

Declassified E.O. 12356 Section 3.3/NND No. 785015

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OFFICE
AUG.

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

785015

10000/110/185

OFFICE MEMORANDUM
AUG. 44 - JAN. 46

137/EST

1642

Declassified E.O. 12356 Section 3.3/NND No. 785015

Ag. Admin.

*File
CMT*

CERTIFICATE.

In consideration of transportation about to be furnished the undersigned in a motor vehicle owned or operated by the US Army or by an agency under its control, it is agreed that there shall be no liability upon the US Government by reason of such transportation, and the undersigned hereby release(s) and waive(s) all claims against the US Government, of every character and description, arising or which may arise by reason of or incident to such transportation.

Dated this *11* day of *Feb* 19*6*
" *Margaret Johnson*
"
"

CERTIFICATO.

In merito al trasporto che sara' fornito al sottoscritto in un autotreno, appartenente o gestito dall'esercito degli S.U., o da un'agenzia sotto il suo controllo, resta d'accordo che non ci sara' nessuna responsabilita' da parte del governo degli S.U. riguardo eventuali proteste, di qualunque carattere essere siano, che verranno redatte e che possono essere redatte per causa di questi mezzi di trasporto da parte del sottoscritto, al governo degli S.U., non avranno efficacia.

Datato il giorno di 19*6*
"
" *659*
"

1643

Declassified E.O. 12356 Section 3.3/NND No. 785015

Col Parkin

File

8 January 1946

Recission of Orders.

1 O-1 (A) 2675
 Regiment

1. Confirming our conversation this date, Col Parkin has decided, in view of an MTOUSA cable received, that the prior plan of permitting the release of 8104's be cancelled and that all officers of this MOS will be retained for continued service until a later date. In view of the fact that orders have already been issued by RAAC transferring Col Hensley and Capt Scalfi to the 7th Replacement Depot for transshipment, Col Parkin would like you to make the necessary arrangements with RAAC to have the orders rescinded and the officers returned to ALCOM.

EDWARD D. S. SULLIVAN,
Major, Air Corps,
O-1, American.

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 8761/102/EC

13 January 1946

Office Memorandum }
Number 7. } Amendment No. 1.

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

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

(1) Para 4 (c)

Delete all detail and substitute.

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

AFHQ	PIEMONTE	Motor Courier
ALCON LO	LOMBARDIA	Air Courier
" "	" "	" "
" "	VENETIE	" "
" "	NAPLES	Motor Courier
" "	BOLAGNA	Air Courier

(11) Reference Appendices 'A', 'B' and 'C' destroy and substitute new Appendices '1', '2' and '3'.

BY COMMAND OF REAR ADMIRAL STONE:

48/10/46
G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

GROUP I - List "A"

GROUP II - One Copy each serial.

Owing to the handover of the amendments will be made to Office Memorandum No. 7 dated 14 December 1945.

(1) Para 4 (c)

Delete all detail and substitute.

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

AFHQ				Motor Courier
ALCOM	LO	PIEMONTE		Air Courier
"	"	LOMBARDIA	"	"
"	"	VENETIE	"	"
"	"	NAPLES	Motor Courier	
"	"	BOLOGNA	Air Courier	

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

BY COMMAND OF REAR ADMIRAL STONE:

G. J. Leone

G. J. LEONE
CWO, USA
Asst Adjutant

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GROUP II - One Copy each serial.

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Appendix A

FROM (A) HQ ALCOM

26 0945 NOV 45

TO (FOR ACTION)

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

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

TO (INFORMATION)

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

(7) ALCOM LO (Th.) ANCONA

Ref. No. 6758

Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL
MESSAGES PD

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

PARA TWO PD APPENDIX BAKER THEREIN CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS
HQ ALCOM PD

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

ISTRIBUTION (BY ELS)

LOCOM LO Piemonte

LOCOM LO Lombardia

LOCOM LO Venetia

LOCOM LO Naples

LOCOM LO Bologna

REFERENCE PRIORITY 1-4
ROUTINE 5-7

(7) ALCON LO (In.) ANCONA

Ref. No. 6758

Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL
MESSAGES PD

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

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

IN ALCON PD

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

DISTRIBUTION (BY ELS)

ALCON LO Piemonte
ALCON LO Lombardia
ALCON LO Veneto
ALCON LO Napoli
ALCON LO Bologna

PRIORITY 1-4
EXCELLENCE ROUTINE 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. NO.: 239

8-6

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Declassified E.O. 12356 Section 3.3/NND

No.

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FIELD OFFICE

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

PHONETICAL ALPHABET

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

Appendix 'B'

ALCOM LO LIGURIA
ALCOM LO PIEMONTE
ALCOM LO LOMBARDIA
ALCOM LO VENETIE
ALCOM LO BOLOGNA
ALCOM LO NAPLES
ALCOM LO LIVORNO
ALCOM LO BARI
ALCOM LO SICILY
ALCOM LO BOLZANO
ALCOM LO (TN) ANCONA
DISTWO FOR ALCOM LO
ANG VENEZIA GIULIA
ANG UDINE PROVINCE

Appendix 'C'

N - Nan
O - Oboc
P - Peter
Q - Queen
R - Rotor
S - Sugar
T - Tare
U - Uncle
V - Victor
W - William
X - Xray

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Declassified E.O. 12356 Section 3.3/NND No. 785015

ALCOM LO BARI
ALCOM LO SICILY
ALCOM LO BOLZANO
ALCOM LO (TN) ANCONA
DISTRICT FOR ALCOM LO
AMG VENEZIA GIULIA
AMG UDINE PROVINCE

Appendix 'C'

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

C-5

PHONETICAL ALPHABET

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

A.C. CHIEF LIAISON OFFICER BARI
A.C. CHIEF LIAISON OFFICER SICILY
A.C. CHIEF LIAISON OFFICER BOLZANO
A.C. LIAISON OFFICER (TN.) ANCONA
A.C. LIAISON OFFICER NO.2 DISTRICT
A.M.G. VENEZIA GIULIA
A.M.G. UDINE PROVINCE

RESTRICTED

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Declassified E.O. 12356 Section 3.3/NND No. 785015

MEMORANDUM)
No. 35-45)

WAR DEPARTMENT
Washington 25, D.C., 8 November 1945

137
PREPARATION OF FORM DDA7, STATEMENT OF DEFENSE
ARTICLES--DELIVERED TO FOREIGN GOVERNMENTS
(REPORTS CONTROL SYMBOL AA-F3-33) OR
FD FORM 418, REPORT OF SELECTED
LEND-LEASE TRANSFERS (REPORTS
CONTROL SYMBOL FA-53)
IF APPLICABLE

EST SEC
file

1103
Memo 35-45

1. The announcement by the President that lend-lease aid to foreign governments would be terminated and the enunciation of the policies to be followed by the War Department in the closing phases of military lend-lease activities has resulted in the necessity of classifying transfers to foreign governments accomplished on or subsequent to 2 September 1945 into four accounting categories:

a. Transfers of such material, supplies, and services, as fall within the purview of the section of the Presidential Policy covering the so-called "hardship" cases, or the provision of services already undertaken, the continuation of which may be authorized to the nearest practicable stopping point.

b. Transfer of items to foreign governments for purpose of maintenance of US equipment now in the possession of allied forces. Such transfers are subject to full cash reimbursement upon presentation of a bill by the United States Government.

c. Transfers of such material to foreign governments as may be authorized in the future under the authority of the Foreign Economic Administration to enter into negotiated individual agreements with foreign governments, which will specify the terms and conditions of payment.*

d. Transfers of such material under the "Q" (cash) requisition procedure as may be authorized by competent authority.

