

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

ACC

10000/109/19
(VOL. II)

Declassified E.O. 12356 Section 3.3/NND

No. 785017

10000/109/19
(VOL. II)

AC OFFICE MEMORANDA, 1945 SERIES
JAN. 1945 - JULY 1946

Office Memo No. 6 approved forwarded
for signature

025-16-10

23

ant Adjutant.

Office Memorandum No 7 and No 1 forwarded for your
signature & despatch.

025-16-10
Capt

Office of Sec.
18 Jan.

30.

CCO.

Plan see photo 19 and encs. for info
as requested

Ant #19

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

1067

30.

cc.

Plan in letter 14 and encls. for info

as requested *act 7/9*

29

65

HEADQUARTERS UNITED STATES DEPARTMENT OF JUSTICE
OFFICE OF THE Executive Commissioner

18 July 1963

Ref: 65/70

OFFICE OF THE EXECUTIVE COMMISSIONER
RECEIVED
81

THIS CORRESPONDENCE SHOULD BE FILED IN
16.11 DATED 21 JANUARY 1962

CORRESPONDENCE FILE

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

1. DEPARTMENT PROCEDURE

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) Order 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 Executive Commissioner files, EC follows all number.
- (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:

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CORRESPONDENCE AND FILMS

In order to achieve a uniform system for the handling and representation of correspondence in this Department and this asks for more efficiency, the following standards will be adopted forthwith in all Sections, Sub-Sections etc.

1. INTERNAL CORRESPONDENCE

All correspondence will be run on a file as soon as possible after receipt, having been entered in a register suitably organized 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. FILMS

- (a) All films will have a number and the department of origin will be indicated by a prefix, e.g. on Executive Commission files, 10 follows all numbers.
- (b) The subject of the film 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 film records will be kept:

- (i) Alphabetical index.
- (ii) Numerical index.
- (iii) Register of date of receipt, and return, of films from other departments.
- (iv) Register of date of receipt, out, and return, of own departments' films.

3. FILM UTILIZATION

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 folios, a film should be closed down and a subsequent volume started.

PA 10/7/44
R

(a) Drafts. All drafts are to follow:

STO: Do. 10-

213
5 July

Tel: ext. 123

Signature and appointment

(1) For the attention of a particular official or division of a section may be inserted if desired.

4. PREPARATION OF THE DRAFT

(a) All correspondence will be submitted, on the appropriate headed paper, suitably initialed, on a file with relevant references suitably flagged.

Sufficient copies will be prepared to allow the following distribution:

- | | |
|-----------------------|------------------------------|
| 2 copies Addressee | 1 copy to file |
| 1 copy Chief's Office | 1 " " file |
| 1 " Ex. Sec. | 1 " " on additional address. |

(b) Drafts letters for signature by Chief Commissioner and Executive Commissioner should be submitted at appropriate time, and not later.

(c) Distribution. External distribution only to the time of full distribution. Internal distribution only.

5. PREPARATION OF THE DRAFT

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

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

4. COMMITTEE ON THE STATUS OF THE VETERAN'S BENEFITS

(a) All correspondence will be submitted, on the appropriate headed paper, suitably initialed, on a file with relevant references prominently flagged.

Sufficient copies will be prepared to allow the following distribution:

- 2 copies Addressee
- 1 copy Chief Commissioner
- 1 " Ex. Com.
- 1 copy to Clerk
- 1 " " file
- 1 " " each additional addressee.

(b) Special letters for signature by Chief Commissioner and Executive Secretary are prepared at Washington D.C. and sent to the Bureau.

(c) Distribution. External distribution only on the day of full distribution; a internal copies only.

5. DRAFTS FOR THE VETERAN'S BENEFITS AND VETERAN'S COMMISSIONER

As in the case of correspondence in final form, drafts (double spaced) 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. COMMITTEE ON THE STATUS OF THE VETERAN'S BENEFITS

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., 1500/72/33. It will be entered in a register suitably adapted to record:

- (i) Reference number.
- (ii) Date of dispatch.
- (iii) Subject.
- (iv) Addressee.

BY COMMAND OF HER ADVISORY STAFF,

M. J. L.

Chief Clerk,
Executive Commission.

DISTRIBUTION

List "a" Group 1 (Items 40 to 47, 51, 55 & 60)

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Appendix "A"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
AEO 794

Reference No. of Department of origin

↓ 3 spaces

Subject: Food Supply

↓ 3 spaces

TO : C-5 Section, Allied Forces Headquarters.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner:

a.

(1).....

2.

(no complimentary close)

↓ 5 spaces from last line of letter

ELMER W. STONE
Rear Admiral, USNR
Chief Commissioner

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

1. Header paragraphs in the following manner:

- A.
(1).....
2.

(no complimentary close)

5 spaces from last line of letter



HENRY T. STONE
Rear Admiral, USNR
Chief Commissioner

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

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785017

Italian telegraph but do not number.

.....
.....

Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter

Yours very truly,

↑ 5 spaces

WILLIAM W. STONE
Rear Admiral, USNR
Chief Counselor

Dr. Alcide De Gasperi,
President of the Council of Ministers,
Italian Government,
ROME.

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

Appendix "B"

HEADQUARTERS UNITED COMMISSION
Office of the Chief Commissioner
APO 794

Reference No. of Department of origin.

July 1945
(U.S. no date of
month to be shown)

My dear Mr. Guido Minister:

↓ 2 or 3 spaces only

Indent paragraphs but do not number.

.....

.....

Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter

Yours very truly,

↓ 5 spaces

Dr. Alcide De Gasperi,
President of the Council of Ministers,
Italian Government,
ROME.

MILTON T. STONE
Rear Admiral, USNR
Chief Commissioner

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

.....
.....
Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter
Yours very truly,



5 spaces

WILLIAM V. STONE
Rear Admiral, USNR
Chief Commissioner

Dr. Alcide De Gasperi,
President of the Council of Ministers,
Italian Government,
Rome.

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

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Appendix "C"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
APO 794

Reference No. of Department of origin.

July 1946
(i.e. no date of
receipt to be shown)

Dear Dott. Prunus

↓ 2 or 3 spaces

indicate paragraphs but do not number

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

Such letters to be written in the 1st person singular

↓

4 spaces from body of letter

Very truly yours,

5 spaces

↓

MILITARY T. STONE
Rear Admiral, USNR
Chief Commissioner

Dott. S. PRUNUS
Secretary General to the
Ministry of Foreign Affairs
Italian Government
RUE

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

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.....
.....
.....
Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter

Very truly yours,

↓ 5 spaces

ELMER W. STONE
Rear Admiral, USNR
Chief Commissioner

Det. R. PHILLIPS
Secretary General to the
Ministry of Foreign Affairs
Italian Government
RMCE

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

Appendix "D"

HEADQUARTERS ALLIED COMMISSION
Office of the Executive Commissioner
APO 794

July 1946
(N.B. no date of
month to be shown)

Ref. :

SUBJECT:

TO :

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

WTC

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

Encls.

NOTES

- (i) Above style will be used for all official letters for which the signature of Executive Commissioner is required.
 - (ii) "For the Chief Commissioner" will only be inserted in case of communication with parallel and higher formations.
- Correspondence to lower formations will close with the following:
"By Command of Rear Admiral Stone"

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

etc

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

Encls.

NOTES

(i) Above style will be used for all official letters for which the signature of Executive Commissioner is required.

(ii) "For the Chief Commissioner" will only be inserted in case of communication with parallel and higher formations.

Correspondence to lower formations will close with the following:

"By Command of Rear Admiral Stone:

Brigadier, "
Executive Commissioner."

(iii) All paragraphs will be numbered.

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RESTRICTED 65-8741

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HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 3761/402/30

13 January 1946

Office Memorandum

Number 7.

Amendment No. 1.

JAN 21 1946

Instructions for the Preparation Dispatch and
Handling of Outgoing Signal Messages.

Owing to the Handover of AMG Territory to the Italian Government the following amendments will be made to Office Memorandum No. 7 dated 14 December 1945.

