	3,600	6,000	"	"
Telephone Operator, Non-English-speaking (female)	70	110	per day	"
Typist (male)	55	75	"	"
Typist (female)	70	110	"	"
Typist, shorthand, (steno), English-speaking (male or female)	60	90	"	"
	80	120	"	"

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, maximum 9600 lire per month.

In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Passes, badges, and other papers of ACC identification will be picked up by Civilian Personnel on clearance of the final payroll.

- VI -

Payment Procedure

Employees will be paid twice a month through the civilian paymaster. Headquarters Commandant's Office. Payrolls will be submitted to Headquarters

- 2 -

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Headquarters, AGC
Office Memo 15, 1 Aug 44, cont'd

Commandant as of the fifteenth and last day of each month on the standard payroll form which will be obtained from the paymaster, Headquarters Commandant. The dates for submission and payment will be announced in the Daily Bulletin. It is the responsibility of the section or subcommission concerned that payrolls show proper classification, that salaries are in accordance with amendment No. 5 to AFHQ Adv Adm Echelon Adm Instr No. 24, dated 17 July 44, and that all employees have been cleared through Civilian Personnel. Civilian Personnel will post-audit payrolls and will also be prepared to pre-audit on request any rough-draft payroll to insure that salaries and classifications are correct.

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH *per J. A. R.*
Colonel, AGC
Executive Officer

DISTRIBUTION:
"C" - Modified

0370

HEADQUARTERS
ALLIED CENTRAL COMMISSION
ESTABLISHMENTS BRANCH
AFG 394
Civil Affairs Branch
31/

29 July 1944

OFFICE MEMORANDUM

NUMBER 14)

30 JUL Reed

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

- a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.
- b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.
- c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.
- d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.
- e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Control Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

2. Flora Hotel.

- a. Officers of the grade of Commander/Lt Commander (Navy), Lieut Colonel/Major (Army), and officials of equivalent grade or position, will be billeted in the Flora Hotel.

3. Milano, Esperia, and Bella Vista Hotels.

- a. Officers of the grade of Lieutenant (Navy), Captain (Army), and below, will be billeted in the Milano, Esperia, and Bella Vista Hotels.

4. Villas or apartments.

- a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein.

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Declassified E.O. 12356 Section 3.3/NND No. 785017

c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.

d. Bateman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORS will share a room.

e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Control Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

2. Flora Hotel.

a. Officers of the grade of Commander/Lt Commander (Navy), Lieut Colonel/Major (Army), and officials of equivalent grade or position, will be billeted in the Flora Hotel.

3. Milano, Esperia, and Bella Vista Hotels.

a. Officers of the grade of Lieutenant (Navy), Captain (Army), and below, will be billeted in the Milano, Esperia, and Bella Vista Hotels.

4. Villas or apartments.

a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein. Provided also that the officers who are billeted in such Villas or Apartments, rank immaterial, have been designated by the officer responsible for the Villa or Apartment.

b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R.C. & M.G. Section).

c. Hq Rome Area Allied Command is the sole authority for the allocation of accommodations within the Rome Area. All requisitions will be processed by the Establishments Branch, through Hq Rome Area Allied Command.

d. In the matter of the requisitioning of accommodations, the principles and instructions contained in Administrative Memorandum No. 29, AFHQ, 8 July 1944 subject "Accommodations in Italy", will be strictly observed.

John J. Albright
JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

OFFICE MEMORANDUM
NUMBER 13)

24 July 1944.

26 JUL Recd

OFFICIAL MAIL SERVICES

1. Memorandum Adj 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.
2. REPOPE delivery to the Message Center, departments will envelope all correspondence for dispatch outside Headquarters ACC, with the exception of unclassified material to the following formations:

AFHQ (G-5)
Headquarters AAI
AJC/ACC Regional Hqs.
AAG Army Headquarters

Many departments correspond with the formations mentioned above, and all dispatches are transmitted from the Message Center in bulk under one cover. Enveloping of unclassified material is therefore not only uneconomical but unnecessary.

3. Classified material will be delivered to Message Center enclosed in one envelope only in accordance with the detailed instructions at paragraph 4 below.

4. a. Every package or envelope must be fully addressed with the reference number in the top left hand corner but not less than one inch and a half from the top edge. In the space above the number, Message Center will impress the return address. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission.

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2. REPORTS delivery to the Message Center, departments will envelope all correspondence for dispatch outside Headquarters JCC, with the exception of unclassified material to the following formations:

- ADHQ (G-5)
- Headquarters JAI
- ADHQ/JCC Regional Hqs.
- ADHQ Army Headquarters

Many departments correspond with the formations mentioned above, and all dispatches are transmitted from the Message Center in bulk under one cover. Enveloping of unclassified material is therefore not only uneconomical but unnecessary.

3. Classified material will be delivered to Message Center enclosed in one envelope only in accordance with the detailed instructions at paragraph 4 below.

4. a. Every package or envelope must be fully addressed with the reference number in the top left hand corner but not less than one inch and a half from the top edge. In the space above the number, Message Center will impress the return address. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission.

b. In respect of classified packages the following additional requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a new envelope, which will be sealed and marked with the security category of the enclosure; if TOP SECRET it will also be marked "To be opened personally by...." the holder of an appointment or the individual named.

(ii) CONFIDENTIAL communications will be enclosed in an envelope marked CONFIDENTIAL, but need not be sealed.

(iii) RESTRICTED and other unclassified communications will be dispatched in accordance with paragraph 4(a) above.

c. Classified material will be enclosed in a second envelope or cover by Message Center personnel. No envelopes will therefore not be received at Message Center with the colored cross thereon, which was formerly necessary to identify the contents as classified material.

Office Memorandum #13, this HQ, dtd 24 July 44 (Cont'd)

5. a. The Message Center will give and take receipts for all TOP SECRET, SECRET, and CONFIDENTIAL packages. Receipts will NOT be given for packages or documents below CONFIDENTIAL classification.

b. Departments should enclose with, and attach to, all TOP SECRET communications a receipt for signature and return by the recipient. Receipts may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Adjutant's Department (Duplicating Section).

6. Without detriment to the needs of security (e.g. see paragraph 4 (b) (1) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.

7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.

8. All packages addressed as in preceding paragraph also all packages containing unclassified mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as "NO ESSENTIAL MAIL".

9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.

10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

E. J. Clough
E. J. Clough
Lieut. Col.
Executive Officer

DISTRIBUTION:

Group 1 "C"

Group 2 1 copy ea (for info)

7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.
8. All packages addressed as in preceding paragraph also all packages containing unclassified mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as "WD ESSENTIAL MAIL".
9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.
10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

E. J. McLaughlin
E. J. McLaughlin
Lieutenant Colonel
Naval Reserve Officer

DISTRIBUTION:

- Group 1 "NC"
- Group 2 1 copy on (for info)

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

24 July 1944.

2 Recd

OFFICE MEMORANDUM)
NUMBER 12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONS

ACC ADVANCE HEADQUARTERS

Administrative Instructions Numbers 1 to 4, ACC Advance Headquarters, are hereby redesignated as Office Memoranda of Headquarters ACC and numbered as below:

<u>Administrative Instruction</u>	<u>New Designation</u>
1A	Office Memorandum No. 8
2	Office Memorandum No. 9
3	Office Memorandum No. 10
4	Office Memorandum No. 11

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH,
Colonel, ASD,
Executive Officer.

DISTRIBUTION:
"A"

1005

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

13 July 1944.

Office Memo
~~ADMINISTRATIVE INSTRUCTION~~

NUMBER *11*

AMENDMENT NO. 1

LOCAL MAIL

1. Unclassified mail intended for local civilian addressees will be delivered through civilian mail channels.
2. Such mail will be put through the normal message center channels and will be delivered to the Central Post Office by Dispatch Rider.
3. No postage is required, and the mail will not be subject to censorship.
4. This mail should be addressed on the face of the envelope, and regulation US or British WD envelopes should be used.

see 27
E. L. CLOWSE,
Colonel, AGO,
Executive Officer.

