

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

785017

ACC

10000/109/110
(VOL. I)

Declassified E.O. 12356 Section 3.3/NND

No.

785017

10000/109/110
(VOL. I)

OFFICE PROCEDURE
OCT. 1944 - JAN. 1945

CSO

Letter to AFHQ on increased distn of Jp Sec documents submitted as requested.

Elk

29 Dec 44

see 75

let

Letter reports to AFHQ

90

Woj Talbot.

6300

89 for inf.

I think we ought to beg away at this whenever we have important visitors from G-5. It is quite unreasonable that a HQ this size should so often have only one copy of SECRET or TOPSEC documents from AFHQ. upwards of 20 copies of such documents are distributed to branches of AFHQ.

16 Jan 45

91

Gen. Japane. Shew to other officials.

SECRET See Form 89.

81/16/1

Aug Jallbot.

6300

Bq for inf.

I think we ought to peg away at this whenever we have important visitors from G-5. It is quite unreasonable that a HQ this size should so often have only one copy of SECRET or TOPSEC documents from AFHQ. Upwards of 20 copies of such documents are distributed to branches of AFHQ.

16 Jan 48

91

for Secrecy. Show to other officials.

SEEN. SEE PAGE 89.

11/16/11

4/Col.

442.

To be 43942

13/11 Dec. 7

57

Capt. Moxon: Is there a paper showing
in this theatre? If so, earlier Emilia
Region could well consider a weekly,
rather than a daily Bulletin. How many
officers does this Bulletin go to? I
imagine most of Emilia personnel were
formed over to Army Armies or other Regions
Also consider

end 29/11

62

6295

Capt Coten

all Regions issue a Daily Bulletin or its equivalent
+ something of the kind would appear necessary for
their own administration, copies to PCs etc. It
is a point which could be raised at a Conf
however, to keep distribution to a minimum &
not needlessly repeat items from HQ DB.

44

0734

Officers across this Bulletin go to? I
thought most of Emilio's personnel were
furnished over to Army Armies or other Regions
Also consider

encl 29/11

62 6299

Capt Gten

All Regions issue a Daily Bulletin or its equivalent
+ Something of the kind would appear necessary for
their own administration, copies to PCs etc. It
is a point which could be raised at a conf
however, to keep distribution to a minimum &
not needlessly repeat items from HQ DB.

File

1/2

73

COS 1/2 see CO's approval of your minute at 72 Sp. 1/2
11/2/21/21 1/2

75

CS9.

I don't think you ever saw bo. That
is good. This is suggested by
J. 23/12. 23/12 ps

212

9

cc.

Col. Graffey Smith has asked Maj. Talbot if we have any record of a letter in which Brig. Gen. ~~Wm~~ SCAG AMG 5 Army is supposed to have given permission for a certain man to visit the Agua Calda factory at Luboa.

Maj. Talbot has no recollection of this.
(No date is indicated).

Have we anything, please?

The Duke says he can have nothing with the file

17 Jan. 45.

Tad Corbally Smith

SI.

6299

on telephone

K 18/1

AM

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

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CHIEF OF STAFF
 2ND FLD
 Office of the Chief of Staff

Ref: 23

12 January 1965

Ref: 212/20/00

Subject: W/ Memorandum No. 1.

Re: Records Section.

1. Reference para 3 your W/ memorandum No. 1 dated 3 Jan 65.
2. The sentence commencing on line 4 of above para and that following thereof which read as follows:

"If the letter is to be despatched from the office of the Chief of Staff, the file number carried should be a CCB file number which may be obtained from the office of the Chief of Staff. If it is to be despatched from the office of origin then it should bear the file number of the office of origin."

would appear not to be strictly in conformity with office memorandum No. 18, this HQ., dated 21 Oct 64.

3. The paragraphs of office memorandum No. 18, with which above are in conflict are: 4 (a), 2 (a) and 4 (d).

4. The intention of your para 3 is appreciated but already there have been too instances where CCB numbers were used when the references should have been Records Section files, and it is desired to eliminate the possibility of recurrence. It is requested that corrective action be taken.

The use of a wrong reference results in dissatisfaction by Messrs Centre of the reply thereto being received.

JCR
 4 Chief Staff Officers,
 To the Chief of Staff.

✓ BU 19/1

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File

(1)

REF: 25/1/55

Inter Office Memo.

17 January 1956.

Subject: Review of Policy Section
and its functions.TO: Chief Executive Section
Civil Affairs Section
Administrative Section

1. There have been recently up on the functions of Directors of all Sections (other than Independent Staff Sections) in relation to their functions of the Section with an interest of policy matters going through their Section.

E.O. 12356

2. I want it clearly understood that the lowest level at which policy matters can be discussed with representatives of the Section with in Section level.

Major E. Talbot

SK

Brigadier,
Chief of Staff.

Copy to: D-3 Section with.

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

785017

File

(96)

Ref 2/2/005

17 January 1945.

SUBJECT: Coordination with Political Section.

TO : Civil Affairs Section.
 Economic Section.
 Establishment Section.
 Independent Sub-Committees.
 PRP.

1. With the growing activity of the Committee of National Liberation in Fascist Italy, the political aspect of problems at this HQ is daily assuming more and more importance. Many matters which, in the past, were not referred to Political Section because it was thought that they were non-political would now, if reviewed again, most definitely require political consideration. Indeed almost every important problem at this HQ has now some political aspect.

2. I would be glad if Sections would, in future, in considering every problem give thought to whether there is a political implication. If there is, the question should be referred to Political Section for their comments before it is put up to a higher level. The letter or signal which finally issues on this question should also be copied to them. I shall be glad if you will bring this matter to the notice of your officers.

W. Stalder
 Brigadier,
 Chief of Staff.
 (Absent on duty)

Copy to: Political Section.

4

785017

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: Maj Talbot May 4 1945

SUBJECT:

TO:

Proposed Section:

FILE NO.

16.1. 1945

I will be most grateful for your
Comments on this draft.

16/1.

This entirely meets our point

6500

for
Jan 17

File

Ext. 300

94

Ref : 212/✓/COS

Inter Office Memo

17 Jan 45

Subject : Coordination with Land Forces
Sub Commission (MIA).

To : Civil Affairs Section (A)
Land Forces Sub-Commission (MIA)

1. All communications to AFHQ and 15 Army Group relating to patriots, Carabinieri and Italian prisoners of war will be coordinated with Land Forces Sub Commission (MIA) before despatch, and will issue from HQ Allied Commission.
2. Such communications will not issue from Land Forces Sub-Commission (MIA), nor from any other Sub Commission or Branch.
3. Civil Affairs Section will be responsible for coordinating all patriot and Carabinieri matters between Land Forces Sub-Commission (MIA), Patriots Branch, Public Safety Sub-Commission and any other interested Sub Commissions.
4. In the event of failure to reach agreement the matter will be referred to the Chief of Staff.

Major E. Tallon
Brigadier,
Chief of Staff.

Copies to : G-5 Section AFHQ
Political Section
Economic Section
War Material Disposal and Italian PW Sub-Commission.

6-99

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

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Ref: 3615/173/000.16th January 1945.

During the recent troubles I very much appreciated the advice which you sent in. We were also getting advice from other sources, from No. 5 District, through Italian channels and through RMA. I notice that very often the others, especially RMA, get their reports through to us first. I know that you are handicapped by not having your HQ at the same place as the local Military Commander, and I would like to suggest, if you have not already done so, that you delegate to your officer in Catania the authority to wire reports on the situation direct to this HQ with a copy to you. This is in the event of any future troubles which, of course, I hope will not happen.

M. S. LUSH

Brigadier H. Carr, CBE, MC,
Regional Commissioner,
Allied Control Commission,
SICILIAN REGION.

Copy to: File 212/003.

6-99

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

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212

File

93

Extract of Minutes of Chief of Staff's Meeting held on 12 January 1945.

JAN 16 1945

Summary of Minutes. The document for a meeting on the subject of the use of the atomic bomb. It was confirmed that the bomb was correct. It was also stated that the bomb was not a coordinated effort and was not by the military but by the navy. A directive would be issued on these lines.

1
See 94, 96 & 97

RESTRICTED
212

7825
59

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

TRH/HGW/jjjr

G-5: 319.2-1

12 January 1945

SUBJECT: Distribution of Classified Documents.

TO : Headquarters, Allied Commission, APO 394

Ref. your Memo 212/78/COS of 29 December 44.

1. Whilst it is realized that certain TOPSECRET documents may require study in more than one Section of your HQ for planning purposes, you will appreciate that the distribution of such documents must be kept to an absolute minimum for reasons of security. Further, such documents are issued by different Sections of this HQ and in each case the originating Section determines the distribution. For this reason it is not possible to establish a standard distribution as in the case of documents originated by AG.

2. For these reasons it is regretted that it is not possible for a general rule to be established as to the increased distribution of TOPSECRET documents to your HQ. It is suggested that in specific cases where additional copies are essential, you should apply to this office and if possible these will be furnished.

TRH

T. R. HENN
Colonel

Acting Asst. Chief of Staff, G-5.

HEADQUARTERS
13 JAN 1945
A. C.

RESTRICTED

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

TRANSLATION

RUE, 9 January 1945

PRESIDENCY OF THE COUNCIL OF MINISTERS TO ALL MINISTRIES.

Ref. 23515/18644/19.11

Subject: Instructions on contacts with the Allied Commission.

Ref. circular No. 18665/18644/19.11 dated 9 Nov. 1944.

Contrary to what was ordered with the above circular, their Excellencies the Ministers continue to submit for the President's signature letters requesting the action of the Chief of the Allied Commission on questions of a technical or secondary nature which come under the specific jurisdiction of the individual Ministries or the corresponding Allied Sub Commissions.

It is needless for me to point out once again the serious inconveniences that such a procedure creates, as reported also by the Commission itself; it causes delay and confusion in the treatment of various matters and nullifies the importance and significance of the Government's action which should be reserved for political questions and for those of primary importance.

In order to eliminate any possible misunderstandings, I hereby order that from now on the action of the President of the Council be requested by the Ministers only for questions of a political character which are of particular importance to the Government, and in those cases in which, providing always they are not of secondary importance or involving mere details, it is intended to initiate the re-examination of decisions already adopted by the competent Allied Sub Commissions. In such cases a copy of every letter shall be sent to the Cabinet of the Presidency of the Council.

In every other case the Italian authorities must deal directly with the Sub Commissions, notifying or consulting with the Ministry of Foreign Affairs on questions of a political nature which arise in our relations with the Allies.

I beg Your Excellencies to communicate these instructions to all the offices of your respective Departments assuring to it that they are adhered to promptly and unflinchingly.

Kindly acknowledge.

THE PRESIDENT OF THE COUNCIL OF MINISTERS

the individual Ministries or the various Allied Sub-Commissions.

It is needless for me to point out once again the serious inconveniences that such a procedure creates, as reported also by the Commission itself; it causes delay and confusion in the treatment of various matters and nullifies the importance and significance of the Government's action which should be reserved for political questions and for those of primary importance.

In order to eliminate any possible misunderstanding, I hereby order that from now on the action of the President of the Council be requested by the Ministers only for questions of a political character which are of particular importance to the Government, and in those cases in which, providing always they are not of secondary importance or involving mere details, it is intended to initiate the re-examination of decisions already adopted by the competent Allied Sub-Commissions. In such cases a copy of every letter shall be sent to the Cabinet of the Presidency of the Council.

In every other case the Italian authorities must deal directly with the Sub-Commissions, notifying or consulting with the Ministry of Foreign Affairs on questions of a political nature which arise in our relations with the Allies.

I beg Your Excellencies to transmit to these instructions to all the offices of your respective Departments so that they are adhered to promptly and unflinchingly.

Yours faithfully,

THE PRESIDENT OF THE COUNCIL OF MINISTERS

S/ BORGES 6. 11. 44

Reproduction and Distribution by Chief of Staff

212/56/DCS.

12 January 1945

- Civil Affairs Section
- Economic Section
- Establishment Section
- Political Section
- Navy S/C
- Land Forces S/C (4114)
- Air Forces S/C
- Communications S/C
- MG & TPT S/C
- P.M. Branch

(12)
(15)
3
2
3
6
3
2
2
(2)

(See also 124)
Vol II

212

Mod. 85

Roma 9 gennaio 1945 12

- ALLEG. II. EE. I. MINISTRI
 -ALLEG. II. EE. I. SOTTOSGEGRETARI DI STATO
 -A S. E. L'ALTO COMMISSARIO PER L'ALLE-
 GIAMENTO
 -A S. E. L'ALTO COMMISSARIO PER LE SAN-
 ZIONI CONTRO IL FASCISMO
 -A S. E. L'ALTO COMMISSARIO PER I DIRI-
 GIMENTI DI GUERRA
 -A S. E. L'ALTO COMMISSARIO PER I PRO-
 FUGATI DI GUERRA

Oggetto: Disposizioni per i contatti con la Commissione Alleata.