2. In view of the importance of segregating transfers accomplished on or subsequent to 2 September 1945, the next and subsequent monthly lend-lease reports will be prepared on two series of Forms DDA7 or WD FD Form 418, if applicable. The first series will reflect, on a cumulative basis, transfers accomplished prior to 2 September 1945 and accounting adjustments pertaining thereto. The preparation of the first series of the reports will continue to be in accordance with the procedure set forth in TM 14-705, Accounting for Lend-Lease Transactions. The second series will reflect transfers accomplished on or subsequent to 2 September 1945, and will be cumulative from that date. For purposes of identification, Forms DDA7 or WD FD Form 418 comprising the reports will bear one of the following headings:

*Such transfers will normally entail the so-called "pipe line" material which has been contracted for or procured but was not delivered prior to 2 September 1945.

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Memo 35-45

First series. Transfers Accomplished Prior to 2 September 1945 as Reported Through (date of report).

Second series. Transfers Accomplished on or Subsequent to 2 September 1945.

3. The second series of the reports should be divided into four sections conforming with the accounting categories described in paragraph 1 above. The headings of the respective sections will be as follows:

Section 1. Material Transferred Under Authority of Presidential Policy Applicable to "Harship" Cases.

Section 2. Material Transferred for the Purpose of Maintaining Lend-Lease Equipment.

Section 3. Material Previously Programmed and Subsequently Transferred in Accordance with Current Agreement Between United States and Recipient Foreign Government.

Section 4. Material Transferred Under "Q" Requisitions.

4. The International Division, ASF, will furnish information necessary to identify each transfer with one of the accounting categories outlined above. This advice will be noted on the requisitions or in some other appropriate manner. A new series of numbers will be used on these requisitions.

5. In order to insure notice to the recipient foreign government as to the nature of future transfers and, for War Department purposes, to facilitate the identification of supporting shipping tickets as to the type of transfers involved, each shipping ticket, including copies furnished the foreign government, should bear whichever of the following notations is applicable:

- a. Emergency.
- b. Maintenance.
- c. Pipe Line.
- d. "Q" Requisitions.

6. Transfers accomplished on or subsequent to 2 September 1945 will be reflected on the second series of the monthly reports on a signed shipping ticket basis. This is a direct contravention of the reporting procedure prescribed in TM 14-705, Accounting for Lend-Lease Transactions. However, the procedure is considered necessary at this time in view of the changed circumstances. The total value, as of the end of each month, of material that has been shipped from a depot or facility but not signed for by an agent of the consignee foreign government will be shown at the end of each section of the second series of the report. This information will be set forth by a one-line summary entry and will not be included in the totals of the sections. Proper control over the flow of the shipping documents will be maintained in order to insure that (1) the value of shipments "ex-depot" will be reflected accurately in summary and (2) the value of such "ex-depot" shipments will be reflected on a signed shipping ticket basis in the body of a subsequent report.

7. The signature of the agents of the foreign government acknowledging receipt of transfers should, for the purpose of legibility and clarity, be accomplished on shipping tickets in the following manner:

Declassified E.O. 12356 Section 3.3/NND No. 785015

Memo 35-45

Receipt of the Material and/or services described above is hereby acknowledged
this _____ day of _____ 194_____.

Name of organization signing for foreign government

By _____
(Signature) (Title)

(AG 400.3295 (7 Nov 45))

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD P. WITSELL
Major General
Acting The Adjutant General

G. C. MARSHALL
Chief of Staff

DISTRIBUTION:

Office, Under Secretary of War
Assistant Chief of Staff, G-4 WDGS
Budget Division, WDSS
Commanding Generals:
Army Air Forces
Army Service Forces
Chief of technical services
Directors of staff divisions, ASF
Foreign Economic Administration

Copies of this memorandum are furnished only to agencies listed above.
See section XI, WD Circular 307, 1944

REPRODUCED BY HQ, MTOUSA 5 January 1946

P. J. S.
P. J. S.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 5)

5 January 1946

Amendment to MTOUSA Circular Number 120, 1945	I
War Trophies	II
Payment of Mustering Out Pay	III
Army Post Office Inspections	IV

I -- AMENDMENT TO MTOUSA CIRCULAR NUMBER 120, 1945

Paragraph 8, Circular Number 120, this headquarters, 1945, is rescinded and the following substituted therefor:

"8. Recommendations for promotion will be submitted on the form attached as Inclosure #1, through command channels to this headquarters."

II - WAR TROPHIES

Reference: Paragraph 2a, MTOUSA Circular Number 94, 1945, as amended.

1. The following is a clarification concerning the definition of War Trophies:

War Trophies will be confined to enemy equipment, such as firearms, military clothing, swords, knives, helmets, binoculars, and similar small items of individual equipment.

2. Equipment such as automobiles, airplanes, motorcycles, surgical and dental instruments, are not war trophies and will not be certified as such.

3. Articles which were the personal property of an individual or organization, such as silverware, china, linen, furniture and clothing, jewelry, etc., will not be certified as trophies. Items of this nature may be purchased but must be accompanied by bills of sale from legitimate dealers in order to avoid confiscation.

4. Trophies desired by U.S. organizations will not be authorized without the specific approval of the War Department.

5. It is desired that necessary inspections be made of U.S. troops and civilians to insure compliance with the above provisions.

III- PAYMENT OF MUSTERING OUT PAY

The following provisions of cable WEL 31813 dated 27 December 1945, from the War Department are reproduced for the guidance of all concerned.

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Hq MTOUSA Circular Number 5 (cont'd).

Men eligible for mustering out pay who are discharged for purpose of enlistment in Regular Army under provisions of WD Circular 310 will if they so elect be paid the mustering out pay upon discharge.

When eligible soldier elects payment but for any reason mustering out pay is NOT paid upon discharge for purpose of enlisting in Regular Army, pending changes in TM 12-230, the following notation will be entered under remarks Financial in Service Record being closed and new Service Record being opened that "Soldier elected to receive mustering out pay upon discharge (state date) but payment was NOT made overseas, soldier advised mustering out payment would be made at Reception Station or Processing Center after arrival in the UNITED STATES.

In such cases similar notation should also be made on discharge certificate.

IV - ARMY POST OFFICE INSPECTIONS

Section II, Circular Number 30, this headquarters, 1945, is rescinded and the following substituted therefor:

"II - ARMY POST OFFICE INSPECTIONS

2. Reference is made to paragraph 48, FM 12-105, 7 May 1943, as amended, which requires that the responsible commander designate an officer to make a quarterly surprise inspection of Army Post Offices and money order units thereof. The required inspections in this theater will be made by officers assigned to Headquarters P.B.S. or under direction from that headquarters. However, the commanding officer of the headquarters to which an APO is assigned or attached may direct that an inspection be made at any time. The regular APO inspections required by FM 12-105 are not to be confused with the 20th of the month audit of the accounts of the Class "E" agents of the Postal Finance Officer, MTOUSA, which must be made by two officers designated by the headquarters to which the APO is assigned or attached. Necessary forms and instructions are available at each APO.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

A. L. HAMBLIN
Brigadier General, G3C
Acting Chief of Staff

Edmund R. Seligman
EDMUND R. SELIGMAN
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:)
NUMBER 6)

6 January 1946

NON-APPROPRIATED FUNDS

Circular Number 62, this headquarters 1945, as amended by Circular Number 90 and 107, 1945, is further amended by the addition of the following:

24. All references to the Theater Central Welfare Fund are hereby construed to include MTUSA Central Welfare Fund.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

