Declassified E.O. 12356 Section 3.3/NND No. 785016

10000/119/74

302 pp.

Declassified E.O. 12356 Section 3.3/NND No. 785016

00/119/74 33 - Office Procedures & Miscellaneous
February 1943 - July 1944

302 pp.

Declassified E.O. 12356 Section 3.3/NND No. 775016

File

ESTABLISHMENT BRANCH
HQ A. C. C.

Suspense _____ Date 9-7-44

FROM	TO
Establishment Branch	
Director	
✓ Executive Officers	
G-1 (A)	
G-1 (B)	
G-4 (A)	
G-4 (B)	
Adjutant (Advance)	
Adjutant (Main)	
Hq Comdt (Advance)	
Hq Comdt (Main)	
2675th Regt.	
Adjutant 2675th Regt.	
S-4	
Lt Col Brown	✓
	351.2

FOR:

33

Signature _____
Remarks/Recommendation _____
Information _____
Approval/Disposal _____
Appropriate Action _____
Investigation & Report _____
Dispatch _____

REMARKS: Sir

This office has no objection, so long as the men involved with Major Caygill.

J.A.D.

0285

Declassified E.O. 12356 Section 3.3/NND No. 785016

8 July 1944

Lt Dorn —

This is to notify you that unless you file objections & drive your Command (Hdqrs Co) from Room 6 3rd floor to 3541 3 — Temporary 6 for my Command

Lt Col Brown



Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

Rec'd 12 May 44 AA

HQ AAI,
C.M.F.

2005/6/Q2.

10 May 44.

Central Economic Committee,
C/o. Major Enoch Brown, HQ, ACC.
P & SS
Petrol Section, AFHQ (Adv Ech).
Q(Mov)
ST.

Subject:- Requisitioned Furniture.

As a result of comparing marching in and marching out states, it would appear that the following items of furniture cannot be accounted for. Details are given at Appendix "A" attached.

Will you please enquire into this matter and inform this HQ in order that the position may be regularised.

J.C. Lawland Capt
for Major-General,
Chief Administrative Officer.

3540

Declassified E.O. 12356 Section 3.3/NND No. 785016

APPENDIX "A" TO HQ AAI letter
2005/6/Q2 dated 10 May, 44.

Flat 55 - Scala K:-

Chairs	10
Cabinet	1
Wardrobe	1
Lamps Table	3

3539

18 apr '44

Marching Out State (Property Statement). H.Q., A.A.I.(Adm.Pch.)

Unit.....H.Q. AAI.....

Address of Billet.....No 8...Piove Sirignano Scala K Flat 55.....

Date Occupied.....24 Oct 43 Purpose for which used...Offices.....

Number of floors.....1..... ~~Floor~~ Furnished ~~Unfurnished.~~

General Condition of Property.

Roof.....Good..... Walls.....Good..... Windows.....Good.....

Floors.....Good..... Water.....Good..... Light.....Good?.....

Sanitation.....Good..... Furniture.....Fair.....

Date.....18 April '44.....

~~Major.~~
.....~~Officer Commanding~~

Any Defects will be noted underneath

.....

Water Reading .....

Gas Reading.....

Electric Meter Reading.....5763.....

Handed over by Signature.

.....J Dewey Sgt.....

Taken over by Signature.

.....Andy Carlins.....

3538

Declassified E.O. 12356 Section 3.3/NND No. 775016

Date.....

.....Officer Commanding

Any Defects will be noted underneath

.....

Water Reading .....

Gas Reading.....

Electric Meter Reading.....5763.....

Handed over by Signature.

.....J Dewey Sgt.....

Taken over by Signature.

Andy Collins

.....

3538

27

other side furniture

Declassified E.O. 12356 Section 3.3/NND No. 778016

MARCHING OUT STATE. (FURNITURE STATEMENT)

E.Q., A.A.I. (ADM.ECH.)

BUILDING..... Hut 55 Seats K.

Room No. 1.....

Room No. 2.....

Room No. 3..... 1 Locker 1 Bed Stand 1 Mirror

Room No. 4..... 2 Tables 1 Easy Chair 2 Side Chairs 3 Chairs

Room No. 5..... 1 Cabinet 1 Typewriter. 1 Table 6 Chairs 1 Cabinet

Room No. 6.....

Room No. 7..... 1 Table 1 Cot 1 Mirror (Broken)

Room No. 8.....

Room No. 9.....

Room No. 10.....

Room No. 11.....

Room No. 12.....

1840-44

Declassified E.O. 12356 Section 3.3/NND No. 778216

Room No. 7.....

Room No. 8.....

Room No. 9.....

Room No. 10.....

Room No. 11.....

Room No. 12.....

Passage.....

Bathroom.....

Date..... 18 April '44

Handed over by Signature..... Lieut Sgt

Taken over by Signature.....

Major.
Camp Commandant.

Declassified E.O. 12356 Section 3.3/NND No. 778116

Declassified E.O. 12356 Section 3.3/NND No. 785016

1

Subject:- Office Machinery. 1/OC. 24 Apl 44.

All Branches.

A return of ALL Office Machinery held by branches of this H.Q., inclusive of all sections left at Rear Admin Echelon, is required by 18.00 hours Saturday 29 Apl.44.

The following details will be given:-

Make of Machine.

Serial Number.

Source of Supply. (i.e. obtained from Supervising Officer or other source).

Where located at time of forwarding return (i.e., this building, Rear Ech, etc.).

Returns of machines on loan to other branches will be the responsibility of the branch on whose charge the machine was taken.

It is most essential that branches ensure that the correct serial number of each machine is given.

Lt. R.3537
Supervising Officer.

H.Q.,
A.A.I.

Declassified E.O. 12356 Section 3.3/NND No. 785016

1

Allied Land Forces HQ.

H. AAI (Adm Tech),
GHF.

AAI/5002/2/A(PS)

12 Apr 44

Rec'd 13 Apr

SUBJECT: Distribution List

File/EDR

Reference this Branch 3002/1/A dated 26 Jan 44.

List 'A'

Delete Addressee Serial No 25 and substitute 'Coal Section'.

List 'B'

Delete Serials 39, 40, 41, 43.
Renumber Serials 42 and 44 to Serials 39 and 40.

Add
Serial No 41 - HQ Claims Commission and Hirings Directorate.

Serial No 42 - Hq Infantry (Br)

Assistant Brigadier,
D.G.

ACP/FA

DISTRIBUTION: List 'B'

3 3

SUBJECT: Order for Move of AAI (Adm Ech) to CASERTA.

SECRET

HQ, AAI (Adm Ech)
CMF
1029/20A/Q

12 Apr 44

Amendment No 2
to AAI (Adm Ech) 1029/20Q of 7 Apr 44

1. Amend serials below to read as follows :-

Appx	Ser	Branch	Time Loading Begins	HQ Personnel Offrs	HQ Personnel WOs S/Sjts Sjts	HQ Personnel R&F	Dvrs	3ton Lorries	Flt Cords	
C	12A	JAG	0830	1	3	1	1	-	-	*
	16	Sub-Total	-	101	35	121	23	35	10	
	18	A	-	-	-	-	-	-	-	
	29	TOTAL First Ech	-	101	41	167	23	46	10	
D	4	Mov	-	-	-	-	-	-	-	
	16A	JAG	-	-	-	-	-	-	-	
	19	Sub-Total	-	100	39	194	21	48	14	
	20	A	-	-	-	-	-	-	-	
	31	TOTAL Second Ech	-	100	42	244	21	60	14	

* In own tpt.

2. ATS

The after-note to Amendment No 1 applies to ATS CRs only.

3535

Major General,
Chief Administrative Officer.

Declassified E.O. 12356 Section 3.3/NND No. 772016

D	4	Mov	-	-						
	16A	JAG	-	-	-	-	-	-	-	
	19	Sub-Total	-	100	39	194	21	48	14	
	20	A	-	-	-	-	-	-	-	
	31	TOTAL Second Ech	-	100	42	244	21	60	14	

* In own tpt.

2. ATS

The after-note to Amendment No 1 applies to ATS CRs only.

3535

Major General,
Chief Administrative Officer.

Distribution:

All recipients of original order reference 1029/200 of 7 Apr 44.

33

884

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT: Telephones - Hq AAI (Rear Adm Ech)

CONFIDENTIAL

Hq AAI (Adm Ech),
CMF.

AAI/5001/1/A(PS)

11 Apr 44

The following action will be taken on the move of this Hq to CASERTA as regards telephones for personnel remaining in Hq AAI (Rear Adm Ech).

1. As offices are vacated Sigs will disconnect telephones. New occupants on arrival will apply to Lines Officer or Signalmaster to have the existing phones reconnected and at the same time state their original telephone numbers. As far as possible Sigs will arrange for the original numbers being retained.

2. Heads of services will receive priority in reconnecting: other applications will be dealt with in order received.

3. In no circumstances will telephones be removed when offices are vacated.

Brigadier
D.A.G.

HMF/FA

DISTRIBUTION: List 'B' (less Serials 30, 38, 39, 40, 41, 43)

Acc Ld

Rec'd 12 Apr

Subject: Visits

HQ A.A.I. (Adv Ech),
C.M.F.
AAI/5038/A(PS).
11 Apr '44

To - List 'B'

Ref this HQ 55/2/G(Ops) dated 9 Apr '44, copy attached.

The Branch nominated to approve applications for administrative visits is A(PS), who are already dealing with visits under Office Routine Instruction No. 47 of 1944.

[signature]
Brigadier,
D.A.G.

JD/JH.

COPY

SUBJECT: Visits

Headquarters,
Allied Armies in Italy.

55/2/G(Ops)

To: A.A.I. Adv Ech (15)
M.S.
Hist Records
PA to C.G.S.
D.C.G.S.
G.S.I.(c)
G.S.I.(b)
G.S.I.(s)
G(Trg)
G(Air)
G (Cas)
G(Spec Ops)
A/Q
G(SD)
G(Plans)
R.A.
R.E.
X(Sigs)
Svy
AG(US)
Two HQ "A" Forces
HQ NLO
HQ Inf
WTSST
No. 1 Op Research Sec
D.T Adv Ech

3533

Owing to the present pressure of operational work at Headquarters,

Declassified E.O. 12356 Section 3.3/NND No. 759016

COPY

SUBJECT: Visits

Headquarters,
Allied Armies in Italy.

AI/2/G(Ops)

To: ..A.I. Adm Sch (15)
M.S.
Hist Records
PA to C.G.S.
D.C.G.S.
G.S.I.(a)
G.S.I.(b)
G.S.I.(c)
G(Exc)
G(Air)
G (Com)
G(Spec Ops)
A/Q
G(SD)
G(Plans)
R.A.
R.E.
R(Sigs)
Sy
AC(US)
Tac HQ "A" Force
HQ R.C
HQ Int
WTOSU
No. 1 Op Research Sec
D.T Adv Sch

3533

1. Owing to the present pressure of operational work at Headquarters, 5 Army, 8 Army and 5 Corps it is necessary to curtail drastically the number of officers visiting these Headquarters and formations under their command. All addressees will, therefore, ensure that no officer goes forward to visit unless his business cannot be transacted in any other way or on special invitation of the branch of the Headquarters concerned.

2. Branches wishing to arrange visits for officers from Headquarters or units from the rear of Armies or 5 Corps rear boundaries or from further afield will submit their application and the reason for the visit to G(Ops) for approval, or in the case of administrative visits to ..A.I. Adm Sch who will nominate a branch to approve such applications.

9 Apr 44
HSK/hgh

(Sgd.) H. Mainwaring, Brig
for Lieut-General,
Chief of General Staff.

Copy to: 5 Army
8 Army
5 Corps
T...F.
...S.S.
1 District
2 District
3 District
...A.(SD)

33

Declassified E.O. 12356 Section 3.3/NND No. 772016

Declassified E.O. 12356 Section 3.3/NND No. 785016

ACC 40

SUBJECT:- Leave O.R's.

Headquarters,
Allied Armies in Italy.

5034/Comp.

To : List 'A'

10 April 44.

Reference EM 28/G(Ops) of 30 Mar 44.

1. A Rest centre for W.O's, Sjt's and O.R's of this Headquarters has been arranged - particulars as follows:-

(a) The Rest Centre is situated in an Hotel and several Villas at SEIANO, near SORRENTO.
(b) Probable date of opening - Monday, 17 Apl 44. Firm date will be notified later.
(c) Capacity - approx. eighty persons.
(d) Leave period will last for SIX days.
(e) Transport will leave H.Q. Courtyard of CASERTA Palace at 0900 hrs. taking leave parties to SEIANO, and bringing back on the return journey those who have finished their leave.
(f) Haversack rations for lunch that day will be taken by the Leave Party.
(g) Blankets and the usual small kit will be taken. Rifle, ammn, Steel Helmet and respirator will be taken. Safeguarding arrangements are being made at the Rest Camp.

2. Vacancies will be allotted as per Appendix "A" (to be issued later) for the first four periods. Allotments for succeeding periods will be issued in due course.

3. Branches etc. will keep leave Rosters including those who have already had leave since arrival in C.M.F., and will inform Camp Commandant when their leave is complete, as long in advance as possible.

4. If any of the periods allotted to Branches etc. are not convenient, this office will be notified immediately.

Major,
Camp Commandant.

D-I/WB.

3532

Copy to :- Reinforcements, C.M.F.
"A" Branch, HQ AAI (Adm. Bch.) for distribution to Branches etc. (excl those remaining in NAPLES)
Capt. Buckenham, Officer i/c Rest Camp.

Allied Cent. Comm
L.O.

H.Q. A.A.I. (ADM ECH) AAI/5002/A(PS)

OFFICE ROUTINE INSTRUCTION 10 APR '44

Rec'd 10 Apr

66. SECURITY OF MESSAGES

1. General.

(a) Consequent on the new security classifications and regulations concerning the handling of protected documents, which are laid down in CRI 64/44, the policy hereinafter outlined is to be followed by all British Ground Forces in Mediterranean Theatre w.e.f. 1 Apr 44. US procedure regarding security and classification of messages remains unchanged, except that TOPSEC has been added to the former classifications.

(b) These instructions replace ACI 2219/41.

2. Classification and Handling

Except as laid down in paras 8 and 9 below, all messages will be classified as TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED, and handled in accordance with CRI 64/44. The originator is responsible for inserting the security classification and for signing in the appropriate space.

3. Top Secret

(a) Until further orders are received, all TOP SECRET messages will be sent in cipher if by electrical means.

(b) Commence text (after originator's number) with "TOPSEC" (written as one group).

(c) Sign in right hand space, deleting "If liable to be intercepted or to fall into enemy hands".

(d) Pass under cover direct to Cipher Office.

(e) Receiving Cipher Office passes under closed cover direct to addressee or SMC.

(f) Clear version will not be seen by signal office personnel. 3531

4. Secret

(a) Until further orders are received all SECRET messages will be sent in cipher if by electrical means.

Declassified E.O. 12356 Section 3.3/NND No. 773016

(a) Until further orders are received, all TOP SECRET messages will be sent in cipher if by electrical means.

(b) Commence text (after originator's number) with "TOPSEC" (written as one group).

(c) Sign in right hand space, deleting "If liable to be intercepted or to fall into enemy hands".

(d) Pass under cover direct to Cipher Office.

(e) Receiving Cipher Office passes under closed cover direct to addressee or SMO.

(f) Clear version will not be seen by signal office personnel. 3531

4. Secret

(a) Until further orders are received all SECRET messages will be sent in cipher if by electrical means.

(b) Commence text with "SECRET".

(c) Sign in right hand space.

(d) Pass under cover to Signal Office.

5. Confidential

(a) Commence text with "CONFIDENTIAL".

33 (b) Sign in right hand space.

6. Restricted

(a) Commence text with "RESTRICTED".

(b) Sign in left hand space (excl repeat excl wireless).

7. Unclassified

All unclassified messages which are signed in right hand space, or in left hand space excl wireless, will be referred back to the originator before being treated as unclassified.

Declassified E.O. 12356 Section 3.3/NND No. 772016

8. Extreme Urgency

(a) In cases of extreme urgency any message may be franked "Any means incl wireless" by the following Officers:-

(i) Above Bde HQ - Any Officer authorised to frank IMMEDIATE priority.

(ii) Bde HQ and below - Any Officer, provided contact has been made with the enemy and the message deals with operations in progress.

(b) Messages so franked will be automatically treated as unclassified material.

9. Transmission in clear incl Wireless

Acknowledgments, requests for replies to specified messages, precensored press material and other matter liable to receive wide distribution outside official circles may be regarded as unclassified and accordingly authorised for transmission in clear by any means incl wireless, but only by those Officers specified in para 8.

Brigadier,
DAG.

JDF/FA

DISTRIBUTION: List 'B', plus Sigs.

Declassified E.O. 12356 Section 3.3/NND No. 782016

Declassified E.O. 12356 Section 3.3/NND No. 785016

ACC LIAISON OFFICER

Adm!

IN mAI (ADM ECH) mAI/5002/A(PS)

OFFICE ROUTINE INSTRUCTION 1 Apr 44

Rec'd 10 Apr

65. CLERICAL STAFF - RECREATION

1. As far as circumstances permit, clerks will be given one half-day a week off, under Branch etc arrangements.

2. ATS personnel will be given a minimum of one half-day a week off. This will be extended to one full day a week off, at the discretion of Heads of Branches etc, if conditions allow.

3. Until sufficient Rest Camps are available to permit an allotment to this HQ, local leave for six days may be given by Branches etc, to not more than 5% of their ORs at a time. Men given this leave will live in quarters and will require Leave Passes from the Camp Commandant. So far as possible they will NOT remain in quarters during normal office or parade hours. This para does not apply to ATS.

Brigadier,
D.G.

CMP/FA.

DISTRIBUTION: List 'B', plus Sigs.

3530

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

Rec'd 10 Apr

CIPHER MESSAGE OUT.

FROM: FLAMCO

TO: FORWARD 5 ARMY. REAR 5 ARMY. MAIN 8 ARMY. REAR 8 ARMY. MAIN FIVE CORPS. REAR 5 CORPS. DISTONE. DISTWO. DISTHREE. PBS. FATIMA. FILPOT. FREEDOM CITY FIGHT. MIDEAST. FOTALM. FOWIT. ADRIATIC BASE DEPOT. MAAF. AAFSC. MTO. MMLA.

T.O.O. 09 1500 C

2911

MOV A/

SECRET. FIRST (.) REF FLAMCO SD 625/28017 OF 8 APR PARA THIRD (.) FOLLOWING SECTIONS OF MOVEMENTS WILL REMAIN NAPLES SHIPPING AIR MFO AND ARMEN (.)

SECOND (.) REQUEST ALL SHIPPING SIGNALS AND ARMEN SIGNALS CONCERNING OFFICERS BE ADDRESSED MOV AENAP RPTD FILPOT (.)

THIRD (.) FOLLOWING WILL REMAIN NAPLES TN US TN DR MOVEMENTS RAF LATTER PENDING DECISION MAAF (.)

R. J. Mellor

Brigadier
D.Q.M.G. (Movements)

File MOV A/
Master File

IMPORTANT TO FREEDOM
IMPORTANT TO MIDEAST

Copy to:- CAO. DCAO. G (Ops). G (SD) (2). A. A-6 (Indian) A-7 (Colonial). Q. G-4. X Works. Tn. ST. ORD. ICEME. MED. PRO. POSTAL. SALVAGE. P & L (2). PRINTS. CAMP. CIVIL CLERK. ALLIED CONTROL COMMISSION LO. JAC. FA. D.D.WELFARE. AMG. IFT. V & R. CATERING. COAL SECTION. LOCAL RESOURCES (2). PET SEC. DSTO. TMT. LO AAFSC. US ASLO. COMMISSION LO. CON SEC GHQ 1 ECHELON. A/C REP ACAF. NZLO.

3529

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

Fie

Acted
Rec'd M.J.G.
April 8, 1944
3:30

Subject: Stationery.

3/Stat.

List 'B' + Inc.
Ship. Int.
Br. Ciph.
US. Ciph.
loss serv. 1,2,9,30,37,42,43.

8 April 44

1. Chief Clerks of all branches (whether remaining in Naples or not) will submit to this office by 12.00 hrs Sunday, 9 April, a list of estimated requirements of stock items of stationery for the remainder of this month.

2. The Stationery Store will be open from 09.00 hrs to 12.00 hrs Tuesday 11 April, for the purpose of issuing the above demands, or such items as are available.

3. Daily issues will be discontinued after Sunday, April 9 (09.00 - 10.00 hrs.)

3 3

H. Cranshaws.
Lieut. R.A.S.C.,
Chief Clerk.

3528

Declassified E.O. 12356 Section 3.3/NND No. 785016

File

Coserto movement of AAI

Apr. 10 -

Schedule of Branches/Services of AAI (Adm Ech)

Move under This order	Move under own arrangements	Stay In Naples
G(Ops)	CAO	Cdn Sec GHQ 1 Ech
G(SD)	DCAO	" " " (messes)
A	Det G-4	G-4 (less Det)
A-6 (Ind)	NZLO	G-4 Mess
A-7 (Col)		DSTO
Q		DET ⌀
Q(AE)		Mov (less det)
Det Mov		Mov Messes
Wks (Less det)		Pet Sec ⌀
Det Tn (B)		Sal
ST (incl Catering)		Welfare
Ord		AKS
REME		Coal Sec ⌀
Med Pet		Local Resources ⌀
Fro		Tn (A)
Postal		Th (B) (less det)
Lab		and Tn (B) Mess ⌀
AFA		EFI
V & R		Det Wks
Print		Det Camp
Camp (less Det)		
Chief Clerk		
7 Mob Duplicating Sec		

⌀ = Will use Adv Allied Force Hq. as Postal Address.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

Pee 1-0

Ade EB

54

Per 10 Apr

SUBJECT: Order for Move of AAI (Adm Ech) to CASERTA

SECRET

Hq, AAI (Adm Ech)
CMF
1029/20/Q

9 Apr 44

AMENDMENT No 1
to AAI (Adm Ech) 1029/20Q of 7 Apr 44

Para	Amendment
1	D day has now been announced by FLAMBO signal SD 625/20817 of 8 Apr as 11 Apr 44.
13	Amend last sentence to read:- "Messages for AAI (Rear Adm Ech) will be addressed ADMAB"

Appendix

C

Amend to read:-

Serial	Branch	Time Loading Begins	Offrs	Wos S/Sgts Sgts	RAF Ovrs		3ton Lorries	Fit Cond's
21	C	0800	-	-	5	-	1	-
24	P	0800	-	1	6	-	1	-
29	TOTAL First Ech		100	39	171	22	47	10
16A	JAG	0830	1	3	1	1	1	-
19	Sub-Total		106	43	204	23	53	15
23	C	0800	-	-	6	-	1	-
26	P	0800	-	-	7	-	2	-
31	TOTAL Second Ech		106	46	259	23	66	15

D

3526

33

Chetwode
for Major General,
Chief Administrative Officer.

DISTRIBUTION:

All recipients of original order reference 1029/20Q of 7 Apr 44.

AFTER-NOTE. ATS personnel can only be received in second ech. Camp Comd is arranging to move special accommodation stores and preparing accommodation accordingly. Branches will therefore ensure that no ATS move with adv parties or first ech.

Declassified E.O. 12356 Section 3.3/NND No. 785016

A.C.C Liaison Officer

SUBJECT:- Camp Administration.

H.Q. A.A.I. (Adm Sec),
C.M.F.
AAI/5013/A(P3).
5 April 44.

Rec'd 10 Apr

List "B",
Camp Comd AAI.

1. On the move to CASERTA the following re-organization of British Camp responsibilities will be made:-

(a) Movements Camp Staff will be responsible for the administration of the remaining Messes, which will occupy the present "C" and "D" Mess premises, and for the administration of the ORs of the HQ who remain at CASERTA. The present Station Mess premises are being retained as reserve accommodation and will also be taken over by Movements Camp Staff.

(b) Office accommodation and office furniture which is continuing to be used by the remaining services, will be taken over from the Camp Comd by Movements Camp Comd.

(c) The HQ Guard provided under arrangements of No.5 District will be attached to 1 Coy 16 I. of C Signals for rations and accommodation.

(d) Camp AAI will detail an NCO to remain here in charge of MT.

2. On arrival at CASERTA the Camp administration will be the responsibility of Camp Comd AAI.

3. U.S. and Canadian Camp administration will continue as at present.

HD/GC. 33

Brigadier,
3525 DAG.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Rec'd 10 Apr

Subject:- Maintenance - Allied Advisory Council.

HQ AAI (ADM ECH),
C.M.F.

2062/5/Q2.

8 Apr 44.

No.3 District.

Further to this HQ letter, 2062/5/Q2 dated 31 Mar., 44.

1. AFHQ have now ruled that Post Exchange and N.A.A.F.I. supplies may be sold to members of the Advisory Council who are not British or United States Nationals on the 50/50 basis.

2. There are at present 26 members of the Council who will require supplies under this authority, and Lt.Colonel Regis of the Allied Control Commission has been authorised to draw supplies on their behalf.

3. Please make the necessary arrangements and inform Lt.Colonel Regis of the location from which supplies will be drawn.

Major-General,
Chief Administrative Officer.

Copy to:- 57 Area
L.O. Advisory Council, ACC.
"A"
G.4
Q1
Q(AE)
ST
Ord
Lab
Prints
DC EFI
AFA.

33

3524

Declassified E.O. 12356 Section 3.3/NND No. 772016

CONFIDENTIAL.

SUBJECT:- Unauthorised Conversion of Private Property.

H.Q. A.A.I. (Adm Sch),
C.M.F.

AAI/5065/17/A(PS).

6 Apr 44.

Rec'd 6 Apr

H.Q. Fifth (U.S.) Army.	(5)	H.Q. No. 1 District.	(5)
H.Q. Eighth Army.	(5)	H.Q. No. 2 District.	(5)
H.Q. 5 Corps.	(5)	H.Q. No. 3 District.	(5)
P.B.S.	(5)		

1. Copy of a Confidential letter dated 28 Mar 44 signed personally by the Supreme Allied Commander, Mediterranean Theater, is forwarded herewith.

2. The C-in-C A.A.I. directs that all Commanders will give their personal attention to the matters therein dealt with.

Major-General,
Chief Administrative Officer.

CMP/AEW.

Copy to:- List 'B'.

COPY.

CONFIDENTIAL.

ALLIED FORCE HEADQUARTERS
Office of the Commander-in-Chief

28 March 1944.

3523

SUBJECT:- Unauthorised Conversion of Private Property.

TO :- Commander-in-Chief, Allied Armies in Italy.
Commander-in-Chief, Mediterranean.

CMP/AEW.

Major-General,
Chief Administrative Officer.

Copy to:- List 'B'.

COPY.

CONFIDENTIAL.

ALLIED FORCE HEADQUARTERS
Office of the Commander-in-Chief

28 March 1944.

3523

SUBJECT:- Unauthorised Conversion of Private Property.

TO :- Commander-in-Chief, Allied Armies in Italy.
Commander-in-Chief, Mediterranean.
Air Commander-in-Chief, Mediterranean.
General Officer Commanding, North African District.

1. I have been informed that organisations and individuals of our armed forces have destroyed or removed, without authority, from billets and buildings in this theater, furniture and furnishings belonging to private individuals. The Caserta Palace is one building to which I refer. Many of the objects removed are irreplaceable and represent usefulness and sentimental value to the owner far beyond any monetary allowance or claim.

2. These offenses show a lack of discipline and bring into disrepute the honesty and integrity of our armed forces. Permitting or tolerating such acts is a dereliction of duty and constitutes a reflection on the efficiency of Commanders.

3. There are authorised means by which civilian property of any kind necessary to the war effort can be procured. It is desired that immediate action be taken to return all misappropriated property and to guard against recurrences of this nature.

33

(Sgd) H.M. WILSON
General
Supreme Allied Commander, Mediterranean Theater

Declassified E.O. 12356 Section 3.3/NND No. 783016

Declassified E.O. 12356 Section 3.3/NND No. 785016

To:- List "B".

From:- Chief Clerk Flambo.

Rec'd 6 Apr

It has been brought to notice that the time suffix "A" is still being used by branches with date - time of origin on outgoing signals.

Since the time in this Theatre was advanced by 1 hour at 020200A, the time suffix is now "B".

3522

33

SMC Distribution:- Acc Lo

T.S.C.
SMC OR 051620B.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Subject:- Office Furniture.

HQ AAI (ADM ECH),
C.M.F.

2005/6/Q2.

4 Apr 44.

List "B".

1. Further to this HQ letter 2005/6/Q2 dated 1 Apr., 44.

2. On moving from this HQ, it is considered undesirable to take more furniture of category 1(c) than is absolutely necessary, as the offices to be vacated will be required by other staffs when this HQ moves.

3. Camp Commandant will not arrange requisition of furniture asked for until his lists have been approved by "Q" Branch, this HQ.

4. Branches will only ask for the requisition of such furniture for the following purposes:-

a) To provide a minimum of lock-up drawers or cupboards in each room.
b) To provide chairs for Senior Officers if desired.

5. Ord have made sufficient provision for tables 6', and chairs folding, for all officers and clerks.

33

for Brigadier,
D.Q.M.G.

3521

Copy to:- 57 Area.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Subject:- Maintenance of the Allied Advisory Council.

HQ AAI (Adm Ech),
C.M.F.

2062/5/Q2.

3 Apr 44.

HQ
3 District.

Reference this HQ letter 2062/5/Q of 31 Mar 44.

Please make the following amendments:-

Paragraph 3.
Delete - "the cost of supplies" to end of paragraph.

Substitute - "This statement, together with a statement of the supplies and equipment issued during the month, will be sent to the A.F.A. at this HQ."

Major General,
Chief Administrative Officer.

Copy to:- 57 Area
L.O. Advisory Council A.C.C.
A
G-4
Q1
Q(AE)
ST
Ord
Lab
P & SS
DC EFI
AFA.

3520

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT:- Discipline - Restrictions in NAPLES

A.C.C

H.Q. A.A.I. (Adm Sch)
C.M.F.
AAI/5063/21/A(PS)
Apr 44.

1. Paragraph 3 of letter AAI/5063/21/A(PS), this headquarters, same subject, of date 20 March 44, is amended by adding, after the words "No 3 Dist - 500", the words

"US AIR FORCE -400
RAF -100"

Major-General,
Chief Administrative Officer.

HD/JLR

Distribution

CG Fifth Army	12	AFHQ G1	2
Br Increment Fifth Army	6	FCWIT	1
"A" Rear Eighth Army	15	FCTALA	1
"A" 5 Corps	3	AAFSC/MTO	15
CG PBS	15	Executive Committee A.C.C.	10
"A" No 1 District	2	MAAF	5
"A" No 2 District	15	"A" HQ AAI	5
"A" No 3 District	15	List B	
"A" 57 Area	15	File 3066/9/A(O)	1
		5028/A(PS)	1
		War Diary	2

3519

Declassified E.O. 12356 Section 3.3/NND No. 785016

Sdl EBo

1

1

Acc 20
Recd.
April 1,

Subject:- Office Furniture.

HQ AAI (Adm Sch),
C.M.F.

2005/6/Q2.

1 Apr 44.

List "B".

1. Furniture held by branches falls into three categories

(a) Ordnance Issue
(b) Ordnance Requisitioned
(c) Furniture requisitioned as part of the building.

2. Furniture detailed in (a) and (b) above can be moved to CASERTA without any further action - as regards furniture under (c) this will not be removed until it has been requisitioned by Ordnance.

3. Branches wishing to take such furniture will notify the Camp Commandant, by 4 Apr giving full details. The Camp Commandant will then arrange for furniture to be requisitioned.

4. Furniture in this category has been labelled with owners name.

33

Sdl
Brigadier,
D.Q.M.G.

3518

625/

Copy to:- 57 Area.

H.Q. A.A.I. (AD. ECH). AAI/5002/A(PS).

OFFICE ROUTINE INSTRUCTION. 31 Mar '44.

64. CLASSIFICATION OF DOCUMENTS. CONFIDENTIAL

1. General.

(a) The Combined Chiefs of Staff have approved an agreement made between the American and British Services, on the definition, classification and handling of matters to be safeguarded.

(b) With effect from the date of this Instruction, the policy hereinafter outlined will be followed by all Branches and Services in this HQ.

(c) No change in the classification of existing documents is necessitated by this agreement.

2. Combined Security Classifications Agreement.

(a) Need for Classification.
To safeguard official matter, it must be examined and graded into categories, so that it may be recognised and accorded proper handling. To grade matters accurately and uniformly the following general policy and definitions have been agreed upon.

(b) Definitions.
For the purposes of agreement, the following definitions apply :-
(i) Documents: Any form of recorded information.
(ii) Material: Any article, or Apparatus.
(iii) Handling: Care in transmission and custody.
(iv) Distribution: Extent of actual or authorised issue of specific matter.
(v) Cryptographic system: Code and/or Cipher and instructions therefor.
(vi) Registered matter (Document): Any classified document or device registered usually by number and periodically accounted for.
(vii) Order of Battle: Important dispositions of our Forces with the identities of the units and formations composing those forces in or adjacent to operational theatres.
(viii) Munitions of War: Any item used for War.

(c) Categories.
Official matter requiring classification shall be examined and graded under one of the following categories:

TOP SECRET. (SIGNAL ABBREVIATION - TOPSEC).
SECRET.
CONFIDENTIAL.
RESTRICTED.

Declassified E.O. 12356 Section 3.3/NND No. 775016

(b) Definitions.

For the purposes of agreement, the following definitions apply :-

(i) Documents: Any form of recorded information.
(ii) Material: Any article, or Apparatus.
(iii) Handling: Care in transmission and custody.
(iv) Distribution: Extent of actual or authorised issue of specific matter.
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(vii) Order of Battle: Important dispositions of our Forces with the identities of the units and formations composing those forces in or adjacent to operational theatres.
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(c) Categories.

Official matter requiring classification shall be examined and graded under one of the following categories:

TOP SECRET. (SIGNAL ABBREVIATION - TOPSEC).
SECRET.
CONFIDENTIAL.
RESTRICTED.

(d) Top Secret.

Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorised disclosure would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

33

(e) Secret.

Documents, information or material, the unauthorised disclosure of which would endanger the National Security, cause serious injury to the interested or prestige of the nation, or any governmental activity thereof, or would be of great advantage to foreign nation shall be classified SECRET.

3517

(f) Confidential.

Documents, information or material, the unauthorised 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 administrative embarrassment, or difficulty, or be of advantage to a foreign nation, shall be classified CONFIDENTIAL.

.../(g)

Declassified E.O. 12356 Section 3.3/NND No. 785016

(g) 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 shall be classified RESTRICTED.

(h) Grading.

(i) Each document shall be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from graded documents.

(ii) The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

(i) Re-Grading.

Classified matter will be kept constantly under review and downgraded as soon as conditions permit.

3. Transmission of certain messages by electrical means.

Messages which have been transmitted or are to be transmitted in a high-grade cryptographical system of one nation will NOT be relayed or transmitted by the other nation between point of origin and destination by electrical means in clear language or unapproved "Scrambler" system, or low-grade cryptographic system.

4. Handling (treatment).

No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

Secret.

Secret matter will be handled in accordance with the following rules:

(i) The highest grade cryptographic systems available will be used for the transmission of SECRET messages.

(ii) SECRET documents will be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorised representative. Where officially designated courier service is NOT available, SECRET documents may be transmitted by registered mail service or mail service superior to Registered Mail Service, if the service is completely within national control.

(iii) Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that

Declassified E.O. 12356 Section 3.3/NND No. 778016

transmitted by the other nation between point of origin and destination by electrical means in clear language or unapproved "Scrambler" system, or low-grade cryptographic system.

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(iii) Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

(iv) SECRET messages will NOT be transmitted by electrical means in the clear, except over approved circuits and providing the rule in paragraph j is not violated.

NOTES:

(1) An approved circuit is: A circuit approved by the Theatre Commander, e.g., the British Services "Defence Teleprinter Network" in the U.K..

(2) This item will NOT appear in U.S. regulations on cryptographical security. It will be released immediately to responsible commanders in special letters of instruction.

(v) It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

Top Secret.

TOP SECRET matter will be handled in accordance with the above rules, with additional safeguards as follows :

(i) Under no circumstances will such matter be transmitted by registered mail.

.../(ii)

Declassified E.O. 12356 Section 3.3/NND No. 783016

Declassified E.O. 12356 Section 3.3/NND No. 785016

(ii) Under no circumstances will messages so graded be transmitted by electrical means in the clear.

(iii) It is mandatory that transmission and custody of such matter be covered by a receipt system.

(iv) TOP SECRET documents will be handled only by persons specifically designated and may NOT be disclosed to any person solely by virtue of his rank or office.

Confidential.

CONFIDENTIAL matter will be handled in accordance with the following rules :

(i) CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.

(ii) It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to ensure that proper appropriate security precautions are taken at all times.

Restricted.

RESTRICTED matter will be handled in accordance with the following rules :

(i) RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security.

(ii) Registered RESTRICTED documents will be transmitted from foreign countries in the same manner as registered SECRET documents.

C.E./A.H.

Brigadier,
D.A.G.

DISTRIBUTION :- List 'B', plus Sigs.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Allied Control Commission L.C.
Rec'd
April 1,

SUBJECT :- Rest Camps - Policy.

HQ, AAI (ADM ECH).
CMF.
AAI/5058/A(PS).
30 Mar '44.

Br Increment FIFTH Army.
Main EIGHTH Army.
HQ 5 Corps.
HQ. No. 1 District.
HQ. No. 2 District.
HQ. No. 3 District.

1. In view of AFHQ signal 12399 of 22 Mar '44, forwarded under this HQ reference AAI/5058/A(PS) of 29 Mar '44, the expression "leave" will not be employed in future in regard to Camps or Centres.

2. With regard to this HQ letter ACMF/5058/A(PS) of 10 Mar and AAI/5058/A(PS) of 17 Mar '44, the two standard terms to be employed will now be :-

Rest Camps - Hotels and Hostels - the establishments under general control of HQ, AAI.

Rest Centres - establishments under Formation control.

Major-General,
Chief Administrative Officer.

CMF/AH.

Distribution:- List 'A' plus A6 and A7.
HQ Adv Rfts CMF.

3515

AEC 10

Subject - Warning Order.

SECRET -URGENT

Rec'd 26 Mar

HQ, A.A.I. (Adm Ech)
CMF
29/20/Q2

25 Mar 44

List "B", plus Ps.M.Cs all messes.

Ref 29/20/Q dated 27 Jan 44.

1. This HQ will move to CASERTA to be established there as soon as the accommodation and necessary RE works have been completed.

2. The accommodation has been reconnoitred and allocation between Branches made on the basis of proposals submitted for the new War Establishment.

3. The move will be carried out in accordance with para 3 of the above quoted letter. D day being NOT before 6 Apr 44.

4. In order that RE and Sigs may prepare office accommodation in accordance with Branch requirements, reps from all Branches will proceed tp CASERTA on 26 Mar 44 to inspect accommodation allotted to their Branches. Reps will be required to indicate:-

(a) Position of telephone
(b) Lighting facilities required,
(c) Partitions.
(d) Map Boards, etc.

Reps will meet DAQMG(2) in their areas at times given in Time Table attached. Mess reps will be required at a later date.

5. Plans showing allocation of accommodation may be inspected in the DAQMG(2)'s office now.

6. The proforma at Appendix "B" to the above quoted instr will be completed and returned to Q2 by 1200 hrs 28 Mar 44.

7. Branches other than Salvage and Welfare not moving to CASERTA, will take over accommodation in the main building (TIRRENIA), a plan showing allocation of this accommodation may be inspected in DAQMG(2)'s office at any time. Salvage and Welfare will remain in present accommodation.

0614

Declassified E.O. 12356 Section 3.3/NND No. 772016

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(b) Lighting facilities required.
(c) Partitions.
(d) Map Boards, etc.

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8. Instructions concerning the administration of Branches remaining in NAPLES will be issued separately.

9. The City Adm Sec, HQ Fifth Army will be moving from accommodation in CASERTA Palace to Blocks 3, 5, 7 and 9 RIONE SERIGNANO as and when this HQ moves. In consequence Branches accommodated in these blocks will close up within their accommodation to allow the first echelon of the City Adm Sec to move in.

for Brigadier.
D.Q.M.G.

Copy to - G(Ops) AAI
Adminrep AAI
CSO AAI
Camp Comdt AAI
War Diary.

33

927

Declassified E.O. 12356 Section 3.3/NND No. 782016

TIME TABLE

Branch	Time
"A" (incl A6 and A7)	0930
Q(Mov)	1015
RE incl Works	1100
RA	1145
ST	1215
Med	1400
Ord	1430
REME	1515
Lcbour	1545
Pro	1615
P & SS	1645
AFA	1715

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

1

MGS

Rec'd 24 Mar.

CHAMBER MUSIC CONCERT

A Concert will be given
at
18.15 hours on Saturday 25th. March
in the
Conference Room
at HQ. AAI (Adm Ech)
(by kind permission Major-General Sir Brian H. Robertson Bart. CB. CBE. DSO. MC.)

P R O G R A M M E

Schubert - Quartet (Posthumous) in D minor (Death and the Maiden)

Debussy - Quartet

Artists

Mme	Guiseppina di Rogatis	1st Violin
M	Fidele Saccone	2nd Violin
M	Giovanni Leone	Viola
M	Gincinto Ceramia	Violincello

Entrance Officers 50 lire (pay at the door)
ORs - free.

The Concert will last just over an hour.
Will addressees kindly send a note to Lt. Col. Donaldson R.E. Mov. HQ. A.A.I. (Adm Ech) of the numbers from their HQ's and departments, likely to come so that seating can be arranged.

Addressees
All branches HQ. AAI (Adm Ech)
57 Base Area (6)
PBS (6)
Port Condt. Naples
Mov West Italy.

3513

1

Acc L.O.

SUBJECT :- Officers' Messes "FLAMBO".

RESTRICTED.

HQ, AAI (ADM ECH),
C.M.F.
AAI/5009/A(PS).
15 Mar '44.

"Q".
Camp.

Copies to :- List 'B'.
All Pers.M.t. 'FLAMBO" Messes.
Lieut Col. P. MARSHALL G (Ops).

Rec'd 16 Mar

1. The CAO has directed that on the move of this HQ, Officers' Messes will move as at present constituted.

2. To date it is understood that the following officers are remaining in NAPLES, and it is proposed that they should utilise the following premises :-

Officers		Premises	Mess Staff	Remarks
G4 - US	-8	As now occupied	As now provided	
D.S.T.O	-7	"	"	
Nov	-11	"	"	
Tn	-25	"	"	
EFI	-12	"	"	
Pet Sec	-12	"	"	
Canadian Sec	-17	"	"	
Welfare Directorate	-8	Present 'C' Mess (strength 17)	Reduced	To provide accommodation up to 8 Visitors
Works	-3			
Salvage	-3			
P & L	-1	Present 'G' Mess (strength 30)	Reduced	To provide accommodation up to 15 Visitors.
Coal Sec	-1			
Petrol Sec	-4			
--		Present Station Mess	No Staff	To be retained as reserve accommodation

3512

Will you confirm that this is agreed to.

3. The following Officers' Messes will therefore require accommodation at CASERTA, within walking distance of offices, if practicable.

Mess	No. of Officers.	Remarks.

Declassified E.O. 12356 Section 3.3/NND No. 772016

Canadian Sec	-17	"	"	
Welfare Directorate	-8	Present 'C' Mess (strength 17)	Reduced	To provide accommodation up to 8 Visitors
Works	-3			
Salvage	-3			
P & L	-1	Present 'G' Mess (strength 30)	Reduced	To provide accommodation up to 15 Visitors. To be retained as reserve accommodation
Coal Sec	-1			
Petrol Sec	-4			
--		Present Station Mess	No Staff	

Will you confirm that this is agreed to.

3. The following Officers' Messes will therefore require accommodation at CASERTA, within walking distance of offices, if practicable.

Mess	No. of Officers.	Remarks.
Brigadiers	20	Increases shown on present strengths are to accommodate extra officers expected, including A.T.S., and to allow for visitors.
D	30	
C	30	
D	30	
E	30	
F	30	
G	30	
H	30	
Station Mess	30	
RE Mess	40	
Nov	15	

33

4. It is understood that separate arrangements are being made in the case of :-

C.A.Cs Mess.
Canadian Sec Mess. Under canvas with offices..

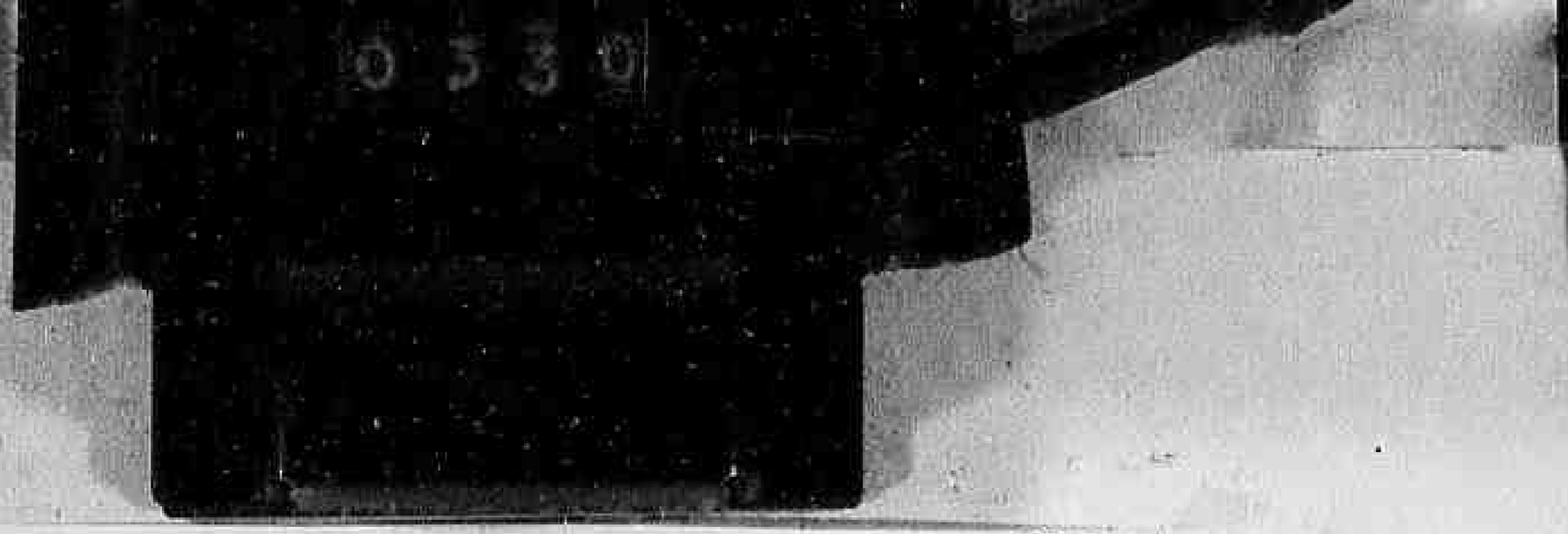
5. Camp will work out requirements for any increases in Mess Staff etc, and will submit them to 'A' Branch. Entitlements in Mess equipment etc, will also be drawn up as soon as the additional officers on the new WE of this HQ, or to be attached to this HQ arrive.

C H C Stockton
Brigadier,
D.A.G.

CMP/AH.

3512

Declassified E.O. 12356 Section 3.3/NND No. 778016



Declassified E.O. 12356 Section 3.3/NND No. 785016

Rec'd 14 Nov

ACE LO

6604

IA A AI

I(B)170

13 Nov

3511

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Declassified E.O. 12356 Section 3.3/NND No. 785016

Allied Control Commission L.O.

Rec'd 10 Mar

HQ, ACIF (Adm Sch),
CMF.
ACIF/5002/2/A(PS).
9 Mar '44

SUBJECT :- Distribution Lists.

List "B".

Ref this Branch 3002/1/A dated 26 Jan '44, the following amendments will be made to Lists 'A' and 'B' :-

List 'A'

Serial 1 Delete DCAO and substitute CAO.
" 2 " D/DCAO and substitute DCAO.

List 'B'

Serial 1 Delete DCAO and substitute CAO.
" 2 " D/DCAO and substitute DCAO.

3510

Brigadier,
D.A.G.

ACF/AH.

0 3 3 2

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT :- Distribution Lists.

1 de EB

Ref of 7 Mar

HQ, ACEF (Adm Ech),
S.H.F.
ACEF/3002/1/A(PS)
6 Mar '44

List 'E'.

Distribution List "B" will be amended as follows :-

Serial No. 25 for ACCLO Substitute Allied Control Commission LO.
" 41 for ACLA,LO Substitute Army Sub Commission LO.

Distribution List "A" will be amended as follows :-

Serial No. 22 for ACCLO Substitute Allied Control Commission LO.

ADD : Serial No. 32 D.D. Welfare.

A Pablo
Brigadier,
D.A.G.

ACP/AH.

33

XX/RB

Rec'd 7 Mar

ACMF (ADM ECH) 3002/A.(PS).

4 Mar '44.

OFFICE ROUTINE INSTRUCTIONS.

47. VISITS - ARRANGEMENTS IN REGARD TO.

(a) It is necessary to control the arrangements for the reception and accommodation of visitors coming from outside the Command.

(b) Control will be exercised by 'A' Branch. Copies of all signals, etc. in relation to visits will be sent to that Branch, and no visitor will be accepted without approval having been obtained through 'A' Branch.

(c) The above instructions do not apply in the case of special visits arranged by 'G' Branch, which will be dealt with entirely by that Branch.

48. ADDRESSING OF CORRESPONDENCE TO U.S. ORGANIZATIONS.

When addressing letters or signals to P.B.S. (or any other U.S. organisations) originators will not include the staff branch or service involved. Correspondence will be addressed to the Comd - but "for ..." etc may be added if this is likely to be useful.

49. GUARDING OF W.D. VEHICLES.

All branches requiring permits under G.R.O. 113/44 will forward applications to D.P.M.

50. VISITS - NOTIFICATION TO LOWER FORMATIONS.

(a) Whenever time permits Branches and Services will give prior warning to Areas and Sub-Areas of their intention to visit units and installations in those Areas. If this is not possible the officer or officers concerned will call at the Area or Sub-Area H.Q., en route, if circumstances permit.

(b) This is mainly a matter of courtesy but also affords the Area or Sub-Area Comd an opportunity of being represented during the visit and providing information of administrative problems in the Area affecting the unit or installation concerned.

3508

Declassified E.O. 12356 Section 3.3/NND No. 782016

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3508

51. PROVISION OF SIGNAL FACILITIES.

(a) As the result of conditions which have prevailed in ITALY, the demand for telephone facilities at all headquarters is continually on the increase, particularly in respect of long distance calls. Having regard to the degree of destruction achieved by the enemy and the limitations of personnel and equipment required for restoration and the construction of new circuits, it will be impossible to provide a satisfactory telephone service without the co-operation of all telephone users.

(b) The following points will be brought to the notice of all officers as regards the means whereby they can individually help to improve the service :-

...(i)..

33

Declassified E.O. 12356 Section 3.3/NND No. 775016

PROVISION OF SIGNAL FACILITIES (CONT'D).

(i) The number and length of long distance calls must be kept to a minimum. It should be rare that any call should exceed six minutes duration except for urgent operational or administrative reasons. Officers should refrain from originating long distance calls for isolated unimportant subjects, but should list the points they wish to discuss with a distant subscriber and incorporate as many as possible on one call within the limits of six minutes.

(ii) Users should answer the telephone when it rings as quickly as possible. This practice reduces the amount of time required to effect each individual call and will result in a general speed-up of the service. Users must also learn to keep their conversations as short as possible. There is not time in war for pleasantries and peacetime politeness and users must therefore think out ahead what they are going to say, be brief and keep to the point.

(iii) On no account should subscribers who have booked calls leave their telephones without instructing the exchange to cancel the call or making arrangements for another officer to conduct the conversation on their behalf

52. RETURN TO U.K. OF LOCAL SERVICE PERSONNEL.

Branches will submit to 'A' Branch a nominal roll of all officers who embarked for service overseas before 30 June '41, showing the date of embarkation.

C.M. Paine
Brigadier,
D.A.G.

DISTRIBUTION :- List 'B' plus Sigs.

Declassified E.O. 12356 Section 3.3/NND No. 785216

(iii) On no account should subscribers who have booked calls leave their telephones without instructing the exchange to cancel the call or making arrangements for another officer to conduct the conversation on their behalf

52. RETURN TO U.K. OF LOCAL SERVICE PERSONNEL.

Branches will submit to 'L' Branch a nominal roll of all officers who embarked for service overseas before 30 June '41, showing the date of embarkation.

C.N. Pattinson
Brigadier,
D.A.G.

NOTE
DISTRIBUTION :- List 'B' plus Sigs.

Declassified E.O. 12356 Section 3.3/NND No. 772016

DCLO

A11220

Declassified E.O. 12356 Section 3.3/NND No. 785016

Mar. 5, 1944
M. J. B.
MES(ADV)

U.S. R E S T R I C T E D
(Equals British Restricted)

ALLIED FORCE HEADQUARTERS
APO 512

TJB/wp

AG 311.1-5 AGM

29 February 1944

SUBJECT: Outgoing Official Mail.

TO : All Concerned.

Paragraph 2b, Section II, letter this headquarters, subject and file as above, dated 11 July 1943, is rescinded and the following substituted therefor:

"Procedure: Official mail when properly prepared for transmission may be deposited in any Army Post Office. Documents classified "Most Secret", "Secret" and "Confidential" will be sent as registered mail. "Restricted" and unclassified documents will be transmitted as ordinary mail."

By command of General WILSON:

T. J. BEE,
1st Lt, AGD,
Asst Adjutant General.

DISTRIBUTION:

"B"
All 3D in Africa.

3507

Declassified E.O. 12356 Section 3.3/NND No. 785016

ALLIED CONTROL COMMISSION, LIAISON OFFICER
AFHQ Adv Adm Ech
APO 400

February 29, 1944

The following Supplies and Files have been turned over to Major Sharp, Economic Section, Allied Control Commission, Hq.

SUPPLIES		FILES	
1	Staple Machine	0	Stockpiling Estimates
1	Box of Staples	3	Requisitions, Region III
2	Clips	4	" " IV
1	Blotter Holder	14A	Tonnage Demands
		14C	Tables and Summaries
		14E	Diversion Meetings
		18	~~Petroleum Requirements~~
		21A	Extra Rations
		~~29A~~	~~Food Stuffs~~
			Apulia Folder

gave back to us

Lt. Lang. Mayo
G 5 0 2 Economics

33

1

1 ACCLO

Ple

Pers d
26 Feb.

AFHQ ADV AIR ECH.

OFFICE ROUTINE INSTRUCTION. 3002/A.1
2 Feb 44.

46. CORRESPONDENCE - STAFF BRANCHES.

(a) On the establishment of HQ, ACF the following procedure in regard to the signing of administrative correspondence will come into force.

(b) Letters to a Higher Authority or to a HQ of equal status will be signed by or on behalf of the C-in-C:-

General,
C-in-C. C.M.F.

(c) Policy letters to a HQ of a lower status, and to Formations, will be signed by, or on behalf of the C.A.O. :-

Maj.Gen.
C.A.O. C.M.F.

(d) Normal "A" and "Q" correspondence to a HQ of lower status will be signed by or on behalf of:-

Brig.
A.D.A.G.

Brig.
D.Q.M.G.

(e) Within HQ ACF the normal rule of "correspondence between equals" will apply, e.g. a letter addressed to BGS(Ops) will be signed by

Declassified E.O. 12356 Section 3.3/NND No. 785016

C-in-C. C.M.F.

(c) Policy letters to a HQ of a lower status, and to Formations, will be signed by, or on behalf of the C.A.O. :-

Maj.Gen.
C.A.O. C.M.F.

(d) Normal "A" and "Q" correspondence to a HQ of lower status will be signed by or on behalf of:-

Brig.
A.D.A.G.

Brig.
D.Q.M.G.

(e) Within HQ ACMF the normal rule of "correspondence between equals" will apply, e.g. a letter addressed to BGS(Ops) will be signed by or for A.D.A.G or D.Q.M.G.

3505

DISTRIBUTION:-

List "B" plus Sigs.

Brig.
A.D.A.G.