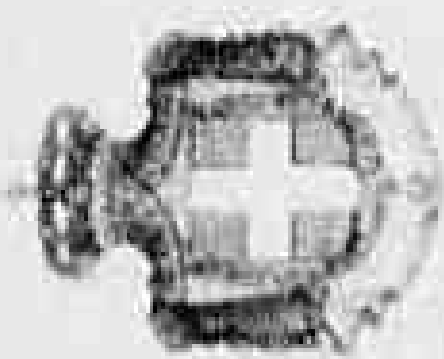
IAN 12 1945

Contrariamente a quanto è stato disposto con la circolare in ri-
 ferimento, continuano ad essere sottoposte frequentemente alla firma
 del Presidente, da parte delle LL. EE. I. Ministri, lettere con le quali
 si richiede l'intervento del Capo della Commissione Alleata in que-
 stioni di carattere tecnico e di importanza talvolta secondaria, la
 cui specifica competenza è soltanto dei singoli ministeri e delle
 Sottocommissioni Alleate corrispondenti.

È inutile che mi soffermi ancora sui gravi inconvenienti, rile-
 vati anche dalla stessa Commissione Alleata, derivanti da una tale
 procedura che, mentre ingenera ritardo e confusione nella trattazio-
 ne delle singole pratiche, finisce per annullare l'importanza ed il
 significato degli interventi del Governo che devono essere riservati
 a questioni di natura politica e di primaria importanza.

Ad eliminare definitivamente ogni possibilità di equivoco, dispo-
 no tassativamente che d'ora innanzi l'intervento del Presidente del
 Consiglio venga richiesto dai singoli Dicasteri solo in quelle que-
 stioni di natura politica che rivestono particolare importanza per
 il R. Governo ed in quei casi nei quali, sempre trattandosi di questio-
 ni non secondarie o di dettaglio, si intenda promuovere il riesame
 di decisioni già adottate dalla Sottocommissione Alleata competente.
 In questi casi, di ogni lettera dovrà essere innanzi copia separata-
 mente al Gabinetto della Presidenza del Consiglio.

In ogni altro caso la Autorità Italiana dovranno rivolgersi invece di-
 retttamente alle rispettive Sottocommissioni Alleate, informando o
 presentando il Ministero degli Affari Esteri nelle questioni di co-
 rriere politico, che investono i nostri rapporti con gli Alleati.



Presidente
 del Consiglio dei Ministri
 Gabinetto

Rif. 123515/16644/1849
 Circo. N. 18665/16644/19. 11
 del 9/11/1944

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

JAN 12 1945

OCCORRENTE : Disposizioni per i contatti con la Commissione
Allegata.

Contrariamente a quanto è stato disposto con la circolare in riferimento, continuano ad essere sottoposte frequentemente alla firma del Presidente, da parte delle U. E. E. i Ministri, lettere con le quali si richiede l'intervento del Capo della Commissione Alleata in questioni di carattere tecnico e di importanza talvolta secondaria, la cui specifica competenza è soltanto del singolo Ministero e delle Sottocommissioni alleate corrispondenti.

È inutile che mi soffermi ancora sui gravi inconvenienti, rile-
vati anche dalla stessa Commissione all'età, derivanti da una tale
procedura che, mentre ingenera ritardo e confusione nella trattazio-
ne delle singole pratiche, finisce per annullare l'importanza e il
significato degli interventi del Governo che devono essere riservati
a questioni di natura politica e di primaria importanza.

ad eliminare definitivamente ogni possibilità di equivoco, dispon-
go tassativamente che s'era incaricati l'interbando del Presidente del
Consiglio venga richiesto dai singoli Dicasteri solo in quelle que-
stioni di natura politica che richiedono particolare importanza per
il R. Governo ed in quei casi nei quali, sempre trattandosi di questo
ni non secondarie o di dettaglio, si intenda promuovere il riesame
di decisioni già adottate dalle Sotto-commissioni alleate competenti.
In questi casi, di ogni lettera dovrà essere inviata copia separata-
mente al Gabinetto dello Presidente del Consiglio.

In ogni altro caso le autorità italiane dovranno rivolgersi insieme direttamente alle rispettive sottocommissioni Alleate, informando o presentando il Ministero degli Affari Esteri nelle questioni di carattere politico, che investono i nostri rapporti con gli Alleati.

Prego le LL. BB. di voler portare le presenti istanze a conoscenza di tutti gli uffici dipendenti dalla propria Amministrazione, assicurandosi che esse ricevano pronta e risolutiva soddisfazione, nonché fornendo cortese assicurazione.

IL PRESIDENTE DEL CONSIGLIO DEI MINISTRI

W. Brown

late 212
HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

S/Sgt Kavanagh,
Chief Clerk, Message Centre.

6 Jan 44

JAN - 9 1945

I confirm our conversations of this afternoon when it was agreed:

- 1) that a special float file of outgoing and incoming cables will be compiled daily for the Acting President in the same way as is at present done for the Chief Commissioner.
- 2) that the Acting President, Chief Commissioner and Chief of Staff will be included in the distribution for copies of all TOPSEC and other incoming messages of which copies are not placed on the floats.
- 3) that a return will be rendered to me each morning, when the HQ Float Files are delivered, giving the following information in respect of any outgoing signals a float copy of which was not received:
 - (a) Office of origin
 - (b) to whom sent
 - (c) reference number
 - (d) date
 - (e) subject

A nil return will be rendered when applicable.

- 4) C of S will be included in the distribution for (i) all important signals relating to Patriots and (ii) signals referring to officers of the rank of Colonel or above or officers holding senior appointments.

1/1 ARMY PICKET

PA

785017

66

INTEROFFICE MEMORANDUM

DIS #

SUBJECT: Communications in Italian.

2 Jan 45

JAN - 5 1945

TO: PA to SPIC. DES.

3

1. Attached please find an extract from the WP's Civil Affairs Section Minutes No. 49 dated 26 Dec 44.
2. It is understood that SPIC. DES. wanted a copy of the instructions given to the Heads of Sub-Commissions in the Civil Affairs Section with regard to communications in Italian.
3. The Chief of Staff approved the instructions when the WP read them to him over the telephone on 26 Dec 44 at 1506 hrs.

See by Cos
passed to

Lenthawen
J.D. HARVEY, I/Ods.,
PA to WP CA Section.

CSO

J. V.

6:37

When to note in the on other instruction file

fly

Sh

EXTRACT FROM:

DEPUTY CHIEF OF STAFF'S MEETING

MEMO OF THE COMMISSIONERS OF THE CIVIL AFFAIRS SECTION
NO. 69 Dated 26 Dec 44.

- * 1. (f) Communications in Italian. (3) This matter was discussed at the JCS Meeting and the ruling is that when a communication is being sent to 5th or 8th Army area it should be screened and if it raises any matter on which the SCAG might wish to exercise any discretion a translation should be enclosed. If no such question arose and the communication was purely formal a translation need not be enclosed and the covering letter would state that the letter was purely formal.

In areas referred to Regional control, translations need not be enclosed.

Where Sub-Commissions were already in the habit of always sending translations and a covering letter with comments, they should continue to do so, if the administrative burden was not too great.

Certified true copy

John H. ...

6296

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

file
85

Ref/212/-/303.

Tel 1 200

5 Jan 1945

SUBJECT : Addressing of Correspondence.

Re : Land Forces Sub-Commission (LSC)

As a sub-commission of this Hq any arrangements should be made for correspondence sent by you to other ofices in this Hq to be specifically addressed to the office concerned and not to "HQ AF".

[Signature]
Brigadier,
Chief of Staff.

[Signature]
0250
11/1

NO: C.S.C.

2.

*Transferred from
Temporary Office to file C.S.C.*

Civil Affairs Section Follow-up System.

1. Herewith is a copy of "Instructions for the following up of action" which has been put out by Civil Affairs Section to all its Sub-Commissions. This makes recommendations for a follow up system for files and correspondence which is in accordance with accepted practice.

2. I should like, however, to bring two points to attention:

(a) In para 2 of the reverse page of the instructions is a suggestion for convenient periods to allow for a reply from external sources. These periods are so long that I consider they engender the wrong attitude to the need for prompt reply and will not help towards getting quick answers from Sub-Commissions. I suggest that the periods to be allowed should be as follows:

From anywhere in RMK	-- 4 days.
From Regions	-- 7 days.
From AFM,	-- 7 days.

The above should be maximum periods so far as the system is concerned but the officer dealing with the correspondence in question would naturally use his discretion. For example, there are Regions sufficiently near from whom one should receive a reply in three days on a simple matter.

(b) With reference to paragraph 3 of the front page of the circular, it is stated that the proposed system will be introduced unless a system as satisfactory is already in operation. To ensure that this is done Sub-Commissions should be asked for details of their present system, or alternatively, an officer should be detailed to examine any existing system.

Suggest this could be brought up at CoS meeting. I brought it to the notice of Lt Col Githika when it was in draft form.

5 Jan 45.
Office, Chief of Staff,
Box 451.

E. H. Holden.

Discussed at C.O.'s meeting. No comments on C.A. order. No special time limit to be laid down in C.A. office. Each letter to be judged on its merits.

G.H.H.

From Regions
From AFHQ

7 days.
7 days.
7 days.

The above should be maximum periods so far as the system is concerned but the officer dealing with the correspondence in question would naturally use his discretion. For example, there are Regions sufficiently near from whom one should receive a reply in three days or a simple matter.

(b) With reference to paragraph 3 of the front page of the circular, it is stated that the proposed system will be introduced unless a system as satisfactory is already in operation. To ensure that this is done sub-commissions should be asked for details of their present system, or alternatively, an officer should be detailed to examine any existing system.

Suggest this could be brought up at COS meeting. I brought it to the notice of W Colletta when it was in draft form.

6 Jan 45.

Offices, Chief of Staff,
Ext 451.

E. H. Hadden.

*Disputed at COS meeting. No comments on
A order. No special time limit to be laid down in COS
Office. Each letter to be judged on its merits.*

6 Jan 45

WPH

MEMORANDUM FOR THE DIRECTOR
AND THE
CHIEF OF BUREAU

JAN - 4 1945

SUBJECT: Instructions for the following up of agents.

TO : All the sub-branch offices.

Reference made to the letter of January 21 of 1944.

1. The sub-branch offices have been given a full check of the following up of agents to make sure that the following up is being done in accordance with the instructions.

2. The Director of each sub-branch is responsible for making sure that the following up is being done in accordance with the instructions and that the system is being followed in operation in this office.

3. The Director of each sub-branch is responsible for making sure that the following up is being done in accordance with the instructions and that the system is being followed in operation in this office.

R. H. HARRIS, JR.
CHIEF OF BUREAU

6-2-45

1. One of two main have arrived. second stage failure is still a possibility. follow up action has been to immediately relay or investigate.
2. The transfer of such sub-communication is responsible for the fact that correct follow up action is taken, and accordingly good transfer will maintain the system in operation in the office.
3. The transfer system is the reverse of the one in use for information already in operation.

[Signature]
R.H. Smith, Col.
100 1st Section

6293

AD/15
[Signature]

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

Ref : 212/BJ/COS.

5th January 1945

Thank you very much for your DO letter of 1 January, in which you reply so fully to my letters 3/15.B/CA of 17 December and 20909/2/A/MPAA of 20 December, 1944.

I note all you say and in future will most certainly do as you ask and write to you personally about any further complaints of this sort. The very last thing I want to do is to discourage your staff in their efforts to look after A.C. interests, efforts which will, I am sure, become more and more successful under Chuck's and your leadership and guidance.

M.S. LUSH.

Colonel T.R. Henn,
Deputy Asst, Chief of Staff,
G-5 Section,
Allied Force Headquarters.

Copy to : DCOS, CA Sec (with copy of DO letter under reference.)

Original filed on 20/1/45

6292

HEADQUARTERS ALLIED COMMISSION
APO 394

Inter Office Memo.

TO: Chief of Staff.

1. D.C. letter from Colonel Henn is submitted. (page 82).
2. The points in the two letters under reference (which are flagged at 14 and 74) are satisfactorily answered except the offending sentence in Administrative Memorandum No. 54 regarding Monuments, upon which we wait the decision of G-1(B), and the 'Accommodation - Italy' point (paragraph 2(c) of your letter at 74) about which your suggested amendments are being opposed by G-1 and are now before the Chief Administrative Officer.
3. I suggest we must wait for further news and, in the meantime, I submit a D.C. reply to Colonel Henn. I suggest a copy of Colonel Henn's letter be sent to Brigadier Upjohn.

4 January 1945.

E. J. Hoff
Major,
Office, Chief of Staff.

Issue NY 411

6-91

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

My dear Maurice,

Reference your 20909/2/A/MEAX of 20 December 1944 and
3/15.B/CA of 17 December.

I think it better that I should reply to your two letters under
respective references above personally rather than that anything official
should pass between us. I do so largely because I want you, in fairness
to my staff, to understand the real circumstances and because, on the other
hand, I do not want to present the appearance in any way of letting the
Headquarters down.