A. L. MAMBLEY
Brigadier General, GSC
Acting Chief of Staff

Edmund R. Stugart
EDMUND R. STUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 7)

7 January 1946

DISPOSAL OF SURPLUS INSTALLATIONS
AND RELEASE OF REAL PROPERTY

Paragraph 7b, Circular Number 111, this headquarters, 1945, is rescinded and the following substituted therefor:

7. Report of excess fixed installations and disposal actions

"b. In order to complete the records of Fixed Installations, Engineer Form Number 1266, Part E, (Report of Disposal) must be submitted to this headquarters in 4 copies upon completion of disposal action on all installations for which Engineer Form 1266, Part A, B & C are required whether installations are surplus to the Theater Commander under delegated authority or by the War Department. On surplus installations reported for disposition to the OFLC, whether by delegated authority or by WD authority, a preliminary report on Part E will be submitted with a statement under "Remarks" indicating that the installation has been reported to the OFLC and the date of such action. When disposal action is completed a final report (submitted on Part E) will be submitted and will indicate in "Remarks" to whom custody of the installation was released and the date of such final disposal action."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:


EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HABLEN
Brigadier General, GSC
Acting Chief of Staff

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SECRET

REAGUARDING ALLIED COMMISSION

APO 194

Office of the Executive Commissioner

Ref: 3029/30

OFFICE MEMORANDUM

HUSK-2 8)

21 December 1945

CLASSIFIED DOCUMENTS

- 1 The following extracts from the Joint US and British instructions are re-published for information together with comments and illustrations thereon.

The first margin shows the Joint instructions; the second the US comments.

CONSTANT PERSONAL INFORMATION MUST BE KEPT BY OPERATORS AND HANDLED AS TOP SECRET. SUCH MATERIAL IS SOME AS CONDITIONS PERMIT.

- 2 The vast mass of papers connected with planning for operations which have since been placed, or are no longer in prospect, should be down graded. The objective to be attained is to restrict classification to the lowest category consistent with security. There are four categories and their definitions are repeated for information together with some examples as a guide.

B Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

- i Plans of future major operations.
- ii Very important political documents such as negotiations for an alliance.
- iii Documents which would disclose methods of obtaining intelligence or general secret agents.

Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

- i Operations other than above, including major operations in progress.
- ii Order of battle.
- iii Vital information of important defenses.
- iv Reports or operations of vital interest to the enemy.
- v Adverse reports or morale affecting major operations.

Confidential Documents

1 The following extracts from the Joint US and British Instructions are re-published for information together with comments and directions thereon.
The first margin shows the Joint Instructions; the second the AC comments.

2. CONFIDENTIAL PERSONAL ATTENTION MUST BE PAID BY ORIGINATORS AND MEANS TO COMING GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

2 The vast mass of papers connected with planning for operations which have since taken place, or are no longer in prospect, should be down graded. The objective to be attained is to restrict classification to the lowest category consistent with security. There are four categories and their definitions are repeated for information together with some examples as a guide.

3 Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

- i Plans of future major operations.
- ii Very important political documents such as negotiations for an alliance.
- iii Documents which would disclose methods of obtaining intelligence or reveal secret agents.

Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

- i Operations other than those, including major operations in progress.
- ii Order of Battle.
- iii Vital information of important defenses.
- iv Reports on operations of vital interest to the enemy.
- v Adverse reports on morale affecting major operations.

Confidential. Documents whose disclosure while not endangering national security would be injurious to the interest or prestige of the Allies or to an individual or cause administrative embarrassment or difficulty or be of advantage to a foreign nation.

- i Matters of a personal and disciplinary nature.
- ii Routine battle reports not containing information of vital interest to the enemy.
- iii Routine intelligence reports.
- iv Documents of non-operational significance in theaters of war.
- v Technical manuals.
- vi Aerial photographs in operational areas.

Restricted. Documents which should not be seen or used except for official purposes.

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- i. Non operational movements.
 - ii. Training and technical matters.
 - iii. Aerial photographs of non operational areas.
 - iv. Non operational strength returns.
3. The successive distinctions should be noted:
 - a) exceptionally grave damage.
 - b) serious injury
 - c) prejudicial or embarrassing
 - d) official purposes only.
 4. If the examples are perused, it will be appreciated how little our properly be marked Secret, let alone Top Secret. The only AS papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AS work is properly classifiable higher than confidential.
 5. All AS and ASX offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO ARCHIVES UNLESS DECLASSIFIED.
 6. The following are the regulations as to degrading.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be signed and dated by the officer authorising the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorised to downgrade documents will be not lower than the rank of Lt Col except in an independent HQ having no officer of that rank when a major may re-classify.
 7. It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the action copy of any such signal is forwarded to another office AND that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the promotion copies should be destroyed and the "letters in" register noted accordingly.
 8. In HQ AS Secret and Top Secret letters for instructions will be passed to the Security Officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral CNO E.

W. J. L. L. L.

C. J. LONE
CNO, USA

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papers dealing with the peace treaty. Comparatively little of HQ work is properly classified higher than confidential.

5 All AG and AM officers at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular HQ PAPER WILL BE SENT TO ARCHIVES ON R-CLASSIFIED.

6 The following are the regulations as to degrading.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be signed and dated by the officer authorizing the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorized to remove documents will be not lower than the rank of Lt Col except in an incident out HQ having no officer of that rank when a major may re-classify.

7 It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the action copy of any such signal is addressed to another office and that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the information copies should be destroyed and the "letters in" register noted accordingly.

8 In HQ AG Secret and Top Secret letters for instructions will be passed to the Security Officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral SVOB:

[Signature]
C. J. LEONE
CWO, USA
Asst Adjutant

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REF/137/EST
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HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 8761/53

14 December 1945

OFFICE MEMORANDUM

NUMBER

:

7)

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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

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

PART I2. PREPARATION.

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

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

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

(d) (1) In the 'TO' action and Information spaces will be inserted only those addressees to whom the signal can be transmitted by electrical means. The designation of addressee to whom the message is to be sent by electrical means will be determined by the use of the following space depending on whether the addressee is for action.

Declassified E.O. 12356 Section 3.3/NND No. 785015

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

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

PART I

2. PREPARATION.

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

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

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

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

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

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

(f) Reference numbers are obtained from the Message Centre Tel. Ext. 420 prior to 1300 hours and thereafter on Ext. 690.

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

(g) desired....

RESTRICTED

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

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

(h) Precedence priorities are:

URGENT (Equals British POST IMMEDIATE)
OPERATIONAL PRIORITY (Equals British IMMEDIATE)
PRIORITY (Equals British DEFERENT)
ROUTINE
DEFERRED

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	RESTD
UNCLASSIFIED	UNCLAS

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

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

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

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

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	RESTD
UNCLASSIFIED	UNCLAS

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

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

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

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

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

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

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

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

(o) The usual/...

RESTRICTED

RESTRICTED

- 3 -

The usual punctuations employed and their abbreviations are as follows:

Full Stop	PD
Comma	CMG
Colon	CLN
Bracket	PAREN

3. AUTHENTICATION.

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

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

(c) The authenticating officer will:

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

4. DISPATCH.

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

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

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

17th	Motor Courier
17th Piemonte Region	Air Courier
17th Lombardia Region	Air Courier
17th Venetia Region	Air Courier
17th Naples Command	Motor Courier

PART II).