DISTRIBUTION:

"A"

1004

Recd 394 P
ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Batholomew Branch

Office Memo
ADMINISTRATIVE INSTRUCTIONS
NUMBER.....11...
8 July 1944
Cc. [Signature] 20/7

OFFICIAL MAIL SERVICES

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mail is set forth for the information, guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. AUSA (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

- a. Articles to be forwarded by Army Courier Service will show both a complete address and return 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 "Attention _____," may appear in the address.
- b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery of Confidential, Secret and Top-Secret Official dispatches to major tactical, S/S, and I of 3 Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply).

5. British and American Postal Services.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. AUSA (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

3. Any Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

a. Articles to be forwarded by Army Courier Service will show both a complete address and return 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 attention "Attention" may appear in the address.

b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret official dispatches to major tactical, GCE, and L of C Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply).

5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be 1003 transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by MDS will be handled in the same manner as previously.

17.

7. The restrictions set out above do not apply to material sent by ACE courier.

8. Heavy and bulky material may not be sent by courier. Within the established weight and size limits, such material may be sent through Army Postal channels.

E. L. CLOTH
Colonel, AD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

Officer

5 July 1944

NUMBER.....10.2

AIR PASSPORTS

1. The following instructions relative to the procedure in effect for the securing, screening and booking of air passengers are published for the information and guidance of all concerned:

2. The following are the only authorities who may issue a Movement Order for British and American personnel:

Allied Armies in Italy
Fifth Army
Eighth Army
No 1 District
No 2 District
No 3 District
Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Service.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance HQ, ICG, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army Serial Number or personal number of the personnel involved, the name of the sub-commission, staff branch or section within ICG to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

a. British officers and civilians will report to MOP 2, HQ, AAI, in person, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No 34, HQ, AAI, 27 June 1944, as amended by Amendment No. 1, 1 July 1944, MOP 2/803. MOP 2, AAI, is located in Room 889, HQ, AAI.

The following are the only authorities who may issue a Movement Order for British and American personnel:

Allied Armies in Italy
Fifth Army
Eighth Army
No 1 District
No 2 District
No 3 District
Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Section.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance HQ, AGC, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army Serial Number or personal number of the personnel involved, the name of the sub-division, staff branch or section within AGC to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

a. British officers and civilians will report to Mr 2, HQ, AAI, in person, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No 34, HQ, AAI, 27 June 1944, as amended by Amendment No. 1, 1 July 1944, Mr 2/AGC. Mr 2, AAI, is located in Room 659, HQ, AAI.

b. Upon completion of the screening, per 2, above, British officers and civilians will proceed to MATS, 66 Piazza Garibaldi, and there book passage.

c. American officers and civilians will proceed direct to MATS. It is not necessary that requests for air passage for American personnel be screened by AAI. Such screening is performed by MATS.

E. L. CLOUGH
Colonel, AGC
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION

AFO 394
Establishment Branch

Office Memo

~~ADMINISTRATIVE INSTRUCTION~~

NUMBER

1A)

14 July 1944.

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

The following instructions supersede Administrative Instruction #1, this Headquarters, dated 1 July 1944.

A - Hiring of employees.

1. Clerical and Supervisory Grades.
 - (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
 - (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
 - (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisans and Skilled Grades.

- (a) A letter of request is sent to the Headquarters Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned **1001** must tally with time sheet.

Declassified E.O. 12356 Section 3.3/NND No. 785017

- (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
- (b) The employment section will send one or more applicants requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
- (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.
2. Classified Artisan and Skilled Crafts.
- (a) A letter of request is sent to the Headquarters Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.
- B - Discharging of employees.
1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.
- C - Payment.
1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned must tally with time sheet.
- D - Reclassification.
1. When reclassification of civilian employee status is desired, a letter will be sent to the Employment Officer for approval with a job description.

DISTRIBUTION:
"A"

E. S. CLOUGH, Jr.
Colonel, AGC,
Executive Officer.

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

24 July 1944

OFFICE MEMORANDUM

NUMBER

7)

DUTY HOURS

1. Office Hours:

a. Office hours of 0830 to 1800 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

2. Recreation:

Officers and EM/ORs will devote one day each week to exercise and recreation. A roster of the officers and EM/ORs assigned to each Section, Sub-Commission or office will be maintained, showing the day per week to be devoted to exercise and recreation. Not more than 50% of the assigned strength of any office will select Sunday as the day off for exercise and recreation. The roster may be changed without notice to meet the work requirements of the office. Directors of Sub-Commissions and Heads of Offices will insure that the Sub-Commission or Office is in charge of the record in command or some other qualified officer during their absence. Personnel required to be on duty on Sunday will be permitted sufficient time to attend church services if they so desire.

3. Night Staff Duty Officer:

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

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3. Night Staff Duty Officer:

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. During the same period there will be an EM/OR to assist the **1000** duty officer.

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer.

DISTRIBUTION: "C"

0384

Declassified E.O. 12356 Section 3.3/NND No. 785017

551 Civil Affairs Br.
 73
 HEADQUARTERS
 ALLIED CONTROL COMMISSION
 APO 394
 18 JUL 1944
 18 JUL Recd

OFFICE MEMORANDUM

NUMBER 61

ACC HEADQUARTERS TELEPHONE INSTALLATIONS AND ALLOCATIONS

1. The telephone installation in the Ministry of Corporations Building is considered adequate for the needs of ACC Headquarters. However, there is need for economy in the installation of telephone, as traffic in a Headquarters such as this is heavy, and extensions to existing control office equipment may be difficult of accomplishment.

2. The Headquarters Commandant has therefore made an allotment of telephones to each Section or Independent Sub-Commission. Assignment of telephones from this allotment to individual members of Sections or Independent Sub-Commissions will be made by the Senior Officer of each Section or Independent Sub-Commission.

3. Requests for installation of telephones will be made in duplicate on the attached form, which can be obtained at Room 10, 1st Floor.

4. There are three kinds of telephone service available. All three require use of dial.

a. Connection to ACC switchboard - unrestricted service: Can, by dialing number desired, call any telephone connected to ACC switchboard. By dialing "zero" is connected to Telephone Company network and can then dial any number connected to each network. All incoming calls from outside are handled by the ACC operator.

b. Connection to ACC switchboard - restricted: Can make and receive calls to or from any telephone connected to ACC switchboard but cannot take or receive calls from city network.

c. Direct connection to Telephone Company Long City system: This permits calling other units whose switchboards have dial numbers or any telephone connected to city network. However, to call a telephone connected to ACC switchboard, the switchboard number must be dialed and operator asked for desired party.

5. All requests for telephone service must be signed by Senior Officer of Section or Independent Sub-Commission or his authorized delegate. (Requests from individuals cannot be accepted). Name of delegated officer should be furnished promptly to the Communications Officer, Room 10, 1st Floor. 999

6. The number of personnel available to install telephones is limited, so that, with the large number of telephones to be installed, it will not be possible to give service as rapidly as may be desired. Every effort will be made to expedite installations.

SECRET

117
 117

Declassified E.O. 12356 Section 3.3/NND No. 785017

RESTRICTED

7. The number of telephones allotted are as follows:

SECTION OR SUB-COMMISSION	"A" UNRE- STRICTED	"B" RE- STRICTED	"C" HOME CITY	NAME OF AUTHORIZED DELEGATE
Headquarters Commandant	5	1	5	
Adjutant	13	7	13	
RC & HQ	48	25	48	
Navy & Air	7	4	7	
Communications	7	4	7	
Administrative	12	10	12	
Economic	35	18	35	
Army	17	9	17	

E. L. Clough
E. L. CLOUGH,
Col., AMB,
Executive Officer.

DISTRIBUTION:
"C" - Modified.

RESTRICTED

0388

Declassified E.O. 12356 Section 3.3/NND No. 785017

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HEADQUARTERS
ALLIED CONTROL COMMISSION
I.C. & M.C. Section
APO 34

Ref/53/122/GA.

5 July 1944.

OFFICE MEMORANDUM
NUMBER 5)

1. It may happen that telegrams are wrongly marked by the Message Centre "For Action" to the Section, Branch or Sub-Commission which is not functionally concerned with the subject matter and "For Info" to the office which should take action.
 2. On occasions telegrams are sent "For Info" to all concerned.
 3. In these circumstances it is the duty of the office which is functionally concerned with the subject matter to take action regardless of the distribution made by the Message Centre and to inform immediately the Message Centre and the office to which the message may have been (wrongly) sent for action of this intention.
- .. This does not absolve the office to which a Signal has been marked "For Action" from either taking action or informing the Message Centre.