First of all to deal with your complaint about Administrative Memo-
randum No. 54. What happened was this. The draft as submitted by you had
to be concurred in by five other Staff Sections before submission to the CAO.
The sentence that you don't like was inserted in the draft by G-1 (Br) and
concurred in by the other Sections. My staff felt quite rightly that you
would not like this and telephoned Brig. Upjohn. He said he was definitely
against the inclusion of such a sentence and his view was put as strongly as we
could to G-1 (Br). G-1 (Br) insisted on pressing for the amendment and we there-
fore took it up to the CAO direct with a memorandum in which all the facts
were reviewed and which contained a recommendation by this Section that the
views of AG should be respected. Notwithstanding the Administrative Memorandum
was issued in the form in which you now see it. We have now, as reported to
you formally in my letter today, reopened the question with G-1 (Br) and asked
that your recommendation for withdrawal of the offending sentence be approved.

Turning now to your letter succinctly headed "Staff Duties", the case
history of Numbers a, b, and c of your paragraph 2 is as follows:

a. AFHQ Administrative Memorandum 55 of 8 December. This was published
by the Adjutant General at the request of AG (Personnel) Branch and G-1, and
we did not see it before it was issued. Immediately upon Col. Fiske drawing
our attention to it, the point was taken up with both Staff Sections concerned
and an amendment was agreed to. This will shortly be published.

b. Military Travel Authorization. It appears that the original draft of
this AG order was taken up to Rome by one of my staff in October, and on the
9th of October, Hq. AG (Establishments Branch) returned it stating that the
draft had been discussed with the Political Section and with the Displaced
Persons and Repatriation Subcommittee, as a result of which various suggested
amendments were made. All amendments suggested by your Headquarters were
incorporated in the AG letter as finally issued.

Original filed on 20/005 20 Exchange 55-003

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

- 2 -

3608/105
Julia 444 81

On the 12th of December, under reference AG/14018/8/PS, your Economic Division (having incidentally had the AG letter since 7th November) wrote to G-2 (CI) of this Headquarters, stating " It is presumed that civilian employees of Allied Commission and of AFHQ itself do not require military travel authorizations. " G-2 (CI) subsequently confirmed that civilian employees of AICOM, if of U.S. or British nationality, are exempt.

c. Accommodation - Italy. Here again the AFHQ letter of which you complain was produced in the Adjutant General's Department without our knowledge at the request of G-4 (A) and G-4 (B), concurred in by the Chief Administrative Officer and G-1. Your request for amendments has been passed to G-1 and the request is now before the Chief Administrative Officer. The latter has been advised by G-1 that they oppose the amendments you suggest.

I have dealt with the above matters at some length, not because I have any doubt that you realize the difficulties of coordination within this Headquarters, but because I am anxious to reassure you that it is not my staff that is at fault. What you have complained of (with full justification) is in fact the result of an occasional slip-up in what I fear has become both a complicated and unwieldy machine. I am taking up with the Chief Administrative Officer the question of coordination, and I am asking him to impress on all the administrative branches of this Headquarters how very important it is that we, on your behalf, have an opportunity of seeing all administrative memoranda and instructions which even remotely or indirectly affect affairs in Italy. I shall be very grateful if you would bring to my own personal attention any such lapse as may occur in the future. I feel it would be easier if you would do it this way since formal communications, not unnaturally, discourage those members of my staff who, as in the cases I have quoted above, have in fact spent considerable time and energy in endeavoring to protect what they believed to be your interests.

Yours

T. R. HENN
Colonel

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

6289

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 735

29 December 1944

Ref. 212/79/COS.

SUBJECT: Cable Float Files.

TO : Economic Section.

1. It is requested that the attention of those handling the daily cable float files is drawn to the instructions on the covers so that a more expeditious dispatch from your Section is ensured.

2. Recently a 3 days accumulation of these files was received by the next recipient and by that time they were from 3 to 6 days old.

L H
Chief Staff Officer,
To the Chief of Staff.

PA
31/12

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

Tel. 478201

Ref. 212/78/002.

29 December 1964

SUBJECT: Distribution of Classified Documents.

TO : G-5, AFHQ.

1. This HQ has been considerably handicapped recently in making certain studies due to your distribution list including only one copy for this HQ. It will be appreciated that in certain matters which have had to be considered lately several Sections have had to produce a plan. When furnished with only one copy of a Top Secret document it is almost impossible to observe proper classification procedure.

2. It is, therefore, requested when a directive is issued by AFHQ having a high classification and obviously requiring a wide study by A.C. that a minimum of 4 copies be furnished. Having regard to the size of this HQ it is hoped that you will not find this request unreasonable.

For the Chief Commissioner:

87
11/11/64
Brigadier,
Chief of Staff.

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 451

Ref. 212/77/COS.

28 December 1944

SUBJECT: Inter Office Correspondence.

TO : Economic Section.

1. Reference your letter of instructions 1.08/22 of 30 Nov, the above subject, we call your attention to the fact that many replies to our letters to your Section are not being received in this Office with any degree of promptness. This refers also to cases where files from the Office of the Chief of Staff are minuted to the Economic Section for information, reply and/or reports.

2. A specific case at hand was our file 3207/COS "Emergency Action During Strikes" where this file was minuted to the Economic Section on 23 Oct requiring replies from Labour S/C and Public Works and Utilities S/C through your Section. We have this date received the replies and note that the former's reply is dated 7 Nov and the latter's reply the 23 Dec. If this matter required such a long period of time to be properly answered, an interim reply or "forward date set" should have been made.

3. Numerous instances have been noticed lately where correspondence has been improperly routed as well as tardily answered and you are directed to bring this subject to the attention of your various Sub Sections with a view of promptly correcting this laxity.

Chief Staff Officer,
To the Chief of Staff.

785017



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

ROME AREA ALLIED COMMAND
APO #794, US ArmyCOS.
46367

AG 311.2

IEC/cfb
19 December 1944

Subject: Outgoing Messages.

24 DEC 1944

To : See Distribution.

1. During the past few weeks several messages have been handed in to RAAC Signal Office bearing the degree of priority "Urgent", even though the contents of the messages have dealt with strictly administrative matters. The British equivalent of "Urgent" is "Emergency Ops"; this indication is only used for messages of a highly important nature having direct bearing on operations, and any misuse of this priority can only result in an increased delay in messages which are really of a very important and operational nature.

2. The following table shows the equivalent US and British degrees of priority, and every care will be taken to ensure that the appropriate indication is used. Only the following will be used.

<u>British</u>	<u>US</u>
Important	Priority
Immediate	Ops Priority
Emergency Ops	Urgent
Most Immediate	Ops Urgent

3. In addition to the above equivalents, there is a further US priority "Routine", which is below "Priority" in precedence. Unless messages are specifically marked for a higher precedence they will be handled as "Routine".

By command of Brigadier General BROOK:

AC-DIST
COMMUNICATIONS S/C
CH-SEC.
ECON-SEC.
POL-SEC.
ESTAB SEC.
EXEC-O.(A)
G-1(B) FOR EXO(B)
G-4(A)
G-4(B)
HQ COMDT

C. E. G. H. P.
T. E. CHERK
Captain AGD
Adjutant General

DISTRIBUTION:

A D J.

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

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

2129

V. VJA

17 Dec 44

SUBJECT : Staff Duties.

21 DEC 1944

TO : AFHQ G-3 Section.

- 1 There have been instances recently of the issue of directives by you from which it would appear that the possible effect of these directives on the work of the Allied Commission has not been fully realized.
- 2 The following are quoted as examples:
 - a) In AFHQ Administrative Memorandum No 55 of 8 Dec 44, subject 'Inter-Theater Travel', para 4 gives to certain formations the power to issue travel orders. Allied Commission is not included and due to this omission no longer has the authority to issue travel orders.
 - b) In AFHQ AG 371.2/015 GRC-0 of 7 Nov 44, subject 'Military Travel Authorizations', para 2 c. it is provided that civilian employees of certain bodies do not need a Military Travel Authorization, but Allied Commission is a rather surprising omission compared with some of the organizations which are listed.
 - c) AFHQ letter 386.2/173 GRC-0 of 26 Nov 44, subject 'Accommodation - Italy', is an instance in which it is thought that full consideration has not been given to the Commission. I wrote to you separately on this subject in our letter 2/21.1/02 of 9 Dec 44, but it can be added that already a demand for the surrender of a civilian prison has been received, quoting your letter as the authority.
 - d) AFHQ Administrative Memorandum No 54 of 6 Dec 44, subject 'reservation of Property of Historical and Educational Importance in Italy' was drafted in consultation with this HQ but a phrase was subsequently added in para 4 which completely nullifies the points which we had endeavored to preserve and to which you had agreed. As a result of this an application has already been received from a formation for a list of buildings in order that one may be selected for use as a soldiers' club. It is intended to submit a letter for your consideration on this subject.
- 3 The above examples will illustrate how our difficulties can be increased if the Commission's work is not fully appreciated by the drafter of a directive. May steps be taken to bring to the notice of all concerned the necessity for considering the requirements of the Commission and of affording it the opportunity of consultation when a directive is likely to affect its operations.

FOR THE CHIEF COMMISSIONER

see 82

M. S. (ask)
Brigadier
Chief of Staff

(Copy forward for A Files)

HEADQUARTERS ALLIED COMMISSIC

APO 394

Office of the Chief of Staff

72

Ref: 212/US

20 December 1944.

TO: Chief Commissioner.

1. Enquiries on petty matters such as requisitioning of cars or private individuals are frequently addressed to you over the signature of Sgr. Bonad. You have been used in the past to sign replies to such enquiries personally. I would suggest that this takes up your time unnecessarily.
2. Perhaps you would agree to replies to such enquiries being sent in the third person: "The Chief Commissioner presents his compliments to the President of the Council of Ministers and in reply to"
3. This will enable me to deal with matters of minor importance without troubling you with them, and is, I submit, the correct procedure.

g/h
g/h

OK EWS
CC

M.S.L.
Brigadier,
Chief of Staff.

see minute 73

KB
24/12

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

785017

212

(71)

Tel Ext 341

HEADQUARTERS ALLIED COMMISSION
APO #394
Office of the Chief of Staff

LWS/el

18 December 44

Ref: 65/60/006

MEMORANDUM TO: Chief Staff Officer, Office of the Cos, Hq AC

SUBJECT: Christmas and New Year's Day Holiday

1. Reference paragraph 4, Daily Bulletin 324, dated 15 December, which announced that Christmas and New Year's Day insofar as practical would be treated as Sunday for all personnel of the Allied Commission, this announcement made by the Establishment Section calls for clarification. Insofar as most sections and independent subcommissions of this Headquarters are concerned, Sunday is considered a normal working day in accordance with Office Memorandum #7, dated 24 July 44.

2. For all practical purposes the Headquarters could be entirely closed for the day, with the exception of a duty officer and two clerks for the Message Center to take care of any emergency calls; all other personnel -- military and civilian -- would be given a holiday. If such action is adopted, it should be settled whether or not the civilian personnel will be given a paid holiday.

3. If the sections and subcommissions of this Headquarters each in their turn require a skeleton staff to be on duty this will necessitate the complete message center staff to be on duty or will mean that each section and subcommission will have to maintain its own message center service during the day.

4. Considering the nature of the holiday and the fact that all other places of business in this area will be substantially closed, the most practical solution is believed to be to close the entire headquarters leaving only a duty officer and two clerks on duty. It is believed that this matter should be given brief consideration at the COS's meeting of 19 December.

[Signature]
W. STEARNS
Major, AGD
Office of the COS

This was discussed at COS meeting today.

19/12

[Signature]
12

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

Tel: 478321

9 December 1944.

Ref: 212/7/006

SUBJECT: Handling of TOP SECRET messages.

TO : R.O.'s SICILIA, SARDEGNA, SOUTHERN, LAMIO-GERMA,
 ARBONAI-MARESE, TOSCONA, EMILIA, LIGURIA,
 PIZONTE, LOMBARDIA, and VERONA Regions.
 SOLO's AND FIFTH and EIGHTH Armies.

Attached copy letter 480.01/007 SIC-0 dated 26 Nov 44 from
 AFHQ, subject as above, is sent for appropriate action by your Headquarters.

[Signature]
 Brigadier
 Chief of Staff

Incl:
 as above

[Signature]
 14
 12

785017

212

(19)

Ref. 212/003

Ref. 451

7 December 1944

SUBJECT: Float Files for Office of the CCI.

TO: Economic Section for
Attention: Major Nash.

(18)

1. Reference our 64/5/003 of 11 May 44 your attention is again directed to the preparation of float files being made up of copies of Group B correspondence which you think would be of interest to the CCI.
2. To date no such copies have been submitted and it is considered that the preparation of the float file has been over-looked.
3. Your acknowledgment and comments are requested.

Chief Staff Officer
To the Chief of Staff

Copy to file 212/003

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

785017

Tel 451

Office of the Chief of Staff.

64/5/008

Float File,

11 Nov 64

Deputy Chief of Staff,
Scenario Section.

1. Reference is made to a memorandum 64/4/003 16 October 64 wherein it was requested that copies of important matters dealt with by your Section and which were considered to be of interest to the COS come forward daily.
2. At this writing no float copies have been submitted and it is considered likely that the instructions contained in the memorandum mentioned have not received attention by your Staff.
3. Your comments please.

Chief Staff Officer,
To the Chief of Staff.

64/7/4

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

Ref A4/1/003.