33

Declassified E.O. 12356 Section 3.3/NND No. 782016

Declassified E.O. 12356 Section 3.3/NND No. 785016

1 1 Rec'd 26 Feb

HEADQUARTERS PENINSULAR BASE SECTION

26 FEBRUARY 1944

CONFIDENTIAL

CONFIDENTIAL

ROUTINE

TO (ACTION) : CG PBS

(INFORMATION) : NONE

FROM : SIGNED CG NATOUSA

DATETIME SIGNED : 251823A

DATE TIME REC'D : 260512A

REF. NR. : 56490

CITE : NAGAP

ALEX I HENDERSON LIEUTENANT COLONEL 0503097 REURAD 9237 OF 22 FEBRUARY CITE FARGO 1123. OFFICER WILL NOT BE ASSIGNED YOUR HEADQUARTERS.

- - - -

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. CONFIDENTIAL

Equals British CONFIDENTIAL

AF 557
JEH/wp

ALLIED FORCE HEADQUARTERS
APO 512

64

STAFF MEMORANDUM)
NUMBER 18)

25 February 1944

DISTRIBUTION OF CABLES

1. Headquarters Mediterranean Allied Air Force at CASERTA will hereafter be included in the distribution of both outgoing and incoming cables of interest to them. This is to be in addition to the distribution to MAAF at this headquarters. To accomplish this, incoming cables will be relayed either to Headquarters Mediterranean Allied Air Force at CASERTA, or to FAIRBANKS, depending on the cipher.

2. For outgoing cables, the procedure will be as follows:

a. All Sections of this headquarters and Headquarters NATOUSA will include "FAIRBANKS for information" in the internal and external addresses of replies to any incoming messages which have been relayed to FAIRBANKS.

b. All Sections of this headquarters and Headquarters NATOUSA will include "Hq MAAF for information" in the internal and external addresses of replies to any incoming messages which have been relayed to Hq MAAF.

c. In most cases, the fact that an incoming message has been relayed to either FAIRBANKS or Hq MAAF will be indicated by a footnote on this message.

d. Replies to incoming cables repeated to FAIRBANKS or Hq MAAF on instructions of the originators (such being indicated in the address at the head) will also be repeated "FAIRBANKS or Hq MAAF."

(AG 311.22-5 SGS-AGM)

By command of General WILSON:

H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:
"A"

3503

CONFIDENTIAL

U.S. CONFIDENTIAL

Equals British CONFIDENTIAL

0343

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. CONFIDENTIAL
Equals British CONFIDENTIAL

Rec'd 27 Feb

AF 537
JEH/wp

ALLIED FORCE HEADQUARTERS
AFO 512

85

STAFF MEMORANDUM)
NUMBER 18)

25 February 1944

DISTRIBUTION OF CABLES

1. Headquarters Mediterranean Allied Air Force at CASERTA will hereafter be included in the distribution of both outgoing and incoming cables of interest to them. This is to be in addition to the distribution to MAAF at this headquarters. To accomplish this, incoming cables will be relayed either to Headquarters Mediterranean Allied Air Force at CASERTA, or to FAIRBANKS, depending on the cipher.

2. For outgoing cables, the procedure will be as follows:

a. All Sections of this headquarters and Headquarters NATOUSA will include "FAIRBANKS for information" in the internal and external addresses of replies to any incoming messages which have been relayed to FAIRBANKS.

b. All Sections of this headquarters and Headquarters NATOUSA will include "Hq MAAF for information" in the internal and external addresses of replies to any incoming messages which have been relayed to Hq MAAF.

c. In most cases, the fact that an incoming message has been relayed to either FAIRBANKS or Hq MAAF will be indicated by a footnote on this message.

d. Replies to incoming cables repeated to FAIRBANKS or Hq MAAF on instructions of the originators (such being indicated in the address at the head) will also be repeated "FAIRBANKS or Hq MAAF."

(AG 311.22-5 SGS-AGM)

By command of General WILSON:

H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

3502

DISTRIBUTION:
"A"

CONFIDENTIAL
U.S. CONFIDENTIAL
Equals British CONFIDENTIAL

Declassified E.O. 12356 Section 3.3/NND No. 785016

ACC.10

SUBJECT :- Property of Historical and Educational Importance in ITALY - Preservation of.

H.Q. A.C.N.F.
3060/A.2
23 Feb '44

Rec'd 26 Feb

FIFTH ARMY (3000).
EIGHTH ARMY (3000).
1 District (500).
2 District (1000).
3 District (700).
Peninsular Base Section (500).

1. Forwarded herewith are copies of a personal letter from the C-in-C which he has directed shall be circulated to all Formation and Unit Comds.

2. Further copies are available if required.

Major-General,
D.C.A.O.

CMP/AH.

Copies to :- HQ 5 Army (Brit Incr) (20).
HQ NZEF (20).
Adv Adm HQ UDF (20).
AFHQ (20).
GHQ MEF (20).
D.P.S.C. (20).
ACC/AMG (40).
List 'B'.
War Diary (2).
File.
Spares.

3501

0345

Declassified E.O. 12356 Section 3.3/NND No. 785016

Subject: PROPERTY OF HISTORICAL AND EDUCATIONAL IMPORTANCE IN ITALY — PRESERVATION OF.

HEADQUARTERS,
A.C.M.F.
17*th Feb.* 44

To:
Commanders of all Formations and Units.

Concern has been caused at home by reports of damage done to property of historical and educational importance in Italy.

When I received these reports I ordered a commission to be set up to ascertain the truth in this matter. The results of the commission's investigations show that these reports of damage have been exaggerated, but at the same time establishes that a certain amount of damage has been done by thoughtlessness or carelessness, and even by a few wilfully destructive individuals.

I wish to impress on all officers how vitally necessary it is that the troops under their command behave in a manner which safeguards the good name of our armies and brings credit to their race.

As we advance further north we shall enter a part of the country where art treasures and monuments are more numerous. I therefore direct that every officer brings continually to the notice of those serving under him our responsibility and obligation to preserve and protect these objects to the greatest extent that is possible under operational conditions.

3500

H.R. Alexander

GENERAL,
COMMANDER-IN-CHIEF.

Amendment Sheet No 5 Notified in GRO.....

Amendment No 1 to Ration Scale No 27

(a) To para. 5 Equivalents *add* :—

« (d) 1lb. Coal = 1lb. Charcoal »

(b) *Add* para. 6.

« 6. *Fuel Oil.*

(a) When salvaged Oil is NOT available, and when wood or coal are NOT available for issue at the normal scales of 2lbs. wood or 1lb. coal per man per day. Derv Fuel may be issued in lieu, at the following scales.

For units or detachments of under 50 men	1½ pts. per man per day.
For units or detachments of 50—100 men	75 pts. or 1 pint per man per day, whichever is the greater.
For units or detachments of over 100 men	100 pts. or ½ pint per man per day, whichever is the greater.

(b) The consumption of Derv Fuel will be kept to a minimum, and on no account will be used when other suitable fuels are available.

N.B. Wood is not suitable for 72 in. Ranges.»

Amendment No 1 to Contents Sheet of AFHQ Ration and Fuel Scales Booklet

(a) *Delete* « Forage Scale for Pack Transport Coys..... 18 »
and *substitute* « Forage Scale ..... 20 »

(b) *Add* « Forestry Units ..... 20 »
« Allied Civilian Escapees and Refugees ..... 21 »

3499

Declassified E.O. 12356 Section 3.3/NND No. 788016

For units or detachments of over 100 men ..... 100 pts. or ½ pint per man per day, whichever is the greater.

(b) The consumption of Derv Fuel will be kept to a minimum, and on no account will be used when other suitable fuels are available.

N.B. Wood is not suitable for 72 in. Ranges.»

Amendment No 1 to Contents Sheet of AFHQ Ration and Fuel Scales Booklet

(a) *Delete* «Forage Scale for Pack Transport Coys..... 18»
and *substitute* «Forage Scale ..... 20»

(b) *Add* «Forestry Units ..... 20»
«Allied Civilian Escapees and Refugees ..... 21»

3499

33

Declassified E.O. 12356 Section 3.3/NND No. 782016

Amendment No 1 to Ration Scale No 7

Delete «Meat (with bone) ..... 3 3/4» and all alternatives,

and *substitute* the following:—

«Meat Frozen (bone in) 4
or Meat Frozen (boneless) 3
or Meat Preserved 3
or Variety Meats, (Mutton or Beef) ..... 3»

Amendment No 1 to Ration Scale No 11

Delete «Meat (with bone) ..... 4» and all alternatives,

and *substitute* the following :—

«Meat Frozen (bone in) 5
or Meat Frozen (boneless) 3 3/4
or Meat Preserved 3 3/4
or Variety Meats ..... 3 3/4»

Amendment No 2 to Ration Scale No 13

Delete «Meat (with bone) ..... 5» and all alternatives,

and *substitute* the following :—

«Meat Frozen (bone in) 5
or Meat Frozen (boneless) 3 3/4
or Meat Preserved ..... 3 3/4»

Amendment No 2 to Ration Scale No 14

3498

(a) *Delete* «Meat (with bone) ..... 2» and all alternatives,

and *substitute* the following :—

«Meat Frozen (bone in) 2

Declassified E.O. 12356 Section 3.3/NND No. 785016

« Meat Frozen (bone in) 5
or Meat Frozen (boneless) 3 3/4
or Meat Preserved 3 3/4
or Variety Meats ..... 3 3/4 »

Amendment No 2 to Ration Scale No 13

Delete « Meat (with bone) ..... 5 » and all alternatives,

and *substitute* the following :—

« Meat Frozen (bone in) 5
or Meat Frozen (boneless) 3 3/4
or Meat Preserved ..... 3 3/4 »

Amendment No 2 to Ration Scale No 14

(a) *Delete* «Meat (with bone) ..... 2» and all alternatives,

and *substitute* the following :—

« Meat Frozen (bone in) 2
or Meat Frozen (boneless) 1½
or Meat Preserved ..... 1½ »

(b) In Note (1) *delete* all reference to meat, and *substitute* :—

« Meat Frozen (bone in) 2
or Meat Frozen (boneless) ..... 1½ »

Amendment No 1 to Ration Scale No 17

Delete « Meat (with bone) ..... 8 » and all alternatives,

and *substitute* the following :—

« Meat Frozen (bone in) 8
or Meat Frozen (boneless) 6
or Meat Preserved ..... 6 »

Declassified E.O. 12356 Section 3.3/NND No. 782016

Amendment No 1 to Ration Scale No 18

(a) *Delete* « Tinned Chicken ..... 100 »

(b) *Add*

« Roast Fowl, Tinned	200 tins	(containing 10 ozs. Boneless Chicken)
Coffee	6	
Calves' Foot Jellies	30 pkts.	
Vinegar	1 gall.	
Lentils	25	
Ground Rice	50	

Amendment No 1 to Ration Scale No 22 (Table of Equivalents)

(a) *Delete* « Meat (with bone) ..... 10 ozs. » and all alternatives,
and *substitute* the following:—

« Meat, Frozen (bone in)	10 ozs.	= Meat, Frozen (boneless)	7½ ozs.
		= Meat, Dehydrated	3 1/3 ozs.
		= Meat, Preserved	7½ ozs.
		= Variety Meats	7½ ozs. »

(b) *Delete* « Fruit Fresh, 4ozs. » and all alternatives:—
and *substitute* the following:—

« Fruit, Fresh	4 ozs.	= Melons, Bananas or Mangoes	6 ozs.
		= Oranges or Lemons	5 ozs.
		= Other Fresh Fruit	4 ozs.
		= Tinned Fruit	2 ozs.
		= Dried Fruit	4/7 ozs. »

(c) *Fuel.* To equivalents of 1 lb. of Coal
Add « = 1 lb. of Charcoal. »

(d) In column of equivalents, after « Potatoes, Dehydrated, 2½ ozs. » *add* « * »
Insert the following note at the bottom of the Table of Equivalents:—

Declassified E.O. 12356 Section 3.3/NND No. 785016

Amendment No 1 to Ration Scale No 22 (Table of Equivalents)

(a) *Delete* «Meat (with bone) ..... 10 ozs.» and all alternatives,
and *substitute* the following:—

«Meat, Frozen (bone in) ..... 10 ozs. =Meat, Frozen (boneless) 7½ ozs.
=Meat, Dehydrated .... 3 1/3 ozs.
=Meat, Preserved ..... 7½ ozs.
=Variety Meats ..... 7½ ozs.»

(b) *Delete* «Fruit Fresh, 4ozs.» and all alternatives:—
and *substitute* the following:—

«Fruit, Fresh ..... 4 ozs. =Melons, Bananas or Mangoes ..... 6 ozs.
=Oranges or Lemons ..... 5 ozs.
=Other Fresh Fruit ..... 4 ozs.
=Tinned Fruit ..... 2 ozs.
=Dried Fruit ..... 4/7 ozs.»

(c) *Fuel.* To equivalents of 1 lb. of Coal
Add «=1 lb. of Charcoal.»

(d) In column of equivalents, after «Potatoes, Dehydrated, 2½ ozs.» *add* «*.»
Insert the following note at the bottom of the Table of Equivalents:— 3497

«*When Dehydrated Potatoes ex India are issued, the scale will be increased to 3 ozs.»

Amendment No 1 to Ration Scale No 23 (Disinfectants and Miscellaneous Items)

(a) *After* Anti-Mosquito Cream, *add*:—

«Insect Repellent, (a) ..... 25 galls. As required when sandflies, midges, etc., are a nuisance.
(25% Individual Containers)
(75% Bulk Containers)

(b) *Delete* Note (a) and *substitute* the following:—

«(a) Anti-Mosquito Cream will be issued only when Insect Repellent is not available. Initial issues to units of Insect Repellent will be made in small tins, and subsequent issues in bulk. Units will refill small tins under their own arrangements.»

Declassified E.O. 12356 Section 3.3/NND No. 785016

AMENDMENTS TO A.F.H.Q. RATION AND FUEL SCALES

Amendment No 1 to Ration Scale No 1

(a) *Delete* « Meat (with bone) 10 » and all alternatives,

and *substitute* the following :—

« Meat Frozen (bone in)	10	
or Meat Frozen (boneless)	7½	
or Meat Dehydrated	3 1/3	
or Meat Preserved, plus	7½	
Sauce	1/6	fl. oz.
or Pickles	2/7	
or Chutney	1/14	
or Variety Meats	7½	
or M. & V. Ration	20 »	

(b) *Delete* « or Nuts (shelled) 1
or Nuts (with shells) 2 »

and *substitute*

« or Nuts (shelled) ½
or Nuts (with shells) 1 »

(c) *Delete* all reference to Rice and Oatmeal

and *substitute*

« Rice	1	2 days per week.
or Oatmeal	1	5 days per week. »

(d) *Delete* Note (4).

Amendment No 2 to Ration Scale No 2

3496

(a) *Delete* « Meat (with bone) 6 » and all alternatives,

and *substitute* the following :—

Declassified E.O. 12356 Section 3.3/NND No. 782016

Sauce	1/6 fl. oz.	
or Pickles	2/7	
or Chutney	1/14	
or Variety Meats	7½	
or M. & V. Ration	20»	

(b) *Delete* «or Nuts (shelled) 1
or Nuts (with shells) ..... 2»

and *substitute*

«or Nuts (shelled)	½	
or Nuts (with shells)	1»	

(c) *Delete* all reference to Rice and Oatmeal

and *substitute*

«Rice	1	2 days per week.
or Oatmeal	1	5 days per week.»

(d) *Delete* Note (4).

Amendment No 2 to Ration Scale No 2

3496

(a) *Delete* «Meat (with bone) 6» and all alternatives,

and *substitute* the following:—

«Meat Frozen (bone in)	6
or Meat Frozen (boneless)	4½
or Meat Dehydrated	2
or Meat Preserved, plus	4½
Sauce	1/6 fl. oz.
or Pickles	2/7
or Chutney	1/14
or Variety Meats	4½
or M. & V. Ration	16»

(b) *After* «Fruit Fresh» *delete* «or one orange, whichever is the greater.»

(c) *Delete* «or Nuts (shelled) 1
or Nuts (with shells) ..... 2»

and *substitute*

«or Nuts (Shelled)	½
or Nuts (with shells)	1»

(d) *Delete* Note (3).

Declassified E.O. 12356 Section 3.3/NND No. 788016

30. Ration Scale for Allied Civilian Escapees and Refugees

1. In areas where the British Army is operating, and no A.M.G. supplies are available, rations at the following scales may be issued, subject to prior approval from this H.Q., to Allied Civilian Escapees and Refugees.

(a) *Persons over 7 years old.*

Commodity	*Scale in ozs. per day*
Bread	12
or Biscuits	9
Meat Frozen (bone in)	5
or Meat Frozen (boneless)	3 3/4
or Meat Preserved	3 3/4
Vegetables, Fresh	4
or Vegetables, Tinned	1
and Beans, Canned	1
Onions	2
or Onion Powder or Flakes	1/6
Potatoes, Fresh	8
or Potatoes, Tinned plus	4
Macaroni	1
or Flour	1
Peas or Beans or Lentils (local dried)	3
Macaroni	4
or Flour	4
Fruit, Fresh	2
or Groundnuts (with shells)	2
or Fruit, Dried	2/7
Sausage, Tinned	1 3/5
Sugar	1
Tea	1/4
or Coffee	3/4
Milk U.K. or Dominion Origin	1 3/5
or Milk, U.S.A.	2
Jam	1
Cottonseed Oil	1 3/4
Salt	½
Pepper	1/100
Mustard	1/100
Fuelwood	2 lbs.
or Coal	1 lb.

3495

Declassified E.O. 12356 Section 3.3/NND No. 789016

or Potatoes, Tinned plus	4
Macaroni	1
or Flour	1
Peas or Beans or Lentils (local dried)	3
Macaroni	4
or Flour	4
Fruit, Fresh	2
or Groundnuts (with shells)	2
or Fruit, Dried	2/7
Sausage, Tinned	1 3/5
Sugar	1
Tea	1/4
or Coffee	3/4
Milk U.K. or Dominion Origin	1 3/5
or Milk, U.S.A.	2
Jam	1
Cottonseed Oil	1 3/4
Salt	½
Pepper	1/100
Mustard	1/100
Fuelwood	2 lbs.
or Coal	1 lb.

3495

(b) *Children 1 to 7 years old.*

50% of (a) above.

(c) *Children 0 to 1 year old.*

Milk: 20 ozs. of fresh milk per day, (or condensed milk in lieu).

Oranges: 1 orange per day.

Note: If breast fed, an extra pint of fresh milk per day to nursing mothers, and omit child's ration of milk.

2. The above scales have been authorized solely as a provisional expedient, and will be issued only until such time as A.M.G. can assume responsibility for the subsistence of Allied Civilian Escapees and Refugees.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

Rec'd 24 Feb

SUBJECT: Distribution Lists

AFHQ Adv Adm Ech,
G.F.

3002/1/A

23 Feb 44

List 'B'

Reference this Branch 3002/1/A dated 26 Jan 44.

List 'A'

Delete serial 22 and substitute:

...(22) ACCLO.

Delete serial 28.

Renumber serials 29 to 32.

List 'B'

Delete serial 25 & substitute:

...(25) ACCLO.

Delete serial 28.39

Renumber serials 40 to 45.

for Brigadier,
ADAG.

ACP/FA

0357

Declassified E.O. 12356 Section 3.3/NND No. 775016

U. S. RESTRICTED EQUALS BRITISH RESTRICTED

RESTRICTED

Rec'd 26 Feb

HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

CIRCULAR)
NUMBER 30)

22 February 1944

Stolen Vehicles I
Administrative Procedure for Awarding the Purple Heart II

I - STOLEN VEHICLES

1. Paragraphs 13 and 14, Cir No. 18 this Headquarters dated 25 January 1944, Subject: "Stolen Vehicles," are rescinded and the following substituted therefor:

"13. Disposition of found vehicles will be as follows:

a. All vehicles found will be turned over to PBS Provost Marshal.

b. PBS Provost Marshal will hold vehicles for a period not to exceed 10 days and will advertise in Daily Bulletin a description of the vehicles. During this period the vehicles may be reclaimed by the organization upon presentation of proper identification and a certificate that a replacement vehicle has not been requisitioned.

c. Vehicles unclaimed at expiration of 10-day grace period will be turned over to Base Ordnance Officer to be picked up in stock. The Base Ordnance Officer will render necessary assistance in moving immobilized vehicles upon request of Provost Marshal.

"14. Replacements for lost vehicles.

a. The requisition submitted to Ordnance Officer will state thereon that the vehicle requested is to replace a lost or stolen vehicle. There will be appended to the requisition copies of Report of Survey or Certificate (ref. par. 12). Failure to comply with this requirement will render the organization commander subject to disciplinary action.

b. The Ordnance Officer will report to the Inspector General each unit which has received a replacement vehicle for a lost or stolen vehicle, under paragraph 14 a.

3493

"15. Drivers and occupants in unauthorized vehicles intercepted by Military Police or others in authority will be placed under arrest and prompt disciplinary action will be imposed." (AG 451 BPCDS)

II- ADMINISTRATIVE PROCEDURE FOR AWARDING THE PURPLE HEART

1. Announcement is made that the following administrative procedure will apply in making all future awards of the Purple Heart:

U. S. RESTRICTED EQUALS BRITISH RESTRICTED

0358

Declassified E.O. 12356 Section 3.3/NND No. 785016

a. When a person entitled to the award is treated for a wound, the commanding officer of the hospital will immediately announce the award in an appropriate general order and will show name, grade, serial number, organization to include company and regiment, home address to include street and house number, date of wound, and general geographic location of specific place where wound was received.

b. Where the wound is not serious enough to justify hospitalization, the attending medical officer will furnish the commanding officer of the wounded person a certificate to the necessity of the treatment. Upon receipt of the medical officer's certificate, the unit commander will make application to the next higher headquarters for publication of a general order. The commander of a group, regiment or similar organization, or the commander of a separate battalion, will immediately announce the award in an appropriate general order and will show the information as called for in paragraph 1 a above.

c. All general orders announcing the award will be published at the earliest date possible after the wounded person has been admitted to a hospital, or has received treatment from a medical officer. In no case will the publishing of the general order be withheld simply because of the unavailability of the medal. It is not intended for the medal to have to be presented prior to the release of the general order. In many cases, the general order itself will be the only recognition of the award, the medal or appropriate ribbon not being available in sufficient quantity for presentation in every instance. Where the medal is available for immediate issue, it should be delivered to the wounded person at the same time as copies of the general order. Medal numbers will not be published in orders announcing the award, nor will any such notation as "Medal Number Unknown" be incorporated in the general order.

d. Where the medal is not available for immediate issue, a certificate to the effect that presentation has not been made will be stamped or typed on the bottom of two copies of the general order and delivered to the wounded person, who will be instructed to make application for the medal at a future date. The "Certificate of Non-Availability" will normally be signed by the adjutant of the command and will be worded substantially as follows: "I certify that appropriate decoration was not available for presentation to Private JOHN DOE at date of announcement of this order." The number of the general order will be recorded on the soldier's Emergency Medical Tag or Report Card (WD MD Form No. 52). Proper notation will also be made in the Service Record (WD AGO Form No. 24), and Classification Card (WD AGO Forms No. 20 and 66-1).

e. In the event medals become available for issue after the "Certificate of Non-Availability" has been indorsed on the general order, both copies of the original order will be submitted by the wounded person to the custodian of the medals, who will cause a second certificate to be stamped or typed immediately below the first certificate, worded substantially as follows: "I certify that I have this date issued medal number (show number) to Private JOHN DOE." This certificate will be signed and the order will be delivered to the soldier along with the decoration. The remaining copy will be indorsed to the effect that soldier acknowledges receipt of the medal. This copy will be receipted by the soldier and will be retained by the accountable officer as a credit voucher to his account.

2. It is the responsibility of all commanders to insure that the award of the Purple Heart (or Oak Leaf Cluster) is made promptly. The dignity and tradition of this decoration will be preserved by making presentation with the most appropriate ceremony practicable and by insuring that it is not awarded to persons wounded accidentally. Doubtful or borderline cases will be referred to this Headquarters for decision.

Declassified E.O. 12356 Section 3.3/NND No. 785016

3. All orders giving the information called for in paragraph 1a will be classified "Confidential" and only sufficient copies made for the necessary distribution. The unit, the place the wound was received, and any other information of value to the enemy, will be omitted from copies of the general order released for information of the command.

4. Distribution of orders. Copies of all orders containing the information called for in paragraph 1 a will be transmitted as follows:

a. Three (3) copies will be sent directly to the Adjutant General, Washington (25) D.C., marked "Attention: Decorations and Awards Branch."

b. One copy will be sent directly to the Commanding General, MTOUSA, marked "Attention: Personnel Division, AG Section."

c. Two copies will be delivered to the wounded person.

5. All general orders announcing the award of the Purple Heart (or Oak Leaf Cluster) will be published in the following form:

a. AWARD OF THE PURPLE HEART

(1) Under the provisions of Army Regulations 600-45, a Purple Heart is awarded to the following named individual (s):

JOHN DOE, 34865L3, Private, Company "A" (number of regiment) Infantry, for wounds received in action on 30 September 1943, at (place and country where wound was incurred), home address (to include street, house number, city and state).

b. AWARD OF THE BRONZE OAK LEAF CLUSTER FOR THE PURPLE HEART

(1) Under the provisions of Army Regulations 600-45, a Bronze Oak Leaf Cluster, representing a second award of the Purple Heart, is awarded to the following named individual (s):

JOHN DOE, 1234567, Private, Headquarters Detachment, 555th Infantry, for wounds received in action on 30 September 1943, at Naples, Italy. Home address: 34567 Market Street, Lee Hall, Virginia. (AG 200.6 ERGAP)

By command of Brigadier General FENCE:

FRANCIS H. COX
Colonel, G.S.C.
Chief of Staff

3492

OFFICIAL:

L. F. Nickel

L. F. NICKEL
Lt. Col., A.G.D.
Adjutant General

DISTRIBUTION
"A" "B" & "D"
plus:
5 - CG, Fifth Army
1 - CO, AMG, Naples
1 - CO, AMG, Naples Province
1 - CO AMG, Region III
1 - CO, AMG, Region IV
1 - CO, MGS Advance
1 - Field Director ARC
1 - WSA

1 Sc/Eqb

MGS

Rec'd 23/2

SUBJECT: ACMF Routine Orders

AFHQ Adv Adm Ech,
CMF.

3008/13/A1

22 Feb 44

1. On the establishment of ACMF, Routine Orders will be issued weekly, on Fridays, commencing 10 Mar 44.

2. Services, Directorates and Sections of the HQ will submit drafts for Routine Orders to their controlling Branch of the Staff, in accordance with the following procedure:-

(a) Draft orders will be submitted in quadruplicate on a standard pro-forma (quarto size) (copy attached).

(b) All draft orders will be in typed form (double spaced).

(c) The draft order emanating from a Service etc will include the file reference number on the third and fourth copy only.

(d) The fourth copy will be returned to the Service etc, concerned by the appropriate Branch, showing the reference number allotted for publication.

(e) The third copy will be filed by the controlling Branch under the number allotted for publication.

(f) The original and one copy, when approved, will be forwarded to 'A' Branch showing the reference number of the controlling Branch only.

3. All draft orders will reach 'A' Branch by 0900 hrs on Fridays.

for Thomas Lee
Major-General,
DCAO.

TW/FA

3491

DISTRIBUTION: HQ ACMF (25)
List 'B'.

DRAFT ORDER from.....

ISSUE SERIAL NO

Declassified E.O. 12356 Section 3.3/NND No. 782016

(d) The fourth copy will be returned to the Service etc, concerned by the appropriate Branch, showing the reference number allotted for publication.

(e) The third copy will be filed by the controlling Branch under the number allotted for publication.

(f) The original and one copy, when approved, will be forwarded to 'A' Branch showing the reference number of the controlling Branch only.

3. All draft orders will reach 'A' Branch by 0900 hrs on Fridays.

for Major-General,
DCAO.

TW/FA

3491

DISTRIBUTION: HQ ACMF (25)
List 'B'.

DRAFT ORDER from.....

ISSUE SERIAL NO___

REPORTING OF INJURIES

(Ref number)

Sgd.....

Date.....

Apptd.....

Approved.....

Branch.....

Date.....

Declassified E.O. 12356 Section 3.3/NND No. 789016

AFHQ ADV ADM ECHELON

OFFICE ROUTINE INSTRUCTIONS 3002/A1

43. CORRESPONDENCE

(a) Complaints are being received from addressees on List 'B' that instructions affecting them are being sent out on List 'A', e.g. Instructions concerning Bidding and Shipping Conferences which affect the Coal Section which is on List 'B'.

(b) Branches and Services will scrutinise List 'A' and 'B' before deciding distribution.

Where necessary adjustments may be made by adding certain addressees to List 'A' or deducting certain addressees from List 'B'.

44. NO 8 COMMAND PAYMASTER, TARANTO

This branch should be included in the distribution of any instructions that may affect them.

45. SMC PROCEDURE

(a) Attention is drawn to Office Routine Instruction No 18.

(b) Enquiries regarding original signals and receipt of mail continue to be received by SMC.

(c) Reference to SMC will be made in the case of cipher messages only.

AMENDMENT TO OFFICE ROUTINE INSTRUCTIONS

Delete Inst No 41 and substitute:

41. MMIA REDESIGNATION

(a) W.e.f. 8 Feb 44 MMIA became 'Army Sub-Commission, ACC'. 3490

(b) The following are locations:

Main HQ - LEQUILE (LECCE). Telegraphic Address: MMIA.

Adv HQ - SALERNO. Telegraphic Address: [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 782016

(a) Attention is drawn to Office Routine Instruction No 18.

(b) Enquiries regarding original signals and receipt of mail continue to be received by SMC.

(c) Reference to SMC will be made in the case of cipher messages only.

AMENDMENT TO OFFICE ROUTINE INSTRUCTIONS

Delete Inst No 41 and substitute:

41. MMIA REDESIGNATION

(a) W.e.f. 8 Feb 44 MMIA became 'Army Sub-Commission, ACC'. 3490

(b) The following are locations:

Main HQ - LEQUILE (LECCE). Telegraphic Address: MMIA.

Adv HQ - SALERNO. Telegraphic Address: FATIMA.

Normal correspondence should be addressed to Main HQ.

PH Potter

Brigadier,
ADAG.

ACP/FA
23 Feb 44

Distribution: List 'B' plus Sigs

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

MESSAGE FORM

ARMY FORM C2136 (Small)

Register No.

Call	Sct. No.	Priority	Transmission Instructions

ABOVE THIS LINE FOR SIGNALS USE ONLY

Originator	Date-Time of Origin	Office Date Stamp
FROM (A) FROM FLAUBO FROM MGS ADV	21 FEB 1400A	

For Action

TO FREEDOM FOR MGS

TO - (W) For Information (INFO)

IMPORTANT SECRET

Message Instructions — GR

Originator's No. MGSA 1815 SECRET X M G S Advance closing as of 21 February X. Paren For M G S Signed Henderson Paren X Ident Sunley and Sgt Collins proceeding to Algiers by air 22 February X Ident Col Henderson proceeding to I B S X

3489

Time	System	Op.
THI or TOR		
Time cleared		

This Message may be sent AS WRITTEN BY ANY MEANS {EXCEPT / } WIRELESS

Signed

If liable to be intercepted or to fall into enemy hands, this message must be sent IN CIPHER

Originator's Instructions Degree of Priority

IMPORTANT

Signed A.I.HENDERSON,LT.COL.

33

(W) 9532 194 2,000,000 Pads 3/43 B.J.& Ltd. 51-5745 6.

Declassified E.O. 12356 Section 3.3/NND No. 785016

OFFICE INSTRUCTION

MES

3002/A1

42. CONFERENCE ROOM - BOOKINGS

W.e.f. 21 Feb 44 all applications for use of the Conference Room will be made to HQ CHIEF CLERK, who will be responsible for maintaining a list of all bookings.

Brigadier,
ADAG.

TDC/FA
20 Feb 44

Distribution: List 'B', less serial 44.

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Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

21 February 1944.

TO: The Camp Commandant, AFHQ Adv Admin Echelon

1. This is to advise that this section and the office of the executive staff of the Central Economic Committee, both located in Apt. 55, Scala K, No. 8 Rione Sirignano, are closing today.

2. The Allied Control Commission Liaison Officer to AFHQ Advanced Administrative Echelon (ACCILO) is sharing this office and will continue to occupy it by direction of General Hamblen. The keys to Apartment 55 have been turned over to ACCILO. All other apartments and keys to them issued to this section by you have been returned to you.

3. Of the property issued by you to MGS Advance and to the Central Economic Committee, only the items listed below have not yet been returned. All these items are being turned over to ACCILO.

2	Oil Stoves, Valor Type
5	Desk Lamps
9	Desk Trays
2	Tables (Requisitioned)
1	Desk (Requisitioned)
2	Stools
2	Security Boxes, with locks.

This list does not include the civilian furniture in Apt. 55, which of course is being left in place for the use of ACCILO.

A. I. HENDERSON,
Lt. Col., A. G. D.
Chief, MGS Advance

3488

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Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

21 February 1944

TO: A Branch, AFHQ Adv Admin Echelon

1. This is to advise that the office of MGS Advance and the office of the executive staff of the Central Economic Committee are closing today.

2. It is requested that both offices be removed from Distribution Lists A and B.

3. The Allied Control Commission Liaison Officer to AFHQ Advanced Administrative Echelon (ACCLO) has opened offices in the space formerly occupied by MGS Advance and CEC, Apt. 55, Scala K, No. 8 Piano Sirigniano.

4. ACCLO requests that its name be placed upon Distribution Lists A and B.

A. I. HENDERSON,
Lt. Col., A. U. S.,
Chief, MGS Advance.

3487

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0368

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

21 February 1944.

TO: The Headquarters Chief Clerk, AFHQ Adv Admin Echelon

This is to advise that this branch is closing today and that the British Imperial Standard Model 50 typewriter, Serial No. Z 053789, issued by you to this section without receipt is being turned over to the Allied Control Commission Liaison Officer to AFHQ Advanced Administrative Echelon. ACCLO is now sharing the office of MGS Advance and will continue to occupy it (Apt. 55, Scale K, No. 8 Piazza Sirigniono).

A. I. HENDERSON,
1Lt. Inf., A. U. S.,
Chief, MGS Advance.

3486

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Declassified E.O. 12356 Section 3.3/NND No. 785016

1

SUBJECT :- Officers' Transit Hotels.

A.F.H.Q., Adv.Adn.Echelon,
C.M.F.
3065/A.2
20 Feb '44.

List 'B' (Less serials 2,9,37,40,41, & 44).
22 Town Major.

1. In future all bookings of accommodation in the British Officers' Transit Hotels, SIRENA and PATRIA, in respect of officers visiting this H.Q. will be done through the Camp Staff.

2. In the past there has been considerable wastage of accommodation due to rooms being booked and officers failing to arrive. In future the accommodation will be reserved by the hotel at which it is booked until 1900 hours only, unless a special late booking is made. If by that time the officer concerned has not arrived at the hotel the room will be re-let and the original booking will be cancelled.

3. It must be clearly understood by all Branches and Services that it is their responsibility to give as accurate information as possible of time of arrival or departure of visiting officers and if necessary, to re-book the accommodation through the Camp Commandant if the officer concerned has not arrived on the day expected. If information is received that an officer is not arriving the Camp Commandant will be notified and he will inform the hotel concerned direct.

4. The Camp Commandant will keep a record of all bookings.

5. The SIRENA Hotel normally accommodates senior officers and the PATRIA junior officers.

Telephone Nos. SIRENA - 54248
PATRIA - 52584

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HD/AH.

Copy to :- 3073/1.

3485
Brigadier,
A.D.A.G.

AMG 12

These instructions apply to all Allied Troops of Fifth Army.

U.S. RESTRICTED
(Equals British Restricted)

HEADQUARTERS FIFTH ARMY
A.P.O. #464, U. S. Army

EHR/RHT/whp
19 February 1944

ADMINISTRATIVE INSTRUCTIONS NO. 31

EQUIPMENT OF PRISONERS OF WAR. . . . . .SECTION I
UNAUTHORIZED USE OF GASOLINE . . . . . .SECTION II
ANIMAL RATIONING. . . . . .SECTION III
PASSES FOR ITALIAN VEHICLES. . . . . .SECTION IV
DAMAGE TO FARMLAND. . . . . .SECTION V
RESTAURANTS AND EATING HOUSES . . . . . .SECTION VI

I. EQUIPMENT OF PRISONERS OF WAR. -

1. Prisoners of war captured with their individual equipment such as mess gear, blankets, pup tents, etc., will keep this equipment with them upon evacuati to the rear.

2. Allied troops will not take such individual equipment for souvenirs or other purposes since replacement of these items from Army stock then becomes neces sary.

II. UNAUTHORIZED USE OF GASOLINE. - Unit and formation commanders will take actior at once to prohibit the use of gasoline for the starting or maintaining of camp fires, or for other unauthorized purposes.

III. ANIMAL RATIONING. - Technical Veterinery advice indicates that tibben, which is now being supplied as a component of the animal ration as a substitute for hay, is suitable for furnishing the bulk roughage required in the diet of a horse or mule. The following prescribed method of feeding, when tibben is substituted for hay, will be carefully adhered to:

1. Use will be made of nose bags or an improvised substitute.

2. Tibben will be mixed with grain and sprinkled with salt water if available (Sea water is excellent for this purpose).

3. This method requires 7 to 8 feedings per day.

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Declassified E.O. 12356 Section 3.3/NND No. 780016

gear, blankets, pup tents, etc., will keep this equipment with them upon evacuation to the rear.

2. Allied troops will not take such individual equipment for souvenirs or other purposes since replacement of these items from Army stock then becomes necessary.

II. UNAUTHORIZED USE OF GASOLINE. - Unit and formation commanders will take action at once to prohibit the use of gasoline for the starting or maintaining of camp fires, or for other unauthorized purposes.

III. ANIMAL RATIONING. - Technical Veterinery advice indicates that tibben, which is now being supplied as a component of the animal ration as a substitute for hay, is suitable for furnishing the bulk roughage required in the diet of a horse or mule. The following prescribed method of feeding, when tibben is substituted for hay, will be carefully adhered to:

1. Use will be made of nose bags or an improvised substitute.

2. Tibben will be mixed with grain and sprinkled with salt water if available (Sea water is excellent for this purpose).

3. This method requires 7 to 8 feedings per day. 3484

4. Attention is directed to paragraph 3, Administrative Instructions No. 23.

IV. PASSES FOR ITALIAN VEHICLES. - The Military Mission to the Italian Army is issuing passes to Italian Military vehicles in CAMPANIA to prevent the issue of false passes by unauthorized persons. All vehicles will have an Italian Army number which is headed by the letters R.E. in Red, followed by a number also in red.

V. DAMAGE TO FARMLAND.

1. Various measures are being taken to increase agricultural production in Italy, with a view of reducing the quantity of Allied shipping at present required for the importation of essential foodstuffs for the civilian population. In pursuance of this policy, many acres of farmland in the Army area have recently been sown for this year's crops. Formations and units will endeavor to avoid such land wherever possible, when allocating sites for bivouac or training areas.

2. Olive trees play an important part in the economic life of Italy, and will not be cut down or injured except when justified by military necessity.

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(Equals British Restricted)

Declassified E.O. 12356 Section 3.3/NND No. 772016

U.S. RESTRICTED
(Equals British Restricted)

VI RESTAURANTS AND EATING HOUSES.

1. Effective immediately, all restaurants and eating houses in the Fifth Army area forward of Army Rear Boundary, will be out of bounds to all Officers and Enlisted Personnel of Fifth Army, with the following exceptions:

a. Clubs, restaurants, etc., organized and controlled by Allied Forces themselves.

b. Cafes, etc., where no foodstuffs are sold.

2. Fifth Army personnel in Peninsular Base Section area or in other areas not under control of Fifth Army, will comply with the provisions of the Commander of the area concerned.

3. Unit commanders will bring this matter to the attention of all personnel of their command. Observed violations of this order will be reported to this Headquarters for corrective action.

CLARK
Cmdg

OFFICIAL:

TATE
G-4

DISTRIBUTION:
"P"
Plus
10 - G-4, AFHQ
5 - AFHQ Adv. Adm. Ech.
3 - CG, MAAF
1 - CG, 12th ASC
3 - 12th AFSC
1 - 57 Area (Br)
1 - 94 Sub Area (Br)
1 - FOWIT
1 - Dir. Gen., Mil. Ry. Serv.
[illegible]

Declassified E.O. 12356 Section 3.3/NND No. 782016

of their command. Observed violations of this order will be reported to this Head quarters for corrective action.

CLARK
Cmdg

OFFICIAL:

TATE
G-4

DISTRIBUTION:
"R"
Plus
10 - G-4, AFHQ
5 - AFHQ Adv. Adm. Ech.
3 - CG, MAAF
1 - CG, 12th ASC
3 - 12th AFSC
1 - 57 Area (Br)
1 - 94 Sub Area (Br)
1 - FOWIT
1 - Dir. Gen., Mil. Ry. Serv.
1 - Joint Rearmament Committee, MATOUSA.
1 - West Italy Area, 12th AF Eng Comd (Prov)
1 - 332d Serv. Gp.
50 - G-4, Fifth Army

Minus
ABS
EBS
MBS
IBS

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Declassified E.O. 12356 Section 3.3/NND No. 772016

A.C/S/AB

CEC

N

U.S. RESTRICTED
(Equals British Restricted)

These instructions apply to U.S., French and Italian troops only except as otherwise noted.

HEADQUARTERS FIFTH ARMY
A.P.O. #464, U. S. Army

EHR/RHT/mhp
17 February 1944

ADMINISTRATIVE INSTRUCTIONS NO. 30

FUEL FOR SPACE HEATING. . . . . .SECTION I
SOAP ALLOWANCE. . . . . .SECTION II
EQUIPMENT AUTHORIZATION . . . . . .SECTION III
COTS, CANVAS. . . . . .SECTION IV
RATIONS. . . . . .SECTION V
EXCHANGE OF CLOTHING. . . . . .SECTION VI
PANEL SETS . . . . . .SECTION VII
MUD AND SNOW TIRES. . . . . .SECTION VIII
PROVISION OF HOT DRINKS FOR CASUALTIES. . . . . .SECTION IX
REPORTS. . . . . .SECTION X
RESTRICTED AMMUNITION . . . . . .SECTION XI
PREVENTIVE MAINTENANCE, 3" GUN. . . . . .SECTION XII
REVISED ALLOWANCES OF MINE DETECTORS. . . . . .SECTION XIII

I. FUEL FOR SPACE HEATING. - Paragraph 2 c (1) (a) Administrative Instructions No. 23, is changed as follows:

"(a) Coal for space heating (except as authorized in (b), (c) and (d) below) will be issued only when wood is not available, and on the basis of 25 pounds per M-1 stove per day in work shops, recreation rooms and orderly rooms (buildings or tents). Companies or similar units will request on the basis of one orderly room and one recreation room per unit."

II. SOAP ALLOWANCE. - Due to critical shortage of soap, laundry, ordinary issue, all future issues of this item will be based on 7 pounds per 100 men per day.

III. EQUIPMENT - AUTHORIZATIONS.(U.S. Troops only)

1. Change in T/O and T/E.

a. Substitute Pistols for Carbines as individual weapons for number 3 man, base plate carrier, in 81mm mortar squads organized under T/O and T/E 7-18, Infantry Heavy Weapons Company.

b. Authority for change is NATOUSA Cable #43183 cite NAORD, FHQ [illegible]

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Declassified E.O. 12356 Section 3.3/NND No. 785016

REVISED ALLOWANCES OF MINE DETECTORS. . . . . .SECTION XIII

I. FUEL FOR SPACE HEATING. - Paragraph 2 c (1) (a) Administrative Instructions No. 23, is changed as follows:

"(a) Coal for space heating (except as authorized in (b), (c) and (d) below) will be issued only when wood is not available, and on the basis of 25 pounds per M-1 stove per day in work shops, recreation rooms and orderly rooms (buildings or tents). Companies or similar units will request on the basis of one orderly room and one recreation room per unit."

II. SOAP ALLOWANCE. - Due to critical shortage of soap, laundry, ordinary issue, all future issues of this item will be based on 7 pounds per 100 men per day.

III. EQUIPMENT - AUTHORIZATIONS.(U.S. Troops only)

1. Change in T/O and T/E.

a. Substitute Pistols for Carbines as individual weapons for number 3 man, base plate carrier, in 81mm mortar squads organized under T/O and T/E 7-18, Infantry Heavy Weapons Company.

b. Authority for change is NATOUSA Cable #43188 cite NAGRD, FHG 3483 dated 6 February 1944.

c. Carbines replaced by pistols will be turned in to depot stock.

2. Temporary Loan of Lanterns, Gasoline. - Pending receipt of authorization from higher headquarters for electric lighting equipment, the following units are authorized not exceeding a total of 4 lanterns, gasoline each on temporary loan basis:

a. Hq & Hq Btry, FA Obsn Bn.

b. Hq & Hq Btry, FA Bn.

c. Hq & Hq Btry, FA Group Hqs.

d. Hq & Hq Co, TD Bn.

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Declassified E.O. 12356 Section 3.3/NND No. 775016

IV. COTS, CANVAS. (U. S. Troops only) - Section IV, Administrative Instructions No. 24, this Headquarters, dated 12 January 1944 is rescinded and the following substituted therefor:

Issue of cots, canvas on the basis of 1 per officer and non-commissioned officer of the first three grades for U.S. troops in Fifth Army is authorized as Organizational Equipment. Requisitions will be submitted to Army Quartermaster.

V. RATIONS

1. Drawing of Extra Rations. - Unit commanders signing daily telegrams for class I supplies wherein more rations are requested than the strength of the telegram indicates will state the reason therefore on the face of the telegram.

2. Changing of Truckheads. - All units changing Class I truckheads will give 24 hours notice of change to C.O. of the Quartermaster Railhead Co. of the truckhead from which they are drawing, and will indicate the truckhead they anticipate drawing from in the future.

VI. EXCHANGE OF CLOTHING.

1. Socks, wool, light.

a. A supply of socks, wool, light is now available at each Quartermaster Class I truckhead for direct exchange of soiled or unserviceable socks without further requisition.

b. Unit Commanders will make every effort to ensure that personnel of their command comply with the provisions of letter this Headquarters, file AG 720-M, subject: "Trench Foot", dated 5 December 1943.

2. Other Items. - A supply of the following items of serviceable clothing is now available at each Quartermaster Class I truckhead on a direct exchange basis of serviceable items for unserviceable items without further requisition:

Shirts, Wool, O.D.
Trousers, Wool, O.D.
Drawers, Wool
Undershirts, wool
Jackets, field

Declassified E.O. 12356 Section 3.3/NND No. 772016

head from which they are drawing, and will indicate the truckhead they anticipate drawing from in the future.

VI. EXCHANGE OF CLOTHING.

1. Socks, wool, light.

a. A supply of socks, wool, light is now available at each Quartermaster Class I truckhead for direct exchange of soiled or unserviceable socks without further requisition.

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2. Other Items. - A supply of the following items of serviceable clothing is now available at each Quartermaster Class I truckhead on a direct exchange basis of serviceable items for unserviceable items without further requisition:

Shirts, Wool, O.D.
Trousers, Wool, O.D.
Drawers, Wool
Undershirts, wool
Jackets, field
Trousers, H.B.T.
Jackets, H.B.T.

3. The policy "no garment - no exchange" will apply. When unserviceable items are not available for exchange, a certificate will be presented to the issuing agency in lieu thereof, signed by the unit commander, and stating that such items were lost in combat.

VII. PANEL SETS, (U. S. Troops only) - All panel sets AP-50-A will be turned in to signal depot stock with the exception of panel AL-141 which will be retained by infantry and reconnaissance units.

VIII. MUD AND SNOW TIRES. - Due to the critical shortage of mud and snow tires, which are necessary for efficient operation of vehicles in forward areas, it is directed that all using arms and services make arrangements with supporting Ordnance units at once, to replace all mud and snow tires on trailers, with commercial type tread.

U. S. RESTRICTED
(Equals British RESTRICTED)

Declassified E.O. 12356 Section 3.3/NND No. 775016

U. S. RESTRICTED
(Equals British RESTRICTED)

IX. PROVISION OF HOT DRINKS FOR CASUALTIES.(U.S.Troops only) - In order to provide a means of furnishing hot drinks to casualties being processed, each Infantry battalion and regimental aid station is authorized the following special equipment and supplies:

1. Authorized for issue by the Army Quartermaster, on requisition (Units included must be noted on face of requisition form):

Outfit, cooking, 20 man, each - 1 per aid station (Inf)

2. The following additional subsistence items are authorized for issue only when the aid station is subsisting on "C", "K" or "D" rations, and a certificate to this effect is placed on the face of each requisition. These items may be drawn weekly, on requisition, from truckhead or railhead, when organization is in combat.

Coffee, ground	- 7 lbs per aid station (Inf) per week
Sugar, granulated	- 5 lbs per aid station (Inf) per week
Milk evaporated	- 5 cans per aid station (Inf) per week.

or

Cocoa	- 7 lbs per station (Inf) per week
Sugar, granulated	- 7 lbs per station (Inf) per week
Milk, evaporated	-32 cans per station (Inf) per week

X. REPORTS. - Losses of all vehicles (armored or otherwise), reported in paragraph 2 b, G-4 Weekly Report, will indicate under "Other Equipment", same paragraph, the type of radio equipment lost with the vehicle, if any. Astericks or other symbols will be used to identify each vehicle with its corresponding radio. Daily Loss Reports, when submitted, will also contain the above information.

XI. RESTRICTED AMMUNITION.

1. All fuzes M51 and M51A1 have been ordered drop-tested, reference Fifth Army letter, AG 471-0, dated 3 January 1944. Fuzes which have been restricted may be removed from the restricted list after drop-testing.

2. Restriction is lifted on Primer, 21 Grain, MKIIA1, lot #AOP-40-321. 3482

3. The following lots of ammunition are restricted from use and issue. Units will turn in restricted lots to the nearest ASP for exchange.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Coffee, ground	- 7 lbs per aid station (Inf) per week
Sugar, granulated	- 5 lbs per aid station (Inf) per week
Milk evaporated	- 5 cans per aid station (Inf) per week.

or

Cocoa	- 7 lbs per station (Inf) per week
Sugar, granulated	- 7 lbs per station (Inf) per week
Milk, evaporated	-32 cans per station (Inf) per week

X. REPORTS. - Losses of all vehicles (armored or otherwise), reported in paragraph 2 b, G-4 Weekly Report, will indicate under "Other Equipment", same paragraph, the type of radio equipment lost with the vehicle, if any. Asterisks or other symbols will be used to identify each vehicle with its corresponding radio. Daily Loss Reports, when submitted, will also contain the above information.

XI. RESTRICTED AMMUNITION.

1. All fuzes M51 and M51A1 have been ordered drop-tested, reference Fifth Army letter, AG 471-0, dated 3 January 1944. Fuzes which have been restricted may be removed from the restricted list after drop-testing.

2. Restriction is lifted on Primer, 21 Grain, MKIIA1, lot #AOP-20-471. 3482

3. The following lots of ammunition are restricted from use and issue. Units will turn in restricted lots to the nearest ASP for exchange.

Shell, HE, (in guns) 40mm.	Lot No. 33
Shell, HE, 40mm	All lots below 93 of the Triumph Explosive Co.
Shell, HE, 40mm, MKII	Lot No. KOP9-22416-57
Shell, HE, M49A2, 60mm Mortar	WC-6-64
Shell, HE, M43A1, 81mm Mortar	1-22506-7
Shell, HE, MI w/PDF M54, 105mm How	EOP 6959-353
Shell, HE, M101 unf., 155mm Gun	ROF 6965-26 to 41 incl
Rocket, 2.36", AT, M6A1	GRD-1-21
Rocket, 2.36", AT, M6AI	DOD-1-23303-1 thru 24
Rocket, 2.36", AT, M6AI	DOD-1, -12, -13, -14, -43.

4. The following ammunition is restricted except for emergency combat use when components of recommended model number are not available.

Fuze, det, M6, M6A1 and M6A2 (For Grenade, off., hand, MkIIIA1)
All lot numbers

Declassified E.O. 12356 Section 3.3/NND No. 772216

Fuze, ignition, M10 and M10A1 (For Grenade, frag, hand, MkII)
All lot numbers
Fuze, mine, AT, HE, M1 All lot numbers
Cart, cal. .45, Tracer All lot numbers
Blasting caps, electric and non-electric, manufactured prior to 1925
(This does not apply to caps which are assembled as component parts of firing trains in grenades or other ammunition.)
All lot numbers.

5. The following 20mm ammunition will not be used in British and American 20 mm Oerlikon guns, except in emergency. Tests have revealed that German, Italian and Swiss 20mm ammunition gave excessive recoil and violent gun functioning.

2 c.m. Sprenggranat Patronen 50 (German)
Cartuccie da 20mm (Italian)
20mm Sprenggranat Patronen (Swiss ?)

6. Other types of captured 20mm ammunition are restricted to emergency use pending test by technical staffs. If other types are discovered, units will forward 30 rounds of each, through ordnance technical channels, to the Ordnance Section, Fifth Army.

7. All 60mm MORTAR ammunition equipped with Cartridge, Igniting, M5 is unsafe due to extreme variations in range. This cartridge has been replaced by the Cartridge, Igniting, M5A1.

a. For information of using troops, there is an ammunition data card in each fiber container which states which cartridge is assembled to that particular round. Therefore, when upon inspection a card is found which lists an M5 Igniting Cartridge as being assembled to the round in that container, the entire lot is suspended without necessity of any further inspection.

b. If any lot is found which has no data card, it will be necessary to remove one cartridge and determine the lot number by inspecting the closing disc on the top of the cartridge.

8. Units will turn in the above ammunition to the nearest ASP for exchange.

9. Units will comply with Army Regulations 750-10, Section VII, change 3 dated 7 December 1942, when reporting malfunction of Ordnance Class V items. The manufacturer's initials on the projectile, fuze, primer and propelling charge must be included in report of malfunction.

Declassified E.O. 12356 Section 3.3/NND No. 787016

Section, Fifth Army.

7. All 60mm MORTAR ammunition equipped with Cartridge, Igniting, M5 is unsafe due to extreme variations in range. This cartridge has been replaced by the Cartridge, Igniting, M5A1.

a. For information of using troops, there is an ammunition data card in each fiber container which states which cartridge is assembled to that particular round. Therefore, when upon inspection a card is found which lists an M5 Igniting Cartridge as being assembled to the round in that container, the entire lot is suspended without necessity of any further inspection.

b. If any lot is found which has no data card, it will be necessary to remove one cartridge and determine the lot number by inspecting the closing disc on the top of the cartridge.

8. Units will turn in the above ammunition to the nearest ASP for exchange.

9. Units will comply with Army Regulations 750-10, Section VII, change 3 dated 7 December 1942, when reporting malfunction of Ordnance Class V items. The manufacturer's initials on the projectile, fuze, primer and propelling charge must be included in report of malfunction.

XII. PREVENTIVE MAINTENANCE - 3" GUN.

1. Inspection of GM Model 6046, Series 71 Twin 6 Cylinder Diesel Engines received in base shops for repair, discloses an almost universal lack of servicing of the lubricating oil strainer element, part number DDE-5159423. These strainers are found to be so badly clogged that much of the premature engine wear experienced in these engines can be attributed to this one cause.

2. Unit commanders of organizations having the 3" Gun Motor Carriage, M10 will effect an immediate inspection and servicing of this lubricating oil strainer, and will insure that servicing thereafter will be done every 25 hours or 250 miles of operation, as prescribed in War Department Lubrication Guide No. 113, dated 15 December 1942, and technical manual 9-752A.

3. Equally important for proper preventive maintenance are the following:

a. Install new lubricating oil filter elements at each oil change - every 500 miles or 50 hours.

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Declassified E.O. 12356 Section 3.3/NND No. 778216

b. Open primary and secondary fuel filter drain cocks daily to remove sediment and water.

c. Completely service primary fuel filters at least every 100 hours or 1000 miles.

d. Completely service secondary fuel filters (including installation of new element) at least every 1000 miles or 100 hours.

e. Keep all air intake pipe connections clean and tight. Drain, clean and refill air cleaners daily under extreme dust conditions, and as conditions dictate under clean, wet weather conditions.