(1) Para 4 (c)

Delete all detail and substitute.

"Routine messages to the following addressees will be sent by courier and not by electrical means.

ALCOA	PIEMONTE	Motor Courier
"	LOMBARDIA	Air Courier
"	VENETIE	" "
"	EMILIA	" "
"	BOLOGNA	Motor Courier
"		Air Courier

(ii) Reference Appendices 'A', 'B' and 'C' destroy and substitute new Appendices 'A', 'B' and 'C'.

BY COMMAND OF REAR ADMIRAL STONE:



G. J. LEONE

CWO, USA

Asst Adjutant

DISTRIBUTION:

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Delete all detail and substitute.

"Routine messages to the following addressees will be sent by courier and not by electrical means."

AFHQ			
ALCON	LC	PIEMONTE	Motor Courier
"	"	LOMBARDIA	Air Courier
"	"	VENETIE	" "
"	"	NAPLES	Motor Courier
"	"	BOLOGNA	Air Courier

(41) Reference Appendices 'A', 'B' and 'C' destroy and substitute new Appendices 'A', 'B' and 'C'.

BY COMMAND OF REAR ADMIRAL STONE:

A. J. Leone

G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

GROUP I - List "A"
GROUP II - One Copy each serial.

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Appendix 'A'

FROM (A) HQ ALCOM 26 0945 NOV 45

TO (FOR ACTION)

(1) ALCOM LO LIGURIA (2) AMG VENEZIA GIULIA

(3) ALCOM LO LIVORNO (4) ALCOM LO BARI

TO (INFORMATION)

(5) ALCOM LO SICILY (6) DISTMC FOR ALCOM LO

(7) ALCOM LO (Tr.) ANCONA

Ref. No. 6758 Security Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION OF DISPATCH AND HANDLING OF SIGNAL

ESSAYS PD

PARA ONE PD COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSEES FOR
GUIDANCE PD

PARA TWO PD APPENDIX BAKER THERMO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
EXPLANATORY PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

ALCOM PD

PARA THREE PD NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE
DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES PD

DISTRIBUTION (BY EL3)
ALCOM LO Piemonte
ALCOM LO Lombardia
ALCOM LO Venetia
ALCOM LO Naples
ALCOM LO Bologna

PRIORITY 1-4

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Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION OF DISPATCH AND HANDLING OF SIGNAL

ASSAULTS PD

PARA ONE PD COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSEES FOR

WITNESS PD

PARA TWO PD APPENDIX BAKER THERMO CONTAINING LIST OF ABBREVIATED ADDRESSES FOR

TELEGRAPHIC PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

Q ALCOM PD

PARA THREE PD NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES PD

DISTRIBUTION (BY MLS)

- ALCOM LO Piemonte
- ALCOM LO Lombardia
- ALCOM LO Veneto
- ALCOM LO Naples
- ALCOM LO Bologna

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PRIORITY 1-4
ROUTINE 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. NO.: 269

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FIELD OFFICE

A.C. CHIEF LIAISON OFFICER LIGURIA
 A.C. CHIEF LIAISON OFFICER PIEMONTE
 A.C. CHIEF LIAISON OFFICER LOMBARDIA
 A.C. CHIEF LIAISON OFFICER VENETIE
 A.C. CHIEF LIAISON OFFICER TOSCANA
 A.C. CHIEF LIAISON OFFICER MARCHE
 A.C. CHIEF LIAISON OFFICER LIVORNO
 A.C. CHIEF LIAISON OFFICER BARI
 A.C. CHIEF LIAISON OFFICER SICILY
 A.C. CHIEF LIAISON OFFICER BOLZANO
 A.C. LIAISON OFFICER (Tn.) ANCONA
 A.C. LIAISON OFFICER NO.2 DISTRICT
 A.M.G. VENEZIA GIULIA
 A.M.G. UDINE PROVINCE

Appendix 'B'

ALCOM LO LIGURIA
 ALCOM LO PIEMONTE
 ALCOM LO LOMBARDIA
 ALCOM LO VENETIE
 ALCOM LO TOSCANA
 ALCOM LO MARCHE
 ALCOM LO LIVORNO
 ALCOM LO BARI
 ALCOM LO SICILY
 ALCOM LO BOLZANO
 ALCOM LO (Tn.) ANCONA
 DISTRICT FOR ALCOM LO
 AMG VENEZIA GIULIA
 AMG UDINE PROVINCE

PHONETICAL ALPHABET

A - Able
 B - Baker
 C - Charlie
 D - Dog
 E - Easy
 F - Fox
 G - George
 H - How
 I - Item

Appendix 'C'

N - Nan
 O - Obou
 P - Peter
 Q - Queen
 R - Roger
 S - Sugar
 T - Tare
 U - Unole
 V - Victor
 W - William
 Y - Yany

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ALCOM LO SICILY
 ALCOM LO BOULZANO
 ALCOM LO (TM) ANCONA
 DISTRICT FOR ALCOM LO
 ANG VENEZIA GIULIA
 ANG UDINE PROVINCE

Appendix 'C'

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N - Nan
 O - Oboe
 P - Peter
 Q - Queen
 R - Rover
 S - Sugar
 T - Tare
 U - Uncle
 V - Victor
 W - William
 X - Xray
 Y - Yoke
 Z - Zebra

A.C. CHIEF LIAISON OFFICER SICILY
 A.C. CHIEF LIAISON OFFICER BOULZANO
 A.C. LIAISON OFFICER (TM) ANCONA
 A.C. LIAISON OFFICER NO.2 DISTRICT
 A.M.G. VENEZIA GIULIA
 A.M.G. UDINE PROVINCE

PHONETICAL ALPHABET

A - Able
 B - Baker
 C - Charlie
 D - Doc
 E - Easy
 F - Fox
 G - George
 H - How
 I - Item
 J - Jig
 K - King
 L - Love
 M - Mike

RESTRICTED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref: 8761/83

14 December 1945

OFFICE MEMORANDUM

SUBJECT

7)

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 1, 12 January 1945, are hereby rescinded, and the procedure herein described will be strictly adhered to.

The instructions contained in PART I, unless specifically excepted, will be applicable to all outgoing signals; those in PART II to TOP SECRET messages only.

PART I

2. INTERPRETATION.

(a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8" x 10" size paper will be used as a measure of economy.

(b) ³ ~~Seven~~ copies of outgoing messages (excluding TOPSECRET - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (d) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.

(c) In the FROM space will be printed the Short Title designation followed by HQ AFMOM.

(d) (1) In the 'TO' section and Information spaces will be inserted only those addressees to whom the signal can be transmitted by electrical means. The designation of addressee to whom the message is to be sent by electrical means ()

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 1, 12 January 1945, are hereby rescinded, and the procedure herein described will be strictly adhered to.

The instructions contained in PART I, unless specifically excepted, will be applicable to all outgoing signals; those in PART II to TOP SECRET messages only.

PART I

2. PREPARATION.

(a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8" x 10" size paper will be used as a measure of economy.

(b) ³Seven copies of outgoing messages (excepting TOPSECRET - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub part (d) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.

(c) In the TIME space will be printed the Short Title designation followed by HQ ALCON.

(d) (1) In the 'TO' location and information spaces will be inserted only those addressees to whom the signal can be transmitted by electrical means. The designation of addressees to whom the message is to be sent by electrical means will be entered in the 'TO' space depending on whether the addressee is for action or information. Before each individual addressee will be placed within parentheses an identifying number. (See Appendix 'A') ¹⁸

(2) Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at Appendix 'A'). ¹⁷

(e) Appendix 'B' is a list of the AWC/AC offices in the field.

(f) Reference numbers are obtained from the Message Centre Tel. Ext. 420 prior to 1800 hours and thereafter on Ext. 690.

(g) In the Date-Time space the originator will enter the date-time group. This consists of six digits; the first pair denote the date, the second pair hours, the third pair minutes. The date-time group is the day and time of origin of the message and is the time at which the message is authorized for transmission. If

(h) desired....