W. S. Lush
M. S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

"4"

998

55.4
29 JUN 1944

21

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

REFERENCE : 16113/6-1

28 June 1944

SUBJECT : Casualties - Italian Military Personnel

1. All units of this formation will submit casualties in respect of Italian Military Personnel, on their strength, to this office in precisely the same way as for British personnel i.e. on A.C.C. Form R.1. This form, when used to submit these casualties, will be clearly marked "ITALIAN".
2. Casualties in respect of Italian Military Personnel will include Births, Marriages, Deaths, Change of location, Sickness, Battle Accidents, Battle Casualties, Punishments, Awards, Abductions and Next of Kin, etc.
3. All casualties will be rendered immediately they occur.
4. It is most important that the correct matriculation number of Italian personnel is quoted in every case.
5. This does not apply to Carabinieri.

FOR THE ESTABLISHMENTS OFFICER

J. L. JONES,
Lt.-Colonel,
G-1 (2).

WJ/AF

DISTRIBUTION LIST

Regional Commissioner, Region I.	A.C.C. FIFTH ARMY (Field).
" " " II.	A.C.C. EIGHTH ARMY.
" " " III.	S.Q. COMDT. (Main).
" " " IV.	S.Q. COMDT. (Rear) (2).
" " " V.	Director, Italian Ref. Branch.
" " " VI.	Internees & Displaced Persons.
" " " VII.	Sub-Commissioner.
" " " VIII.	O.C. British Detachment.
" " " IX.	S.Q. COMDT. Adv. HQ (Germany only).

997

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

REFERENCE : 15015/C-1

19 June 1944

SUBJECT : R.A. Officers - Particulars

TO : Distribution below

1. A request has been received from A.S.H.Q., G-1(B) A 10, that all R.A. Officers serving with Allied Control Commission should complete one copy of the enclosed proforma. The information asked for is required solely for record purposes in conjunction with the formation of an R.A. personnel section.
2. Will you please arrange for the completion of one copy of the proforma by each R.A. Officer on your strength and return to this HQ as soon as possible.

FOR THE ESTABLISHMENTS OFFICER

WHD/RS

J.L. JONES,
Lt. Colonel,
G-1(B).

DISTRIBUTION

Vice President, Admin Section.
Vice President, Econ Section.
✓ Civil Affairs Branch.
Internees & Displaced Persons Sub-Commission.
Italian Refugee Branch.
Security Branch.
G-4.
HQ Commandant.
Army Sub-Commission.
Communications Sub-Commission.
War Materials Disposal Sub-Commission.
P.R.O.

Regional Commissioner, Region I.
" " " II.
" " " III.
" " " IV.
" " " V.
" " " VI.
" " " VII.
" " " VIII.
" " " Rome Region.
SCAD AMB HQ Fifth Army.
SCAD AMB HQ Eighth Army.

996

Handwritten notes:
No
G/H

785017

This program will be completed by all officers of the Department. The information is requested in order that a full and complete record of all communications may be available, thus ensuring that Officers best suited for all phases of the program should be employed. The program should be complete by 1950.

- | | | |
|-----|------------------------|--------------|
| 1. | Present Unit | |
| 2. | Present Rank | |
| 3. | Personal No. | Date Assumed |
| 4. | Medical Category | |
| 5. | BURIALS (NAMES) | |
| 6. | CHRISTIAN NAME | |
| 7. | Decorations (if any) | |
| 8. | Date of Birth | |
| 9. | Married or Single | |
| 10. | Date 1st Communion | |
| 11. | Type of Ordination | |
| 12. | Decorations and Medals | |

—YAN LIU AND CHLOE YU

[illegible]

11. COURTESY, AUSTIN

[illegible]

15. QUESTIONS AND EXERCISES

16. DETAILS OF SERVICE FOR THE JAMES AND COSTY ATTORNEYS (11/1/80)

13. BRANCH OF SERVICE

ASSIGNMENT FIELD

UNIT

TO

14. COURSES ATTENDED

TYPE OF COURSE

DATE

FROM (AFFIDAVIT)

BY (HOW)

RESULT

15. CAMPAINS AND YEARS

16. DETAILS OF SERVICE IN THE ARMY AND OCEAN ATTENDED (4" or 1")

995

17. CIVILIAN AND MILITARY QUALIFICATIONS, LANGUAGES, PLACES, NUMBER U.S., J.S.C., J.S.C., S.C., ETC.

SIGNATURE

UNIT

DATE

PLEASE COME TO FIELD OFFICE

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

785017

HEADQUARTERS
ALLIED CONTROL COMMISSION
H.Q. & M.O. Section
APO 394

Ref/93/16/CA.

9 June 1944

SUBJECT: Recommendation for Award or Mention in Despatches.

TO : O-1 (British), A.C.C.

IT IS RECOMMENDED THAT W/A BOWME A/ASST DIR/CA be granted an appropriate award or be mentioned in despatches, as may be deemed appropriate by higher authority.

For exceptionally meritorious conduct in the performance of outstanding service:

IN THAT HE HAS, continuously since the establishment of this Headquarters, applied himself to the performance of his duties as Chief Clerk, Civil Affairs Branch, with an extraordinary degree of industry, intelligence, and ability. Cheerfully and competently devoting himself to his work with complete disregard for either hours or circumstances, his exceptional service has not only expedited the day-to-day operations of the branch, but has immeasurably facilitated continuous operation during the course of radical changes in geographical location and scope of operations. Faced with the problem of establishing an adequate system of files, records and administration for a military organization of a type entirely unprecedented, he approached the many unique and difficult problems involved with unusual vigor and ingenuity, and with complete success.

ACB/eah

ALFRED G. BOWME, Lt. Col.,
Assistant Director,
Civil Affairs Branch.

P/2
894

Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS
ALLIED COMBAT COMMISSION
R.C. & M.C. Section
APO 394

17

Ref/55/17/CA.

1 June 1944.

SUBJECT: Honours and Awards.

TO : G-4, British.

16

1. Reference 16089/1/0-1 of 16 May 1944.
2. Nominal roll of recommendations in respect of Civil Affairs Branch is enclosed herewith.

HUBERT H. FINKS,
Colonel,
Deputy Executive
Commissioner.

1/4

Declassified E.O. 12356 Section 3.3/NND No. 785017

174
MINIMAL ROLL OF PERSONNEL H.Q. ALLIED
CONTROL COMMISSION (Civil Affairs Branch,
R.C. & M.C. Section)

RECOMMENDED FOR MENTIONS IN DESPATCHES

Name : WARON,
Initials : Lgalie
Number : S/322205
Regt/Corps : R.A.S.C.
Rank : W/B SQDN, A/BSN

55
18 MAR 1944

Col. F. H. B. ...

HEADQUARTERS
ALLIED NATIONAL COMMISSION
APO 304

REFERENCE : 16089/1/5-1

SUBJECT : Honorary and Awards

TO : Distribution below.

16 May 1944

The Chief Commissioners propose to submit to the C-in-C A.A.I. a list of British Officers and Other Ranks recommended for Periodical Awards and Mentions in Despatches for the period 1 Jan 44 to 30 Apr 44.

2. Recommendations will be strictly limited. Those for awards will not exceed one per Region, Section, etc.; and for mentions in Despatches 1 per 100 of all ranks.

3. Recommendation lists will be consolidated at this Headquarters.

4. Heads of Sections and Independent Sub-Commissions, Regional Commissioners and S.C.A.Os of Areas will submit to this Office by 1 June 44:

- (a) List of Officers and O.Rs. recommended for Awards.
- (b) List of Officers and O.Rs. recommended for Mention-in-Despatches.

Citations will accompany both (a) and (b). Those in the case of (a) will be made on A.F.M. 1121 submitted in quadruplicate, a separate form for each person. List (b) will be made out in order of priority.

5. Lists will in all cases give the following details:

Personal Number (Officers) or Hospital Number (O.Rs.)
Rank - stating whether Substantive, War Substantive, Temporary or Acting.
Full Christian names and surname (letter in BLOCK CAPITALS).
Any previous Award and date of award.

6. Regional Commissioners will include for their own consideration all personnel assigned and attached to Regions, including masters assigned or attached from Sub-Commissions of A.C.C. HQ. Heads of Sections will be consulted in the final selection for the list.