4. Unit commanders are responsible for the above.

XIII. REVISED ALLOWANCES OF MINE DETECTORS, SCR-625. (U.S. Troops only)

T/O & T/E	UNIT	AUTHORIZATION	
	INFANTRY DIVISION		TOTAL 127
2-67	CAVALRY RCN TROOP MECHANIZED		5
5-15	ENGINEER COMBAT BN		42
5-16	6 PER HQ. & HQ. & SERV. CO.	(6)	
5-17	12 PER ENGINEER COMBAT CO.	(36)	
6-25	FIELD ARTY. BN., 105-MM HOW, T-D	(10)	30
6-26	1 PER HQ. & HQ. BATTERY, F.A. BN., T-D	(3)	
6-27	3 PER F.A. BTRY, 105-MM HOW T-D	(27)	
6-35	FIELD ARTY. BN., 155-MM, T-D		10
6-26	1 PER HQ & HQ. BATTERY, F.A. BN., T-D	(1)	
6-37	3 PER F.A.BTRY. 155-MM HOW T-D	(9)	
7-11	INFANTRY REGIMENT (FOR HQ & HQ CO.)	(4)	12
9-8	ORDNANCE LIGHT MAINTENANCE CO.		4
11-7	SIGNAL COMPANY (20 FOR RESERVE)		24
	ARMORED DIVISION		128 3481
5-215	ARMORED ENGINEER BN		54
5-216	6 PER HQ & HQ CO.	(6)	
5-217	12 PER CO. ARMORED ENGR. BN	(48)	
6-165	ARMORED F.a. BN	(10)	30

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INFANTRY DIVISION

TOTAL 127

2-67	CAVALRY RCN TROOP MECHANIZED		5
5-15	ENGINEER COMBAT BN		42
5-16	6 PER HQ. & HQ. & SERV. CO.	(6)	
5-17	12 PER ENGINEER COMBAT CO.	(36)	
6-25	FIELD ARTY. BN., 105-MM HOW, T-D	(10)	30
6-26	1 PER HQ. & HQ. BATTERY, F.A. BN., T-D	(3)	
6-27	3 PER F.A. BTRY, 105-MM HOW T-D	(27)	
6-35	FIELD ARTY. BN., 155-MM, T-D		10
6-26	1 PER HQ & HQ. BATTERY, F.A. BN., T-D	(1)	
6-37	3 PER F.A.BTRY. 155-MM HOW T-D	(9)	
7-11	INFANTRY REGIMENT (FOR HQ & HQ CO.)	(4)	12
9-8	ORDNANCE LIGHT MAINTENANCE CO.		4
11-7	SIGNAL COMPANY (20 FOR RESERVE)		24

ARMORED DIVISION

128

3481

5-215	ARMORED ENGINEER BN		54
5-216	6 PER HQ & HQ CO.	(6)	
5-217	12 PER CO. ARMORED ENGR. BN	(48)	
6-165	ARMORED F.A. BN	(10)	30
6-166	1 PER HQ. & HQ. BATTERY	(3)	
6-167	3 PER BATTERY ARMORED F.A.	(27)	
7-21	ARMORED INFANTRY REGT		6
9-65	MAINTENANCE BN		4
11-57	SIGNAL COMPANY ARMORED		12
17-11	ARMORED REGT. (FOR HQ & HQ. CO)	(4)	8
17-35	ARMORED RECN. BATTALION		14
17-36	2 PER HQ & HQ CO.	(2)	
17-17	3 PER LIGHT TANK CO.	(3)	
17-37	3 PER RECN. CO.	(9)	

ARMY & GHQ TROOPS ARMY GROUND FORCES ONLY

3-17	WEAPONS CO., CHEMICAL BN.	2
3-217	CHEMICAL DECONTAMINATION CO	2
4-25	COAST ARTILLERY BN (AA) (AT)	8

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4-27	2 PER COAST ARTILLERY BATTERY (AW)	(8)	
5-21	ENGINEER GENERAL SERV. REGT.		8
5-22	2 PER HQ. & HQ. & SERV. CO	(2)	
5-27	1 PER ENGR. GENERAL SERV. CO.	(6)	
5-525	ENGINEER SHORE BN		11
5-526	2 PER HQ & HQ CO.	(2)	
5-527	3 PER ENGINEER NEAR SHORE CO.	(3)	
5-528	3 PER ENGINEER FAR SHORE CO.	(6)	
6-25	FIELD ARTY. BN., 105MM HOW. T-D		10
6-26	1 PER HQ & HQ. BATTERY, F.A. BN., T-D	(1)	
6-27	3 PER F.A. BTRY, 105-MM HOW T-D	(9)	
6-35	FIELD ARTY. BN., 155-MM, T-D		10
6-26	1 PER HQ & HQ. BATTERY, F.A. BN., T-D	(1)	
6-37	3 PER F.A. BTRY, 155 MM HOW T-D	(9)	
6-55	FIELD ARTY. BN. 155-MM GUN		10
6-26	1 PER HQ. & HQ. BATTERY, F.A.BN.	(1)	
6-57	3 PER F.A. BTRY. 155-MM GUN	(9)	
6-65	FIELD ARTY. BN., 8 INCH HOW		10
6-165	ARMORED FIELD ARTY. BN.		10
6-166	1 PER HQ. & HQ. BATTERY	(1)	
6-167	3 PER BATTERY ARMORED F.A.	(9)	
9-7	ORDNANCE MEDIUM MAINTENANCE CO.		8
9-9	ORDNANCE HEAVY MAINTENANCE CO.		8
	ORDNANCE MEDIUM MAINTENANCE CO. (Q)		8
10-187	QM SALVAGE COLLECTION CO.		3
11-25	SIGNAL CONSTRUCTION BN		8
11-27	4 PER SIGNAL CONSTRUCTION CO.	(8)	
17-85	TANK BN. MEDIUM		4
17-95	TANK BN. HEAVY		4
18-25	TANK DESTROYER BN		16
18-26	4 PER HQ & HQ CO.	(4)	
18-27	4 PER TANK DESTROYER CO.	(12)	

CORPS TROOPS

5-171	ENGINEER COMBAT REGIMENT		42
5-17	6 PER ENGINEER COMBAT CO.	(36)	
5-172	6 PER HQ & SERVICE CO.	(6)	
11-15	SIGNAL BN		12
11-18	4 PER WIRE OPN CO.	(4)	

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6-28	1 PER HQ. & HQ. BATTERY, F.A.BN.	(1)	
6-57	3 PER F.A. BTRY. 155-MM GUN	(9)	
6-65	FIELD ARTY. BN., 8 INCH HOW		10
6-165	ARMORED FIELD ARTY. BN.		10
6-166	1 PER HQ. & HQ. BATTERY	(1)	
6-167	3 PER BATTERY ARMORED F.A.	(9)	
9-7	ORDNANCE MEDIUM MAINTENANCE CO.		8
9-9	ORDNANCE HEAVY MAINTENANCE CO.		8
	ORDNANCE MEDIUM MAINTENANCE CO. (Q)		8
10-187	QM SALVAGE COLLECTION CO.		3
11-25	SIGNAL CONSTRUCTION BN		8
11-27	4 PER SIGNAL CONSTRUCTION CO.	(8)	
17-85	TANK BN. MEDIUM		4
17-95	TANK BN. HEAVY		4
18-25	TANK DESTROYER BN		16
18-26	4 PER HQ & HQ CO.	(4)	
18-27	4 PER TANK DESTROYER CO.	(12)	

CORPS TROOPS

5-171	ENGINEER COMBAT REGIMENT		42
5-17	6 PER ENGINEER COMBAT CO.	(36)	
5-172	6 PER HQ & SERVICE CO.	(6)	
11-15	SIGNAL BN		12
11-18	4 PER WIRE OPN CO.	(4)	
11-27	4 PER CONSTRUCTION CO.	(8)	

TRAINING CENTERS

	ENGR. T.C. (PER 4 STUDENTS)		1
	ABTC (PER CENTER)		10
	ATTC (PER CENTER)		10
	ITC (PER CENTER)		10

AIR CORPS UNITS

5-225	AIRBORNE ENGINEER BN		4
5-415	ENGINEER BN. AVIATION		24
5-416	6 PER HQ & HQ. & SERV. CO	(6)	
5-417	6 PER ENGINEER CO. AVIATION	(18)	

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(Equals British Restricted)

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U.S. RESTRICTED
(Equals British Restricted)

11-225
11-227

SIGNAL CONSTRUCTION BN. AVN.
4 PER HEAVY CONS. CO. AVN.

(E)

3

CLARK
Cmdg

OFFICIAL:

Tate

TATE
G-4

DISTRIBUTION:
"R"
Plus
10 - G-4, AFHQ
5 - AFHQ Adv. Adm. Ech.
3 - CG, MAAF
1 - CG, 12th ASC
3 - 12th AFSC
1 - 57 Area (Br)
1 - 94 Sub Area (Br)
1 - FOWIT
1 - Dr. Gen., Mil. Ry. Serv.
1 - Joint Rearmament Committee, NATOUSA.
1 - West Italy Area, 12th AF Eng Comd (Prov)
1 - 332d Serv. Gp.
50 - G-4, Fifth Army
Minus
ABS
EBS
MBS
IBS

3480

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1 - 94 Sub Area (Br)
1 - FOWIT
1 - Dr. Gen., Mil. Ry. Serv.
1 - Joint Rearmament Committee, NATOUSA.
1 - West Italy Area, 12th AF Eng Comd (Prov)
1 - 332d Serv. Gp.
50 - G-4, Fifth Army
Minus
ABS
EBS
MBS
IBS

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U.S. RESTRICTED
(Equals British Restricted)

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Central Economic Committee

AFHQ ADV AIM ECHELON 3002/41

OFFICE INSTRUCTIONS.

37. CORRESPONDENCE

(a) Difficulty is being caused by the practice of circulating files with hand-written chits in them.

(b) In future, minutes will NOT be circulated by means of hand-written chits affixed to files.
All minutes will be typed in letter form and will be inserted as an enclosure to the file.

38. ADDRESSING OF CORRESPONDENCE

Correspondence within the HQ will normally be addressed to the Branch or Service concerned and NOT to the Head of the particular Branch or Service, e.g. to 'A' and not to 'ADAG'. In exceptional circumstances where correspondence is of a specially secret or confidential nature may be addressed to Head of Branch or Service.
Correspondence will not be addressed to DCAO unless intended for his personal attention.

39. SIGNAL ADDRESSES

(a) A signal address is non-secret and consists of a simple codeword, usually bearing some relation in formulation or spelling to the full title of the HQ. It is an abbreviated address for use by originators of Signal messages in place of the full title, where the latter is lengthy or confusing.

(b) Signal addresses will NOT in any circumstances be used in lieu of Army secret code words allotted for a special purpose to corresponding HQ or units.

(c) Signal addresses will, as the title implies, be used only on Signal messages. No abbreviation other than those authorised will be used for the HQs concerned.

40. TELEPHONE CODE NAMES

3479

(a) These are allotted to the Main HQ and installations, down to HQ Army Group level in British Army formations and to all HQ and units of American formations.

(b) They are non-secret and intended only for use in telephone

Declassified E.O. 12356 Section 3.3/NND No. 783016

39. SIGNAL ADDRESSES

(a) A signal address is non-secret and consists of a simple codeword, usually bearing some relation in formulation or spelling to the full title of the HQ. It is an abbreviated address for use by originators of Signal messages in place of the full title, where the latter is lengthy or confusing.

(b) Signal addresses will NOT in any circumstances be used in lieu of Army secret code words allotted for a special purpose to corresponding HQ or units.

(c) Signal addresses will, as the title implies, be used only on Signal messages. No abbreviation other than those authorised will be used for the HQs concerned.

40. TELEPHONE CODE NAMES

3479

(a) These are allotted to the Main HQ and installations, down to HQ Army Group level in British Army formations and to all HQ and units of American formations.

(b) They are non-secret and intended only for use in telephone communication, to facilitate routing of calls by exchange operators. (When the telephone code name is the same as the Signal address, it may, of course, be used for both purposes).

(c) In no circumstances may a telephone code name be used as an identification of a HQ or unit over radio communications.

33

15 Feb 44
TDG/Fa
Distribution: List 'B' plus Sigs.

for Brigadier,
ADAG.

Declassified E.O. 12356 Section 3.3/NND No. 759016

Declassified E.O. 12356 Section 3.3/NND No. 785016

OFFICE INSTRUCTION

RESTRICTED
3002/A1

41. MMIA REDESIGNATION

(a) W.e.f. 8 Feb 44, MMIA became 'Army Sub-Commission, ACC'.

(b) The following are locations:-

MAIN HQ - SALERNO.
Official address - Army Sub-Commission, ACC, SALERNO.
Telegraphic - FATIMA for DUCHESNE.

REAR HQ - LEQUILE Q5397.
Official address - Army Sub-Commission, ACC, Rear HQ (MMIA) LEQUILE (LECCE).
Telegraphic - MMIA as before.

AMENDMENT TO OFFICE INSTRUCTION NO 26

Delete addresses of Rft Sections and substitute:-

HQ Adv Rfts ACMF, CMF.

Adv Rfts Sec 8 Army, CMF.

Adv Rfts Sec 5 (US) Army, c/o Br Increment HQ 5 (US) Army, CMF.

TDG/Fk
16 Feb 44

33

for Brigadier,
AMG.

Distribution: List 'D' plus Sigs.

3478

Declassified E.O. 12356 Section 3.3/NND No. 785016

Central Economic Committee

1 1 12

SUBJECT:- Telephonic Communication on the move of this HQ

AFHQ ADV ADM ECH
CAF
2261/G(SD)
10 Feb 44

Mist '_' less serials (1) and (30)

1. The DCAO asked heads of branches and services at a recent morning conference to consider:-

(a) to what extent branches and services can decentralise to districts work which is at present being done direct with base installations.

(b) to what extent it will be necessary for the minimum of rear echelon to remain in Naples, after the move of this HQ.

The whole with a view to operating this HQ on a fifth of the present telephonic communications into and rear of Naples, but with a potential increase in telegraphic traffic.

2. DCAO will discuss the above immediately after the morning conference 11 Feb.

3. Will Heads of Branches and Services please be prepared to state their needs in relation to a move of this HQ:-

(c) to C.SENT.

(b) to RC.E rear

33

3477

A.M. Ingledew.

Lt Col.
G.S.

TO URGENT

Declassified E.O. 12356 Section 3.3/NND No. 785016

1

W 1 DIG: Adm

SUBJECT:- MOVE OF AFHQ ADV ADM ECHELON.

URGENT.
SECRET.

AFHQ ADV ADM ECHELON,
CMF.

29/20/Q2.

10 Feb 44.

List 'B' plus ADCRAE & PAC's of Messes.

Ref this HQ 29/20/Q dated 27 Jan, para 3(f) and 4.

1. This is not a warning order to move, but as it is possible that this HQ may move at an early date and considerable increases in some branches and sections have recently taken place, or are anticipated in the near future, up-to-date figures for accommodation are now required.

2. Please complete the proforma at Appx '5' to the above letter and forward it to reach Q2 this HQ by 1800 hrs 12 Feb at the latest. Arrangements for all U.S. messes will be co-ordinated by G-4.

3. The possible move mentioned was referred to by the DCAO at his conference this morning. In a few special cases heads of branches or services indicated that it would be necessary for their branches or departments, or part of them, to remain in NAPLES. All such cases will be discussed at a conference to be held in the Conference Room immediately after the morning conference to-morrow 11 Feb. Where it is agreed that part only of a branch or department is to move, the head of branch or service concerned should be prepared to give the approx numbers involved.

3476

Brigadier,
D.Q.M.G.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT: Signal Communications

AFHQ Adv Sec Hqs, CMF.

3001/1/A1

6 Feb 44

G30

Reference our 3001/1/A1 of 1 Feb 44.

1. Please arrange for the following extensions to be withdrawn:

ST	ext 163
Pet Section	" 108
OS	" 136
EME	" 212
Works	One extension to be nominated by Works.
VR	Ext 246
FA	One extension to be nominated by FA.
MGS and Central Economic C'tee	Ext 120 has already been relinquished.

2. Please arrange for parallel extension to the existing line (Ext 176) for AG6.

3. Please arrange for a direct line to be installed for Coal Section in lieu of any existing line.

4. This is necessary in view of the numerous outside calls made by this Section.

Brigadier, 2 Feb
AMS.

L 3475.

33

TW/PA

Copy to: ST. Pet Sec. OS. EME. Works. VR. FA.
MGS. Central Economic Committee. AG6. Coal Sec.

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT: Signal Communications

AFHQ Adv Adm Ech,
CMF.

3001/1/A1

3 Feb 44

MGS Adv ✓

1. Ref your letter of 2 Feb and attached copy of our 3001/1/A1 dated 1 Feb 44.

2. Extension 200 may remain in effect in lieu of 120 removed.

Brigadier,
ADAG.

JFP/FA

Copy to: Sigs

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT:- Signal Communications.

URGENT

S & T, Pet.Sec, Ord, REME,
Works, V.R., F.A.,
M.G.S., Central Economic Committee.

AFHQ Adv Adm Ech,
C.M.F.

3001/1/A.1

1 Feb 44.

1. The D/CAO has examined the list of telephone extensions on the FLAMBO switchboard and considers that the following should be reduced forthwith:-

S & T	-	By one line,
Pet. Sec.	-	Chief Clerk - 188
Ord.	-	Chief Clerk - 136
REME	-	Chief Clerk - 212
Works	-	Clerks - 226
V.R.	-	Clerks - 246
F.A.	-	By one line,
M.G.S. and Central Economic Committee	-	To be combined on 120, 200 to be given up.

2. If it is desired to make any representations in connection with these cases, these are required to reach "A" Branch by 4 Feb '44.

C.M. Painter.

Brigadier,
A.D.A.G.

CMP/BJL.

Copy (for inf.) to:- C(SD),
Q,
Sigs.

3473

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT:- Distribution Lists.

A.F.H.Q. Adv Adm Sch,
C.M.F.

3002/1/A.

2 Feb 44.

Ref this Branch 3002/1/A of 26 Jan.

Add to List 'A':-

Serial No. 32 V. & R.

Add to List 'B':-

Serial No. 45 N.Z.L.O.

Amendment: Lists 'A' and 'B'.

After Serial No. 4 G(SD) add .... (2) If subject affects U.S. matters.

for Brigadier,
A.D.A.G.

ACP/AEW.

DISTRIBUTION:- List 'B'.

33

3472

OFFICE INSTRUCTIONS.

32. TYPHUS RESTRICTIONS.

(a) All ranks of H.Q. FLAMBO, and attached thereto, will be in possession of a special pass authorising their presence in NAPLES, on duty, during typhus restrictions.

(b) A supply of the pass forms has been issued to Branches, etc.

33. OFFICERS' RECORD OF SERVICE BOOK - A.B.439.

(a) It is the responsibility of individual officers to be in possession of, and maintain up to date, A.B.439.

(b) A supply of A.Bs.439 is now available and Branches, etc., will arrange to draw as required from Chief Clerk, 'A' Branch.

34. PROTECTIVE VACCINATION AND INOCULATION.

(a) Attention is directed to Office Instruction No. 30 of 10 Jan 44.

(b) Officers will arrange to have the necessary inoculations, and vaccinations, carried out as soon as possible.

(c) The record of these will be entered in A.B.439.

35. RELEASE OF OFFICERS IN E.R. EMPLOYMENT.

(a) There is a grave shortage of Inf officers in the British Army, and this shortage may be expected to spread to all fighting arms in the near future.

(b) It is therefore essential that all fit young officers be released from extra regimental employment at the earliest possible moment, in order that they may be sent to training establishments and be prepared for absorption in forward units and formations before the shortage reaches a more acute stage.

(c) All Branches and Services will examine forthwith the possibility of release of officers employed by them of Medical Category 'A' and under 35 years of age.

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(b) Officers will arrange to have the necessary inoculations, and vaccinations, carried out as soon as possible.

(c) The record of these will be entered in A.B.439.

35. RELEASE OF OFFICERS IN E.R. EMPLOYMENT.

(a) There is a grave shortage of Inf officers in the British Army, and this shortage may be expected to spread to all fighting arms in the near future.

(b) It is therefore essential that all fit young officers be released from extra regimental employment at the earliest possible moment, in order that they may be sent to training establishments and be prepared for absorption in forward units and formations before the shortage reaches a more acute stage.

(c) All Branches and Services will examine forthwith the possibility of release of officers employed by them of Medical Category 'A' and under 35 years of age. 3471

(d) The position will be kept constantly under review and returns of officers who can be released will be made to 'A' Branch, who will arrange for the necessary training and posting of Inf, R.A., R.A.C. and General List officers.

(e) Postings of officers of other arms of the services will be carried out by the services concerned, in conjunction with H.Q. Rfts Sec.

(f) A.F.H.Q. have agreed to "double bank" officers if required to enable the replacements to learn their duties. This, however, will only apply in the case of subalterns.

(g) W.e.f. the date of this Instruction, no officer will be posted or recommended for E.R. employment whose Medical Category is 'A' and who is under 25 years of age.

(h) W.e.f. 1 Jun 44, no officer will be posted or recommended for E.R. employment whose Medical Category is 'A' and who is under 30 years of age, unless the officer concerned has outstanding qualifications for the post and no other suitable officer is available. "Suitable" in this connection will be accepted as meaning adequate, even if some reduction in quality is involved.

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36. N.Z. LIAISON OFFICER.

(a) Major J. TWIGG has now reported to this H.Q. as Liaison Officer, 2 N.Z.E.F., and may be found in the office of D.A.Q.M.G.(2), Tel. Ext. 252.

(b) He receives copies of correspondence addressed by H.Q. 2 N.Z.E.F. to FLALBO. Branches and Services of this H.Q. will include N.Z.L.O. in their distribution of any correspondence affecting N.Z. Forces.

2 Feb 44.
CMP/AEW.

Brigadier,
A.D.A.G.

DISTRIBUTION:- List 'B', plus Sigs.

Declassified E.O. 12356 Section 3.3/NND No. 77016



Declassified E.O. 12356 Section 3.3/NND No. 785016

CEC.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Cen. Leonard
Comm

I

IV

AFHQ Adv.Adm.Ech.,
C.M.F.

SUBJECT: Survey Branch

20/G(Ops).

2 Feb 44.

List 'B'
- - - - -

Survey Branch of this HQ has closed and should **not** be included on internal distributions.

2. Applications for small quantities of maps should be made direct to the Map Store. For large quantities applications should be submitted to G (Ops).

3. All other matters concerning Survey should be referred to Survey Directorate, HQ ACLF.

33

DGL/act

8470

D.G.EDWARDES,
Major,
for Lt.Col.
G.S.

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

2 February 1944

SUBJECT: Signal Communications.

TO: DAG, A Branch, Flambo

Reference attached letter, subject as above, Flambo Extension 120 was voluntarily given up by MGS Advance approximately one week ago. It is requested that Extension 200 remain in effect for MGS Advance and the Central Economic Committee since numerous offices having occasion to call MGS and CEC are familiar with that number.

A. I. HENDERSON,
Lt. Col., A. U. S.,
Chief, MGS Advance.

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Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT:- Signal Communications.

URGENT

S & T, Pet.Sec, Ord, REME,
Works, V.R., F.A.,
M.G.S., Central Economic Committee.

AFHQ Adv Adm Ech,
C.M.F.

3001/1/A.1

1 Feb 44.

1. The D/CAO has examined the list of telephone extensions on the FLAMBO switchboard and considers that the following should be reduced forthwith:-

S & T	-	By one line,
Pet. Sec.	-	Chief Clerk - 188
Ord.	-	Chief Clerk - 136
REME	-	Chief Clerk - 212
Works	-	Clerks - 226
V.R.	-	Clerks - 246
F.A.	-	By one line,
M.G.S. and Central Economic Committee	-	To be combined on 120, 200 to be given up.

2. If it is desired to make any representations in connection with these cases, these are required to reach "A" Branch by 4 Feb '44.

Brigadier,
A.D.A.G.

CMP/BJL.

Copy (for inf.) to:- G(SD),
Q,
Sigs.

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Declassified E.O. 12356 Section 3.3/NND No. 785016

S E C R E T.

Subject: MOVE OF AFHQ ADV ADM ECHELON.

AFHQ Adv Adm Echelon,
CMF.

29/20/Q.

29 Jan 44.

List "D" plus P.M.Cs. of Messes.

Ref 29/20/Q of 27 Jan 44.

Please make the following amendment :-

Para 5 Line 4

Delete - - "H"

Insert - - Brigadiers'

for Brigadier,
DAG.

33

SUBJECT:- Move of AFHQ Adv Adm Echelon

CCS II

SECRET

14

AFHQ Adv Adm Echelon
CMF

29/20/Q

27 Jan 44.

To:- List "P" plus PMCs of Messes

GENERAL

1. Should it be necessary to move this HQ to a new location, a detailed recce will be ordered, and so soon as selection of accommodation has been made, the plan outlined in the succeeding paragraphs of this memorandum will be put into effect.

MOVE

2. The move will be divided into the following:-

Reconnaissance parties
Advance parties
No.1 Echelon
No.2 Echelon and Rear parties.

3. Constitution and description of parties

(a) Day D — Reconnaissance party will be despatched as soon as a suitable site has been selected, (vide para 1 above), and will consist of the following:-

Rep - G(Ops)
CSO
G-4
Q
Camp Commandant

Q will co-ordinate.

It will be responsible for the requisitioning and broad allocation of the office and living accommodation.

(b) Advance parties will be despatched by all sections moving in first echelon, on the date shown in the margin. They will sub-allot the accommodation according to the personnel for whom they are [illegible] They will supervise the transit of the documents

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3. Constitution and description of parties

(a) DAY / D — Reconnaissance party will be despatched as soon as a suitable site has been selected, (vide para 1 above), and will consist of the following:-

Rep — G(Ops)
CSO
G-4
Q
Camp Commandant

Q will co-ordinate.

It will be responsible for the requisitioning and bread allocation of the office and living accommodation.

(b) D+2 — Advance parties will be despatched by all sections moving in first echelon, on the date shown in the margin. They will sub-allot the accomodation according to the personnel for whom they are responsible. They will supervise the transit of the documents, office equipment and stores required to enable the personnel in the first echelon to function immediately on arrival.

Advance parties, excluding signals, will each comprise:-

One officer
One clerk
One orderly/batman
} and the necessary transport.

The strength of the signals advance party will be sufficient to handle the installation of adequate communications for the working of the HQ by No.1 Echelon.

"G" Mess will move with this party.

Camp Commandant will ensure that labour for handling documents and stores is available, in addition to advance parties.

(c) D46 — No.1 Echelon will move on date shown in margin and will consist of approximately 50% of the strength of those sections whose work is necessary to enable the HQ to function operationally. These sections are shown at Appendix "A". Appendix "A" also shows the messes which will move with this echelon.

/2.....(d).....

33

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(d) No.2 Echelon and Rear parties. This will be residue of the HQ remaining in NAPLES. It will move when so ordered. The term "rear parties" is used to describe the parties left by the Camp Commandant (Br) or HQ Commandant (US), to hand over buildings and to clear up outstanding matters.

(e) Each echelon must be capable of carrying the operational load of the HQ.

(f) Proformae at Appendix "B" will not be completed until move has been decided, (vide para 1), when a warning order will be issued. Completed proformaes will then be returned to "Q" Branch.

ADMINISTRATION

4. Accommodation

Information already received from branches for office accommodation will remain the basis of future planning.

5. Messing - British officers

Mess Secretaries will complete proformae at Appendix "B" in respect of their messes. On departure of No.1 Echelon it will be necessary to adjust messes on a temporary basis. "A" Branch will co-ordinate. Mess Secretaries of "A" and "H" messes will indicate in which echelon these messes will move, when returning proformae, as in para 3(f) above.

6. Messing - British ORs

Camp Commandant will ensure that Advance party and each echelon is administratively self-contained.

7. Messing - US contingent

G-4 will co-ordinate arrangements for the move of all US messes.

8. Scale of Rations

Instructions on scale of rations etc., to be taken with each party will be issued with movement order.

COMMUNICATION

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5. Messing - Officers' Messes

Mess Secretaries will complete proformae at Appendix "B" in respect of their messes. On departure of No.1 Echelon it will be necessary to adjust messes on a temporary basis. "A" Branch will co-ordinate. Mess Secretaries of "A" and "H" messes will indicate in which echelon these messes will move, when returning proformae, as in para 3(f) above.

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7. Messing - US contingent

G-4 will co-ordinate arrangements for the move of all US messes.

8. Scale of Rations

Instructions on scale of rations etc., to be taken with each party will be issued with movement order.

INTERCOMMUNICATION

9. When No.1 Echelon is established and functioning, this HQ will close in NAPLES and re-open in new location.

W.J. Holden
Brigadier
DQMG

JAF/AEM

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SECRET

APPENDIX "A"

BRANCHES TO BE REPRESENTED IN FIRST ECHELON

1. G(SD)
2. "A"
3. G-L
4. "Q"
5. Movements
6. Tn
7. Works
8. "X"
9. ST
10. Medical
11. Ord
12. RE T
13. Postal
14. Labour
15. Pro
16. Cdn Sec
17. MGS(Adv)

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7. Works

8. "X"

9. ST

10. Medical

11. Ord

12. REME

13. Postal

14. Labour

15. Pro

16. Cdn Sec

17. MCS(Adv)

18. "D" Mess

19. "E" Mess

20. "H" Mess

21. Movements Mess

22. Tn Mess

23. Cdn Soc Mess

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S E C R E T

APPENDIX "H"

.....Branch, AFHQ Adv Adm Echelon

	P H A S E			
	Adv Parties	First Echelon	Second Echelon	TOTAL to be moved.
PERSONNEL				
Officers				
Clerks - WOs, S/Sjts & Sjts				
- R & F				
Orderlies				
Batmen				
Mess Staff - WOs, S/Sjts and Sjts				
- R & F				
Drivers - WOs, S/Sjts and Sjts				
- R & F				

ECHELON BREAKDOWN FOR MOVE

	Adv Parties	First Echelon	Second Echelon	TOTAL to be moved
Officer				

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Orderlies				
Batmen				
Mess Staff - WOs, S/Sjts and Sjts				
- R & F				
Drivers - WOs, S/Sjts and Sjts				
- R & F				

ECHELON BREAKDOWN FOR MOVE

	Adv Parties	First Echelon	Second Echelon	TOTAL to be moved
Officer				
ORs				
Branch transport which will move in convoy				
Additional 3 ton lorries required to make Branch mobile				

NOTES TO BE READ BEFORE COMPLETING ABOVE PROFORMA.

(i) Branches and sections will not include batmen in their return, these will be included in returns submitted by Mess Secretaries.

(ii) Camp Commandt will include all regimentally employed ORs, other than drivers of branch allotted transport, in his return.

(iii) When assessing transport required for move, space will be allowed for all tables, chairs etc., of Ordnance origin.

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S E C R E T

APPENDIX "B"

.....Branch, ATHQ Adv Adm Echelon

	P H A S E			
	Adv Parties	First Echelon	Second Echelon	TOTAL to be moved.
PERSONNEL				
Officers				
Clerks - WOs,S/Sjts & Sjts				
- R & F				
Orderlies				
Batmen				
Mess Staff - WOs, S/Sjts and Sjts				
- R & F				
Drivers - WOs, S/Sjts and Sjts				
- R & F				

ECHELON BREAKDOWN FOR MOVE

	Adv Parties	First Echelon	Second Echelon	TOTAL to be moved

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	- R & F				
Orderlies					
Batmen					
Mess Staff	- WOs, S/Sjts and Sjts				
	- R & F				
Drivers	- WOs, S/Sjts and Sjts				
	- R & F				

ECHELON BREAKDOWN FOR MOVE

	Adv Parties	First Echelon	Second Echelon	TOTAL to be moved
Officer				
ORs				3464
Branch transport which will move in convoy				
Additional 3 ton lorries required to make Branch mobile				

NOTES TO BE READ BEFORE COMPLETING ABOVE PROFORMA.

(i) Branches and sections will not include batmen in their return, these will be included in returns submitted by Mess Secretaries.

(ii) Camp Commandt will include all regimentally employed ORs, other than drivers of branch allotted transport, in his return.

(iii) When assessing transport required for move, space will be allowed for all tables, chairs etc., of Ordnance origin.

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AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

28 January 1944.

TO: Military Government Section, A. F. H. Q., APO 512.
Attn.: Col. Parkman

The only transportation which MGS Advance has is one jeep which was transferred to Major Todd by Col. Fairman and has now b en transferred to me on memorandum receipt.

Col. Kreuge tells me that this jeep is the property of Company C and is assigned to Region III. He has requested its return.

I have assigned to me in my CEC capacity at the present time another jeep which belongs to AMG/ACC Hq. This jeep will be returned to AMG/ACC Hq. as soon as CEC activities cease, which will probably be in a day or two.

I think it is necessary that MGS Advance have one jeep. There is no pool at AFHQ Advanced Administrative Echelon and operation from the AMG pool is impracticable since the pool is about 15 minutes drive away.

I suggest that one of the following proposals be adopted:

a. If possible have Company C issue the jeep on shipping ticket to me. This would permit Region III to draw another vehicle.
b. Direct Region III to permit me and Lt. Shanley to retain the vehicle as long as we are on duty at AFHQ Advanced Administrative Echelon.
c. Direct AMG/ACC to continue to make the jeep now assigned to me as CEC available to me and Lt. Shanley as long as we remain at AFHQ Advanced Administrative Echelon.

Col. Kreuge is very anxious to have this matter settled as he is short of vehicles and I therefore request that you reply at your earliest convenience.

3463

If Lt. Shanley and I are to be ordered away in the near future, the simplest plan would be to direct Col. Kreuge to permit me to retain the jeep until I leave.

A. I. HENDERSON,
Lt. Col., A. U. S.,
Chief, MGS Advance.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE DETACH MILITARY GOVERNMENT SECTION

MEMO FROM MGS ADV 28 January 1944.

TO THE OFFICER IN CHARGE S H C, FLAMRO

Please note that the Central Scenario Committee (CSC) is defunct.

No further messages should be marked for ACTION or for INFO for C S C.

Messages incoming addressed to FLAMRO FOR C S C should be referred to MGS ADV.

It would be appreciated if all messages for MGS ADV could be furnished in duplicate, except in those cases when this entails additional copy work for your clerks.

For Lieut. Col. Henderson:

Chief Clerk

33

MGS AW

Subject: Stationery.

A.F.H.Q. Adv. Admin. Ech. CMF,
Tel: Ext. 134.

Distribution List 'B'; less Serials 1,2,31,32,34 12,26
plus Int. Tn. Sub-Comm. ACC.
Signalmaster
Br. Cipher
US. Cipher
MaIALO
M.T.O.
Inc.
Shipping Int.
ADJAG
S&C.

5/Staff.

24 Jan 44.

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1. 'Stock items' of stationery will only be issued from the Stationery Store between 09.00 hrs and 10.00 hrs daily. Demands, in letter or 'chit' form must be signed by the Chief Clerk of the branch concerned, or his deputy; quantities required must be stated or issue will not be made.

Stock items, a list of which is given on the reverse of this letter, will not be demanded on the monthly indent.

2. If items other than those quoted as 'stock' are required urgently it may be possible to supply from a small reserve which is held by this H.Q., but no guarantee can be given that this can be done and the normal method of demanding such items will be ny monthly indent on the 20th of each month. Such stationery takes approximately 10 days to obtain and branches concerned will be notified when they may draw same from this office or stationery store.

3. All stationery is in short supply and many items are unobtainable or are supplied in very small quantities only. It is necessary to economise strictly and the following is to be taken into consideration when demanding stationery supplies:

Pencils
Drawing Pins
Paper Fasteners
Paper Clips
Rubbers
Rulers

It is very easy to overestimate your requirements of these items. You are requested not to ask for large quantities; they are not available and you can only be issued with a reasonable amou

Typewriter Brushes
Scissors
Punches
Rubber Bands

Are not generally available at present.

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Declassified E.O. 12356 Section 3.3/NND No. 772016

will not be demanded on the monthly indent.

2. If items other than those quoted as 'stock' are required urgently it may be possible to supply from a small reserve which is held by this H.Q., but no guarantee can be given that this can be done and the normal method of demanding such items will be by monthly indent on the 20th of each month. Such stationery takes approximately 10 days to obtain and branches concerned will be notified when they may draw same from this office or stationery store.

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Typewriter Brushes
Scissors
Punches
Rubber Bands
Office Knives
Stapling Machines
Talc

Are not generally available at present.

3461

Correcting, carbons and S.O. Books are in very short supply.

4. Office Machinery Inspection Books, to certify that all machinery has been inspected, and whether found in good order or not, will be produced to the Chief Clerk A.F.H.Q. Adv. Admin. Ech. without fail each Monday.

5. Branches are reminded that the mechanic is available at the Stationery Store every day (except Sunday afternoon) between 08.30 hrs and 16.30 hrs and machines for repair or overhaul may be taken there direct, at any time. Each machine must be labelled clearly with the name of the branch and date of presentation to the store for repair. Typewriters will only be oiled by the mechanic.

W/O Eastland.
Lieut. R.A.S.C.,
Chief Clerk.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

STOCK ITEMS - GENERAL

Paper - duplicating, all sizes. (white)
- typing " "
- writing (for d.o. correspondence only)
- blotting
- carbon, all sizes, type & hand.

Envelopes, economy.
Pencils.
Pins,
'Fordigraph' accessories.
Pins, drawing.
Paper clips.
Staples.
Rubbers, all types.
Labels, Economy.
Ink, duplicating, Rotary Machine, Grey.
" " " " , Black.
" " Flat " , Black.
" writing, powder, blue-black.
" " " red.
Stencils, for rotary and flat machines.
Correcting, Developing and Silk Cleansing Fluids.
Sealing Wax.
Gum Arabic
Tags, India.
String.
Chalk.
Nibs.
Penholders.
Typewriter Ribbons (on mechanic certifying that old ribbons, which must be produced, are of no further use)

S.O. Books.
A.F. C.2136 - Message Forms (Small and Large)
M.E. Form 160 }
" " 161 } War Diary Forms.
" " 162 }
A.F. C.2118 }

Declassified E.O. 12356 Section 3.3/NND No. 785016

" " Flat " , Black.
" writing, powder, blue-black.
" " " red.
Stencils, for rotary and flat machines.
Correcting, Developing and Silk Cleansing Fluids.
Sealing Wax.
Gum Arabic
Tags, India.
String.
Chalk.
Nibs.
Penholders.
Typewriter Ribbons (on mechanic certifying that old ribbons, which must be produced, are of no further use)

S.O. Books.
A.F. C.2136 - Message Forms (Small and Large)
M.E. Form 160)
" " 161) War Diary Forms.
" " 162)
A.F. C.2118)

STOCK ITEMS - DRAWING OFFICE USE ONLY.

Graph Paper (all sizes)
Pencils, drawing.
" , Chinagraph.
Rubbers, draughtsmens.
Indian Ink.
Gloy.
Ferroprussiate
Ferrogallic.

Declassified E.O. 12356 Section 3.3/NND No. 772016

Cent. Re. Comm

Subject: Stationery.

A.P.M.G. Adv. Admin. Hch. GHF,
Tel: Ext. 134.

12,28

Distribution List 'B'; less Serials 1,2,31,32,34
plus In.. Tn. Sub-Comm. ACC.
Signalmaster
Br. Cipher
US. Cipher
MEDIALO
M.T.O.
Inc.
Shipping Int.
ADJAG
SHC.

5/Staff.

24 Jan 44.

---

1. 'Stock items' of stationery will only be issued from the Stationery Store between 09.00 hrs and 10.00 hrs daily. Demands, in letter or 'chit' form must be signed by the Chief Clerk of the branch concerned, or his deputy; quantities required must be stated or issue will not be made.

Stock items, a list of which is given on the reverse of this letter, will not be demanded on the monthly indent.

2. If items other than those quoted as 'stock' are required urgently it may be possible to supply from a small reserve which is held by this H.Q., but no guarantee can be given that this can be done and the normal method of demanding such items will be ny monthly indent on the 20th of each month. Such stationery takes approximately 10 days to obtain and branches concerned will be notified when they may draw same from this office or stationery store.

3. All stationery is in short supply and many items are unobtainable or are supplied in very small quantities only. It is necessary to economise strictly and the following is to be taken into consideration when demanding stationery supplies:

Pencils
Drawing Pins
Paper Fasteners
Paper Clips
Rubbers
Rulers

It is very easy to overestimate your requirements of these items. You are requested not to ask for large quantities; they are not available and you can only be issued with a reasonable amount.

Typewriter Brushes
Scissors
Punches
Rubber Bands

Are not generally available at present.

Declassified E.O. 12356 Section 3.3/NND No. 778216

2. If items other than those quoted as 'stock' are required urgently it may be possible to supply from a small reserve which is held by this H.Q., but no guarantee can be given that this can be done and the normal method of demanding such items will be my monthly indent on the 20th of each month. Such stationery takes approximately 10 days to obtain and branches concerned will be notified when they may draw same from this office or stationery store.

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Typewriter Brushes
Scissors
Punches
Rubber Bands
Office Knives
Stapling Machines
Talc

Are not generally available at present.

Correcting, carbons and S.O. Books are in very short supply.

3460

4. Office Machinery Inspection Books, to certify that all machinery has been inspected, and whether found in good order or not, will be produced to the Chief Clerk A.F.H.Q. Adv. Admin. Ech. without fail each Monday.

5. Branches are reminded that the mechanic is available at the Stationery Store every day (except Sunday afternoon) between 08.30 hrs and 16.30 hrs and machines for repair or overhaul may be taken there direct, at any time. Each machine must be labelled clearly with the name of the branch and date of presentation to the store for repair. Typewriters will only be oiled by the mechanic.

H.E. Grundland.
Lieut. R.A.S.C.,
Chief Clerk.

33

Declassified E.O. 12356 Section 3.3/NND No. 783016

Declassified E.O. 12356 Section 3.3/NND No. 788016

STOCK ITEMS - GENERAL

Paper - duplicating, all sizes. (white)
- typing " "
- writing (for d.o. correspondence only)
- blotting
- carbon, all sizes, type & hand.

Envelopes, econory.
Pencils.
Pins,
'Fordigraph' accessories.
Pins, drawing.
Paper clips.
Staples.
Rubbers, all types.
Labels, Economy.
Ink, duplicating, Rotary Machine, Grey.
" " " " , Black.
" " Flat " , Black.
" writing, powder, blue-black.
" " " red.
Stencils, for rotary and flat machines.
Correcting, Developing and Silk Cleansing Fluids.
Sealing Wax.
Gum Arabic
Tags, India.
String.
Chalk.
Nibs.
Penholders.
Typewriter Ribbons (on mechanic certifying that old ribbons, which must be produced, are of no further use)
S.O. Books.
A.F. C.2136 - Message Forms (Small and Large)
M.E. Form 160 }
" " 161 } War Diary Forms.
" " 162 }
A.F. C.2118 }

Rubbers, all types.
Labels, Economy.
Ink, duplicating, Rotary Machine, Grey.
" " " " , Black.
" " Flat " , Black.
" writing, powder, blue-black.
" " " red.
Stencils, for rotary and flat machines.
Correcting, Developing and Silk Cleansing Fluids.
Sealing Wax.
Gum Arabic
Tags, India.
String.
Chalk.
Nibs.
Penholders.
Typewriter Ribbons (on mechanic certifying that old ribbons, which must be produced, are of no further use)

S.O. Books.
A.F. C.2136 - Message Forms (Small and Large)
M.E. Form 160)
" " 161) War Diary Forms.
" " 162)
A.F. C.2118)

STOCK ITEMS - DRAWING OFFICE USE ONLY.

Graph Paper (all sizes)
Pencils, drawing.
" , Chinagraph.
Rubbers, draughtsmens.
Indian Ink.
Gloy.
Ferroprussiate
Ferrogallic.

Declassified E.O. 12356 Section 3.3/NND No. 783016

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Declassified E.O. 12356 Section 3.3/NND No. 785016

M.G.S Adv

SUBJECT: Duty Officers' Instructions

AFHQ Adv Adm Ech,
CMF.

3017/A1

24 Jan 44

Ref 3017/A1 dated 28 Oct 43.

1. LOCATION AND TELEPHONE NUMBER

W.e.f. 1300A hrs 25 Jan 44 the Duty Officer will be located in Chief Clerk's Office (next to present Duty Officer's Room); telephone number - FLAMBO 134.

2. AMENDMENT TO DUTY OFFICERS' ORDERS

The following amendment will be made to "Standing Orders for Duty Officer" -

Para 8(c); after "log book" in third sub-para, add:

"Duty Officer will note on the back of all messages and signals returned to SMC what action is to be taken by that Branch, e.g. "Returned to SMC for normal delivery". ",

Major-General,
DCAO.

TDG/FA

Distribution: List "B" less Serials 12, 28, 34.
plus Signals.

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CIPHER MESSAGE IN. SIGS NO:7168
SECRET.

TO:- PBS FOR AMCROSS FOR GIBLIN RPTD FATIMA FLAMBO.

FROM:- FREEDOM SGD CINC CITE FHMGS 42305 24

YUGOSLAV RED CROSS WISH DESPATCH DELEGATION 1 MAN AND 2 WOMEN FROM MIDEAST FOR DISTRIBUTION TO YUGOSLAV REFUGEES NECESSITIES PURCHASED HERE. HAVE REFERRED FLAMBO WHO AGREE, AND FATIMA WHO DESIRE YOUR VIEWS. BEARING IN MIND PROBABLE POLITICAL ALLEGIANCE THIS PARTY WHO EMANATE FROM MIDEAST, AND THAT WE WOULD PREFER THEY FUNCTION UNDER YOUR CONTROL, PLEASE ADVISE YOUR VIEWS AS TO ACCEPTANCE

SMC DISTRIBUTION ACTION MGS. ✓
INFO Q. G.4. J.S.C.
SMCTOR 251045A.

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Declassified E.O. 12356 Section 3.3/NND No. 785016

CIPHER MESSAGE IN SIGS NO 7090
MOST SECRET

TO. MIDEAST RPTD FLAMBO AND FATIMA

FROM. FREEDOM SIGNED CINC CITE FHMGS 42303 24

MOST SECRET. REF YOUR A1/61561 OF 20 JAN IN MATTERS RELATING TO EVAC OR WELFARE OF YUGOSLAVS EXCLUDING DETAILS OF MOVEMENTS OR MATTERS OF POLICY, YOU SHOULD REFER TO FATIMA.~~XXXX~~
NEW SUBJECT. QUESTION ACCEPTANCE YUGOSLAV RED CROSS REPRESENTATIVES UNDER CONSIDERATION. YOU WILL BE INFORMED DECISION IN DUE COURSE

SMC DISTRIBUTION ACTION. A,
INFO. Q. MGS. G4.

HRW
SMCTOR. 251235A

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U S RESTRICTED Equals British RESTRICTED

RHF/bar

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

CIRCULAR)
: 22 January 1944
NUMBER 9)

VEHICLES AND ACCESSORIES

Administrative Instructions I
Maintenance, Operation, and Equipment II
Tires and Tracks III

The following circulars, this headquarters, 1943, are rescinded and the provisions below substituted therefor:

Section	Circular	Section	Circular
IV	88	II	209
II	92	III	214
IV	113	I	218
III	119	All	223
II	123	I	226
III	134	IV	229
III	175	II	230
III	180	IV	232
IV	190	V	234
III	200	IV	235

I -- ADMINISTRATIVE INSTRUCTIONS

1. Use of United States Motor Vehicles. a. United States Army motor vehicles or those hired by the United States Army will be used only for official business, which may include the following special purposes when specifically authorized by the commanding officer:

(1) Transporting military personnel in connection with authorized athletics.

(2) Transporting military personnel in connection with authorized recreational activities.

b. Civilians (male and female) may be transported in vehicles being used for official business when their presence is necessary for the accomplishment of the official business for which the trip is being made.

c. Only civilians (male and female) who are United States Government employees or who are members of the American Red Cross may be transported in vehicles being used for authorized special purpose trips.

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d. The giving of casual lifts to civilians is forbidden except to those who are government employees of the United States or Allied countries or members of the American Red Cross.

2. Safeguarding Vehicles. No United States Army vehicle will hereafter be left unattended unless the vehicle is immobilized by a lock and chain device on the steering wheel or by other equally effective locking devices on the driver's controls, or unless the vehicle is placed in an authorized parking lot or within an area where entrances are controlled by guards. The foregoing will not be used as a basis for the requisitioning of lock and chain devices.

3. Removal of Rotors. The practice of removing distributor caps and rotors to temporarily immobilize vehicles will be discontinued. Loss of these parts has been so great that replacements cannot be obtained to place vehicles from which they have been removed in operating condition. To relieve the situation, a search should be made with a view toward returning to supply sources all of those items which are not in use.

4. Abandoned Vehicles. a. Abandoned vehicles, including those that have become involved in accidents, will be reported by personnel finding them to the nearest Military Police, or Military Police headquarters.

b. When patients who have been in motor vehicle accidents are received at hospitals, efforts will be made to determine whether or not the vehicles have been abandoned. When vehicles have been abandoned, or if there is doubt as to their status, a report of the circumstances will be made immediately to the nearest Military Police headquarters by the hospital commander.

5. Vehicle Markings. Motor vehicles assigned to United States Army units in the combat zone, including ambulances and hospital trucks, will be marked as prescribed in Section III, AR 850-5, 5 August 1943, and Operation Memorandum Number 36, AFHQ, 10 April 1943. Force numbers (shipping numbers) will be obliterated upon arrival in this theater.

II -- MAINTENANCE, OPERATION, AND EQUIPMENT

6. Gear Case Levels of 1/4-Ton, 4 x 4 Trucks. Gear case levels on 1/4-ton 4 x 4 (Ford, Willys) are to be checked weekly, and if required, the units will be filled to plug levels with the lubricant prescribed on War Department Lubrication Guide 501 for the specific temperature range, according to the table of capacity and recommended lubricant. Gear cases on these vehicles are also to be refilled to plug levels after draining. Gear cases will not be filled to 1/2 inch below plug levels when cold, as is indicated on War Department Lubrication Guide 501, 15 September 1943, as it has been determined that such practice does not provide adequate lubrication for this vehicle, especially the front differential gear case. Attention is invited to the fact that only the 1/4-ton, 4 x 4 truck is affected by this directive, and these DIRECTIONS ARE NOT APPLICABLE TO OTHER GENERAL PURPOSE VEHICLES.

7. Damage and Maladjustment of Carburetors. Many instances of damage to carburetors and of poor performance of vehicles, due to unauthorized personnel attempting to disassemble and clean carburetors without proper knowledge or

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equipment, have been found by Ordnance maintenance companies. The modern carburetor cannot be successfully repaired or even adjusted (except for idle and throttle adjustments) without special knowledge and tools. Second echelon maintenance includes only idle and throttle adjustments which are outside adjustments. Other adjustments require disassembly of the carburetor, which will be done only in Ordnance third or higher echelon shops by qualified mechanics.

8. Overspeeding of Engines. The condition of general purpose vehicle engines arriving in Ordnance shops indicates extensive unauthorized tampering, and even complete removal of governors. This practice must stop immediately.

a. Organization commanders will insure that governors are not removed or the seals tampered with. All cases of improperly adjusted or malfunctioning governors will be brought to the attention of the nearest Ordnance maintenance unit for readjustment or repair. Thereafter, strict discipline will be maintained to prevent any tampering. Neglect of this important preventitive maintenance practice will be considered cause for disciplinary action under paragraph 14, AR 850-15.

b. Ordnance units have the responsibility of reporting any violations to the unit commander involved. Periodic inspections will be made to insure that this directive is being complied with.

c. Waterproofing instructions do not require governor readjustment or disconnection. Any such action is considered unauthorized tampering.

9. Adjustment of Clutch Pedal Free Play. a. Demands for springs, clutch (part number 753930) on truck, 2½ ton, 6 x 6 (GMC) have been unusually heavy. In order to assure maximum life and conserve supply of this part as well as other clutch parts, it is important that the clutch pedal free play be adjusted to 2½ inches and this adjustment maintained at all times.

b. The following instructions on clutch pedal free play adjustment, which appear on page 69 of Army Motors, Volume 4, Number 3, June 1943, are called to the attention of all concerned:

(1) Loosen check nut on adjusting link.

(2) Turn adjusting nut in or out as may be required to obtain 2½ inches free travel of the clutch pedal before the clutch starts to release. Check the free play with your finger on the pedal and not with your foot as this adjustment is too sensitive to secure accuracy with the foot.

(3) Having 2½ inches free play, turn the check nut firmly up against the adjusting nut to prevent the adjustment from coming loose.

10. Improper Filling of Hydraulic Brake System. Many drivers and other organizational personnel are not properly informed as to the proper fluid to be used in the hydraulic brake systems of vehicles. The use of hydraulic jack fluid, recoil oil and even ordinary engine oil has been noted in several instances. Such improper use is followed by a swelling and deterioration of the rubber piston cups and boots and subsequent brake seizure or failure entirely.

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It is imperative that none other than GENUINE HYDRAULIC BRAKE FLUID be used in the brake system. Brake fluid of local manufacture must not be mixed with the government issued fluid.

11. 3" Gun Motor Carriages M10 and M10A1. a. Certain tank destroyer battalions have welded the sprocket, front to the hub, drive sprocket on M10 and M10A1, in order to eliminate shearing of bolts which are used to secure sprocket to hub.

b. These bolts are specially designed as the weakest link in the power train and excessive strain is indicated when they shear. Welding, as described above, eliminates the safety factor which is thus interposed in driving mechanism to protect the power train.

c. These drive sprocket bolts need frequent tightening and shearing usually occurs when vehicles are operated with these bolts loose. Outside bolts are generally kept tight while those on the inside sprocket, which are more difficult to reach, are neglected.

d. The practice of welding sprockets to hubs will be immediately discontinued and vehicles already modified in this unauthorized manner will be returned to their original condition without delay.

12. Conservation of Spare Parts. a. The present rate of consumption of certain automotive parts is far greater than available supply in the United States. This shortage applies chiefly to small, easily replaceable parts. The situation in this theater has now become critical and it is essential that all possible care be exercised in rejecting parts which can be readily repaired with tools and cleaning facilities at hand. Parts and assemblies beyond immediate local repair should not be arbitrarily discarded but evacuated to the next higher echelon of repair.

b. Among many others the following have been and will continue to be in short supply:

(1) Ignition Points: These should be cleaned, redressed and reused, and not thrown away.

(2) Carburetor Repair Kits: These are not substitutes for carburetor cleaning, which is all that is needed in many cases. Parts should be replaced only after a cleaned and adjusted carburetor will not function properly.

(3) Starter and Generator Armatures: Redressing commutators and resoldering loose ends should be done locally. Vehicle operators must understand that the starter was designed for intermittent use only. Starter switches must not be held closed for over 30 seconds if engine will not start. Cooling period between 30 second applications of starter must be at least two minutes.

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13. Use of Compound Anti-Freeze - Ethylene Glycol Type. Based on weather data for several previous years, the need for anti-freeze in North Africa is very limited. The following will be used as a guide in carrying out the instructions on use of anti-freeze, which appear in the various technical manuals covering the specific vehicles involved.

a. Atlantic Base Section - The minimum temperature that may be expected in this area is about freezing (32° F). Vehicles which will stay in this area do not need any anti-freeze.

b. Mediterranean Base Section - The minimum temperature is about 29°F and may be encountered during the months of December through February. The short periods during which this temperature may be experienced are not likely to cause any damage to cooling systems containing only water. It is desirable, however, to use anti-freeze sufficient to protect the vehicle down to the temperature indicated.

c. Eastern Base Section - The minimum temperature is about 24°F and may be encountered during the months of December through March. Anti-freeze protection should be applied accordingly.

d. Island, Northern, and Peninsular Base Sections - No temperature data are available in this headquarters. Local records should be consulted to determine protection required.

14. Driving Precaution - ¼ Ton Truck. Information has been received from the War Department that 1943 ¼-ton, 4 x 4 trucks have a tendency to pull hard to the left when the brakes are applied. All drivers are cautioned to exercise care when driving vehicles on which this tendency is evident.

15. Camouflage Nets. a. Units of the United States Army operating with Headquarters, Allied Central Mediterranean Force; Fifth and Seventh Armies; XII and XV Air Force Service Commands; the Island, Northern, and Peninsular Base Sections; Tyrrhenian Depot; and Headquarters Command, Allied Force are authorized nets for vehicles listed below. These allowances represent maximum requirements as opposed to T/BA or T/E allowances which represent the minimum requirements for the above mentioned units. Commanders concerned will review unit requisitions for camouflage nets and will approve requirements above T/BA or T/E allowances when in their opinions the additional camouflage nets are necessary.

