

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

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OFFICE MEMORANDUM
MAY 1944

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

4 May 1944

OFFICE MEMORANDUM)

NUMBER : 1)

1. The following information in regards to SCM Radio Service to the United States from Italy is extracted from CES Circular Number 52 dated 30 April 1944, and NATOUSA Circular 51, 9 April 1944, for the information and guidance of all concerned.
2. Effective 1 May 1944, sender's composition radio service to United States, via RCA station, Naples are inaugurated for U.S. Military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to night letter telegrams (NLT), and will be filed with unit EFM censors in the same manner as EFM.
3. Rules for counting words and general information governing sender's composition messages; (SCM)

- a. Every word written by sender for transmission is counted and charged for. This includes the address and signature.
- b. The signature must contain the first name or initial and last name.
- c. The City and State in the address will count as a single word if grouped together; for example:

SanFranciscoCal	-	1 word
NewOrleansLa	-	1 word.
- d. Expressions like stop, comma, and period when written out, count as one word.
- e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
- f. Recognized abbreviations; such as, FOB, COD or POB are single words.
- g. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; for example:
 Transcontinental - 16 letters = (2 words)

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- f. Recognized abbreviations; such as, FOB, COD or POB are single words.
- g. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; For example:
 Transcontinental - 16 letters - (2 words)
 678201 - (2 words)
- h. Running words or parts thereof together in the text or address are known as evasions and will not reduce the word count; For example:
 ALBESL - (2 words)
- i. The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.
- j. An address written:

1. NLT Mary E. Jones, counts as (4 words).
2. NLT Mrs Mary E. Jones (5 words).
3. NLT Mary Jones (3 words).

An example of a complete address follows:

NLT Mary Jones 225 West 79th Street
 NewYorkCityNY - (3 words).

- k. Here is an example of how a message would be counted:

NLT MARY JONES 48 RIDGE STREET RICHMONDVA
 SALE OF HOUSE APPROVED HAPPY TO HEAR MOTHER TELL ALL MY
 LOVE DEAR

JOHN E DOE

The foregoing totals 23 chargeable words. As this does not exceed the minimum of 25 words, the charge for the above would be \$2.58, which is what an NLT would cost to Virginia.

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4. NAME, ADDRESS, TEXT AND SIGNATURE WILL BE PRINTED TO INSURE CORRECT TRANSMISSION OF MESSAGE.

5. All other existing regulations and instructions contrary to the provisions herein are rescinded. Censorship regulations governing the use of cable and radio services conform generally with those applicable to postal communications. Circular Number 32, Hq. NATOUSA, ss. (US Military Censorship Regulations), referring primarily to postal censorship, remains in effect and will be applied in conjunction with these regulations.

6. Address. Cables will be directed to normal, clear addresses. Code or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.

7. Signature. All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials, last name, middle initial and first name; or full name. Nothing else may be shown. Rank, serial number, unit or organization, and APO number will not be included in the signature nor shown elsewhere in the message text.

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

- a. Official business
- b. Press dispatches or other matter intended for publication
- c. Money transfers
- d. Orders for flowers, candy, or other merchandise

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

9. Prohibited Statements;

- a. The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way.

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9. Prohibited Statements;

- a. The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and these are subject to restrictions in addition to those placed on postal communications.
- b. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10b, Circular #32, HQ. NATOUSA, cs).
- c. "Conditional Statements" as listed in paragraph 10 a, Circular Number 32, HQ. NATOUSA, cs, are prohibited in ordinary cables.
- d. The following are also prohibited in ordinary cables:
 - (1) Any reference to location of sender or other military personnel. (For example: the expression "I am in North Africa", although permitted in letters, is prohibited in cables. A statement such as, "Have seen Uncle Jean", may reveal location if addressee can be assumed to know location of persons mentioned.)

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- (2) Designation or location of a unit, branch, arm or service, or any installation of the United States Armed Forces and related agencies or those of its Allies. This applies to units outside, as well as within, this theater, except as may be required in addresses to military personnel.
- (3) Notification of safe arrival in any form.
- (4) Any reference to movement. (For example, such statements as: "Hope to see you soon", or "Am leaving this station", are prohibited.
- (5) Movement or prospective movement of any high government official.

By command of Lieutenant General MASON MACFARLANE:

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

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Executive Officer.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

4 May 1944

OFFICE MEMORANDUM)

NUMBER

2)

"PROVISION AND USE OF SIGNAL FACILITIES"

I.

GENERAL

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

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

Telephones

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

Telegrams

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

Telegrams

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

Express Letter Service

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

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

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

II. TELEPHONE PRACTICE

INFORMATION

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

INTENTION

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

METHOD

3. EQUIVALENT CLASSIFICATIONS

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

CLEAR THE LINE or CLEAR THE LINE EMERGENCY AIR	Equivalent to	URGENT or OPERATIONAL PRIORITY
PRIORITY	Equivalent to	PRIORITY
ROUTINE	Equivalent to	ROUTINE

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

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

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

5. OPERATING PROCEDURE

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

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

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

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

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

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

CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT and OPERATIONAL PRIORITY calls are of equal importance and one will not take precedence over the other.

(b) PRIORITY CALLS

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

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

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

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

(c) ROUTINE CALLS

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

By command of Lieutenant General MASON MACFARLANE:

M. I. Clough

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