RESTRICTED

RESTRICTED

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desired originator may also indicate month and year by adding after ~~the~~ figures as in the following example:

28 November 1945 at 1501
is given as:
281501 Nov 45.

(h) Precedence priorities are:

URGENT (Equal British and American)
OPERATIONAL PRIORITY (Equal British and American)
PRIORITY (Equal British and American)
ROUTINE
DEFERRED

A message of high precedence to action addressees should not normally require the same high priority for transmission to the INFORMATION addressees. Each individual addressee within the heading has an identifying number. To allocate the precedence of these individual addressees, in the space at the bottom of the form, insert the precedences desired and indicate after each the identifying number of the addressee to which they pertain. (An example see Appendix 'A').

Only the first mentioned degrees of priority will be used, NOT the British equivalents. Only in most exceptional circumstances will a precedence higher than PRIORITY be used in this headquarters.

(i) The appropriate classification or authorized abbreviation will be inserted on the first line of the text, in the space provided therefor. (See Appendix 'A').

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOP SECRET
SECRET	SECRET
CONFIDENTIAL	CONFIDENTIAL
RESTRICTED	RESTRICTED
UNCLASSIFIED	UNCLASSIFIED

Full instructions on 'UNCLASSIFIED' Messages are contained in Office Memorandum No. 5 - 27 July 1945.

It is the responsibility of an originating officer, when signing a message, to ensure that it is properly classified.

(j) All messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A').

(k) Messages will be arranged by paragraphs. Each paragraph will be

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Each individual addressee within the heading has an identifying number. To indicate the precedence of these individual addressees, in the space at the bottom of the form, insert the precedences desired and indicate after each the identifying numbers of the addressees to which they pertain. (An example see Appendix 'A').

Only the first mentioned degrees of priority will be used, NOT the British equivalents. Only in most exceptional circumstances will a precedence higher than PRIORITY be used in this Headquarters.

(4) The appropriate classification or authorized abbreviation will be inserted on the first line of the text, in the space provided therefor. (See Appendix 'A').

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	REST
UNCLASSIFIED	UNCLAS

Full instructions on 'UNCLASSIFIED' Messages are contained in Office Memorandum No. 5 - 27 July 1945.

It is the responsibility of an originating Officer, when signing a message, to ensure that it is properly classified.

(3) ALL messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A'). 1059

(4) Messages will be arranged by paragraphs. Each paragraph will be numbered and commence on a new line. (See Appendix 'A').

(5) The "Inside Address" written formerly within the text is no longer necessary. Originators are urged to be accurate and complete in the heading address of the message to avoid delay due to incomplete or inaccurate addressees.

(6) Single letters of the alphabet, except parts of speech, will be spelled out phonetically. (See Appendix 'C').

(7) Numbers will be expressed in words NOT Arabic numerals, e.g. 289 will be inserted 'two eight nine'.

(8) Punctuation marks will be kept to a minimum consistent with clarity. Punctuation will be spelled out in abbreviated form. At least two spaces will be left on either side of punctuation abbreviations.

(9) The usual...

RESTRICTED

RESTRICTED

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The usual authentication employed and their abbreviations are as follow:

Full Stop	ED
Comma	OMA
Colon	CLN
Bracket	PAKEN

3. AUTHENTICATION.

(a) In the message provided at the bottom left hand corner, office of origin and telephone number of the originating officer will also be inserted. The originating officer will sign the top and third copies (excepting TOPSEC - see PART II).

(b) All messages (excepting TOPSEC - see PART II) will be authenticated by the Adjutant, or, after 1800 hours, by the Duty Officer.

(c) The authenticating officer will:

(i) Ensure that all messages authenticated by him are prepared strictly in accordance with these instructions.

(ii) That the number of copies is correct.

(iii) Sign the top and third copies.

4. DISPATCH.

(a) All messages (excepting TOPSEC - see PART II) for transmission by electrical means (vide sub para (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will wait while the message is authenticated, thereafter exhibit to the Cable Cyclists, Message Centre and then deliver same to the Signal Message Centre.

(b) Local delivery, or series of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 October 1944.

(c) Routing messages to the following addressees will be sent by courier and not by electrical means.

AFHQ	Motor Courier
ALCOM L.O.	Air Courier
AFHQ Piombato Station	Air Courier
AFHQ Lotharlie Station	Air Courier
AFHQ Venice Station	Air Courier
	Motor Courier

1058
10

(c) The authenticating officer will:

- (i) Ensure that all messages authenticated by him are prepared strictly in accordance with these instructions.
- (ii) That the number of copies is correct.
- (iii) Sign the top and third copies.

4. DISPATCH.

(a) All messages (excepting TOPSECRET - see PART II) for transmission by electrical means (vide sub item (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will wait while the message is authenticated, thereafter exhibit to the Cable Transit, Message Centre and then deliver same to the Signal Message Centre.

(b) Local delivery, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 October 1944.

(c) Routine messages to the following addressees will be sent by courier and not by electrical means.

ALCON	ALCON	Motor Courier	1058
ALCON L.O.	ALCON L.O.	Air Courier	10
-	ALCON L.O.	Air Courier	
-	ALCON L.O.	Air Courier	
-	ALCON L.O.	Air Courier	
-	ALCON L.O.	Motor Courier	
-	ALCON L.O.	Air Courier	

5. HANDLING.

Although messages classified as RESTRICTED or CONFIDENTIAL may be handled by Italian civilian personnel this concession should be avoided whenever possible. On no account must TOP SECRET or SECRET messages be handled by Italian civilians.

PART II

6. TOP SECRET messages will be prepared and dispatched in accordance with the following special instructions received from AFHQ:

- (a) TOP SECRET messages will not be authenticated by the Adjutant but by the originating officer.

(b) Three/...

RESTRICTED

RESTRICTED

- 4 -

- 12
- (b) Three copies full text and two copies in 'skeleton' form will be prepared. The 'skeleton' copies will be identical with the full copies of the message, except that the whole of the text proper will be omitted.
 - (c) One copy full text will be retained by the office of origin on a TOP SECRET file.
 - (d) The second copy full text will be enclosed in an envelope sealed with wax, marked "TOP SECRET message for dispatch" on both sides of the envelope, and with one of the skeleton copies attached to the outside of the envelope will be delivered to the Signal Message Centre, where a receipt will be obtained therefor.
 - (e) The third copy full text will be sent to the Office of the Executive Commissioner.
 - (f) The second copy in 'skeleton' form will be delivered to the Cable Station, Message Centre.
 - (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By Command of Rear Admiral STONE:



S. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

- GROUP I - List "A"
- GROUP II - One Copy each serial.

Comissioner.

- (f) The second copy in 'skeleton' form will be delivered to the Cable Translators, Message Centre.
- (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By Command of Rear Admiral STONE:



G. J. LEANE
CWO, USA
Asst Adjutant

DISTRIBUTION:

GROUP I - List "A"
GROUP II - One Copy each serial.

RESTRICTED

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HO 11/10/00

(1) *novus*

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DL 607 40

(3) ~~THE LIVING~~ ~~AND~~ ~~DEAD~~ (4) AGONY TO RAPTURY OF MORN.

(5) ~~NOTICE~~ NOTICE OF NOTICE (5) DISTRICT FOR ALUM LO

SICILY

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~~THE UNIVERSITY OF CHICAGO~~
ALTON L. ALCONI
(1a.)