	Number	Size	Basis of Issue
Net, camouflage, twine, garnished in summer temperate or winter color patterns	1 (Note 1)	22' x 22'	Per 1/4-ton truck; 1/4-ton trailer; 1-ton trailer.
	1	30' x 30'	Per staff car; 1/2-ton truck; 3/4-ton truck; special vehicles rated as 1/2-ton, 3/4-ton, or 1-ton; per trailer more than 1-ton, less than 6-ton; scout car; half-track carriage motor, M6.

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Number	Size	Basis of Issue
1 (Note 2)	36' x 44'	Per 1 1/2-ton truck or larger; per special vehicle rated at 1 1/2-ton or larger; per trailer (semi-trailer) 6-ton or larger except as listed under the next classification; per special wheeled or tracked equipment; light tank; carriage motor, M8; armored car.
1	45' x 45'	Per medium tank; per gun or howitzer motor carriage not listed above; truck, trailer, 40-ton, tank recovery.

NOTE 1. Two 14' x 14' or one 24' x 24' are suitable substitutes.

NOTE 2. Two 22' x 22' or two 24' x 24' are suitable substitutes.

b. Units now equipped with cotton shrimp nets will retain them. Cotton shrimp nets in depot stocks are suitable substitutes in corresponding sizes. These will, however, be issued indiscriminately for motor vehicles and other type vehicles. This is to preclude the possible identification of vehicles by the type camouflage net they use.

c. Units equipped with nets at variance with the above scale, will retain them until replacement is necessary.

d. United States units of all other commands are authorized only 20% of the nets provided above for training purposes, excluding all T/BA allowances now authorized.

e. This authorization does not affect present T/BA issues to weapons and guns of all arms and services.

16. Conservation of Gasoline Cans. a. Five gallon returnable gasoline cans are being used throughout the theater by many units for purposes for which they were never intended. The wastage of cans caused by this misuse and losses by carelessness and theft, has resulted in an inexcusably high loss of cans and is causing serious drain on resources.

b. Unit and organization commanders will take particular care to stop misuse and maltreatment of subject containers and will take the necessary steps to insure that all returnable gasoline containers are turned in promptly for repair, reuse and reissue in accordance with supply procedure established by SOS NATOUSA.

c. Five gallon gasoline cans will not be mounted or transported as motor vehicle equipment in this theater, except when, in the opinion of the commanders concerned, the mission so requires. Except where units are on a can and drum supply basis, as determined by the Commanding General, SOS, NATOUSA,

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containers in excess of T/E will be turned in without delay to the nearest Class III supply point. Where it becomes necessary to utilize gasoline cans on special convoys, this restriction does not apply, but all cans will be removed from vehicles upon completion of the mission for which issued.

d. All commanders having Inspectors General on their staffs will direct that a check be made by them during the course of all inspections to determine whether the provisions of this directive are being complied with and take necessary corrective action when infractions are found.

III -- TIRES AND TRACKS

17. Conservation of New Tires. All concerned are reminded that conservation of rubber is essential to the war effort. Therefore, it is necessary that all tires be used to the limit of serviceability and the issue of new tires be governed by consideration of the mission of the individual vehicle. In the future, new tires will be issued under the following general priorities:

a. Combat units in or being equipped for service in the combat zone.

b. Service units in direct support of combat units in the combat zone.

c. Service units in base sections only when considered absolutely essential.

18. Air Pressure. a. From observation of the condition of tires and tubes being received for repair, it is apparent that using troops are neglecting the proper care of tires and tubes that are in use. Attention is directed to paragraph 12a and b, TM 31-200.

"12. AIR PRESSURE.

a. Correct air pressure is the foundation of reliable tire performance. Tires are designed to operate at specified air pressures and should be checked daily for proper readings, and inflated when necessary to prescribed air pressures. When checking pressures, check valve cores for leaks. Always use an accurate gauge to determine air pressure. All air gauges should be checked periodically with a precision-type gauge (Stock No. 8-G-650). Never try to judge air pressure by the eye or by kicking a tire.

b. Tires should never be bled (let air out) during or immediately after operation. Tires heat as they roll, and heat causes air to expand, increasing the pressure. Bleeding reduces air pressure, not the temperature. Bleeding actually makes tires run hotter, and may cause sudden, complete tire failure. When a bled tire cools, it is dangerously under inflated."

b. Strict adherence to instructions contained in the TM will conserve these critical items.

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19. Removal of Tires. In some cases a policy has been established locally whereby trucks have had the outside tires removed when returning unloaded. This policy will be discontinued as the saving on rubber on the tire which has been removed is offset by the wear on the tire which carries the vehicle.

20. Reconditioning of Tires and Tubes.

a. References:

(1) Ordnance Field Service Circular 24, dated 21 January 1943.

(2) WD letter, AG 400.74 (18 August 1943)OB-S-SPUPT-M, subject: "Policy Relating to the Return of Overseas Salvage."

(3) WD AG Memorandum No. W850-44-43, dated 8 September 1943.

b. Definitions:

(1) Unserviceable - Applies to all types of unserviceable tires, tubes, and flaps including those requiring repairing and/or recapping, and not repairable with organizational facilities.

(2) Used - Applies to tires, tubes, and flaps which have been previously mounted and which have no noticeable injuries (sometimes called Class B).

(3) Reconditioned - Applies to items which have been put into proper condition for reissue to a using service (also known as Class B).

(4) Class C-1 - Tires which can be reconditioned for nonmilitary service (in accordance with OFSC-24, 21 January 1943, subject: "Disposition of Scrap Rubber").

(5) Class C-2 - Tires which are unfit for further use as such. (In accordance with circular mentioned in (4) above.)

(6) Tire Repair Plant - An overseas Army tire and tube repair and tire recapping plant operated by an Ordnance tire repair company and equipped to inspect, classify, and process unserviceable and used tires, tubes, and flaps.

(7) Base Tire Repair Shop - A tire repair shop (military, civilian or both) operated by a base section, but not run by or possessing the equipment of an Ordnance tire repair company.

c. Tires Used on United States Equipment (Except Airplanes):

(1) Action by Using Organizations.

(a) All types of unserviceable tires, tubes, and flaps in the hands of using organizations of any army or service

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will be handled whenever possible on an exchange basis, i.e., a reconditioned or new item for an unserviceable item.

(b) All used tires, tubes, and flaps removed from vehicles by using organizations of any arm or service, and which are in excess of organization spares, will be turned in to an Ordnance maintenance or depot unit, or, if possible directly to a tire repair plant or base tire repair shop.

(c) Unit commanders will require frequent tire inspections to prevent prolonged operation of tires sufficiently damaged to require repair.

(d) Tires in transit or in storage will be covered and kept dry. Prolonged exposure to bright sunlight and heat will be prevented as much as possible.

(2) Action by Ordnance Maintenance Units, Repair Plants and Shops, and Depots.

(a) Depending on local conditions, Ordnance Maintenance Units will either forward all used tires, tubes and flaps which come into their hands to a tire repair plant or base tire repair shop, or inspect used tires, tubes and flaps, repair items reparable with organizational equipment, and separate all obviously serviceable (Class B) items from questionable and unserviceable ones. Serviceable items (Class B) will either be reissued direct or turned over to an Ordnance Depot for reissue. Questionable and unserviceable items will be forwarded to a tire repair plant or base tire repair shop.

(b) Ordnance Depots will forward to a tire repair plant or base tire repair shop all inspected unserviceable tires, tubes and flaps which come into their hands, and will reissue all inspected serviceable items. Items which have not been inspected will, depending on local conditions, either be forwarded to a tire repair plant or base tire repair shop, or inspected by an Ordnance Maintenance Unit, obviously serviceable items separated for reissue, and questionable and unserviceable items forwarded to a tire repair plant or base tire repair shop.

(c) Each base tire repair shop will service to the fullest extent of its facilities and capacity all sizes of tires, tubes and flaps for Army and Navy equipment (except airplane tires, tubes and flaps) which may come into its hands. Sizes and quantities which cannot be serviced in a reasonably short time will be forwarded to the nearest tire repair plant.

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(d) 1. Each tire repair plant located in this theater of operations will service to the fullest extent of its facilities and capacity all sizes of tires, tubes, and flaps for Army and Navy equipment (except airplane tires, tubes, and flaps) located in this theater. Sizes and quantities which can be repaired more rapidly by return to the United States will be returned in accordance with letter referred to in paragraph a (2).

2. Tires, tubes, and flaps inspected at tire repair plants or base tire repair shops and found to be beyond the point of safe repairs or reconditioning will be forwarded to nearest salvage depot as scrap rubber and returned to the United States in accordance with letter referred to in paragraph a (2).

3. Unserviceable tires classified as C-1 and C-2 at time of inspection by tire repair plants will be so marked, segregated according to classification, and forwarded to nearest salvage depot for shipment to the United States in accordance with letter referred to in paragraph a (2). Only tire repair plants will make this classification.

(e) Receipt, storage, and issue of all tires and their component parts are functions of the appropriate base depots. Exception to this may be made in case of the turn-in of unserviceable tires which, whenever possible, will be made direct to a tire repair plant or base tire repair shop. The tire repair plant or shop will issue a credit memorandum for a similar number of reconditioned, used, or new tires to be withdrawn from appropriate depot stocks.

(f) Requisition or exchange for ground tires, tubes, and flaps will when possible, be filled by issuing used or reconditioned (Class B) items in preference to new items. When new items are issued, combat organizations and service troops with field units whose primary function is road transporting of supplies will be given first preference. When available, only used and reconditioned (Class B) tires, tubes, and flaps will be issued for use by units making up, assigned to, or attached to base sections.

d. Airplane Tires: All airplane tires which may come into the possession of Ground Force units will be forwarded to the nearest Air Corps depot or to Air Corps General Depot, Maison Blanche, Algiers, Algeria.

e. Foreign Tires:

(1) All tires, tubes, flaps, etc. manufactured for use on equipment of Allied or co-belligerent nations will, in units made

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up of both co-belligerent or Allied forces and United States forces, either be turned over to Allied or co-belligerent forces in accordance with local arrangements or be forwarded to a tire repair plant or base tire repair shop. Tire repair plants or shops will turn such items over to proper allied depots.

(2) Captured enemy tires and associated equipment after being dealt with in accordance with AFHQ Circular Number 63, 1943, will be used on captured equipment, appropriate United States equipment, or appropriate Allied equipment to the greatest extent possible. Serviceable and repairable items usable only by Allied nations will be handled as outlined in paragraph e (1). Items not usable on captured, United States, or Allied equipment at hand will be forwarded to a tire repair plant or base tire repair shop. Tire repair plants or shops will turn serviceable sizes not usable on United States equipment but usable on Allied nation's equipment over to proper depots. Captured serviceable sizes usable on United States equipment will be issued by depots as Class B materiel.

(3) Tire repair plants and base tire repair shops will forward all foreign items found to be beyond the point of safe repairs or reconditioning to nearest salvage depot as scrap rubber for return to the United States in accordance with letter mentioned in a (2). Base tire repair shops will forward all questionable items and serviceable items not known to be usable on United States or Allied equipment to a tire repair plant. Tire repair plants will forward all sizes for which there is no use on United States or Allied equipment to nearest salvage depot as scrap rubber for return to the United States in accordance with letter mentioned in paragraph a (2). Tire repair plants and shops will service repairable items usable on United States equipment.

f. Tire Repair Plant: The only tire repair plant now in this theater is in the Mediterranean Base Section and operates under the Commanding General, Mediterranean Base Section. All tire repair plant functions will be handled by this plant.

21. Conservation of Vehicular Tracks. a. All concerned will make every effort to obtain the maximum wear from all types of tracks and to use partially worn tracks to the maximum extent.

b. Replacement of vehicle tracks will, except in units alerted for combat, be made only in case the tracks on the vehicle are completely worn out.

c. Necessary replacement of tracks for full and half track combat vehicles not in or alerted for immediate combat, will be made from avnilable used, but still usable, steel or rubber reversible or non-reversible tracks having from 25% to 75% of their original wear life. Units equipped with medium tractor M4 may be issued new rubber tracks if the only used tracks available are steel.

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d. Units alerted for combat may, for replacement, draw tracks possessing not less than 75% of original wear life; but such replacement will not be made prior to two weeks before date of movement to combat area. At the time of movement to combat area, tracks in excess of organizational spares will be turned in to the nearest Ordnance depot.

(AG 451/361 -O)

By command of Lieutenant General DEVERS:

E. L. FORD,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:
"-"

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CLEAR MESSAGE TW

SMC NO 5068
ENGLAND

TO:- MAIN 10 CORPS, REAR 10 CORPS, BADGER, 21 BEACH AREA (10 CORPS PASS) REAR 1 BRIT LEV, ALAMO, HQ AFC, BRITISH INCREMENT 6 US CORPS, 57 AREA, REAR 8 ARMY.

FROM:- 5 ARMY 253 21 Jan

REQUEST THAT ALL CORRESPONDENCE FOR A, Q BRANCHES AND SERVICES THIS HEADQUARTERS BE ADDRESSED BRITISH INCREMENT 5TH ARMY STATING BRANCH OR SERVICE CONCERNED. DELIVERY SHOULD BE MADE DIRECT TO OBTEC CLERK BRITISH INCREMENT AND NOT TO A Q BRANCH 5 ARMY. CANCEL MY 221 ADDRESSED BRITISH INCREMENT 6 US CORPS AND 57 AREA ONLY.

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JPM.

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(2) ZK

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. R E S T R I C T E D
(Equals British Restricted)

TJB/ar

ALLIED FORCE HEADQUARTERS
APO 512

AG 461-5 GBI-AGM

21 January 1944

SUBJECT: Security Danger of Wide Distribution Lists.

TO : All Concerned.

1. Information has been received that the enemy has obtained valuable information regarding our Order of Battle from distribution lists placed on captured documents.

2. Originators of documents will avoid, as far as possible, showing a wide distribution by one of the following methods:

a. Showing only the designations of higher echelons, to which sufficient copies should be sent for further distribution to lower echelons. In this case the scale to be adopted should be shown; that is, one copy per battalion. This method is particularly suitable for distribution within a theater or force.

b. Adopting a standard distribution list which may be given an initial circulation and which subsequently should be referred to as "Distribution List A (plus or minus---)". This method is particularly suitable for the distribution of a series of documents to substantially the same addressees.

3. When it is essential to show a wide distribution, the classification of a document will be that warranted by its entire contents.

4. The above does not apply to distributions within a headquarters.

By command of General WILSON:

J. L. TARR,
Colonel, AGD,
Asst Adjutant General.

DISTRIBUTION:
"D"

3449

U.S. R E S T R I C T E D
(Equals British Restricted)

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. R E S T R I C T E D
(Equals British RESTRICTED)

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)
: 21 January 1944
NUMBER 3)

Use of Unauthorized Channels of Communication by Italian Prisoners of War and Labor Service Units..... I
External Lighting.....II

I -- USE OF UNAUTHORIZED CHANNELS OF COMMUNICATION BY ITALIAN PRISONERS OF WAR AND LABOR SERVICE UNITS.

1. It has come to the attention of this headquarters that individuals, unauthorized to do so, are carrying and otherwise transmitting, uncensored personal communications for personnel of Italian service units and Prisoners of War.

2. This practice will cease immediately.

3. All such communications coming into the possession of individuals, units or formations, will be forwarded under separate cover to the Prisoner of War Censorship Unit, APO 759, U. S. Army.
(AG 311.7-1 CB-INC-AGM)

II - EXTERNAL LIGHTING.

1. Paragraph 2d, Circular 74, this headquarters, 1943 series, is rescinded and the following substituted therefor:

2. Area or Sub-Area (Base Section) Commanders may authorize external lighting for installations of military importance in French North Africa and elsewhere in this theater, providing that the Naval Commander, Air Defense Commander, and Antiaircraft Defense Commander of the area concerned are in agreement.

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3. Provision must be made for extinguishing such external lighting in the event of an air raid or alert. Notification of such local arrangements is not desired at this headquarters.

(AG 384.52-1 GCT-AGM)

By command of General WILSON:

J.A.H. GAMMELL,
Lieutenant General,
Chief of Staff.

OFFICIAL:

H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:

"D"

A G S (Adv) 3/2

A.F.H.Q. ADV ADM ECH. 3002/A.1.

OFFICE ROUTINE INSTRUCTIONS.

18. S.M.C. PROCEDURE.

(a) The S.M.C. is essentially a distributing centre and will not in future register mail or signals. Only packages and 'officer only' matter will be registered.

(b) Branches and Services will therefore ensure that arrangements exist for registration of correspondence and signals, and that they do not rely upon S.M.C. for this purpose.

(c) When Branches and Services desire to make reference to original signals, the following procedure will be followed:-

(i) All signals (excl signals received by A.D.L.S. and cipher messages).
Reference to be made to Signal Office who retain copies for a period of seven days.

(ii) Cipher messages.
Reference to be made to S.M.C. who hold cipher copy.

(iii) Signals received by A.D.L.S.
No copy is available, but Signal Office hold a record of receipt for a period of seven days.

(iv) Enquiries in all cases will quote office of origin (in the case of signals by A.D.L.S. originating office signal serial number), reference, date and subject matter.

19. WAR DIARY.

The method of compilation prescribed in M.E. Form 160 (amended) will be taken into use w.e.f. 1 Nov 43. (M.E. Form 160 may be obtained from H.Q. Chief Clerk.)

The use of Army Form C 2119 will cease w.e.f. 1 Nov 43. M.E. Form 160 will continue to be used until existing stocks are exhausted.

Army Form C 2118 will continue to be used.

Notes on the preparation of War Diaries are given at Appx 'A'.

20. ADDRESSING OF CORRESPONDENCE.

Outgoing correspondence from this H.Q. will, as far as possible, bear reference on the outside of the envelope to the branch of the H.Q. for which it is intended, e.g., a letter from 'A' Branch this H.Q. to No. 4 District

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(iii) Signals received by A.D.L.S.
No copy is available, but Signal Office hold a record of receipt for a period of seven days.

(iv) Enquiries in all cases will quote office of origin (in the case of signals by A.D.L.S. originating office signal serial number), reference, date and subject matter.

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Outgoing correspondence from this H.Q. will, as far as possible, bear reference on the outside of the envelope to the branch of the H.Q. for which it is intended, e.g., a letter from 'A' Branch this H.Q. to No. 2 District would be addressed 'A' Branch, H.Q. No. 2 District, C.M.F.'.

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21. A.D.L.S. SERVICE.

All packets for long distance A.D.L.S., including MALTA and MIDDLE EAST, but not ALGIERS, must be registered.

for Colonel,
A.D.M.S.

28 Nov 43.

DISTRIBUTION:- List 'D' plus Sigs.

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Appx 'A' to
Office Routine Instr
No. 14.

NOTES ON THE PREPARATION OF WAR DIARIES.

1. The general standard of war diaries kept by units and formations is not considered sufficiently high. Although a number are informative, accurate and well kept, a larger number, not prepared in accordance with any particular system, contain little information of value. Some have not been kept at all.

2. It is important to realise that war diaries are not only the principal record of operations and administration, but the only regular source of factual information. Reports, when produced, supplement, but cannot supplant them. The inevitable result of inadequate war diaries will be biased and incomplete histories of the war; far worse, much valuable experience gained will be irretrievably lost.

War diaries are intended to provide a full record of the activities of all units and headquarters engaged in the prosecution of the war. Their preparation should be regarded not as an unnecessary and burdensome task, but as a normal part of these activities.

The Standard Method of Compilation.

3. The standard method of compilation is based on methods developed in the field by certain units and formations and has been in general use in M.E.F. and among units and formations on M.D.T. for some months. Its object is to ensure that those charged with the task of compiling war diaries understand what documents and what information they should contain; and at the same time, by making the collection of documents and the recording of information a routine, to keep the amount of labour involved to a minimum.

4. The efficiency of the method in reducing labour and ensuring completeness and accuracy largely depends upon an invariable routine being closely observed. The arrangements for this can be introduced into normal office routine without upsetting it; in order to improve the general standard, these arrangements must be made and strictly adhered to.

5. It is not considered practicable to attempt to systematise the [illegible] units and formations

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War diaries are intended to provide a full record [illegible] of all units and headquarters engaged in the prosecution of the war. Their preparation should be regarded not as an unnecessary and burdensome task, but as a normal part of these activities.

The Standard Method of Compilation.

3. The standard method of compilation is based on methods developed in the field by certain units and formations and has been in general use in M.E.F. and among units and formations on N.E.F. for some months. Its object is to ensure that those charged with the task of compiling war diaries understand what documents and what information they should contain; and at the same time, by making the collection of documents and the recording of information a routine, to keep the amount of labour involved to a minimum.

4. The efficiency of the method in reducing labour and ensuring completeness and accuracy largely depends upon an invariable routine being closely observed. The arrangements for this can be introduced into normal office routine without upsetting it; in order to improve the general standard, these arrangements must be made and strictly adhered to.

5. It is not considered practicable to attempt to systematise the production of the narrative. Yet, among operational units and formations orders are very frequently given verbally and documentary evidence of what has been accomplished is seldom, if ever, complete; so that the appendices tell only half the story. The narrative is of great importance. With much information ready to hand in the appendices to serve as a reminder, its preparation should be easier than it has been hitherto.

6. In the past the job of preparing the war diary has often been delegated to a particular officer simply in virtue of the appointment he holds, and who has little relish for the work. This is not necessary, and the job should, if possible, be delegated to someone who has a flair for writing and is likely to find the work easier and more congenial.

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M & S. Adv.

A.F.H.Q. ADV AIM ECH. 3002/A.1

OFFICE INSTRUCTIONS

23. EMPLOYMENT AND ATTACHMENT OF PERSONNEL TO BRANCHES AND SERVICES.

(a) Officers and ORs will not be employed by or attached to Branches and Services (excluding Wks., Sigs., ST,CS, M, & RE&E, without obtaining prior authority of "A" Branch.

(b) It is essential that all Branches and Services receive a fair proportion of personnel available according to respective needs and that distribution should be accordingly controlled. This refers principally to personnel common to needs of all, i.e. clerks and orderlies.

(c). It is further pointed out that adjustments in staff affect the Adm Staff and personnel of this HQ, which must be balanced accordingly.
. As long a notice as possible should be given of expected changes to allow of the provision of administrative personnel in time.

24. MESSAGES FOR VISITING AND ATTACHED OFFICERS.

(a) Signals and correspondence for officers visiting or attached to this HQ are frequently received by S.M.C.

(b) Branches and Services with officers visiting or attached to them will in future notify S.M.C. if it is likely that messages will be received at this HQ for these officers.

(c) Attention of Branches and Services is drawn to para 10 of Duty Officer's Instructions, which states that they will invariably inform the duty officer (or "A" Branch) of any known or expected events or messages likely to require action during the night.

25. MESSAGE FORMS.

Reference Office Routine Instruction No. 22, Army Form C 2136 is now available for issue in the normal manner.

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25. MESSAGE FORMS.

Reference Office Routine Instruction No. 22, Army Form C 2136 is now available for issue in the normal manner.

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26. ADDRESS OF RFTS. SECTION.

The designation and postal addresses of Rfts Secs operating in the C.M.F. are as follows:-

HQ Adv Rfts Sec. C.M.F.
No. 1 Adv Rfts Sec., c/o HQ 57 Area.

The abbreviation O2E should be **used only** when referring to the main Headquarters i.e. GHQ O2E BNAF.

27. HQ No. 4 CLAIMS and HIRINGS C.M.F.

This Headquarters should be included in the distribution of any instructions which may affect them.

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28. TRAVEL TO SOUTH AFRICA AND MIDDLE EAST.

(a) GHQ MEF and HQ 203 Military Mission respectively require warning whenever Officers or Other Ranks are despatched to Middle East or South Africa, for any reason.

(b) Any Branch sanctioning such journeys by personnel of this HQ will inform "A" Branch, giving names of those concerned, reason for journey, and if possible E.T.A. "A" Branch will be responsible for informing GHQ MEF and HQ 203 Military Mission by signal.

(c) Where personnel are travelling to, or are routed via Mideast, the instructions issued to them by Branches concerned will include an order to report to CHQ MEF (AG2), CAIRO.

29. NOTIFICATION OF JOINING AND LEAVING - OFFICERS.

To assist telephone operators and expedite the delivery of messages, Branches and Services will inform Signalmaster of the names of all officers joining or leaving.

G. Col.
G.S.O.

TW/BJL.

27 Dec. 43.

DISTRIBUTION:- List "B" plus Sigs.

Declassified E.O. 12356 Section 3.3/NND No. 772016

Sgt Collins
Bring out to me
see the Asst Adjutant

BMS
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A.F.H.Q., Adv Adm Ech. EMOS/E/A.2.

OFFICE INSTRUCTIONS, Nos. 1, 2, and 3.

Part 1. ADJUTANT GENERAL's BRANCH.

No. 1. DUTIES OF THE BRITISH CHIEF CLERK (Lieut HARRIS, RASC).

(a) "A" Branch will be responsible for the organisation and working of S.H.C., In addition to his duties as Offr. i/c S.H.C. Lieut. Harris will be Chief Clerk of the HQ and will be responsible to the ADAG for:

(b) (i) Supervision of the organization and equipment in clerks' offices throughout the HQ,

(ii) Maintenance of the stationery supply to offices,

(iii) Inspection and maintenance of office machinery,

(iv) Training of clerks in clerical duties,

(v) Trade testing.

(c) He will maintain a card index of all RASC clerks and will be responsible jointly to ADAG and DDST for keeping a record of seniority and recommendations for promotion or replacement of RASC clerks.

No. 2. RASC CLERKS - POSTING AND PROMOTION.

(a) General Principles.

RASC clerical personnel are allotted to Branches according to the W.E., but this allotment will not be regarded as a unit posting. Such allotment need not be of a permanent nature, and under no circumstances implies that personnel will remain in that Branch on promotion or that a Branch is entitled to select individuals for promotion within the Branch regardless of their seniority in the Royal Army Service Corps, though wherever possible the wishes of Heads of Branches will be met.

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(iv) Training of clerks in clerical duties,

(v) Trade testing.

(c) He will maintain a card index of all RASC clerks and will be responsible jointly to ADAG and DAST for keeping a record of seniority and recommendations for promotion or replacement of RASC clerks.

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(b) Recommendation for Promotion.

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Heads of Branches will review the work of their RASC Clerks periodically and will submit recommendations for promotion. Recommendations will be forwarded to the Chief Clerk who will maintain a record of them and the dates on which they were received. Recommendations for promotion will be submitted to the Chief Clerk on the first day of every month, commencing 1 Dec. 44.

Special notes may accompany the recommendation, e.g. that a man is particularly suitable to remain in the Branch on promotion; reasons should be given.

(c) Promotion.

Promotion to fill vacancies as they occur will be made on a unit basis, i.e. from the whole RASC clerical staff of this Headquarters.

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Promotion will be by seniority tempered by suitability as recorded in recommendations previously made. It will NOT, other than in exceptional circumstances, be made on a Branch basis disregarding seniority.

(d) Responsibilities.

DDST is the authority for selecting personnel for promotion to existing vacancies.

Where a Branch considers circumstances warrant a departure from the normal procedure outlined at (c), the matter will be referred to "A" Branch for co-ordination with S. & T.

No. 3. CASUALTIES - OFFICERS and ORs.

1. The following procedure will be followed in respect of the reporting of casualties -

(a) Officers.

In future the following Services will be responsible for rendering all casualties in respect of officers direct to GHQ O2E BNAF, with a copy to Camp Commandant:-

X	S.T.
OS	P. & I.
E&E	Works,
M	Mov. & Tn.

All other Branches and Services will render full details of all officer casualties immediately they occur to "A" Branch, who will be responsible for rendering the necessary casualty to GHQ O2E BNAF.

(b) ORs.

With the exception of Mov. & Tn., all Branches and Services will render details of all casualties affecting ORs immediately they occur to Camp Commandant, who will be responsible for

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No. 3. CASUALTIES - OFFICERS AND ORs.

1. The following procedure will be followed in respect of the reporting of casualties -

(a) Officers.

In future the following Services will be responsible for rendering all casualties in respect of officers direct to GHQ G2E BNAF, with a copy to Camp Commandant:-

X	S.T.
OS	P. & L.
ME	Works,
M	Mov. & Tn.

All other Branches and Services will render full details of all officer casualties immediately they occur to "A" Branch, who will be responsible for rendering the necessary casualty to GHQ G2E BNAF.

(b) ORs.

With the exception of Mov. & Tn., all Branches and Services will render details of all casualties affecting ORs immediately they occur to Camp Commandant, who will be responsible for rendering the necessary casualty to GHQ G2E BNAF.

2. Camp Commandant will be responsible for rendering AFs W 3008 and 3009 compiled from information received in para 1 above. One copy of AFs W 3008 and 3009 willbe sent to "A" Branch.

3. Battle casualties in respect of all Branches and Services, except Mov & Tn, will be reported immediately to:-

(a) "A" Branch in the case of officers,

(b) Camp Commandant in the case of ORs.

4. All Branches and Services, excluding Mov & Tn, will render a Daily Strength State of all Officers and ORs, (attached personnel to be shown separately) to Camp Commandant by 0900 hrs daily showing strengths as at 2359 hrs the previous day.

Dist:- List "A"

Lt. Col.
AD&G

25 Oct. 43
RJL.

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5-

A.M.G.

A.F.H.Q. ADV. ECH. 3002/3/A.1.

OFFICE ROUTINE INSTRUCTIONS.

1-2-3
1-2

4. OFFICE ROUTINE INSTRUCTIONS.

All Office Routine Instructions affecting the headquarters will be co-ordinated by, and issued through, 'A' Branch. Branches and Services will submit their instructions in typed form and will state whether the draft has been approved by any other branch or service which might be affected thereby.

It is possible that at a later date certain of the Office Instructions which are of permanent application will be collated by 'A' Branch into Office Standing Orders.

5. MINOR WORKS SERVICES.

Applications for R.E. Works Services for this headquarters will be restricted to essential requirements which cannot be met by improvisation or use of unskilled labour. Applications for essential minor Works Services required will be made in duplicate to Camp Comdt., FLAMBO, who will arrange execution of the work and priorities.

Applications will include :-

(a) Location (street, building, floor and room).
(b) Branch requesting service and person authorised to deal with requirement, and times and place he may be found.
(c) Detail of work required, sufficient to enable the size of job to be assessed.

Applications for local minor Works Services will NOT be made to D.D.W. FLAMBO or R.E. direct.

6. ELECTRIC LIGHTING SET.

The electric light in the headquarters is entirely dependent on one engine, and until the normal civil lighting is installed it is therefore essential to be as economic as possible in the use of electric light.

Electric light will therefore, until further orders, only be available from 1600 to 2200 hrs daily. Signals, Duty Officer and Staff Message Control will make their own arrangements for lighting after these hours.

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(a) Location (street, building, floor and room).
(b) Branch requesting service and person authorised to deal with requirement, and times and place he may be found.
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In case of emergency Heads of Branches and Services requiring light at times other than the normal hours above-mentioned will arrange direct with the Works Section for the plant to remain running. 3444 Reasonable notice must be given of such requirements and must only be demanded in cases of absolute necessity.

7. SIGNALS ROUTINE PROCEDURE.

The following notes on Signals procedure are published for the guidance of all concerned.

A. Messages.

(i) Signals require one copy of a message for each addressee, plus one for the Signal Office, e.g., six copies are required for a five addressee message.

(ii) The priority shown in a message applies only to the 'ACTION' addressees and NOT to the 'Information' addressees unless specific instructions are given to the contrary, e.g., an 'emergency ops' message to 15 Army Group for action and to AFHQ for information will be transmitted 'routine' to AFHQ unless the instructions in the priority space say 'emergency ops' to both addressees.

....Classification of Messages....

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(iii) Classification of Messages.
Under the new system, agreed by the combined Chiefs of Staff :-

U.S.		BRITISH.
SECRET	=	MOST SECRET and SECRET
CONFIDENTIAL	=	CONFIDENTIAL
RESTRICTED	=	RESTRICTED

Under the old system Signals were able to transmit "Secret" messages in clear over secure wire channels, e.g., teleprinter. Now all "Secret" messages must be treated as "Most Secret" and must be enciphered whatever the means of transmission. "Secret" should be reserved for messages of the very highest degree of security; "Confidential" should be used in all cases where "Secret" was formerly employed. At the moment the Cipher Office is overwhelmed with "Secret" traffic.

(iv) Priorities.

U.S.	BRITISH.	OFFICER ENTITLED TO SIGN.
URGENT	MOST IMMEDIATE) EMERGENCY OPS)	Commanders or immediate representatives.
IMMEDIATE	IMMEDIATE	Heads of Branches or 1st Grade Staff Officers.
IMPORTANT	IMPORTANT	All officers.

Approximately 70% of outgoing messages from this headquarters bear priority. As it is obvious that unnecessary use of priority defeats the object of having priorities, messages should be given as low priority as is consistent with their urgency. Tabulated messages cannot be sent by teleprinter or wireless.

B. Use of the Telephone.

(i) THE TELEPHONE IS NOT SECRET AND MUST NEVER BE USED FOR SECRET CONVERSATIONS.

(ii) Ask for exchange numbers where possible and not for officers by name. If the number is not known, the officer's appointment should be quoted rather than his name.

(iii) Enquiries should be made to the Supervisor and not the operator.

(iv) If a trunk call is booked, make sure there is an officer available to take it when it comes through.

(v) Requests for the operator to "call back" should a number

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IMMEDIATE	IMMEDIATE	Heads of Branches or 1st Grade Staff Officers.
IMPORTANT	IMPORTANT	All officers.

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(iii) Enquiries should be made to the Supervisor and not the operator.

(iv) If a trunk call is booked, make sure there is an officer available to take it when it comes through.

(v) Requests for the operator to "call back" should a number be engaged should be reduced to a minimum.

(vi) RING OFF when finished.

(vii) Requests for new or additional lines should be made to Signals, who will refer the matter to 'A' Branch in cases of need.

C. A.L.S. and D.L.S. Packages.

(i) Unauthorised abbreviations should not be used.

(ii) Registered packages must be crossed with blue pencil, given a clear reference number, marked "Registered D.L.S." and signed by an officer. Registration should only be effected when necessary.

(iii) Requests for a S.D.R. can only be made by the Head of a Branch and must be made direct to the Signal Superintendent. Packages must be registered in the normal manner, marked "S.D.R." and signed by the Head of the Branch. Early warning should be given to the Superintendent when a S.D.R. is required. The package must be sent to the Superintendent and not the D.L.S. office.

(iv) There is no such thing as a "priority package". All packages are sent by either ordinary D.L.S. or S.D.R. when authorised.

....D. General....

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D. General.

(i) Careful distinction should be made between A.F.H.Q. and this headquarters. Many packages have been addressed to Branches of this headquarters addressed A.F.H.Q. In any event Signal Office orderlies will not be used to take messages from one branch to another.

(ii) Locations.
It will be of great assistance to the Signal Office if as much information as possible concerning locations is passed to Signals.

7. PAY.

The Local Representative of Paymaster-in-Chief is :-

Lt-Col. MAYO-SMITH,
District Paymaster NAPLES,
No. 21 Adv Base Pay Office,
Banca Commerciale,
185 Via Roma,
NAPLES.

Branches and Services will include the Local Representative of Paymaster-in-Chief on distribution lists of all relevant orders and instructions.

8. E.F.I. - ADV A.F.H.Q.

The offices of the above are located at :-

Upims Buildings (2nd Floor),
Monte Olivetto,
NAPLES. (Tel: 51496)

9. CLERKS.

All R.A.S.C. clerks arriving at this headquarters will report to the Chief Clerk (Lieut. HARRIS) on arrival so that their particulars may be recorded. The senior clerk in each branch will be responsible for ensuring that this instruction is carried out.

10. MEDICAL ATTENTION - OFFICERS.

The Camp M.O. is available for officers [illegible]

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Branches and Services [illegible]
Paymaster-in-Chief on distribution lists of all relevant orders and instructions.

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10. MEDICAL ATTENTION - OFFICERS.

The Camp M.O. is available for officers' sick parades at the M.I. Room daily at 0830 hours. In cases of urgency he can be contacted in H Branch of this headquarters.

8443

11. MINOR TELEPHONE INSTALLATIONS.

All demands for minor telephone installations should be made direct to Sigs FLAMBO and not through CSO L.of C. ITALY.

Colonel.
ADAG.

9 Nov 43.

Distribution:- List "B"

Declassified E.O. 12356 Section 3.3/NND No. 775016

A.F.H.Q. ADV ADM BCH

M&S Adv.

OFFICE INSTRUCTION NO. 12.

3002/A.1.

ADJUTANT-GENERAL'S BRANCH.

No. 12 - Casualties - Officers.

Reference Office Instruction No. 3.

(a) Branches and Services are not rendering casualties in respect of officers to Camp Commandant as laid down in the above instruction. At present it is impossible to keep a current record of the officer situation in respect of both officers posted against the W.E./ and those permanently or temporarily attached.

(b) Branches and Services will complete the attached pro forma and submit to Camp Commandant, copy to 'A' Branch, by 16 Nov 43.

(c) All officer casualties will be rendered promptly in future, and Heads of Branches and Services will satisfy themselves that an efficient system is in operation to accomplish this.

12 Nov 43.
TW/AEW.

for Colonel,
D.A.G.

DISTRIBUTION:- List 'B'.

---000---

NOMINAL ROLL OF OFFICERS POSTED OR ATTACHED.

Branch or Service.....

No.	Rank (A, T, S, or E/S)	Full Name	Arm or Corps of the Service	Appointment	Whether posted or attd	Date of assumption of duties

3442

Declassified E.O. 12356 Section 3.3/NND No. 782016

TW/AEW.

D.A.G.

DISTRIBUTION:- List 'B'.

NOMINAL ROLL OF OFFICERS POSTED OR ATTACHED.

Branch or Service.....

No.	Rank (A, T, S, or E/S)	Full Name	Arm or Corps of the Service	Appointment	Whether posted or attd	Date of assumption of duties
						3442

Declassified E.O. 12356 Section 3.3/NND No. 782016

Declassified E.O. 12356 Section 3.3/NND No. 785016

US CONFIDENTIAL MESSAGE IN SIGS NO 2108

TO / FIAMBO FOR CEC FOR HENDERSON REPEATED FARGO XXXXXX
FROM/ CINC CINCPHMGS REF CEC IO350 OF I8 JAN

30947 I9

PLUMMER ON LIST AS UNDERSTOOD CLEARED BY YOU BUT WILL REQUEST REVOCATION ORDERS.CRILEY ON LIST PRIOR TO ASSIGNMENT CEC SHOULD PROCEED UNLESS NO ORDER REPLACEMENT FOR MORSE POSSIBLE. MORSE SPECIFICALLY REQUESTED BUT NOT INCLUDE JANUARY MOVEMENT. WIRE DELAY PENDING REPLACEMENT AND YOUR ADVICE DATE. MORTHLAND ON LIST FOR MOVEMENT IN MONTH

SMC DISTRIBUTION ACTION C.E.C/

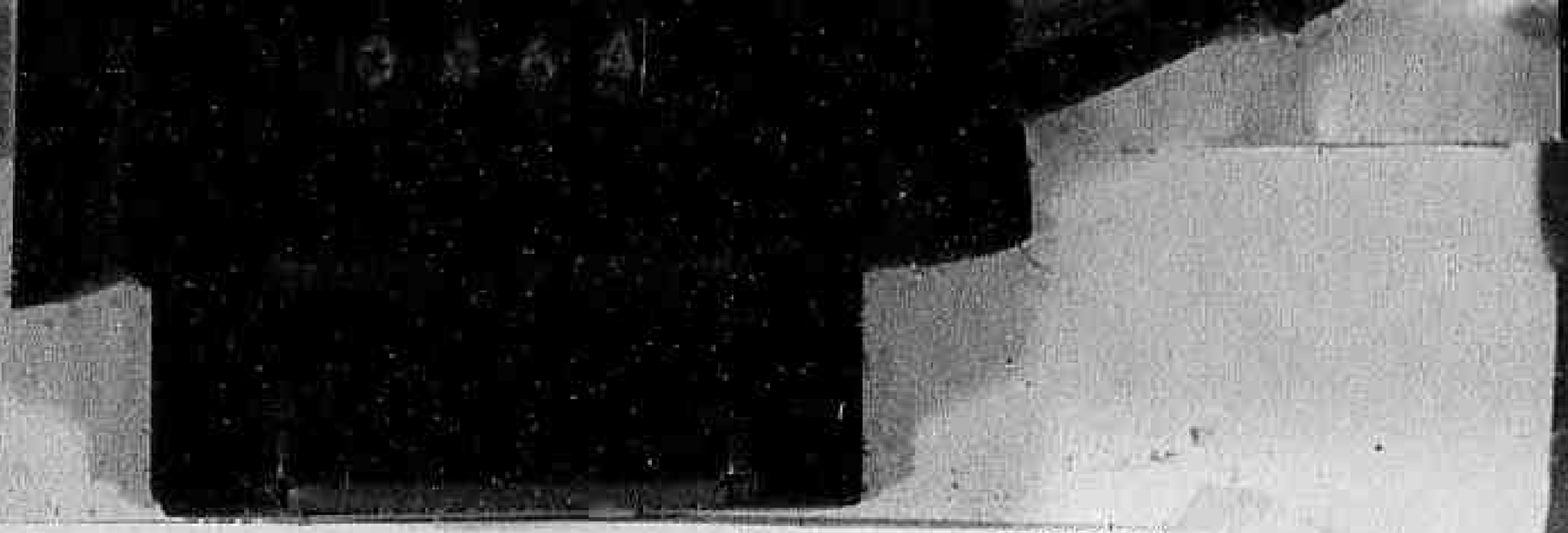
SMC/TOR/200535/A/WRW

file N

33A

3441

D 20



Declassified E.O. 12356 Section 3.3/NND No. 785016

CENTRAL ECONOMIC COMMITTEE
ROUTING SLIP

_____ 1944

TO:	INITIALS
_____ Lt.Col.Henderson	_____
_____ Lt.Col. Morrall	_____
_____ Lt.Col. Legg	_____
_____ Lt.Col. Reiter	_____
_____ Lt.Col. Herrman	_____
_____ Major Smallwood	_____
_____ Major Todd	_____
_____ Capt. Plumer	_____
_____ Capt. Northland	_____
_____ Capt. Curran	_____
_____ Capt. Morse	_____
_____ Capt. Austin	_____
_____ Lt. Shenkey	_____
_____	
_____	
_____	
_____	
_____	
_____	
_____ Sgt. Collins	_____

FOR:

_____ --- Action ---
_____ Coordinate with _____
_____ & Take ACTION
_____ Info and retain.
_____ Info and return.
_____ Read and see me.
_____ See me, with all info.
_____ File
_____ Circulate to All. + all EM
_____ Prepare reply, my signature.

REMARKS: AC F.B.
O.K. [illegible]
SS. [illegible]
RZ
JPD

Initials _____

DAILY ORDERS
by
Major J.M.McIntosh.M.C.,
Camp Commandant AFHQ Adv.Admin.Echelon.

19 '44 — Part 1. — 19 Jan 44.

0745 Parade.....	W.O.I.	Bulmer.	
Next for Duty.....	W.O.I	Bollard.	
Duty W.O.....	W.O.II.	Ruddle	(SWC)
Next for Duty.....	W.O.II	Perrett.	(DLW)
Duty N.C.O.....	Cpl.	Nicholls.	(ST)
Next for Duty.....	L/Cpl.	Paquay.	(DLW)

FIRE PICQUET

Dvr.Schoonjans. — Dvr.Sargent. — Pte.Forrest.

FIRE WATCHERS.

Dvr.Snooks. — Pte.Stamford.T.

74. There will be a Medical Inspection at 1430 hrs for those detailed as per nominal roll attached. Mess Sergeants are reminded that 50% of their staff must attend this parade.

75. ELECTRICITY.

It has been noticed that other ranks other than the Electricians are interfering with the fuzes and wiring, this will cease forthwith and Branches will apply to the Camp Q.M. or Cpl.Chambers R.Es. for ANY repairs.

76. The following 57 Area Orders are published for information.

ARO 304. ANTI-TYPHUS MEASURES.

(a) Typhus Fever amongst the civilian population of Naples and the surrounding Towns has recently shown a marked increase. No fewer than 137 civilian cases were notified during the week ended 28 December 43, while 253 cases occurred during the week-ended 4 Jan 44. There is a very definite risk that infection may pass to Military personnel. Orders already published on this subject must be strictly obeyed.

(b) Attention is drawn to para 5 of Appendix "A" to A.R.O.194 of 6 Dec 43. A.L.63 powder will be taken into use forthwith. It will be lightly sprinkled on to the seams of clothing and rubbed well in. This process should be repeated weekly.

(c) Cases of sensitivity (few in number) to A.L.63 powder

Declassified E.O. 12356 Section 3.3/NND No. 785016

the Electricians are interfering with the fuzes and wiring, this will cease forthwith and Branches will apply to the Camp Q.M. or Cpl.Chambers R.Es. for ANY repairs.

76. The following 57 Area Orders are published for information.

ARO 304. ANTI-TYPHUS MEASURES.

(a) Typhus Fever amongst the civilian population of Naples and the surrounding Towns has recently shown a marked increase. No fewer than 137 civilian cases were notified during the week ended 28 December 43, while 263 cases occurred during the week-ended 4 Jan 44. There is a very definite risk that infection may pass to Military personnel. Orders already published on this subject must be strictly obeyed.

(b) Attention is drawn to para 5 of Appendix "A" to A.R.O.194 of 6 Dec 43. A.L.63 powder will be taken into use forthwith. It will be lightly sprinkled on to the seams of clothing and rubbed well in. This process should be repeated weekly.

(c) Cases of sensitivity (few in number) to A.L.63 powder occur from time to time. Any individual reacting unfavourably to this powder will be brought before the unit Medical Officer.

(d) A quantity of typhus vaccine is now available for the inoculation of employed Italian civilian personnel. This will be used for such civilian personnel as are employed by units for work within the unit such as cookhouse personnel, mess waiters, hospital servants, stretcher bearers etc.

(e) All units employing such personnel will render a return to ADMS 57 Area by 1200 hrs 16 Jan stating the number of personnel so employed and the nature of their employment.

(f) It is not intended to carry out the mass inoculation of civilians employed in Depots and large installations. The vaccine must be reserved for permanently employed personnel working in close contact with troops.

77. ARRIVAL.

The following is published for information :-

Lt.(QM) Bernshew.H., RAOC.,

Major.
Camp Commandant.

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Declassified E.O. 12356 Section 3.3/NND No. 778016

Declassified E.O. 12356 Section 3.3/NND No. 785016

U. S. RESTRICTED EQUALS BRITISH RESTRICTED
RESTRICTED

PENINSULAR BASE SECTION
A.P.O. 782

18 JANUARY 1944

1. Section II paragraph 3 b 8. Standard Operating Procedure Radios, dated 24 October 1943, is hereby rescinded and the following substituted therefor.

8. Text will include an "inside address." This address will neither begin nor end the message. It will state who the message is from and to whom it is sent. All messages originating in this headquarters are from "Penbase". The name of the person composing the message will not be included, unless such person is not part of this headquarters or unless the inclusion of his name is essential to the clarity of the message. In such cases the name will be set off in parenthesis-(ex-Penbase paren Hook paren to Filnot). Addressees will be designated by either the Headquarters name or by its designated non-secret short title (AFHQ letter AG 312.4-1 SIG AGM, subject, Non Secret Short Title Unit Designation) Names of Commanding Officers will not be used (ex Penbase to Natousa). When it is necessary that a particular individual or section be included for identification, the name or section may be added (ex. Penbase to Natousa for COT).

2. Appendix A. Stereotyped Words and Phrases is hereby rescinded and the following substituted therefor;

STEREOTYPED WORDS AND PHRASES

The following list of words will not be used at the beginning or end of a message.

Acknowledge	Headquarters	Receipt
Advance	In compliance	Recommend
Advice	In reply	Receive
Advise	Information	Refer
Arrive	Months (Jan-etc)	Report
Attention	North	Request
Authority	Numbers(one, two,etc)	Reply
Cite	Our	Repeat
Confirm	Package	Repeat
Correspondence Symbols	Paraphrase	Retel
Depart	Paren	Shipment
East	Period	South
Effective	Phonetics(able,baker)	Signed
End	Please	Stop
End of Message	Pursuant to	That
Evening	Quote	This
Follow	Radio	You
For	Reference	Your
From	Quarantine	
		West

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U. S. RESTRICTED EQUALS BRITISH RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785016

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

By Command of Brigadier General Pence,

L.F. Nickel

L.F. NICKEL
Lt. Col., A.G.D.
Adjutant General

DISTRIBUTION:

All Staff Sections

0469

Declassified E.O. 12356 Section 3.3/NND No. 785016

RESTRICTED

PENINSULAR BASE SECTION
A.P.O. 782

24 October 1943

STANDARD OPERATING PROCEDURE

RADIOS

The following operating procedure for radios is published for the guidance of all personnel of Headquarters, Peninsular Base Section and assigned or attached units, whose duties include preparing, processing or action on radios and other messages transmitted by electrical means. The policies herein described will be adhered to strictly. All previous directives or instructions of this Headquarters on this subject are rescinded.

I INCOMING MESSAGES

1. Incoming messages addressed to Commanding General, Peninsular Base Section, will be processed by Signal Corps Message Center and then sent direct to the A.G. Radio Section.

2. Preparation of Message by Signal Corps Message Center.

a. Heading - Extract from body of message and place in heading information relative to headquarters of origin and to all headquarters to which the text indicates it was sent for action and/or information; reference number and citation.

b. Body - Prepare message in normal form, using punctuation marks in place of "period", "comma", etc.

3. Action by A.G. Radio Section.

a. Determine which staff sections have primary (action) or secondary (information) interest in the message.

b. Prepare sufficient copies of message, indicating which sections receive action and which information copies. Information copies will be kept to a minimum, consistent with assurance that each staff section interested receives one.

c. Deliver messages to the staff sections indicated, either by own messenger or through A.G. Message Center.

d. In event that a radio is referred to the wrong section for action, the recipient will notify the A.G. Radio Section of the error. The A.G. Radio Section will pick up the missent message, deliver a copy to the proper section and notify all sections that received copies of the message of the change.

e. When repetition of a message is directed or implied in the text, prepare a paraphrased message and forward to proper headquarters.

4. Action Copy. The section to which the message is referred for action is responsible for carrying through to completion whatever is required or implied, coordinating the work of all other sections involved.

5. Replies to Messages.

a. Messages requiring action will be answered promptly. No such message will remain unanswered more than 24 hours from time of receipt by the section. If necessary action cannot be completed within 24 hours, an answer will be sent within this period stating when it will be completed.

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b. Messages calling for acknowledgement will be acknowledged immediately. The recipient will determine whether acknowledgement is necessary, even though not specifically requested, bearing in mind the fact that advance information on what is being done and expected time of completion, will often be most helpful to the originator of the message.

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c. Messages requesting action by letter, telephone or means other than radio or telegraph will be complied with. When considered necessary, a radio message will be sent giving method and time regular reply will be furnished.

d. The Radio Section will be furnished a memorandum stating that a reply has been sent, with date and means, when answer is made by other than radio or telegraph. The message answered will be clearly identified, including the A.G. file number appearing at the bottom of each incoming message.

II INTERPRETATION OF OUTGOING MESSAGES

1. Classification and Precedence - The tendency to assign a higher classification and precedence than the contents or urgency of the message demand will be curbed. Strict compliance with provisions of AR 380-5 and 105-25 will be observed.

2. Address

a. The address designates the location of a headquarters, but not the headquarters itself, as several may be served by a single Signal Corps installation. It is always in form of a code name. Care will be taken to assure that the message is sent to the headquarters (code name) having primary interest for action and, if necessary, for action and/or information to other headquarters (code names) having secondary interest.

b. The following is a list of headquarters with the designated code names:

HEADQUARTERS	LOCATION
AFHQ	FREEDOM
MATOUSA	FREEDOM
SOS, MATOUSA	MYRT
MBS	MYRT
ABS	BEACON
EBS	EAGLE
IBS	
5TH ARMY	LIGHTNING

3. Text.

a. Subject Matter - The text of any message should be composed by first considering only the subject matter. When this is completed, and only then, the requirements below should be inserted. To try and complete all steps at the same time often results in a message that reaches the addressee with the exact meaning in doubt. Messages should be written in simple, concise and understandable language, leaving no doubt as to the exact meaning intended. Messages answering previous messages will refer to the previous message and specifically identify it. If more than one message has been received on the same subject or a previous message sent from this headquarters on the subject such message will be referred to in the text.

b. When the subject matter has been drafted in accordance with the foregoing paragraphs, the text will be put in final form by compliance with the following requirements:

1. A 2 inch space will be provided at the beginning of the text for the insertion of a reference number. (Number to be inserted by Radio Section)

2. Do not begin or end a message with abbreviated words (See Appendix A)

3. All messages will be typewritten, double spaced and in capitals.

4. Single letters of the alphabet, except parts of speech, will be spelled phonetically. Phonetic alphabet will be used for groups of letters whenever, in the discretion of the originator, need exists in order to insure accuracy. (See Appendix B).

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5. Arabic numerals will be written out individually (358 will be written "three six eight"). Zero will be written zero and not naught.

6. Punctuation will be kept to a minimum necessary to insure clarity. When used, it will be spelled out except for authorized abbreviations.

7. If the address indicates various action and information addressees, they will also appear in the "inside address".

8. Each will include an "inside address". This address will neither begin nor end the text. It will state who the message is from and to whom it is sent. All messages originating in this headquarters are from "CG" or "CG [illegible]". The name of the person composing the message will not be included, unless such person is not part of this headquarters or unless the inclusion of his name is essential to the clarity of the message. In such cases the name will be set off in parenthesis ("FROM [illegible] TO [illegible]"). Addressee will be designated either by naming the Commanding Officer of the headquarters to which the message is being sent or the official title, i.e., "TO [illegible]", or "TO CG SOS NATOUSA". In specific cases, where the particular individual or section is to be included, the name or section will be added. ("FROM TO [illegible] FOR COT)

9. Originator's correspondence identification symbol will be cited in the text.

10. When it is necessary to include the contents of another message, extracts will be paraphrased. Verbatim quotations will not be made for retransmission.

11. a. All outgoing messages will be prepared in six copies. Three copies will be prepared for transmission as outlined above and three copies will be prepared in "literal text". Notation will be made on 3rd copy of transmission text (AG File Copy) as to number of the incoming message being answered. The number (AG File Number) appearing at the bottom of each incoming message will be the number used. (See Appendix C)

b. In preparing the literal text copies of outgoing messages the following procedure will be followed:

1. Heading will remain the same.
2. Address will be the headquarters instead of the location of the headquarters.
3. To "inside address".
4. Single letters of the alphabet and groups of letters will not be spelled phonetically. Numbers will not be spelled out.
5. Punctuation will be written normally.
6. Message will be typed in lower case letters, using capitals where they would normally be used. (See Appendix D)

4. Approval.

a. The Chief of Section or Service originating the message will initial the AG File Copy. (3rd copy of transmission text)

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b. In addition, the Adjutant General will clear for dispatch only messages which are also approved by and bear the written initials of one of the following: Commanding General, Executive, Asst. Executive, S-1, S-2, S-3, S-4, Finance Officer, and Adjutant General. Sections will accordingly route messages through the appropriate channels. The initials of the approving officer will appear on the AG File Copy.

5. "Follow-up" of Outgoing Messages.

It is the responsibility of the Section originating an outgoing message to insure that a reply is received within a reasonable time, whenever such reply is requested or called for by the contents of the message. When a reply or acknowledgement has not been received within four days after dispatch of message, the section concerned will prepare and send a tracer, requesting appropriate reply.

0 4 7 2

Declassified E.O. 12356 Section 3.3/NND No. 775016

By command of Brigadier General PENCE:

JAMES F. BARRER, JR.,
Lt. Colonel, A.G.D.,
Adjutant General.

4 Inclosures

#1 Appendix A
#2 Appendix B
#3 Appendix C
#4 Appendix D

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Declassified E.O. 12356 Section 3.3/NND No. 785016

Appendix A

Appendix A

STEREOTYPED WORDS AND PHRASES

1. No word is inherently stereotyped. Words and phrases become stereotyped through repeated use in the same connection. The volume of cryptographed traffic now being handled makes it increasingly important that stereotyped phraseology be avoided in the drafting of messages.