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

(c) The authenticating officer will:

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

4. DISPATCH.

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

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

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

AFHQ	Motor Courier
AMT Piemonte Region	Air Courier
AMC Lombardia Region	Air Courier
AMC Venetia Region	Air Courier
AMT Naples Commune	Motor Courier
ALCOM LO Bologna	Air Courier

5. HANDLING.

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

PART II

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

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

(b) Three/...

RESTRICTED

RESTRICTED

- 4 -

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

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

outside of the envelope shall be delivered to the Signal Message Centre, where a receipt will be obtained therefor.

- (e) The third copy full text will be sent to the Office of the Executive Commissioner.
- (f) The second copy in 'skeleton' form will be delivered to the Cable Typists, Message Centre.
- (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

RESTRICTED

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RESTRICTED

Appendix 'A'

FROM (A) HQ ALCOM

26 0945 NOV 45

TO (FOR ACTION)

(1) AMG LIGURIA REGION (2) AMG VENEZIA GIULIA

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

TO (INFORMATION)

(5) ALCOM LO PALERMO (6) DISTWO FOR ALCOM LO

(7) PENBASE FOR ALCOM LO (8) ALCOM LO ANCONA

Ref. No. 6753

Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL

MESSAGES TO

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

GUIDANCE TO

PARA TWO TO APPENDIX BAKER THERETO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR

TELEGRAPHIC PURPOSES TO NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM TO

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

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES TO

DISTRIBUTION (BY ELS)

AMG Piemonte Region

AMG Lombardia Region

AMG Venezia Region

AMG Naples Command

ALCOM LO Bologna

PRIORITY 1-4

PRECEDENCE ROUTINE 5-3

Ref. No. 6753

Security
Classification RESTRICTED

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

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

GUIDANCE TO

PARA TWO TO APPENDIX BAKER THERE TO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES TO NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM TO

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

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES TO

DISTRIBUTION (BY HLS)

AMG Piemonte Region
AMG Lombardia Region
AMG Venezia Region
AMG Naples Command
ALCOM LA Bologna

PRIORITY 1-4
PRECEDENCE ROUTINE 5-3

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

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Declassified E.O. 12356 Section 3.3/NND No. 785015

RESTRICTED

Appendix 'B'

FIELD OFFICE

LIGURIA REGION

PIEMONTE REGION

LOMBARDIA REGION

VENEZIA REGION

VENEZIA GIULIA

LIVORNO ZONE

NAPLES COMMUNE

AC LIAISON OFFICER, BARI

AC LIAISON OFFICER, PALERMO

AC LIAISON OFFICER, NO.2 DISTRICT

AC LIAISON OFFICER, PBS

AC LIAISON OFFICER, BOLOGNA

AC LIAISON OFFICER, ANCONA

AMG LIGURIA REGION

AMG PIEMONTE REGION

AMG LOMBARDIA REGION

AMG VENEZIA REGION

AMG VENEZIA GIULIA

AMG LIVORNO ZONE

AMG NAPLES COMMUNE

ALCOM LO BARI

ALCOM LO PALERMO

DISTWO FOR ALCOM LO

SENBASE FOR ALCOM LO

ALCOM LO BOLOGNA

ALCOM LO ANCONA

PHONETICAL ALPHABET

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

Appendix 'C'

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

LIVORNO ZONE

NAPLES COMBINE

AC LIAISON OFFICER, BARI

AC LIAISON OFFICER, PALERMO

AC LIAISON OFFICER, NO.2 DISTRICT

AC LIAISON OFFICER, PES

AC LIAISON OFFICER, BOLOGNA

AC LIAISON OFFICER, ANCONA

PHONETICAL ALPHABET

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

Appendix 'C'

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

RESTRICTED

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Declassified E.O. 12356 Section 3.3/NND No. 785015

REF 1137/EST
HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref: 8761/190/33

December 1945

OFFICE MEMORANDUM

Amendment No. 1

NUMBER

5)

UNCLASSIFIED Signal Messages

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

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

(1) Para 1.3.

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

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

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

(iv) Reference Appendix "A":

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

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

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

(4) MAILS: Delete all detail.

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

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

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Declassified E.O. 12356 Section 3.3/NND No. 785015

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

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

(i) Para 1.a.

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

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

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

(iv) Reference Appendix "A":

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

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

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

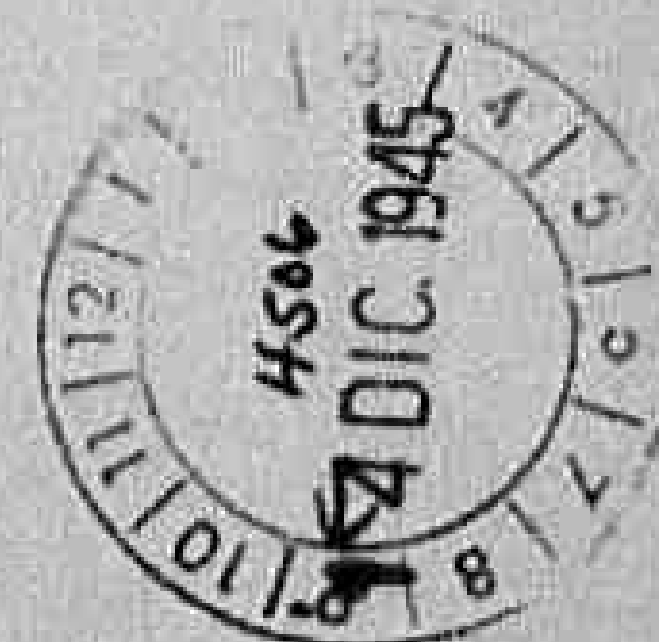
(4) MAILS: Delete all detail.

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BY COMMAND OF REAR ADMIRAL STONE:

A. J. Leone
C. J. LEONE
CWO, USA
Asst Adjutant



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HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 8761/155/EC.

2 August 1945.

OFFICE MEMORANDUM)

NUMBER 6)

TRANSMISSION OF SIGNAL MESSAGES
WRITTEN IN ITALIAN.

1. The extract below from CSO L of C Italy letter 311.4/4 dated 23 July 45 is repeated for information and compliance by all concerned:

"Although there is no objection from a security viewpoint to the handling of telegraph traffic written in Italian, there are other considerations which make the passing of such traffic through military channels undesirable. These considerations are,

- (a) The impossibility of checking for transmission errors when the operators do not understand the language;
- (b) the obvious impossibility of enciphering such traffic;
- (c) the general policy of reducing commitments to enable redeployment, repatriation schemes to be effected with the minimum reduction in the efficiency of the military communication system.

Under these circumstances traffic in Italian will not normally be accepted by Allied Signal Offices or Message Centres for electrical transmission, but will be handled through normal ELS channels. In the exceptional circumstances where it is absolutely essential that a message in Italian must be delivered within a matter of hours and there is no obvious means of delivery by Italian Government telegraphs then such a message may be handed into an Allied Office with a covering note to the Signalmaster or OIC Message Centre explaining the attendant circumstances and signed by a responsible Allied Officer who is a member of an Allied Commission department or organisation. It is pointed out that the Allied Signal Services cannot be held responsible for the correct transmission of such traffic.

TRANSMISSION OF SIGNAL MESSAGES
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Under these circumstances traffic in Italian will not normally be accepted by Allied Signal Offices or Message Centres for electrical transmission, but will be handled through normal ELS channels. In the exceptional circumstances where it is absolutely essential that a message in Italian must be delivered within a matter of hours and there is no obvious means of delivery by Italian Government telegraphs then such a message may be handed into an Allied Office with a covering note to the Signalmaster or OIC Message Centre explaining the attendant circumstances and signed by a responsible Allied Officer who is a member of an Allied Commission department or organisation. It is pointed out that the Allied Signal Services cannot be held responsible for the correct transmission of such traffic."

