

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

ACC

10000/109/1871

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

10000/109/1871

STAFF MEMORANDA, REGION IV
JUNE, JULY 1944

11 JUL Recd

HEADQUARTERS
FEDERAL MILITARY GOVERNMENT
ROME REGION
APO 391

STAFF MEMORANDUM)

NUMBER 9)

4 July 1944

ADMINISTRATIVE PROCEDURE

1. General. These instructions are published as a guide in the establishment of a uniform operating procedure for handling administrative matters within this headquarters.

2. Correspondence.

a. General. All correspondence will be received and dispatched by the Adjutant.

b. Action on Incoming Correspondence.

(1) When routine mail pertaining entirely to the technical activities of a division is received by the Adjutant, it will be sent to that division and a record of its receipt will be made by the Adjutant. Correspondence pertaining to matters of policy, or reflecting serious conditions or problems, is handled in the Regional Commissioner's Staff Section. When appropriate, non-routine correspondence may be sent for action to the office having paramount interest.

(2) Action upon correspondence includes the following responsibilities.

(a) COORDINATION AND PROCUREMENT OF CONCURRENCES OF ALL OTHER INTERESTED DIVISIONS, INCLUDING THE ADJUTANT, AND APPROVAL OF PROPOSED ACTION, WHEN NECESSARY.

(b) Preparation of reply.

(c) Notification to Adjutant when reply cannot be made promptly, giving cause of delay.

c. Error in reference. When an error has been made in the designation of the office to take action, that office will immediately return the correspondence to the Adjutant with statement of reason.

d. Channels of Communication

(1) Correspondence with Hq AGC. On routine and technical matters only, the divisions may correspond directly, on their own subject, with sub-commissions and sections of Hq AGC. On correspondence of special importance reflecting matters of

2022

1. General. These instructions are published as a guide in the establishment of a uniform operating procedure for handling administrative matters within this headquarters.

2. Correspondence.

a. General. All correspondence will be received and dispatched by the Adjutant.

b. Action on Incoming Correspondence.

(1) When routine mail pertaining entirely to the technical activities of a division is received by the Adjutant, it will be sent to that division and a record of its receipt will be made by the Adjutant. Correspondence pertaining to matters of policy, or reflecting serious conditions or problems, is handled in the Regional Commissioner's Staff Section. When appropriate, non-routine correspondence may be sent for action to the office having paramount interest.

(2) Action upon correspondence includes the following responsibilities.

(a) COORDINATION AND PROCUREMENT OF CONCURRENCES OF ALL OTHER INTERESTED DIVISIONS, INCLUDING THE ADJUTANT, AND APPROVAL OF PROPOSED ACTION, WHEN NECESSARY.

(b) Preparation of reply.

(c) Notification to Adjutant when reply cannot be made promptly, giving cause of delay.

c. Error in reference. When an error has been made in the designation of the office to take action, that office will immediately return the correspondence to the Adjutant with statement of reason.

d. Channels of Communication

(1) Correspondence with Hq ACC. On routine and technical matters only, the divisions may correspond directly, on their own subject, with sub-commissions and sections of Hq ACC. On correspondence of special importance reflecting matters of policy, or a serious condition or problem, the papers will be addressed to Hq ACC, Regional Control and Military Government Section (RC & MG Section), and will be prepared for the Regional Commissioner's signature:

CHARLES POLETTI
Colonel, AUS
Regional Commissioner

(2) Correspondence with Other Regions. All correspondence will be addressed to the Regional Commissioner concerned through the Regional Commissioner, Hq AMG, Rome Region. This policy will be followed except in those instances where an agreement has been reached with Hq ACC for direct communication between regions.

(3) Correspondence with Other Agencies.

(a) No direct contact with the Italian National Government (Ministers, Undersecretaries, etc.) is to be made by any Regional personnel. All such relations are the responsibility and function of Hq. ACC, and various Sub-Commissions of ACC.