16th October, 1944

SUBJECT : Group 3 Correspondence.

TO : Civil Affairs Section
Economic Section
Establishment Section
Naval Sub-Commission
Army Sub-Commission
Air Force Sub-Commission
Communications Sub-Commission
War Material Disposal & Italian P.W. Sub-Comm.
Political Section
ERC

I refer to para 3 (ii) of Office Memorandum No. 17, reference 65/1/003 of 13 October 44. It is necessary that the Chief of Staff be kept informed of the more important matters dealt with by Sections and I should be glad if you would make copies of Group 3 correspondence which you think would be of interest to the Chief of Staff, combine them in a list file and send it to the Chief Clerk, Office of Chief of Staff by 0930 hours on the following day.

By Command of Colonel Stone.

Brigadier,
Chief of Staff.

6278

DRAFT

OUTGOING TOP SECRET MESSAGES

Immediately upon receipt of this Bulletin the special procedure outlined below for the handling of outgoing TOP SECRET messages will be effective throughout this Headquarters:

- 1) TOP SECRET messages will not be authenticated by the Adjutant but by the originating officer -
- 2) Two copies full text and two copies in "skeleton" form will be prepared. The "skeleton" copy will be identical with the full copy of the message, except that the whole of the text proper will be omitted.
- 3) One copy of the full text will be retained by the office of origin on a TOP SECRET file.
- 4) The second copy of the full text will be enclosed in a ^{water} sealed envelope, 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 signature will be given therefor.
- 5) The second copy in "skeleton" form will be delivered to the Cable Section of the Message Centre, Room 15, 1st floor.
THIS COPY IS NOT TO BE DESTROYED
- 6) At all stages in ^{transmission} ~~dispatch~~, TOP SECRET messages will be handled by Allied military personnel only.

proper will be omitted.

- 3) One copy of the full text will be retained by the office of origin on a TOP SECRET file.
- 4) The second copy of the full text will be enclosed in ^{encl} sealed envelope, 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 signature will be given therefor.
- 5) The second copy in 'skeleton' form will be delivered to the Cable Section of the Message Centre, Room 15, 1st floor.
THIS COPY IS NOT TO BE DISCLOSED
- 6) At all stages in transmission, TOP SECRET messages will be handled by Allied military personnel only.

Included in Draft
Signal Message Encls

8/12
11/12
14/12

CAS.

66B

The attached letter has been prepared at your request, is submitted for your signature.

5/12

Sh

M/S/12

Sh
5/12

Minute sheet from
temporary jacket
referred to folio 66B

9/1/12

6/2/12

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



PARTITO FASCISTA REPUBBLICANO
FEDERAZIONE DI ROMA
UFFICIO POLITICO

Roma, 11

Protocollo N. _____ U.P.

OGGETTO

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

Tel. 735

5 December 1944

Ref. 212/66/008

SUBJECT: Miscellaneous Correspondence.

TO : DCI Civil Affairs Section.

1. I have given consideration to the point you raised at the Chief of Staff meeting on 1 December (Minute 12) and would like to state the principle involved.

2. There are letters constantly being received at HQ from the Italian Government and other sources the subject of which is not precisely covered by the terms of reference of any Section or Sub Commission. At one time these miscellaneous matters were dealt with by Civil Affairs Branch but now it is necessary to apply some kind of yardstick to them to decide who will take necessary action.

3. You referred to a letter from Brindisi sent to you by my Staff on 29 November (1755/16/008). This dealt with the requisitioning of lodgings by Allied Forces in TUNISIA and its effect on the civil population. As a welfare matter I consider this was rightly transmitted to your Section.

4. Another example at issue, I believe, is a letter from Bizet dated 28 November sent to you for action. This refers to the troubles of the population at BIVANZO, where we know there is a difficult situation. Again, broadly, this is welfare and Civil Affairs Section must deal with it and coordinate any action necessary with Economic Section.

5. Other miscellaneous correspondence is routed by the Message Centre, the staff there using its discretion, but so nebulous is the subject of some of the letters received that occasional errors will occur. This requires some elasticity on the part of Sections so that the recipient either deals with the matter or ensures that someone else does.

M. S. LUSH

Brigadier,
Chief of Staff.Copy to: Economic Section
Establishment Section
Political Section.H
12

(65)

AG 371.2/209 CBI - O 23/11 AFHQ

Security of Telephone Communications

Transferred to file 3621/CO

6.7.4

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

785017

MODULO A

Modulo per domanda di pubblicazione di giornale

Il sottoscritto fa domanda di pubblicazione di un giornale dai dati ed elementi qui sotto elencati

Nome della pubblicazione

Località della pubblicazione

Fine che si propone la pubblicazione

Stato finanziario

Eventuale affiliazione politica

Indicazione se si tratta di quotidiano, settimanale, mensile, ecc.

Prezzo di vendita

Indirizzo e numero telefonico

Nome e indirizzo del Direttore responsabile

Nome e indirizzo del Vice-Direttore responsabile

Nome e indirizzo del Direttore Amministrativo

RESTRICTED

ARMED FORCE HEADQUARTERS
APO 512

AG 380.01/007 SIG-0

26 November 1944

SUBJECT: Handling of TOP SECRET Messages

1 DEC 1944

TO : All Concerned

1. The following procedure for the handling of TOP SECRET messages will be adopted by all concerned (see distribution) effective 1 December 1944.

2. a. The requisite number of copies (normally one per addressee) of a TOP SECRET message will be inclosed in a sealed envelope marked "TOP SECRET message for dispatch" on both sides of the envelope.

b. One or more (in accordance with the requirements of the Message Center/Signal Office concerned) "skelaton" copies of the message will be prepared and attached externally to the envelope containing the full copies of the message.

c. The sealed envelope, together with skelaton copies attached, will then be passed to the Message Center/Signal Office, provided that they are carried by hand direct from the originator to the Message Center/Signal Office.

d. In the case of messages being delivered by URIS or IDLS, the "skelaton" copies and the sealed envelope containing the copies of the message will be inclosed in a second sealed envelope, the latter being addressed to the Message Center/Signal Office to which messages for encipherment are regularly delivered.

e. The "skelaton" copy will be identical with the full copy of the message, except that the whole of the text proper will be omitted.

f. The Message Center/Signal Office will pass the sealed envelope marked TOP SECRET to the Cipher Office, unopened, for enciphering, but will keep the "skelaton" copy and treat it in all respects as if it was their record copy of the message itself.

3. The handling procedure outlined above will enable the Message Center/Signal Office to register and subsequently check the transmission of TOP SECRET messages which otherwise would be handed in by the originator direct to the Cipher Office for encipherment in order to prevent the contents being seen by Message Center/Signal Office Personnel.

4. Provided that the fundamental policy outlined in this instruction is followed, the detailed application may be made sufficiently flexible to meet

RESTRICTED

RESTRICTED

Dir AFHQ, AS 380.01/007 SIG-0,
dated 26 November 1944 (Cont'd)

the requirements of different types of headquarters, organizations and staff procedures involved in this theater. Each headquarters therefore should issue local instructions regarding the numbers of copies of the full and "skelaton" message required, together with such local instructions as are deemed necessary to insure correct and secure handling of TOP SECRET messages.

By command of General WILSON:

W. A. Christensen
W. A. Christensen,
Colonel, AGO,
Acting Adjutant General

DISTRIBUTION:

2 - Cinc ALI	2 - Hq ALCON
2 - Cinc Med	2 - Comdt R.CTD
2 - EWAF (RAF)	2 - Comdt R.TE
	2 - Comdt INTD
2 - GOCinc, MLI	2 - Comdt School of Sigs and
2 - CHIEF	3 Sigs Reinf Eng Depot
2 - D Sigs, The War Office	2 - OC, 2677th Regt (OSS) for info
London	2 - OC, 819th SIS for info
2 - CSO, War Dept, Washington	1 - Signal
2 - GOC KANIST	1 - G-2
2 - GOC No 3 District	2 - SGS
2 - GOC 3 Corps	2 - AG Records
2 - Hq Ballon Air Force	1 - AG H & D
2 - Hq SOH	

At 3:15

Co!

Communication 1/2

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND

No.

785017

File

(13)

Tel. 451

Ref. 242/— /GOS

1 December 1944

SUBJECT: Signals Concerning ISMRA.

TO : Executive Section.

Will you please instruct your Chief Clerk to make sure that the Office of the GOS is supplied with a copy of any signals emanating from your Section concerning ISMRA.

encl
Chief Staff Officer,
To the Chief of Staff.

0-20

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

Tel. 451

Ref. 212/61/008

1 December 1944

SUBJECT: Inter Office Correspondence.

TO : Economic Section.

1. Reference your L.O. of 30 Nov 44.

2. The procedure which you have outlined should prove most helpful and concurs with our own views which were forwarded to you under date of 25 Nov 44 our reference number 212/55/008.

cut
Chief Staff Officer,
To the Chief of Staff.

cut
1/12

6271

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

Tel: 558

CWK/ram

1.08/ES

30 November 1944

SUBJECT: Inter Office Correspondence

30 NOV Recd

TO : Economic Section Staff

1. In order to facilitate the following up of inter office correspondence between this Section and the Office of the Chief of Staff the following arrangements have been agreed with the latter office:
 - a. Routine requests and/or requests for interim drafts of letters for signature by the Chief Commissioner or Chief of Staff will be answered within a period of three days of receipt.
 - b. If it is not possible to comply with (a) above owing to the request requiring lengthy investigation or consultation with Sub-Commissions, etc., a date forward will be set when the reply will be ready and this information conveyed to the Office of the Chief of Staff.
2. Inter office memoranda from the Office of the Chief of Staff will, in future, be submitted in duplicate, the action copy being sent to the Sub-Commission or Staff Officer who will deal with the matter.
3. All letters sent to or through the Chief of Staff for signature will be channeled through the P & A Division of the Economic Section. These will be submitted with the appropriate files and with relevant references prominently flagged.
4. The above arrangements will come into force herewith.

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

CC: Office of Chief of Staff -
Your 212/55/COS dated 25 Nov. 1944
refers.

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

HEADQUARTERS EMILIA REGION
ALLIED MILITARY GOVERNMENT
APO 394

DDF/afp

25 November 1944

REF : RIX/HQ/D/5/1/1

27 NOV 44

SUBJECT: Emilia Region Daily Bulletin No. 47.

TO : Office of the Chief of Staff, Hq Allied Commission.
(Attn: Capt. E. S. Morden)

1. Inclosed is copy of Emilia Region Daily Bulletin No. 55, par 4 of which cancels Par 11 of Daily Bulletin No. 47 as per instructions received in your letter 212/49/COS dated 20 November 44.

2. It is regretted that this was published direct and not as an extract. Instructions have been issued to prevent a recurrence.

For the Regional Commissioner:

Duane D. Freese
DUANE D. FREESE
Capt, CMP
Adjutant

1 Incl: DB No. 55.

PA *[initials]*

6.69

TRANSPORTATION BUREAU
WASHINGTON, D.C. 20540

DATE RECEIVED

FROM

1. TRUCK STOPS AND TRUCKS

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56

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 289

Ref. 8753/ /COS

25 November 1944

SUBJECT: Insertion for Daily Bulletin.

TO : Adjutant.

1. Please insert the following in the Daily Bulletin:

"SIGNAL MESSAGES - ABBREVIATED ADDRESSES."

Para 2, Daily Bulletin No 291 dated 12 Nov 44, and para 2, Daily Bulletin No 292 dated 13 Nov 44 are hereby rescinded.

- a) Higher authority has allotted the abbreviated ^{Signal} address ALOCM to Allied Commission.
- b) Effective immediately the telegraphic address 'HQ ALOCM' will be used on all outgoing signals from and incoming signals to this Headquarters.
- c) It will be added equally to the telegraphic address of Regions in AC territory thus:

ALOCM BAHAMIA REGION.
- d) The abbreviation AC for Allied Commission will not be used in signals as it is the US official abbreviation for Air Corps.
- e) Regions in AMG territory will not have ALOCM included in their telegraphic address. AMG will continue to be used thus:

AMG TONGARA REGION
AMG PIVEANBY.

(Attch, 0 of 3)

Thaddeus

Chief Staff Officer
Adjutant

c.c. 212/COS ✓
996/COS

REMARKS: ALLIED COMMISSION
APO 354
Office of the Chief of Staff

Ref. 454

25 November 1944

Ref. 212/55/CSS

SUBJECT: Inter Office Correspondence.

TO : Economic Section.

1. This memorandum has been drawn following a conversation between Mr. Harlan Cleveland, Executive Director, Major G. B. Sullivan, P.A. to the Acting DCS of the Economic Section and Captain C. E. Oden, Office of the Chief of Staff on the subject of inter office correspondence between the Economic Section and the Office of the Chief of Staff.