2. The above is supplementary to the instructions contained in Office Memoranda Nos. 1 and 5 dated 12 Jan 45 and 27 July 45 respectively.

By command of Rear Admiral STONE:

DISTRIBUTION:

"2"

Nicholas Pionetto
NICHOLAS PIONETTO
CWO, USA
Assistant Adjutant

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 5601/EC.

27 July 1945.

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

CHANNEL OF COMMUNICATIONS WITH MINISTRY OF MARINE

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

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

By Command of Rear Admiral STONE.

Nicholas Piombino
NICHOLAS PIOMBINO
CWO USA
Assistant Adjutant

DISTRIBUTION:

"A"

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref: 6761/150/EC

27 July 1945

OFFICE MEMORANDUM

NUMBER

5)

Introduction of UNCLASSIFIED Signal Messages

1. In accordance with AFHQ letter AG 311.5/215 GBI-C, dated 20 July 1945, the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

a. Effective immediately, outside the zone of operations in Pacific Far East area certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by longitude 60 degrees east and on the east by the Pacific coast of North and South America. Appendix "A" is issued as a guide to Originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

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

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

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

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

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

the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

a. Effective immediately, outside the zone of operations in Pacific-Far East Area certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by longitude 60 degrees east and on the east by the Pacific coast of North and South America. Appendix "A" is issued as a guide to Originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

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

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

By command of Rear Admiral STONE:

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Nicholas Pioncing
NICHOLAS PIONCING
CWO, USA
Assistant Adjutant

DISTRIBUTION:

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APPENDIX 'A'

LIST OF SUBJECTS WHICH MAY BE UNCLASSIFIED

- | | |
|-------------------|---|
| ABSENTEES | |
| ACCIDENTS | - Traffic; injuries to personnel. |
| ACCOMMODATIONS | - Requisitioning, billeting, inspection. |
| ACCOUNTS | - Unit and Regimental. |
| AIRCRAFT | - Movements of individual aircraft in the non-operational zone (providing secret types are not involved). |
| APPOINTMENTS | - Of individuals below the rank of Brigadier/Brigadier General. |
| BURIALS | - Graves registration.
Arrangements for burials. |
| CASUALTIES | - Below the rank of Brigadier/Brigadier General. |
| CIVIL AFFAIRS | - Routine matters connected with civil administration, civil supply and Displaced Persons. |
| CORRESPONDENCE | - Routine correspondence concerning any items covered by this list. |
| COURTS OF ENQUIRY | - Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list). |
| DISCHARGES | - Routine correspondence, supplies for. |
| EDUCATION | - And re-engagements. |
| ENLISTMENTS | - |
| ENTERTAINMENT | - |
| HEALTH | - Of individuals (providing there is no mention of the nature of the disease). |
| HOSPITALS | - Routine administration. |
| INJURIES | - Individuals, inspections, routine accommodation and stores. (See ACCIDENTS). |
| LABOR | - Local employment of civilians. |

- BURIALS
 - Graves registration.
 - Arrangements for burials.
- CASUALTIES
 - Below the rank of Brigadier/Brigadier General
- CIVIL AFFAIRS
 - Routine matters connected with civil administration, civil supply and Displaced Persons.
- CORRESPONDENCE
 - Routine correspondence concerning any items covered by this list.
- COURTS OF INQUIRY
 - Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
- DISCHARGES
- EDUCATION
- EPI/PX
 - Routine correspondence, supplies for.
 - And re-engagements.
- ENGAGEMENTS/ENLISTMENTS
- ENTERTAINMENT
- HEALTH
 - Of individuals (providing there is no mention of the nature of the disease).
- HOSPITALS
 - Routine administration.
- INJURIES
 - Individuals, inspections, routine accommodation and stores. (See ACCIDENTS).
- LABOUR
 - Local employment of civilians.
- LEAVE
 - General and individual. (See SHIPPING)
- LOCATIONS
 - Of any units or formations except those under orders to proceed to the Pacific-Far East area.
- LOSS
 - Of stores and vehicles, excepted for protected items.
- MAILS
 - If ships or shipping movements are mentioned, see SHIPPING.
- MAINTENANCE
 - Except of protected equipment.
- MEDALS
 - Awaris and decorations after promulgation.
- MEDICAL
 - And DENTAL. Issues of stores and inspections. (See HEALTH).

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APPENDIX 'A' (cont'd)

- MOVEMENTS
 - Of individuals below the rank of Brigadier General and units except those under orders to proceed to the Pacific-Far East area.
- PAY
 - Rate of pay, allotments, allowances of individuals below the rank of Brigadier/Brigadier General.
- PERSONNEL OFFICERS
 - Routine postings, assignments, attachments, promotions and transfers, below the rank of Brigadier/Brigadier General.
 - Postings, assignments, attachments and transfers. Discipline.
 - Private affairs (except of very personal matters).
- PAISS & RADIO
 - Subject to censorship.
- PW
 - Names of allied PW, administrative arrangements for repatriation. (See MOVEMENTS).
- RECREATION
 - Facilities and training.
- SHIPPING
 - For Naval and Shipping purposes the non-operational zone comprises:
 - The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas,
 - Mediterranean, Black and Red Seas, South Atlantic Ocean East of 74 degrees West to Longitude of Capetown, and the North and South Pacific Oceans East of 82 degrees West.
 - Movements, positions, arrivals, departures, damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.
 - Note (a) Naval security instructions apply to passages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.
 - (b) Capetown, Alen and Balboa are included in the operational zone.
- STATIONERY
 - Non-protected documents, books, army forms and printed matter
- STORES
 - Demands for all commodities and non-protected technical stores and spare parts required for equipment maintenance.

PRESS & RADIO

PW

ACCOMMODATION

SHIPPING

- Subject to censorship.
- Names of Allied PW administrative arrangements for repatriation. (See MOVEMENTS).
- Facilities and training.
- For Naval and Shipping purposes the non-operational zone comprises:
The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas, Mediterranean, Black and Red Seas, South Atlantic Ocean East of 74 degrees West to Longitude of Capetown, and the North and South Pacific Oceans East of 82 degrees West.
Movements, positions, arrivals, departures, damage and loss (except loss to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.
Note (a) Naval security instructions apply to passages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.
(b) Capetown, Aden and Balboa are included in the operational zone.

STATIONERY

STORES (SUPPLIES CLOTHING) EQUIPMENT

TRAINING

TRANSPORT

UNITS, FORMATIONS & ORGANIZATIONS

WELFARE/SPECIAL SERVICE

- Non-protected documents, books, army forms and printed matter.
- Demands for all commodities and non-protected technical stores and spare parts required for maintenance.
- Courses of instruction, allotment of vacancies. (except for courses of a secret nature).
- Non-protected vehicles - damage (other than by enemy action), defects, movements, repairs, and replacement.
- Designations, provided that designations of units and their next higher formations or organizations are not linked or grouped together in the texts of messages in such a way as to reveal order of battle or chain of command.

1684

Declassified E.O. 12356 Section 3.3/NND No. 785015

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HEADQUARTERS ALLIED COMMISSION

AC 39

Office of the Executive Commissioner

Ref: 65/13/EC

OFFICE MEMORANDUM

Amendment No. 2

NUMBER 1/1945

27 July 1945

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

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

Para (d)

Lines 1 and 2

Delete: "AMG/AC Regional and AMG Army Head-
quarters and AC Liaison Officers."

Substitute: "AMG/AC Officers in the field."