(4) Addressing Individuals. All correspondence is to be addressed to the title of the office or position, and not to individuals. If the correspondence being written is a reply to a particular letter, or is in reference to matter previously handled by a particular person, then the correspondence will be addressed to the title of the office or position and marked for the attention of the individual concerned. But, the envelope used for transmittal will be addressed to the office or position only.

e. Filing. An orderly subject file will be maintained by each division, and correspondence will be consecutively numbered with letter prefix for each section as follows:

R	-	For letters originating in the RC's Staff Section
A	-	Agriculture
AR	-	Archives
BM	-	Black Market Control
CA	-	Civil Affairs Officer
CIV	-	Civilian Personnel
DP	-	Displaced Persons
ES	-	Economics & Supply
E	-	Education
F	-	Finance
FA	-	Fine Arts
LA	-	Labor
L	-	Legal
P	-	Postal
PC	-	Property Control
PH	-	Public Health
PS	-	Public Safety
PW	-	Public Welfare
PCS	-	Purchasing, Contracting and Supply
HF	-	Refugees
S	-	Security & Intelligence
TCU	-	Transportation, Communications, Utilities
V	-	Vatican Relations

f. Form of Correspondence.

(1) Numbering and Spacing Paragraphs. The sample letter shown in Incl #1 will be followed by all divisions in this headquarters.

(2) Order Line. If a letter is to be signed by the Executive Officer, Adjutant or Assistant Adjutant, the following rules will be followed:

- (a) "By Order of Colonel POETTY" will be used when the letter is addressed to a subordinate unit.
- (b) "For the Regional Commissioner" will be used in all

be addressed to the title of the office or position and marked for the attention of the individual concerned. But, the envelope used for transmittal will be addressed to the office or position only.

e. Filing. An orderly subject file will be maintained by each division, and correspondence will be consecutively numbered with letter prefix for each section as follows:

- | | | |
|-----|---|---|
| R | - | For letters originating in the RC's Staff Section |
| A | - | Agriculture |
| AR | - | Archives |
| BM | - | Black Market Control |
| CA | - | Civil Affairs Officer |
| CIV | - | Civilian Personnel |
| DP | - | Displaced Persons |
| ES | - | Economics & Supply |
| E | - | Education |
| F | - | Finance |
| FA | - | Fine Arts |
| LA | - | Labor |
| L | - | Legal |
| P | - | Postal |
| PC | - | Property Control |
| PH | - | Public Health |
| PS | - | Public Safety |
| PW | - | Public Welfare |
| PCS | - | Purchasing, Contracting and Supply |
| RF | - | Refugees |
| S | - | Security & Intelligence |
| TCU | - | Transportation, Communications, Utilities |
| V | - | Vatican Relations |

f. Form of Correspondence.

(1) Numbering and Spacing Paragraphs. The sample letter shown in Incl #1 will be followed by all divisions in this headquarters.

(2) Order Line. If a letter is to be signed by the Executive Officer, Adjutant or Assistant Adjutant, the following rules will be followed:

- (a) "By Order of Colonel POETTI" will be used when the letter is addressed to a subordinate unit.
- (b) "For the Regional Commissioner" will be used in all other cases.
- (c) If the Regional Commissioner is to sign the letter personally, no order line will be used.
- (3) Indorsements. The form shown in Incl #1 will be used by all divisions in this headquarters.

2021

13/

(14) Addressing. Letters addressed to another headquarters will be sent through the Region. Commissioner thusly:

SUBJECT: Gazzetta Ufficiale

THU : Regional Commissioner, Hq AMG, Rome Region

TO : Hq ACC, (RC & IG Section)

unless otherwise specified elsewhere in this memorandum.

g. Copies. Each letter or indorsement prepared in this headquarters will consist of the original, one copy for file of the originating division and one copy for the Adjutant's file, which will from now on be a complete Hq file. Copies for the Adjutant's file should be so marked. In total, one original plus 2 copies, (For purposes of paper conservation only one copy of correspondence goes forward, instead of standard procedure: original and one copy.)

h. Each letter or indorsement calling for a report, or which is to be returned, by a given date, will have such date entered in upper right-hand corner, as shown in Incl. #1. e.g., (S-1-7-44).