1

THE UNIVERSITY OF CHICAGO

Security Classification RESTRICTED

Ref. No. 6758

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL

DE SOTO

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DISTILLATION (W. VLS)

~~ALCOM LABORATORY~~ ~~PLANTATION~~ ~~RESEARCH~~

Alcorn, Edwin

ALLEN LEE VONSTEIGER

WOMAN

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PRIORITY 1-4
ROUTINE 5-17

554

Ref. No. 6753

SUBJECT IS INSTRUCTIONS FOR PREPARATION OF DISPATCH AND HANDLING OF SIGNAL
MESSAGES TO

PARA ONE TO COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSES FOR

GUIDANCE TO

PARA TWO TO APPENDIX B. THE LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES TO NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCON TO

PARA THREE TO NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE
DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES TO

DISTRIBUTION (BY ELB)

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ALCON ~~LA~~ ~~La Guardia~~
ALCON ~~LA~~ ~~Venezia~~
ALCON ~~LA~~ ~~Maples~~
ALCON LA Bologna

1056

PRIORITY 1-4
PENDING ROUTE 5-7

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

44

THE

- [illegible]

IDENTITY: WALLPHONE

- A - Able
B - Baker
C - Charlie
D - Don
E - Eary
F - Fox
G - George
H - How
I - Item
J - Jim
K - King
L - Love
M - Mike

Appendix 'a'

- ALCOM L.O.
~~AMG ITALIA A-BELLON~~
 ALCOM L.O.
~~AMG MEMOIRS~~
 ALCOM L.O.
~~AMG LOMARDIA REGION~~
 ALCOM L.O. VERONA
~~AMG VERONA REGION~~
 ALCOM L.O. BOLZANO
 AMG VENEZIA GIULIA
 ALCOM L.O.
~~AMG LIVORNO~~
 ALCOM L.O.
~~AMG NILES~~
 ALCOM L.O. EARI
 SICILY
 ALCOM L.O. ~~MEMOIRS~~
 DISTO FOR ALCOM L.O.
~~AMG FOR ALCOM L.O.~~
 ALCOM L.O. BOLOGNA
 ALCOM L.O. ^(IN) LIGORIA
 AMG UDINE PRONAL

Abeniz 'Q'

- | | | |
|---|---|---------|
| N | - | Non |
| O | - | One |
| P | - | Peter |
| Q | - | Queen |
| R | - | Roger |
| S | - | Sugar |
| T | - | Tare |
| U | - | Urtle |
| V | - | Victor |
| W | - | William |
| X | - | Xray |
| Y | - | Yoke |
| Z | - | Zebra |

ALCOM LO EARL

ALCOM LO ^{SICILY}
~~ALCOM LO~~

DISTWO FOR ALCOM LO

~~RECEIVED FOR ALCOM LO~~

ALCOM LO BOLOGNA

ALCOM LO ⁽⁷²⁾
ALCOM LO ARONA

AMC-60 ~~CONFIDENTIAL~~

Appendix 'C'

1055

N - Nan
O - Ocho
P - Peter
Q - Queen
R - Roger
S - Sugar
T - Tare
U - Uncle
V - Victor
W - William
X - Xray
Y - Yoke
Z - Zebra

ALCOM LO OFFICER, EARL

ALCOM LO OFFICER, ^{SICILY}
~~ALCOM LO~~

ALCOM LO OFFICER, NO.2 DISTRICT

~~ALCOM LO OFFICER, EARL~~

ALCOM LO OFFICER, BOLOGNA

ALCOM LO OFFICER, ARONA

14 Aug 1962

PHONETICAL ALPHABET

A - Able
B - Baker
C - Charlie
D - Dog
E - Easy
F - Fox
G - George
H - How
I - Itom
J - Jig
K - King
L - Love
M - Mike

RESTRICTED

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

65

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 8761/190/31

12 December 1945

OFFICE MEMORANDUM

NUMBER : 5)
Amendment No. 1

UNCLASSIFIED Signal Messages

In view of the end of the war against JAPAN it has been decided that the provisions of AMHQ letter AG 311.5/215 GBI-C, dated 20 July 1945 should apply world wide and that there should be no "operational zone".

Consequent upon the above decision the following amendments will be made to Office Memorandum No. 5 dated 27 July 1945:

(1) Para 1.a.

Delete from "outside" in line 1 to "Area" in line 2 and from "the" in line 3 to "America" in line 5.

(ii) Delete all detail existing in para 1.b.

(iii) Redesignate existing areas 1.c. and 1.d. to read areas 1.b. and 1.e. respectively.

(iv) Reference Appendix "A":

- (1) AIRCRAFT: Delete "in the non-operational zone".
- (2) LEAVES: Delete "(See SHIPPING)".
- (3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (4) MAILS: Delete all detail.
- (5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political

1054

Consequent upon the above decision the following amendments will be made to Office Memorandum No. 5 dated 27 July 1945:

(i) Para 1.c.

Delete from "outside" in line 1 to "Area" in line 2 and from "The" in line 3 to "America" in line 5.

(ii) Delete all detail existing in para 1.b.

(iii) Redesignate existing areas 1.c. and 1.d. to read areas 1.b. and 1.c. respectively.

(iv) Reference Appendix "A":

(1) AIRCRAFT: Delete "in the non-operational zone".

(2) LEAVE: Delete "(See SHIPPING)".

(3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".

(4) MAILS: Delete all detail.

(5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".

(6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications".

1054

BY COMMAND OF REAR ADMIRAL STONE:

H. J. LEONE

G. J. LEONE
CWO, USA
Asst Adjutant

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

HEADQUARTERS ALLIED COMMISSION

APC 304

Office of the Executive Commissioner

Ref: 5761/150/20

27 July 1945

OFFICE MEMORANDUM

SUBJECT

5)

Introduction of UNCLASSIFIED Signal Messages

1. In accordance with AFHQ letter AG J11.5/215 GSI-G, dated 20 July 1945, the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

a. Effective immediately, outside the zone of operations in Pacific Far East area, certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. For operational zone is defined as the area bounded on the west by longitude 100° East and on the east by the Pacific coast of North and South America. Appendix "A" is issued as a guide to originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 180-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

b. ~~The relaxation of the now existing security rules is permitted in messages to any address within the operational zone, or the subject matter concerning the war with Japan. This includes multiple address traffic which may be addressed both to the operational zone and the nonoperational zone.~~

(b) An unclassified message referring to a previous cipher message may quote only the reference number and date of such cipher message, but cannot quote the time of origin or the subject matter therein.

(c) Originators are still entirely responsible for the classification of Signal Traffic. Originators of unclassified messages will include the instruction "UNCLASSIFIED" as the first word of the text. On classification "All Clear" is now obsolete and will not be used. "Signatures" will not be used in the text of unclassified messages.

2. Documents as well as messages relating to subjects listed in appendix "A" may similarly be treated as unclassified. Such documents, however, should not bear the instruction "UNCLASSIFIED."

3. The above instructions are issued as supplementary to the instructions for Preparation of Outgoing Signal Messages contained in Office Memorandum No. 1.

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

6. Effective immediately, outside the scope of operations in Pacific Far East Area, certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. An operational message is defined as the area bounded on the west by longitude 160 degrees east and on the east by the Rectangular Coast of North and South America. Appendix "A" is issued as a guide to Originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

7. No relaxation of the now existing security rules is permitted in messages to any address within the operational zone, or the subject matter concerning the war with Japan. This includes multiple address traffic which may be addressed both to the operational zone and the non-operational zone.

(b) An unclassified message referring to a previous cipher message may quote only the reference number and date of such cipher message, but cannot quote the time of origin or the subject matter therein.

(c) Originators are still entirely responsible for the classification of Signal Traffic. Originators of unclassified messages will include the instruction "UNCLASSIFIED" as the first word of the text. The classification "UNCLASSIFIED" is now obsolete and will not be used. "Signatures" will not be used in the text of unclassified messages. 14

2. Documents as well as messages relating to subjects listed in appendix "A" may similarly be treated as unclassified. Such documents, however, need not bear the instruction "UNCLASSIFIED."

3. The above instructions are issued as supplementary to the instructions for Preparation of Outgoing Signal Messages contained in Office Memorandum No. 1, this Headquarters, dated 12 January 45, as amended.