PART I

Lines 2 and 3

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

Para (h)

Line 8

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

Lines 2 and 10

Delete completely

PART II

Para (e)

Line 2

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

16857

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

PART I

Para (d)

Lines 1 and 2

Delete: "AMG/AC Regional and AMG Army Headquarters and AC Liaison Officers."
Substitute: "AMG/AC Offices in the field."

Lines 2 and 3

Delete: "and whether facilities for electrical transmission exist."

Para (h)

Line 8

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

Lines 9 and 10

Delete completely

PART II

Para (e)

Line 2

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

APPENDIX 'B'

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

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

By command of Rear Admiral STONE:

Nicholas F. Stone

NICHOLAS F. STONE
CWC, USA
Assistant Adjutant

DISTRIBUTION

RESTRICTED

R E S T R I C T E DAPPENDIX 'B'FIELD OFFICEABBREVIATED ADDRESS

LIGURIA REGION

AMG LIGURIA REGION

PIEMONTE REGION

AMG PIEMONTE REGION

LOMBARDIA REGION

AMG LOMBARDIA REGION

VENEZIA REGION

AMG VENEZIA REGION

EMILIA REGION

AMG EMILIA REGION

VENEZIA GIULIA

AMG VENEZIA GIULIA

LIVORNO ZONE

AMG LIVORNO ZONE

ANCONA COMMUNE

AMG ANCONA COMMUNE

NAPLES COMMUNE

AMG NAPLES COMMUNE

AC LIAISON OFFICER, BARI

ALCOM LO BARI

AC LIAISON OFFICER, PALERMO

ALCOM LO PALERMO

AC LIAISON OFFICER, CATANIA

ALCOM LO CATANIA

AC (MMIA) LIAISON OFFICER, SARDEGNA

MMIA LO SARDEGNA

AC LIAISON OFFICER, NO 2 DISTRICT

DISTWO FOR ALCOM LO

AC LIAISON OFFICER, PBS

PERBASE FOR ALCOM LG

1687

Declassified E.O. 12356 Section 3.3/NND

No.

785015

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HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref: 65/11/20.

14 April 1945

OFFICE MEMORANDUM

: Amendment No. 1

NUMBER 1/1945

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

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

1. Part I, para 2 (d):

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

2. Appendix 'B':

- (a) Delete SICILIA Region and all detail.
- (b) " " " " " "
- (c) " LAZIO-UMERIA Region and all detail.
- (d) " ARROZZI-MARCHE Region and all detail and substitute "UMERIA-MARCHE Region - ARROZZI-MARCHE REGION - YES".
- (e) Delete SARDEGNA Region and all detail.
- (f) Add below Civil Affairs Section, 15 Army Group, the following:

" AC Liaison Officer, PALERMO	ALCOM LO PALERMO	YES
AC Liaison Officer, CATANIA	ALCOM LO CATANIA	YES
AC Liaison Officer, NAPLES	PERSONNEL FOR AMC NAPLES	YES

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

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

1. Part I, para 2 (d):

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

2. Appendix 'B':

- (a) Delete SICILIA Region and all detail.
(b) " " " " " "
(c) " LACIO-UMBRIA Region and all detail.
(d) " ARRUZZI-MARCHE Region and all detail and substitute "UMBRIA-MARCHE Region - AMC UMBRIA MARCHES REGION - YES".
- (e) Delete SARDEGNA Region and all detail.
(f) Add below Civil Affairs Section, 15 Army Group, the following:

" AC Liaison Officer, PALEMO	ALCOM LO PALEMO	YES
AC Liaison Officer, CATANIA	ALCOM LO CATANIA	YES
AMC NAPLES Command	PENSOUTH FOR AMC NAPLES	YES
AC Liaison Officer, BARI	ALCOM LO BARI	YES 635
AC Liaison Officer, SARDEGNA	MOTIA LO SARDEGNA	YES "

By Command of Major Admiral SIGNOR:

DISTRIBUTION:
" A "

H. W. Dagnall
H. W. Dagnall
Lt. Col. and
Adjutant.

RESTRICTED

DECLASSIFIED

HEADQUARTERS ALLIED COMMISSION

APO 334

Office of the Executive Commissioner

Ref: 65/10/23

15 March 1945

OFFICE MEMORANDUM)

: Amendment No. 1

NUMBER 13/1944)

OFFICIAL MAIL SERVICES

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

Para 4. Delete para 4 and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Abbreviated addresses in any form will not be used. Return marks are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

Para 5b. Last line: Delete "Military Department (Duplicating Section.)" and substitute: "Message Centre, Room 26, First Floor."

Para 6. Delete para 6 and substitute:

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

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

Para 4. Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Abbreviated addresses in any form will not be used. Departments are requested to cooperate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

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

Para 6. Delete para 6 and substitute:

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

By Command of Rear Admiral Stone:

534

DISTRIBUTION:

"A"

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No. 4, DRACONET
Lt. Col. AGO
Adjutant

Established Section
Fun
RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

26 February 1945.

OFFICE MEMORANDUM)

NUMBER

4)

SIGNAL TRAFFIC

1. Authority has been given by A.F.H.Q. for telegrams up to the classification of RESTRICTED to be dealt with in clear text by the Italian Posts and Telegraphs Department.
2. Messages of higher classification will continue to be dealt with as at present, i.e. by allied ciphers where available, by Italian ciphers to Regional Headquarters, or by courier, etc., services.
3. Much of the Allied Commission message traffic can properly be classified 'IN CLEAR' or 'RESTRICTED', but care must be taken that under-classification of confidential or secret matters is avoided.
4. Movements of shipping will NOT be dealt with IN CLEAR over Italian circuits.

BY ORDER OF REAR ADMIRAL STONE:

Nicholas Fiombino
NICHOLAS FIOBBINO,
CWO, USA,
Asst Adjutant.

DISTRIBUTION:

"A"

633

RESTRICTED

785015

HGRC/lc

INTER OFFICE MEMO
OFFICE OF G-4 (B)

Ext: 436

G-4/IOO/22.

8 February 1945

SUBJECT : Grading and Handling of Classified Material.

TO : Office of the Chief of Staff.

1. Reference para 3 (a) of Office Memorandum No.2
this H.Q. dated 3 February 1945.

2. Major D.H. HASLAM, R.A. is appointed "Top Secret
Control Officer" for this Branch.

S. W. Miller
S. W. MILLER
Lieut/ Colonel,
G-4 (B).

Copies to : D.C.O.S. - Establishment Section.
Major D.H. HASLAM.

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Chief of Staff

Ref: 65/003

OFFICE MEMORANDUM

NUMBER

2)

3 February 1945

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL1. INTRODUCTION

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

2. CLASSIFICATION

The overclassification of documents in this HQ is prevalent.

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

The following classification definitions and examples will be of assistance.

A. TOP SECRET

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

Examples:

- (i) Plans or particulars of future major or special operations.
- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (iv) Information of the methods used or sought to be obtained

1. INTRODUCTION

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

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Examples:

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- (ii) Particulars of important dispositions or impending moves of forces or conveys in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (iv) Information of the methods used or ~~secrets~~ obtained by Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.

(b) Establishment of Classification: It will be the general policy of this HQ that the "responsibility level" of officers authorized to classify material as TOP SECRET will be as follows:

- (i) The Chief Commissioner
- (ii) Deputy Chief Commissioner
- (iii) Chief of Staff
- (iv) Vice Presidents of Sections
- (v) Subcommission Directors
- (vi) Regional Commissioners
- (vii) Provincial Commissioners
- (viii) Senior executive staff officers of the officials mentioned in (i) to (vii) inclusive.