2. Recommendations will be strictly limited. Those for awards will not exceed one per region, Section, etc., and for national is September 1 per 200 of all ranks.

3. Recommendations lists will be consolidated at this Headquarters.

4. Heads of Sections and Independent Sub-Committees, Regional Commissioners and S.C.A. of Areas will submit to this office by 1 June 44:

- (a) List of Officers and O.N.s. recommended for awards.
- (b) List of Officers and O.N.s. recommended for Mention-in-Despatches.

Lists will accompany both (a) and (b). Those in the case of (a) will be made on A.F.F. 3121 submitted in quadruplicate, a separate form for each person. List (b) will be made out in order of priority.

5. Lists will in all cases give the following details:

Personal Number (Officers) or Regimental Number (O.N.s.)
Rank - stating whether Substantive, War Substantive, Temporary or Acting.
Full Christian names and surname (Letter in BLOCK CAPITALS).
Any previous award and date of award.

6. Regional Commissioners will include for their own consideration all personnel employed and attached to Regions, including numbers assigned or attached from Sub-Committees of A.C.C. HQ. Heads of Sections will be consulted in the final selection by this HQ, as regards the latter.

7. The Chief Commissioner will give great care to be taken in the selection of Officers and O.N.s. for these recommendations, especially in the case of those recommended for awards. Every care must be taken that deserving cases are not overlooked by the frequent re-assignments which have taken place.

8. Lists must be submitted by 1 June 44. Any which do not reach this office by that date will not be considered.

M. G. Lister
M. G. LISTER,
Deputy Chief,
Executive Committee.

100/25

2. Distribution.

PA

993



Declassified E.O. 12356 Section 3.3/NND No. 785017

Security Branch
P.O. Branch

VII

A.M.G. HQ Fifth Army
A.M.G. HQ Eighth Army
Dnt. & Ldc. Parsons Sub-Comm.

It is suggested that recommendations for Honours and Awards be based on the following:-

Colonel	-	C.S.R.
Lt. Colonel	-	O.B.E.
Major	-	M.B.E.
Captain	-	M.B.E.
Lieut.	-	M.B.E.
O.R.'s	-	M.B.E.

0 7 0

55 10 MAY 1944 15

HEADQUARTERS
ALLIED CONTROL COMMISSION
A.C.C. 394
C-1

CONFIDENTIAL

REFERENCE : 16523/1/C-1

10 MAY 1944

SUBJECT : Policy - Regular Army Commissions

1. The attached copy of War Office letter 100/222/9995 AG (Offrs) dated 9 Feb. 44 is forwarded.
2. The attention of all officers should be drawn to the contents of this letter.

BY COMMAND OF LIEUT. GENERAL MARY MACFARLANE

CM/NO.

Joint (3)
Allied Control Commission.

DISTRIBUTION:

Secretary General
Admin Section (3)
Economic Section (10)
PA Executive Commissioner
Political Section
Civil Affairs Branch
Displaced Persons (Bari)
Italian Refugee Branch
Security Branch
Executive Officer
C-1
H.Q. Commandant (344n)
" " (Hear)
Army Sub-Commission (Lequill)
Telecoms & Postal Sub-Comm.

War Material Disposal Sub-Commission
E.A.C.
Advisory Council
Region I (10)
Region II (11)
Region III (5)
Region IV (2)
Region V (2)
Region VI (2)
Region VII
Region IX
A.M.C. 5th Army
" 8th Army
File

392

COPY

CONFIDENTIAL

100/200/2225/AM(Office).

3 Feb 44.

Sir,

I am commanded by the Army Council to refer to Army Council Instructions 1696 of 1942 (as amended by 153 of 1943) 242 of 1942 and 1661 of 1943, regarding the scheme for the grant of permanent commissions in the Regular Army.

2. I am to say that General Officers Commanding-in-Chief all Armies at home were recently invited to comment upon the proposals for the scheme and to submit suggestions for its improvement. This invitation was not extended to General Officers Commanding-in-Chief abroad, as the proposal was not extended to them in connection with the scheme for the grant of permanent commissions in the Regular Army.

The consensus of opinion of General Officers Commanding-in-Chief all Armies at home is that there is need for improvement in the professional and financial prospects of Regular Officers, but this is a basic consideration upon which no pronouncement can be made at the present time.

3. As to financial considerations, the reforms introduced in 1961 in connection with the scheme for the grant of permanent commissions in the Regular Army have resulted in a considerable increase in the pensionable pay of Regular Officers. The scheme for the grant of permanent commissions in the Regular Army is now being considered in connection with the scheme for the grant of permanent commissions in the Regular Army.

4. Certain amendments have been made to the percentages of their pre-war peace establishment at which the strength of various arms may be maintained by the grant of permanent commissions. They will now be as follows:

Royal Armoured Corps.....	100%
Royal Artillery.....	75%
Royal Engineers.....	80%
Royal Corps of Signals.....	90%
Foot Guards.....	100%
Infantry.....	100%
Royal Army Ordnance Corps.....	80%

The peace establishment of the Royal Electrical and Mechanical Engineers has not yet been settled, the matter of permanent commissions which may be granted will, therefore, be based on 100% of those parts of the peace establishments of other corps absorbed into that corps.

5. It is desired that all officers, and especially those who are candidates for inter-branch commissions for permanent commissions, should be aware of the present position with regard to the scheme, and of the principles upon which it

...of Regular Officers, but this is a matter for consideration and which no recommendation can be made at the present time.

3. As to financial considerations, the reforms introduced in 1938 were designed to provide an assured career up to the age of 47 years with a reasonable pension at the close of an officer's service. Army Council Instruction 2441 of 1942 extends the effect of these provisions to officers granted permanent commissions in the Royal Army Ordnance Corps, up to the age of 55 years. Owing to the outbreak of war the beneficial effects of these reforms have not yet been fully felt.

4. Certain comments have been made as to the percentages of their pre-war pension establishment at which the strength of various arms may be maintained by the grant of permanent commissions. They will now be as follows :-

Royal Armoured Corps.....	100%
Royal Artillery.....	75%
Royal Engineers.....	80%
Royal Corps of Signals.....	90%
Royal Tank Corps.....	100%
Infantry.....	100%
Royal Army Ordnance Corps.....	80%

The pension establishment of the Royal Electrical and Mechanical Engineers has not yet been settled, the matter of permanent commissions which may be granted will, therefore, be based on 100% of those parts of the peace establishment of other arms absorbed into that corps.

5. It is desired that all officers, and especially those who are qualified or intending qualification for permanent commissions, should be aware of the present position with regard to the scheme, and of the principles upon which it is based. I am, therefore, to request that you will cause the contents of the Appendix to this letter to be brought to the attention of all military officers under your command.

991

I am, Sir,
Your obedient servant,

(Signed) G. H. DAVENPORT.

- The Commander-in-Chief, Middle East.
- The Commander-in-Chief, Persia and Iraq.
- The Commander-in-Chief, Allied Forces Near East.
- The Commander-in-Chief, 11 Army Group, South East Asia.
- The General Officer Commanding-in-Chief, East Africa and East Africa.
- The General Officer Commanding, Ceylon.
- The Governor and Commander-in-Chief, India, Gibraltar.
- The Commander, North Caribbean Area, Jamaica; South Caribbean Area, Trinidad.
- The Officers Commanding Troops, Bermuda, Puerto Rico, Virgin Islands.
- The Officer Commanding Military Forces, Aden.

Copy

Appendix to CO/Gen/9995(AS1(Offrs))
dated 9 Feb 44.

REGULAR COMMISSIONS

1. With reference to A.C.Is. 1696 and 2441 of 1942, 155 and 1004 of 1943. It is desired that all officers may know the principles on which is based the grant in war of permanent commissions in the Regular Army and the present position with regard to the grant of such commissions. This Appendix will not be quoted as an authority. A further A.C.I. will be issued in due course.

2. The main factors affecting the grant of permanent commissions during the war are:-

(a) Although the future size of the Army is at present unknown, it is considered very desirable that a certain number of officers should receive permanent commissions in the Regular Army to ensure that their services are available on demobilization, and to avoid a gap in the peace establishment, the filling of which at the end of the war would inevitably create a block in promotion.