2. The following points in particular were commented upon:

- a) It is desirable that an agreed time interval be set up to cover routine responses and/or request for interim drafts of letters for signature either by the Chief Commissioner or Chief of Staff. It is suggested that an interval of three days be agreed upon.
- b) In the event a routine response because of the nature of the subject is such as to require investigation or presentation to Sub Commissions it is suggested that the Economic Section set a date forward when a reply will be ready and that this information be conveyed to the Office of the Chief of Staff so that a suitable follow-up can be indicated.
- c) It was suggested that inter office memoranda from the Office of the Chief of Staff be forwarded to the Economic Section in duplicate so that the action copy may be sent to the Sub Commission or Staff Officer who will deal with the matter.
- d) It was suggested that one channel in the Economic Section be set up which would clear all letters sent to or through the Office of the Chief of Staff for signature so that a

89-20

1. This memorandum has been drawn following a conversation between Mr. Harlan Cleveland, Executive Director, Major G.M. Sullivan, P.A. to the Acting Head of the Economic Section and Captain C.B. Odum, Office of the Chief of Staff on the subject of inter office correspondence between the Economic Section and the Office of the Chief of Staff.

2. The following points in particular were commented upon:

- a) It is desirable that an agreed time interval be set up to cover routine responses and/or request for interim drafts of letters for signature either by the Chief Commissioner or Chief of Staff. It is suggested that an interval of three days be agreed upon.
- b) In the event a routine was used because of the nature of the subject is such as to require investigation or presentation to Sub Commissions it is suggested that the Economic Section set a date forward when a reply will be ready and that this information be conveyed to the Office of the Chief of Staff so that a suitable follow-up can be indicated.
- c) It was suggested that inter office memoranda from the Office of the Chief of Staff be forwarded in the Economic Section in duplicate so that the action copy may be sent to the Sub Commission or Staff Officer who will deal with the matter.
- d) It was suggested that one channel in the Economic Section be set up which would clear all letters sent to or through the Office of the Chief of Staff for signature so that a uniform procedure is established, ensuring that files are flagged, proper salutations secured and that the level used was in accordance with the original request emanating from either the Chief Commissioner or the Chief of Staff.

3. Will you please give these points your consideration as it is believed that an agreement in method of procedure will facilitate and expedite the inter office correspondence under discussion.

encl.
Chief Staff Officer,
To the Chief of Staff.

BU

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

Tel Rxt 3-1

LWS/el

Office of the Chief of Staff

Correct "by line" on communications

The Establishment Section, Hq. AC

24 November 64

Reference G-1B/208/0, it is noted that the "by line" used in this letter is "BY ORDER OF COMMODORE STONE". Inasmuch as Commodore Stone is ~~not~~ a General Officer, this line should read "BY COMMAND OF COMMODORE STONE." Kindly issue instructions that all future communications emanating from the Office of G-1B use the proper "by line" -- "BY COMMAND OF COMMODORE STONE."

[Signature]
Chief Staff Officer
to the Chief of Staff

Copy to file 7007/cos.

6265

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

21265

Tel: 301

53

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

77/EST

22 November 1944

Subject: Office Hours

To : G.O.S.

25 Nov Recd

Reference your 212/46/008 of 15 November, attention is invited to attached note on the subject from Hq. Commandant.

W. E. Fiske
WORMAN E. FISKE,
Colonel
Deputy Chief of Staff

6264

W. E.

23/11

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: British Post Office.

FILE No. HQC/2/10

TO: Vice President, Establishments Section.

22 November 1944

1. Reference letter to you from Chief of Staff, 212/46/GOS, dated 15 November 1944.

2. The British Post Office is complying with Par. 1 b of Office Memorandum No. 7, dated 24 July 44 in that there is always at least one OR in attendance, but naturally the office is not open for general business in accordance with the above mentioned Office Memorandum as time must be allowed for sorting, collection and dispatch of mail. The actual hours of opening are as follows:

0830 - 1300 hrs	) - Sale of stamps, etc.
1400 - 1800 hrs	)
1400 - 1730 hrs	) - Collection of mail

R. H. Robertson Lt. Col.
R. H. ROBERTSON
Hq. Commandant 6263

0791
Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS ALLIED COMMISSION
APO 39A
Office of the Chief of Staff

Tel. 451

Ref. 212/51/CCS.

22 November 1944

SUBJECT: Record of mishandling of correspondence
by Economic Section.

TO : Chief Staff Officer.

1. A daily list is being compiled in this office of cases where files or correspondence are mishandled by Economic Section. This running log, it is felt, will be useful in supporting any constructed criticisms which may be leveled at the Economic Section.

2. All officers of the Office of the Chief of Staff are requested to submit any cases that come to their attention for this record.

Cuf
Captain

6262

PA

22/11

HEAD RTTSS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel: 289

20 November 44.

Ref: 212/=COS ✓

SUBJECT: Insertion for Daily Bulletin.

TO : Adjutant.

May the following be inserted in Daily Bulletin of
21 and 22 Nov 44 please :

"SECURITY - TOP SECRET and SECRET Documents.

Cases of carelessness in dealing with classified documents have recently come to notice. The leaving of such documents on desks or otherwise unprotected while no responsible officer is present is prohibited. Checks will be carried out from time to time in all offices of this Headquarters. Any unguarded TOP SECRET or SECRET documents found will be taken into custody by the checking officer and offenders will be subject to disciplinary action. "

gh
Chief Staff Officer,
To the Chief of Staff.

Copies to: Civil Affairs Section (on file 14024/PS)
990/COS.

HA
6261

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

HEADQUARTERS ALLIED COMMISSION ON
APO 394
Office of the Chief of Staff.

Tel : 439031
Ext. : 289

REF : 212/49/003.

20 Nov 1944.

SUBJECT : Your Daily Bulletin No. 47.

TO : Mailia Region.

1. Please cancel para 11 of your Daily Bulletin No. 47 dated 16 November 44 immediately.

2. When republished in your Daily Bulletin, the entry should have been clearly expressed as an extract from this Headquarters Daily Bulletin.

✓ L.M.
Brigadier,
Chief of Staff.

Copy to : Message Centre.

17

1A 82211
20

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

Ref : 212/48/008.

Tel : 439081

17 Nov 1944

SUBJECT : Addressing of Correspondence.

TO : R.G. Lombardia Region.

1. Your R/G - 1B/107 dated 16 Nov 44, was wrongly addressed to the Executive Commissioner.
2. Several letters have recently been received so addressed, which practice is resulting in misdirection from the Message Center.
3. Please ensure that the contents of General Order No. 43, dated 1 October 44, promulgating the reorganisation of Headquarters, are brought to the attention of all concerned.

[Signature]
Brigadier,
Chief of Staff.

8629

[Initials]

HEADQUARTERS 3 ALLIED COMMISSION
APO 394
Office of the Chief of Staff

FILE
SUB = 47

Tel: 289

Ref: 212/✓/003

15 Nov 44.

SUBJECT: Security.

TO : Civil Affairs Section.

1. Attached letters from HQ No.1 I.C.U. dated 8 Oct 44, together with reports by SSM Picken and S/Sgt Kavanagh as to how they were received at this HQ, are passed to you for appropriate action.
2. No action has been taken by this office.

✓
K.T.
Chief Staff Officer,
To the Chief of Staff.

✓
A
15 Nov 44

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

HEADQUARTERS ALLIED COMMISSION
AFG 394
Office of the Chief of Staff

Tel. 289

Ref. 212/46/003.

15 November 1944

SUBJECT: British Post Office.

TO : Establishment Section.

1. The British Post Office is not complying with para 1. b. Office Memorandum No. 7 dated 24 July 44 which reads as follows:

"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."

2. A telephone call from this Office at 1710 hrs recently received no response.

3. It is appreciated that it is necessary to restrict issue of mail to certain hrs. but there are couriers or visiting officers from ~~other~~ Regions who should be able to receive attention at any time between 0830 hrs. and 1800 hrs.

4. Will you please take the necessary action.

ET
✓
Chief Staff Officer,
To the Chief of Staff.

Open for sale of stamps etc: 0830 hrs to 1200 hrs.

For issue of mail etc: 1400 hrs to 1730 hrs.

6256

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff.

Tel : 289

REF : 212/-/003.

12 Nov 44

SUBJECT : Message Forms - Printing.

TO : HQ Comdt. (Printing Officer).

1. It is proposed to introduce revised message forms for both incoming and outgoing cables, on the lines of attached specimens.

2. Before execution of the complete order, may a proof copy of each form be obtained please for final approval.


Chief Staff Officer,
To the Chief of Staff.

8255

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel : 239
11 November 1944

Ref : 212/42/003.

SUBJECT : Insertion for Daily Bulletin.

TO : Adjutant.

May the following be inserted in Daily Bulletin of 12 and 13 November
by please.

" Abbreviated Designation.

The abbreviated designation 'ALCOM' has been assigned by APHQ
to this Headquarters. The new designation will be adopted immediately
on all OUTGOING SIGNALS from this Headquarters. "
(Office, C of S)

G. W. L. SHIPP

Chief Staff Officer/
To the Chief of Staff.

Copy to : File 990/003.

Noted
[Signature]

785017

RESTRICTEDALLIED FORCE HEADQUARTERS
APO 512

AG 312.4/379-0

3 November 1944

31 NOV 1944

SUBJECT: Abbreviations of Unit Designations

TO : All Concerned

Paragraph 4, AFHQ letter, subject and file as above, dated 16 October 1944, is amended as follows:

a. Delete:

AbbreviationUnit

ACC
Com Eighth Flt
COMZONE MATOUSA
HCC
FOMIT
FUCAG
FAPG

MATOUSA

MCCO MATOUSA
MCCO AFCA
MCCO

Allied Control Commission
United States Eighth Fleet
Communications Zone, MATOUSA
French Expeditionary Corps
Flag Officer, Western Italy
First US Army Group
Mediterranean Allied Photo
Reconnaissance Wing
North African Theater of Operations
United States Army
Replacement Command, MATOUSA
Rome Allied Area Command
Sixth US Army Group

b. Add:

AbbreviationUnit

ALCOM
Com Eighth Flt
COMZON

COMZON, MATOUSA
MCCO
MCCO

FOMIT
FUCAG

Allied Commission
Commander, US Eighth Fleet
Commander, Liaison American and
British
Communications Zone, MATOUSA
Flag Officer, Northern Area (Med)
Mediterranean Theater of Operations
United States Army
Flag Officer, Levant and Eastern
Mediterranean
Movements, North African District

6253

RESTRICTED

DIST LIST ATTACHED

212 ¹¹
C O. S. 110
141

QUARTERS ADJUTANT GENERAL
APO 294
ECONOMIC SECTION

7 November 1944
18 NOV Recd

(25)

E/S ADJUTANT
HARRIS

SOURCE & PREPARATION OF CORRESPONDENCE

Further instructions regarding Circular Memorandum No. 17, Office of Staff, 13 October 1944 (Ref. 65/1/CSS) follow:

1. Group A - Outgoing Correspondence (see para. 1, 65/17)

- a. To be signed or authenticated by DCS - Economic Section "For the Chief Commissioner."
- b. In order to keep the Chief Commissioner informed (via the Chief of Staff) of the more important matters dealt with by the Economic Section a list of Group A correspondence will be maintained by Economic Section. An extra copy will be made of all correspondence prepared for the signature of the DCS Economic Section for such list file.
- c. Copies of letters under Group A, to be retained by Economic Section will be detached by Economic Section prior to return of file to originator Sub-Commission.

2. Group C - Outgoing Correspondence

- a. To parcels of other locations, dealing with technical and routine matters as set forth in paragraph 5 (1) of No. 17 will be signed by the Director or Deputy Director of Sub-Commission, or Chief of Division "For the Chief Commissioner."
- b. An extra copy will be prepared by the Sub-Commission or Division to be held in Economic Section.

3. Distinction of Correspondence between Groups A and C

is of course the responsibility of each Sub-Commission or Division but it is pointed out that in case of doubt or Division should be in Group

Economic Section "For the Chief Commissioner"

- a. In order to keep the Chief Commissioner informed (through the Chief of Staff) of the important matters dealt with by the Economic Section a list of Group A correspondence will be maintained by Economic Section. An extra copy will be made if all correspondence prepared for the signature of the Chief Commissioner for such file, file.
- b. Copies of letters under Group B, to be retained by Economic Section will be attached by Economic Section prior to return of file to the Chief Commissioner.
- c. To parallel or higher communications, dealing with technical and routine matters as set forth in Group B (1) OM No. 17 will be assigned by the Chief of Staff or Deputy Director of Sub-Commission, or Chief of Division, "for the Chief Commissioner."
- d. An extra copy will be prepared by the Sub-Commission or Division to be held in Economic Section.
- e. Distribution of Correspondence between Groups A and B is of course the responsibility of each Sub-Commission or Division but it is pointed out that in case of doubt in any particular case, classification should be in Group A rather than in Group B.

For the Acting Deputy Chief of Staff, Economic Section

W. C. Mason

L. D. Williams
Col., P. 1, 2, 3, 4
Economic Section

Distribution
All S/C - 3 copies each
All S/C Divisions - 3 copies each

M. D. Allen

W. C. Mason

W. C. Mason

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 478201

Ref. 212/39/COS.

4th November, 1944

SUBJECT: Addressing of letters to the
Allied Commission.

TO : G-5 Section,
A.P.H.Q.