By command of Rear Admiral STONE:

Nicholas Pioneiro
NICHOLAS PIONEIRO
CWO, USA
Assistant Adjutant

DISTRIBUTION:

14

PA 3/7

14

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

APPENDIX A

LIST OF SUBJECTS WHICH MAY BE INDEXED

ACCOMMODATIONS

ACCIDENTS

ACCOMMODATION

ACCIDENTS

AIRCRAFT

APPOINTMENTS

BURIALS

CASH/SALES

CIVIL AFFAIRS

CORRESPONDENCE

COURTS OF APPEAL

DISCHARGES

EDUCATION

EPI/PX

EVALUATIONS/EXHIBITS

EXERCISES

HEALTH

HOSPITALS

INQUIRIES

- Traffic, injuries to personnel.

- Acquisition, piloting, inspection.

- Unit and personnel.

- Movement of individual aircraft ~~to the personnel~~ ~~types~~ (providing aircraft types are not involved).

- Of individuals below the rank of brigadier/brigadier general.

- Graves registration, arrangements for burials.

- Below the rank of brigadier/brigadier general.

- Routine matters connected with civil administration, civil supply and displaced persons.

- Routine correspondence concerning any item covered by this list.

- Conviction of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).

- Routine correspondence, supplies for.

- And correspondence.

- Of individuals (providing there is no mention of the nature of the disease).

- Routine administration.

- Individuals, inspections, routine accommodation and stores. (See ADDENDUMS).

- CASUALTIES
 - Only the name of Brigadier/Brigadier General
- CIVIL AFFAIRS
 - Routine matters connected with civil administration, civil supply and displaced persons.
- CORRESPONDENCE
 - Routine correspondence concerning any items covered by this list.
- COURTS OF ENQUIRY
 - Conviction of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
- DISCHARGES
- EVACUATION
- EXP./PX
 - Routine correspondence, supplies for.
- EXCHANGE/RELEASES
 - And re-entrants.
- IDENTIFICATION
- HEALTH
 - Of individuals (providing there is no mention of the nature of the disease).
- HOSPITALS
 - Routine administration.
- IMMUNITIES
 - Individuals, inspections, routine accommodation and stores. (See ACCIDENTS).
- LABOUR
 - Local employment of civilians.
- LISTS
 - General and individual. (See ~~ACCIDENTS~~)
- LOCATIONS
 - Of any units or formations ~~located~~ ^{located} under ~~safe~~ ^{safe} ~~in proximity to the front line~~ ^{in proximity to the front line}.
- LOSS
 - Of stores and vehicles, excepted for protected items.
- MAILS
 - ~~Letters to and from the front line~~ ^{Letters to and from the front line}.
- MAINTENANCE
 - Except of protected equipment.
- MEDALS
 - Awards and decorations after presentation.
- MEDICAL
 - And DENTAL. Issues of stores and inspections. (See HEALTH).

1053
Kuly

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

RECEIVED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

27 July 1945

Date 6/13/50

OFFICE MEMORANDUM

Document No. 2

MURKIN 1/1045

INSTRUCTIONS FOR THE REGULATION
OF THE HANDLING OF CRYPTIC
STORAGE MESSAGES

Office Memorandum No. 1, dated 12 January 1945, is further amended as

follows:

PART IPara (d)Lines 1 and 2

Delete: "AG/AC Regional and AG Army Head-
 quarters and AG Liaison Officers."
 Substitute: "AG/AC Offices in the field."

Lines 2 and 3

Delete: "and whether facilities for electric-
 al transmission exist."

Para (h)Line 2

Delete: "IF OTHER BY ANY HEADS"
 Substitute: "UNCLASSIFIED"

Lines 3 and 10

Delete completely

PART IIPara (e)Line 2

Delete: "Chief of Staff"

Approved
 1052

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

Office Memorandum No. 1, Dated 12 January 1945, is further amended as follows:

PART IPara (d)Lines 1 and 2

Delete: "AMC/AC Engineer and AG Army Board-
quarters and AC Division Officers."
Substitute: "AMC/AC Officers in the field."

Lines 2 and 3

Delete: "and whether facilities for electric-
al transmission exist."

Para (h)Line 3

Delete: "IN CLAS BY ANY MEANS"
Substitute: "UNCLASSIFIED"

Lines 2 and 10

Delete completely

PART IIPara (c)Line 2

Delete: "Chief of Staff"
Substitute: "Executive Commissioner"

APPENDIX 'B'

Cancel existing appendix 'B' which is superseded by new
appendix 'B' attached hereto.

NOTE: Appendix 'A' should be referred to only for general arrangement
and layout. The addresses contained in the INSIDE and OUTSIDE addresses and the
text proper must NOT be accepted as accurate.

By command of Rear Admiral STONE:

DISTRIBUTION

RECEIVED

NICHOLAS FLOMBING
CWO, USA
Assistant Adjutant

Appendix 1052

R E S T R I C T E D

APPENDIX 'B'

<u>FIELD OFFICE</u>	<u>ABBREVIATED ADDRESS</u>
LIGURIA REGION	AMG LIGURIA REGION
PIEMONTE REGION	AMG PIEMONTE REGION
LOMBARDIA REGION	AMG LOMBARDIA REGION
VENEZIA REGION	AMG VENEZIA REGION
EMILIA REGION	AMG EMILIA REGION
VENEZIA GIULIA	AMG VENEZIA GIULIA
LIVORNO ZONE	AMG LIVORNO ZONE
ANCONA COMUNE	AMG ANCONA COMUNE
NAPLES COMUNE	AMG NAPLES COMUNE
AC LIAISON OFFICER, BARI	ALCOM LO BARI
AC LIAISON OFFICER, PALERMO	ALCOM LO PALERMO
AC LIAISON OFFICER, CATANIA	ALCOM LO CATANIA
AC (MMIA) LIAISON OFFICER, SARDEGNA	MMIA LO SARDEGNA
AC LIAISON OFFICER, NO 2 DISTRICT	DISTWO FOR ALCOM LO
AC LIAISON OFFICER, PBS	PENBASE FOR ALCOM LO

[illegible]

101551908 CFTV S2225-6004

765 vol. 7

Title of the Executive Communication

Ref: 69/14/100.

24-Apr-57 1945

DATE RECEIVED

Appendix 1

NUMBER 77905

INSTRUCTIONS FOR THE PREPARATION
OF SEARCH AND HARVESTING OF DUTCH
GLOBAL MESSAGES

Office Memorandum No. 1, dated 12 Jan 45, is amended as follows:

1. Part I, para 2 (a):

In line two between the words 'Headquarters' and 'showing' insert 'and AC Liaison Officers'.

2. Automobile '94

(a) Delete STUDENT-DEPT and ALL DEPT.

[illegible]

Large-format forum and all details.

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 256

(c) The Commission has all details available to the public.

(r) Add below Civil Affairs Section, 15 Army Group, the following:

* AC Edition 07/10/09

QUALITY OF REPLY

1024

AC Edition: OFFSET.

QAM-007A

WOMEN TO WATCH

100

Abstract The purpose of this study was to determine the effect of a 12-week, 30-min, 3 times per week, low-impact aerobically and resistance training program on the physical fitness of sedentary, middle-aged women. The subjects were 20 women, 40 to 55 years of age, who were sedentary and had no history of cardiovascular disease, hypertension, or other medical conditions. The subjects were randomly assigned to either an exercise or control group. The exercise group performed a 12-week, 30-min, 3 times per week, low-impact aerobically and resistance training program. The control group did not exercise. The subjects were assessed at baseline and at 12 weeks for heart rate, blood pressure, body mass index, and physical fitness. The results of the study showed that the exercise group had significantly lower heart rate, blood pressure, and body mass index than the control group at 12 weeks. The exercise group also had significantly higher physical fitness than the control group at 12 weeks. The results of this study suggest that a 12-week, 30-min, 3 times per week, low-impact aerobically and resistance training program can improve the physical fitness of sedentary, middle-aged women.

DEPT. OF THE ARMY

050-100

Office Memorandum No. 1, dated 12 June 45, is amended as follows:

To line two buttons the words 'Do Right' and 'Don't' appear, and all fifteen officers.