3. Orders, Regional Orders, Administrative Orders, Administrative Instructions, and Staff Memoranda.

a. Classes of.

(1) Numerically numbered publications will be confined to the following:

- (a) Orders. Orders affecting the status of individuals of the military establishment, i.e., appointment, assignment, reassignment, detail, travel, transfer, etc.
- (b) Regional Orders. Orders affecting the civilian population either in the entire region or in designated parts of the Region; regional offices; and regional agencies and enterprises.
- (c) Administrative Orders. Orders of a scope more limited than Regional Orders, not affecting the entire region, often affecting only individuals or single agencies of limited jurisdiction.
- (d) Administrative Instructions. Directives defining, interpreting, and amplifying terms and provisions of Regional Orders, and giving instructions as to relative administrative practices.
- (e) Staff Memoranda. (Administrative Office Procedures) Instructions and information for the administrative guidance of headquarters personnel only.

(c) Subjects that do not fall within one of the above classes

g. Copies. Each letter or indorsement prepared in this headquarters will consist of the original, one copy for file of the originating division and one copy for the Adjutant's file, which will from now on be a complete Hq file. Copies for the Adjutant's file should be so marked. In total, one original plus 2 copies. (For purposes of paper conservation only one copy of correspondence goes forward, instead of standard procedure: original and one copy.)

h. Each letter or indorsement calling for a report, or which is to be returned, by a given date, will have such date entered in upper right-hand corner, as shown in Incl. #1. e.g., (S-1-7-44).

3. Orders, Regional Orders, Administrative Orders, Administrative Instructions, and Staff Memoranda.

a. Classes of.

(1) Numerically numbered publications will be confined to the following:

(a) Orders. Orders affecting the status of individuals of the military establishment, i.e., appointment, assignment, reassignment, detail, travel, transfer, etc.

(b) Regional Orders. Orders affecting the civilian population either in the entire region or in designated parts of the Region; regional offices; and regional agencies and enterprises.

(c) Administrative Orders. Orders of a scope more limited than Regional Orders, not affecting the entire region, often affecting only individuals or single agencies of limited jurisdiction.

(d) Administrative Instructions. Directives defining, interpreting, and amplifying terms and provisions of Regional Orders, and giving instructions as to relative administrative practices.

(e) Staff Memoranda. (Administrative Office Procedures) Instructions and information for the administrative guidance of headquarters personnel only.

(2) Subjects that do not fall within one of the above classifications may be published in the form of unnumbered memoranda, or in letter form.

b. Drafts. Drafts of proposed Regional Orders, Administrative Orders and Administrative Instructions will be prepared in the division of origin and after approval and casting in proper form by the Legal Division, will be submitted to the PA TO RC for approval by the Regional Commissioner. The PA TO RC will be responsible for numbering and publication in proper form. Sections will indicate other than usual distribution at the bottom of the draft. IMPORTANT: Mimeographing or final preparation of these drafts will not, under any circumstances, be made by the Division itself. Orders and Staff Memoranda will be prepared by the Adjutant only.

c. Signatures.

- (1) Orders will be signed "By Order of Colonel POLETTI" by the Adjutant.
- (2) Regional Orders will be signed by the Regional Commissioner.
- (3) Administrative Orders will be signed by the Regional Commissioner.
- (4) Administrative Instructions will be signed by the head of the division of origin.
- (5) Staff Memoranda will be signed "By Order of Colonel POLETTI" by the Adjutant.

4. Routing Slip. The "Informal Routing Slip" furnished by the Adjutant will be used by all divisions. Comments on routing slips become a part of the permanent record and that fact should be borne in mind when they are made. There is no objection to the use of other types of routing slips within a section, but they will not be used in transmitting papers outside.

5. Records. It is the direct responsibility of each division head to maintain its own files. Haphazard methods will not be tolerated. A periodic check of all division files will be made by the RC's Staff Section.