1. For some time past the Chief of Staff has noticed that letters addressed by A.P.H.Q. to this Commission are often marked for the attention of an individual officer. In the future he suggests that it would be preferable for letters to be addressed merely to the Commission, without any further direction, except in the case of matters needing the personal attention of the Chief Commissioner or the Acting Chief Commissioner, or of a particular Section or Sub Commission, when that fact can be mentioned.

For the Acting Chief Commissioner.

(Sgd) E. TALBOT

Brigadier,
Chief of Staff.

IN HIS ABSENCE ON DUTY

Copy to Message Center

PA [Signature] 4/11

DRAFT

DRAFT

SUBJECT: Addressing of Letters to the Allied Commission
TO : ^{G-5} Allied Force Headquarters

^{past}
For some time (the Chief of Staff has noticed that letters addressed by AFHQ to this Commission are often marked for the attention of an individual officer. In the future he suggests that it would be preferable, except in ^{the case of CC AFHQ} ~~isolated cases~~ when the matter in question must have the attention of a particular officer, for letters to be addressed merely to the Commission, without any further direction.

C. S. O.

Before submitting this draft I spoke to Major Quigley, whose clerk tells me that about 30% of the letters from AFHQ in their files are marked for the attention of an individual. A small proportion of these which in fact should have been addressed for Commodore Stone's attention were marked for the attention of another officer.

WHR
2/11

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

, PSC
 Please ask AFHQ to address letter
 OACF & not to be sent for attention of "Photo" etc.
 M/S 2/1/68

U 810.2

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

Office of the Chief of Staff.

Security.

Tel: 451

212/38/008

Air Forces Sub-Commission.

3 Nov 4.

1. At 1610 hrs today this Office received File 509/008, subject "Command and Administration in Italy", was returned - not under cover - by hand of a civilian employee.
2. This is a serious breach of security regulations and immediate steps should be taken to ensure that there will not be a recurrence.

W
Brigadier,
Chief of Staff.

8729
6248

HEADQUARTERS
ALLIED COMMISSION
ECONOMIC OFFICE
APO 394

W/S MEMBER, DUBS)

W/CHER

31 October 1944

2 NOV Recd

DUTY SCHEDULE

Following from Office Memorandum No. 2-10-400 24 July 1944
is extracted for the information and compliance of all personnel
(military and civilian) Economic Section and Sub-Commissions thereof:

1. Office Hours:

a. Office hours of 0830 to 1800 week-days, 0910 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 EN/ONS will devote one day each week to ex-
ercise and recreation. A roster of the officers and EN/ONS 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 5/8 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 ser-
vices if they so desire.

For the Acting Deputy Chief of Staff, Economic Section

1789

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 SR/ORs will devote one day each week to exercise and recreation. A roster of the officers and SR/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 designated 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 second 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.

For the Acting Deputy Chief of Staff, Economic Section

Distribution

All 3/3, 3 copies each
All Staff Divisions - 1 copies each

L. B. DENSMORE,
Col., PA, CGO
Economic Section

J/C Mason

11

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

212
 HEADQUARTERS ALLIED COMMISSION
 Office of the Acting Chief Commissioner
 APC 394

31 October 1944

11 NOV Recd

MEMORANDUM

Forwarded herewith is initial supply of letterheads to be used for letters prepared for the A/Chief Commissioner's signature. It is requested that typewritten heading not be used for such letters.

See Annex "A", "B", and "C" to Office Memorandum No. 18 of 24 October 1944 for sample forms of letters.

J. A. JAMES
 Major, R. A.

SO to Acting Chief Commissioner

cc: Political Section
 Establishment Section
 Economic Section
 Civil Affairs Section
 Communications Sub-Com.
 War Materials Disposal & Italian POW S/c
 Army S/C
 Navy S/C
 Air Forces S/C
 Public Relations Branch

Chief of Staff Section ✓

65/29

PA ✓

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMF
Office of the Chief of Staff

FILE 212 35

Ref 212/CCS

26 October 1944

SUBJECT: SITREP, SICILIA REGION, October, 1944.

TO: Regional Commissioner, SICILIA Region.

1. Thank you for your sitrep for October 25 Ref WEO 330.
2. I note that these still come incorrectly addressed to Col. FIBKE, and would draw your attention to Para. 9 of Daily Bulletin No. 223 of 4 September 44 on Signals Preparation, Sub-para 4a states that use of personal names is to be avoided.
3. My letter of 21 October 44 to you on Channels of Communication (Ref. 64/CCS) also refers on broader lines.

H.M.

Brigadier,
Chief of Staff.

6203

Copy to File 516156.

PIA
2/4

785017

HEADQUARTERS
ARMED FORCES OF THE PHILIPPINES

Tel. 451

Office of the Chief of Staff

Ref: 714/001

25 October 1944

SUBJECT: Correspondence received to Civil Affairs Section,
Headquarters A.A.S.

Re: See following below

1. The following information is received from Daily Bulletin No. 262
of 24 October.The following telephone numbers are listed for the Office of the
Deputy Chief Civil Affairs Section, HQ AAF.

SUBJECT Exchange No.

Col	WILLIAM A. BROWN	ADJAC	35
1st Lt	WILLIAM A. BROWN	PA B. BROWN	35
1st Lt	W. B. BROWN	PA	137
1st Lt	WILLIAM A. BROWN	Civil Affairs Sect	35
1st Lt	W. B. BROWN	Logistics Section	37
1st Lt	W. B. BROWN	Food and Transportation	26
Capt	W. B. BROWN	Transportation Sub- Coordination	

Correspondence or signals for the above should be addressed to
"Civil Affairs Section, HQ AAF."2. Copies of pertinent messages to and from CDR's, Regional Co-
ordinators or District Headquarters and this correspondence should be reported to
"Civil Affairs Section, HQ AAF." This is for your information.Friendlier,
Chief of Staff.

DISTRIBUTION

A/C

Commander, 1st AF

Colonel, 1st AF, Manila, Cebu, Iloilo,

Davao, Zamboanga, Pampanga, Negros.

Colonel (1st AF, Manila)

Colonel, Manila

Civil Affairs Section, HQ AAF.

6244

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Office of the Chief of Staff

Phone: 33
735

Ref : 212/COS.

24 October 44

SUBJECT : Distribution List.

TO : The Adjutant.

1. Hq. ACC. Distribution List requires to be brought up to date.
2. Will you please amend and submit draft to this Office for approval.

Sh
Chief Staff Officer,
To the Chief of Staff.

6243

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

785017

HEADQUARTERS
ARMED CONTROL COMMISSION
CAF
(Office of the Chief of Staff)

Tel. 735

32

Ref : 212/4/COS

23 October 1944

SUBJECT : Handling of Special Correspondence

TO : D.C.C.S. Civil Affairs Section
" Economic Section
" Establishment Section

1. It is desired to clear with Sections the action to be taken on letters, which are either wrongly addressed to this Headquarters or refer to a matter outside the scope of the ACC.

2. Such correspondence used to be dealt with by Civil Affairs Branch which is now defunct and of which there is no equivalent under the new organization. Letters of this sort, therefore, will be sent by the Message Centre to the Section most likely to have knowledge of the subject.

3. Sections receiving letters of this kind are instructed not to return them to the Message Centre but to take necessary action.

Chief Staff Officer,
To the Chief of Staff.

Exhibited to S/Sgt Kavanagh
24 Oct 44

cc

(31)

To: Chief Staff Officer

Attached is a draft for your consideration.

It relates to correspondence, two specimens of which are attached.

I have endeavoured to clear with Lt. Col. White who is not prepared to deal with them on principle unless he has an instruction.

Obviously C of S cannot deal and has no suitable file.

21 Oct 44.

Copied
[Signature]

Capt. Menden

(So has approved your
draft as (possibly!)
amended, so please
prepare a final form
for his Department)

[Signature] 22/10

6244

HEADQUARTERS
ALLIED COMBAT COMMAND
CITY

Office of the Chief of Staff
+++++

Ref: 212/003.

20 October 1944.

SUBJECT: Staff Duties.

TO : Chief Staff Officer.

1. The following list of duties are presented to cover the functions of staff of the Office of Chief of Staff and related branches :

Office of the Chief of Staff.

Major E. Talbot : All matters relating to : Political Section.
Public Relation Office.
Communications.
DCCAG
A2HQ

Major L.W. Stearns : All matters relating to : Establishment Section.
Message Centre.
Army Sub-Commission.
War Materials Disposal
& Italian 24 Sub-Comm.
Navy Sub-Commission.

Capt. E.S. Morden : All matters relating to: Civil Affairs Section.
J/Cdr M. Hopkins-
Radiocorps. Air Forces Sub-Comm.
Misc. Regional questions.
Monthly Reports.
Sitings.
Office Routine.

Capt. C.E. Odum : All matters relating to: Economic Section.
J/Cdr H.M. Mason. Maps and Locations.
Misc. questions concerned
with outside formations,
e.g. HQ AAI.

Liaison Division:

Liaison duties will be carried out with the following :

- (a) The Vatican.
- (b) The French Representative on ACC.
- (c) The USSR Representatives on ACC.
- (d) The Legations of the United Nations in Italy. /Diplomatic & Consular representatives
- (e) Rome Allied Area Command.

Communications.

DOJAD

1254

Major L.W. Stearns : All matters relating to :
Establishment Section,
Message Center,
Army Sub-Commission,
War Materials Disposal
in Italian PW Sub-Comm.,
Navy Sub-Commission.

Capt. S.S. Marden : All matters relating to:
J/Cdr H. Hopkins-
Radulovic.
Civil Affairs Section,
Air Person Sub-Comm.,
Misc. Regional Questions,
Monthly Reports.
Sitreps.
Office Routine.

Capt. C.E. Oden : All matters relating to:
J/Cdr H.H. Mason
Economic Section,
Maps and Locations,
Misc. questions concerned
with outside formations,
e.g. E.J. AAI.

Liaison Division:

Liaison duties will be carried out with the following :

- (a) The Vatican.
- (b) The French Representative on AOC.
- (c) The USSR Representatives on AOC.
- (d) The Legations of the United Nations in Italy. /Diplomatic & Consular representatives
- (e) Home Allied Area Command.
- (f) AFHQ.

The Division will coordinate arrangements for the visit to this HQ of Important Persons.

The Liaison Division will, at all times, maintain close contact with the Political Section and the Public Relations Branch.

Liaison will be maintained with Legations of Neutral Nations in conjunction with the Political Section.

It is responsible for the issue of Movement Passes for certain classes of Italian civilians which hitherto has been the function of the Secretary-General.

As an integral part of the Chief of Staff Section its files will be maintained by that Section, except those files dealing with minor routine matters.

Public Relations/.....

21X1

Public Relations Branch.

The functions of Public Relations Branch is to give information, conduct and arrange interviews for Allied (war and political) correspondents and Italian journalists. Vet and accredited Italian journalists and accredited political correspondents. House, transport and news the latter.

The Branch put out news releases on all matters requiring official statement by AOC/AMG; issues a Weekly Bulletin to HQ, field and Allied higher echelons on AOC progress; liaise with PSB and sit on the Allied Publications Board; maintains relations with the Ufficio Stampa of the Italian Government, supervising its operations and operation. In this connection the Branch also recommend policy on the question of Italian cinema, radio and news agency questions.

The Branch makes a daily digest of the home press and the trend of Allied Correspondents' Copy, and has an Information Section of a general reference library, and short and issue maps.

The Branch has an archivist who collects and collates all documents of AOC.

Message Centre.

Operations cover the following activities :

- (a) Reception and 'In' Registry.
- (b) Cable Typing.
- (c) Internal Distribution.
- (d) Dispatch and 'Out' Registry.
- (e) Files.
- (f) Replicating.

5489

Cuff
Captain.

785017

212 sub

C. o. 528
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1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 26

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46 *Journal of Management Inquiry* 16(1)

10 Bent's Lane

ACC DIST

ACT. ADJ.

NF C. a. S

2A SEC

EST. SEC

Ex. 5. SEC

M. M. A.

9/A

785017

off one entry to Capital
-passed with 8

20 OCT Recd

4629

BY CONSENT OF COLLEGE COUNCIL

..... The number
We can say
then are

One copy of each letter will be sent to the Chief of the Special Intelligence Department as appropriate.

per 1 above.

4. The Civil Affairs Section will in future be responsible for the planning and distribution of resolutions and General Orders, and the Local Sub-Committee will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Local Sub-Committee will continue to be responsible for checking translations and policy proofs with the Civil Affairs Section in the same way as was formerly done with the 26 and 30 Sections.
5. There will be regular meetings or discussions of Sub-Committees with Vice President Civil Affairs Section on Tuesday and Friday at 1600 hrs in forwardly without prior notice. Directors themselves will attend unless absent on duty then their Deputy or next senior officer will attend on their behalf.
6. Other meetings of Directors of Sub-Committees will be called on notice on occasion they require.
7. The responsibility for staff work and clerical of documents for the Sub-Committees within the Civil Affairs Section is divided as follows.