(a) *Drifts* *growth* *in* *for* *and* *in* *detail*.

- (a) Delete UNUSUAL Section and all detail.
- (b) " " " "
- (c) " " LANC-UNUSUAL Section and all detail.
- (d) " " ASSIGNED-MARKER Section and all detail and substitute "UNUSUAL-VACCINE Section - ALL UNUSUAL MARKER SECTION - YES".
- (e) Delete SAMOYEVIA Section and all detail.
- (f) Add below Civil Affairs Section, 15 Army Group, the following:

* AG-1000, 678007,
PALMISTON

OBJECTIVE OF THE STUDY

53

NO-EXHAUSTION OFFICER,
DATA/EA

STUDIES ON MOSCOW

1997

ABC — **A**pply, **B**uild, **C**ombine

DATE: _____
BY: _____

150

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TWO-TO-NOTIFY ON
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ALAN T. BATES

12

AC Division of Pacer,
Sakuma

POLK DE SARGENTIA

1724

By Contract of Four Annual Spring:

Friday May 10

N.W. Thompson
Lt. Col. 1891
Adjutant.

QUESTIONS:

174
182
190
201
209
218
227
237
247
257

~~PH 2~~

RECEIVED

HEADQUARTERS ALLIED COMMISSION

A/C 394

Office of the Executive Commissioner

Ref: 65/10/30

16 March 1945.

OFFICE MEMORANDUM)

: Adjutant No.1

NUMBER 13/1944)

OFFICIAL MAIL SERVICES

Office Memorandum No.13, this Headquarters, dated 24 July 1944, subject as above, is amended as follows:

Para 4. Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Abbreviated addresses in any form will not be used. 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."

Para 5a. Last line: delete "Adjutant's Department (Duplicating Section)" and substitute "Message Centre, Room 26, First Floor".

Para 6. Delete para 8 and substitute:

"All packages containing official mail for delivery by any means within this theatre of operations must be certified by the chief clerk of the originating department as "W.D. ESSENTIAL MAIL". The signature of the certifying individual must be clearly legible. Classified packages addressed for delivery to points outside this theatre and requiring transmission by air, must bear the notation "AIR SERVICE REQUIRED" stamped or typewritten directly to the left of the first line of the address, followed by the legible signature of an officer or warrant officer showing his rank. Unclassified 1/9
material of an urgent nature requiring air transmission to points

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

Para 4. Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Abbreviated addresses in any form will not be used. 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."

Para 5b. Last line: delete "Adjutant's Department (Duplicating Section)" and substitute "Message Centre, Room 26, First Floor".

Para 6. Delete para 6 and substitute:

"All packages containing official mail for delivery by any means within this theatre of operations must be certified by the chief clerk of the originating department as "W.D. ESSENTIAL MAIL". The signature of the certifying individual must be clearly legible. Classified packages addressed for delivery to points outside this theatre and requiring transmission by air, must bear the notation "AIR SERVICE REQUIRED" stamped or typewritten directly to the left of the first line of the address, followed by the legible signature of an officer or warrant officer showing his rank. Unclassified material of an urgent nature requiring air transmission to points outside the theatre must bear the stamped or typewritten endorsement "W.D. ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of a Commissioned officer. If air transmission is not required such material may be certified in the normal manner by the chief clerk of the originating department."

By Command of Rear Admiral STONE:

DISTRIBUTION:

1/1

M. W. Deane
M. W. DEANE
Lt. Col. ADC
Adjutant

RECEIVED

Executive Commission
65-1
RESTRICTED

FEB 27 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

26 February 1945.

OFFICE MEMORANDUM

NUMBER

4)

SIGNS TRAFFIC

1. Authority has been given by A.F.R.C. for telegrams up to the classification of RESTRICTED to be dealt with in clear text by the Italian Posts and Telegraphs Department.

2. Messages of higher classification will continue to be dealt with as at present, i.e. by Allied ciphers where available; by Italian ciphers to Regional Headquarters, or by courier, etc., services.

3. Much of the Allied Commission message traffic can properly be classified 'IN CLEAR' or 'RESTRICTED', but care must be taken that under-classification of confidential or secret matters is avoided.

4. Movements of shipping will NOT be dealt with IN CLEAR over Italian circuits.

BY COMMAND OF REAR ADMIRAL STONE:

Nicholas Pombino
NICHOLAS POMBINO,
CWO, USA,
Asst Adjutant.

DISTRIBUTION:

RESTRICTED

Copy to PA to LEC

1048

PA

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 334

Office of the Chief of Staff

Ref: 65/005

5 February 1945

OFFICE MEMORANDUM

NUMBER

3)

SHORT TITLES

1. The following list of short titles for sections, subcommittees, branches, and divisions will be used beginning immediately in the preparation of all outgoing cables originating in this Headquarters. They will be incorporated in the internal addresses only, as follows:

Cable text..... PAREN TO AFHQ FOR 0-5
FROM ALGHM CITE AGLCO PAREN..... Cable text

Cable text..... PAREN TO THROTTERS LONDON FOR WAR
OFFICE RPTD AFHQ RPTD WAR FROM ALGHM CITE ADPOL PAREN..... Cable text

2. Each section, subcommittee, branch, and division will use the short title designated in the following list. Under no circumstances will this title be used in the "Address To" space of the outgoing cable form. The use of these short titles will enable the Cable Section to assign action and information copies to proper sections with minimum cross reference work.

Acting President.....	ACAPR
Chief Commissioner.....	ACSCC
Executive Commissioner.....	ACTAC
Civil Affairs Section.....	ACGAS
Displaced Persons & Repatriation Subcommittee.....	ACUPR
Local Government Subcommittee.....	ACUPR
Patriotic Branch.....	ACUPR
Public Safety Subcommittee.....	ACUPR
Security Division.....	ACUPR
Public Health Subcommittee.....	ACUPR

1047

1. The following list of short titles for sections, subcommittees, branches, and divisions will be used beginning immediately in the preparation of all outgoing cables originating in this Headquarters. They will be incorporated in the internal addresses only, as follows:

Cable text.....PARAM TO AFHQ FOR G-5
FROM AFHQ CITE ACAS PARAM.....Cable text

Cable text.....PARAM TO TROOPERS LONDON FOR WAR
OFFICE HEAD AFHQ RPTD WAR FROM AFHQ CITE AFHQ PARAM.....Cable text

2. Each section, subcommittee, branch, and division will use the short title designated in the following list. Under no circumstances will this cite be used in the "Address To" space of the outgoing cable form. The use of these short titles will enable the Cable Section to enable action and information copies to proper sections with minimum cross reference work.

Acting President.....ACAPR

Chief Commissioner.....ACSCC

Executive Commissioner.....ACEXC

Civil Affairs Section.....ACAS

Displaced Persons & Repatriation Subcommittee.....ADPR

Local Government Subcommittee.....ACUPT

Patriotic Branch.....ACAT

Public Safety Subcommittee.....ACPS

Security Division.....ACSEC

Public Health Subcommittee.....ACPH

Legal Subcommittee.....ACLEG

Education Subcommittee.....ACED

Monuments, Fine Arts & Archives Subcommittee.....ACMFA

Economic Section.....ACESC

Requisition Division.....ACREQ

Agriculture Subcommittee.....ACAGR

Industry Subcommittee.....ACIDY

Mining Division.....ACMD

Commerce Subcommittee.....ACCC

Finance Subcommittee.....ACFIN

Property Control Division.....ACPC

Labor Subcommittee.....ACLAB

Food Subcommittee.....ACFO

Public Works & Utilities Subcommittee.....ACPMU

Transportation Subcommittee.....ACTPT

Shipping Subcommittee.....ACSPU

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

Hq AG, Office Memo #3, 8/2/45.
 Subject: Short Titles

Establishment Section.....ACEST
 G-1 (American).....ACG1A
 G-1 (British).....ACG1B
 G-4 (American).....ACG4A
 G-4 (British).....ACG4B
 Executive Officer (American).....ACXO-
 Executive Officer (British).....ACXOB
 2675th Regiment.....ACR26

Political Section.....ACPOL

Independent Subcommittees

Navy Subcommittee.....ACNAV
 Land Force Subcommittee (MIA).....ACLM
 Air Force Subcommittee.....ACAIR
 Public Relations Branch.....ACPRB
 Communications Subcommittee.....ACOMC
 War Materials Disposal & Italian POW Subcommittee.....ACWMD

3. The instructions contained herein are in addition to those already issued in Office Memorandum No. 1, this Headquarters, dated 12 January 45, Subject: Instructions for the Preparation, Dispatch and Handling of Outgoing Signal Messages.