6. Cables. All radio messages for transmission through ACC Cable Section will be submitted to the Adjutant's Office, this Headquarters, in accordance with the following procedure:

- a. Messages will be submitted in duplicate and typed in the form desired for transmission. No attempt will be made to insert the "inside address."
- b. Addresses, classification, precedence and name of originating section will be included at the top of the page and both copies will be initialed by the originating officer.
- c. If it is desired that information copies be sent to other headquarters, they will be inserted in the following manner: "Information copies to: ICS, AFHQ, FIVE DIV, for: AIG, etc."
- d. The following rules will apply in preparation of message:
 - (1) Classification and Precedence. The tendency to assign a higher classification and precedence than the contents or urgency of the message demand will be curbed. Strict compliance with the provisions of AR 380-5 and 105-25 will be observed. Classifications are Restricted, Confidential, and Secret. Precedence ratings in order of increasing urgency are: Deferred, Routine, and Priority.

- (2) Subject Matter. Messages should be written in simple, concise and understandable language, leaving no doubt as to the exact meaning intended. Messages answering previous messages will refer to the previous messages and

...instructions will be signed by the head of the
...ion of origin.

(5) Staff Memoranda will be signed "By Order of Colonel POLETTI" by the Adjutant.

4. Routing Slip. The "Informal Routing Slip" furnished by the Adjutant will be used by all divisions. Comments on routing slips become a part of the permanent record and that fact should be borne in mind when they are made. There is no objection to the use of other types of routing slips within a section, but they will not be used in transmitting papers outside.

5. Records. It is the direct responsibility of each division head to maintain its own files. Haphazard methods will not be tolerated. A periodic check of all division files will be made by the RC's Staff Section.

6. Cables. All radio messages for transmission through AOC Cable Section will be submitted to the Adjutant's Office, this Headquarters, in accordance with the following procedure:

a. Messages will be submitted in duplicate and typed in the form desired for transmission. No attempt will be made to insert the "inside address."

b. Addresses, classification, precedence and name of originating section will be included at the top of the page and both copies will be initialed by the originating officer.

c. If it is desired that information copies be sent to other headquarters, they will be inserted in the following manner: "Information copies to: WGS, AFHQ, FIVE DIV, for AWG, etc."

d. The following rules will apply in preparation of message:

(1) Classification and Precedence. The tendency to assign a higher classification and precedence than the contents or urgency of the message demand will be curbed. Strict compliance with the provisions of AR 380-5 and 105-25 will be observed. Classifications are Restricted, Confidential, and Secret. Precedence ratings in order of increasing urgency are: Deferred, Routine, and Priority.

(2) Subject Matter. Messages should be written in simple, concise and understandable language, leaving no doubt as to the exact meaning intended. Messages answering previous messages will refer to the previous message and specifically identify it.

(a) Do not begin or end a message with stereotyped words such as the following:

Compass directions (North, East, etc.)
Correspondence symbols
Months and Dates
Numbers (One, Two, Three, etc.)

Phonetics (Able, Baker, etc.)
 Ranks, Grades, Titles
 "Re" words (Rourad, retel, request, reply, etc.)

Acknowledge	End	Package	Shipment
Advance	End of Message	Paraphrase	Signed
Advise	Evening	Paren	Stop
Advise	Follow	Period	That
Arrive	For	Please	This
Attention	From	Pursuant to	You
Authority	Headquarters	Quote	Your
Cite	In Compliance	Radio	Unquote
Confirm	In reply	Reference	
Depart	Information	Receipt	
Effective	Our	Recommend	

The adding of "ed", "ing" or "s" to any of the above words does not alter their being stereotyped.

(b) All messages will be typewritten, double spaced, and in capital letters.

(c) Single letters of the alphabet, except parts of speech, will be spelled phonetically. Phonetic alphabet will be used for groups of letters whenever need exists to insure accuracy.