Brigadier General

P. A.

Col. R. B. GUNDS

1st CIVIL AFFAIRS	2nd CIVIL AFFAIRS	3rd CIVIL AFFAIRS
Education	Office stores and personnel	Administration
Legal	Immunization	(Internal)
Public Health	R. P. A. A.	Long Personnel E. C.
Public Safety	Local Govt	Army Clerks
	Patriots	Printing
		Returns
		also (Travel orders etc)

8. Sub-Committees will continue to deal directly with G1 on posting and transfers of officers and NCOs. In case of difficulty they will refer the matter to Vice President Civil Affairs Section.
9. As formerly Sub-Committees will be responsible for the initiation of policies and plans within their respective spheres of action. Directors of Sub-Committees will however discuss the broad principles which they recommend should be followed with

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

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Vice President Civil Affairs Section before such policies and plans are implemented.

10. Directors of Sub-Committees will be formally be responsible for keeping the Vice President Civil Affairs Section in touch with the development of their work and of any difficulties with which they cannot effectively deal.

11. Correspondence or directions for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, the covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

W.P. [Signature]

W.P. GILBERT, Col.,
Vice Civil Affairs

Copy to CCS (2)

9829

HEADQUARTERS
ALLIED CONTINENTAL COMMISSION
CITY

Office of the Chief of Staff.

Ref: 65/1/003.

OFFICE MEMORANDUM

NUMBER

47

13 October 1944

ORGANIZATION OF RESEARCH AND FORMULATION OF CORRESPONDENCE

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

- Group A. Correspondence dealing with summation 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. Incumbent Correspondence.

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

- (I) Correspondence in Group A will be forwarded to the Chief of Staff Office.
 - (II) 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.
 - (III) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.
3. Outgoing Correspondence.
- (4) Correspondence in Group A will be sent out by the Chief of Staff Office.

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, in which the policy, order or otherwise, has been decided.
- Group C. Correspondence dealing with technical and routine matters.

2. Forwarding Correspondence.

All correspondence will be addressed to Headquarters, Allied Central Commission, except that in Group C correspondence may be sent to the attention of the Sub-Commission or Branch concerned. The Manager's Office will deal with the three groups of correspondence in the following manner:

- (X) 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 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 Central Commission and will in all cases issue 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 delegated by him.

Correspondence issuing from Headquarters Allied Central 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.

2/A

- 2 -

3. Correspondence to parallel and higher formations:a. U.S.S.R.

M.A.A.S.

A.S.S.S.

Diplomatic and Consular Missions.

- (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".

4. 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.

5. 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.

6. Provision for signature:

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

(111) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission "for the Chief Commissioner".

(112) Subject to any limitations 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:

(1) Group A will issue from Chief of Staff's office over the seal 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. Preparation for signature:

American staff procedure in the preparation of letters will be followed, O.S., to parallel or higher formations the legend "for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To substitute formation the legend "by command of Committee Secretariat" will appear at the bottom of the letter above the signature.

DISTRIBUTION:

" 2 "
 Less 42-50 & Group III.

113 (111)

Brigadier,
Chief of Staff,

Administrative on Reporting and Correspondence of Commission 24
Correspondence to and from the Commission
Organization

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 Commission, except that in Group C correspondence may be marked 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 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, with a copy to the Chief of Staff Section.

(111) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to the appropriate cases issue in the name of the Regional Commissioner.

2829

Correspondence will be addressed to Headquarters, Allied Commission, except that in Group C correspondence may be marked 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.

- (i) Correspondence in Group A will be forwarded to the Chief of Staff office.
- (ii) 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.
- (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub-Commission or Branch.

3. Outgoing Correspondence.

- (i) Correspondence in Group A will be sent out by the Chief of Staff office.
- (ii) 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, with a copy to the Chief of Staff Section.
- (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

- 4. Correspondence from Regions will be addressed to HQ ~~AFS~~ and will in all cases issue 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 delegated by him.

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

- 5. Correspondence to parallel and higher formations:

c.g. HQ AMI
AMHQ
Diplomatic and Consular Missions.

7829

-2-

- (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 Chief Commissioner".
- (iv) Correspondence in Group C may be signed by any head of Sub-Commission or Branch "for 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 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.

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

8629

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

ROUTING AND WORK SHEET

Each note must be numbered and each space completely filled in. THIS WORK SHEET MUST NOT BE REMOVED FROM THE CLERICAL DESK IN WHICH ATTACHED UNTIL ACTION IS COMPLETED AND WHEN FILLED WITH FILE COPIES OF COMMUNICATION TO WHICH IT PERTAINS. A line will be drawn the full width of the page under each note.

SUBJECT: Correspondence to and from HQ ACC.

No.	DATE	FROM	TO	REMARKS
1.	7 Oct 44	Ec. Sec.	1. Civ. Aff. Section 2. Chief of Staff in turn	1. Ref attached draft above subject which was prepared by Office Chief of Staff. 2. Following are Economic Section comments: a. In para 2 reference is made to Headquarters, Allied Commission, whereas in para 4 reference is HQ ACC. b. Ref para 4, does this mean that all correspondence from regions, even that of Sub-Commission representatives is to be in the name of Regional Commissioner? c. Ref para 4, who in the region may sign correspondence in Group C? d. Ref para 4, is correspondence from Sub-Commissions to their representatives in the field to be addressed to Regional Commissioner? e. Ref para 5, is AFHQ, G-5 parallel or higher formation? Sub-paragraph (iv) provides that correspondence in Group C to parallel and higher formations will be signed by Sub-Commissions. It is suggested that all correspondence to parallel and higher formations should be signed for the Chief Commissioner by Chief of Staff or Deputy Chief of Staff. f. Ref para 6, it is suggested that correspondence to lower formation should be signed for the Chief Commissioner or By Order or Command of Chief Commissioner and not under the signature of the Chief of Staff or other subordinate officers. g. Your comments, if any; after which forward to Chief of Staff.

*CA Sec. Prep first
No confusion
with Army
Caching Corps.*

Yes, com.

*Any reply Dept. Ex
by R.C. com.*

*Yes, latter
as
if after com.*

*High
(CA Sec.)*

*Thought this
was agreed.
CA Sec.*

See com.

For ADC/s

*L. D. DENSMORE
Col, Sig C, CSO*

Re para 5 26 pm (iv). This is dangerous and will be
the subject of a special instruction within CA Sec.
For that reason it is requested that this note only be
distributed to Heads of Secs and Independent S.G.

R. H. Lepp

P 5644

COMMUNICATIONS TO AND FROM THE ALLIED COMMISSION

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

Group 1. Correspondence dealing with new matters of major policy or changes in existing major policy.

Group 2. 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 3. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Commission, except that in Group 3 correspondence may be marked 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 1 will be forwarded to the Chief of Staff office.

(11) Correspondence in Group 2 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 3 will be forwarded direct to the appropriate Sub-Commission or Branch.

3. Outgoing Correspondence.

(1) Correspondence in Group 1 will be sent out by the Chief of Staff office.

(11) Correspondence in Group 2 will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission, with a copy to the Chief of Staff Section.

(111) Correspondence in Group 3 will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to HQ ACC and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups 1 and 2 will be signed by the Regional Commissioner, via Executive Officer, or an officer delegated by him.

1829

and 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 Chief 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 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, with a copy to the Chief of Staff Section.
- (111) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to HQ AEC and will in all cases issue 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 deputized by him.

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

5. Correspondence to parallel and higher formations:

C.S. HQ AAI

ARMQ

Diplomatic and Consular Missions.

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

- (1) All correspondence will issue over the name of the Chief Commissioner.
- (11) 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.
- (111) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of independent Sub-Commission "for Chief Commissioner".
- (111) *Subject to any special direction to be issued by the DCOS concerned,*
Correspondence in Group C may be signed by any head of Sub-Commission or Branch "for 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 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.

----- office. Letters will not be

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

19
CORRESPONDENCE TO AND FROM H. A. THE CONTROL
COMMISSION

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 marked 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.

 - (i) Correspondence in Group A will be forwarded to the Chief of Staff office.
 - (ii) 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.
 - (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub-Commission or Branch.
3. Outgoing Correspondence.
 - (i) Correspondence in Group A will be sent out by the Chief of Staff office.
 - (ii) 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, with a copy to the Chief of Staff Section.
 - (iii) Correspondence in Group C will be sent out by the appropriate

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 Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner.

(i) Correspondence in Group A will be forwarded to the Chief of Staff office.

(ii) 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.

(iii) Correspondence in Group C will be forwarded direct to the appropriate Sub-Commission or Branch.

3. Outgoing Correspondence.

(i) Correspondence in Group A will be sent out by the Chief of Staff office.

(ii) 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, with a copy to the Chief of Staff Section.

(iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to HQ ACC and will in all cases issue 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 deputed by him.

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

5. Correspondence to parallel and higher formations:

e.g. HQ AAI
AFHQ

Diplomatic and Consular Missions.

- 2 -

- (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 Chief Commissioner".
- (iv) Correspondence in Group C may be signed by any head of Sub-Commission or Branch "for Acting 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 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. American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend "for Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend "By order of Chief Commissioner" will appear at the bottom of the letter above the signature.

By command of Commissioner Stone

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 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. American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend "for Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend "By order of Chief Commissioner" will appear at the bottom of the letter above the signature.

By command of Chairman of the Council

16
CORRESPONDENCE TO AND FROM THE COMMISSION

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

Group 1. Correspondence dealing with new matters of major policy or changes in existing major policy.

Group 2. 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 3. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Commission, except that in Group 3 correspondence may be marked 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:

(i) Correspondence in Group 1 will be forwarded to the Chief of Staff's office.

(ii) Correspondence in Group 2 will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.

(iii) Correspondence in Group 3 will be forwarded direct to the appropriate Sub-Commission or Branch.

3. Outgoing Correspondence.

(i) Correspondence in Group 1 will be sent out by the Chief of Staff's office.

(ii) Correspondence in Group 2 will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission, with a copy to the Chief of Staff Section.

(iii) Correspondence in Group 3 will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to HQ ACC and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups 1 and 2 will be signed by the Regional Commissioner, his Executive Officer, or an officer deputized by him.

tion of the Sub-Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner:

- (i) Correspondence in Group A will be forwarded to the Chief of Staff office.
- (ii) 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.
- (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub-Commission or Branch.

3. Outgoing Correspondence.

- (i) Correspondence in Group A will be sent out by the Chief of Staff office.
 - (ii) 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, with a copy to the Chief of Staff Section.
 - (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.
4. Correspondence from Regions will be addressed to HQ AOC and will in all cases issue 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 deputed by him.
- Correspondence issuing from HQ AOC will in all cases be addressed to the Regional Commissioner and if necessary marked for the attention of the appropriate Division of his HQ.

- 5. Correspondence to parallel and higher formations:

a.s. HQ ASI
AMU
Diplomatic and Consular Missions.

-2-

- (1) All correspondence will issue over the name of the Chief Commissioner.
- (11) 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.
- (111) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission "for Chief Commissioner".
Subject to any special directions to be issued by the JCS Command,
- (111) Correspondence in Group C may be signed by any head of Sub-Commission or Branch "for Chief Commissioner".
6. Correspondence to lower formations.
- (4) 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 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 on properly initialed files. Letters will not be *to be* written by one Sub-Commission to another.
8. American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend "for Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend "~~for Chief Commissioner~~" will appear at the bottom of the letter above the signature.

By Command of Commander Stone

10

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 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.

is
By letter only
This will be done on properly initiated files. Letters will not be *sketched* written by one Sub-Commission to another.

8. American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend "for Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend "~~Executive~~ *Executive*" will appear at the bottom of the letter above the signature.

By Command of Commander Stone

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

14
TO: Chief of Staff.

1. Reference attached.

2. I have discussed the matter in general with Col. Cripps. Most of the draft is internal office organization within Civil Affairs Section. However there are certain relevant paragraphs on which my comments are as follows:

3. 1 (a). There is no objection to this, but it will have to be cleared up with Civil Affairs Section as to what form Executive Memoranda will take in the future. If they are to be continued, which I think should be done, I suggest that the Executive Memoranda should be prepared by whichever Section wishes to originate, either Economic Section, Civil Affairs Section or Independent Sub-Commission, and then submitted to Chief of Staff for approval and signature by him. I do not think it desirable to lay down any definition as to what sort of things should be issued as Executive Memoranda, but leave it to be worked out in practice as was done before.

4. Reference para. 2 I think it is better that correspondence should start at the lowest level and work upwards and their incoming correspondence should be routed direct to the Sub-Commission and not to the Section for transmission to the Sub-Commission. In any case the Section Staff is not big enough to deal with it on its way down. Sub-Commissions should, of course, refer matters not within their powers to the Section. I am incorporating this amendment in the draft for discussion at the next Chief of Staff Meeting, a copy of which I attach.

5. Para. 3 agreed.

6. Para. 10 agreed.

Other paras do not specially refer.

Thompson

C.S.O.,
To Chief of Staff.

2. Oct 14

ATN

Note Attached is our amended draft in
Channel of Communication

4/10

to be worked out in practice as was done before.

4. Reference para.2 I think it is better that correspondence should start at the lowest level and work upwards and their incoming correspondence should be routed direct to the Sub-Commission and not to the Section for transmission to the Sub-Commission. In any case the Section Staff is not big enough to deal with it on its way down. Sub-Commissions should, of course, refer matters not within their powers to the Section. I am incorporating this amendment in the draft for discussion at the next Chief of Staff Meeting, a copy of which I attach.