(b) By bringing in junior officers in accordance with the normal peacetime practice, a block in promotion in future years should be avoided.

(c) It is also desired that every officer receiving a permanent commission should have a fair chance of drawing a reasonable pension at the age of 47 or 55, whichever is the age for compulsory retirement from the arm in which he serves.

(1) The number of vacancies which may be filled by the grant of permanent commissions under this scheme is based on a certain percentage of the pre-war peace Establishment, less the number of Regular Officers still serving. Obviously, it would be grossly unfair to fill all those vacancies in the first instance by accepting too large a proportion of candidates whose applications have already reached the War Office, because they are serving in the United Kingdom or the more accessible Commands overseas. Room must be left for those who have not had an opportunity to appear before a Selection Board. These considerations have particular application to the Infantry, wherein the number of vacancies varies widely in each regiment. No permanent commissions will, therefore, be granted in this arm until the bulk of the applications are received and the preferences of the majority of candidates can be considered at one time in relation to the requirements of the service. It is emphasised that the grant of permanent commissions now will in no way prejudice the prospects or seniority of those candidates or intending candidates who will be unable to obtain their permanent commissions until a later date. Seniority in the Regular Army is based on the length of service after attaining the age of 21 as an emergency commissioned officer and, in the case of former Regular other ranks, reckonable other rank service. The date on which a permanent commission is granted in, therefore, irrelevant to seniority. As the war progresses there may be

(b) By bringing in Junior officers in accordance with the normal peacetime practice, a block in promotion in future years should be avoided.

(c) It is also desired that every officer receiving a permanent commission should have a fair chance of drawing a reasonable pension at the age of 47 or 55, whichever is the age for compulsory retirement from the arm in which he served.

(d) The number of vacancies which may be filled by the grant of permanent commissions under this scheme is based on a certain percentage of the pre-war peace establishment, less the number of Regular Officers still serving. Obviously, it would be grossly unfair to fill all those vacancies in the first instance by accepting too large a proportion of candidates whose applications have already reached the War Office, because they are serving in the United Kingdom or the more accessible Commands overseas. Room must be left for those who have not had an opportunity to appear before a Selection Board. These considerations have particular application to the Infantry, wherein the number of vacancies varies widely in each Regiment. No permanent commissions will, therefore, be granted in this arm until the bulk of the applications are received and the preferences of the majority of candidates can be considered at one time in relation to the requirements of the service. It is emphasised that the grant of permanent commissions now will in no way prejudice the prospects or seniority of those candidates or intending candidates who will be unable to obtain their permanent commissions until a later date. Seniority in the Regular Army is based on the length of service after attaining the age of 21 as an emergency commissioned officer and, in the case of former Regular other ranks, reckonable other rank service. The date on which a permanent commission is granted is, therefore, irrelevant to seniority. As the war progresses there may be more casualties amongst Regular officers, and later information regarding the size and composition of the post-war Army may increase the number of vacancies in all arms.

3. Summary

Officers for the post-war Army must necessarily be of a very high standard. They must be well educated, prepared to study their profession intensively and have the high degree of intelligence necessary for professional efficiency. Those who are to receive permanent commissions must, therefore, be drawn from the best emergency commissioned officers now serving. Thus, it is not always possible to accept an officer on the recommendation of his Commanding Officer and superior Commander, because standards vary in regiments and formations and because candidates must compete in the open field of the Army as a whole. For this reason, some form of centralized selection is required, and it was decided that the only practicable method of selecting and grading candidates was by a form of War Office Selection Board, which has proved so successful in selecting emergency commissioned officers. In view of the importance of the permanent commission, a Major-General was appointed to the Board as president. The only other change in that the psychiatrist has been withdrawn.

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- 2 -

4. COMMISSIONS IN SERVICE

It is estimated that there are openings in the post-war Army for the keen young man who is prepared to tackle a hard job of work entailing the exercise of very varied talents.

As to financial considerations, it should be noted that the reforms introduced in 1938, were designed to give officers an assured career up to the age of 47 or 50 years, according to the arm of the Service, with a reasonable pension at the close of their service. A.C.I. 244 of 1942 extends the effect of these reforms to officers granted permanent commissions in the R.A.C., up to the age of 55. Owing to the outbreak of war the beneficial effects of the 1938 reforms have not yet been apparent.

5. RECALL

It is recognized that although the War Office Selection Board has a very small margin of error, no Board can be infallible. It has, therefore, always been intended that a rejected candidate, who feels he has been misjudged may, with the concurrence of his Commanding Officer, be re-interviewed by an Appeal Board. Such a Board has been working in the United Kingdom and one is now visiting Canada's overseas. The decision of an Appeal Board is final.

6. GRADE AND LIMIT OF ENTRYING COMMISSIONS

Candidates who have already been interviewed by a Selection Board have been graded A, B, C and Failed. Those graded "A" and "B" for arms other than Infantry are to receive permanent commissions forthwith, providing they are still fit for service and that the satisfactory report required under the terms of paragraph 12 Appendix 1 to Army Council Instruction 1936 of 1942 and paragraph 10 Appendix 1 to Army Council Instruction 244 of 1942, is forthcoming.

Those graded "C" are not being accounted at present and may appeal if they wish.

The Selection Boards have interviewed a number of candidates in whom some of the qualities of a Regular officer are present but latent or inadequately developed. These candidates are being advised to resubmit their application one year after their first interview with a Board. Re-interview on resubmission of application will not be regarded as an appeal. Candidates will thus have the opportunity of a third and final interview, with the Appeal Board, should their second application be unsuccessful.

7. AGE AND LIMIT

Candidates for permanent commissions in the Royal Armoured Corps, Royal Artillery, Royal Engineers, Royal Corps of Signals, Footguards, Infantry and Royal Army Service Corps may now be accepted for the register at the age of 20 years, instead of 21 years as hitherto, but the minimum age at which permanent commissions may be granted will continue to be 21 years. The lower age

Declassified E.O. 12356 Section 3.3/NND No. 785017

the concurrence of his Commanding Officer, be re-interviewed by an Appeal Board. Such a Board has been working in the United Kingdom and one is now visiting Comander overseas. The decision of an Appeal Board is final.

6. QUALIFICATION OF PERMANENT COMMISSIONS

Candidates who have already been interviewed by a Selection Board have been graded A, B, C and failed. Those graded "A" and "B" for arms other than Infantry are to receive permanent commissions forthwith, providing they are still fit for service and that the satisfactory report required under the terms of paragraph 12 Appendix 1 to Army Council Instruction 1695 of 1942 and paragraph 10 Appendix 1 to Army Council Instruction 244 of 1943, is forthcoming.

Those graded "C" are not being accepted at present and may appeal if they wish.

The Selection Boards have interviewed a number of candidates in whom some of the qualities of a Regular officer are present but latent or inadequately developed. These candidates are being advised to resubmit their application one year after their first interview with a Board. Re-interview on resubmission of application will not be regarded as an appeal. Candidates will thus have the opportunity of a third and final interview, with the Appeal Board, should their second application be unsuccessful.

7. LOWER GRADES

Candidates for permanent commissions in the Royal Armoured Corps, Royal Artillery, Royal Engineers, Royal Corps of Signals, Footguards, Infantry and Royal Army Service Corps may not be accepted for the register at the age of 20 years, instead of 21 years as hitherto, but the minimum age at which permanent commissions may be granted will continue to be 24 years. The lower age limit for acceptance for the register of candidates for the Royal Army Ordnance Corps and Royal Electrical and Mechanical Engineers is unchanged.

8. RECOMMENDATION IN THE RANK OF CAPTAIN OR MAJOR

Recommendations have been made that selected officers, above the age limits of the present scheme and holding a temporary or war substantive rank of Captain or Major, should be granted permanent commissions in those ranks.

These recommendations are being examined, but it at present appears improbable that the scheme will be expanded in this way. The known requirements of the Army do not at present warrant such a measure; a block in promotion must be justified against and officers so commissioned might not have sufficient time, before reaching the age of compulsory retirement, to qualify for retired pay or gratuity under the present code.

3. INDIAN ARMY

12/

9. EMERGENCY ARMY

Emergency commissioned officers who have applied for and receive permanent commissions, with a view to transferring to the Indian Army after the war, will be released from their honourable undertaking to serve for not less than five years. If it is decided that they cannot be granted permanent commissions in the Indian Army.