By command of Rear Admiral STONE;

W. W. Drachert
 W. W. DRACHERT
 Lt Col, AGO
 Adjutant

DISTRIBUTION:

By command of Ront Adair, STONE.

S. M. MAGUIRE
Lt Col, ADC
Adjutant

DISTRIBUTION:

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

(7)

Ref. 65/7/COS

5 February 1945

SUBJECT: Notice for the Daily Bulletin

TO : The Adjutant, Hq AC

GRADING AND HANDLING OF CLASSIFIED MATERIAL: Reference paragraph 3(a), Office Memorandum No. 2, this Headquarters, dated 3 February 45, the names of the "Top Secret Control" officers will be submitted to the Office of the Chief of Staff not later than 10 February 45.


Chief Staff Officer
To the Chief of Staff

Copy 990/103

1046

MAJ 1/8/2

DECLASSIFIED

HEADQUARTERS ALLIED COMMISSION

SEC 394

Office of the Chief of Staff

Ref: 65/208

OFFICE MEMORANDUM

NUMBER 2)

3 February 1945

THE GRADING AND HANDLING OF DECLASSIFIED MATERIAL

1. INTRODUCTION

As it appears that the correct grading and handling of material having a security classification are not fully understood the following notes are set down for compliance by all concerned at this time.

2. CLASSIFICATION

The overclassification of documents in this office is prevalent. By classifying documents and films correctly and down grading them as early as possible the danger of a breach of security will be reduced considerably and handling facilitated.

The following classification definitions and examples will be of

assistance:

A. TOP SECRET

(a) Definition: Certain secret documents information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the nation.

Examples:

- (1) Plans or particulars of future major or special operations.
- (11) Particulars of important dispositions or impending moves of forces or convoys in connection with (1) above.

- (111) Very important political documents dealing with such matters as negotiations for alliances and the like.

645

2.

CLASSIFICATION

The declassification of documents in this is prominent. By classifying documents and files correctly and down grading them as early as possible the danger of a breach of security will be reduced considerably and handling facilitated.

The following classification definitions and examples will be of assistance:

A. TOP SECRET

(c) Definition: Certain secret documents, information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the Nation.

Examples

- (i) Plans or particulars of future major or special operations.
- (ii) Particulars of important dispositions or impending moves of forces or units in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (iv) Information of the methods used or success obtained by intelligence services and counter-intelligence services or which would imperil secret agents.
- (v) Establishment of Classification: It will be the general policy of this is that the "responsibility level" of officers authorized to classify material as TOP SECRET will be as follows:
 - (1) The Chief Commissioner
 - (ii) Deputy Chief Commissioner
 - (iii) Chief of Staff
 - (iv) Vice President of Nations
 - (v) Subordination Directors
 - (vi) Regional Commissioners
 - (vii) Provincial Commissioners
 - (viii) Senior executive staff officers of the officials mentioned in (i) to (vii) inclusive.

Copy to - Security - *James*
 File # 3620/005
 - 1 -
 RECLASSIFIED

785017

RESTRICTED

B. SECRET

Definition: Documents, information, or material the unauthorized disclosure of which would endanger Allied security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

Examples:

- (i) Particulars of operations in progress.
- (ii) Plans or particulars of operations not included under TOP SECRET.
- (iii) Certain reports of operations containing information of vital interest to the enemy.
- (iv) Adverse reports on general morale affecting major operations.
- (v) Certain development projects.

C. CONFIDENTIAL

Definition: Documents, information or material the unauthorized disclosure of which, while not endangering the Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual, or would cause administrative embarrassment or difficulty.

Examples:

- (i) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- (ii) Routine intelligence reports.
- (iii) Unit movement of non-operational significance in areas within or adjacent to operational theatres.

3. HANDLING OF TOP SECRET DOCUMENTS AND FILMS

(a) The head of each submission and section will designate an officer of his activity who will not be "Top Secret Control Officer" and be responsible for carrying out the procedures laid down in the following sections of this paragraph. Together with the head of the submission or section, he will be the only individual to handle incoming TOP SECRET material. The only

(v) Certain development projects.

C. CONFIDENTIAL

Definition: Documents, information or material the unauthorized disclosure of which, while not endangering the Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual, or would cause administrative embarrassment or difficulty.

Examples:

- (1) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- (11) Routine intelligence reports.
- (111) Unit movement of non-operational significance in areas within or adjacent to operational theaters.

3. HANDLING OF TOP SECRET DOCUMENTS AND FILES

(a) The head of each subdivision and section will designate an officer of his activity who will act as "Top Secret Control Officer" and be responsible for carrying out the procedures laid down in the following sections of this paragraph. Together with the head of the subdivision or section, he will be the only individual to handle incoming TOP SECRET material. The only officers who will be informed of TOP SECRET matters are those to whom work the knowledge is essential and they should only be informed of so much as may affect their work. The name of the officer, as indicated above, will be kept on file in the Office of the Chief of Staff who will co-ordinate all TOP SECRET control measures.

(b) Clerks, excluding CONFIDENTIAL clerks (see sub-part (c) below), will not handle TOP SECRET papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

RECEIVED

SECRET

- (c) TOP SECRET matter will be typed only by a special confidential clerk who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.
- (d) The responsible officer will satisfy himself that all carbon copies (including spools) are received by him and properly disposed of. Short-hand notes (which should be taken in a loose leaf book) will be destroyed as soon as the typescript is passed. New carbon papers should not be used but if of necessity they have to be used they will be destroyed. Stencil copies will be run off under supervision of the confidential clerk and all copies (including spools) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memorandum No. 13.
- (e) The responsible officer will place all TOP SECRET material in an envelope and after sealing, it will be registered out by him.
- (f) A receipt will be obtained from the addressee or message centre as may be appropriate. The register for TOP SECRET material will contain a space which will be dated when the acknowledgment of the addressee is received.
- (g) Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register they will not be filed on the TOP SECRET file.

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

- (a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern: when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.
- (b) Down Grading. When a document or file is down graded a note of the new classification allotted to it will be made on the document or file. This note will be signed and dated by the officer or official authorizing the downgrading, and will be the officer's original.

(4) A receipt will be obtained from the addressee or message centre as may be appropriate. The register for TOP SECRET material will contain a space which will be dated when the acknowledgment of the addressee is received.

(6) Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register they will not be filed on the TOP SECRET file.

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

(a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern: when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.

(b) Down Grading. When a document or file is down graded a note of the new classification elicited to it will be made on the document or file. This note will be signed and dated by the officer or official authorizing down grading, who will, in all cases where practical, be the officer originally responsible for the classification.

5. GENERAL

(a) Attention is drawn to Office Memorandum No. 13 dated 24 July 1944, "Official Mail Services" and No. 16 dated 25 August 1944, "Handling of Classified Documents by Civilians."

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RECEIVED

(c) Nothing in this memorandum supersedes the official pamphlet issued by the Combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944."

By command of Rear Admiral STONE:

M. W. Dragage
M. W. DRAGAGE
Lieut. Col., AGO
Adjutant

DISTRIBUTION:

1/1

0498

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

W. H. [unclear]
N. W. [unclear]
LA Col, JCD
Adjutant

DISTRIBUTION:

14

- 4 -

RESTRICTED

SECRET

HEADQUARTERS ALLIED COMMISSION

AG 394

Office of the Chief of Staff

Ref: 65/303

OFFICE MEMORANDUM

NUMBER 1

Tel: 289

12 January 1945.

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES.