5. Para.3 agreed.

6. Para.10 agreed.

other paras do not specially refer.

For Staff file

C.S.O.,
To Chief of Staff.

4 Oct 44

ATN

Note Attached is recommended draft in

Character of Communication

4/10

W/L

Declassified E.O. 12356 Section 3.3/NND

No. 785017

13

LT COR & hpt

Please study & advise me

NS/4/X

12
DRAFT

There will in future be three types of out-going communications.

a) Communications direct from Sub-Commissions concerned to their representatives in the field. Such communications will in future be confined

to routine and technical correspondence dealing with individual matters,

(for example correspondence relating to the posting of officers, answer-

ing individual requests for advice and assistance in specific matters such

as requests for Prefects or other Italian officials, applications for med-

ical stores, movement of CC HQ, advice on points of law, etc.).

All such letters will be addressed to the Regional Commissioner or SCAO (Army)

as the case may be for the attention of the Special Division concerned.

b) Communications which will be signed by or on behalf of the Vice-President.

Such communications will include directives laying down matters of policy of principle even though only of a technical character, letters on matters of general policy and principle and letters (which formerly would have been signed by directors of Sub-Commissions) on technical matters where such letters lay down some principle or policy not already established.

Further-more All letters which involve coordination between two or more Sub-Commissions will be signed by the Vice President.

All such letters will be addressed to the Regional Commissioner or SCAO Army, and will be prepared for signature by the ~~Vice-President~~ Vice-President

as follows:-

..... Brigadier

V.P. Civil Affairs Section

Deputy Chief of Staff.

as the case may be for the attention of the Special Division concerned.

b) Communications which will be signed by or on behalf of the Vice-President.

Such communications will include directives laying down matters of policy of principle even though only of a technical character, letters on matters of general policy and principle and letters (which formerly would have been signed by directors of Sub-Commissions) on technical matters where such letters lay down some principle or policy not already established.

Further-more all letters which involve coordination between two or more Sub-

Commissions will be signed by the Vice President.

All such letters will be addressed to the Regional Commissioner of SOAO Army, and will be prepared for signature by the ~~Vice-President~~ Vice-President as follows:-

..... Brigadier

V.P. Civil Affairs Section

Deputy Chief of Staff.

A copy of such letter will be sent to the Chief of the Special Division concerned where appropriate.

Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer) is under consideration, presumably 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. This will include the more important directives of the class which formally were issued as Executive Memorandum. All such directives will be left for signature in plank and the decisions whether the document will be signed by the Chief of Staff or ~~it~~ by the Vice President will be made by the Chief of Staff in consultation with the Vice President.

All letters to AFHQ and HQAII or other outside formations will in future be signed by the Vice President and not by the directors of the Sub-Commissions concerned and will bear the legend ~~XXXX~~ - For the (Acting) Chief Commissioner - at the foot of the letter.

For the purpose of this directive MIA or the Army Sub-Commission is of course treated as a part of ACC.

2. Procedure for incoming correspondence. In future all incoming correspondence will be routed through the Message Center to the Section concerned and thence to the proper Sub-Commission. With a view to saving time correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to initiate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para. 1 above.

3. The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamation and General Orders, and the legal Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The legal Sub-Commission will continue to be responsible for checking translations

Commissioner - at the foot of the letter.

For the purpose of this directive MMA or the Army Sub-Commission is of course treated as a part of ACC.

2. Procedure for incoming correspondence. In future all incoming correspondence will be routed through the Message Center to the Section concerned and thence to the proper Sub-Commission. With a view to saving time correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to initiate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para. 1 above.
3. The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamations and General Orders, and the Legal Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Legal Sub-Commission will continue to be responsible for checking translations and galley proofs with the Civil Affairs Section in the same way as was formerly done with the RC and MG Section.
4. There will be regular meetings of directors of Sub-Commissions with Vice-Presidents Civil Affairs Section on Monday and Thursday at 1500 hrs as formerly without prior notice. Directors will attend themselves unless absent on duty when their deputy or next senior officer will attend on their behalf.
5. Other meetings of Directors of Sub-Commissions will be called on notice as occasion may require.

6. For the purposes of administration Sub-Commissions and the Civil Affairs Section are divided up as follows

Sub-Commissions

Respective Staff Officer

7. Sub-Commissions will continue to deal direct with G1 on posting and transfers of officers and EM/OR. In case of difficulty they will refer the matter to Vice President Civil Affairs Section.
8. As formerly Sub-Commissions will be responsible for the initiation of policies and ~~plans~~ plans within their respective spheres of action. Directors of Sub-Commissions will however discuss the broad principles which they recommend should be followed with Vice President Civil Affairs Section before such ~~policy~~ ^{policies} and plans are implemented.
9. Directors of Sub-Commissions will as formerly be responsible for keeping the Vice-President Civil Affairs Section in touch with the development of their policies and plans and refer to him any matters of difficulty with which they cannot effectively deal.
10. Correspondence or directives for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

22

CONFIDENTIAL

82514 212
105

Office procedure
[Signature]

1

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Acting Chief Commissioner
APO 394

ENS/dfc

A/CC 321-1

12 October 1944

Subject: Title of Army Sub-Commission

12 OCT Recd

To: Brigadier Lush, Chief of Staff

1. I note that your office has fallen into the natural, because convenient, habit of designating the Army Sub-Commission as MMIA. I think this has a tendency to support their attitude that they are not part of the Commission. I find that even G-5 recently returned a letter to the Army Sub-Commission saying that "MMIA should have taken it up with ACC."

2. AFHQ letter AG 323/035 GCT-O, 28 Sep 44, subject: Reorganization of Command and Administration in ITALY, para 13a, clearly supported and confirmed my position that MMIA is not a separate entity but is the Army Sub-Commission of the Allied Control Commission.

"13. a. The Allied Control Commission, including the Army Sub-Commission (MMIA) will be under command of this headquarters. The status of the Army Sub-Commission in the current organization of the Allied Control Commission will remain unchanged."

3. Would you pass this word to your staff.

ELLEN W. STONE
Commodore
Acting Chief Commissioner

cc: "A" file

785017

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Acting Chief Commissioner
APC 394

MS/dfe

9 October 1944

MEMORANDUM TO: Chief of Staff
Deputy Chief of Staff - Establishment Section

Effective this date all General Orders, Special Orders, Daily
Bulletins, etc. formerly issued in my name and reading

(or command)

"By order of Captain STONE (USNR):"

should read

"By command of Commodore STONE:"

The service designation "(USNR)" need no longer be included.

W. H. Stone

WILLIAM H. STONE
Commodore
Acting Chief Commissioner

*Chief Clerk
Form should be in Daily
Bulletin. Check 1 & 2. Stone
It is a done 10/10
Being published
by 12/10*

C. COOPER PLEASE NOTE:
extra

CIA

HEADQUARTERS
ALLIED CONTROL COMMISSION
CIC
Office of the Chief of Staff
+++++

REF 212/COS.

9 October 44.

SUBJECT : Signal Float File.

TO : Adjutant.

1. Confirming conversation between Capt. Oden and Lt. Montant.
2. It is considered desirable that signals emanating from the Food and Transportation Sub-Commission on purely routine matters be excluded from the Signals Float file. These re-occurring and stereotyped messages bulk the file and are not considered to be of special interest.
3. Therefore will you please eliminate them, from the float in future.

cul
Chief Staff Officer,
To the Chief of Staff.

6238

Cot Shipp

6
Letters directed to
Econ Sec. are passed to
either Col. Denmore or his
assistant, Major Sullivan for
possible action and/or
forwarding to other personnel.
Thus your letter yesterday to
Mr. Antolinis quite probably
was held at one or the
other of these two points but
I have no actual evidence
of this.

The chief clerk, Econ. Sec.
follows the above procedure
unless letters are enclosed
& marked 'personal'.

If there are further
delays you may want to
take this up with Col. Denmore.

W. J. Talbot 15 Dec. end

W. J. Talbot 15 Dec. 4/19 7/15

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

785017

Capt Od

Ref 3

This is an excellent and clear report by Lt. Montant, but I am not convinced that 4 extra clerks would be required for transmission of outgoing cables.

Could you pl. go into this with Lt. Montant and Mr. Piche and let me have facts and figures.

Y S110

HEADQUARTERS
ALLIED CONTROL COMMISSION
CICP
Office of the Chief of Staff.
+++++

REF : 212/008

6 October 1944

SUBJECT : Insertion in Daily Bulletin.

TO : Adjutant.

Will you please insert the following in the
Daily Bulletin:

"Correspondence for AFHQ should include in the
address the Branch concerned, e.g., C-5.
This will avoid sorting delays at AFHQ and ensure
a more rapid delivery."

Ek
Chief Staff Officer,
To the Chief of Staff.

0510

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

Mr. Picken

Office of the Chief of Staff

for your info, & opinion on to
whom should this ball rolling.

10/1/50
J. P. [unclear]

15 October

3A

Memo:

To : Chief of Staff Section

1. Review drafts for incoming and outgoing message blanks.

2. Note particularly, that, in the case of the incoming form, the only portion of the form to appear as printed is that above the line. The balance would be typed, and would, therefore, appear on all copies.

3. Any suggestions, comments or changes would be appreciated. Both these forms have been worked over with Lt Simmons, of the Communications Office.

L. Threlkeld

6-7-6

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

212
COS
HEADQUARTERS
ALLIED CONTROL COMMISSION
(Adjutant's Department)
APO 394

4 October 1944

- 4 OCT Recd

MEMORANDUM:

TO : Chief of Staff, ACC

1. The following points have been taken up with this Department in connection with the preparation and handling of signal traffic, as to possible revision:

a. Instructions to Regions and AMO's of Armies with respect to the addressing of signals directed to Hq, ACC.

b. A revised method of handling, from a physical point of view, the incoming signal traffic now reproduced by the Cable Section, this Department.

c. A revised method of handling outgoing signals, with respect to the mechanical preparation thereof, part to be done, as in the past, by the originating office, and part to be done by this department.

2. With respect to Para 1 a, Above, attached hereto is a draft of letter of instructions to the Regions and Armies, regarding the correct method, as envisaged by your office, of addressing signal traffic to this headquarters.

3. It is the understanding of this Department that the Chief of Staff desires that all incoming signal traffic be reproduced in what is technically termed an "edited literal text". This means simply that a signal reproduced and circulated for action/information is typed in capitals and lower case letters; figures are used; and punctuation is used, as in this Memorandum. This has been ordered, and will commence effective with the opening of business 5 October 1944. The first first files in circulation under this revision will appear 6 October 1944.

4. With respect to Para 1 c, Above, several difficulties arise:

a. If, as is contemplated, the sections originating signal traffic prepare it only in "edited literal text", and in the requisite number of copies, it will become necessary for this department to prepare transmission texts, which include the inside addresses, spelling out of figures, etc., inasmuch as the Signal Section cannot be called upon to do this sort of work. In this connection, the following points are for consideration:

(1) British cipher (the mechanics of which would obviate the necessity for the preparation of transmission texts) can be used to all addresses with which ACC is normally in contact, with the exception of PBS and Sardegna Region.

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

2

(2) Both the encipherment of messages in British cipher and the transmission of the enciphered traffic by teletype are considerably slower than is the case with the American cipher held by this Headquarters.

(3) Efficient signal practice would require the preparation of a transmission text of every outgoing message. In order to clear messages quickly and efficiently, and provide for a staff large enough to handle peak traffic loads, it would be necessary to augment the personnel of the Cable Section by four additional typists (military).

b. The alternatives, then, are these:

(1) A high-level decision that, in view of the shortage of personnel, no more typists may be allocated to Cable Section, which would require that all outgoing traffic be handled through British cipher, with attendant delay.

(2) The allocation to the Cable Section of the four additional men, as set forth in Para 4 a (3), above.

(3) The requirement that the originating office prepare, as well as the "edited literal text" of each message, transmission copies thereof.

5. A revised incoming/outgoing message form, for use in this Hq, is in the process of preparation, and will be submitted shortly for approval.

L. T. MONTAGUE, Jr.
L. T. MONTAGUE, Jr.
1st Lt, AGD
Adjutant

627

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

RESTRICTED

DRAFT 1HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

ADJ: 311.1-10-4

October 1944

SUBJECT: Handling of Signal Communications

TO : Regional Commissioners, All Regions, SCAR's, Fifth and Eighth
Armies

1. Effective with the receipt of this instruction, all signals addressed to this headquarters will be addressed simply "HQ ACC". The current practice of addressing signals to various individuals and sub-commissions will cease.

2. Exception may be made to para 1, above, solely in the case of signals for the personal attention of the Chief Commissioner or the Chief of Staff. This privilege will not be abused.

By order of Captain STONE (USMC):

M. S. LUSH,
Brigadier,
Chief of Staff 6211

OFFICIAL:

L. T. MONTANI, Jr.,
1st Lt, AGC,
Adjutant.DISTRIBUTION:
"C"

RESTRICTED

0 8 6 2

2000