LETTER	PHONETIC	LETTER	PHONETIC
A	ABLE	N	NAM
B	BAKER	O	OBOE
C	CHARLIE	P	PETER
D	DOG	Q	QUEEN
E	EASY	R	ROGER
F	FOX	S	SUGAR
G	GEORGE	T	TARE
H	HOW	U	UNCLE
I	ITEM	V	VICTOR
J	JIG	W	WILLIAM
K	KING	X	XRAY
L	LOVE	Y	YOKE
M	MIKE	Z	ZEIRA

(d) Arabic numerals will be written out individually (368 will be written THREE SIX EIGHT). Zero will be written zero and not naught.

(e) Punctuation will be kept to a minimum necessary to insure clarity. When used it will be spelled out, except for comma (CHA) and period (PD). The word STOP will not be used.

(f) When it is necessary to include the contents of another message, the extracts will be paraphrased. Verbatim quotations will not be made for re-transmission.

g. The "Follow up" copy of the message, on which is written the number, will be forwarded to the division as soon as ready.

2018

The adding of "ed", "ing" or "s" to any of the above words does not alter their being stereotyped.

(b) All messages will be typewritten, double spaced, and in capital letters.

(c) Single letters of the alphabet, except parts of speech, will be spelled phonetically. Phonetic alphabet will be used for groups of letters whenever need exists to insure accuracy.

LETTER	PHONETIC	LETTER	PHONETIC
A	ABLE	N	NAM
B	BAKER	O	OBOE
C	CHARLIE	P	PETER
D	DOG	Q	QUEEN
E	ELSY	R	ROGER
F	FOX	S	SUGAR
G	GEORGE	T	TARE
H	HOW	U	UNCLE
I	ITEL	V	VICTOR
J	JIG	W	WILLIAM
K	KING	X	XRAY
L	LOVE	Y	YOKE
M	MIKE	Z	ZEBRA

(d) Arabic numerals will be written out individually (368 will be written THREE SIX EIGHT). Zero will be written zero and not naught.

(e) Punctuation will be kept to a minimum necessary to insure clarity. When used it will be spelled out, except for comma (CHA) and period (PD). The word STOP will not be used. 2013

(f) When it is necessary to include the contents of another message, the extracts will be paraphrased. Verbatim quotations will not be made for re-transmission.

e. The "Follow up" copy of the message, on which is written the ACC reference number, will be forwarded to the division as soon as ready.

7. Messenger Service.

a. Within this Headquarters. Within this headquarters a regular messenger service will be maintained by the Adjutant. Any office is authorized to utilize its own personnel for messenger work when it deems it necessary. Urgent papers must be sent at once to the offices for which intended.

10
b. Outside. Messenger or courier service outside the Hq is a responsibility of the Adjutant.

8. Personnel.

a. Assignment, etc. The initial assignment of personnel to divisions and changes in such assignments will be covered by Orders published by this Hq. No divisions have any responsibility or jurisdiction in this initial assignment. After an individual is assigned to a division, he will not be granted leave of absence, furlough or pass during normal office hours, or transferred, without the prior knowledge or consent of his division chief, who will inform the Adjutant.

b. All officers and enlisted men reporting to this Hq for duty must report to the Adjutant.

c. Control over office personnel. The enlisted men of the Company on duty in the various offices are required to work under the exclusive control of the officer concerned, during the prescribed hours of work and for such extra hours as the head of the division may find necessary.

d. Office hours are from 0830 to 1730. All personnel, military and civilian, are to be at their desks and at work at 0830.

e. Regional Division Heads are responsible for arranging schedules of days off for all personnel in their divisions. There must be sufficient personnel on duty in each division for operational purposes on Sundays and holidays.

f. There will be at least one person (officer, EM, or civilian) in each division during lunch periods to answer phones and take messages.

9. Absence of Officers. Officers who are absent from this headquarters overnight will register departure and return in the book provided for that purpose in the office of the Adjutant.