2. Certain words, as phonetics, numerals and designations of rank, are extremely stereotyped and will not be used at the beginning or end of a message. The list of words following will not be used for beginnings or endings of classified messages:

Compass directions (North, East, etc.)
Correspondence symbols
Months and Dates
Numbers (One, Two, Three, etc.)
Phonetics (Able, Baker, etc.)
Ranks, Grades, Titles (Commanding General, Captain, Private, etc.)
"Re" Words (Reurad, Rebel, Request, Reply, etc.)

ACKNOWLEDGE	END	PACKAGE
ACTION	ENEMY	PARAGRAPH
ADVISE	FOLLOW	PLEASE
ATTENTION	FOR	PERIOD
AUTHORITY	FROM	QUOTE
CITE	HEADQUARTERS	RADIO
CONDITION	INFORMATION	SUBJECT
DATE	IN REPLY	STOP
DESIRE	MAIL	STOPPED
DUTY	MESSAGE	SUPPLY
EFFECT	OUR	YOUR
		UNQUOTE

The adding of "ed", "ing", or "s" to any of the above words does not keep them from being stereotyped.

Incl. #1

Declassified E.O. 12356 Section 3.3/NND No. 785016

Appendix B

Appendix B

PHONETIC ALPHABET

The following phonetic alphabet will be used to identify any letter of the alphabet:

LETTER	PHONETIC
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

LETTER	PHONETIC
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

Incl. #2

Declassified E.O. 12356 Section 3.3/NND No. 785016

Appendix C

Appendix C

PENINSULAR BASE SECTION

OFFICIAL BUSINESS

OUTGOING MESSAGE

Office of origin ORDNANCE Date 24 OCTOBER 1943

Classification SECRET Telephone VAGABOND 7
(Restricted - Confidential - Secret) (Originating O)

Precedence ROUTINE
(Deferred Routine - Priority - Urgent)

TO: WARX

AMMUNITION FOR THE ONE FIVE FIVE MM MIKE MOTHER MIKE ONE AND SHORT SHELL FOR THE ONE FIVE FIVE MM MIKE MIKE GUN MIKE ONE IS BEING RECEIVED IN VERY LIMITED QUANTITIES AND SUBJECT TO EARLY AND CLASSIFIED INFORMATION IS REQUESTED AS TO THE GENERAL SITUATION WITH RESPECT TO AMMUNITION MENTIONED AND ONE FIVE ZERO ZERO ZERO CARRIERS REFERRED TO IN YOUR CABLE LOVE DASH SEVEN TWO FOUR SHOULD BE SHIPPED AT EARLIEST OPPORTUNITY

(This answers #683)

Content and classification 3435.

Authenticated by

L. F. NICKEL,
Lt. Col., A. G. D.,
Adjutant General.

Incl. #3

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Declassified E.O. 12356 Section 3.3/NND No. 785016

RESTRICTED

DETACHED BASE SECTION

Appendix D

Appendix D

OFFICIAL BUSINESS

OUTGOING MESSAGE

Office of origin ORDNANCE Date 24 OCTOBER 1943

Classification SECRET (Restricted - Confidential - Secret) Telephone MADISON 7 (Originating O)

Precedence ROUTINE (Deferred Routine - Priority - Urgent)

TO: SOS MATOUSA

Edited Literal

Ammunition for the 155 mm howitzer M1 and smoke shell for the 155 mm gun M1 is being received in very limited quantities. Information is requested as to the general situation with respect to ammunition mentioned. 15,000 carbines referred to in your cable L-724 should be shipped at earliest opportunity.

Content and classification

authenticated by

Incl. #4

Wt. 9583/60587. 10m. (Pds. of 100). 4/43. A.P.L. 8458. Gp. 745/8.

ARMY FORM C 2136 (Large) **MESSAGE FORM** Register No.

Call	Srl. No.	Priority	Transmission Instructions
			Keep

ABOVE THIS LINE FOR SIGNALS USE ONLY.

Office Date Stamp
Copie to
acevedo
De Mario
Luciano

FROM Originator.

(A) FROM FLAMCO FROM C E C

Date-Time of Origin.
16 JAN 0005A

For Action.

TO FATIMA REAR
FILPOT FOR A M G
FREEDOM FOR M G S

~~PRIORITY~~ IMMEDIATE
IMPORTANT
ROUTINE

TO (W) For Information (INFO)

Info Copy by hand to Fargo; by DMIS Fatima Salerno

Message Instructions. GR

Originator's No.

C E C _____ SECRET X This sheet is furnished as a guide to C E C stence and typists for use in preparing messages outgoing X The addresses should be inserted as indicated; in case of doubt as to an address consult Chief Clerk X After the first sentence of the message (or inserted near the mid-point of a one-sentence message) the PARENTHETICAL phrases should be written, in this manner: X Paren For Jones Signed Henderson Cite your FMGS 12345 dated 15 January Paren X The X is used in - stead of the period. X

Effective now, write the message using only 2 message forms, the other required copies being on thin paper for clarity. Number of copies will be as follows:

	For a SECRET message	For a NON-SECRET message (CONFIDENTIAL or RESTRICTED-
For the Signal Center	1	1 for EACH ADDRESSEE + 1 for Signal Files
For the C E C files:		
Master File	1	1
Subject File	1 For each subject	1 as indicated by dictating officer.....

Declassified E.O. 12356 Section 3.3/NND No. 782016

to C I C stenos and typists for use in preparing messages outgoing X The addressee should be inserted as indicated; in case of doubt as to an address consult Chief Clerk X After the first sentence of the message (or inserted near the mid point of a one-sentence message) the PARENTHETICAL phrases should be written, in this manner: X Paren For Jones Signed Henderson Cite your FSUS 12345 dated 15 January Paren X The X is used instead of the period. X

Effective now, write the message using only 2 message forms, the other required copies being on thin paper for clarity. Number of copies will be as follows:

	For a SECRET message	For a NON-SECRET message (CONFIDENTIAL or RESTRICTED-
For the Signal Center	1	1 for EACH ADDRESSEE + 1 for Signal Files
For the C I C files:		
Master File	1	1
Subject File	1 For each subject	1 as indicated by dictating officer.....t.....
For EACH "by hand" or DRLS addressee	1	1

Plus in each case any copies which the dictating officer may wish to keep for his files.

Use the small form whenever possible X Draw slick paper forms like this to replace 3434 the thicker paper forms now being used from Chief Clerk X

Digits may be used in the message under the procedure here; i.e. numbers do not need to be spelled out.

BE SURE TO Include the FROM and TO so that there will be no question on the plain paper copies.

Include the DATE and the time on the 24 hour clock system followed by A

Make enough copies, in case of doubt make an extra.

Type officer's name and rank in middle space below for SECRET messages, in the left space for NON-SECRET messages X Be neater than this. I am no trained steno. Sgt. Collins

This message may be sent AS WRITTEN by any means except ..... WIRELESS.	If liable to be intercepted or to fall into enemy hands this message must be sent IN CIPHER.	Originator's Instructions. Degree of Priority.
Signed. 33	Signed.	IMPORTANT

Time	System	Op
THI or TOR		
Time Cleared		

Declassified E.O. 12356 Section 3.3/NND No. 772016

Declassified E.O. 12356 Section 3.3/NND No. 785016

1

all clerks

initial as understood.

WHC

RX.
EL.
AE,
PB.
JPD
AP.
DMA
ABR

Circulate

Gen. Exec-Comm
Adm. H.Q.

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

16 January 1944.

DAILY BULLETIN)
:
NUMBER 16)

O F F I C I A L

1. NEW LETTERHEAD: The correct letterhead for this headquarters until further notice is:

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

The use of APO 512 will be discontinued. (AG)

2. REDESIGNATION OF HQ, 15TH ARMY GROUP: Headquarters, 15th Army Group has been redesignated HQ, Allied Forces in Italy. (Short title, HQ AFI). (AG)

3. REQUEST FOR INFORMATION: Will any officer having knowledge of the below described accident please report to the Executive Officers. Accident occurred about 1600 hours 28 Oct 1943 about 5 kms from Tizi Ouzou on the Road to Algiers. Car, believed to have been British Utility, knocked down and injured an Arab. One officer, a Major, who spoke French, remained with the injured man and another officer and the driver went to search for an ambulance. Information is needed by Claims and Hirings, Algiers Garrison. (Ex O)

4. TURNING ON OF CITY GAS: The following extracts from PBS Daily Bulletin #15 dated 15 Jan 44 are reproduced for the information and guidance of all concerned:

"a. On Monday 17 January 1944 at 0830 hours, city gas will be turned into the mains in that section of the city south of Vomero and west of Via Roma. Gas will be turned into the Vomero mains on Tuesday 18 January 1944 at 0830.

b. All Military personnel billeted in buildings are directed to use extreme caution to see that all gas connections are free from leaks and that all jets and valves are tightly closed. Rooms used for sleeping will be adequately ventilated as an additional precaution.

c. Gas will be available for use in very limited quantities and only during the hours of 0630 to 0800 and from 1100 to 1400.

Declassified E.O. 12356 Section 3.3/NND No. 783216

will any officer having knowledge of the below described accident please report to the Executive Officers. Accident occurred about 1600 hours 28 Oct 1943 about 5 kms from Tizi Ouzou on the Road to Algiers. Car, believed to have been British Utility, knocked down and injured an Arab. One officer, a Major, who spoke French, remained with the injured man and another officer and the driver went to search for an ambulance. Information is needed by Claims and Firings, Algiers Garrison. (Ex O)

4. TURNING ON OF CITY GAS:

The following extracts from PBS Daily Bulletin #15 dated 15 Jan 44 are reproduced for the information and guidance of all concerned:

"a. On Monday 17 January 1944 at 0830 hours, city gas will be turned into the mains in that section of the city south of Vomero and west of Via Roma. Gas will be turned into the Vomero mains on Tuesday 18 January 1944 at 0830.

b. All Military personnel billeted in buildings are directed to use extreme caution to see that all gas connections are free from leaks and that all jets and valves are tightly closed. Rooms used for sleeping will be adequately ventilated as an additional precaution.

c. Gas will be available for use in very limited quantities and only during the hours of 0630 to 0800 and from 1100 to 1400.

d. Before gas is used the following precautions will be observed:

(1) Gas jets will not be opened before 1300 hours on 17 January in the area south of Vomero and before 1300 on 18 January in Vomero. Initially it is probable that a mixture of gas and air will be present in the pipes. No attempt should be made to light gas jets until it is certain that there is no air present in the pipes.

(2) A serious explosion in the gas mains may result from any attempt to light the gas before all air has been forced out of the system.

3433

Warning: There is a critical leather shortage in this area and complaints are being received that leather seats are being removed or portions of the leather are being cut out of unguarded 3/4-ton R & C type vehicles." (AG)

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

Removed

33

#7

Declassified E.O. 12356 Section 3.3/NND No. 775016

C.E.C. 24/1

SUBJECT: Censorship Reports

CONFIDENTIAL

AFHQ Adv Adm Ech,
CMF.

3045/A2

15 Jan 44

1. The attached copy of AFHQ letter G1/B/3387/1/A3 dated 8 Jan 44 on the subject of unit censorship is forwarded for information.

2. A copy of this letter has been sent to 5 Army (Rear Sec) and 3 District by this Branch.

A Carter
Colonel,
ADAG.

TDG/FA

Distribution: List 'B', (less serials 2, 7, 24, 30/33, 35).

APPENDIX

Eighth Army
X Corps
No 2 District

1. Recent censorship reports indicate that unit censorship is becoming increasingly unpopular, one of the reasons being alleged breaches of confidence on the part of censoring unit officers, and another that officers often do not censor letters for two or three days after receiving them and thus delay their posting.

2. If any such allegations are true the matter is one of some seriousness. Will you please cause a letter to be sent to unit commanders instructing them to draw the attention of all officers serving under them to FSPB Pamphlet 3, para 22 (3), and to the grave view which will be taken of any breach of confidence and duty.

3. FSPB Pamphlet 3 para 22 (3) reads as follows:

"The franking of correspondence

Declassified E.O. 12356 Section 3.3/NND No. 778016

APPENDIX

Eighth Army
X Corps
No 2 District

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3. FSPB Pamphlet 3 para 22 (3) reads as follows:

" The franking of correspondence.

3. Officers franking correspondence will respect and preserve the secrecy of information which comes into their possession in the performance of their duties. They will on no account discuss or divulge any such matters either in public or in private, except when the interests of the public service require a report to a senior authority. "

3432

Sgd: V J E WESTROPP,
Brigadier, DPS,
for Major-General,
G1(B)

33

Declassified E.O. 12356 Section 3.3/NND No. 782016

Central Econ Comm
Capt. Marshland

2073

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

15 January 1944

DAILY BULIETIN)
:
NUMBER 15)

1. DISTRIBUTION OF PUBLICATIONS: Difficulties havearisen in the past as a result of improper distribution of publications. In order to clarify the distribution situation and avoid future misunderstandings, the following should be noted by all concerned:

The Distribution Section, AG, makes distribution of all publications, originating or reproduced for circulation in this Headquarters in accordance with approved lists. The Section originating a special document will indicate the special distribution desired in the lower left hand corner.
(Example):

DISTRIBUTION:
All Directorates
All Sub-Commissions
AG File
Originating Office File

In cases where the originating office wishes to make the special distribution from their office, it is requested that a statement be made to that effect in the Distribution Group.
(Example):

DISTRIBUTION: controlled by _____
Name of Originating Section
(AG)

2. TYPHUS PRECAUTION: The following is an extract of Circular # 6, Hq PBS, dated 10 January 1944, subject: TYPHUS RESTRICTIONS IN NAPLES, is repro-

Declassified E.O. 12356 Section 3.3/NND No. 772016

with approved lists. The section originating a special document will indicate the special distribution desired in the lower left hand corner.
(Example):

DISTRIBUTION:
All Directorates
All Sub-Commissions
AG File
Originating Office File

In cases where the originating office wishes to make the special distribution from their office, it is requested that a statement be made to that effect in the Distribution Group.
(Example):

DISTRIBUTION: controlled by _____
Name of Originating Section

(AG)

2. TYPHUS PRECAUTION:

The following is an extract of Circular # 6, Hq PBS, dated 10 January 1944, subject: TYPHUS RESTRICTIONS IN NAPLES, is reproduced for information and guidance for all concerned.

"An immediate check of the vaccination records of both officers and enlisted men. Individuals who have not been given typhus vaccine within four months will be given a stimulating dose immediately, followed by the remainder of the series if necessary. Individuals working habitually in close proximity to civilians will be given the stimulating dose at intervals of one month rather than four." (AG)

3. AMG/ACC CIVILIAN OFFICIALS:

All civilian personnel officially associated with this Hq and ACC will submit in writing, to Capt L.W. STEARNS, Asst Adjutant General, Room D, Mezzanine Floor, their correct name and position title by 1200 hours, 16 January 1944. (AG)

4. CABLE ADDRESS:

Effective 17 January 1944, messages for AMG Region II should be addressed"DISTWO for AMG Region Two". (AG Misc)

5. OFFICE SECURITY (POST OFFICE):

The senior officer in each group occupying offices in the Post Office building, is responsible for the security of his own offices. AMG Headquarters occupies only one wing of one floor to which there are many entrances. There are no guards available for the building, so all offices must be locked when not in use. (Hq Comdt)

33

3431

Declassified E.O. 12356 Section 3.3/NND No. 772016

Daily Bulletin # 15, dated 15 January 1944 cont'd.

6. REQUESTS FOR PERSONNEL FROM NORTH AFRICA:

All Sub-Commissions, Sections and Directorates who wish to call forward from North Africa, personnel already assigned to them, will forward a list of such personnel to G-1 immediately.

Owing to accomodation difficulties, such personnel cannot be billeted in NAPLES, and the Sub-Commissions or Branches concerned, will be responsible for ensuring that arrangements are made for their temporary attachment to Regions or Provinces. (G-1)

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. Stearns

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 783016

0487

Declassified E.O. 12356 Section 3.3/NND No. 785016

1 1

L. W. STEENS

Capt, AGD

Asst Adj Gen

DISTRIBUTION:

"A"

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ALLIED FORCE HEADQUARTERS
ADVANCE ADMINISTRATIVE ECHELON
CENTRAL ECONOMIC COMMITTEE
APO 400

RJM/sl

14 January 1944

SUBJECT: Change in location of telephones.

TO : Signal Officer, PBS.

1. Changes in the location of two telephones used by this committee are requested.

a. Remove the extension from telephone 11151 which is located in Apartment 53 at 8 Rione Sirignana.

b. Add an extension to telephone 11103 which is located in Apartment 55.

c. Move telephone 11150 from Apartment 55 to 53.

2. Captain NORTHLAND or Captain PLUMMER can show the men where the instruments are to be placed.

For the Committee:

A. I. HENDERSON
Lt. Col., A.U.S.
Chief Executive

HLP/om
15 January 1944

311.3 BPSIG 1st Ind.
O. Sig. O., HEADQUARTERS PENINSULAR BASE SECTION, APO 782.

Declassified E.O. 12356 Section 3.3/NND No. 782016

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Chief Executive

HLP/om
15 January 1944

311.3 BPSIG 1st Ind.
O. Sig. O., HEADQUARTERS PENINSULAR BASE SECTION, APO 782.

TO : Commanding Officer, Allied Force Headquarters, Advance Administrative Echelon, Central Economic Committee, APO 400.

Wire Service Order No. 2721 has been issued this date covering above request. Necessary changes and installations will be made as soon as possible.

For the Signal Officer:

3430

HERMAN L. PURKHISER,
Major, Signal Corps,
OIC, Plant Division.

33

3 18

Declassified E.O. 12356 Section 3.3/NND No. 782016

Cent. Caserta Comm
Capt. Matthland

2028

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

14 January 1944

DAILY BULLETIN)
:
NUMBER 14)

O F F I C I A L

1. EXECUTIVE COUNCIL MEETING: The weekly Executive Council Meeting will be held at 1500 hours today. (AG)

2. IMMEDIATE ACTION TAGS: Red Immediate Action Tags are being distributed to various offices, this Hq, today. They will be used only in cases of real and extreme emergencies. Utmost discrimination will be exercised in their use. Common use of these tags will render their intended purpose ineffective. Any office found abusing this system will have these tags withdrawn.(AG)

3. GENERAL MESS MEETING: A general mess meeting will be held at 2030 hours, Friday, 14 January 1944, in the main dining room of the Toledo Regina, AMG Officers' Mess, to elect a mess council and deal with any other business. Important questions involving the mess and allied matters of importance will be discussed. (Hq Comdt)

4. STATIONERY SUPPLIES: Effective immediately, stationery supplies will be issued at Headquarters Company Supply Office, 61 Via Medina, at the following hours only:

Tuesdays and Fridays 0900 to 1200

(G-4)

5. INSPECTION OF MOTOR POOL: There is going to be a formal inspection of the Motor Pool, 14 January 1944, between 1500 and 1700. It will be appreciated if officers, if possible, will use transportation at some other time than during the hours specified. The motor stables announced in Administrative Memorandum No 1, this Hq, for each Wednesday morning will not be held. (Hq Comdt)

6. DOCUMENTS PREPARED FOR SIGNATURE:

Declassified E.O. 12356 Section 3.3/NND No. 788016

Cor

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6. DOCUMENTS PREPARED FOR SIGNATURE:

All official documents perpared for the signature of, or reference to, Lord Stansgate or Mr Henry Grady will be as follows:

The Right Honourable The Viscount Stansgate
Vice President, Economic & Administrative Section
Allied Control Commission

Henry Grady
Deputy Vice President, Economic & Administrative Section
Allied Control Commission

29

The Honorable

Mr Henry Grady has been accorded the rank of Minister by the President of the United States.

Ret'd 1K

33

Declassified E.O. 12356 Section 3.3/NND No. 778016

Daily Bulletin # 14, dtd 14 Jan 1944, cont'd.

7. AMG/ACC CIVILIAN OFFICIALS: All civilian personnel officially associated with this Hq and ACC will submit in writing, to Capt L. W. STEARNS, Asst Adjutant General, Room D, Mezzanine Floor, their correct name and position title by 1200 hours, 16 January 1944.

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 778016

0493

Declassified E.O. 12356 Section 3.3/NND No. 785016

Capt, ACD
Asst Adj Gen

DISTRIBUTION:
"A"

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

14 January 1944

DAILY BULLETIN)
:
NUMBER 14)

O F F I C I A L

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3428

The Right Honourable The Viscount Stansgate
Vice President, Economic & Administrative Section
Allied Control Commission

Mr Henry Grady
Deputy Vice President, Economic & Administrative Section
Allied Control Commission

Note address

Mr Henry Grady has been accorded the rank of Minister by the President of the United States.

Hdqrs. for this c/pce

- 1 -

AMG.

33

Declassified E.O. 12356 Section 3.3/NND No. 782016

Daily Bulletin # 14, dtd 14 Jan 1944, cont'd.

7. AMG/ACC CIVILIAN OFFICIALS: All civilian personnel officially associated with this Hq and ACC will submit in writing, to Capt L. W. STEARNS, Asst Adjutant General, Room D, Mezzanine Floor, their correct name and position title by 1200 hours, 16 January 1944.

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 775016

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Declassified E.O. 12356 Section 3.3/NND No. 785016

Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 785016

JMGS Addl. file 11

CONFIDENTIAL

AFHQ Adv Adm Sch,
GF.

3070/A.

13 Jan 44

SUBJECT: Appointments - Officers

British

The following letter, 21/MS of 9 Jan, received from DMS, AFHQ, is reproduced for the guidance of all concerned:

" 1. It is desirable to emphasise that Dep Mil Sec is responsible for

(a) all graded Staff appointments,

(b) promotion and appointment to the rank of Lt-Col and above,

(c) appointment to Second-in-Command in Lt-Col's commands, and

(d) posting of all the above in and out of this theatre.

2. MS departments at War Office, AFHQ., AHQ India, and GHQ MEF, etc., are the proper channels for these subjects and I am to request that when an appointment is, or is likely to be, vacant, requests or enquiries are made solely through MS channels.

3. It is apparent that in some cases these matters are still being dealt with by Branches, Services and individuals through demi-official correspondence and cables without reference to MS.

4. Cases have occurred recently of officers arriving in this theatre for appointments which were not vacant or did not exist with the consequent disappointment to themselves and embarrassment to MS Branch to whom they came for help.

5. I shall be glad if you would make this known to all officers of your Branch. "

[illegible] Lt Col
Colonel,
ADAG.

ACP/FA 33

Distribution: List 'A' (less serials 2, 7, 23, 24, 25, 26, & 29)

3427

Declassified E.O. 12356 Section 3.3/NND No. 785016

Please READ INITIAL and PASS ON

Lt. Col.	Merrall	
	Legg	
	Hermann	
	Reiter	
Major	Todd	
	Smallwood	
Captain	Austin	
	Northland	
	Plummer	
	Morse	
Lt.	Shanley	

ALL enlisted men read as UNDERSTOOD and Sign Below

W Hoddins
A Carlino
A Simfield
P. Bumgarner
FPD.
Sgt Gimbel
R A Sowers
Lee Rouse

RETURN TO CHIEF CLERK

53

3126

Sgt Colbin Cadet
guards

Cr Maine
Cr. Legg
Etc

AFHQ Adv Adm Ech.,
16/G(Ops).
11 Jan 44.

AFHQ Advanced Administrative Echelon

SECURITY INSTRUCTION NO.2

1. GENERAL

Attention is directed to Security Instruction No.1 dated 17 Nov 43, and Security Instructions - Signals, dated 10 Jan 44.

2. CIVILIANS

In future, no civilians will be allowed to enter the main building unless accompanied by an officer or clerk from the Branch concerned.

The Military Police on duty at the main entrance have instructions to stop all civilians and retain them until an escort arrives. The escort will be obtained by telephoning the Branch concerned.

Branches will be responsible that civilians are escorted back to the main entrance when their business is concluded.

3. CARELESS TALK

The habit of discussing secret matters in passages is becoming prevalent. This is particularly noticeable at the conclusion of conferences when officers are returning to their offices.

4. STAFF DUTIES

Declassified E.O. 12356 Section 3.3/NND No. 785016

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3. CARELESS TALK

The habit of discussing secret matters in passages is becoming prevelent. This is particularly noticeable at the conclusion of conferences when officers are returning to their offices.

4. STAFF DUTIES

(a) Cases have been reported of Most Secret correspondence being given an unnecessarily wide distribution.

(b) Similarly, care should be taken to ensure that the Order of Battle of any force, formation, or organisation, is not disclosed by the distribution list on any document.

(c) By careful wording, it is often possible to phrase an important message so that it is not secret. It may take longer to write, but the time eliminated in enciphering and deciphering will more than compensate for this.

3425

5. Breaches of security, loss of secret documents and papers, must be reported to the Security Officer (FLAMBO Ext 175) at the earliest opportunity.

D.G.EDWARDES,
Major,
for Lt.Col.
G.S.

DGE/act

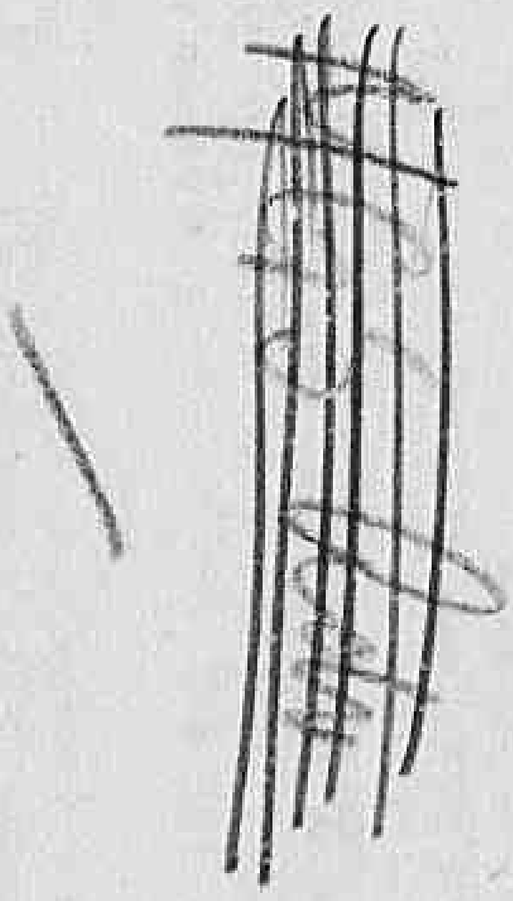
DISTRIBUTION - List 'B' less serials 34 & 39.

Declassified E.O. 12356 Section 3.3/NND No. 785016



Declassified E.O. 12356 Section 3.3/NND No. 785016

Capt Northland



Declassified E.O. 12356 Section 3.3/NND No. 785016

630

Subject: ACCOMMODATION.

AFHQ Adv Adm Echelon,
CMF.

30/11/42.

11 Jan 44.

T:- X
MGS Adv.
Postal.

1. In order that additional OR personnel of this HQ, who are due to arrive shortly, may be accommodated with the main body of O.Rs. It is necessary to move certain branches to alternative accommodation .

2. The branches in question are :-

X
M.G.S. Adv.
Postal.

3. Alternative accommodation is available as follows :-

for X - Scala I - Flats 40 and 41.
for M.G.S.
Adv. " I - " 44 and 45.

for Postal " I - " 42 and 43.

4. Scala I is the first block on the left in No 8 Rione Serigniano. Moves will be completed by 1200 hrs 14 Jan 44.

5. X Branch will arrange for telephones to be changed.

33

Attild 3424
Brig
Brigadier,
D.M.G.

Copy to:- "A" SMC.
G.4. Signal Master.
Orderly Clerk
CAMP

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT: Special Instructions for Duty Offrs

AFHQ Adv Adm Ech,
CMF.

3017/Adm1

All Duty Officers

11 Jan 44

Attention is drawn to the special instructions issued for all duty offrs and the Instructions for the use of the Special Telephone Code.

Both are kept in the Duty Officer's Book, the latter being in an envelope marked "Officer Only. Special Telephone Code B".

for Colonel,
ADAG.

BCS/FA

Distribution: List 'B'.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Allied Force
CENTRAL ECONOMIC COMMITTEE
APO 400

11 January 1944

SUBJECT: Central Economic Committee.

TO: Chief, Headquarters AMG.

1. Reference your letter of 9 January 1944, AMG/400, subject as above.

2. The Central Economic Committee is now addressing correspondence to the Sub-Commissions in the following form:

Chief, Headquarters AMG
Attention: _____ Sub-Commission.

3. Instructions have been given that the original and two copies of each communication will be furnished. This will provide the one extra copy required by Army Regulations and one additional copy.

4. It is not considered feasible for the Committee to furnish more than two copies.

For the Committee:

A. L. HENDERSON,
Lt. Col., A. U. S.,
Chief Executive,
Central Economic Committee.

3422

Declassified E.O. 12356 Section 3.3/NND No. 785016

1484 802

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

Ref/AMG/408. WDW/AMG/mrd
9 January 1944

SUBJECT: Central Economic Committee

TO : Chairman, C.E.C. (Attention Lt. Col. Henderson
Chief Executive Officer)

1. It is requested that, now that the Heads of the Economic and Administrative Section (Lord Stansgate and Mr. Grady) have taken office and entered into the chain of command in AMG/ACC, copies of documents for action or information sent to this Headquarters should be in sufficient quantity to ensure distribution to the officers named.

2. It is also requested that in those cases where questions on technical matters are submitted direct to Subcommissions in the Economic and Administrative Section, copies of the papers may be sent to the Vice President of the Section for information.

3. Lord Stansgate and Mr. Grady are located in the offices of Headquarters, AMG/ACC, Provincia Building, Naples. Rooms and telephone numbers as follows:

Lord Stansgate	- -	Room 15 (2nd floor) Phone - Vapour 6
Mr. Grady	- -	Room 23 (3rd Floor) Phone - Vapour 11

(Number of Vapour Exchange is 10050)

4. Any changes in location, etc. notified in paragraph 3 above, will be communicated to you.

for Duffield White
Major G.S.

for CHARLES M. SPOFFORD
Colonel, G.S.C.
D/C of S (O. & S.I.)

COPY TO:
Chief of Staff
Vice President } Economic &
Deputy Vice Pres. } Administrative Sect.
A.G.D.
Heads of Subcommissions (by circulation)

3421

0597

Declassified E.O. 12356 Section 3.3/NND No. 785016

9 Jan 44

Please initial to indicate read:

Lt Col Merrall	
Lt Col Legg	
Lt Col Herrmann	
Lt Col Reiter	
Major Brellwood	
Capt Austin	
Capt Curran	
Capt Morse	
Capt Morthland	
Capt Plummer	
~~Lt Clay~~	

Please return to file clerk when completed.

1.

Circulate among officers Rpm

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

6 January 1944

DAILY BULLETIN)
:
NUMBER 6)

O F F I C I A L

1. MEDICAL TREATMENT:

During the absence of the Regimental Surgeon, personnel requiring medical treatment will report at the PBS General Dispensary, Finance Bldg, 1st Floor, Entrance: Via Arnella, until further notice.

2. MEDITERRANEAN ALLOWANCE:

The following extract from G.R.O. 652/43 is published for the benefit of British personnel

652 - MEDITERRANEAN ALLOWANCE.

"1. With effect from 1 Dec 43 the issue of Field and Colonial Allowance to officers and other ranks serving in the Mediterranean Area (including North Africa, Sicily, Italy and adjacent islands) has been discontinued. Instead, a combined allowance known as Mediterranean Allowance is being issued.

2. The daily rates are as follows:-

Officers	4/6d.
W.O.I.	1/4d.
W.Os. II and III.....	10d.
S/Sgt.....	7d.
Sgt.....	6d.
Cpl. and below.....	4d.

3. These rates apply to officers and other ranks of the British army, officers and other ranks of the A.T.S., women officers of the R.A.M.C. and A.D. Corps, Nursing Officers of the Q.A.I.M.N.S., T.A.N.S. and W.A.D.S.

4. Manchester Pay Office in the case of officers and the appropriate Field Centre Paymaster in the case of other ranks will automatically substitute the new allowance for the old.

3. OFFICERS' SHOWERS:

Hot showers, barber shop and tailoring facilities are now available at the Officers' Club of the American Red Cross located at

Declassified E.O. 12356 Section 3.3/NND No. 773016

652 - MEDITERRANEAN ALLOWANCE.

"1. With effect from 1 Dec 43 the issue of Field and Colonial Allowance to officers and other ranks serving in the Mediterranean Area (including North Africa, Sicily, Italy and adjacent Islands) has been discontinued. Instead, a combined allowance known as Mediterranean Allowance is being issued.

2. The daily rates are as follows:-

Officers	4/6d.
W.O.I	1/4d.
W.Os. II and III	10d.
S/Sgt	7d.
Sgt	6d.
Cpl. and below	4d.

3. These rates apply to officers and other ranks of the British Army, officers and other ranks of the A.T.S., women officers of the R.A.M.C. and A.D. Corps, Nursing Officers of the Q.A.I.M.N.S., T.A.N.S. and V.A.D.S.

4. Manchester Pay Office in the case of officers and the appropriate Fixed Centre Paymaster in the case of other ranks will automatically substitute the new allowance for the old.

3. OFFICERS' SHOWERS:

Hot showers, barber shop and tailoring facilities are now available at the Officers' Club of the American Red Cross located at Piazza Carita, just off the Via Rasella.

4. EXECUTIVE COUNCIL MEETING:

The Executive Council meeting scheduled for Friday, 14 January 1944, will be held on Tuesday, 11 January 1944. Items which are desired to be placed on the agenda of this meeting will be in the hands of the Secretary, Major Val DUBLE, Room 9, by 1100 hours, Monday, 10 January 1944.

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5. ADDITIONAL TELEPHONE DIRECTORY:

Industry & Commerce Sub-Commission has been allotted an additional extension, 60, serving the Director, Col W.F. Evans; Executive Officer, Lt Col C.J. Hayes; and Capt M. G. Adams, who are located in Room 47, 4th Floor.

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Declassified E.O. 12356 Section 3.3/NND No. 772016

Daily Bulletin # 6, dtd 6 January 1944 cont'd.

6. CENSORSHIP OF EM/OR MAIL:

Reference par 4, Daily Bulletin #3, dated 3 January 1944, it shall be understood that American and British Officers will censor mail of their respective personnel.

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:
L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 772016

Declassified E.O. 12356 Section 3.3/NND No. 785016

10 Jan 1944.

Please initial to indicate read: and pass on.

Lt Col Merrall	
Lt Col Legg	
Lt Col Hermann	
Lt Col Reiter	
Major Smallwood	
Capt Austin	
Capt Curran	
Capt Morse	
Capt Morthland	
Capt Plummer	
~~Lt Clay~~	

Please return to file clerk when completed.

Declassified E.O. 12356 Section 3.3/NND No. 788016

1473 | C.E.C. file
Cedar 0530 H.3
Capt Montalbano

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

5 January 1944

Circulate among officers.

DAILY BULLETIN)

NUMBER 5 4)

O F F I C I A L

1. EXECUTIVE COUNCIL MEETING: The Executive Council Meeting scheduled for Friday, 14 January 1944, will be held on Tuesday, 11 January 1944. Items which are desired to be placed on the Agenda of this meeting will be in the hands of the Secretary, Major VAN DUSEN, Room 9, by 1100 hours, Monday, 10 January 1944. (AG)

2. AIR DISPATCH LETTER SERVICE: Effective immediately, Message Center, Adjutant General Section, will not accept official communications for transmittal by Air Dispatch Letter Service, unless such official document, envelope or package has on it the following statement: ESSENTIAL (WAR DEPARTMENT) (WAR OFFICE MAIL), and is signed by an officer of the originating office, department or sub-commission, whose name, rank and unit will be clearly shown.

3. DISTRIBUTION: In compliance with a direct order from AFHQ, all sections, sub-commissions, etc., are hereby notified that in regulating distribution of all mimeographed publications originating in this Hq. AFHQ is to receive 25 copies. There will be no exceptions. (AG)

4. NOTICE TO ALL SECTIONS & SUB COMMISSIONS: Request that each section, sub-commission, etc., submit to Pers O, this Hq, Room 1, Provincia Building, the name of its designated Chief or section head without delay. (Pers O)

5. NEW PHONE NUMBERS (ACC 8 AUG MO): The following numbers will be entered in all telephone directories, this Hq:

Enter on blue sheet

OFFICE	OFFICIAL'S NAME	NO.
Political Section	Lt Col Hindley Smith	Salerno 2850
Communication Section	Col Henderson	" 2851
HQ Commandant	Lt Col Moss Vernon	"
	Capt Drage	" 2852
Engineer Section	Lt Col Thompson	" 2853

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5. NEW PHONE NUMBERS (ACC ALLIED HQ): The following numbers will be entered in all telephone directories, this Hq:

Entered as above directed

OFFICE	OFFICE'S NAME	NO.
Political Section	Lt Col Hindley Smith	Salerno 2850
Communication Section	Col Henderson	" 2851
HQ Commandant	Lt Col Moss Vernon	"
	Capt Drage	" 2852
Engineer Section	Lt Col Thompson	" 2853
Information & Transportation	Capt Pawley	" 2854 (AG)

6. OFFICERS BAGGAGE: The following named Officers will, immediately, pick-up their baggage which is now being held at Hq Supply Room, 61 Via Medina (Lt Davis):

Lt Col C. J. Farinacci
Maj J. A. Bell
Maj Robert A. Martino
Lt William E. Glenn
Lt Col R. H. Wilmer
Capt Joel G. Earnest
Maj Ralph J. Straus
Lt R. L. Shedrick
Lt Col C. S. Carter
Capt Henry P. Ningate
Lt Chas. F. Adams
WO A. A. Di Chello
Lt Col C. R. Eirchet
Maj Sheldon C. Tanner
Capt Harry D. Weaver
Lt John G. Davis
Capt H. E. Pomeroy
Maj Warren J. Rutledge
Maj W. A. Hartman
Capt R. M. Welling
Capt Grady C. Dusham

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Maj W. C. Harris
WO Henry Discol
Lt Col D. F. Mayhew
Lt George W. Cushman
Lt R. J. Franklin
Lt Col Chas. D. Shields

7. CORRESPONDENCE and FILING PUBLICATION: A pamphlet on Correspondence and Filing, extracted from T.M. 12-262, U.S. Army, has been reproduced and distributed to all Sub-Commissions, offices, sections, etc., in this Hq. It is directed that more extensive use be made of this publication.

It is directed that all Enlisted Men, this Hq, handling correspondence and filing, familiarize themselves with the contents of this pamphlet

Any Sub-Commission, offices and sections who have not received a copy, can obtain one from Capt Di Giacomo, Misc Section, Room E, this Hq. (AG)

By order of Colonel SPOTSWOOD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

U N O F F I C I A L

1. FOUND: One brown (right) shoe, size 8½ D, low-cut, Strlo: Starks Boot has been received in the Postal Section during Christmas week. Owner may claim shoe by calling at the Postal Section. (Postal)

2. MOVIES: There will be showings of training films and an entertainment film for EM/ORs on 7 January, 14 January, 21 January, and 28 January 1944. On 11 January 1944, PBS Special Service Mobile Unit will show an entertainment film for all EM/ORs who wish to attend. Time and location of showing will be announced later (Rec & Wel O)

Declassified E.O. 12356 Section 3.3/NND No. 783016

Declassified E.O. 12356 Section 3.3/NND No. 785016

235. Vehicles, Amphibious (DUKWS)
240. Supply Build-up for Italy(reserve)
241. Emergency Re-supply by Air
250. P.O.L. (Petroleum)
251. Coal Supply and Demand
260. C.W.S.
261. Signal
262. Medical
263. Hospital Ships
264. Quartermaster
265. Rations and Forage
270. Captured Materiel
280. Miscellaneous Supplies

400 MASTER CABLE FILE

410 SPECIAL UNITS

410. French Corps, Personnel
411. French Corps, Supplies & Maint.
420. Italian Forces, Personnel
421. Italian Forces, Supplies & Maint.
422. Animal Transport
425. Polish Units
430. Navy
440. Air Force, Personnel
441. Supplies and Maintenance
450. Airborne, 82nd
460. P.B.S. (Boundaries)
461. Service Units, (P.B.S.
462. Passive Air Defense (PBS)
490. Miscellaneous

500 MOVEMENTS & TRANSPORTATION (SHIPPING)

510. Convoys (Policy)
511. Diversion Meetings
520. Convoy Schedule
530. Railroads, General
540. Ports
550. Tonnage Demands
560. Priority List
561. Movements to Troops to Windsock
562. Movements of Troops to UK
563. Movement Forecast
564. Movements by Land
590. Movements and Transportation Misc.

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695. Miscellaneous Rpts.

700 PLANNING AND MONITORING OF OPERATIONS

701 Operations Div
702. Occupation of Rome and Miscellaneous

800 ADMINISTRATIVE MEMOS., INST. & ORDERS

810. Plumbo Administrative Instructions
820. AFHQ Adm. Memo
825. NATOUSA Adm Memo
826. NATOUSA Training and Staff Memo
830. 5 Army Adm. Orders & Instructions
831. 5 Army Ordnance Adm. Instructions
835. 7 Army Adm. Orders
840. PBS Adm. Order & Instructions
845. War Department Memos (& Circulars)

ORDERS, SPECIAL & GENERAL & CIRCULARS

850. Plumbo Special Orders (U.S.)
860. AFHQ Circulars
861. AFHQ Orders, Special & General
865. NATOUSA Circulars
866. NATOUSA Orders, Special & General
870. 5 Army Orders
875. PBS Circular
876. PBS Orders
880. 15th Army Gp Orders & Bulletins
890. Miscellaneous Publications
891. Publication Indexes, AFHQ & NATOUSA
892. AFHQ Miscellaneous
893. NATOUSA Miscellaneous
894. War Department Miscellaneous
895. PBS Miscellaneous
896. 5 Army Miscellaneous

900 MISCELLANEOUS BLOCK

910. Codes
911. Security and Censorship Information
915. Personal Correspondence, General Hamblen
917. Correspondence, G-2 Officers
918. Weekly Letters - Col. Jung
920. ASG (AMGOT)
921. Local Resources
922. Purchasing and Requisitioning Procedure
923. Allied Control Commission for Italy
930. Conferences and Meetings
940. Plumbo Office Inst. and Memos
950. Distribution Lists (Channels of Communication)
990. General Miscellaneous File

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Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

File Numbers Being Used 1 Jan 1944 by Hq. AMG

000.1	Political Parties
000.4	Reconstruction Period
000.5	Subversive Activities
000.7	Publicity And Public Press Censorship
000.76	Newspapers and Magazines
000.8	Civil Educational Institutions
001.	Meetings
003.	Weights And Measures
004.02	Guarding And Protecting
004.02	Guarding Firms, Factories, Projects (See 600.96)
012.2	Taxes.
013.1	Affadavits
013.2	Public Notaries
013.3	Legal Sub=Commission
014.1	Civil Government
014.12	Civil Police
014.12	Civil Authorities Appointments of Mayers
014.13	Relations Between Civil and Military Authorities
014.32	Naturalization Regulations
014.33	Repatriation
014.35	Voting
014.521	Civil Prisoners
015.	Courts
040.	Public Works
040.	Public Health
040.	Finance Department
080.	Red Cross Italian
080.	AMerican Red Cross
090.	Political Division
090.	Political Division A.C.C.
091.	Italy
091.112	Officials (Consulates)
091.31	Exports
091.33	Lumber (Resources)
091.4	Labor Sub=Commission
091.711	Foreign Armies
091.711	Navies Foreign
093.	Territories
100.	Accounting
112.1	Finance Laws Governing
120.1	Expenditure Or Payment Of Funds
123.	Allied Civilian Funds
141.8	Reports Of Survey
142.1	Inventories Of Supplies On Hand
150.	AMFA Branch Accounts
151.	Claims On Account Of Wars

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200.2	Identifications Cards
200.3	Assignment Of Clerks
200.6	Rewards To Civilians
200.6	Rewards
201.24	Indebtedness
201.61	Efficiency Reports
201.7	Changes Of Names Or Addresses
210.01	Classification And Reclassification Of Officers
210.1	Classification
210.1	Appointment Of Officers
210.11	Qualifications Of Officers
210.2	Promotion Of Officers
210.3	Assignment Of Officers
210.3	Assignment Of Officers And Employed
210.3	Transfer Of Officers
210.32	Recommendations For Promotion Of U.S. Officers
210.32	Recommendations For Promotion Of Br. Officers
210.4	Officers Duties
210.45	Status Of Officers
210.458	Report For Duty
210.482	Orders
210.6	Investigations
210.711	Officers Leave
210.84	Reinstatement Of Offiers
210.86	Deaths Of Officers
211.	Duty Officers
211.	Warrant Officers
211.	Surveying Officers
220.11	Qualifications Of Enlisted Men
220.2	Promotion Of Enlisted Men
220.2	Change In Grade Other Ranks
220.26	Reductions Enlisted Men
220.3	Transfer And Assignments Enlisted Men
220.31	Assignment Of WAC Personnel
220.45	Status Of Enlisted Men
220.66	Schools Enlisted Men
220.711	Furloughs Enlisted Men
220.712	Absence Without Leave Enlisted Men
220.715	Passes Enlisted Men
220.8	Discharge Of Enlisted Men
220.86	Deaths Of Other Ranks
230.031	Civilian Employees Qualifications
230.443	Office Hours
241.	Officers Pay
241.3	Officers Mess Charges
242.4	Pay Of Enlisted Men
243.	Allotments Of Pay, Changes Of Address. Discontinuance, Increase
243.	Allotments Enlisted Men
245.	Officers Allowance

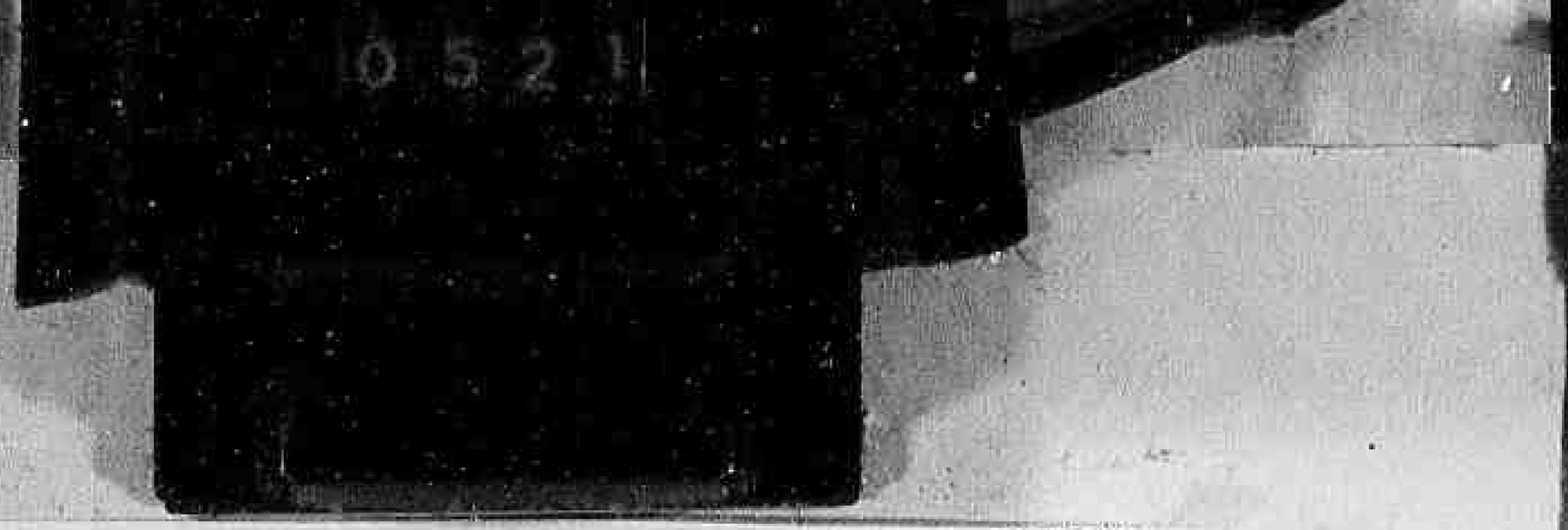
Declassified E.O. 12356 Section 3.3/NND No. 785016

246.4 Rations And Subsistence
248.8 Increases + Reductions (Employees)
250. Military Courts
250.1 Delinquency Of Enlisted Men
250.4 Courts=Martials Enlisted Men
250.4 Courts=Martials
250.41 Military Courts
250.414 Summary Courts
250.52 Courts Of Inquiry
253.92 Release Of Prisoners Of War

300.2 Articles Of War Interpretation
300.4 Request For Travel Orders
311. A.C.C. Communications
311. Communications Italian Government
311.L Mails
311.18 Forwarding And Readdressing Mail
311.20 Communications Methods And Systems
311.22 Cables Communications
311.3 Telephone
311.4 Couriers And Messengers Regions I
311.4 Sicily Region Headquarters
311.5 Secret Communications (See 311.2)
311.7 Mail Censorship Regulations
311.7 Mail Censorship Violations
312. Correspondence
312.1 Miscellaneous
312.2 Indorsements
313. Record Of Events
313.3 Transfer Of Records
319.1 Morning Reports
319.1 Battle Casualty Report
319.1 Reports Directives Sub=Commission
319.1 Reports From C.C.A.O.s
319.1 Agricultural Reports
319.1 Report Of Fuel Activities
319.1 Monthly Material Status Reports
319.1 Report AMGOT Activities
319.1 G=1 Reports
319.1 G=1 Regulations
319.1 Report Of Change
319.3 Sanitation Reports
319.1 Report Of AMG Public Relations
319.1 Report, Camp Farramonti
319.1 Reports 15th Army Group
319.1 Reports Of Cost Of Living
319.1 Reports Of The Controller Of Property AMG
319.1 Government Finance Report
319.1 Monthly Report Of Labor DIVISION

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319.1	Officers Confidential Report
319.1	Delinquency Reports
320.3	American T/O
320.3	British T/O
321.	Displaced Persons Sub=Commission
322.	Organization, Activation, And Disbandment
322.	Civilian Complaints
322.011	Powers And Duties
322.12	General Instructions To Major General Kenyon Joyce
322.3	Area Responsibilities
323.3	Geographical Military Departments + Divisions
325.52	Education
330.	Military Control
330.11	Welfare Of Troops
330.31	Strength Returns
330.32	Rosters Corrections And Returns
330.32	Roster Initial Special Final Officers
330.32	Roster Initial Special Final Enlisted Men
330.32	Roster Of Civil Censorship Personnel
330.32	Roster Of Other Ranks
330.32	Roster Of Officers Region I
330.32	Roster Of Officers Region II
330.32	Roster Of Officers Region III
330.32	Roster Of Officers
330.32	Roster Of Enlisted Men
330.32	Roster Of British Officers
331.3	Post Exchange
331.3	Post Exchange Statements
334.	Commissions
334.	Boards
335.	Honors And Ceremonies
335.2	Receptions
337.	Conference
341.	Recruiting
350.	Education
350.05	Military Information, Collection, Dissemination
352.	Officers School
353.	Training
360.33	Accidents, Investigations And Reports
370.	Assignment Of Units
370.26	Joint Army And Navy Operations
370.43	Administrative Organization In Italy
370.5	Assignments And Changes Of Stations (Troops)
371.2	Theater Of Operations Service Security
371.2	Service Of Security
383.6	Prisoners Of War
383.6	Allied Property
383.8	Price Control In War
384.51	Civilian Defense



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386. French Property
386.2 Billeting
386.3 Captured Property
387.4=1 Armistice

400. Supplies
400.148 Price Fixing
400.161 Marking Of Supplies
400.3295 Supplies To Foreign Governments
400.34 Tables Of Basic Allowance
400.38 Civilian Supplies And Equipment
400.395 Food Supplies
400.403 Operating And Methods Of Agriculture Fishing And Forestry
400.93 Salvaging
403. Agricultural Requirements
403.2 Crop Reports
412.41 Electric Machinery
413.2 Fire Fighting Equipment
413.44 Radar
414.1 Office Furniture
426. Officers Personal Equipment
430.2 Bread Rations
430.2 Rations Officers And Enlisted Men
434. Subsistence Stores, Olive Oil
443. Medical Supplies
451. Vehicles
461. Publications
461.01 Request For Office supplies
463. Fuel Sub=Commission
463.1 Current Fuel And Light
463.3 Coal
463.7 Gasoline And Oil
464. Fertilizer
471. Ammunition
471.86 Explosives

511. Troope Movements
515. Transportation Navy
523. Shipping
523.092 Tracing
524.2 Baggage
538. Motor Transportation
553.4 Railroads Passengers
564. Repairs And Alterations
581. Air Transportation

600. Buildings And Grounds
600.1 Construction And Installations
600.4 Buildings, Altering, Enlarging
600.96 Guarding Buildings And Grounds (See 004.02)

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601. Acquisition Of Real Property Or Land
602.3 Medical School
619.3 Monuments And Fine Arts
625. Quarters For Commissioned Officers
680.2 Visits
680.2 Jurisdiction, Goernment, Regulation, Rules
680.6 Graves Of British Air Force Personnel

700.8 Health Rules And Regulations
702. Medical Examinations
705. Hospitalization Of Officers And Enlisted Men
710. Typhus Fever
710. Diptheria
720.21 Water Analysis
720.3 Immunization, Inoculation And Vaccination
726. Venereal

800.217 Fishing Regulations

Cables if necessary for action [illegible]

AFHQ Adv.Adm.Ech.
16/G(Ops)
17 Nov 43

AFHQ Advance Administrative Echelon

SECURITY INSTRUCTION NO.1

1. POLICY

Each Staff Branch and Service is responsible for the security and safe custody of documents in its possession.

2. (a) By Day

During working hours, except at lunch time, there are sufficient personnel in the Headquarters area to ensure security. Steps to be taken during the lunch interval are set out in para 3 below.

(b) By Night

Out of working hours there are NOT sufficient personnel available for security and the measures set out below will be enforced.

3. DUTY PERSONNEL

(a) A Duty Officer is detailed daily and is responsible for the general security of the Headquarters.

(b) Branches will detail a Duty Clerk who will be on duty at lunch time and from 1745 hrs until 0800 hrs the following day. Reliefs for meals will be made under Branch arrangements.

Cables [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 773016

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3. DUTY PERSONNEL

(a) A Duty Officer is detailed daily and is responsible for the general security of the Headquarters.

(b) Branches will detail a Duty Clerk who will be on duty at lunch time and from 1745 hrs until 0800 hrs the following day. Reliefs for meals will be made under Branch arrangements.

(c) One telephone per Branch will be manned continuously. The exchange will be notified as to which is the Branch "duty" extension.

(d) A Branch with less than 5 clerks may arrange to pool their clerks with those of another Branch. When this is done the exchange will be informed and calls for both Branches will be transferred to one extension.

3411

4. SECRET BOXES

Whenever possible, rooms containing secret documents and marked maps will be locked and the windows secured. British MOST SECRET-U.S SECRET documents will be safeguarded by locking them in boxes or safes. If Branches wish they may leave secret boxes in the care of the Duty Officer. Boxes must be clearly marked.

5. CIVILIANS

Civilians will not normally be allowed to enter the office building. If it is necessary for them to enter they will always be accompanied by an officer or

Declassified E.O. 12356 Section 3.3/NND No. 788016

clerk from the Branch they are visiting.

Civilian cleaners will on no account be left alone in offices.

6. SECRET WASTE

Branches are responsible for the destruction of secret waste. An incinerator is available in the courtyard of the main building.

7. OUTLYING OFFICES

Branches in buildings outside the main building must ensure that their offices are never left unattended unless the offices are securely locked and secret documents properly safeguarded.

8. GUARDS - MILITARY POLICE

Orders for the sentries and Military Police at the entrance to the main building have been issued separately.

9. SECURITY NOTES

Notes on security will be issued later.

D Edwardes Major

D.G.EDWARDES,
Major,
for Lt.Col.
General Staff.

DGE/aet

DISTRIBUTION
List 'B'

175

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Declassified E.O. 12356 Section 3.3/NND No. 785016

S E C R E T

OFFICE OF THE LIAISON OFFICER
AAFSC/MTO
FLAMBO

10 January 1944.

MEMORANDUM:

TO : ALL STAFF SECTIONS - FLAMBO

1. The following excerpt from General Order No. 1, Headquarters, Army Air Forces/Mediterranean Theater of Operations, is quoted for the information of all concerned:

* * * * * * * * * * *

1. In conformity with letter Headquarters NATOUSA, file AG 322/287 A-O 22 December 1943, Commands of the United States Army Air Forces in the North African Theater of Operations are redesignated as noted herein, effective 1 January 1944.