10. THE ROYAL ARMOURD CORPS

After full consideration, it has been decided that candidates accepted for permanent commissions in the Royal Armoured Corps, will be gazetted to that corps and not to individual regiments of the corps.

11. ARMY OFFICERS LEFT OR TRANSFERRED TO THE R.A.F.

Army officers attached or transferred to the R.A.F. or R.A.N.Z. Regiment may apply, but Army C.O.s. transferred to the R.A.F. and, who have now received emergency commissions in the R.A.F. or R.A.N.Z. Regiment, are ineligible.

Permanent commissions are not being offered in the R.A.F. at present, but if they should be re-introduced later, and an attached or transferred Army officer should be required for a permanent R.A.F. commission, and also selected for a permanent Regular Army commission, the former would take precedence over the latter.

12. DOMINION FORCES

Officers of certain Dominion Forces are also eligible to apply.

13. PRISONERS OF WAR

Prisoners of war have been given details of the scheme and those wishing to apply for permanent commissions have been invited to send in their names. For obvious reasons they are unable to complete the normal application form whilst still in enemy hands, but arrangements have been made for them to submit full applications after they have been repatriated and their medical categories etc can be confirmed.

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I 55 Civil Affairs Branch

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6 MAY 1944

HEADQUARTERS

ALLIED CONTROL COMMISSION

APO 394

OFFICE MEMORANDUM

NUMBER

2)

"PROVISION AND USE OF SIGNAL FACILITIES"GENERAL

1.

When the Armies move forward there will be a period when the scale of line communications will be drastically reduced, particularly in the forward areas. This will be inevitable, since not only is time required to extend the system, but damage will undoubtedly be very much higher than previously. Furthermore existing resources will be more stretched as the advance proceeds.

Everyone must, therefore, be prepared to work on a very much reduced telephoto service, and to rely in the forward areas to a large extent on R/T. The telegraph service will also be more dependent on the use of wireless channels, which have a smaller traffic capacity than line channels and are subject to greater delays owing to the necessity of enciphering. The communication service must therefore be used with the maximum of economy, and the following rules will be observed:

Telephones

- (a) Telephone calls will be initiated only as a necessity and not as matter of convenience.
- (b) Telephone conversations will be kept short.
- (c) R/T technique and discipline must be known and practiced now by all concerned without noticeable increase of R/T traffic on the air.

Telegrams

- (d) Will be carefully drafted to exclude all redundant words.
- (e) Abuse of priorities must be eliminated.

4 May 1944

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Telegrams

- (d) Will be carefully drafted to exclude all redundant words.
- (e) Abuses of priorities must be eliminated.
- (f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

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Express Letter Service

- (g) Nothing will be sent by ELS where it can just as well be handled by the Army Postal Service.
- (h) Liaison officers, travelling from one headquarters to another, will invariably help Signals by taking any outstanding despatches, which might otherwise have to be sent by Special Dispatch Rider.

These rules must be practiced now. Commanders are, therefore, requested to ensure that the substance of this letter is brought to the notice of all subordinate commanders and staffs at all levels, and that proper attention is paid to enforcing the rules in para 4 above forthwith.

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Office Memo #2, HQ ACC, dated 4 May 1944. (Cont'd)

TELEPHONE PRACTICE

II.

INFORMATION

1. Instances have arisen of confusion and resulting loss of time in setting up priority L.B. telephone calls between British and American switchboards in the L. of C. (communication zone) due to differences in terminology and operating procedure.

INTENTION

2. To define the equivalent BRITISH and AMERICAN priority classifications and to establish a combined operating procedure for such L.B. telephone calls.

METHOD3. EQUIVALENT CLASSIFICATIONS

<u>BRITISH</u>		<u>AMERICAN</u>
CLEAR THE LINE or CLEAR THE LINE EMERGENCY AIR	Equivalent to	URGENT or OPERATIONAL PRIORITY
PRIORITY	Equivalent to	PRIORITY
ROUTINE	Equivalent to	ROUTINE

(a) CLEAR THE LINE or (CLEAR THE LINE EMERGENCY AIR) and URGENT or (OPERATIONAL PRIORITY) classification; removal for only such calls as must be rushed through with a minimum delay.

(b) PRIORITY classification will be used only for such calls which cannot be classified as URGENT (CLEAR THE LINE) but which warrant precedence over ROUTINE calls in order to reach the addressee in time for effective action.

(c) All other calls will be considered as ROUTINE.

4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.

(a) BRITISH regulations will apply to the classification of calls originated by BRITISH formations and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.

Declassified E.O. 12356 Section 3.3/NNN No. 785017

3. EQUIVALENT CLASSIFICATIONS

<u>BRITISH</u>		<u>AMERICAN</u>	
CLEAR THE LINE	Equivalent to	URGENT	OR OPERATIONAL PRIORITY
or CLEAR THE LINE EMERGENCY AIR			
PRIORITY	Equivalent to	PRIORITY	
ROUTINE	Equivalent to	ROUTINE	

- (a) CLEAR THE LINE or (CLEAR THE LINE EMERGENCY AIR) and URGENT or (OPERATIONAL PRIORITY) classification: reserved for only such calls as must be pushed through with a minor delay.
- (b) PRIORITY classification will be used only for such calls which cannot be classified as URGENT (CLEAR THE LINE) but which warrant precedence over ROUTINE calls in order to reach the addressee in time for effective action.
- (c) All other calls will be considered as ROUTINE.
4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.
- (a) BRITISH regulations will apply to the classification of calls originated by BRITISH formations and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.

5. OPERATING PROCEDURE

The classification of a call is not the responsibility of the operator.

The operator will not question the classification designated by the originator, but will put the call through in accordance with the procedure outlined below for each classification:

- (a) CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT and OPERATIONAL PRIORITY CALLS.

Calls of the above classification will take precedence over all calls of lower classification and will be "pushed" through with a minimum of delay.

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DECLASSIFIED

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Office Memo #2, Hq ADC, dated 4 May 1944 (Cont'd)

If a circuit is occupied by a priority or routine call and is required for a CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT or OPERATIONAL PRIORITY call, then the priority or routine call will be broken down.

CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT and OPERATIONAL PRIORITY calls are of equal importance and none will take precedence over the other.

(b) PRIORITY CALLS

(1) Take precedence over and will be established in advance of all routine calls.

(ii) All priority calls will be recorded as provided in para 5 (a) (i) above.

(iii) Priority calls which cannot be completed on demand will be backed and completed in chronological order over the first available circuits in advance of any routine call.

(iv) Routine calls will not be broken down to establish priority calls except that when a priority call is held waiting for a circuit occupied by a routine call for more than five minutes, the operator will notify the talking parties that a priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

(i) Will be established on demand when possible and, if not, will be recorded (backed) and connected in the order of recording.

By command of Lieutenant General MASON MACPHERSON:

E. L. CLOUGH,
Lt Col, ADC,
Executive Officer.

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 785017

Routine calls.

(ii) all priority calls will be recorded as provided in para 5 (a) (i) above.

(iii) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.

(iv) Routine calls will not be broken down to establish priority calls except that when a priority call is held waiting for a circuit occupied by a routine call for more than five minutes, the operator will notify the calling parties that a priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

(i) Will be established on demand when possible and, if not, will be recorded (booked) and completed in the order of recording.

By command of Lieutenant General WALTON MACFARLANE:

E. L. CLOUGH
Lt Col, AGP,
Executive Officer.

DISTRIBUTION:
"A"

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- 3 -
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Declassified E.O. 12356 Section 3.3/NND No. 785017

55 5 Civil Affairs Branch
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RECEIVED
ARMED FORCES COMMISSION
APR 30

4 MAY 1944

HS
SJ

OFFICIAL SECRETARIAT

SECRET

1. The following information in reference to SM Radio Service to the United States from 1943 is extracted from JCS Circular Number 52 dated 30 April 1944, and JCS Circular Number 24, 2 April 1944, for the information and guidance of all concerned.

2. Effective 1 May 1944, sender's communication radio service to United States, via JCS circuit, may be requested for U.S. military and naval personnel only, including U.S. civilians attached to U.S. Armed Forces. This service is already available for U.S. to Italy. Sender's communication stations (SCM) will be restricted to only JCS telegraph (JCS), and will be filed with unit correspondence in the JCS number as SM.