10. Travel Orders.

a. Request for travel orders outside of the Region will be submitted to the Adjutant and include:

- (1) The destination and specific purpose of the travel.
- (2) Method of travel.
- (3) Date travel is to begin.
- (4) Estimated duration of absence.
- (5) Approval.

b. This procedure is necessary to protect the individual in case of accident or sickness. Those travelling without authority who are injured, etc. are considered lost.

without the prior knowledge or consent of his division chief, who will inform the Adjutant.

b. All officers and enlisted men reporting to this Hq for duty must report to the Adjutant.

c. Control over office personnel. The enlisted men of the Company on duty in the various offices are required to work under the exclusive control of the officer concerned, during the prescribed hours of work and for such extra hours as the head of the division may find necessary.

d. Office hours are from 0830 to 1730. All personnel, military and civilian, are to be at their desks and at work at 0830.

e. Regional Division Heads are responsible for arranging schedules of days off for all personnel in their divisions. There must be sufficient personnel on duty in each division for operational purposes on Sundays and holidays.

f. There will be at least one person (officer, EM, or civilian) in each division during lunch periods to answer phones and take messages.

9. Absence of Officers. Officers who are absent from this headquarters overnight will register departure and return in the book provided for that purpose in the office of the Adjutant.

10. Travel Orders.

a. Request for travel orders outside of the Region will be submitted to the Adjutant and include:

- (1) The destination and specific purpose of the travel.
- (2) Method of travel.
- (3) Date travel is to begin.
- (4) Estimated duration of absence.
- (5) Approval.

b. This procedure is necessary to protect the individual in case of accident or sickness. Those travelling without authority who are injured, etc., are considered "not in line of duty" by higher headquarters.

11. Administrative Memorandum, Number 1, Headquarters AMG, FIFTH ARMY (CAS), dated 14 April, is hereby abrogated.

By order of Colonel POLLETTI:

JULIUS BYLES
Captain, FA
Adjutant

DISTRIBUTION

"A"

2017

(Top Margin: one inch)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

(S-1-8-44)

R/1001

4 July 1944.

SUBJECT: Correspondence.

TO : All concerned.

1. Begin the first paragraph below the upper one-third of the sheet. This instruction is necessary so that the body will begin just below the first crease when the letter is folded for mailing.

2. When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1, indenting five spaces from the left margin.

a. You should letter sub-paragraphs (primary division of a paragraph) with underscored lower case letters beginning with a.

b. Indent subdivisions so that they will fall under the first letter of the main paragraph.

(1) To further subdivide a paragraph, use Arabic numbers in parenthesis. The number is placed so that it falls below the first letter of the preceding subdivision.

(a) If further division is necessary, lower case letters in parenthesis will be used.

By Order of Colonel POLETTI:

JULIUS BYLES,
Captain, FA,
Adjutant.

L/2001 1st Ind.
HQ, AMG, ROME REGION, APO 394, 4 July 1944.

(S-1-8-44)

TO: Legal Sub-Commission, Hq ACC.

ROBERT C. HENDRICKSON,
Major, CMP,
Regional Legal Officer.

(Bottom Margin: one inch excluding page number which will be one-half inch from bottom)

Incl # 1

(Left Margin: one and one quarter inches)

(Right Margin: three-quarters of an inch)

2018

772
11 JUL Rec 3
Bj

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

NUMBER

5)

4 July 1944.

PUBLIC RELATIONS

1. A public Relations Box has been placed in the office of the Executive Officer, this headquarters, for all material to be released for newspaper publication.
2. All material in the Public Relations Box is picked up periodically during the day by special courier from the Public Relations Branch, AGO. The last pick-up for the day will be at 1700 hours.
3. Divisions are requested to send their notices in as early as possible so as to avoid a flood of last minute material for insertion in the following morning's newspapers.
4. In emergency cases, after 1700 hours, divisions may call the Public Relations Branch at 484434.

By order of Colonel POLETTI:

Julius Byles
JULIUS BYLES,
Captain, FA,
Adjutant

DISTRIBUTION:

"A"

PRB, ACC.