OLD DESIGNATION	NEW DESIGNATION
US Army Air Forces, North African Theater of Operations	Army Air Forces, Mediterranean Theater of Operations
Twelfth Air Force	Twelfth Air Force
Fifteenth Air Force	Fifteenth Air Force
XII Air Force Service Command	Army Air Force Service Command/MTO
III Air Service Area Command (Sp)	XII Air Force Service Command
II Air Service Area Command (Sp)	XV Air Force Service Command
XII Air Force Engineer Command (Prov)	Army Air Force Engineer Command/MTO (Prov)
XII Air Force Training Command	XII Air Force Training and Replacement Command
90 Photographic Reconnaissance Wing	90 Photographic Reconnaissance Wing

* * * * * * * * * * *

It is desired that all staff sections in indicating distribution of documents use the new designations to avoid misdirection. The designation of this office, in line with the above, is now "Liaison Office, Army Air Force Service Command/ Mediterranean Theater of Operations". The above redesignations apply only to United States Army Air Force Commands.

2. This office will continue to represent the Air Forces in all pertinent matters and will be pleased to be of all assistance possible at any time.

3410

John C. Harvell
JOHN C. HARVELL,
Lt. Col., A.C.,
Liaison Officer.

File
Addresses.

DISTRIBUTION:
"A"

33

S E C R E T

Declassified E.O. 12356 Section 3.3/NND No. 785016

CENTRAL ECONOMIC COMMITTEE
ROUTING SLIP

14 Jan 1944

TO:		INITIALS
[redacted]		
7	Lt.Col. Morrell	
3	Lt.Col. Lege	
12	Lt.Col. Reiter	
2	Lt.Col. Herrmann	
6	Major Smallwood	
9	Major Todd	
1	Capt. Plumsax	L S P
8	Capt. Northland	R.S.
5	Capt. Curran	W.J.L.
11	[redacted]	
4	Capt. Austin	asa
10	Lt. Shanley	FMS

Please Expedite

Asst. Collins

FOR:

___ --- Action ---
___ Coordinate with
___ & Take ACTION
___ Info and retain.
___ Info and return.
___ Read and see me.
___ See me, with all info.
___ File
✓ Circulate to All Officers.
___ Prepare reply, my signature.

REMARKS:

Initials WHC

Declassified E.O. 12356 Section 3.3/NND No. 785016

All Clerks
Notice

Parts

W. H. Carlins
R. Carlino
C. C. Pierce
R. Bonnyman
R. Lewis Fields
J. Ford
FPD

SUBJECT:- Security Instructions - Signals.

Circulate

A.F.H.Q., Adv.Adm. Echelon,
C.M.F.
3002/5/A.1.
10 Jan 44.

List 'B' plus Signals.

1. TELEPHONE.

(a) The telephone is NOT a secret instrument; it is comparatively INSECURE despite the precautions taken by Signals to minimise this insecurity.

(b) It is a common belief that so-called "Private Wires" are less insecure than lines passing through exchanges; this is NOT so. Irrespective of whether these circuits pass through civil test frames or not, they are always liable to interception by a determined agent, or more commonly, owing to overhearing on other circuits due to technical faults on the line which occur from time to time.

(c) The term 'Secure Wire' is applicable to certain forms of telegraphy but NOT to telephony.

2. MESSAGES.

(a) Security Classifications.

The following security classifications are now in force for message traffic :-

U.S.	BRITISH.
SECRET	MOST SECRET and SECRET
CONFIDENTIAL	CONFIDENTIAL
RESTRICTED	RESTRICTED

(b) Procedure for handling Security Messages.

(i) U.S. SECRET EQUALS BRITISH MOST SECRET & SECRET.

All messages thus franked will be handed, in sealed envelope, direct to the CIPHER OFFICE. Conversely, incoming messages will be passed from the CIPHER OFFICE, in sealed envelope, direct to the addressee.
(Such messages must be enciphered when transmitted by any electrical means, wireless or line.)

Declassified E.O. 12356 Section 3.3/NND No. 788016

(a) Security Classifications.

The following security classifications are now in force for message traffic :-

U.S.	BRITISH.
SECRET	MOST SECRET and SECRET
CONFIDENTIAL	CONFIDENTIAL
RESTRICTED	RESTRICTED

(b) Procedure for handling Security Messages.

(i) U.S. SECRET EQUALS BRITISH MOST SECRET & SECRET.

All messages thus franked will be handed, in sealed envelope, direct to the CIPHER OFFICE. Conversely, incoming messages will be passed from the CIPHER OFFICE, in sealed envelope, direct to the addressee.
(Such messages must be enciphered when transmitted by any electrical means, wireless or line.)

(ii) U.S. Confidential equals BRITISH Confidential.

All messages thus franked will be handed, in sealed envelope, to the SIGNAL OFFICE. Conversely, incoming messages will be passed from the SIGNAL OFFICE to the addressee in sealed envelope.

(Such messages may be routed by Signals on Secure Wire or Submarine Cable channels IN CLEAR, but will always be enciphered when transmitted by Wireless or Wire liable to interception).

3409

(c) Use of Security Classifications.

(i) U.S. SECRET EQUALS BRITISH MOST SECRET AND SECRET.

Since all such messages must be enciphered when sent by any electrical means, unless the franking of messages with these security classifications is reduced to the minimum consistent with security, cipher offices will become overloaded, and serious delays will result.

These classifications should be reserved for messages requiring the HIGHEST DEGREE of security ONLY.

The following definition of British SECRET is reproduced for information :-

"SECRET documents are documents which, although not warranting the exceptional precautions applied in dealing with MOST SECRET documents, are of such a nature that for reasons of national security they must only be disclosed to persons whose duties make it essential that they should have knowledge of them".

..../It.

Declassified E.O. 12356 Section 3.3/NND No. 778016

It will be noted that the present significance of British SECRET conveys a higher degree of security than formerly, and should be used with discretion.

(ii) U.S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL.

The attention of all originators is drawn to the MORE FREQUENT USE of this classification IN PLACE OF British SECRET.

Since these messages may be transmitted in clear over secure wire, it is often possible to clear a high proportion of such traffic without enciphering.

This results in reduced delays on essential cipher traffic and a generally accelerated service.

for Colonel,
A.D.A.G.

-/AH.

Declassified E.O. 12356 Section 3.3/NND No. 763016

Circulate

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

9 JAN 1944

8 January 1944

GENERAL ORDERS

NUMBER 1

The following appointments of 10 November 1943 are confirmed and announced. Authority: letter of Allied Force Headquarters AG 387.4-1, "Appointments Vice-presidents and Deputy Vice-presidents, Allied Control Commission", dated 23 December 1943.

REAR ADMIRAL RODERICK R MCGRIGOR, CB, DSO, RN
Acting Vice-president, Military Section

AIR COMMODORE VISCOUNT STANSGATE
Vice-president, Economic and Administrative Section

MR HENRY F GRADY
Deputy Vice-president, Economic and Administrative Section

CAPTAIN ELLERY W STONE, USNR
Vice-president Communications Section

MR HAROLD A CACCIA
Acting Vice-president (Provisional) Political Section

MR SAMUEL REBER
Acting Deputy Vice-president (Provisional) Political Section

AIR COMMODORE GEORGE B DARE
Head, Air Force Sub-Commission

KENYON A JOYCE
Major General, USA
Deputy President

Declassified E.O. 12356 Section 3.3/NND No. 782016

Deputy Vice-president, Economic and Administrative Section

CAPTAIN ELLERY W STONE, USNR
Vice-president Communications Section

MR HAROLD A CACCIA
Acting Vice-president (Provisional) Political Section

MR SAMUEL REBER
Acting Deputy Vice-president (Provisional) Political Section

AIR COMMODORE GEORGE B BEAMES
Head, Air Force Sub-Commission

KENYON A JOYCE
Major General, USA
Deputy President

Distribution:

5 -AFHQ
2 Each individual
3 Brigadier Gusterbock
1 AMG 15th Army Group
5 Colonel Spofford
1 MMLA
5 Adv Admin Sch AFHQ
2 Each Italian Ministry
19 AC Files
1 201 File each individual

3408

Declassified E.O. 12356 Section 3.3/NND No. 785016

Circulate. 1

Gen-Econ-Comm.
Capt. Marthland

18

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

11 January 1944

DAILY BULLETIN)
:
NUMBER 11)

1. OFF LIMITS:

All restaurants and eating houses are out of bounds to all officers and EM/OR's of the Allied Forces with the following exceptions:

Clubs and restaurants organized and controlled by the Allied Forces which must comply with the regulations for the purchases of food in Italy.

The CO Hq Dets (A) & (B) will insure that all EM/OR's are informed of the above. (Ex C)

2. TELEPHONE CALLS TO VALUE EXCHANGE:

Direct lines have been established between the Vapor and Value switchboards. On all calls to telephone bearing a Value number simply ask the Vapor switchboard attendant for Value and when the Value operator answers pass the telephone number desired.

If the Vapor-Value lines are busy the Vapor attendant will complete the connection over the dial lines. (AG)

3. OFFICERS QUALIFICATION CARD:

All American Officers having Officers Qualification Cards (WD AGO Form 66-1) in their possession will immediately turn them in to Personnel Office, Room 1, Mezzanine Floor. Failure to do so will be cause for disciplinary action. (AG Pers)

4. PROPERTY REMOVED BY INDIVIDUAL OFFICERS:

Considerable difficulty is being experienced at Palermo in returning requisitioned billets to their owners in that such items as mirrors, bric-a-brac, pillows, mattresses, knives, forks, and spoons are missing. Any officer who inadvertantly brought such items with them, will turn them over to G-4 at once for shipment to Palermo. Items should be tagged with the address of billet from which it came. (Ex O)

5. COURIER SERVICE TO SALERNO:

A regular Courier Service to Salerno will be initiated beginning 1000 hours, 12 January 1944 in accordance with the following schedule:

Declassified E.O. 12356 Section 3.3/NND No. 785016

Value number simply ask the Vapor attendant to connect you with the Vapor-Value operator answers pass the telephone number desired.

If the Vapor-Value lines are busy the Vapor attendant will complete the connection over the dial lines. (AG)

3. OFFICERS QUALIFICATION CARD:

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5. COURIER SERVICE TO SALERNO:

A regular Courier Service to Salerno will be initiated beginning 1000 hours, 12 January 1944 in accordance with the following schedule:

Leave Salerno Hq	Leave Naples Hq
1000	1000
1500	1500

3407

All communications for delivery from one headquarters to the other, should be in the message center on or before 0930 and 1430 hours to insure pickup for the above mentioned hours. (AG Misc)

6. PASSES:

All officers and EM/OR's , this Hq, are required to have in possession, at all times, an official AG pass. Passes for officers are now available at the AG Information Desk, Mezzanine Floor, this Hq, and it is directed that they be obtained before 1800 hours, 11 January 1944. EM/OR's will obtain passes from their respective Company Commanders. (AG)

7. TRAVEL ORDERS:

Attention of all concerned is directed to pars 2 and 3, Administrative Order No 3, this Hq, dtd 19 Nov 1943, subject: Travel Orders, which are amended to read as follows:

"2. Officers empowered to authorize journeys under par 1 above, will forward direct to the AG Publications at least 24 hours in advance, except in urgent cases, requests showing approval of the journey. The following information should be provided in the basic memo:

Declassified E.O. 12356 Section 3.3/NND No. 778016

Daily Bulletin # 11, dated 11 Jan 1944 cont'd.

a. Name, rank, ARMY Serial Number, Sub-Commission, or Section to which assigned, and nationality of officers or EM/OR for whom journey is authorized.

b. Destination.

c. State whether temporary or permanent change of station.

d. If on temporary duty, state the approximate length of time required.

e. Date of move.

f. Type of transportation desired (i.e. Air, Motor, or Water)

g. Brief statement of the mission.

Upon receipt of the request, the AG (Publications Section) will issue to the officer, or officers, concerned, copies of the Special Orders authorizing travel. Copies will also be sent to G-1, G-4, the Sub-Commission, Directorate, and Staff Section concerned. It will be the responsibility of the officer concerned to insure that travel arrangements are made with G-4 after publications of orders." (AG)

By order of Colonel SPOFFORD:

L. W. SIEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. SIEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 778016

Circulate Capt Maitland ... Gen-Econ - Comms. Capt. Northland

Please be sure that is circulated to all interested

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

13 January 1944

DAILY BULLETIN)
:
NUMBER 15) O F F I C I A L

1. PRISONERS OF WAR AND INTERNEES MATTERS:

All requests relative to release of Prisoners of War and Internees will be forwarded to Interior Sub-Commission, this Hq. (AG)

2. INTER OFFICE MEMO FORMS:

A limited sup ly of Inter Office Memo forms are now available for distribution. Initial distribution will be made to all offices this Hq as soon as possible. An additional supply is on order and future requirements of all Sections and Sub-Commissions may be requisitioned through the Misc Section (Message Center). (AG)

3. OFFICERS' MESS (TOLEDO):

All Officers eating at the Toledo Mess will be required to register with Cpl Tise, prior to immediate entry into the dining room on Friday, 14 January 1944. Registry will be opened at breakfast. At this time Officers will indicate their headquarters assignment and what meals they regularly take at the mess. Officers signing-in in the morning will not register at any succeeding meal. All Officers eating at the Toledo Mess will be required to register. (Hq Comdt-AG)

4. FUEL CONSERVATION:

In view of the shortage of fuel for heating purposes and for conserving that which has been available for the heating of this building, radiators in hallways and toilets are to remain shutoff permanently. Toilet and hallway doors should be kept closed. (Hq Comdt)

By order of Colonel SPOFFORD:

this goes

L. W. STEARNS
Capt., AGD

Declassified E.O. 12356 Section 3.3/NND No. 772016

3. OFFICERS' MESS (TOLEDO):

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In view of the shortage of fuel for heating purposes and for conserving that which has been available for the heating of this building, radiators in hallways and toilets are to remain shutoff permanently. Toilet and hallway doors should be kept closed. (Hq Comdt)

By order of Colonel SPOFFORD:

this goes here too

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

3406

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

O F F I C I A L

5. Paragraphs 7, Daily Bulletin #11, dated 11 Jan 1944, and 2, Daily Bulletin #12, dated 12 Jan 1944, subject: Travel Orders, are not to be construed that it is prohibitive to make preliminary arrangements with G-4 for transportation before publication of orders. (A.G.)

L. W. S.

Declassified E.O. 12356 Section 3.3/NND No. 772016

Declassified E.O. 12356 Section 3.3/NND No. 785016

MGS HQV #2
570

IV

SECRET

OFFICE OF THE LIAISON OFFICER
AAFSC/MTO
FLAMBO

10 January 1944.

MEMORANDUM:

TO : ALL STAFF SECTIONS - FLAMBO

1. The following excerpt from General Order No. 1, Headquarters, Army Air Forces/Mediterranean Theater of Operations, is quoted for the information of all concerned:

* * * * * * * * * * *

1. In conformity with letter Headquarters NATOUSA, file AG 322/287 A-O 22 December 1943, Commands of the United States Army Air Forces in the North African Theater of Operations are redesignated as noted herein, effective 1 January 1944.

OLD DESIGNATION	NEW DESIGNATION
US Army Air Forces, North African Theater of Operations	Army Air Forces, Mediterranean Theater of Operations
Twelfth Air Force	Twelfth Air Force
Fifteenth Air Force	Fifteenth Air Force
XII Air Force Service Command	Army Air Force Service Command/MTO
III Air Service Area Command (Sp)	XII Air Force Service Command
II Air Service Area Command (Sp)	XV Air Force Service Command
XII Air Force Engineer Command (Prov)	Army Air Force Engineer Command/MTO (Prov)
XII Air Force Training Command	XII Air Force Training and Replacement Command
90 Photographic Reconnaissance Wing	90 Photographic Reconnaissance Wing

* * * * * * * * * * *

It is desired that all staff sections in indicating distribution of documents use the new designations to avoid misdirection. The designation of this office, in line with the above, is now "Liaison Office, Army Air Force Service Command/ Mediterranean Theater of Operations". The above designations apply only to United States Army Air Force Commands.

2. This office will continue to represent the Air Forces in all pertinent matters and will be pleased to be of all assistance possible at any time.

John C. Harvell
JOHN C. HARVELL,
Lt. Col., A.C.,
Liaison Officer. 3405

DISTRIBUTION:
"A"

SECRET

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

U. S. RESTRICTED Equals British RESTRICTED

JC/vrp

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

AG 311.12/303 HD-O

SUBJECT: Misuse of APO Number.

TO : All Concerned

1. In the past correspondence has been incorrectly addressed to "Headquarters, 15th Air Force, APO 773" instead of "Headquarters, 15th Air Force, APO 520."

2. APO 773 is the APO attached to this headquarters but is not the assigned APO number.

3. It is desired that the correct designation (APO 520) be used for correspondence addressed to Headquarters, 15th Air Force.

By command of General EISENHOWER:

JACK CARTER,
1st Lt, AGD,
Asst. Adjutant General.

DISTRIBUTION:

"W"
2 - Ea Base Section & SOS
2 - Ea Army

U. S. RESTRICTED Equals British RESTRICTED

3404

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2136 (Small) **MESSAGE FORM** Register No.

Call	Sct. No.	Priority	Transmission Instructions

ABOVE THIS LINE FOR SIGNALS USE ONLY

FROM (A) Originator	Date-Time of Origin	Office Date Stamp
WAR PLANS FOR NORTHERN FRANCE BACKHOUSE	2 JAN 1900 A	

For Action

TO ~~AG MESSAGE~~ (W) For Information (INFO) (LETTER) FOR

MINAP (MINISTRY OF SUPPLY) FOR WORSMAN AND RENTON

Message Instructions — GR —

CONFIDENTIAL ROUTINE

Originator's No.

M G 3 A 8283 X CONFIDENTIAL X BACKHOUSE

arrived Naples January Eighth Paron To Troopers for Ministry of Supply London for Worsman and Renton Signed Henderson for Backhouse Paron Please inform family X

3403

This Message may be sent AS WRITTEN BY ANY MEANS (except / WIRELESS)	If liable to be intercepted or to fall into enemy hands, this message must be sent IN CIPHER	Originator's Instructions Degree of Priority	Time	System	Op.
33		ROUTINE	THI or TOR		
Signed	Signer		Time cleared		

(GT 226) Wt. 6112 194 2,000,000 Pads. 5/43. B. & S. Ltd. 51-6745/6

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS PENINSULAR BASE SECTION

9 JANUARY 1944

SECRET

..SECRET
.. ROUTINE

TO (ACTION) : FLAMBO FOR HENDERSON, IBB FOR SEARS FOR ROGERS, FARGO FOR SPOFFORD AND FILPOT FOR AMG.

(INFORMATION) : NONE

FROM : SIGNED CINC

DATE TIME SIGNED : 081050A
DATE TIME REC'D : 082111A

REF. NR. : 25433

CITE : FHMGS

PERSONNEL REQUIREMENTS FOR CEC. FOR STATISTICS AND ECONOMICS: MAJOR TOLMAN NOW REAR ACC TIZO BEING DISPATCHED SOONEST AIR WITH ORDERS REPORT TO YOU FOR DUTY UPON COMPLETION ABOUT ONE WEEK WORK ANALYSIS PERSONNEL REPORTS REQUIRED BY THIS HEADQUARTERS. HQ AMG TO PROVIDE TOLMAN NECESSARY CLERICAL HELP FOR PROMPT COMPLETION. FOR SUPPLY DUTIES: SUGGEST MAJOR HOLEN AND CAPTAIN BATT. HOLEN IN REPLACEMENT DEPOT AFTER HOSPITAL CAN BE ORDERED OUT THROUGH AG HERE. BATTS RELEASE FOR TEMPORARY DUTY WILL BE DISCUSSED BY GENERAL GERRY WITH BRIGADIER LUSH IN LIGHT YOUR CONVERSATION WITH GERRY. FOR TRANSPORTATION: REFER YOUR CONVERSATION GENERAL HOLMES, COLONEL ADAMS SEEMS MOST SUITABLE AND WILL BE MADE AVAILABLE BY ACC ON YOUR REQUEST. MAJOR FRANKLIN WILL BE MADE AVAILABLE FOR INITIAL PERIOD WHEN REQUIRED. FOR WAREHOUSING: ENDEAVOURING LOCATE 2 OFFICERS BUT EXTREMELY SCARCE CATEGORY OUR PERSONNEL AND SUGGEST YOU MAKE EVERY EFFORT LOCATE IN FIELD. MAJOR BALLINGER NOW REAR ACC PALERMO CAN BE MADE AVAILABLE IF ADDITIONAL ECONOMIST DESIRED. CAN YOU RELEASE TODD BY 25 JANUARY.

3402

ACTION: AMG HQS.

INFO. : SECY
C.G.
Hqs adv.

Personnel

SECRET

7/9

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS PENINSULAR BASE SECTION

8 JANUARY 1944

SECRET

SECRET

ROUTINE

TO (ACTION) : CG PBS FOR FARGO FOR ADAMS, FABLE FOR MATTHERS

(INFORMATION) : NONE

FROM : SIGNED CINC

DATE TIME SIGNED : 071527A

DATE TIME REC'D : 080115A

REF. NR. : 25118

CITE : PBMGS

DIRECT MCDONALD PROCEED CORSICA DO ALL POSSIBLE START FLOW PIT PROPS TO SARDINIA. INSTRUCT HIM KEEP MGS, MINING DIVISION REGION 6 AND HQ ANC AD-VISED ON PROGRESS AND REQUIREMENTS FOR MATERIALS.

ACTION : ANC HQ

INFO : MGS ADV
: EMC
: G-4
: C.G.
: SECY.

SECRET

3401

Declassified E.O. 12356 Section 3.3/NND No. 785016

8d WCS Adv 356

AFHQ Adv Adm Echelon
CMF
36/01

7 Jan 44

SUBJECT:- HQ Transport

LIST "B" (less G-4 EFI Cdn Sec
XII AFSC USA LO 15 Army Gp
Transportation US)

Copy to - Transport Officer.

1. A considerable number of the already inadequate total vehicles of this HQ are "off the road" for various reasons. In an attempt to reduce this number "off the road" each HQ vehicle is to have four full days per month devoted to maintenance - two days for inspections and two for drivers' maintenance.

2. In order to simplify matters each vehicle will be "off the road" on the same day in every week i.e. every SUNDAY or every MONDAY.

3. The co-operation of branches is requested as the transport situation is becoming very acute.

4. The Transport Officer will circularise Branches telling them the permenant day in each week on which particular vehicles will be "off".

Brigadier.
DQMG.

3400

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

CONFIDENTIAL CIPHER MESSAGE IN M SIGS NO 4511

TO :- FABLE FOR DUNLOP RPTD FLAMBO FOR GLETERBOCK AND KOENIG

FROM :- SIGNED CINC CITE FHMGS. 25055. 07. Jan

AGREED SEND SPENCER. AFHQ HAVE ARRANGED THAT 6 TRUCKS EACH 4 TONS CAPACITY BE MADE AVAILABLE BY NBS FOR PIT PROPS. SEE CO NBS IF SAID TRUCKS IMMEDIATELY AVAILABLE ON SPOT. REQUEST REPORT TO THIS HQ ON AVAILABILITY OF TRUCKS OR SUITABLE SUBSTITUTE AND WHETHER TIMBER REPORTED BY MABRCONINE AT AJACCIO IS SUITABLE FOR PIT PROPS.

SMC DISTRIBUTION ACTION :- MGS (ADV)2

SMC TOR 072217A/FM

331

Copy sent Gibraltar

3399

1/8

0546

Declassified E.O. 12356 Section 3.3/NND No. 785016

SECRET U.S. SECRET EQUALS BRITISH SECRET

HVR/wp

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

MP 627

115

SECRET
AUTH: CG, NATOUSA
Initials: RHF
7 January 1944

AG 322/287 - O

7 January 1944

MEMORANDUM TO: All General and Special Staff Sections, AFHQ and Headquarters, NATOUSA.

Air Force installations in this theater have been redesignated as follows:

Old Designation	New Designation	Location
U.S. Army Air Forces, North African Theater of Operations	Army Air Forces, Mediterranean Theater of Operations	La Marsa, Tunisia.
XII Air Force	XII Air Force	Foggia, Italy.
XV Air Force	XV Air Force	Bari, Italy.
XII Air Force Service Command	Army Air Service Command/MTO	Algiers, Algeria.
III Air Service Area Command	XII Air Force Service Command	Naples, Italy.
II Air Service Area Command	XV Air Force Service Command	Bari, Italy.
XII Air Force Engineer Command (Prov)	Army Air Force Engineer Command/MTO (Prov)	Foggia, Italy.
XII Air Force Training Command	XII Air Force Training and Replacement Command	Constantine, Algeria.
90th Photographic Reconnaissance Wing	90th Photographic Reconnaissance Wing	San Severo, Italy.

By command of General EISENHOWER:

H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

3398

DISTRIBUTION:
"A"

53

SECRET

U.S. SECRET EQUALS BRITISH SECRET

Declassified E.O. 12356 Section 3.3/NND No. 785016

IMPORTANT US SECRET MESSAGE IN SIGS NO 5314

TO:- FLAMBO

FROM:- SIGNED CINC CITE FHMGS 25351 07

REFERENCE OUR 24877 OF 6 JAN.

BACKHOUSE LEAVING HERE FOR YOU AM EIGHTH ETA CAPODICHINO I445 CURRENT.

SMC DISTRIBUTION ACTION MGS (ADV)

SMC/TOR/081357/JPM.

Come after his arrival

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

US SECRET CIPHER MESSAGE IN

SIGS NO 5370

TO :- FLAMBO

FROM :- SIGNED CINC CITE FHMGS. 24877. 06. Jan

BACKHOUSE DELAYED REF OUR 24312 OF 5 JAN (NOW LEAVING AM 8TH.

SMC DISTRIBUTION ACTION :- MGS (ADV).

SMC TOR 081515A/FM

3396

Came after arrival his

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS PENINSULAR BASE SECTION

SECRET

4 JANUARY 1944

SECRET

PRIORITY

TO (ACTION) : CINC ATT AHMGS

(INFORMATION) : FARGO FOR SPOFFORD

FROM : SEARS FOR POLETTI

DATE TIME SIGNED : 041856A

DATE TIME REC'D : 042205A

REF. NR. : S-5367

CITE : REO-3

TASK CRITICAL NOW DUE TO ARRANGING TURNOVER SUPPLY FUNCTIONS TO ITALIANS.

REFERENCE YOUR 21810 MAJOR ALEXANDER NOT AVAILABLE HIS.

ACTION : AMG HQ

INFO : M.G.S. ADV
: C.G.
: SECY.

3395

SECRET

ACC/244

168

RESTRICTED

HEADQUARTERS
2675TH REGIMENT
(Forward Echelon)
ALLIED CONTROL COMMISSION
(U.S. Contingent) (Provisional)
APO 394

3 January 1944

SPECIAL ORDERS)
:
NUMBER 2 Fwd)

1. The fol named O and EM, are reld fr temp dy with Co "C" 2675th Regt, ACC, and placed on temp dy with Co "G" 2675th Regt, ACC (AMG 15th Army Group). WP w/o delay RUA to the CO thereof for dy. No travel involved:

Major MARQUARD J. WALKER, 0509054, AUS
Capt JULIUS BYLES, 0421678, FA
Capt MURRAY RICHARDS, 01883488, Inf
1st Lt CHARLES H.A. KAZEM, 0920263, Inf
1st Lt EDWARD LATHAM, 01299069, Inf
T/Sgt Francis R. Zite, 12085531

2. The fol named O are reld fr asgmt to Co "C", 2675th Regt, ACC and asgd to Co "G", 2675th Regt, ACC (AMG 15th Army Group). WP w/o delay RUA toCO thereof for asgmt and dy. No travel involved:

Capt HENRY L. CLEVE, 01624111, JAGD
Capt COLEMAN A. HARWELL, 0518331, Spec Res
1st Lt SANTO W. CRUPE, 01303859, Inf

3. Maj JOHN D. AMES, 0506200, AGD, is reld fr asgmt to Co "C" and atchmt to Co "G", 2675th Regt, ACC, and asgd to Co "G", 2675th Regt ACC. WP w/o delay, RUA to CO thereof for asgmt and dy. No travel involved.

4. Cpl Donald J. Morgan, 32352272, is reld fr temp dy with Region I and trfd to Region I for asgmt and dy.

5. The fol named EM are placed on temp dy with Central Economic Committee, this Hq. Upon completion of this temp dy will return to proper sta:

T/4 Abner C. De Felice, 32174995
Pfc Mario Leutrichio, 32234696

Declassified E.O. 12356 Section 3.3/NND No. 772016

1st Lt [illegible]
T/Sgt Francis E. Zite, 12085531

2. The fol named O are reld fr asgmt to Co "C", 2675th Regt, ACC and asgd to Co "G", 2675th Regt, ACC (AMG 15th Army Group). WP w/o delay RUA toCO thereof for asgmt and dy. No travel involved:

Capt HENRY L. GLENN, 0162411, JAGD
Capt COLEMAN A. HARRELL, 0518331, Spec Res
1st Lt SANTO W. CRUPE, 01303859, Inf

3. Maj JOHN D. [illegible]ES, 0506200, AGD, is reld fr asgmt to Co "C" and atchmt to Co "G", 2675th Regt, ACC, and asgd to Co "G", 2675th Regt ACC. WP w/o delay, RUA to CO thereof for asgmt and dy. No travel involved.

4. Cpl Donald J. Morgan, 32362272, is reld fr temp dy with Region I and trfd to Region I for asgmt and dy.

5. The fol named EM are placed on temp dy with Central Economic Committee, this Hq. Upon completion of this temp dy will return to proper sta:

T/4 Abner C. De Felice, 39174995
Pfc Mario Lentrichia, 32234696
Pvt Henry G. Diaz, 13143022
Pvt Angelo Carlino, 32971365

3394

6. So much of par 1, SO # 9, this Hq, dtd 20 Dec 1943, as reads, "are asgd in gr to Hq & Hq Co, Fwd Ech, 2675th Regt, ACC," is amended to read: are reld fr atchmt to Co "C" and asgd in gr to Hq & Hq Co, Fwd Ech, 2675th Regt, ACC.

7. WP Cir # 215, Hq NATOUSA, the fol named O and EM are dropped fr the rolls of this orgn because they have been or will be hospitalized for more than one (1) month in an unknown hosp:

2nd Lt PAUL O. SILVESTRI, 0385971
Pvt Anthony R. Gorgone, 31290647

CEC
11 Jan
No 13

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 787012

RESTRICTED

SO # 3, dated 3 January 1944, (cont'd).

By order of Colonel PARKIN:

L. W. STEARNS
Capt, AGD
Actg Asst Adj

OFFICIAL:

L. W. STEARNS
Capt, AGD
Actg Asst Adj

DISTRIBUTION:
"B"

Declassified E.O. 12356 Section 3.3/NND No. 782016

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

ALLIED FORCE HEADQUARTERS
Office of the Commander-in-Chief

1 *January*, 1944

Subject : **Farewell Message**

To: **All men and women serving in or with Allied Forces in the Mediterranean Theater**

Soon I leave this theater to assume other duties assigned me by the Allied Governments.

I take my leave of you with feelings of personal regret that are equalled only by my pride in your brilliant accomplishments of the year just past. Although tempted to review again the many advantages that have accrued to the Allied cause through your bravery and fortitude, I believe all these will come home to you if you will merely compare your present position and prospects in this great conflict with your position and outlook in the late Fall of 1942. Then the Eighth Army was making its final preparations to attack the enemy, who was standing only a short distance west of Cairo. Vast Allied armadas were approaching Northwest Africa in complete ignorance as to whether good fortune or complete disaster awaited them. Battered Malta was being defended only by the bravery of her almost entirely isolated garrison. No Allied ship could transit the length of the Mediterranean. Our fortunes appeared at a low ebb.

All this is changed—changed by your skill, your determination and your devotion to duty. Enemy action against our convoys in the Mediterranean is limited to harassing and submarine efforts. You have established yourselves on the mainland of Europe. You are still advancing.

You, along with the other Allied Forces fighting on many fronts, have already achieved the certainty that, provided every soldier, sailor and airman, and every citizen in our homelands continues incessantly to do his full duty, victory will be ours.

Altogether you comprise a mighty fighting machine, which, under your new Commander, will continue, as a completely unified instrument of war, to make further inroads into the enemy's defenses and assist in bringing about his final collapse.

Until we meet again in the heart of the enemy's continental stronghold, I send Godspeed and good luck to each of you, along with the assurance of my lasting gratitude and admiration.

3393

Dwight D Eisenhower

Declassified E.O. 12356 Section 3.3/NND No. 785016

In Connection With
Appendix "C" Part I
par. 4, d Requested
Appreciation accomodation
for 1 Lt. Col
Two other officers
And 3 EM's.

JAS

SECRET

Subject :- Accommodation - ROME.

A.F.H.Q. Adv.Adm. Echelon,
C.M.F.

100/Q.

29 Dec.'43.

To :- CG, FIFTH ARMY - 10 Copies.

Reference Peninsular Base Section AG.383.301 BG PGC, dated 1 Dec.'43.

1. This HQ letter 100/Q, dated 8 Dec.'43, together with Appendices "A" and "B", is cancelled.

2. This letter, with Appendices "A", "B" and "C", gives revised details of British army and RAF requirements in ROME. These are for permanent siting in the city.

3. Pending a decision as to division of responsibility for PAB duties, no provision has been made for :-

(a) Bomb disposal units.
(b) Fire brigades.

These are small units and it is not thought that their accommodation would prove any great problem.

4. It is not certain that it will be possible to provide a full Garrison Bn., (Serial 46 of Appendix "A" refers).

5. Will FIFTH ARMY please pass to Comd. designate Metropolitan Area, ROME.

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3. Pending a decision as to division of responsibility for PaD duties, no provision has been made for :-

(a) Bomb disposal units.
(b) Fire brigades.

These are small units and it is not thought that their accommodation would prove any great problem.

4. It is not certain that it will be possible to provide a full Garrison Bn., (Serial 46 of Appendix "A" refers).

5. Will FIFTH ARMY please pass to Comd. designate Metropolitan Area, ROME.

W.D. Morton
Major-General,
Deputy Chief Administrative Officer.

JAF/cmb

3392

Copy to:- 15 Army Gp. (2)
6 District (10)
I.E.S. (5)
99 Area (10)
T.A.F.
214 Gp.RAF
240 Wing RAF
6 Base AFSC HQ RAF
List "A" Plan30.
W/C Morten, Adv 214 Group RAF, Block 18, Via Carducci, Naples:

33

Declassified E.O. 12356 Section 3.3/NND No. 789016

Declassified E.O. 12356 Section 3.3/NND No. 785016

APPENDIX "

BRITISH ARMY REQUIREMENTS - ROME

SERIAL (a)	TYPE OF INSTALLATION (b)	FACTORS INFLUENCING LOCATION (c)	SQ. FT. OFFICE SPACE (d)	SQ. FT. SHOP SPACE (e)	SQ. FT. COVERED STORAGE (f)	SQ. FT. HARD STANDINGS (g)	SQ. FT. OPEN STORAGE (h)	RE
1.	HQ FLAMBO	Signal Comms	DETAILS AT APPENDIX "C"					
2.	HQ 59 AREA (BR)	ditto	d i t t o					
3.	HQ Movements - ROME		d i t t o					
4.	"X" Cdn Gen Hosp	(i) Away from military installations	1,200 bed Hospital	-	Permanent Staff	-		
5.	104 Gen Hospital		1,200 " "	-	" "	-		
6.	103 " "	(ii) Most suitable accommodation Hospitals, Barracks, or Schools	1,500 " "	-	" "	-		
7.	65 " "		800 " "	-	" "	-		
8.	"Z" " "		600 " "	-	" "	-		
9.	5 Convalescent Depot	On outskirts of town	2,000 beds		" "			
10.	10 Adv Depot Med Stores	Near hospital area	-	-	60,000	1,800	4,500	
11.	Br. Provost Coy (incl det SIB)		-	-	-	-	-	
12.	Area Cash Office.	In civil bank	1,000	-	-	-	-	

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APPENDIX "A" TO 100/Q DATED 19 DEC 43

BRITISH ARMY REQUIREMENTS - ROME

T. E E	SQ. FT. SHOP SPACE (e)	SQ. FT. COVERED STORAGE (f)	SQ. FT. HARD STANDINGS (g)	SQ. FT. OPEN STORAGE (h)	SPECIAL REQUIREMENTS (j)	QUARTERS Officers (k)	QUARTERS ORs (l)
DETAILS AT APPENDIX "C"							
	d i t t o						
	d i t t o						
1,200 bed Hospital	-	Permanent Staff	-	Offrs 31, Sisters 81, ORs 257			
1,200 " "	-	" "	-	" 31, " 81, " 257			
1,500 " "	-	" "	-	" 41, " 96, " 283			
800 " "	-	" "	-	" 30, " 60, " 180			
600 " "	-	" "	-	" 20, " 48 " 159.			
2,000 beds		" "	-	" 13, " NIL " 96			
-	60,000	1,800	4,500	-		1	30
-	-	-	-	-	In addition to 4 quarters, a guard room is required for 70 soldiers under arrest		169
00 -	-	-	-	-		2	10

Declassified E.O. 12356 Section 3.3/NND No. 785016

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
13.	English Church & Reading room	English church	-	-	-	-	-
14.	EFI & Welfare HQ	-		Office block with approx 50 offices			
15.	Br.Officers Leave Hostel	Central part of town		To accommodate 250 officers, with restaur			
15A	Indian Officers Annexe to 15.		"	"	50	"	"
16.	Br.ORs' Leave Hostel		"	"	1,500 ORs, with kitchens, m		
16A	Indian " "		"	"	500	"	"
17.	Cdn Officers Leave Hostel		"	"	50 officers, with restaur		
18.	Cdn ORs Leave Hostel		"	"	300 ORs, with kitchens, mes		
19.	Br. Officers Club	(i) Near centre of town. (ii) Good restaurant. (iii) Good ancillary rooms	A floor space of 30,000 sq. ft. with good (Sleeping accommodation only r				
20.	Br. WOs & Sjts Club	as for serial 19					as for serial 19
21.	EFI ORs Club(s)	(i) Near entertainments (ii) Good kitchens (iii) Three large rooms	50,000	-	-	-	
22.	Four small clubs to be run by philanthropic bodies		10,000 each	-	with kitchen		
23.	British Army Newspaper	In existing press	-	-	-	-	

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(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)
-	-	-	-	-	-	-	-
	Office block with approx 50 offices						
	To accommodate 250 officers, with restaurant facilities						
	" " 50 " " " "						
	" " 1,500 ORs, with kitchens, mess rooms, etc.						
	" " 500 " " " " " "						
	" " 50 officers, with restaurant facilities						
	" " 300 ORs, with kitchens, mess rooms, etc.						
	A floor space of 30,000 sq. ft. with good kitchens to provide club for officers. (Sleeping accommodation only required for Staff)						
l-							
al 19	as for serial 19.						
ainments ens e rooms	50,000	-	-	-	-	-	12 + + may be females
anthropic bodies	10,000 each	-	with kitchen				
g press	-	-	-	-	-	-	-

Declassified E.O. 12356 Section 3.3/NND No. 785016

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
24.	Two Garrison Theatres	)	To be allotted in accordance with availability.				
25.	Two Garrison Cinemas	)	and open to all Allied Troops				
26.	YWCA Hostel		For Nurses.	To accommodate 50, with restaurant facil			
27.	ENSA Hostel			To accommodate 50 artists, with restaura			
28.	Br. Officers Duty Transit Hotel			To accommodate up to 100 transient offic			
29.	Br. ORs Duty Transit Camp			Area for accommodation of 3,000 troops			
30.	Staging Area			For 5,000 troops - outside Metropolita			
31.	MT Room and PA Centre.	(i)In centre of town. (ii)Three small shops on main thoroughfare would be ideal	-	2,000	-	-	-
32.	Detail Issue Depot (Type "B")	(i)Rail served to a capacity of 100 tons per day (ii)Not in built-up area (iii)Good access by road (iv)Share of US operated cold storage	-	-	8,000	600,000	-
33.	Field Bakery (Type "A")	Civilian bakery ideal. If not possible should be outside built-up area	-	2,000	20,000	200,000	-
34.	Two platoons of Gen Tpt Coy with workshop sec		-	-	10,000	30,000	-

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Declassified E.O. 12356 Section 3.3/NND No. 785016

d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)
To be allotted in accordance with availability. Will be British operated and open to all Allied Troops							
Nurses. To accommodate 50, with restaurant facilities.							
To accommodate 50 artists, with restaurant facilities							
To accommodate up to 100 transient officers, with restaurant facilities							
Area for accommodation of 5,000 troops							
For 5,000 troops - outside Metropolitan Area							
2,000	-	-	-	-	-	-	
-	8,000	600,000	-	-	3	88	
al. -	30,000	200,000	-	-	2	181	
uld							
areas							
-	10,000	30,000	-	-	3	200	

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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
35.	Platoon of Ambulance Car Coy	-	-	-	-	10,000	-
36.	Br.Officers Shop RAOC	-	500	2,000	20,000	-	-
37.	Mobile Laundry	-	-	-	50,000	-	-
38.	Mobile Bath Unit	-	-	-	5,000	-	-
39.	L of C Workshops REME	-	-	-	100,000	50,000	-
40.	APO (Det)	-	500	-	10,000	-	-
41.	One Army Troops Coy RE	-	-	-	25,000	10,000	-
42.	One E & M Coy RE	-	-	-	25,000	10,000	-
43.	Works and Stores Detachment RE	-	-	-	60,000	-	180,000
44.	FFI Bulk Issue Store	Near DID (Serial 32)	150	-	5,000	-	-
45.	Salvage Depot (Detachment only)	Rail served 100 tons in 100 tons out	-	-	10,000	-	108,000
46.	Garrison Bn	-	-	-	-	10,000	-

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(a)	(e)	(f)	(g)	(h)	(j)	(k)	(l)
-	-	-	10,000	-	-	2	90
500	2,000	20,000	-	-	-	1	5
-	-	50,000	-	-	-	1	45
-	-	5,000	-	-	-	1	22
-	-	100,000	50,000	-	-	2	202
500	-	10,000	-	-	-	1	19
-	-	25,000	10,000	-	must have two large workshops for woodworkers and metal workers	6	300
-	-	25,000	10,000	-	Must have one large workshop and standings for workshop lorries and tpt.	6	260
-	-	60,000	-	180,000	-	4	160
150	-	5,000	-	-	-	-	10
-	-	10,000	-	108,000	-	1	20
-	-	-	10,000	-	-	30	800

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R A F REQUIREMENTS - ROME

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.	Group HQ RAF	-	With office, living and messing accommodation for				
2.	HQ 249 Wing RAF	-	"	"	"	"	"	"	"
3.	Base Area HQ RAF	-	"	"	"	"	"	"	"
4.	RAF Hospital	-	300 - 500 bed hospital for Tactical Air Force				
5.	Transit Hotel T.A.F	-	Accommodation for 300 officers and 600 ORs with				
6.	T.A.F Base Personnel Depot		To accommodate 100 officers, and 1,000 ORs				
7.	Air Crew Rest Camp T.A.F		"	"	150	"	"	150 WOs and S	
8.	Groundstaff Rest Camp T.A.F		"	"	200	"	"	1,000 ORs	
9.	RAF MALCOLM CLUB		Sleeping accommodation for 1,500.				
			Other club facilities for 1,500				

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Declassified E.O. 12356 Section 3.3/NND No. 785016

APPENDIX "D" TO 100/0 DATED 29 DEC 43

R I F REQUIREMENTS - ROME

(e)	(f)	(g)	(h)	(j)	(k)	(l)
ffice, Living and messing accomodation for				-	75	300
"	"	"	"	" "	-	35	150
"	"	"	"	" "	-	20	75

- 500 bed hospital for Tactical Air Force

ccomodation for 300 officers and 600 ORs with restaurant facilities

accomodate 100 officers, and 1,000 ORs

" 150 " " 150 WOs and Sjts

" 200 " " 1,000 ORs

cating accomodation for 1,500.

hor club facilities for 1,500

APPENDIX "C" TO 100/Q DATED 19 DEC 43

PART I

ACCOMMODATION REQUIRED FOR AFHQ ADV ADM ECHELON
(EXCL MOV)

1. MESSES

"A" Mess (D/CAO's Mess)	For	10
"B" "	"	20
"C" "	"	20
"D" "	"	20
"E" "	"	20
"G" "	"	40
"H" "	"	20
Engineers Mess	"	35
AFHQ Visitors Mess	"	12
Station Mess	"	20
Canadian Sec "A" Mess	"	17
" " "B" "	"	18
American Officers Mess	"	35
Movements "A" Mess	"	25
" "B" "	"	25
Signals Officers Mess	"	12
Sjts Mess	"	80
Canadians Sjts Mess	"	26
Sigs Sjts Mess	"	37

All the above to be self-contained, with living, kitchen, and dining

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Engineers Mess	"	35
AFHQ Visitors Mess	"	12
Station Mess	"	20
Canadian Sec "A" Mess	"	17
" " "B" "	"	18
American Officers Mess	"	35
Movements "A" Mess	"	25
" "B" "	"	25
Signals Officers Mess	"	12
Sjts Mess	"	80
Canadians Sjts Mess	"	26
Sigs Sjts Mess	"	37

All the above to be self-contained, with living, kitchen, and dining accommodation for the numbers stated.

2. ORs/EM QUARTERS

3388

Br. ORs - Accommodation for 450 with room for Canteen, Mess Room, Kitchens and HQ Comdt offices. Garage and hard standing for 100 vehicles.

US EM - Accommodation for 100, with Recreation Room, Mess Room, kitchens and HQ Comdt Offices. Garage and hard standing for 20 vehicles.

Canadian ORs - Accommodation for 80 ORs, with Recreation Room, Mess Room, kitchens and Comdt office. Garage and hard standing for 28 vehicles.

Sigs ORs - Accommodation for 300 ORs, with Recreation Room, Mess Room, kitchen and/office. Hard standing for 50 vehicles.

2/ PART I Cont'd.....

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Q(Mov) ORs - accommodation for 150 ORs with Recreation Room, Mess Room, Kitchen and office.
Hard standings for 30 vehicles.

3. VILLAS

(a) One villa with accommodation for five Senior officers, for Brig-Gen Hamblen.

(b) One villa for DSTO.

4. OFFICE ACCOMMODATION

Accommodation is required for a total of:-

Major-Generals	-	1	
Brig-Generals	-	9	- 277
Colonels	-	15	
Other Officers	-	252	
Clerks - WOs & Sjts	-	105	
ORs/EM		329	

It is necessary to have the following rooms:-

Single rooms	-	90
Double rooms	-	90
Large rooms	-	40
Large rooms for clerks	-	110
Small " "	-	20

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Brig-Generals	-	9	- 277
Colonels	-	15	
Other Officers	-	252	
Clerks - WOs & Sjts	-	105	
ORs/EM		329	

It is necessary to have the following rooms:-

Single rooms	-	90
Double rooms	-	90
Large rooms	-	40
Large rooms for clerks	-	110
Small " "	-	20
		350

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APPENDIX "C"

PART II

HQ 59 AREA REQUIREMENTS - ROME

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
1.	Area HQ	Centre of town	44 offices (incl clerks)	-	-	2,400	-	In
2.	"A" Mess	Outskirts of town	-	-	-	-	-	
3.	"B" Mess	Near Area HQ	-	-	-	-	-	
4.	"C" Mess	Near Area HQ	-	-	-	-	-	
5.	Offs quarters	" " "	-	-	-	2,400	-	Co... and for ha...
6.	Signal Coy	" " "	8 offices and exchange room on basement	-	-	-	-	Sno... flo... adj...
7.	Officers Mess	" " "	-	-	-	-	-	Su...
8.	ORs quarters	" " "	-	-	-	5,000	-	As... ca...
9.	104 CRE	" " "	12 offices (incl clerks)	-	-	1,200	-	On... in... for...
10.	104 CRE Officers Mess	Near CRE offices	-	-	-	-	-	
11.	104 CRE Sjts Mess	" " "	-	-	-	-	-	As
12.	104 CRE ORs Quarters	" " "	-	-	-	-	-	A...
13.	ADOS DUP	-	-	-	60,000	-	-	G...

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APPENDIX "C" TO 100/Q DATED 29 DEC 43

PART II

59 AREA REQUIREMENTS - ROLE

(e)	(f)	(g)	(h)	(j)	(k)	(l)
-	-	2,400	-	Incl one large room for conferences	-	-
-	-	-	-	-	8	6
-	-	-	-	-	16	8
-	-	-	-	-	18	11
-	-	2,400	-	Cooking facilities for Sjts and ORs. Two large rooms for Sjts Mess and ORs dining hall	-	100
-	-	-	-	Should be either on ground floor of Area HQ or in an adjoining building.	-	-
-	-	-	-	Suitable for 8 officers	8	-
-	-	5,000	-	As for serial 5 and incl offices and stores.	-	180
-	-	1,200	-	One large room for drawing office, one large room for stores	-	-
-	-	-	-	-	12	-
-	-	-	-	As for serial 5	-	18 WOs & Sjts
-	-	-	-	" " " "	-	35
-	60,000	-	-	Good store	-	20

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APPENDIX

PART III

MOVEMENTS (III) ROLE -- REQUIREMENTS.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.	Officers Mess		S U I T A B L E	F O R	1 5	O F F I C E R S	
2.	Sjts Mess		"	"	1 0	S E R J E A N T S	
3.	ORs Quarters		With Recreation Room, Mess Room, Kitchens and office				
			Garage and hard standings for 10 vehs				
4.	Office accomodation		Suitable for 15 officers and 50 ORs				

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APPENDIX "C" TO 100/Q DATED 29 DEC 43

PART III

MENTS (BE) ROLE -- REQUIREMENTS.

	(c)	(f)	(g)	(h)	(j)	(k)	(l)
ABLE FOR	15	OFFICERS				15	-
"	10	SERJEANTS				-	10
reation Room, Mess Room, kitchens and office						-	50
rage and hard standings for 10 vehs							

for 15 officers and 50 ORs

291Ø05A N-3557 RADIO

Form 135D

Signal Corps, United States Army

Telegram

PRIORITY

GPO 3—10585

Received at CONFIDENTIAL 19

PENINSULAR BASE SECTION
SIGNAL MESSAGE CENTER

29 DECEMBER 1943

. CONFIDENTIAL

. PRIORITY

TO (ACTION) : FLAMBO FOR MGS ADVANCE FOR HENDERSON RPTD FARGO

(INFORMATION) : NONE

FROM : SIGNED EISENHOWER

DATE TIME SIGNED: 281341A

DATE TIME REC'D : 291Ø05A

REFERENCE NR. : 2Ø243

CITE : FHMGS (REFERENCE YOUR 2716 OF 27 DECEMBER)

AGREE SMALLWOOD BE ATTACHED TO YOU FOR WORK WITH CENTRAL ECONOMIC COMMITTEE. CANCEL ORDERS IN OUR 19874 OF 27 DECEMBER FOR SMALLWOOD TO REPORT TO FARGO. NOTIFY US DATE OF COMMENCEMENT OF ATTACHMENT.

Action - MGS ADV
Info - AMG HG
DG

Declassified E.O. 12356 Section 3.3/NND No. 785016

(INFORMATION) : NONE

FROM : SIGNED EISENHOWER

DATE TIME SIGNED: 281341A

DATE TIME REC'D : 291005A

REFERENCE NR. : 20243

CITE : FHMGS (REFERENCE YOUR 2716 OF 27 DECEMBER)

AGREE SMALLWOOD BE ATTACHED TO YOU FOR WORK WITH CENTRAL ECONOMIC COMMITTEE. CANCEL ORDERS IN OUR 19874 OF 27 DECEMBER FOR SMALLWOOD TO REPORT TO FARGO. NOTIFY US DATE OF COMMENCEMENT OF ATTACHMENT.

Action - FGS ADV
Info - AMS NS
CG
Dig

3386

X 33 P

FORM #18-A

CONFIDENTIAL

6962

CRYPTO Lt. Schenker

Declassified E.O. 12356 Section 3.3/NND No. 772016

28Ø835A
Form 123D

N-3416

RADIO

Signal Corps, United States Army

Telegram

GPO 3—10565

Received at CONFIDENTIAL *19*

PENINSULAR BASE SECTION
SIGNAL MESSAGE CENTER

28 DECEMBER 1943

CONFIDENTIAL

ROUTINE

TO (ACTION) : FLAMBO FOR MGS ADVANCE FOR TODD REPEATED FARGO

(INFORMATION) : NONE

FROM : SIGNED EISENHOWER

DATE TIME SIGNED: 271515A

DATE TIME RECD : 28Ø835A

REFERENCE NR. : 19874

CITE : FHMGS (REFERENCE YOUR MGSA 39Ø8 OF 17 DECEMBER 43)

UNNECESSARY SMALLWOOD RETURN NORTH AFRICA. HE SHOULD REPORT TO FARGO FOR ATTACHMENT. FARGO REPORT DATE OF COMMENCEMENT OF ATTACHMENT TO MGS. SMALLWOOD WILL BE TAKEN ON STRENGTH MILITARY GOVERNMENT POOL WITH EFFECT FROM THAT DATE.

Action - Maj Adv.
Info - Army Hq
C G
Lee

Declassified E.O. 12356 Section 3.3/NND No. 788016

(INFORMATION) : NONE

FROM : SIGNED EISENHOWER

DATE TIME SIGNED: 271515A

DATE TIME REC'D : 280835A

REFERENCE NR. : 19874

CITE : FHMGS (REFERENCE YOUR MGSA 3908 OF 17 DECEMBER 43)

UNNECESSARY SMALLWOOD RETURN NORTH AFRICA. HE SHOULD REPORT TO FARGO FOR ATTACHMENT. FARGO REPORT DATE OF COMMENCEMENT OF ATTACHMENT TO MGS. SMALLWOOD WILL BE TAKEN ON STRENGTH MILITARY GOVERNMENT POOL WITH EFFECT FROM THAT DATE.

Action - Mgr Adv.
Info - Amy Hq
CofS
Secy

Personnel 33P

3385

FORM #18-A

CRYPTO J/Eichik

6832

CONFIDENTIAL

Declassified E.O. 12356 Section 3.3/NND No. 787016



Declassified E.O. 12356 Section 3.3/NND No. 785016

December 1943

TO: MCS Advance, AFHQ ADV ADMIN ECH.

Received 1 copy of Report on Corsican Timber.

(Signed) _____

(Rank) Lt. Col., A.G.M.S.

Allied Force Local Resources (Italian) Board.

SUBJECT:- AFHQ Vehicles

AFHQ Adv Adm Echelon.
CMF
36 Q

List "B"(less G-4, EFL, Cdn Sec, XII AFSC, USA LO, 15 Army Gp, Transportation US). Dec 43

F Great difficulty is still being found in providing officers with cars for long journeys and also in transporting small parcels of urgent stores.

Whenever a Branch has a vehicle going on a long journey outside the NAPLES district the attached proforma will be completed and sent to Transport Officer, if possible 24 hours in advance. The Transport Officer will inform the Branch how the load in the car will be made up, or alternatively that there are no extra passengers.

Individuals or Branches requiring transport will apply to Transport Officer (Telephone - 133).

Brigadier.
DQMG.

APPENDIX "A"

TRANSPORT

TO:- Transport Officer

FROM ..... Branch .....

Declassified E.O. 12356 Section 3.3/NND No. 782016

Transport Officer (Telephone - 133).

Brigadier.
DQMG.

APPENDIX "A"

TRANSPORT

TO:- Transport Officer

FROM: ..... Branch .....

DATE OF JOURNEY ..... TIME OF START .....

PLACE FROM WHICH STARTING .....

DESTINATION .....

ROUTE .....

ESTIMATED TIME OF RETURN .....

NUMBER OF SPARE SEATS ETC. .....

33

MGS Adv
746

Declassified E.O. 12356 Section 3.3/NND No. 782016

3383

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

31 December 1943

SUBJECT: Typhus "Shot"

TO: Commanding General, U. S. Contingent (Prov),
A. F. H. Q. Advanced Administrative Echelon
Attention: G-4.