3. Rules for sending, receiving and other information governing sender's communication stations, JCS.

- Every word ending by a letter for transmission is counted and charged for. This includes the address and signature.
- The signature must contain the first name or initial and last name.
- The last name must be in the address will count as a single word if grouped together for example:

S. F. Robinson
H. M. L. and
1 word
1 word

- Expressions like stop, comma, and period when written out, count as one word.
- Every isolated character, letter or figure and every sign or punctuation, except the hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
- Recognized abbreviations, such as, JCS, COL or JCS are single words.
- Words of one or fewer letters or figure groups of over five digits count as one character group; for example:

Transcontinental - 1 letters - (2 words)
07201 - (2 words)

- Repeating words or parts thereof together in the text or address are known as divisions and will reduce the word count; for example:

785017

Case	Age	Sex	Occupation	Duration of illness	Site of lesion	Pathological changes	Microscopic findings	Diagnosis
1	25	Male	Farmer	10 years	Right lower lobe	Chronic inflammation	Granuloma formation	Chronic pneumonia
2	35	Female	Teacher	5 years	Left upper lobe	Acute inflammation	Neutrophilic infiltration	Acute pneumonia
3	45	Male	Engineer	3 years	Right upper lobe	Chronic inflammation	Granuloma formation	Chronic pneumonia
4	55	Female	Homemaker	8 years	Left lower lobe	Chronic inflammation	Granuloma formation	Chronic pneumonia
5	65	Male	Retired	12 years	Right lower lobe	Chronic inflammation	Granuloma formation	Chronic pneumonia

[illegible]

ADULTS: 10-20 mg/kg

- (top) $\frac{1}{\sqrt{2}}$
- (middle) $\frac{1}{\sqrt{2}}$
- (bottom) $\frac{1}{\sqrt{2}}$

ATTENTION: THESE BOOKS BELONG TO THE

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OF THIS APPROVED COPY TO THE DIRECTOR, FBI
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3. Subject and Insurance: Criminal cable service is covered by those regulations in substance in order to facilitate the transaction of urgent personal business, family affairs, business not sufficiently covered by time, taxes, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:

- a. Official Business
- b. Penalty for Private or Other Matter Intended for Publication
- c. Money Transfers
- d. Referrals for Payments, Claims, or Other Information

Ordinary copies will be in English, unless specific authorization to use some other language is obtained from the Chief Base Comptroller of the Base Comptroller Detachment through which the copy is made. They will be in plain language, commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or contractions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

[illegible]

10. The sender must ensure that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agencies than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of

Declassified E.O. 12356 Section 3.3/NND No. 785017

7. Signature. All messages must be signed. The signature will be the actual signature of the sender and may include last name and initials, first name, middle initial, or full name. Nothing else may be shown. Rank, serial number, unit or organization, and address will not be included in the signature or shown elsewhere in the message text.

8. Subject and Language. Ordinary cable service is covered by these regulations is authorized in order to facilitate the transmission of urgent personal business, family affairs, greetings not sufficiently covered by IPM, texts, and other personal matters. The following special types of messages for which authorization is provided are specifically excluded from this service:

- Official business
- Press dispatches or other matter intended for publication
- Money transfers
- Orders for firearms, explosives, or other merchandise

Ordinary cables will be in English, unless specific authorization to use some other language is obtained from the Chief Base Censor of the Base Command. Detachment through which the cable is received. They will be in plain language. Confidential, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

9. Prohibited Substances

- The sender must know that this cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personnel cables and these are subject to restrictions in addition to those placed on postal communications. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10, Circular #32, H. MATRUSA, 28). "Confidential Statements" as listed in paragraph 10 c, Circular Number 30, H. MATRUSA, 28, are prohibited in ordinary cables. The following is also prohibited in ordinary cables:

(1) Any reference to location of sender or other military personnel. (For example: the expression "I am in North Africa", although permitted in letters, is prohibited in cables. A statement such as, "Have seen Uncle Sam", may reveal location if addressee can be assumed to know location of persons mentioned.)

RESTRICTED

DECLASSIFIED

- (2) Transportation of foodstuffs of any kind, except for the purpose of the United States Armed Forces and other authorized personnel of the United States, is prohibited.
- (3) Transportation of foodstuffs of any kind, except for the purpose of the United States Armed Forces and other authorized personnel, is prohibited.
- (4) Transportation of foodstuffs of any kind, except for the purpose of the United States Armed Forces and other authorized personnel, is prohibited.
- (5) Transportation of foodstuffs of any kind, except for the purpose of the United States Armed Forces and other authorized personnel, is prohibited.

By command of Lieutenant General ALONN M. C. JONES:

S. L. GILSON,
Lt Col, AMN,
Executive Officer.

DECLASSIFIED
v. 1.0

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S. L. Munch, 111
1st Col. AGF,
Executive Officer.

COMPLETION:

25 500 000 OF INDIAN RESERVE LANDS 14,500 000 000

5/17/77 Recd

HEADQUARTERS

ALLIED CONTROL COMMISSION

APR 3/4

C-1

REFERENCE : 16013/3/3-1

14 April 1944

SUBJECT : PAY - C.H.'s - Debtor Balances and the Responsibility of British Officers

1. The attention of every British Officer is drawn to his personal responsibility in regulating the amounts paid out to individual Other Banks.
2. A copy of G.H.O. 53 of 1944 is appended for the guidance of all concerned and should be shown to all Officers joining Formations or Regions of Allied Military Government and Allied Control Commission.
3. Where there is any doubt as to whether an Other Bank holds an unpaid or paid appointment, the question should be referred to this HQ. This HQ will obtain the necessary information or authority from G.H.O. 2. And Echelon, E.H.A.S. or from No. 8 General Pay Office, C.M.S.

BY ORDER OF LIEUT GENERAL NATHAN MACFARLANE

GP/LJO.

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| Civil Affairs Branch. | | War Material Disposal Sub-Commission. |
| | | P.H.C. |

4. G.H.O. 53 of 1944

1. The Army Council have drawn attention to the fact that accounts of personnel serving overseas reveal an increasing number of abnormally large debtor balances. In a number of cases individual debts exceed 2100.
2. It would appear that certain Officers serving overseas share duty it is to

Declassified E.O. 12356 Section 3.3/NND No. 785017

BY COMMAND OF ARMY GENERAL COUNCIL (AGC) (AGC)

GP/LMO.

DISTRIBUTION:

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| Civil Affairs Branch. | | War Material Disposal Sub-Commission. |
| | | E.H.O. |

Allied Control Commission.

E.H.O. 53 of 1944.

1. The Army Council have drawn attention to the fact that accounts of personnel serving overseas reveal an increasing number of abnormally large debtor balances. In a number of cases individual debts exceed £100.
2. It would appear that certain Officers serving overseas whose duty it is to make payments to soldiers show little or no regard for their personal responsibilities in regulating the amounts paid out to individuals.
3. The attention of every Officer will be drawn to his responsibility, in the absence of official knowledge of the state of a soldier's account, in Officer has no authority to make a payment in excess of the net rate of pay shown in A.R. 64, Part II. If he does so, he may be called upon to make good from his own pay, any resulting loss to the public.
4. The Council desire to make it clear to all Officers that write-off of a debt on a soldier's account does NOT preclude subsequent consideration of whether the Officer or Officers responsible for the over-payments should make good the loss of public funds.
5. It is pointed out to the recipients of excessive cash issues that the rates of pay shown in A.R. 64, Part II are for the guidance of the soldier as well as the paying officer. A soldier who falls heavily into debt through accepting cash payments, which on the evidence of his pay book are clearly excessive must not expect relief of such as is given to soldiers who fall into debt through causes beyond their control.

G1/3/3377/13.

785017

6 MAR Recd 55

CABr.

U.S. RESTRICTED
(Equals British Restricted)

U-12186

ARMED FORCES HEADQUARTERS
AFHQ

TJB/wp

AG 311.1-5 AGM

SUBJECT: Outgoing Official Mail.

TO : All Concerned.