2015

11 JUL Recd

HEADQUARTERS
AL ID MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

NUMBER 7)

4 July 1944.

OFFICE HOURS

1. Effective immediately, the office hours of all personnel of this headquarters, both military and civilian, will be from 0830 hours to 1730 hours, with ONE hour for lunch. Personnel are to be at their desks and working at 0830 and similarly on return from lunch hour.
2. It will be the responsibility of each Chief of Division to arrange the lunch hours of personnel in his division so that sufficient help is on duty at all times during the hours specified in paragraph 1. No office may be left without someone on duty during office hours; weekdays and Sundays included.
3. Military personnel not conforming to the hours stated in this memorandum will be subject to disciplinary action.
4. Civilian personnel will be deducted one hour's pay for every five minutes of tardiness.

By order of Colonel POLETTI:

Julius Byles
JULIUS BYLES,
Captain, FA,
Adjutant

DISTRIBUTION:
"A"

2015

File 8

11 JUL Recd 8

61

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

4 July 1944.

NUMBER

6)

DAYS OFF

1. In order to provide time for necessary rest and recreation and in order to promote the efficiency of all personnel, military and civilian, it is directed that each officer, EM/OR, and civilian employee of Rome Region be granted one day off duty in each week.

2. It will be the responsibility of each Chief of Division to establish a schedule of off duty days for the staff of his division, including himself. The schedule will be rigidly adhered to except in cases of urgent necessity requiring the presence for duty of the personnel scheduled for rest. In such cases, whenever possible, off time will be made up to such personnel.

3. In those divisions where the chief of division is the only officer, it will be his duty to leave a responsible EM/OR, or English speaking civilian employee, in charge of the division on the day off of the chief of division.

By order of Colonel POLETTI:

Julius Byles
JULIUS BYLES,
Captain, FA,
Adjutant.

DISTRIBUTION:

"A"

2013

77 11 JUL Recd
RESTRICTED

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

NUMBER

5)

3 July 1944

CIVILIAN PAY DAY

1. All civilian employees of Headquarters, AMG, Rome region, will be paid on the fifth (5th) and twentieth (20th) of each month.
2. Place of payment will be at #231 Corso Umberto (Co. "L" Supply Room) from 0900 to 1200 hours and from 1400 to 1700 hours.
3. Employees will bring their Civilian Employee Number Cards.
4. Civilian employees will be allowed sufficient time from their duties to enable them to receive their pay during the hours specified in paragraph 2 above.

By order of Colonel POLETTI:

Julius Byles
JULIUS BYLES,
Captain, FA,
Adjutant

DISTRIBUTION:

"A"

RESTRICTED

2012

11 JUL Recd

RESTRICTED

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

3 July 1944

NUMBER

4)

SECURITY MEASURES

1. In the interest of security in general and this headquarters in particular, all officers are directed to comply with the following instructions:

a. Full names, addresses, business or civilian status and brief particulars of past activities of all persons officially in contact with Rome Region officers, will be submitted in duplicate, as and when completed, to the Regional Security and Intelligence Officer for scrutiny and recording. The use of a "Schoda Personale" is advocated. Notes may be made on the space provided on the back page.

b. Wherever possible, officers will add brief notes on their impressions or opinions and estimated degree of reliability or capacity of such persons.

2. The purpose of this directive is to record all information so that it may be available to the Regional Commissioner, especially in regard to nominations or the operation of Fascists or such other persons considered unsuitable for employment or contact with Allied Officers. It will be available for reference at any time.

3. All officers are reminded that social contacts constitute potential leakages of information. They are reminded of their personal responsibility in sponsoring recommendations, granting special favors or facilities. There is always the danger that their names may be given as references without the officer's previous knowledge and consent. Any abuses will be subject to disciplinary action.