Reference your letter, subject as above, MG/ja, 29 December 1943, there is indicated below the roster of personnel of this section and date of last Typhus Booster Shot for each:

Lt. Col. A. I. Henderson	31 October 1943
Major J. A. Todd	22 December 1943
1st Lt. E. M. Shanley	24 September 1943
T/4 Wesley H. Collins	30 December 1943
Pfc. Matthew J. Bellucci	30 December 1943

A. I. HENDERSON,
Lt. Col., A. U. S.,
Chief, MGS Advance.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

MCS South

1

A. F. H. Q.
ADVANCE ADMINISTRATIVE ECHELON
(U.S. Contingent)(Prov)
A.P.O. 400

DNL/ja
29 December 1943

SUBJECT: TYPHUS "SHOT".

TO : All U. S. Sections at FLAMBO.

1. Instructions require that a stimulating or "booster" shot of TYPHUS vaccine be received by all U.S. Army personnel every four (4) months.

2. Each U.S. Section of this Headquarters will immediately submit to G-4 of this Headquarters a roster indicating after the name of each person the date of the last TYPHUS innoculation.

3. All personnel not having had a typhus innoculation within the last 4 months, will immediately (before January 1, 1944) be innoculated and thereupon make report in writing to G-4 showing the date of such innoculation.

For the Commanding General:

DOUGLAS N. LATTEY
Lt. Col., G.S.C.
Executive G-4

Distribution:

Transportation — Col Henderson 10/31/43
Coal — Major Todd 12/22/43
Pet — Lt. Shanley 9/24/43
Local Resources — Sgt Collins 12/30/43
Signal — Pfc Bellucci 12/30/43
Engr
Horse & Mule — ~~Post Cotton~~ ?

3381

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

1 M.G.S. Adv

AFHQ ADV ADM ECH
CMF
2023/1/G(SD)
28 Dec 43

SUBJECT:- Submission of WE's

All Branches Adv Ech AFHQ

Copy to:- G(SD) 15 Army Gp
G3 org AFHQ

1. Armies and Districts submit recommendations for alterations of WE's to 15 Army Gp with copies, in the case of Adm Units, to this HQ.

2. This branch consults the service and branch of the staff concerned and forwards comments to 15 Army Gp who in turn forwards to AFHQ.

3. In order to accelerate matters within AFHQ will services please forward copies of such comments departmentally to their opposite numbers in AFHQ, so that directors and deputy directors, when asked for their views, will not have to refer recommendations back to this HQ.

L. Montgomery.

Lt Col.
G.S.

HB

3380

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE HEELON
Military Govarnment Section, Advance
APO 400

Tel. Ext. 200

28 December 1943

MEMO TO: The Signal Master, FLAMPO.

Ref. Office Instruction No. 29. 3002/A1

In case the information has not reached you this is to advise that the staff of this section is as follows:

Lt. Col. A. I. HENDERSON, Chief, MGS Advance.
Major J. A. TODD
Lieut. B. M. SHANLEY

all of the United States Army.

A. I. HENDERSON,
Lt. Col., A. U. S.,
Chief, MGS Advance.

3379

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. R E S T R I C T E D
(Equals British RESTRICTED)

ALLIED FORCE HEADQUARTERS
AFC 512

24 December 1943

SUBJECT: Christmas Message

TO : All Personnel of Allied Forces and the North African Theater of Operations

1. The following message from the Commander-in-Chief, Allied Forces and Commanding General, North African Theater of Operations, U.S. Army, General Dwight D. Eisenhower, U.S.A., is published:

" Once again it is my proud privilege to extend Christmas Greetings to the members of Allied Forces, and the North African Theater of Operations in the Mediterranean Area. My admiration for your accomplishments during the past year is equaled only by my complete confidence that you will meet every test in the coming year with the same high courage, determination and fortitude that have so indelibly characterized your momentous achievements in the year now drawing rapidly to a close. My profound thanks and best wishes go to all ranks in the Ground Forces, the Naval and Air Forces, the Nursing Services, Women's Organizations and to all Civilian Services serving with these commands. God bless each of you. May your Christmas be as cheerful as these trying days will permit."

(Signed) DWIGHT D. EISENHOWER.

2. The Commander-in-Chief desires that his message be brought to the attention of all personnel on Christmas Day.

H. B. SMITH,
Major General, GSC,
Chief of Staff.

U.S. R E S T R I C T E D
(Equals British RESTRICTED)

Declassified E.O. 12356 Section 3.3/NND No. 785016

CONFIDENTIAL ++ CIPHER MESSAGE IN ++ SIGS NO. 3508

ACTION

TO:- XXM AFHQ PASS TO MGS NAPLES FOR ANFA HQS

FROM:- FABLE FOR ANDERSON NR 292212154 971 22 Dec

NO TRANSFERS OF ADAM M LIRU TO U S ARMY FINANCE OFFICERS THRU 31 OCTOBER. YOUR LETTER OF 2 DECEMBER REFERS OUR REFERENCE NR 7

CONFIDENTIAL

SMG/DIS/ACTION. MGS(ADV) 2

SMG/TOR/230400A CM

3377

Copy to ANFA HC

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2130. (Pads of 100.)

MESSAGE FORM

Serial No.

No. of Groups GR.

OFFICE DATE STAMP

CIPHER

CALL AND INSTRUCTIONS	IN
	OUT

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO S.M.C. To MGS (Adv)

FROM BRITCIPHER	Originator's Number D729	Date	In Reply to Number

Ik attached very corrupted version of a message we received yesterday. It is mutilated & is not clear from the context whether it is also intended for your delivery. Will you ascertain & desire by the branch whether delivery is. Meanwhile we have passed to GC&CS

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS { EXCEPT / WIRELESS }

THIS MESSAGE MUST BE SENT IN CIPHER IF LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

ORIGINATOR'S INSTRUCTIONS/ DEGREE OF PRIORITY

T.H.I. 22 3376/1

T.O.R.

Signed

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER

3

* Originator may delete "except" and insert "including."

(GV148) Wt. 8375/664. 500M Pads. 5/42. B. & R. Ltd. 51-4270.

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2130. (Forms of 100.)

MESSAGE FORM

D729 Serial No. 3046

CALL AND INSTRUCTIONS	IN	No. of Groups. GR.	OFFICE DATE STAMP
	OUT		CIPHER

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO FLAMRO for 94 SUB AREA for HENDERSON

FROM FATIMA from STONE		Originator's Number 1565	Date 21.	In Reply to Number
SECRET	①	Ref	your	radio
DEC	18	⓪	Regt	NO
being	granted	6	If	you
NOT	fully	occupied	Sat	SALERNO
you	spend	as	much	time
plain	with	MAJOR	HEAD	HQ.
NAPLES	assisting	him	in	getting

3375

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS { EXCEPT / WIRELESS }*

THIS MESSAGE MUST BE SENT IN CIPHER IF LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

ORIGINATOR'S INSTRUCTIONS Degree of Priority

SIGNED

T.H.I.

T.O.R.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER
						ACTION MGS		(Relay)			

* Originator may delete "except" and insert "including."

(GV144) Wt 8375/664 300M Pads. 5/42. H. & S. Ltd. 51-4770.

0591

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2138.
(Pads of 100)

MESSAGE FORM

D721

Serial No. 3046

No. of Groups. GR.

OFFICE DATE STAMP

CALL AND INSTRUCTIONS	
	IN Sheet 2
	OUT

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO

FROM	Originator's Number	Date	In Reply to Number

social card (? arrived ? complete ? at bat) operating procedure in hours REGION and 2 foreign

majority 6 signed JOYCE 6 now Mon

subject 1 LT. COL. MILLAR 65 confirming

with CSG No ? DIST ? and ? obtain

authy ? of supplies allowance

TIME FILED 3374

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS (EXCEPT / WIRELESS)

THIS MESSAGE MUST BE SENT IN CIPHER IF LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY

Signed

T.H.I.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

Sender

System IN	Time In	Reader	Sender	System OUT	Time Out	Reader	Sender	System OUT	Time Out	Reader	Sender

T.O.R.

* Originator may delete "except" and insert "including."

(GV146) Wt. 8375/664. 300M Pads. 5/42. B. & S. Ltd. 51-4770.

0592

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2130.
(Pads of 100.)

MESSAGE FORM

D729

Serial No. 3046

CALL AND INSTRUCTIONS	IN	Short Haul Code.	No. of Groups GR	OFFICE DATE STAMP CIPHER
	OUT			

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO

FROM	Originator's Number	Date	In Reply to Number
G/FANGS minimum progress			

THIS MESSAGE MAY BE SENT **AS WRITTEN** BY ANY MEANS { EXCEPT* / WIRELESS

THIS MESSAGE MUST BE SENT **IN CIPHER** IF LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

ORIGINATOR'S INSTRUCTIONS
DEGREE OF PRIORITY

TIME OF ORIGIN 3373

SIGNED [signature]

SIGNED

T.H.I.

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER

T.O.R.

* Originator may delete "except" and insert "including."

(GV146) Wt 8375/664. 300M Pads. 5/42. E & S. 14d. 51-4770.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Subject:- Traffic Delays.

1 file

X/25/1

M.G.S. Adv.

26 Dec 43

1. Reference your MGSA 33 of 21 Dec 43.

2. Message was received at FLAMBO Signal Office at 181845A, but owing to a cipher corruption, could not be deciphered. It was, further, impossible to warn the addressee of this delay until the corruption was eliminated, since the indicator group itself was corrupt and it was impossible consequently to determine for whom the message was intended.

3. The delay in obtaining correct transmission is being taken up with FATIMA.

Colonel,
C.S.O. L. of C., ITALY.

ALG/RTJ.
In the field.

0394

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

JAT/hc

MGSA 33

21 December 1943

SUBJECT: Delay in Transmission of Immediate Message.

TO: O. S. O., In of C., FLAMBO.

In accordance with a request made at a recent Flambo Staff Meeting the following information is submitted concerning a message which seems to have been unduly delayed in transmission. The information is taken from the face of the message as delivered to this section:

" SECRET CIPHER MESSAGE IN SIGS NO. 2039

TO MGS ADV FLAMBO IMMEDIATE

FROM FATIMA SIGNED JOYCE 1512 18 December

- - - - - - - - - - - - - - - - - - - -

IMMEDIATE SEC TOR 21 1000 A LE"

The message was delivered to this section at or about 1100 hours, this date.

J. A. TODD,
Major, A. G.,
Chief, MGS Advance.

33

3371

Wt. 9533/60587. 10m. (Pds. of 100). 4/43. A.P.L. 8458. Gp. 745/8.

ARMY FORM C 2136 (Large)

MESSAGE FORM

Register No. -

Call	Srl. No.	Priority	Transmission Instructions

ABOVE THIS LINE FOR SIGNALS USE ONLY.

FROM (A) — Originator. — Date-Time of Origin. — Office Date Stamp

FROM FLAMCO FROM CARR — For Action — 19 DEC 1645 A

48

TO — For Information (INFO) — Message Instructions. — GR

FILPOT FOR — RESTRICTED — ROUTINE

Originator's No.

MGSA 4352 Inform Britt - Holt Paren For

A M G for Scully or James from Carr Paren at Bari

One Three One Four Four Tuesday Meeting Cancelled. X

Declassified E.O. 12356 Section 3.3/NND No. 782016

One Three One Four Four Tuesday Meeting Cancelled. X

3370

This message may be sent AS WRITTEN by any means except ..... WIRELESS. Signed. 33	If liable to be intercepted or to fall into enemy hands this message must be sent IN CIPHER. Signed.	Originator's Instructions. Degree of Priority.	Time	System	Op
			THI or TOR		
			Time Cleared		

Declassified E.O. 12356 Section 3.3/NND No. 782016

Declassified E.O. 12356 Section 3.3/NND No. 783016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance

JAT/ho

MGSA 33

18 December 1943

SUBJECT: Transmittal of Document.

TO: Allied Force Local Resources (Italian) Board.

Copy of a report on Corsican timber resources prepared by the Forestry Division of the Allied Control Commission is attached for your information and files. Receipt is requested on the form below.

J. A. TODD,
Major, A. C.,
MGS Advance.

- - - - - - - - - - - - - - - - - -

_____ December 1943

TO: MGS Advance, AFHQ ADV ADMIN ECH.

Received 1 copy of Report on Corsican Timber.

(Signed) a Johnston.

(Rank) Lt. 19 Dec 43

Allied Force Local Resources (Italian) Board.

3369

Declassified E.O. 12356 Section 3.3/NND No. 785016

MGS

Subject: PROTECTION OF WATER SUPPLY TO NAPLES.

AFHQ Adv Adm Echelon,
CMF.

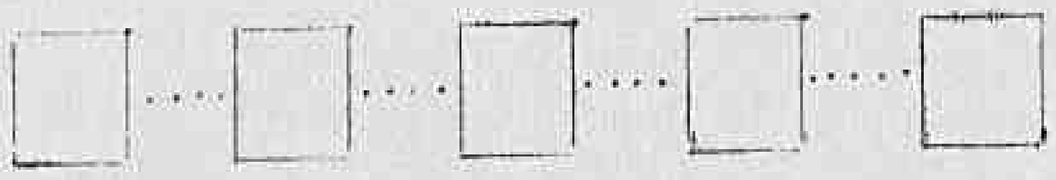
106/Q.

18 Dec 43.

H.Q. 2 District.
C.C. P.B.S.

1. The water supply to NAPLES is carried in an underground aqueduct. Where this aqueduct passes under roads it has been suitably reinforced to withstand the load, the protection in the open country is however very slight and it is most important that units operating over open country in the vicinity of the aqueduct should know of its existence and thus be able to ensure that vehicles are not driven across it.

2. The course of the aqueduct is clearly marked on the 1:50,000 Series of maps of ITALY, the conventional sign used being:-



3. The necessary instructions to ensure the safety of this aqueduct will be given the widest publicity.

57

Major General,
Deputy Chief Administrative Officer.

Copies to: 57 Area.
List A Flambo.

2268

243

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

62

ALLIED FORCE HEADQUARTERS
APO 512

AG 311.1-5 GCT-AGM 17 December 1943

SUBJECT: Communications with Representative of Allied C-in-C, CORSICA

TO : Chiefs of all General and Special Staff Sections

1. Letter, this headquarters, file as above, subject: "Communications with Allied Military Representative, CORSICA", dated 4 October 1943, is rescinded.

2. The official designation of the office of the Representative of the Allied C-in-C, CORSICA, is 32 Military Mission.

3. Both ADLS and surface mail facilities are now available to CORSICA, and the following procedure for forwarding correspondence to 32 Military Mission by these services will become effective immediately.

a. Official Correspondence.

All such correspondence will be addressed to:

32 Military Mission
B.N.A.F.

Letters will be franked 'by ADLS' and will be handled in accordance with Signal Instruction No. 84, this headquarters, dated 25 September 1943, and letter, this headquarters, file as above, subject: "Unauthorized Use of MDLS, ADLS and ACS Services", dated 18 November 1943.

b. Personal Mail

The correct postal address for all members of the staff of the Representative of the Allied C-in-C, CORSICA, is as in sub-paragraph 3 a. above. Mail will be handed in to the British Army Post Office for dispatch.

4. Cables will be addressed to "FANUM" and will be handled in the normal manner.

By command of General EISENHOWER:

33

T. J. DAVIS,
Brigadier General, USA,
Adjutant General.

3367

DISTRIBUTION:
"A"
3 - 32 Military Mission, BNAF

U.S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

Declassified E.O. 12356 Section 3.3/NND No. 785016

SECRET

CASTALOTTED CIPHER MESSAGE IN DIOC NO. 4597

TO:- AIDED PARIS FOR ELLSORTH.INFO FLASBO

FROM:- SIGNED CINC SITE PIROT 14756 15 Dec

FOLLOW REPEAT FOR CLARIFICATION OUR 1284 DATED 11 DECEMBER. S/T SITE ACQUIRED FROM RADIELA BY FLASBO: TWO MEN RP THREE OF FOUR SETS RP THREE A; FOUR SETS RP FOUR; SIX SETS B-2-3. FLASBO CONFIRM PIROT FAILS THIS CORRECT REQUIREMENT. FLASBO GENIE DAT 3 DECEMBER REPEAT

SECRET EYES ONLY ELLSWORTH

GMC/DIR/ACTION: Q
INFO: OSD G(SD)2 G4 NSA ADV
USCINCEUR/ECJ2/J3/J4/J5/SOA CSA

33 3366

Declassified E.O. 12356 Section 3.3/NND No. 785016

Permission to telephone for Gen Lewis

CONFIDENTIAL

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

MGS/JAT/ho

15 December 1943

MGSA 33

SUBJECT: Request for Telephone Service.

TO: Signal Officer, P. B. S., U. S. Army.

1. Application is hereby made for the placing in operation of the telephone already installed in the premises at No. 47 Parco Margherita.

2. The telephone number at this address was 10947 and it was listed in the name of Cardone. It is requested that the telephone be presently listed in the name of Major J. A. Todd, Chief, MGS Advance.

3. This telephone is required for calls in connection with liaison work of AFHQ Advanced Administrative Echelon, and at the present time particularly because of the movement to the Naples area of AMG and ACC organizations.

J. A. TODD,
Major, A. C.,
Chief, MGS Advance.

HLP/om
16 December 1943

311.3 BGSIG 1st Ind.
O. Sig. O., HEADQUARTERS PENINSULAR BASE SECTION, APO #782

TO: Chief, M.G.S. Advance, AFHQ Advanced Administrative Echelon, APO #400.

Wire Service Order No. 1898 has been issued this date covering above request. Service will be established as soon as possible. 3365

For the Signal Officer:

HERMAN L. PURKHISER
Major, Signal Corps.
OIC Plant Division.

33

CONFIDENTIAL



Declassified E.O. 12356 Section 3.3/NND No. 785016

Subject :- 10 Corps Pack Train to Capua and Sparanise.

MGS(AIV)

Movements,
AFHQ. Adv Adm Ech.
MOV. 3/39.

10 Dec 43.

1. Please instruct all concerned to use the address Pack 20 for traffic to 10 Corps.

2. The label should read : Pack 20
Capua Station or
Sparanise Station when the latter comes into use. The address 10 Corps must not appear on wagon labels.

3. If and when pack trains to other than 10 Corps come into use pack numbers consecutively from 20 to 30 inclusive will be allotted.

4. H.Q. Mov East Italy will not allot pack numbers in this block should it ever be necessary to expand to East Coast railheads beyond 19.

Brig.
D.D.M.G. (Movements).

Distn as per List "A" (to note para 4)

3364

33

MGS. dib

COPY

SUBJECT :- Signals Procedure.

SECURITY.

H.Q. 15 Army Group,
C.M.F.
46/2/G (Ops)

TO:- FIFTH ARMY.
EIGHTH ARMY.
NO.2 DISTRICT.
AFHQ ADV ADM ECH.
P.B.S.
A.M.G.O.T.
A.C.C.

Copy to :- I.B.S.
E.B.S.
A.F.H.Q.

1. Delays in the prompt clearance of messages by the 15th Army Group Signal Office are frequently caused by the incorrect addresses contained therein.

2. The address, or signature, of a message should be plainly indicated by the exact military title, its official abbreviation, or the designated signal address.

3. The use of a personal name as the sole address of a message frequently causes unnecessary delay in the prompt clearance of the message at a receiving signal office. Such a message may, at times, require return to the originator for a clarification of the address. The use of a personal name as the sole signature of a message frequently causes uncertainty as to the identity of the originating headquarters.

4. It is requested that, in all messages originating at your headquarters which are addressed to this headquarters for (a) action, (b) information or, (c) relay, no personal names or unofficial abbreviations appear in the address or signature thereof. If messages are intended for delivery to a particular individual the words "For....." should appear as the first sentence of the message text. If necessary to indicate the particular individual who originated the message the words "From....." should be similarly included in the text. This, however, should rarely be necessary.

2263

(SGD) [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 782016

1. Delays in the prompt clearance of messages by the 15th Army Group Signal Office are frequently caused by the incorrect addresses contained therein.
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2263

(SGD) A.... RICHARDSON,
Major General,
Chief of General Staff.

14 Dec 43.
RMS/SH.

A.F.H.Q., ADV. ECH. ECHELON,
C.M.F.
3002/4/A
19 Dec 43.

LIST 'B' and SIGS.

The attached H.Q. 15 Army Group letter 46/2/G (Ops), dated 14 Dec. is forwarded for necessary action.

for Colonel, A.G.
A.D....G.

ACP/AH.

33

Declassified E.O. 12356 Section 3.3/NND No. 779016

M.G.S. (ADV)

SUBJECT:- Use of word "Airborne" SECRET

AFHQ ADV ADM ECH
CMF

2348/G(SD)
14 Dec 43

List "A" (less DCAC and DDCAC)

1. There is evidence that confusion is arising from the extension of the use of the word "Airborne" to describe forces and equipment which do not form part of airborne divisions but which may, for a special purpose only, be rendered transportable by air.

2. 15 Army Gp has decided that the following terms and definitions will be operative w.e.f. 12 Dec.

(a) Airborne

The term "Airborne" will only be applied to personnel and equipment normally forming part of airborne divisions, specially organized and trained for operations involving transport by air; for example parachute or airlanding forces and their equipment.

(b) Air-transported

The term "air-transported" will be applied to forces, other than those referred to in (a) above, who may be transported by air, for a special purpose. This conforms with the terminology in use in the US army.

(c) Airportable

The term "airportable" will be applied to the equipment, modified as necessary, for the forces referred to in (b) above.

Declassified E.O. 12356 Section 3.3/NND No. 785016

2. 15 Army Gp has decided that the following terms and definitions will be operative w.e.f. 12 Dec.

(a) Airborne

The term "Airborne" will only be applied to personnel and equipment normally forming part of airborne divisions, specially organized and trained for operations involving transport by air; for example parachute or airlanding forces and their equipment.

(b) Air-transported

The term "air-transported" will be applied to forces, other than those referred to in (a) above, who may be transported by air, for a special purpose. This conforms with the terminology in use in the US army.

(c) Airportable

The term "airportable" will be applied to the equipment, modified as necessary, for the forces referred to in (b) above.

3362

A.M. Ingledew

Lt Col.
G.S.

Field
HB

Declassified E.O. 12356 Section 3.3/NND No. 782016

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. SECRET EQUALS BRITISH SECRET

170

ALLIED FORCE HEADQUARTERS
AFO 512

: : : : : : : : : :
: S E C R E T :
: Auth: CINC, AF :
: Initials: [illegible] :
: 13 December 43 :
: : : : : : : : : :

AG 370.43-15 AIR-AGM

13 December 1943

MEMORANDUM TO: Chiefs of all General and Special Staff Sections.

1. It is requested that all staff sections issuing orders or directives, operational and administrative, to CORSICA, include the Allied Air Commander, CORSICA, on the distribution of such directives.

2. The present Allied Air Commander in CORSICA is Colonel DAVIS D. GRAVES, Commanding Officer, 63rd Fighter Wing, APO 525.

By command of General EISENHOWER:

T. J. Davis
T. J. DAVIS,
Brigadier General, USA,
Adjutant General.

DISTRIBUTION:
"A"

MAGS (ADV)

3361

U.S. SECRET EQUALS BRITISH SECRET

Declassified E.O. 12356 Section 3.3/NND No. 785016

SECRET

SUBJECT:- Formation of New Units - 52 MILITARY MISSION.

ALLIED FORCE HEADQUARTERS.

G1/B/1003/289/A.1.

11 Dec 43.

1. Reference AFHQ letter of even number dated 7 Dec 43.

2. The following amendment is made to para 7, reference POSTAL address:-

DELETE :- C.M.F. INSERT :- B.N.A.F.

Lieut General,
Chief Administrative Officer,
Allied Force Headquarters.

DISTRIBUTION :- (as per G1/B/1003/289/A1 of 7 Dec 43)

3360

N.G.S. Adv. 1

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

MGS Adv

AFH. Adv Adm Ech
C.M.F.

3017/A.1

11 Dec 43.

SUBJECT:- Duty Officers' Instructions.

To:- List "B" (less 12, 28, 34)

SECRET.

Reference 3017/A.1 dated 28 Oct.

The following additions will be made to "Standing Instructions for Duty Officers":-

add new paras :-

14. P.A.D. SCHEME.

Duty Officers will be familiar with the contents of 57 Area P.A.D. Scheme, a copy of which is filed in the Duty Officer's Log Book.

15. DEFENCE SCHEME.

In accordance with 57 Area Defence Scheme the code word "HANNIBAL" will be used over the telephone to indicate organised forces of enemy in the area, e.g." HANNIBAL CANCELLO 3566 estimated numbers 150.".

for Col.
A.A.G.

TDG/BJL.

Declassified E.O. 12356 Section 3.3/NND No. 785016

IMPORTANT SECRET MESSAGE IN. SIGS NO.5114.

TO:- MURPHY FROM WILSON.
FROM:- FREEDOM SIGNED CINC CITE FHSGS.
11902 09 Dec

MACMILLAN AND VYSHINSKY WILL BE IN ALGIERS. SUGGEST YOUR RETURN. BE EXPEDITED.

SMC DIST ACTION MGS(ADV) (2)

IMPORTANT SECRET. SMC TOR 101145 HH.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2128 (Pads of 100)

MESSAGE FORM SIGS NO 5142

CALL AND INSTRUCTIONS	IN / OUT	No. of Groups.	Serial No. / Office Date Stamp
	IMPORTANT CIPHER 33	GR.	

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY)

TO MURPHY

FROM MACMILLAN SIGNED CINC CITE FHSGS | Originator's Number 11899 | 09 Date Dec | In Reply to Number

REACH YOU PARA 1. I AM AFRAID OUR SECOND MESSAGE DID NOT BEFORE YOU LEFT TUNIS. I AM SO SORRY. PARA 2. AS VYSHINSKY APPEARED IN CAIRO AND WE GOT A MESSAGE FROM ITALY THAT THE REST OF THE PARTY, RUSSIAN, AMERICAN, AND BRITISH WERE RETURNING TO ALGIERS, IT SEEMED BEST TO ABANDON (Palermo) MEETING. PARA 3. WE RETURNED TO ALGIERS TODAY AND VGSHINSKY HAS ALSO ARRIVED HERE. PARA 4. WE OUGHT TO ARRANGE A MEETING OF THE COUNCIL AS SOON AS POSSIBLE. CAN YOU LET US NOW YOUR PLANS.

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS { EXCEPT / VIA } | THIS MESSAGE MUST BE SENT IN CIPHER IF LIABLE TO INTERCEPTION OR TO FALL | ORIGINATOR'S INSTRUCTIONS Degree of Priority | Passed to Army/Navy

Signed / Signed

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

System In	Time In	Reader	Sender	System Out	Time Out	Reader	Sender	System Out	Time Out	Reader	Sender

IMPORTANT.

Action MCS (Adv) 2 ✓

T.H.I.

T.O.R. 3357 SMC

101415A HRW

* Originator may delete "except" and insert "in clubbing"

AGO 1946-364 10598/364 11-M

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ Adv.Adm.Ech.,
C.M.F.

S/G(Ops).

10 Dec 43.

SUBJECT: Location - HQ 59 Area

List 'B'
- - - -

It is notified for information that HQ 59 Area is located at Villa SIGNORINI, PORTICI; Tel No: 53380.

D.G.EDWARDES,
Major,
for Lt.Col.
G.S.

3358

33 DCE/eet

Declassified E.O. 12356 Section 3.3/NND No. 785016

SECRET

Equals British Most Secret and Secret

All pursuant to Note 2

A. F. H. Q.
ADVANCE ADMINISTRATIVE ECHELON
(U.S. Contingent) (Prov)
APO 400

ALH/rjc
8 December 1943

MEMORANDUM:

TO : All U.S. Units Attached This Headquarters.

1. Effective 1 December 1943, APO 400 has been assigned the code cable address A F H Q U R U V for Expeditionary Force Messages (EFM).

2. The Postal Section, APO 400, is now prepared to accept for transmission, and to receive from United States, (EFM) Expeditionary Force Messages.

By command of Brigadier General HAMBLEN:

DOUGLAS N. LAWLEY
Lt. Col., G.S.C.
Executive Officer

DISTRIBUTION:

G-4
Petrol
Eng (Works)
Coal
Tn (A)
Animal Transp.
PRO
INC
Sig
US Ciphers
Local Reserve Board
MGS
XII AFSC Liaison Section
G(SD)US

33

256

SECRET

Equals British Most Secret and Secret

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE BOARD
Military Government Section, Advance
APO 400

HES/ho

MGBA 33

3 December 1943

SUBJECT: Travel for Senor Francesco Ambrosselli.

TO: A. M. G., Region III.

1. The Italian civilian named above has been sent by this office to you for the purpose of securing a travel permit and assistance in obtaining transportation to Potenza. This is in accordance with a request made by General Hamblen, DD/CAO of this headquarters, and is on the basis of the services rendered by this civilian to a group of American paratroopers who landed behind German lines. He desires to go to Potenza to get his small children isolated there, and in view of his great aid to the combat paratroopers, it is felt that AMG should give special attention and assistance in this case. He carries a letter from the paratroop officer testifying as to the aid he rendered.

B. M. SHANLEY,
1st Lieut., Cav.,
MGS ADVANCE.

3355

33

SECRET

SUBJECT:- Formation of New Unit - 32 Military Mission

ALLIED FORCE HEADQUARTERS
G.1 (B) 1003/289/A.1
7 Dec. 43.

32 MILITARY MISSION

1. The above Mission will be formed in CORSICA on W.E. NA/204/1 under the supervision of A.F.H.Q. with effect from 25 Oct 43.

Copies of the above mentioned W.E. will be issued, when available, to all concerned by No.9 Publications Depot, without demand.

Serial No. 10652 has been allotted to this Unit.

2. PERSONNEL.
Will be posted as soon as possible:-

(a) Officers - by Dep. Mil. Sec., A.F.H.Q.

(b) Other Ranks - by D.A.G., GHQ., 2nd Echelon.

3. CLOTHING & EQUIPMENT.
Indents will be submitted to Q. (A.E.)., A.F.H.Q. for the following:-

(a) Replacements of clothing, necessaries and personal equipment to scale.

(b) Unit equipment to scale G.1098-1000 (less anti-gas stores).

4. TRANSPORT
Indents for transport to complete to W.E. will be submitted to Q.(A.E.), A.F.H.Q.

5. STATIONERY
Suitable scale will be provided by 15 Base Stationery Depot.

6. PAY.
Application for the allotment of an Imprest Number will be made to the nearest Area or Field Cashier.

7. POSTAL.
Postal address will be:-

32 Military Mission,
C.M.F.

8. COMMUNICATION

3354

13 WIC

Declassified E.O. 12356 Section 3.3/NND No. 782016

(a) Officers - by Dep. Mil. Sec., A.F.H.Q.

(b) Other Ranks - by D.A.G., G.H.Q., 2nd Echelon.

3. CLOTHING & EQUIPMENT.
Indents will be submitted to Q. (A.E.), A.F.H.Q. for the following:-

(a) Replacements of clothing, necessaries and personal equipment to scale.

(b) Unit equipment to scale G.1098-1000 (less anti-gas stores).

4. TRANSPORT
Indents for transport to complete to W.E. will be submitted to Q.(A.E.), A.F.H.Q.

5. STATIONERY
Unit scale will be provided by 15 Base Stationery Depot.

6. PAY
Application for the allotment of an Imprest Number will be made to the nearest Area or Field Cashier.

7. POSTAL
Postal address will be:-

3C Military Section,
C.M.F

8. COMPOSITION
Each Section will report to G.1.(British) A.1 Section, A.F.H.Q. when formation is complete.

9. A

3354

Lieut-General
Chief Administrative Officer.

DISTRIBUTION:-
The Under Secretary of State,
The War Office (S.D.2) 4
Main H.Q., 15 Army Group 3
A.F.H.Q. Adv. Adm. Echn. 3
H.Q., North African District 3
H.Q., No.1 District 3
H.Q., No.2 District 3
G.H.Q., 2nd Echelon 3
Allied Military Representative Corsica 3
15 Base Stationery Depot
No.2 Comd. Pay Office, Base.
No.9 Publications Depot, NSC
Signalmaster, Algiers Sub District

Dep. Mil. Sec.
C.S (Org.2)
C.S (Org.3) (2)
Q. (Maint)
Q. (A.E.) (3)
D.S.T.
Ord. (Br.) (6)
R.E.M.E.
Mil. Gov. Sec.
Comp, A.F.H.Q.
P.M.
D.P.I.C.
D.E. & S.S.
Postal
War Diary (2)

Sub Dis by A.
G.(S&I)
M.G.S. Adm.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

M G S. Adv.

SUBJECT:- Duty Officer.

AFHq Adv Adm Ech,
C.M.F.

3017/A.1

7 Dec. 43.

To:- List "B" (less Serials 12, 28, 34)

The following amendments will be made to Standing Orders for Duty Officer issued under reference 3017/A.1 dated 28 Oct 43:-

(1) Delete paras 8(b) and (c) and substitute

(b) "Most Immediate" and "Emergency Ops" signals will be passed to Duty Officer by S.M.C. immediately on receipt. Duty Officer will take appropriate action, and if necessary will ensure that a Staff Officer or Head of Service or Branch concerned is informed of the contents of the message as quickly as possible by telephone, duty vehicle or special DR (obtained from Signal Office). An "ACK" will be obtained for all such messages delivered otherwise than by telephone.

In the case of all "Most Immediate" and "Emergency Ops" messages, Duty Officer will note in the log book brief details of message, including ref. no., and action taken.

(c) "Immediate" and "Important" signals received by S.M.C. prior to 2300 hours will be taken to Duty Officer immediately on receipt. Thereafter, unless the contents of the message appear to justify more urgent action, they will be collected and taken to Duty Officer at 0100 hrs., 0500 hrs., and 0700 hrs. only, and thereafter as necessary.

Duty Officer will take immediate action where necessary (e.g. notification of arrival of persons by air within the next few hours), and will record in his log book any such action taken.

In cases where the Duty Officer takes no action on "Immediate" or "Important" messages, he will not record such messages in his log book.

(2) Delete Appendix "A" and substitute the following as para 10.

10. DUTY VEHICLES.

Declassified E.O. 12356 Section 3.3/NND No. 785016

(obtained from Signal Office). An "ACK" will be obtained for all such messages delivered otherwise than by telephone.

In the case of all "Most Immediate" and "Emergency Ops" messages, Duty Officer will note in the log book brief details of message, including ref. no., and action taken.

(c) "Immediate" and "Important" signals received by S.M.C. prior to 2300 hours will be taken to Duty Officer immediately on receipt. Thereafter, unless the contents of the message appear to justify more urgent action, they will be collected and taken to Duty Officer at 0100 hrs., 0500 hrs., and 0700 hrs. only, and thereafter as necessary.

Duty Officer will take immediate action where necessary (e.g. notification of arrival of persons by air within the next few hours), and will record in his log book any such action taken.

In cases where the Duty Officer takes no action on "Immediate" or "Important" messages, he will not record such messages in his log book.

(2) Delete Appendix "A" and substitute the following as para 10.

10. DUTY VEHICLES.

M.T. Officer will ensure that a vehicle and driver are available for Duty Officer between 1900 hours and 0700 hours. Between 0700 hrs and 1900 hrs M.T. Officer will be responsible for providing tpt. on request by Duty Offr. or his relief. The Duty Driver will be located in the SMC during his tour of duty. He will not leave the HQ during his tour of duty without permission of the Duty Officer.

TDG/BJL.

H. Sheehan Lt Col
Col.
ADAG.

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2128. (Pads of 100).

MESSAGE FORM SIGS NO 3123/8

No. of Groups: GR.

Serial No.

OFFICE DATE STAMP

CALL AND INSTRUCTIONS

IN IMPORTANT CIPHER MESSAGE IN

OUT

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY)

TO FLAMBO FOR MGS ADV.

FROM FREEDOM SIGNED EISENHOWER CITE FHMGS

Originator's Number: I0725

Date: 10th

In Reply to Number

TODD DELAYED. RETURNING EARLY WEDNESDAY MORNING.

SMC DIST ACTION : MGS (ADV)

WE 10555/884 250,000 6/45 SS Ltd. Ta-4858

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS { EXCEPT / WIRELESS }*

SIGNED

THIS MESSAGE MUST BE SENT IN CIPHER IF LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

SIGNED

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY: IMPORTANT

33

TIME OF ORIGIN: T. 2352

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER	SYSTEM OUT	TIME OUT	READER	SENDER
									SMC 080815/FM		

T.O.R.

* Originator may delete "except" and insert "including."

Declassified E.O. 12356 Section 3.3/NND No. 785016

MGS Adv

1 1

JB

442

AFHQ Adv Adm Echelon.
CMF.
1065/Q.

6 Dec 43.

COPY NO. 61

AMENDMENT NO. 2
TO
HQ. NO.2 DISTRICT (FORTBASE)
ADMINISTRATIVE INSTRUCTION NO.8.

1. Para 4 (a) Line 11; should read as follows :-
.."of 11 Divisions, plus Air Forces which",..

2. Para 7 (a) (i). Add to the installations shown under BRINDISI, the following :-
" one B.C.D."

3. Para 7 (b); is cancelled and the following substituted:-

"The Adv Base Installations will be planned and maintained on the basis of 23 days reserve plus 27 days working margin for the force, mentioned in para 4(a) above. Where the figure (1) appears in para 7 (a) (i) (ii) and (iii) above, read 7 Divs., and where the figure (2) appears read 4 Divs. In addition 7 days plus 3 days working margin will be held in the forward area as directed by this H.Q.

77

Major General.
Deputy Chief Administrative Officer

3951

DISTRIBUTION :-

	Copy Nos.		Copy Nos.		Copy Nos.
A.F.H.Q.	1 - 6	XII Service Comd.	21	103 Sub Area	32
HQ 15 Army Group	7 - 8	II A.S.A.C.	22	151 Sub Area	33
HQ Fifth Army	9 -10	III A.S.A.C.	23	R.M. Sub-Area	34
Main Eighth Army	11-12	No.1.District	24	AMGOT 15 Army Gp.	35
Rear Eighth Area					

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2128. (Pads of 100).

MESSAGE FORM

Serial No. 2034

CALL AND INSTRUCTIONS	IN / OUT	No. of Groups. GR.	OFFICE DATE STAMP

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY)

TO Actin Hamboo for MSS Actg

FROM	Originator's Number	Date	In Reply to Number
FREEDOM	10261	6 Dec	

Signed CINC CITE FHMGS.

Todd returning Tuesday

Actin MSS(A)

33

This message may be sent AS WRITTEN by any means except: • { ..... } WIRELESS	This message must be sent IN CIPHER or is liable to interception or to fall into enemy hands.	Originator's instructions Degree of Priority Routine	Time of Origin 3350

Signed •

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

System In	Time In	Reader	Sender	System Out	Time Out	Reader	Sender	System Out	Time Out	Reader	Sender

T.H.I.

T.O.R. 071315Z A

• Originator may delete "except" and insert "including."

W.L. 10569/964 750,000 6/42 S.S. Ltd. (44-4896)

0622

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section

6 November 1943
10 AM

TO: The Chief Clerk, AFHQ Adv Admin Ech

1. Request that there be delivered to this office for its use

1 Typewriter, non-portable, standard, 11" or 12" carriage, preferably of American or English make.

2. The present assignment of clerks to this section is:

1 Full-time.
1 Part-time.

3. It is expected that there will be an expansion of this section with the addition of possibly one clerk shortly.

JOSEPH A. TODD,
Major, A. C.,
Chief, MIS Advance.

3349

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

CONFIDENTIAL.

AFHQ Adv Adm Ech.
C.I.F.
3069/A.
30 Nov 43.

SUBJECT:- Middle East Staff College - 11th War Course.

List "A" (less Serials 2-7-23)

1. DATE OF COURSE.

The 11th War Course at Middle East Staff College will run from 31 Jan to 27 May 1944.

2. OBJECT.

(a). To train specially selected officers for 2nd and 1st grade appointments. In exceptional cases only will officers be recommended for 1st grade appointments immediately after completing the course.

(b). To study co-operation between the three Services.

3. QUALIFICATIONS OF STUDENTS.

(a). Standard - above average. Candidates will be selected from officers who have held a junior staff appointment in the field or in some cases, from regimental officers, preferably with experience as adjutant.

(b). Age limit - over 24 years and under 36 on 1 Jun 44.

4. SELECTION OF STUDENTS.

Recommendations in respect of officers of this HQ for consideration by Selection Board will be submitted to "A" Branch by 6 Dec 43, in duplicate, on the special pro-forma - copies of which may be obtained from "A" Branch on application.

Recommendations will be for this specific course and previous recommendations will not be considered.

5. JOINING INSTRUCTIONS.

Will be issued later.

T.A. Clagett Lt-Col
for Col.
ADAG.

TDG/RJW.

33

3348

Declassified E.O. 12356 Section 3.3/NND No. 785016

RMS.

31 CONFIDENTIAL ROUTINE

TO: FRENDUM FOR MGS

FROM: FLAMBO FROM TODD Orig. No. M G S A 858

29 November 1943

CONFIDENTIAL X PLAN TO ARRIVE ALGIERS FIRST DECEMBER TO DISCUSS FUTURE TONNAGE ALLOCATIONS ARRANGEMENTS FOR SHIPPING PORTS NOT CAPABLE OF RECEIVING LIBERTY SHIPS AND OTHER MATTERS AS AGREED BUTTERWORTH X PARAS FOR MGS SIGNED TODD PARAS X

3347

This message may be sent as written by any means including wireless.

J. A. TODD, Major, A. C.,
Chief, MGS Advance.

Originator's Instructions
Degree of Priority

ROUTINE

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ Adv.Adm.Ech.,
C.M.F.

SUBJECT: Return of 141 Passes 16/G(Ops).

26 Nov 43.

List 'B'
- - - - -

1. The validity of the printed card pass bearing the number 141 is indefinitely suspended.

2. All American and British personnel holding such 141 Passes will return them to G (Ops) Branch at this Headquarters by not later than 4 Dec 43.

3346

D.G.EDWARDES,
Major,
for Lt.Col.
General Staff.

DGE/mot

Declassified E.O. 12356 Section 3.3/NND No. 785016

Subject: Duty Officers

A.F.H.Q.
Adv.Adm. Echelon,
C.M.F.
3017/A
19 Nov. 43.

List 'B' (Less serials 1,2,21,23, 24, 26, 27, 28, 29).

The following amendment will be made to "Standing Orders for Duty Officers", forwarded under ref. 3017/A.1 dated 28 Oct. 43.

After para 8 (C) add new sub para:-

"Cipher Security Instructions forbid the . . . circulation beyond S.M.C. of the original Tape copy of a cipher message. Duty Officers will therefore ensure that if it is necessary for him to pass an incoming cipher message to a Branch other than S.M.C., or to an individual, the original message is copied and retained by S.M.C., and a copy only despatched to the Branch or individual concerned".

3345

TDG/AH.

Col.
A.D.A.G.

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE [illegible]
Military Government Section, Advance
APO 400

JET/ho

MGSA 33

19 November 1943

SUBJECT: Roster of Officers of this Section.

TO: The Camp Commandant.

1. Office Instructions Nos. 3 and 12 refer. Information below has not been previously submitted because Chief Clerk, A Branch, stated to Chief Clerk, this section, that the reports were desired only concerning British officers.

2. Roll of Officers:

Major Joseph A. Todd, Air Corps, O-354,138, United States Army, attached, assumed duties this headquarters 31 October 1943.

First Lieutenant Bernard M. Shanley, Cavalry, O-1051919, United States Army, attached, assumed duties this headquarters on 8 November 1943.

3. Lieutenant Shanley was ordered by the Medical Officer, this headquarters, to report to the nearest American hospital this date for treatment and has done so.

J. A. TODD,
Major, A. C.,
Chief, MGS Advance.

Copy to A Branch.

3344

3344

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

JAT/hc

18 November 1943

SUBJECT: Delivery of Messages for Region IV.

TO: R. C. A. O., Region IV, A. M. G.

In order to ensure the prompt delivery of messages which arrive at this office addressed FLAMBO FOR MGS FOR REGION FOUR or FLAMBO FOR MGS FOR CARR it is requested that a runner from Region IV call at this office daily to pick up such messages.

J. A. TODD,
Major, A. C.,
Chief, MGS Advance.

1st Ind.

HQ. Region 4 AMG, APO 512 18 Nov: 1943

To: Chief, MGS Advanced, APO 400

Okay on this

1. Courier service suggested in basic communication was instituted by Region 4 on 14 Nov. 1943 and has been continuously maintained on a schedule of two calls daily.

2. To supplement this regular service, it is requested that items of immediate importance be transmitted by hand to this HQ by MGS Advance.

3343

Robert P. Marshall
Col. F.A.
C. of S., Region 4, AMG

Subject:- A.D.L.S.

SECRET

X/25/3

18 Nov 43

C.S.O. 15 Army Group. (3)
C.S.O. No.2 District. (2)
D.C.S.O. Air Formation Signals,
N.A.A.F. (ITALY). (2)
Sigs, 16 L. of C. (5)
Sigs, FLAMBO. (4)
List "A" Addressees, AFHQ Adv Adm Echelon

1. The attached A.D.L.S. Time Table (Appendix "A") is forwarded for information.

2. These timings replace those given in Appendix "A" to my X/25/3 of 10 Nov 43, which should now be destroyed.

3. (a) It is notified that these timings are dependent on the weather and other conditions affecting the movements of aircraft.

(b) In the event of aircraft not running to schedule traffic is cleared as necessary to BARI by Special D.R.

ALG/RTJ.
In the field.

Colonel,
C.S.O. L. of C., ITALY.

Declassified E.O. 12356 Section 3.3/NND No. 785016

movements of aircraft.

(b) In the event of aircraft not running to schedule traffic is cleared as necessary to BARI by Special D.R.

ALG/RTJ.
In the field.

Colonel,
C.S.O. L. of C., ITALY.

3342

Declassified E.O. 12356 Section 3.3/NND No. 785016

SECRET

APPENDIX "A" TO C.S.O. L. OF C., ITALY
X/25/3 DATED 18 NOV 43.

1. NAPLES - TUNIS - ALGIERS - MIDEAST

OUTGOING

NAPLES	Dep.	0700	0825	0920	1310	1340
FOGGIA	Arr.					1425
	Dep.					1445
BARI	Arr.	0800				1530
	Dep.	0820				
TARANTO	Arr.	0855				
	Dep.	0915				
CATANIA	Arr.	1105				
	Dep.	1145				
PALERMO	Arr.	1240				
	Dep.	1255				
TUNIS	Arr.	1425	1120			
	Dep.		1210			
BIZERTE	Arr.		1245		1610	
	Dep.		1300			
ALGIERS	Arr.		1540	1435		
MIDEAST	Arr.	1730(Next Day)				

ALGIERS - TUNIS - NAPLES.

INCOMING

ALGIERS	Dep.		0830	0735	
BIZERTE	Arr.		1110		
	Dep.		1125		0730
TUNIS	Arr.		1200		
	Dep.	0835	1250		
PALERMO	Arr.	1005			
	Dep.	1020			
CATANIA	Arr.	1115			
	Dep.	1155			

0341

Declassified E.O. 12356 Section 3.3/NND No. 775014

	Dep.		1310			
BIZERTE	Arr.		1245		1610	
	Dep.		1300			
ALGIERS	Arr.		1540	1435		
MIDEAST	Arr.	1730(Next Day)				

ALGIERS - TUNIS - NAPLES.

INCOMING

ALGIERS	Dep.		0830	0735		
BIZERTE	Arr.		1110			
	Dep.		1125		0730	
TUNIS	Arr.		1200			
	Dep.	0835	1250			
PALERMO	Arr.	1005				
	Dep.	1020				
CATANIA	Arr.	1115				
	Dep.	1155				
TARANTO	Arr.	1345				
	Dep.	1405				
BARI	Arr.	1440				
	Dep.	1505				0700
FOGGIA	Arr.					0745
	Dep.					0805
NAPLES	Arr.	1550	1545	1310	1030	0850

2. DIRECT SERVICE CAIRO - CATANIA.

CATANIA	Dep.	0630
MARBLE ARCH	Arr.	1010
	Dep.	1110
CAIRO (West)	Arr.	1550
	Dep.	0300
MARBLE ARCH	Arr.	0730
	Dep.	0830
CATANIA	Arr.	1200

NOTE: There is NO Air Service between CAIRO and ITALY.
All intending passengers must go to CATANIA.

0341

Declassified E.O. 12356 Section 3.3/NND No. 782016

SECRET

X/25/3

10 Nov 43

A.D.L.S. SERVICE - A.F.H.Q.

To: List "A"
Sigs, 16 L of C.
Sigs, FLAMBO.

1. Attached Appendix "A" gives current A.D.L.S. Time Table.

2. Essential installations or units serviced from the above points are as follows:

Office	Unit or Installation Served.
BIZERTE	EBS
CATANIA	No. 1 Dist.
PALERMO	Seventh Army and IBS
BARI	15th Army Group, No. 2 Dist. and 8th Army.
NAPLES	Fifth Army, FLAMBO, EBS, 10 Corps (Br.)

3. A.D.L.S. does not operate West of ALGIERS, but U.S. Army courier service does.

4. Eighth Army traffic is handled through 15 Army Group (see Appendix "B").

5. Messages and official documents should be handed over to the Signal Office at FLAMBO by 0530 hrs for morning flights and 1200 hrs for the afternoon flights.

6. The attention of all is invited to the fact that

Declassified E.O. 12356 Section 3.3/NND No. 785016

BIZERTE	EBS
CATANIA	No. 1 Dist.
PALERMO	Seventh Army and IBS
BARI	15th Army Group, No. 2 Dist. and 8th Army.
NAPLES	Fifth Army, FLAMBO, EBS, 10 Corps (Br.)

3. A.D.L.S. does not operate West of ALGIERS, but U.S. Army courier service does.

4. Eighth Army traffic is handled through 15 Army Group (see Appendix "B").

5. Messages and official documents should be handed over to the Signal Office at FLAMBO by 0530 hrs for morning flights and 1200 hrs for the afternoon flights.

6. The attention of all is invited to the fact that practically all communications to ITALY and SICILY via electrical means is by wireless and must therefore be in cipher. Circuits are heavily overloaded and cipher teams are often several hours behind in their work during peak loads. It will be of considerable assistance if the originator will predetermine whether or not a message may be sent by A.D.L.S. and so indicate on the face of the message. 3340

7. Timings of services to MIDEAST are not yet available and will be published as soon as verified.

ALG/RTJ.
In the field.

Lt Colonel,
C.S.O. L. of C., ITALY.

33

Declassified E.O. 12356 Section 3.3/NND No. 772016

0635

Declassified E.O. 12356 Section 3.3/NND No. 785016

AMIQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

JAT/ha

13 November 1943.

TO: The Military Police of Naples.

This is to certify that Pfc. Matthew J. Bellucci, 32033232, is frequently required in the performance of duty to be on the streets of Naples beyond the curfew hour of 1900. On all such times when he is on such official business beyond that hour he will have in his possession this certificate and will be driving a jeep bearing the No. 352 with M G markings. On those evenings when no performance of duty beyond the curfew hour is required, I will retain this certificate in my possession. His presentation of the certificate is evidence that I have required him to perform duties making necessary his being abroad after 1900 hours.

J. A. TODD,
Major, A. G.,
Chief, MGS Advance.

5339

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2130. (Pads of 100.)

MESSAGE FORM SMC A-459

Serial No. 9 Rec'd

CALL AND INSTRUCTIONS		No. of Groups	OFFICE DATE STAMP
	IN SMC DIST ACTION AMGOT	GR.	
	OUT SECRET		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO FLAMBD FOR MGS FOR TODD

FROM	Originator's Number	Date	In Reply to Number
AFHQ SIGNED EISENHOWER	8046	8 Nov	

Bite FHMGS (1) Boettiger should be advised supreme addressed to him care AMGOT 5 Army APO 464 was recv 1 Nov on through this ASC 531 (1) Inquire both fields for delivery

3338

THIS MESSAGE MAY BE SENT **AS WRITTEN** BY ANY MEANS { EXCEPT / WIRELESS }

THIS MESSAGE MUST BE SENT **IN CIPHER** IF LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY

TIME OF ORIGIN

T.H.I.

T.O.R.

SIGNED

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

SYSTEM IN	TIME IN	READER	SENT BY	SYSTEM OUT	TIME OUT	READER	SENT BY	SYSTEM OUT	TIME OUT	READER	SENT BY

Originator may delete "except" and insert "Including."

(1V148) Wt. 8375/664. 300M Pads 5/42. B. & S. Ltd. 51-4770.

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance

8 November 1943

MEMORANDUM FOR: Executive Officer, G-4 Section

SUBJECT: Roster of Personnel.

1. Present personnel of this section is as follows:

0354138 Major Joseph A. Todd O—3541 38

Second Lieutenant Bernard M. Shanley O—1031919

T/4 Wesley H. Collins, 14151032

Pfc. Matthew J. Bellucci, 32033232

2. APO 400 has been given this information and will be kept informed of changes.

JOSEPH A. TODD,
Major, A. C.,
Chief, MGS Advance.

3337

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C[illegible]. (Page of [illegible])

MESSAGE FORM

CALL AND INSTRUC-TIONS	IN / OUT	No. of Groups	Office Date Stamp
		GR.	FLA 1 Jan 43 SIGNAL

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO

FROM MACDILL FROM MGS ADVANCE

Originator's Number	Date	In Reply to Number
MGSA 6	7 Nov 43	

SECRET X REQUEST FOLLOWING MESSAGE PARTY FROM MGS ADVANCE PLANE BE SENT TO OC SOS NATOUSA QUOTE REPEAT ALL MESSAGES AND COMMUNICATIONS REGARDING MGS SUPPLIES TO PLANE FOR MGS ADVANCE UNQUOTE X

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS * EXCEPT ..... } WIRELESS.

THIS MESSAGE MUST BE SENT IN CIPHER IS LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

CONSULTATION INSTRUCTIONS DEGREE OF PRIORITY SECRET

TIME OF ORIGIN 3336

Signed T. A. [illegible]

(FOR SIGNALS USE ONLY.)

System In	Time In	Reader	Sender	System Out	Time Out	Reader	Sender	System Out	Time Out	Reader	Sender
33	[illegible]										

T.H.I. 071144

T.O.R. [illegible]

* Originator may delete "except" and insert "including."

(G.V. 197) WT. 24079/1655. 900M Pads. 9/[illegible] B. & S. Ltd. 52-5[illegible]

10639

Declassified E.O. 12356 Section 3.3/NND No. 785016

RESTRICTED
Equals Enemy Restricted.

A. F. H. Q.
ADVANCE ADMINISTRATIVE ECHELON
A.P.O. 400
(U.S. Contingent) (Prov)

REJ/wg
7 November 1943

SUBJECT: New Mail Address.

1. APO #400 has been established at this Headquarters and is located on the ground floor to right, outside first archway, Tyrrhenian Shipping Co. building.

2. Each Chief of Section will submit complete roster of their personnel to executive officer, G-4 Section earliest possible, but not later than 1200 hours, 9 November, 1943.

3. Each Chief of Section will cause a mail orderly to be appointed who will call for and deliver section mail.

4. Additions and deletions in personnel rosters will be brought to attention of APO through section mail orderlies.

5. Official mail, for the present, will be handled through message center, G-4 Section, and delivered by them to various branch sections.

6. Money orders, stamp service, registration and insurance is available.

7. Proper return address of all mail will include:

a Rank or grade.
b Full name.
c Serial number in case of enlisted personnel.
d Section name.
e AFHQ. Advance Administrative Echelon.
f APO #400 c/o Postmaster New York, NY.