RESTRICTED**B. SECRET**

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

Examples:

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

C. CONFIDENTIAL

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

Examples:

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

3. HANDLING OF TOP SECRET DOCUMENTS AND FILES

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

- (iii) Certain reports or operations containing information of vital interest to the enemy
- (iv) Advance reports on general morale affecting major operations.
- (v) Certain development projects.

C. CONFIDENTIAL

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

Examples:

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

3. HANDLING OF TOP SECRET DOCUMENTS AND FILES

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

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

RESTRICTED

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

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

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

(c) The responsible officer will place all TOP SECRET material in an envelope and after sealing, it will be registered out by him.

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

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

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

5. GENERAL

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

- 3 -

RESTRICTED

RESTRICTED

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

By command of Rear Admiral STONE:

W. W. Dracmire
W. W. DRACMIRE
Lt Col, AGO
Adjutant

DISTRIBUTION:

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Declassified E.O. 12356 Section 3.3/NND No. 785015

20 11 18
N. W. DRACHMAN
Lt Col, AGO
Adjutant

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Shipping s/c

APO 357
ECONOMIC SECTION

REF. 1.11/72

RED/eng

16 January 1955

E/S DEFENSE

LUBBER

D)

STAFF APPOINTMENTS

Announcement is made of the appointment, effective this date, of Major F. W. TOOLEY, 50453, D.L. (R), as Chief of the Registration Branch, Supply and Resources Division, in addition to his other duties, vice Lieutenant Colonel R. W. RILEY, relieved.

L. D. DUNN

L. D. DUNN, CRE

Colonel, FA

Acting Deputy Chief of Staff
Economic Section

DISTRIBUTION:

"D"

Plus COS-1

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HEADQUARTERS ALLIED COMMISSION

AGO 394

Office of the Chief of Staff

Ref: 65/003

OFFICE MEMORANDUM)

NUMBER 1)

Tel: 269

12 January 1945.

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

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

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

PART I

2. PREPARATION.

- (a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal orion skin 8"x10 1/2" size paper may be used as a measure of economy.
- (b) Seven copies of outgoing messages (excepting TOPSECRET - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (c) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.
- (c) In the 'TO' space will be inserted only those addressees to whom the signal can be transmitted by electrical means. Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at Appendix 'A').

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- (a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal orion skin 8"x10 1/2" size paper may be used as a measure of economy.
- (b) Seven copies of outgoing messages (excepting TOPSEC - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (n) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.
- (c) In the 'TO' space will be inserted only those addresses to whom the signal can be transmitted by electrical means. Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at Appendix 'A').
- (d) At Appendix 'B' is a list of the ME/AC Regional and 35 Army Headquarters showing abbreviated addresses for telegraphic ^{pages} and whether facilities for electrical transmission exist.

(e) Reference numbers are obtained from the Message Centre - Tel Ext 420.

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

5 December 44 NOT 5.12.44

(g) Procedure/....

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-2-

(g) Precedence priorities, which are listed on the reverse of the form, are:

URGENT (Equals British MOST IMMEDIATE)
OPERATIONAL PRIORITY (Equals British IMMEDIATE)
PRIORITY (Equals British IMPORTANT)
ROUTINE
DEFERRED

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

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

The degrees of classification are:

TOPSEC (that is, TOP SECRET)
SECRET
CONFIDENTIAL
RESTRICTED
IN CLEAR BY ANY MEANS

Signals to places outside the Mediterranean theatre of operations, will be classified not lower than RESTRICTED.

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

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

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

(3) The text will include an INSIDE ADDRESS, which will NOT be at the beginning or end of the message. The inside address will commence on a new line and be underlined in order to be shown presently against the rest of the message. In the inside address, ALLOC will be inserted as the abbreviated address of this Headquarters. The use of Section or Sub-Section will NOT appear in the inside address. After the inside address the message will be continued on a new line. (See Appendix 'A').

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

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

The degrees of classification are:

TOPSEC (that is, TOP SECRET)
SECRET
CONFIDENTIAL
RESTRICTED
IN CLAR BY ANY MEANS

Signals to places outside the Mediterranean theatre of operations, will be classified not lower than RESTRICTED.

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

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

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

(k) The text will include an INSIDE ADDRESS which will NOT be at the beginning or end of the message. The inside address will commence on a new line and be underlined in order to be shown prominently against the rest of the message. In the inside address HQ JCOM will be inserted as the abbreviated address of this Headquarters. The names of Sections or Sub-Sections will NOT appear in the inside address. After the inside address the message will be continued on a new line. (See Appendix 'A').

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

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

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

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

Full stop	FD
Comma	CM.
Colon	CLN
Bracket	PLASH

3. AUTHENTICATION/.....

4 5 6 7 8 9 1 2 3

REF ID: A66666

-3-

3. AUTHENTICATION.

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

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

(c) The authenticating officer will:

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

(ii) That the number of copies is correct.

(iii) Sign the top and third copies.

4. DISPATCH.

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

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

5. HANDLING.

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

PART II

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

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

1700

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

- (ii) That the number of copies is correct.
- (iii) Sign the top and third copies.

4. DISPATCH.

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

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

5. ROUTING.

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

PART II

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

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

627

(e) The third/.....

RECEIVED

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Declassified E.O. 12356 Section 3.3/NND No. 785015

RECEIVED

-4-

- (e) The third copy full text will be sent to the Office of the Chief of Staff.
- (f) The second copy in "sketch" form will be delivered to the Cable Typists, Message Centre.
- (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By command of Rear Admiral STONE:

D. W. Longneff
N. W. LONGNEFF
Major, ASD
Adjutant

DISTRIBUTION:

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(E) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By command of Rear Admiral GVOHE:

D. W. Dwyer
N. S. Dwyer
Major, LCD
Adjutant

DISTRIBUTION:

1/2

UNCLASSIFIED

RESTRICTED

TO: FOR ACTION ALOOM SICILIA REGION MESSAGE FOR ALOOM SOUTHERN REGION
 ALOOM SARDEGNA REGION AND TOSCANA REGION AND EPIRLA REGION
 EIGHTHARY REAR FOR AND VENEZIA REGION EIGHTHARY REAR FOR AND
 FIVEHARY FOR AND RPTD AFHQ

2890

1 January 45

ROUTINE

RESTRICTED PD

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL
 MESSAGES PD

PARA ONE TO FOR ACTION ALOOM SICILIA REGION CMA MESSAGE FOR ALOOM SOUTHERN REGION
 CMA ALOOM SARDEGNA REGION CMA ALOOM TOSCANA REGION CMA ALOOM EPIRLA REGION CMA
 EIGHTHARY REAR FOR AND VENEZIA REGION CMA EIGHTHARY REAR FOR AND CMA
 FIVEHARY FOR AND RPTD AFHQ FOR GEORGE DASH FIVE FROM HQ ALOOM REAR

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

PARA TWO PD APPENDIX BAKEN THEREIN CONTAINS LIST OF ABREVIATED ADDRESSES
 FOR TELEGRAPHIC PURPOSES WHICH WILL BE ADOPTED BY ALL ADDRESSES PD NOTE THE
 ABREVIATED ADDRESS OF THIS HEADQUARTERS IS HQ ALOOM PD

PARA THREE PD MESSAGES WILL NOT BE ADDRESSED HQ ALOOM PERSONAL FOR AN
 INDIVIDUAL UNLESS WARRANTED IN VERY EXCEPTIONAL CIRCUMSTANCES PD