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 9, are hereby rescinded, and the procedure herein prescribed will be strictly adhered to.

The instructions contained in PART I, unless specifically excepted, will be applicable to all outgoing signals; those in PART II to TOP SECRET messages only.

PART I

1. PREPARATION.

(a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal union size 8"x10 1/2" size paper may be used as a measure of economy.

(b) Seven copies of outgoing messages (excepting TOPSEC - see PART II) are required by Message Centre, plus one extra copy for each addressee not received by electrical means (see sub para (c) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.

(c) In the 'TO' space will be inserted only those addressees to whom the signal can be transmitted by electrical means. Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the

1043

DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES.

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel of this Headquarters. All previous instructions, including Office Memorandum No. 3, are hereby rescinded, and the procedure herein authorized will be strictly adhered to.

The instructions contained in Part I, unless specifically exempted, will be applicable to all outgoing signals; those in PART II to TOP SECRET messages only.

PART I

2. PREPARATION.

(a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8"x10 1/2" size paper may be used as a measure of economy.

(b) Seven copies of outgoing messages (excepting TOPSECS - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (c) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.

1043

(c) In the 'TO' space will be inserted only those addressees to whom the signal can be transmitted by electrical means. Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at Appendix 'A').

(d) At Appendix 'B' is a list of the DM/AC Headquarters and Army Headquarters showing abbreviated addresses for telegraphic purposes ~~and for electrical transmission~~. ~~Facilities for electrical transmission exist.~~

(e) Reference numbers are obtained from the Message Centre - Tel Net L20.

(f) In the 'Date' space the month will be spelled out and not inserted as a figure, e.g.

5 December 44 NOT 5.12.44

(g) Precedence/....
11/13

UNCLASSIFIED

Copies to: Mr. Lindemann: See Cunningham's Calendar
C. P. Carter.

-2-

(c) Unprocessed information, which is listed on the reverse of the form,

are:

URGENT (Special British Army Liaison)
 IMMEDIATE (Special British Liaison)
 PRIORITY (Special British Liaison)
 ROUTINE
 DEFERRED

Only the first mentioned degree of priority will be used, NOT the British equivalent. Only in most exceptional circumstances will a procedure other than PRIORITY be used in this Headquarters.

(n) The appropriate classification will be inserted alone on the first line of the text. (See appendix 'A').

The degrees of classification are:

TOP SECRET (that is, TOP SECRET)
 SECRET
 CONFIDENTIAL
 RESTRICTED
 IN CLASS BY AIR MESSAGE UNCLASSIFIED

~~Messages to be classified in accordance with the instructions of the Secretary of State will be classified in accordance with the instructions of the Secretary of State.~~

It is the responsibility of an originating officer, when sending a message, to ensure that it is properly classified.

(1) All messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A').

(2) Messages will be arranged by paragraphs. Each paragraph will be numbered and commence on a new line. (See Appendix 'A').

(3) The text will include an INFORM ADDRESS which will NOT be at the beginning or end of the message. The inform address will commence on a new line and be underlined in order to be shown prominently against the rest of the message. In the inform address the word 'TO' will be inserted at the address of the message. In the inform address the word 'FROM' will be inserted at the address of the Headquarters. The name of the person or the person will appear in the inform address. After the inform address the message will be followed on a new line. (See Appendix 'A').

(4) In the 'TO' space at the top of the message form and in the INFORM ADDRESS the abbreviations 'Syd' or 'for info' will be inserted between ACTION and INFORM ADDRESS.

The degree of classification are:

TOP SECRET (that is, TOP SECRET)
SECRET
CONFIDENTIAL
RESTRICTED
IN GENERAL UNCLASSIFIED

~~Classification is to be determined by the originator of the information and is to be maintained by the originator.~~

It is the responsibility of an originating officer, when signing a message, to ensure that it is properly classified.

(4) All messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A').

(5) Messages will be entered by paragraph. Each paragraph will be numbered and extension on a new line. (See Appendix 'A').

(k) The text will include an INSIDE ADDRESS which will NOT be at the beginning or end of the message. The inside address will commence on a new line and be underlined in order to be shown prominently against the rest of the message. In the inside address, ALSO will be inserted as the address of the Headquarters of this Headquarters. This is a use of position or sub-office. ALSO will appear in the inside address. After the inside address the message will be continued on a new line. (See Appendix 'A').

(1) In the 'TO' space at the top of the message form and in the INSIDE ADDRESS the abbreviations 'info' or 'for info' will be inserted between ACTION and INFORMATION abbreviations.

(n) Single letters of the alphabet, except parts of speech, will be spelled out phonetically. (See Appendix 'C').

(o) Numbers will be expressed in words NOT Arabic numerals, e.g. 289 will be inserted 'two eight nine'.

(c) Punctuation marks will be kept to a minimum consistent with clarity. Punctuation will be spelled out in abbreviated form. At least two spaces will be left on either side of punctuation abbreviations. The usual punctuation employed and their abbreviations are as follow:

Full stop	ED
Comma	CLA
Colon	CLM
Bracket	PAREN

UNCLASSIFIED 3. AUTHENTICATION/.....

SECRET

-3-

3. AUTHENTICATION.

(a) In the space provided at the bottom left hand corner, office of origin and telephone number of the originating officer will be inserted. The originating officer will sign the top and third copies (excepting TOPSEC - see PART II).

(b) All messages (excepting TOPSEC - see PART II) will be authenticated by the Adjutant, or, after 1800 hours, by the Duty Officer.

(c) The authenticating officer will:

(1) Ensure that all messages authenticated by him are prepared strictly in accordance with these instructions.

(11) That the number of copies is correct.

(111) Sign the top and third copies.

4. DISTRIBUTION.

(a) All messages (excepting TOPSEC - see PART II) for transmission by electrical means (wire and para (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will wait while the message is authenticated and thereafter deliver same to the Cable Station, Message Centre.

(b) Local deliveries, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 Oct 44.

5. ROUTING.

Although messages classified as UNCLASSIFIED or CONFIDENTIAL may be handled by Italian civilian personnel this concession should be avoided wherever possible. On no account must TOP SECRET or SECRET messages be handled by Italian civilians.

PART II

1042

6. TOP SECRET messages will be prepared and handled in accordance with the following special instructions received from AFHQ:

(a) TOP SECRET messages will not be authenticated by the Adjutant

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

- (14) That the number of copies is correct.
 (14L) Sign the top and third copies.

6. DISTRIBUTE.

(a) All messages (excepting TOPSECRET - see PART II) for transmission by electrical means (this sub para (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will walk while the message is authenticated and then deliver same to the Cable Station, Message Centre.

(b) Local deliveries, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 Oct 44.

7. HANDLING.

Although messages classified as RESTRICTED or CONFIDENTIAL may be handled by Italian civilian personnel this concession should be avoided wherever possible. On no account must TOP SECRET or ULTIMATE messages be handled by Italian civilians.

1042

PART II

6. TOP SECRET messages will be prepared and dispatched in accordance with the following special instructions received from AMHQ:

- (a) TOP SECRET messages will not be intercepted by the Adjutant but by the cryptanalytic section.
- (b) Three copies full text and two copies in "skelaton" form will be prepared. The "skelaton" copies will be identical with the full copies of the message, except that the body of the text proper will be omitted.
- (c) One copy full text will be retained by the office of origin on a TOP SECRET file.
- (d) The second copy full text will be enclosed in an envelope sealed with wax, marked "TOP SECRET message for dispatch" on both sides of the envelope, and with one of the skelaton copies attached to the outside of the envelope will be delivered to the Signal Message Centre where a receipt will be obtained for it.

(e) The third/.....

SECRET

DECLASSIFIED

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- (f) The second copy in "Exclusion" form will be delivered to the Cable Typists, Message Center.
- (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied in story or Allied civilian personnel only.

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D. W. Dwyer
R. S. Dwyer
Major, USN
Adjutant

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