Paragraph 2b, Section II, letter this headquarters, subject and file as above, dated 11 July 1943, is rescinded and the following substituted therefor:

"Procedure: Official mail when properly prepared for transmission may be deposited in any Army Post Office. Documents classified "Most Secret", "Secret" and "Confidential" will be sent as registered mail. "Restricted" and unclassified documents will be transmitted as ordinary mail."

By command of General WILSON:

T. J. WRE,
1st Lt, AGD,
Asst Adjutant General.

DISTRIBUTION:

WFO
All CFB in Africa.

983

U.S. RESTRICTED
(Equals British Restricted)

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Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

55 R.C.M.H. Section
5

1 March 1944

SUBJECT: Establishment

TO : All Regions, AAG Armies, and Sections, Sub-Commissions and Branches of HQ.

1. Present Position

- a. The authorized strength of the 2675 (American) Regt., AAG is 829 Officers, 15 Warrant Officers and 1045 MM. Of these, 74 are detached on special duty, but still carried on the strength of the Regiment.
- b. The authorized strength of AAGC, the British Unit created by War Establishment No. WA/266/1 dated 6 January 1944 is 603 Officers and 1347 MM.
- c. On the strength of the above two units is borne the whole of the personnel allotted to AAG-AAG in Italy.
- d. The number of Officers scheduled to proceed to U.K. is:

| | |
|----------|-----|
| American | 200 |
| British | 90 |

The British Officers are being replaced from U.K.; similar replacements will probably not be forthcoming for the American Officers. There will be no further bulk demands for personnel of AAG for other theaters.

2. Sub-Establishment for Regions, etc.

- a. The question of Sub-establishments /TOs for Regions, AAG Armies, and Sub-Commissions and Branches of Headquarters has been under consideration, and it has been decided that no attempt will be made to issue them. It is realized that this decision will cause some difficulty and uncertainty in Regions and Sub-Commissions, but the question is fraught with so many complications that it has been found impossible to arrive at any other satisfactory solution.
- b. The chief reason for the decision is that conditions, and with them the weight and direction of effort are and will be constantly changing. It is therefore impossible to allot personnel on any permanent basis, and it would be useless -- in fact positively harmful to issue Sub-establishments /TOs which would be subject to constant amendment. Personnel will therefore be allotted by this HQ as and when required in accordance with the volume of work to the extent permitted by available numbers. All that can be said is that for the present Region I will operate with about 110 Officers, Region II with 117, and Region 1982 will be gradually reduced to about 40 after its territory is handed over to the Italian Government.

Declassified E.O. 12356 Section 3.3/NND No. 785017

Letter, dated 1 March 1944. Subject: Establishment (Cont'd)

3. Ranks and Promotion

a. The question of ranks and promotion will similarly be dealt with centrally by this HQ because it is not possible to lay down any fixed ranks for Officers or Maj/CA in Regions since the total personnel will vary as territory is handed over and duties become supervisory on the one hand or operational duties increase under AMs on the other. Similarly, the volume of work in Sub-Commissions is not constant.

b. Recommendations for promotion of Officers (as to which separate instructions on the British side have been issued in Amd Memo No. 14) will therefore be submitted without regard to whether there is or is not a suitable assignment in a higher rank in the particular region, Sub-Commission, etc., in which the Officer being recommended appears to be serving at the time.

c. Instructions regarding the promotion of both AMs and OAs are being issued shortly.

For the Executive Commissioner:

JOHN J. ALLRIGHT
Colonel, Infantry
Establishment Officer

DISTRIBUTION:
all Regions
all 1 Army
all 2 Army
Sub-Commissions, Sections, Branches of HQ.

55 4 MAR Recd

4 MAR Recd

Declassified E.O. 12356 Section 3.3/NND No. 785017on 55 ~~18~~
3 IR Recd3HEADQUARTERS
267TH BOMBARDMENT
(Forward Echelon)
AIRBORNE CONTROL COMBINATION
AND SVLS-1/FDG/vs
2 March 1966

AT 0900.31

SUBJECT: Reports and Returns.

TO : All Companies and Detachments.

1. By authority contained in Letter Order 34, HAFBUSA, dated 22 Feb 66, and OAGC F1005 5014, the 267th Bombardment AGC is relieved from assignment to the Command of and assigned to the 4th and 5th Companies, ABF. The relief will be effective by 1000 24 Feb 66.

2. Effectively immediately, it is directed that all machine reports, strength returns, and aerial reports be submitted directly to this AGC.

BY ORDER OF COMMANDING OFFICER

FREDERICK D. STANLEY
Captain, Inf
AGC Asst Adjutant

980

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.C. SECTION
APO 394

ACF/55/2/CA

ACF/ard
1 March, 1944

SUBJECT: A.C.C. Information Room

TO : Distribution as below

1. The Allied Control Commission Information Room has been established in Room 45, Provincial Building, for the purpose of making conveniently available to members of the Commission the technical, political and economic information which is being collected by the Information Division.

2. The Information Division has collected intelligence reports, surveys, monographs and newspapers from Allied sources, together with periodic and special reports of the various sub-divisions of the Commission. Documents are classified and secured. A catalogue of this material will shortly be distributed and supplements thereto will be issued from time to time. Acknowledgments of receipt of additional material will also be made in the A.C.C. Daily Bulletin.

3. All elements of the Commission are asked to assist in the maintenance of the Information Room by supplying to the Division copies, preferably in duplicate, of reports and surveys which they may prepare.

4. The Division will deal with special requests for information from any elements of the Commission. It would be helpful for it to know in general, types of information which would be most useful.

5. Members of the Commission are invited to make full use of the facilities of the Information Room which is open from 0830 hrs. to 1800 hrs. daily; telephone Vayer 46.

By Command of Lieutenant General JOHN MACFARLANE:

Distribution: Full internal distribution

MILAN E. FISKE
Colonel, Cavalry
Deputy Executive Commissioner

579

551P Remm. Action -
 Recd. Index 1
 31 Jan 1944

HEADQUARTERS
 ALLIED CONTROL COMMISSION
 APO 394

16080/0-1

Distribution to: A.C.C. Sept II, III, IV, V, VI, VII

31 January 1944.

OFFICE MEMORANDUM

50000-548

SUBJECT: Soviet Member of A.C.C.

1. Major General NESTOR SOLODOVNIK has been appointed Soviet Member on the A.C.C. and has an office in Room 13, Province Building, Naples. Senior Lieutenant MIKAIL GOMULIN is his aide.

2. Major Sir Philip Magnus will act as conducting officer to Major General Solodovnik.

3. Major General Solodovnik is attached to the Commission in a consultative capacity. He will attend the periodical meetings of Vice Presidents. He will work on the Vice President's and Director's level. If he or any member of his staff wishes to contact any person outside that level, he will request either the Deputy President (Chief Commissioner) or the Vice President or Director concerned accordingly.

4. If General Solodovnik or his aide wishes to contact any regional or other headquarters or office or to leave Naples he will refer his request for arrangements to be made for his tour or visit, to the Deputy President (Chief Commissioner) through the Secretary-General.

5. At the discretion of Vice Presidents, Directors or Chiefs of independent sub-commissions, copies of reports and correspondence which they consider of interest to General Solodovnik will be forwarded daily to the Secretary-General, for onward submission to the conducting officer.

6. No unparaphrased copies of telegrams will be circulated to Major General Solodovnik. The conducting officer will be informed by the Secretary-General of any important telegrams and will either inform Major General Solodovnik verbally of their contents or prepare a paraphrase for him.

7. The conducting officer will arrange for the following channels of official correspondence to be available to Major General Solodovnik:

a. With Advisory Council - through the Secretary-General and the Political Section.

b. With higher Russian authorities - through the Secretary-General, thence to AFHQ (MGS).

478

General Solodovnik.

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a. With Advisory Council - through the Secretary-General and the Political Section.

b. With higher Russian Authorities - through the Secretary-General, thence to AFHQ (MGS).

c. With M. Vichinsky, in Russian ciphers if desired, direct or through AFHQ (MGS) for onward transmission to M. Vichinsky (authority C. in C. cable 44111).

By command of Lieutenant: General MACFARLANE: *[Signature]*

DISTRIBUTION: (over)

E. GUETERBOCK
Brigadier

- 1 -

[Handwritten marks: a circled 'B' and '1/P 2']

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Office Memo. subj. Soviet Member on A.C.C. dtd 31 Jan 1944 cont'd.

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