PARA FOUR PD ALWAYS WHEN PRACTICABLE QUOTE A REFERENCE NUMBER OF THIS
 HEADQUARTERS PD

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR PREPARATION OF TOPSEC MESSAGES
 DISTRIBUTION /

RESTRICTED PD

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL MESSAGES PD

PAGE TWO FOR ACTION ALCON SICILIA REGION CMA MESSAGE FOR ALCON SOUTHERN REGION

CMA ALCON SARDEGNA REGION CMA TO ALCON N. REGION CMA TO ALCON S. REGION CMA

EIGHTHLY REAR FOR ALCON VENEZIA REGION CMA EIGHTHLY REAR FOR ALCON CMA

FIVEHLY FOR ALCON AFHQ FOR GEORGE DASH FIVE FROM HQ ALCON PAVIN

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

PARA TWO PD APPENDIX BAKER THREEFO CONTAINS LIST OF ABBREVIATED ADDRESSES

FOR TELEGRAPHIC PURPOSES WHICH WILL BE ADOPTED BY ALL ADDRESSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS HQ ALCON PD

PARA THREE PD MESSAGES WILL NOT BE ADDRESSED HQ ALCON PERSONAL FOR AN INDIVIDUAL UNLESS WARRANTED IN VERY EXCEPTIONAL CIRCUMSTANCES PD

PARA FOUR PD ALWAYS WHEN PRACTICABLE QUOTE A REFERENCE NUMBER OF THIS HEADQUARTERS PD

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR PREPARATION OF TOPSEC MESSAGES

DISTRIBUTION (BY ALS):

Lazio-Umbria Region

Abruzzi-Marche "

Liguria Region

Piemonte "

Lombardia "

Office of the Chief of Staff

269

NICHOLAS FICCHINO,
CWO, USA,
Asst. Adjutant.

RESTRICTED

RESTRICTED

<u>Region/Army</u>	<u>Approved Address</u>	<u>Electrical Facilities</u>
SICILIA Region	ALCOM SICILIA REGION	YES
SOUTHERN Region	HEADQUARTERS FOR ALCOM SOUTHERN REGION	YES
LAZIO-UMBRIA Region	ALCOM LAZIO-UMBRIA REGION	NO
ARREZZO-MARCHE Region	ALCOM ARREZZO-MARCHE Region	NO
SARDEGNA Region	ALCOM SARDEGNA Region	YES
TOSCANA Region	ALCOM TOSCANA REGION	YES
EMILIA Region	ALCOM EMILIA REGION	YES
LIGURIA Region	ALCOM LIGURIA REGION	NO
PIEMONTE Region	ALCOM PIEMONTE REGION	NO
LOMBARDIA Region	ALCOM LOMBARDIA REGION	NO
VENETIA Region	HEADQUARTERS FOR ALCOM VENETIA REGION	YES
ALCO FIFTH ARMY	HEADQUARTERS FOR ALCO FIFTH ARMY	YES
ALCO EIGHTH ARMY	HEADQUARTERS FOR ALCO EIGHTH ARMY	YES
CIVIL AFFAIRS SEC 15 ARMY GROUP	15 ARMY GROUP CIVIL AFFAIRS	YES

Appendix 'C'

PHONETIC ALPHABET

A - Able
B - Baker
C - Charlie
D - Dog
E - Easy

F - Fox
G - Golf
H - Hotel
I - India
J - Juliet

ARMED-NAOHE Region	ALONE-NAOHE Region	
SARDEGNA Region	ALONE SARDEGNA Region	YES
TOSCANA Region	ALONE TOSCANA Region	YES
EMILIA Region	ALONE EMILIA Region	YES
LIGURIA Region	ALONE LIGURIA Region	NO
PIEMONTE Region	ALONE PIEMONTE Region	NO
LOMBARDIA Region	ALONE LOMBARDIA Region	NO
VENETIA Region	VIRTUALY NEAR FOR ALL VENETIA Region	YES
ALONE FIFTH ARMY	FIFTEENTH FOR ALL	YES
ALONE EIGHTH ARMY	EIGHTH FOR ALL	YES
CIVIL AFFAIRS SEC 15 ARMY GROUP	15 ARMY GROUP CIVIL AFFAIRS	YES

Appendix 'C'

PHONETIC ALPHABET

A - Able	N - Nan
B - Baker	O - Oboe
C - Charlie	P - Papa
D - Dog	Q - Queen
E - Easy	R - Roger
F - Fox	S - Sierra
G - George	T - Tango
H - How	U - Uncle
I - Item	V - Victor
J - Jim	W - William
K - King	X - X-ray
L - Love	Y - Yankee
M - Mike	Z - Zebra

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1714

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HEADQUARTERS
ALLIED CONTROL COMMISSION
R.O. C.I.C. SECTION
APO 394

25 August 1944

Ref/55/34/CA.

OFFICE MEMORANDUM)

NUMBER 16)

HANDLING OF CLASSIFIED DOCUMENTS
BY CIVILIANS

1. It is undesirable that civilians handle any classified documents.
2. "Civilian" for the purpose of this memorandum is any civilian other than properly authorized Allied personnel.
3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the discretion of their supervising officers.
4. To eliminate as far as possible this security risk, the following safeguards will be observed:

- (a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.
- (b) When it occurs that "Confidential" and "Restricted" correspondence cannot be handled by military personnel, then only those civilians whose bona fides have been established and who have shown themselves worthy of trust will be entrusted with such matters. Care will be taken to impress on those concerned the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.
- (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
- (d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course wherever possible.

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

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret

624

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- (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
- (2) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course whenever possible.

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

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret
Ultra Secret

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

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

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

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

- 2 -

ministrative embarrassment or difficulty or be of advantage to a foreign nation, i.e. ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

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

W. S. LUSH
W. S. LUSH,
Regulator,
Executive Commission

DISTRIBUTION:

"C"

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Chief of Staff

Ref: 65/00S

28 December 1944.

OFFICE MEMORANDUM

NUMBER

21

STAFF PROCEDURE.

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

1. AFHQ, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

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

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

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

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

4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts ~~of~~ be over-estimated and tours and visits to Headquarters in the field should be encouraged.

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

1. ARMO, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

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- (a) confirmed in writing or by signal as soon as possible;
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4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts ~~cannot~~ be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

715 (a)
Brigadier,
Chief of Staff.

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H.A.

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HEADQUARTERS
ARMED COMMISSION
(Adjutant's Department)
270 394

12/10

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OFFICE MEMORANDUM)

NUMBER 20)

1. The Navy Sub-Commission has been informed that various offices of the Ministry of Marine are receiving directly an increasing number of requests for information and assistance from Allied Organizations.

2. In the interest of obtaining such information for Allied representatives in a rapid manner, and to permit the Navy Sub-Commission to have knowledge of the material that is disseminated by the Italian Navy, it is requested that all Sections and Sub-Commissions submit their requirements to the Ministry of Marine through the Navy Sub-Commission.

By command of Rear Admiral STONE:

Spilobolus flammula

NICHOLAS PIGMBINO
CWO, USA
Army Adjutant

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R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION

APO 761

Office of the Chief of Staff.

Ref: 65/59/005.

2 December 1944

OFFICE MEMORANDUM)

NUMBER

19)

Orders & Directives Issued by Headquarters
Allied Commission

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

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

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are applications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also be alternatively made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

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

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

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

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

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

(b)/.....

- 2 -

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

By command of Commodore STONE:

N. W. Dracuff
N. W. DRACUFF
Major, AGD
Adjutant

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"A"

Declassified E.O. 12356 Section 3.3/NND No. 785015

Col FISCHE

ACTION

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