By order of Colonel POLETTI:

DISTRIBUTION:

"A"

Julius Byles
JULIUS BYLES,
Captain, FA,
Adjutant

2011

RESTRICTED

11 JUL Recd

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

3 July 1944

NUMBER

3)

SPECIMEN SIGNATURES

1. All officers will submit forthwith, and in triplicate, specimen signatures. Their names and initials, corresponding to signature, will be typed alongside on the same sheet (folio size).
2. An impression of any rubber stamp or stamps in current use will also be submitted on the same sheet. If further stamps are made, impressions will be submitted in the above manner. Officers will clearly indicate the Division to which they are assigned or attached. They will also state their designation, e.g., Ass't Regional Labor Officer, etc.
3. These measures are intended to lessen the danger of forgery. Signatures, etc. will be notified to Security Departments concerned. One copy will be retained by the Security and Intelligence Officer this headquarters in an appropriate handbook.
4. Officers are reminded that signatures reproduced in stamp form will NOT be used and they will discontinue signing documents, etc. in pencil.

By order of Colonel POLETTI:

DISTRIBUTION:
"A"

Julius Byles
JULIUS BYLES,
Captain, FA,
Adjutant

785017

11 JUL Recd

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

NUMBER

1
2)

30 June 1944

CORRECT ADDRESS

1. The correct address of ~~this~~ Headquarters is:

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

By order of Colonel POLETTI:

Julius Byles
JULIUS BYLES,
Captain F.A.,
Adjutant

DISTRIBUTION:

"A"

"F"

2013

11 JUL Recd

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
APO 394

STAFF MEMORANDUM)

29 June 1944

NUMBER

1)

PUBLIC RELATIONS

1. The Public Relations Branch, ACC, is the official channel for the issue and clearance of all releases and information to the public through Allied, neutral and Italian correspondents and through PWB.
2. No staff section chief will release any information for issue to the public except through the Regional Commissioner or Executive Officer who will route such information to the Public Relations Branch.
3. All Italian agencies must be informed by the appropriate AMG division that they will not submit material directly to the press, but must clear all such material through the division concerned which will, in turn, submit it to the Regional Commissioner or Executive Officer.
4. Sections having information to bring to the notice of the public will route the suggested publicity in three copies to the Executive Officer for approval. Copy must be clearly marked if radio service is desired. Urgency of the notice may also be indicated if necessary.

5. Sections wanting special service may call the Public Relations Branch direct. Present address and telephone numbers are as follows:

Public Relations Branch; A.C.C.

Room 30, Third Floor,

Ministero delle Corporazioni, Via Veneto

Major Lionel Fielden, Director Tel: 488091-9 Ext 350 Room 32

Major John F. Leacacos, PRO Tel: 488091-9 Ext 355 Room 28

Lieut. Arthur F. Braddon, PRO Tel: 484434 Room 26

2003

785017

PUBLIC RELATIONS

1. The Public Relations Branch, ACC, is the official channel for the issue and clearance of all releases and information to the public through Allied, neutral and Italian correspondents and through PWB.
2. No staff section chief will release any information for issue to the public except through the Regional Commissioner or Executive Officer who will route such information to the Public Relations Branch.
3. All Italian agencies must be informed by the appropriate AMG division that they will not submit material directly to the press, but must clear all such material through the division concerned which will, in turn, submit it to the Regional Commissioner or Executive Officer.
4. Sections having information to bring to the notice of the public will route the suggested publicity in three copies to the Executive Officer for approval. Copy must be clearly marked if radio service is desired. Urgency of the notice may also be indicated if necessary.
5. Sections wanting special service may call the Public Relations Branch direct. Present address and telephone numbers are as follows:

Public Relations Branch, A.C.C.

Room 30, Third Floor,

Ministero delle Corporazioni, Via Veneto

Major Lionel Fielden, Director	Tel: 488091-9	Ext 350	Room 32
Major John F. Leacacos, PRO	Tel: 488091-9	Ext 355	Room 28
Lieut Arthur F. Braydon, PRO	Tel: 484434		Room 26
Clerks	Tel: 484434		Room 30

By order of Colonel POLETTI:

Julius Byles
 JULIUS BYLES,
 Captain F.A.,
 Adjutant

DISTRIBUTION:

"A"

P.R.B., A.C.C.

2003

1636