8. Provision of this order will be brought to the attention of all members of your section.

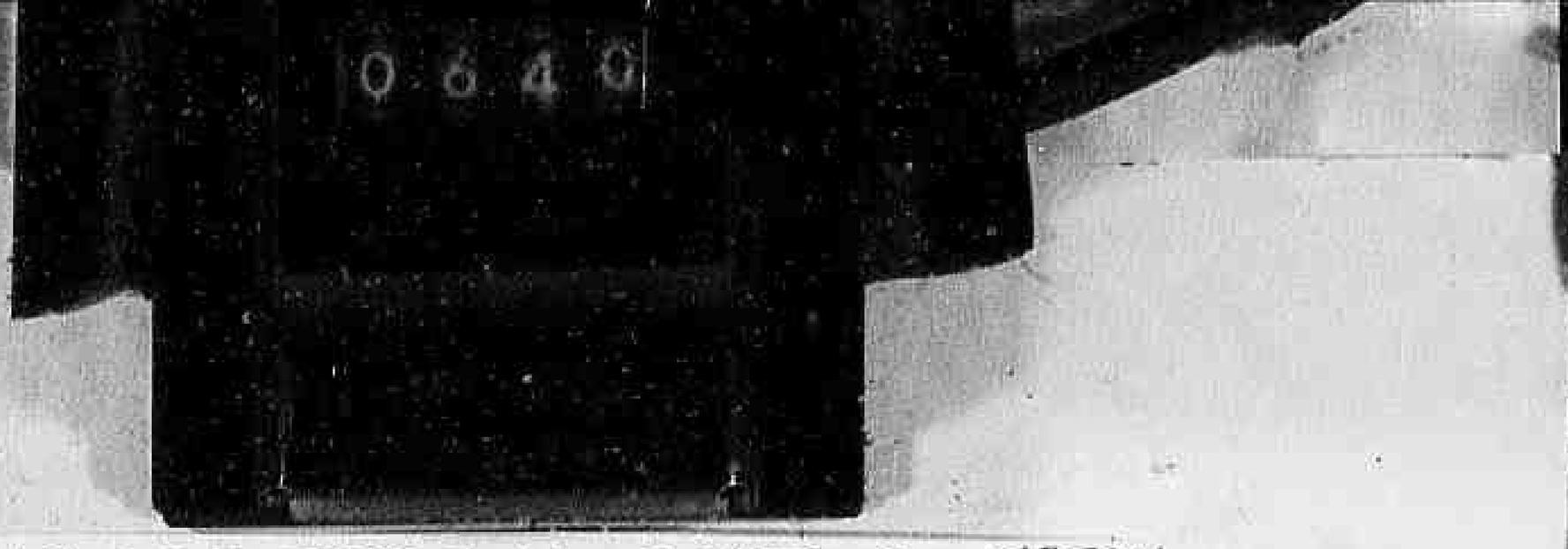
By Command of Brigadier General HANDLEN:

Internal Distribution.
Engineer Section
G4 "
Mov & Trans. "
Signal "
Petroleum "
Mil. Govt.
APO #400
Captain RUML
File

3335
RAYMOND E. JONES
Major, G.S.C.
Assistant G-4

RESTRICTED
Equals Enemy Restricted.

33



Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C2130. (Pads of 100.)

MESSAGE FORM

SMC 2817 No.

CALL AND INSTRUCTIONS		No. of Groups	Office Date Stamp
	IN	GR.	
	OUT CONFIDENTIAL CIPHER		

(ABOVE THIS LINE IS FOR SIGNALS USE ONLY.)

TO FLAMBO FOR TODD RPTD IBS FOR AMGOT FOR BATT

FROM	Originator's Number	Date	In Reply to Number
AMG 15 ARMY GROUP	MG 43	5 NOV	

BATT RETURNING TODAY OR SUNDAY . SUGGEST YOU SIGNAL HIM TO RETURN. VIA YOU

SMC DISTRIBUTION: ACTION: AMGOT /

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS { EXCEPT / WIRELESS }

THIS MESSAGE MUST BE SENT IN CIPHER IF LIABLE TO INTERCEPTION OR TO FALL INTO ENEMY HANDS.

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY: IMMEDIATE

TIME OF ORIGIN: T.H. 1334 Nov. 5

Signed:

Signed:

(BELOW THIS LINE IS FOR SIGNALS USE ONLY.)

System In	Time In	Reader	Sender	System Out	Time Out	Reader	Sender	System Out	Time Out	Reader	Sender

T.O.R. SMC 051500A RD

* Originator may delete "except" and insert "including."

(GV148) Wt. 8375/664. 300M Pads. 5/42. H. & S. Ltd. 51-4770.

0641

Declassified E.O. 12356 Section 3.3/NND No. 785016

ARMY FORM C. **MESSAGE FORM** Register No.

Call.	*Srl. No.*	*Priority*	*Transmission Instructions*

Above this line for Signals use only.

Office Date Stamp.

From *ORIGINATOR.* | *Date-Time of Origin.*

(A) FLAMBO FROM TODD | 2 Nov 43 1550A

For Action.

FJ

To ~~FREEDON FOR MGS~~

(W) For Information (INFO).

Message Instructions **GR**

ORIGINATOR's No. MGSA 1

COPIES OF ALL APPROVED AND UNFILLED REQUISITIONS REQUIRED FOR USE IN PLACING ~~DAMAGE~~ TONNAGE BIDS.X REQUEST YOU SEND BY FAST AIR EARLIEST X ALSO INCLUDE COPY OF AMENDMENT ADMINISTRATIVE MEMO SIX SEVEN AS FINALLY APPROVED

Received
U. S Cipher
NOV 2 1943
16

This message may be sent AS WRITTEN by any means except WIRELESS	*If liable to be intercepted or fall into enemy hands this message must be sent* IN CIPHER.	*Originators Instructions. Degree of Priority.*	THI OR THOR
33 *Signed.*	J. A. TODD Major, Air Corps *Signed.*	IMPORTANT	TIME CLEARED

PSS/NA/4/43/40,000—AFHQP/203.

Declassified E.O. 12356 Section 3.3/NND No. 785016

MAJ. J.A. TODD

ALLIED FORCE HEADQUARTERS

Military Government Section

NOV 1 - 1943

Office Memorandum No. 9.

SUBJECT: Preparation of Messages.

With effect from this date short title unit designation of HQ AMG Sicily will be FARGO. Messages and cables will be so addressed and "IBS for Scars for AMG" is no longer necessary or applicable.

For the Chief of Section:

T. B. JACKMAN
Major

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

JAT/ho

16 November 1943

SUBJECT: Promotion of 2nd Lieut. Bernard M. Shanley, O-1051919

TO: Commanding General, 2675 Regiment, Allied Commission, APO 512.

This refers to letter of this office, subject as above, dated 14 November 1943, recommending promotion of 2nd Lieut. Bernard M. Shanley to the grade of First Lieutenant. In view of the fact that Lieut. Shanley yesterday received notice of his promotion to the grade of First Lieutenant effective 11 September 1943, the letter referred to may be disregarded.

J. A. TODD,
Major, A. C.,
Chief, MGS Advance.

3331

0644

Declassified E.O. 12356 Section 3.3/NND No. 785016

AFHQ ADVANCED ADMINISTRATIVE ECHELON
Military Government Section, Advance
APO 400

14 November 1943

SUBJECT: Promotion of 2nd Lieut. Bernard M. Shanley, O-1031919.

TO: Commanding General, 2675 Regiment, Allied Commission, APO 512.

1. It is recommended that 2nd Lieut. Bernard M. Shanley, Cav., O-1031919, be promoted to the grade of First Lieutenant. He has been in grade since 4 March 1943, and he is fully qualified for such a promotion. In fact, his promotion direct to the grade of Captain would be supported, but it is understood that such action is prevented by existing regulations.

2. Lieut. Shanley has been highly successful in the practice of the law. He established his own firm in 1934 in Newark, New Jersey, the firm name being Young, Shanley and Foehl.

3. Lieut. Shanley taught Tactics and for two and one-half months before going overseas was the executive officer of a mechanized troop.

4. The above can be amplified by consulting his 201 file now in your possession. Lieut. Shanley at present has no specific assignment, being on temporary duty with MGS Advance, FLAMBO.

JOSEPH A. TODD,
Major, A. C.,
Chief, MGS Advance.

5030

Pers

RE ALLOCATION OF A.F.H.Q. ADV ADM ECHELON VEHICLES.

Branch	Make and Type		W.D. No.	6 Str.	4 Str.	2 Str.	15 Cwt.
DCAO	HUMBER	FULLMAN	4575728	1			
DCAO	CHEV.	SEDAN	4634105		1		
"Q"	HUMBER	SNIPE	1155382		1		
"Q"	HUMBER	UTILITY	4778666		1		
"Q"	FORD	UTILITY	4508922		1		
"A"	FORD	SALOON	714018		1		
"A"	FORD	UTILITY	4956777		1		
"A"	FORD	UTILITY	4509302		1		
PROV.	FORD	UTILITY	4874661		1		
OS	HUMBER	SNIPE	1154952		1		
OS	FORD	UTILITY	4509171		1		
OS	HILLMAN	PU	4774828			1	
OS	HILLMAN	PU	4776636			1	
OS	FORD	15 CWT	4740588				1
WORKS	HUMBER	UTILITY	4894408		1		
WORKS	FORD	15 CWT	4980014				1
WORKS	FORD	15 CWT	4980120				1
P & L	FORD	UTILITY	4565152		1		
P & L	DODGE	15 CWT	5183612				1
		Shared with POSTAL.					
ST	HUMBER	SNIPE	1155162		1		
ST	FORD	UTILITY	4596846		1		
ST	HILLMAN	PU	4776610			1	
ST	HILLMAN	PU	4775254			1	
ST	FORD	15 CWT	4980058				1
MED	FORD	UTILITY	4956193		1		
MED	HILLMAN	PU	4774937			1	
MED	FORD	15 CWT	402980				1
ACC	HILLMAN	PU	4774856			1	
V & R	FORD	UTILITY	718709		1		

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WORKS	FORD	15 CWT	4980014			1	
WORKS	FORD	15 CWT	4980120			1	
P & L	FORD	UTILITY	4565152	1			
P & L	DODGE	15 CWT	5183612			1	
		Shared with POSTAL.					
ST	HUMBER	SNIPE	1155162	1			
ST	FORD	UTILITY	4596846	1			
ST	HILLMAN	PU	4776610		1		
ST	HILLMAN	PU	4775254		1		
ST	FORD	15 CWT	4980058			1	
MED	FORD	UTILITY	4956193	1			
MED	HILLMAN	PU	4774937		1		
MED	FORD	15 CWT	402980			1	
ACC	HILLMAN	PU	4774856		1		
V & R	FORD	UTILITY	718709	1			
REME	FORD	UTILITY	718551	1			
REME	FORD	15 CWT	4980071			1	
POSTAL	SHARED WITH P & L						
SALVAGE	FORD	15 CWT	4980050			1	
CAMP	HILLMAN	PU	4775225	1			
CAMP	FORD	15 CWT	4980042			1	
P & SS	HILLMAN	PU	5100063	1			
SURVEY	FORD	15 CWT	4980015			I	

3329

SUBJECT :- Transport - A.F.H.Q. Adv Adm Echelon.

AFHQ Adv Adm Echelon.
CMF.
36/Q.

18 Dec 43.

List "A".

Attached is the new allocation of vehicles to the various branches at this H.Q. This cancels allocation made in 36/Q dated 24 Oct 43.

156

33

Brigadier.
D.Q.M.G.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Subject - Veterinary and Remount Organisation on Italian Mainland.

AFHQ Adv Adm Echelon.
G.F.
98Q

Dec. 43.

1. BRITISH ORGANISATION.

(a) (i) A British Veterinary and Remount Directorate has now been established at AFHQ with an Advanced Echelon at this HQ. This Adv. Echelon is composed as follows -

D.D.V. & R.S. - Colonel. C.H.S. TOWNSEND.
Staff Captain - Captain. G. MASON.

(ii) The V & R Directorate will be represented at Army and Corps HQ as follows -

Eighth Army - A.D.V. & R.S.
5 Corps - S.V.O.
10 Corps - S.V.O.
13 Corps - S.V.O.

(b) The responsibilities of the Adv. Echelon of the V & R Directorate extend to British Army formations and to any Allied formations which may become a British Army responsibility. These responsibilities are as follows -

(i) Advising this HQ on all veterinary and remount matters.

(ii) Upkeep of sufficient animal reserves to meet the requirements of those formations.

(iii) The local purchase or requisition of animals as agreed by the Animal Provision Board.

(iv) The disposal of captured animals.

(v) The release of animals to units from Remount Depots.

(vi) The veterinary care of all animals on charge.

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HQ as follows -

Eighth Army - A.D.V. & R.S.
5 Corps - S.V.O.
10 Corps - S.V.O.
13 Corps - S.V.O.

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(i) Advising this HQ on all veterinary and remount matters.

(ii) Upkeep of sufficient animal reserves to meet the requirements of those formations.

(iii) The local purchase or requisition of animals as agreed by the Animal Provision Board.

(iv) The disposal of captured animals.

(v) The release of animals to units from Remount Depots.

(vi) The veterinary care of all animals on charge.

(vii) Authority to dispose of cast animals.

(viii) Departmental control of all Veterinary and Remount units and the allotment of V & R units to formations, in accordance with operational requirements.

3328

(ix) Provision of veterinary medicines and equipment.

(x) Provision and posting of all veterinary personnel.

(xi) Advising ST and Ord on technical questions regarding forage and animal equipment.

(xii) Provision of personnel for inspection of meat from animals slaughtered locally for military consumption.

/Sheet 2.

Declassified E.O. 12356 Section 3.3/NND No. 788016

3. U.S. ARMY ORGANISATION.

The U.S. Army are responsible for their own Veterinary and Remount Organisation and also for that of any Allied Formations which may become their responsibility.

4. ANIMAL PROVISION BOARD; ADV ADM ECHELON AFHQ.

(a) In order to co-ordinate all measures affecting the provision of horses and mules to the Allied Forces and to deal with animal management matters common to these forces, an integrated section has been set up at this HQ. This section will be known as the Animal Provision Board and will be composed of U.S. and British representatives from the Quartermaster Branch and Remount and Veterinary Service respectively under the direction of the DD.V. & R.S. AFHQ.

(b) The terms of reference of the Animal Provision Board are as follows-

(i) The control and co-ordination of local purchase of all animals available on the Italian Mainland.

(ii) The preparation of demands on AFHQ for the provision of animals which cannot be obtained within the Italian Mainland.

(iii) The general supervision of arrangements for the disembarkation and reception of all animals imported into ITALY either through the Naval Ports or NAPLES.

(iv) To implement the general administration policy as laid down by this HQ.

(v) The allocation subject to the direction of this HQ as between Allied Forces of all animals in Base Remount Depots or obtained by local purchase.

5. BASE REMOUNT DEPOTS.

(a) The general principle is that all Remounts will be regarded as "common user" and will be allocated as between the Allied Forces in accordance with operational requirements.

(b) Base Remount Depots will be established as necessary. In the first instance, one will be sited in the NAPLES area which will be the responsibility of CCS ZONE and one in the FOGGIA - S.M SEVERO area which will be the responsibility of D.D.V. & R.S. FLAMBO.

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and reception of all animals imported into ITALY either through the Naval Ports or NAPLES.

(iv) To implement the general administration policy as laid down by this HQ.

(v) The allocation subject to the direction of this HQ as between Allied Forces of all animals in Base Remount Depots or obtained by local purchase.

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(a) The general principle is that all Remounts will be regarded as "common user" and will be allocated as between the Allied Forces in accordance with operational requirements.

(b) Base Remount Depots will be established as necessary. In the first instance, one will be sited in the NAPLES area which will be the responsibility of C-in-C and one in the FOGGIA - SAN SEVERO area which will be the responsibility of D.D.V. & R.S. FLAMBO.

for Major-General.
D/C.A.O.

Distribution - Fifth Army (3)
Fifth Army (Br Increment)
Main Eighth Army (2)
Rear Eighth Army (6)
IO Corps (2)
Peninsular Base Section (6)
No. 2 District (12)
AFHQ (4)
DC.O
DDC.O
G-4
G(SD)
ST (4)
Mov
OS
V & RS (6)
MGS
Local Resources Sec.

938

Declassified E.O. 12356 Section 3.3/NND No. 785014

969

MINUTES OF CONFERENCE HELD AT H.Q., 66 AREA, MONDAY 13 NOV. '43.

SECRET

PRESENT:- D.A. & Q.M.G., EIGHTH ARMY
Major-General Tope, D.L.O.
Brig "Q" (AE), A.F.H.Q.
Col. Anderson, Pet.Sec.
Col. Ross, 15 Army Group.
M.E. L.O. with A.F.H.Q.
Heads of Branches and Principal Services, A.F.H.Q. Adv.Adm. Echelon. EIGHTH ARMY.
D.D.S.T., 10 Corps.
A.Q.M.G., 10 Corps.

ACTION

61. In the absence of D/C.A.O., D.A. & Q.M.G., EIGHTH ARMY took the chair and opened the conference at 1030 hrs. He said that he would commence by running briefly through the points outstanding from the last conference held at FLAMCO on 30 Oct.'43.

Minute 35(a). It was agreed that, whilst ANCONA was operationally part of EIGHTH ARMY area, it should be set up and run by them to their own best advantage: when the port ceased to be in EIGHTH ARMY area, it should be taken over by FLAMCO. DQMG(AE) FLAMCO expressed the view that the siting of installations should be such as to suit both EIGHTH ARMY and FLAMCO as each in turn operated the port: this view was agreed.

AQMG EIGHTH ARMY handed DQMG FLAMCO a list showing the units and personnel required for the working of ANCONA.

Minute 35(b). It was agreed that the FLAMCO recce party will contact EIGHTH ARMY en route and that parties from each formation will proceed to ANCONA together, so that a joint agreement "in situ" could be arrived at concerning the placing of installations.

Minute 35(c). It was agreed that EIGHTH ARMY requirements for air freight should be submitted to FLAMCO for placing on Mov. . Demands for additional air freight services should also be given to FLAMCO for transmission to A.F.H.Q.

Brig "Q"(AE) A.F.H.Q. explained that inclement weather causes a delay in air freight services, and often results in planes arriving in ITALY not being able to return to NORTH AFRICA.

Declassified E.O. 12356 Section 3.3/NND No. 782016

DQ&G(A) FLAMBO explained that [illegible] should be such as to suit both EIGHTH ARMY and FLAMBO as each in turn operated the port: this view was agreed.

A.Q.G EIGHTH ARMY handed DQ&G FLAMBO a list showing the units and personnel required for the working of ANCONA.

Minute 33(b). It was agreed that the FLAMBO recce party will contact EIGHTH ARMY en route and that parties from each formation will proceed to ANCONA together, so that a joint agreement "in situ" could be arrived at concerning the placing of installations.

Minute 33(c). It was agreed that EIGHTH ARMY requirements for air freight should be submitted to FLAMBO for placing on MOV. Demands for additional air freight services should also be given to FLAMBO for transmission to A.F.H.Q.

D.D.T. (A&E) AFHQ explained that inclement weather causes a delay in air freight services, and often results in planes arriving in ITALY not being able to return to NORTH AFRICA. When such a backlog becomes acute additional planes are set up by W.A.F.S; if this expedient fails, Troop Carrier Command provide extra lift, if possible. He agreed to advise FLAMBO of action being taken whenever a backlog should occur.

It was emphasised by both D.A. & Q.M.G. EIGHTH ARMY and DDOS FLAMBO that the present service of five planes per day is not a luxury but an essential emergency maintenance service, and that, as additional demands are made only when absolutely necessary, it was hoped that every effort would be made to fulfil them. D.A. & Q.M.G. EIGHTH ARMY said that he expected demands for air freight to diminish by the end of the current year.

Minute 33(d). DQ&G FLAMBO said that accommodation for officers' and O.Rs' kit had been obtained in both BARI and NAPLES.

Minute 39. D.A. & Q.M.G. EIGHTH ARMY said that the present scale of issue of soap was felt to be low: DA&Q and DDOS EIGHTH ARMY both agreed. DDOS FLAMBO said that, whilst demands for soap had increased due to civilian and Italian service requirements, a larger factory was now available. DA&Q EIGHTH ARMY was therefore asked to put forward a recommendation for an increase in the soap supply

DA&Q, EIGHTH ARMY

Cont/....Sheet 4.....

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Minute 41. D.A. & Q.M.G. EIGHTH ARMY stated that the required statistics had been obtained and were being sent to FLAMBO through Staff channels, with a copy to DDMS EIGHTH ARMY. AQMG, EIGHTH ARMY

Minute 55. DQMG FLAMBO said that supplies of pork were expected by 5 Dec.'43, and that efforts were being made to obtain turkeys from both N.A. and the U.K. He observed that it was permitted to purchase turkeys locally, as they were classed as perishable goods. He also announced that the latest date for the posting of Christmas airgraphs was definitely 25 Nov.'43.

Minute 56. The arrangements for the change-over to the N.A. ration scale were agreed to be satisfactory.

Minute 58. D.A. & Q.M.G. EIGHTH ARMY expressed appreciation of the prompt response to EIGHTH ARMY's request, and said that it might contribute to an earlier move forward than had been expected.

Minute 59. A.Q.M.G. EIGHTH ARMY said that he was grateful for the prompt response to EIGHTH ARMY's request for three B.I.S.

62. SUPPLY DROPPING.

DQMG FLAMBO stated that AFHQ were able to provide a supply dropping organisation sufficient to maintain one Brigade Group, whilst FIFTH ARMY were able to provide similar services for the equivalent of a regiment. He said that AFHQ had been asked to transfer their supply dropping personnel and equipment to ITALY for operation there, leaving one refill in KAIROUAN, and added that until this transfer was practicable, the U.S. organisation could come forward and function. Demands by EIGHTH ARMY for supply dropping would be placed on 15 Army Group for the present.

63. AMN. STOCKS AND FUTURES.

D.A. & Q.M.G. EIGHTH ARMY stated that, whilst EIGHTH ARMY had at present sufficient ammunition for any battle in immediate prospect, he was concerned at the dearth of stocks in the rear, particularly in view of the increase in artillery available. DDOS FLAMBO admitted that the stocks of 25 pr. ammunition in [illegible] and that whilst several ships

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Minute 59. A.Q.M.G. EIGHTH ARMY said that he was grateful for the prompt response to EIGHTH ARMY's request for three B.I.S.

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D.A. & Q.M.G. EIGHTH ARMY stated that, whilst EIGHTH ARMY had at present sufficient ammunition for any battle in immediate prospect, he was concerned at the dearth of stocks in the rear, particularly in view of the increase in artillery available. DDOS FLAMBO admitted that the stocks of 25 pr. ammunition in field depots was at present nil, and that whilst several ships were expected in the near future, they would represent an intake of only 16 days in the next 20 days. He added that the change of EIGHTH ARMY policy from holdings of 2 days, leaving 21 days in depots, to larger forward holdings, such as 10 days, had essentially reduced the stocks in depots. D.A. & Q.M.G. EIGHTH ARMY said that all calculations of ammunition supplies should allow for a minimum of 10 days forward of depots, plus an extra 5 days in transit.

D.Q.M.G.(A) FLAMBO said that scarcity of handling personnel at Depots precluded the increasingof the present scale of shipping. DDOS FLAMBO said that increases in handling staffs would shortly be arriving.

A.Q.M.G.(1) FLAMBO admitted that stocks were low, but pointed out that, during the last ten-day period, receipts were over 11,000 tons, against the demands of 2000 tons: he stated that during the current period receipts should be 17000 tons, against demands of 8000 tons. Future demands would be 1,300 tons p.d., of which 300 tons p.d. would go through NAPLES.

On the subject of additional adm units, Col. "G" (FLAMBO) said that the decision to bring in the Strategical A.F. before the end of this year had resulted in the phasing back of the "tail" units of Priority 4, so that they were unlikely to arrive before the commencement of 1944. D.A. & Q.M.G. EIGHTH ARMY made a strong request that AFHQ should advise him of this situation in writing.

AFHQ

Cont/....Sheet 3.....

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64. STORES.

(a) Chrysler engines for Shermans. DDOS FLAMBO gave details of programmed deliveries of engines for Shermans. DDOS EIGHTH ARMY remarked that he doubted whether this programme could be fulfilled. D.A. & Q.M.G. EIGHTH ARMY stated that Major-General Tope had recently assured him that a section of Base Workshops for the repair of engines would be brought forward to NAPLES from M.E., and that within four months 800 - 1000 engines per month could be handled, priority being given to Bedfords. D.D.S.T.(E) FLAMBO expressed doubts as to whether suitable buildings existed in NAPLES, but DDW FLAMBO said that such buildings could be provided by the date required. Major-General Tope promised to send the best available men to assist in setting up this installation.

(b) 14 mm Sparking Plugs. DDOS FLAMBO said that he expected to receive this month 60% of the 5000 sparking plugs demanded, and that this figure represented every available plug. It was agreed that this position would have to be accepted.

(c) Skid Chains.
DDOS FLAMBO said that the skid chain position was most unsatisfactory, for 12,000 were on demand and there was no indication as to when they might be expected, despite the fact that they had been on demand since 1-9 Sep.'43. DDOS EIGHTH ARMY said that to his knowledge 119 tons, representing one-third of the demand, were in the B.O.D. at BONE on 16 Oct.'43, and could have been shipped to ITALY on 6 Oct.'43. D.A. & Q.M.G. EIGHTH ARMY asked D.D.S.T.(E) AFHQ to ascertain why the chains were not shipped, when they might be expected, and how such positions might be avoided in future. D.D.S.T.(E)

(d) Special Winter Clothing, also Jerkins, leather, etc.
DDOS FLAMBO said that the only information about special winter clothing was that it was due to arrive from M.E. When it would arrive and by what ships was unknown. He stated that 19,000 sheepskin coats had arrived, of which 10,000 had been allocated to EIGHTH ARMY and 9,000 to 10 Corps: 25,000 more were due, but their probable date of arrival was unknown.
The M.E. Liaison Officer with AFHQ was asked to ascertain, on his return to M.E., whether AFHQ had demanded these M.E.L.O.

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The M.E. Liaison Officer with AFHQ was asked to ascertain, on his return to M.E., whether AFHQ had demanded these M.E.L.O. supplies; if so, why no shipments had yet been made and with when they might be expected. AFHQ.
Bri[illegible].(AE) AFHQ was asked by D.A. & Q.M.G. EIGHTH ARMY to take up on the highest level at AFHQ, the question of the advice to FLAMBO as to whether demands could or could not be fulfilled, and their date of shipment. Brig[illegible](AE) AFHQ

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(e) Stoves Oil Heating and Braziers.
DDOS EIGHTH ARMY said that only 50 stoves had been received of a total of 25,000 demanded. DDOS FLAMBO said that he had no information on the arrival of these articles either, although he imagined that they were coming from the U.K. Brig[illegible](AE) AFHQ said that the fact that they were coming from the U.K. might account for the lack of information. D.A. & Q.M.G. EIGHTH ARMY observed that he did/see why this fact should make it /not more difficult to obtain advice of shipment: he added that this was a futher reason for taking up the question of shipping advices on a high level.

Cont/.....Sheet 4.....

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(f) Outstanding demands - other articles.
DDOS EIGHTH ARMY said that 50 tarpaulins had been received of 2,000 demanded.
D.A. & Q.M.G. said that a consolidated list of about twelve of the main items awaited should be prepared and taken to AFHQ by Brig (AE) AFHQ. DDOS FLAMBO promised to send one of his own officers to AFHQ with the list, should Brig (AE) AFHQ be delayed in his return to D.A. DDOS FLAMBO
On the subject of oxygen and acetylene, DDOS FLAMBO said that these gases were not only being imported from N.A., but were also being manufactured locally. The consumption was increasing substantially, chiefly on the part of docks, railways and petrol installations, and this fact rendered the planning of demands difficult. He stated that local manufacture was preferable, but added that he was signalling for an officer expert in the manufacture of these gases to be sent to ITALY. He agreed to set up machinery for the rating of priorities to ensure equitable distribution until the supply overtakes the demand. DDOS FLAMBO
DDW FLAMBO stated that he expected to bring in 5,000 slow combustion stoves by the end of 1943, plus an unknown quantity from the N.E. He also expected that 5,000/would be locally manufactured /braziers during this period. He agreed with D.A. & Q.M.G. EIGHTH ARMY that such braziers could be improvised from various types of tins, pierced and used as braziers, although he emphasised the danger of carbon-monoxide poisoning if these braziers were used in confined places such as tents, etc.

65. HUTTING.

DDW FLAMBO stated that hutting had been devised for local erection, and that there would be eventually sufficient for EIGHTH ARMY Rest Camp. For the present, a certain number of tents would be required for the Rest Camp.

66. PROCEDURE FOR OBTAINING ENG. STORES GENERALLY.

DDW FLAMBO said that the supply of R.E. Stores to EIGHTH ARMY had been impeded by the necessity to establish temporary dumps and also by lack of personnel to handle these stores

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FLAMBO

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66. PROCEDURE FOR OBTAINING ENG. STORES GENERALLY.

DDW FLAMBO said that the supply of R.E. Stores to EIGHTH ARMY had been impeded by the necessity to establish temporary dumps and also by lack of personnel to handle these stores. He asked for reasonably long notice of any exceptional quantity or nature of stores required by EIGHTH ARMY. D.A. & Q.M.G. EIGHTH ARMY agreed to this and DDW FLAMBO was asked to discuss this matter with his Service at EIGHTH ARMY. DDW FLAMBO

67. EXPECTED AVAILABILITY OF ADDITIONAL G.T. COYS. FOR ARMY IN EVENT OF AN ADVANCE.

A.A.G.C EIGHTH ARMY stated that they had received particulars of G.T. Coys. expected to be available, and were satisfied with the position. On the subject of the GHQ pool, he added that if this pool materialised he suggested it should be used to relieve Coys. operationally tired and/or to provide assistance to Coys. on whom calls were temporarily excessive.

Cont/....Sheet 5.....

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ACTION.

68. SUPPLY OF PETROL BY PIPELINE TO EIGHTH ARMY.

D.A. & Q.M.G. EIGHTH ARMY said that EIGHTH ARMY wanted a lateral pipe-line, running from coast/coast through PESCARA. /to Col. Anderson, Pet.Sec. replied that in his opinion a S. - N. line running up the West coast or through ISERNIA would be preferable, in view of the shortage of piping available and the difficulty of pumping over the Apennines. After some discussion, D.A. & Q.M.G. EIGHTH ARMY agreed that a pipe-line following a S. - N. direction through FOGGIA would be the most satisfactory under the circumstances: failing this a pipe-line through AVELLANO would be the best alternative. He added that on the East coast, it was felt that EIGHTH ARMY could go as far as PESCARA without the assistance of a pipe-line.

69. THE ORGANISATION OF TN. STAFF TO DEAL WITH RLY.CONSTR. MATTERS AS THEY AFFECT EIGHTH ARMY.

DQMG(M) FLAMBO outlined the new organisation of Tn.Staff insofar as Railways were concerned. He said that DGMRS had taken on the responsibility for the maintenance and operation of all railways in ITALY, and had set up his own organisation to carry this out. The present area of occupied ITALY was divided into the East and West section, the Eastern half being under command of Lt.-Col. Haiter. All demands for rail services must be submitted to FLAMBO for transmission to DGMRS.

In answer to a question by EIGHTH ARMY, DQMG(M) FLAMBO replied that the railway to VASTO would be ready by 7 Dec.'43, to LARINO by 15 Dec.'43, and to TERMOLI by 21/25 Nov.'43.

70. THE DISPOSITION OF THE S.A. RLY.CONSTR.GP. NOW ARRIVING.

DQMG(M) FLAMBO said that the S.A. Railway Constr.Group would operate in the rear of EIGHTH ARMY.

71. RLY. TRANSIT TIME FROM ADV.BASE DEPOTS TO ARMY RHs; AND ITS POSSIBLE REDUCTION.

DQMG(M) FLAMBO told the conference that railway transit time from Advanced Base Depots had been increased by the fact that the development of FOGGIA railhead had not been [illegible]

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as Railways were concerned. He said that DCRS had taken on the responsibility for the maintenance and operation of all railways in ITALY, and had set up his own organisation to carry this out. The present area of occupied ITALY was divided into the East and West section, the Eastern half being under command of Lt.-col. Ratter. All demands for rail services must be submitted to FLAMBO for transmission to DCRS.

In answer to a question by EIGHTH ARMY, DQMG(M) FLAMBO replied that the railway to VASTO would be ready by 7 Dec.'43, to LARINO by 15 Dec.'43, and to TERMOLI by 21/23 Nov.'43.

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DQMG(M) FLAMBO told the conference that railway transit time from Advanced Base Depots had been increased by the fact that the development of FOGGIA Railhead had not been in line with the increased traffic, this in turn had a concertina effect on BARLETTA and BARI. He said that the expected opening of 3 new tracks on 23 Nov.'43 and 3 further ones on 30 Nov.'43 would have an effect on the position.

DQMG(M) FLAMBO pointed out the difficulty of obtaining forecasts from Depots of the loading of their daily packs for even five days ahead, and emphasised that this contributed to the jamming of traffic. AQMG(I) FLAMBO pointed out that the shortage of stocks in Depots, more particularly of Ordnance, Ammunition and Bailey Bridging, made such forecasts impossible. When stocks were increased, it would be easily possible to forecast five days ahead.

A.D.Tn. FLAMBO pointed out that the dates of completion of the new tracks at FOGGIA were entirely dependant on adequate supplies of oxygen and acetylene being available. D.A. & Q.M.G. EIGHTH ARMY said that, in his opinion, railways should have a high priority in the supply of these gases, and re-emphasised the necessity for a distinction in the allocation of this commodity. DQMG FLAMBO agreed to discuss the matter with D/GHQ. DQMG FLAMBO

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Cont/.....Sheet 3.....

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69. THE ORGANISATION OF TH. STAFF TO DEAL WITH RLY.CONSTR. MATTERS AS THEY AFFECT EIGHTH ARMY.

DQMG(R) FLAMBO outlined the new organisation of Th.Staff insofar as Railways were concerned. He said that DCRS had taken on the responsibility for the maintenance and operation of all railways in ITALY, and had set up his own organisation to carry this out. The present area of occupied ITALY was divided into the East and West section, the Eastern half being under command of Lt.-Col. Rattan. All demands for rail services must be submitted to FLAMBO for transmission to DCRS.

In answer to a question by EIGHTH ARMY, DQMG(R) FLAMBO replied that the railway to VASTO would be ready by 7 Dec.'43, to LARINO by 15 Dec.'43, and to TERAMO by 21/25 Nov.'43.

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DQMG(R) FLAMBO said that the S.A. Railway Constr.Group would operate in the rear of EIGHTH ARMY.

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DQMG(R) FLAMBO told the conference that railway transit time from advanced Base Depots had been increased by the fact that the development of FOGGIA Railhead had not been in line

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DQ&G(M) FLAMBO outlined the new organisation of R.E. Troops as Railways were concerned. He said that DG&RS had taken on the responsibility for the maintenance and operation of all railways in ITALY, and had set up his own organisation to carry this out. The present area of occupied ITALY was divided into the East and West section, the Eastern half being under command of Lt.-Col. Ratter. All demands for rail services must be submitted to FLAMBO for transmission to DG&RS.

In answer to a question by EIGHTH ARMY, DQ&Q(M) FLAMBO replied that the railway to VASTO would be ready by 7 Dec.'43, to LARINO by 15 Dec.'43, and to TERMOLI by 21/23 Nov.'43.

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72. R.A.S.C. REINFORCEMENTS.

AAG FLAMBO explained the provision system for the allocation of reinforcements, but as a Conference on the subject was to be held on 16 Nov. '45, it was decided to postpone any decision on the matter until after this conference. D.A. & Q.M.G. EIGHTH ARMY said that it had been agreed that the relative G.R.Os. would not be put into operation before the Conference. AAG FLAMBO.

73. DISTRIBUTION OF G.R.Os.

AAG EIGHTH ARMY said that due to delays in the receipt of GROs. by units, AFHQ had agreed to issue these documents direct to units. The system had, unfortunately, broken down, but AFHQ had been informed of the fact, and were rectifying the position. GROs. would, in future, be addressed direct to units, whilst old GROs. were being reprinted for issue. He agreed to inform FLAMBO of the efficiency of the new system. AAG EIGHTH ARMY

74. The following points were raised under "ANY OTHER BUSINESS".

(a) 'FLATS' AVAILABLE FOR TRANSPORT OF SHERMANS' (Raised by D.Q.M.G.(A) FLAMBO).

D.Q.M.G.(A) FLAMBO said that he had now available for transporting Shermans, 6 x 60-ton flats, 1 x 60-ton flat and 50 x 40/45 ton flats (12 only converted), and he asked EIGHTH ARMY for an estimate of requirements. D.A. & Q.M.G. EIGHTH ARMY said that he was unable to give a firm estimate, but in view of the fact that most of the armour was forward of Railheads, he felt that the number available would be adequate.

(b) PROVISION OF H.Q. L. of C. TPT. COLUMNS (Raised by AQMG EIGHTH ARMY).

D.A. & Q.M.G. EIGHTH ARMY said that he had written a D.O. letter to D/QAO offering to release No.4 H.Q. L. of C. Tpt. Coln. if he could be given in exchange the two columns he understood were with 2 District.

(c) Provision of Depots and Installations for operating FOGGIA after departure of EIGHTH ARMY (Raised by D.A. & Q.M.G. EIGHTH ARMY).

D.Q.M.G. FLAMBO agreed to take the necessary action to continue the operation of FOGGIA after EIGHTH ARMY vacated

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D.Q.M.G. FLAMBO agreed to take the necessary action to continue the operation of FOGGIA after EIGHTH ARMY vacated it, which was expected to be during the first week of December. D.A. & Q.M.G. EIGHTH ARMY said that he understood that arrangements had been made for 151 Sub Area to replace 36 Area. D.Q.M.G. FLAMBO

75. The meeting was closed at 1250 hours, it being decided to hold the next conference on 2 Dec. '43 at A.F.H.Q. Adv. Adm. Echelon.

Brigadier,
D.Q.M.G.

GFH/emb.

18 Nov. '43.

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Col. Q(Mov) FLAMBO.
DA & QMG Main EIGHTH ARMY.
AQMG (1) REAR EIGHTH ARMY
AQMG(2) " " "
DDMS Rear EIGHTH ARMY
DDOS " " "
DDST " " "
DDME " " "
ADTn " " "
AQMG(Ln) " " "
Col. Anderson Pet. Sec. FLAMBO

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ERRATUM

Under Minute 69, Lines 6 and 7 :-

DELETE: "the Eastern half being under command of Lt.-Col. Ratter".

and SUBSTITUTE: "the British officer co-ordinating construction in both sections being Lt.-Col. Ratter".

Under Minute 72, line 1 :-

FOR : "provision"

READ: "provisional".

/emb.

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2. When necessary, reproduction and distribution to lower echelons wil and made by the Commander concerned.
3. Distribution to Divisions, Brigades, and Groups will be varied with range from the number indicated upon request, in order that a "C" Distr made in these commands without reproduction.

5. Distribution "E": Limited Distribution, primarily for directives intended for Major Head Army Groups, Armies, Air Forces, Corps, Air Force Commands, SOS, Base S Districts, Special Commands and Organizations.

6. Distribution "F": Limited Distribution, for Army Groups, Air Commands, SOS, Base Sections

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ALLIED FORCE HEADQUARTERS
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: Initials :
: 13 December 1943 :
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13 December 1943

PLAN FOR DISTRIBUTION OF AFHQ PUBLICATIONS

Staff.

ribution for staffs of the following headquarters: Armies, Corps, Air Forces, Air e Commands, Base Sections, Special Commands, and one copy for each U.S. Division, ade, and Group.

ribution for staffs of the following headquarters: Armies, Corps, Air Forces, Air e Commands, Base Sections, and Special Commands; in addition, one copy for each rate unit (Army and Corps troops and corresponding troops other commands).

lete Distribution. This distribution is designed to go down through all echelons ompanies, Squadrons, or Detachments, including all Staff distributions. (NOTE:— The number of copies furnished will be as indicated in this Distribution Plan.) When necessary, reproduction and distribution to lower echelons will be determined made by the Commander concerned.
Distribution to Divisions, Brigades, and Groups will be varied within a reasonable e from the number indicated upon request, in order that a "C" Distribution can be in these commands without reproduction.

ited Distribution, primarily for directives intended for Major Headquarters only: y Groups, Armies, Air Forces, Corps, Air Force Commands, SOS, Base Sections, tricts, Special Commands and Organizations.

ited Distribution, for Army Groups, Air Commands, SOS, Base Sections and Districts.

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7. Distribution to British Formations:

a. Distribution is made to British Formations by the British method, the following publications:

(1) AFHQ Administrative Memorandum No. 14, 23 October 1942 (AG 3
(2) Paragraph 1, Part II, General Routine Orders, Ser. No. 1, 23 (AG 300.4), and paragraph 4, G-1 (British) Administrative Mer Subject: "Routine Procedure for the Issue of General Routine November 1943 (AG 461-1).

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b. British Formations:

a. Distribution is made to British Formations by the British method, as outlined in the following publications:

(1) AFHQ Administrative Memorandum No. 14, 23 October 1942 (AG 300.6).
(2) Paragraph 1, Part II, General Routine Orders, Ser. No. 1, 23 October 1942 (AG 300.4), and paragraph 4, G-1 (British) Administrative Memorandum No. 9, Subject: "Routine Procedure for the Issue of General Routine Orders," 18 November 1943 (AG 461-1).

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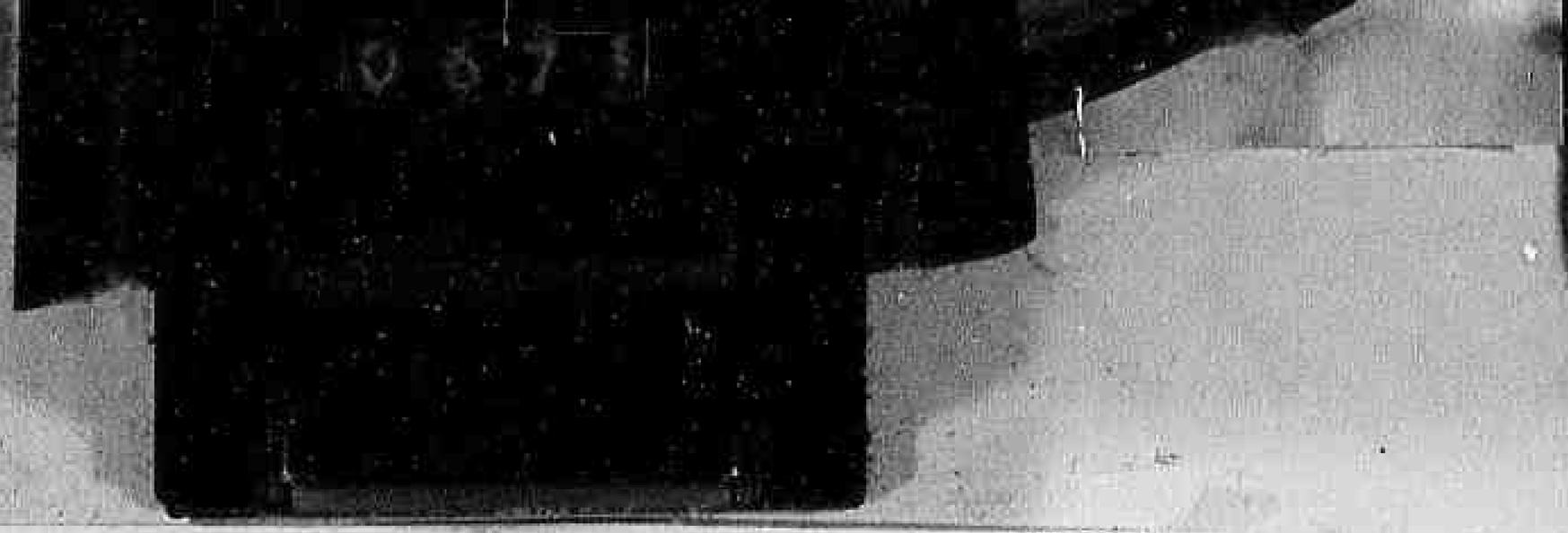
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U.S.

Part I, AFHQ Staff

STAFF SECTION	ABBREVIATION	"A"	"B"	"C"	"D"
Commander-in-Chief	C-in-C	1	1	1	1
Secretary General Staff	S G/S	1	1	1	1
Chief Administrative Officer	CAO	2	2	2	2
Assistant Deputy Quartermaster General	A/D QMG	1	1	1	1
G-1 (Br)		8	8	8	8
G-2		10	10	10	10
G-3		6	6	6	6
G-4		6	6	6	6
Q(Maint)		4	4	4	4
A--Advance Administrative Echelon (FLAMGO)		20	20	20	20
AFHQ M/C (Cables)		1	1	1	1
Anti-Aircraft and Coast Defense	AA & CD	1	1	1	1
Allied Force Local Resources Section	AFLRS	1	1	1	1
Army Post Office No. 512	APO #512	1	1	1	1
Adjutant General	AG				
Executive Officer	AG Ex.	1	1	1	1
Personnel Division	AG Pers.	1	1	1	1

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Part I, AFHQ Staff

	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
	C-in-C	1	1	1	1	1	1
	S G/S	1	1	1	1	1	1
icer	CAO	2	2	2	2	2	2
master General	A/D QMG	1	1	1	1	1	1
		8	8	8	8	8	8
		10	10	10	10	10	10
		6	6	6	6	6	6
		6	6	6	6	6	6
		4	4	4	4	6	6
e Echelon (FLAMRO)		20	20	20	20	20	20
		1	1	1	1	1	1
st Defense	AA & CD	1	1	1	1	1	1
sources Section	AFLRS	1	1	1	1	1	1
512	AIO #512	1	1	1	1		
	AG						
	AG Ex.	1	1	1	1	1	1
	AG Pers.	1	1	1	1	1	1

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U.S. SECRET EQUALS BRITISH SECRET

STAFF SECTIONS (cont'd.)	ABBREVIATION	"A"	"B"	"C"	"D
Miscellaneous Division	AG Misc.	1	1	1	1
Mail and Records	AG M&R	3	3	3	3
B--Banking & Currency Adviser (Br)	BCA	1	1	1	1
British Civil Liaison Officer	BCLO	1	1	1	1
C--Chemical Warfare Service	CWS	1	1	1	1
Chief Welfare Officer (Br)	CWO	1	1	1	1
C-in-C Mediterranean (Royal Navy)	C-in-C MED.	2	2	2	2
C-in-C Mediterranean Air Command	C-in-C MAC	3	3	3	3
Camp Commandant (Br)	Camp Comdt.	1	1	1	1
Civil Affairs	CA	3	3	3	3
Civil Affairs Military	CA (Mil)	1	1	1	1
Claims & Hirings (Br)	C & H (Br)	1	1	1	1
Chaplain (Br)	Chap. (Br)	1	1	1	1
Chaplain (RC) (Br)	CHAP.(RC)(Br)	1	1	1	1
Combined Services Detailed Interrogation Center	CSDIC	1	1	1	1
D--Deputy Judge Advocate General (Br)	DJAG	1	1	1	1
Director General of Military Railways Services	DGMRS	2			



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d.)	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
ision	AG Misc.	1	1	1	1	1	1
	AG M&R	3	3	3	3	3	3
Adviser (Br)	BCA	1	1	1	1	1	1
son Officer	BCLO	1	1	1	1		
ervice	CWS	1	1	1	1	1	1
cer (Br)	C/O	1	1	1	1		
an (Royal Navy)	C-in-C MED.	2	2	2	2	2	2
an Air Command	C-in-C NAC	3	3	3	3	3	3
r)	Camp Comdt.	1	1	1	1	1	1
	CA	3	3	3	3	3	3
bary	CA (Mil)	1	1	1	1	1	1
Br)	C & H (Br)	1	1	1	1	1	1
	Chap. (Br)	1	1	1	1		
	CHAP.(RC)(Br)	1	1	1	1		
Detailed Center	CSDIC	1	1	1	1		
te General (Br)	DJAG	1	1	1	1	1	1
Military ays Services	DGMRS	2					

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STAFF SECTIONS (cont'd.)	ABBREVIATION	"A"	"B"	"C"	"D"	"E
E--Expeditionary Force Institute	EFI	1	1	1	1	
Engineer (U.S)	Eng.	3	3	3	3	3
Experimental Detachment G-3	Exp. Det.G-3	2	2	2	2	2
F--Financial Adviser British Army	FA (Br)	2	2	2	2	1
Financial Adviser RAF	FA(RAF)	2	2	2	2	1
Fire Officer (Br)		1	1	1	1	
Field Artillery Section	Fld.Arty.Sec.	3	3	3	3	3
G--General Purchasing Board	Gen.Pur.Bd.	1	1	1	1	
H--Headquarters Command, AF	Hq. Comd. AF	6				
Historical Sub-Section (SG/S)	Hist.Sub.Sec.(SG/S)	1	1	1	1	
Headquarters "A" Force	Hq."A" Force	1	1	1	1	
I--Information and Censorship Service	INC	4	4	4	4	
Infantry--Hq. Infantry G-3(Br)	Hq.Inf(Br)	2	2	2	2	
J--Joint Intelligence Collecting Agency	JICA	1	1	1	1	
Judge Advocate (US)(AFHQ)	JA	1	1	1	1	
L--Labour (Br)	Labour	1	1	1	1	
Logistical Plans G-4	Log.P.G-4	1	1	1	1	
Liaison Section	Lia. Sec.	1	1	1	1	
M--Movements & Transportation (Br)	Mov. & Tn.	1	1	1	1	

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)	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
Institute	EFI	1	1	1	1		
	Eng.	3	3	3	3	3	3
ent G-3	Exp. Det.G-3	2	2	2	2	2	2
itish Army	FA (Br)	2	2	2	2	1	1
AF	FA(RAF)	2	2	2	2	1	1
		1	1	1	1		
tion	Fld.Art.Sec.	3	3	3	3	3	3
Board	Gen.Pur.Bd.	1	1	1	1	1	1
d, AF	Hq. Comd. AF	6					
lon (SG/S)	Hist.Sub.Sec.(SG/S)	1	1	1	1	1	1
rce	Hq."A" Force	1	1	1	1		
scrship Service	INC	4	4	4	4	4	4
try G-3(Br)	Hq.Inf(Br)	2	2	2	2	2	2
Collecting Agency	JICA	1	1	1	1	1	1
(AFHQ)	JA	1	1	1	1	1	1
	Labour	1	1	1	1	1	1
4	Log.P.G-4	1	1	1	1	1	1
	Lia. Sec.	1	1	1	1	1	1
rtation (Br)	Mov. & Tn.	1	1	1	1	1	1

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U.S. SECRET EQUALS BRITISH SECRET

STAFF SECTIONS (cont'd.)	ABBREVIATION	"A"	"B"	"C"	"D"	"
M--Military Government Section	MGS	2	2	2	2	
Military Secretary, Deputy	MSD	1	1	1	1	
N--North African Economic Board	NAEB	1	1	1	1	
North African Shipping Board	NASBO	1	1	1	1	
O--Operations Division, War Department General Staff, Washington 25,D.C.	OPD, WDGS	1	1	1	1	
Ordnance (US)	Ord(US)	1	1	1	1	
Ordnance (Br)	Ord (Br)	1	1	1	1	
P—Pay (Br)		1	1	1	1	
Petroleum Section	Pet	1	1	1	1	
Political & Economic Council	P & EC	1	1	1	1	
Provost (Br)		1	1	1	1	
Postal (Br)	DD AFS	1	1	1	1	
Passive Air Defense and Civil Defense Adviser	PAD & CD	1	1	1	1	
Psychological Warfare Branch	PWB	1	1	1	1	
Public Relations Officer	PRO	2	2	2	2	2
Q--"Q" Army Equipment Branch	Q(AE)	1	1	1	1	1
R--Royal Electrical Mechanical Engineer (British)	REME (Br)	1	1	1	1	1

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ont'd.)	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
ment Section	MGS	2	2	2	2	2	2
tary, Deputy	MSD	1	1	1	1	1	1
Economic Board	NAEB	1	1	1	1	1	1
Shipping Board	NASBO	1	1	1	1	1	1
ssion, War Department Washington 25,D.C.	OFD, WDGS	1	1	1	1	1	1
	Ord(US)	1	1	1	1	1	1
	Ord (Br)	1	1	1	1	1	1
		1	1	1	1	1	1
on	Pet	1	1	1	1	1	1
nomic Council	P & EC	1	1	1	1	1	1
		1	1	1	1	1	1
	DD APS	1	1	1	1	1	1
ense and so Adviser	PAD & CD	1	1	1	1	1	1
arfare Branch	PWB	1	1	1	1	1	1
Officer	PRO	2	2	2	2	2	2
nt Branch	Q(AE)	1	1	1	1	1	1
Mechanical Engineer	REME (Br)	1	1	1	1	1	1

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U.S. SECRET EQUALS BRITISH SECRET

STAFF SECTIONS (cont'd.)	ABBREVIATION	"A"	"B"	"C"	"D"
R--Royal Armoured Corps, Hq. (Br)	HQ RAC	2	2	2	2
S--Signal (Chief Signal Officer)	Sig. or CSO	7	7	7	7
Surgeon (US)	Surg (US)	5	5	5	5
Surgeon (BR)(Dir.Medical Services)	Surg.(Br)or D/S	1	1	1	1
Salvage (Br)		1	1	1	1
Supply & Transportation (Br)	S & T	1	1	1	1
Supervising Officer (Br)	Sup Off	1	1	1	1
Survey Directorate		1	1	1	1
Survey, Director, Engineer Section		1	1	1	1
T--Transportation (Br)	Tn (Br)	2	2	2	2
U--United States Navy	USN	2	2	2	2
V--Veterinary & Remounts (Br)	V & R (Br)	1	1	1	1
W--Works (Br)	Wks (Br)	2	2	2	2
Weapons Technical Staff Field Force(Br)	WTSFF	1	1	1	1
C.C., NATOUSA (Copies for NATOUSA Staff Distribution)		-	-	-	-

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)	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
, Hq. (Br)	HQ RAC	2	2	2	2	2	2
Officer)	Sig. or CSO	7	7	7	7	7	7
	Surg (US)	5	5	5	5	5	5
dical Services)	Surg.(Br)or D.S	1	1	1	1	1	1
		1	1	1	1	1	1
ion (Br)	S & T	1	1	1	1	1	1
(Br)	Sup Off	1	1	1	1	1	1
		1	1	1	1	1	
gineer Section		1	1	1	1	1	1
	Tn (Br)	2	2	2	2	2	2
	USN	2	2	2	2	2	2
s (Br)	V & R (Br)	1	1	1	1	1	1
	Wks (Br)	2	2	2	2	2	2
aff Field Force(Br)	WTSFF	1	1	1	1	1	1
or NATOUSA Staff Distribution)		-	-	-	-	-	-

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U.S. SECRET EQUALS BRITISH SECRET

Part II, Ground Force Units and Formations

	ABBREVIATION	"A"	"B"	"C"	"D"	
15 Army Group	15 AG		30	30	30	
Fifth Army (US)	5 Army (US)		200	500	750	
Seventh Army (US)	7 Army (US)		100	250	250	
Eighth Army (Br)	8 Army (Br)		2	2	2	
II Corps (US)	II Corps (US)		25	45	125	
VI Corps (US)	VI Corps (US)		25	50	50	
V Corps (Br)	V Corps (Br)					
X Corps (Br)	X Corps (Br)					
I Canadian Corps (Br)	I Cdn. Corps (Br)					
XIII Corps (Br)	XIII Corps (Br)					
1st Armored Division (US)	1 Armd Div (US)		1	35	35	
3rd Infantry Division (US)	3 Inf Div (US)		1	25	25	
34th Infantry Division	34 Inf Div (US)		1	25	25	
36th Infantry Division	36 Inf Div (US)		1	25	25	
45th Infantry Division	45 Inf Div (US)		1	25	25	
88th Infantry Division	88 Inf Div (US)		1	25	25	

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Part II, Ground Force Units and Formations

ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
15 AG		30	30	30	30	5
5 Army (US)		200	500	750	10	2
7 Army (US)		100	250	250	10	2
8 Army (Br)		2	2	2	2	2
II Corps (US)		25	45	125	2	
VI Corps (US)		25	50	50	2	
V Corps (Br)					2	
X Corps (Br)					2	
I Cdn. Corps (Br)					2	
XIII Corps (Br)					2	
1 Armd Div (US)		1	35	35		
3 Inf Div (US)		1	25	25		
34 Inf Div (US)		1	25	25		
36 Inf Div (US)		1	25	25		
45 Inf Div (US)		1	25	25		
88 Inf Div (US)		1	25	25		

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U.S. SECRET EQUALS BRITISH SECRET

	ABBREVIATION	"A"	"B"	"C"	"D"
31st Coast Artillery Brigade(AA)(US)	31 CA Brig(US)		1	40	40
34th Coast Artillery Brigade(AA)(US)	34 CA Brig (US)		1	15	15
35th Anti-Aircraft Artillery Brigade(US)	35 AAA Brig (US)		1	15	15
44th Coast Artillery Brigade(AA)(US)	44 CA Brig (US)		1	15	15
45th Anti-Aircraft Artillery Brigade(US)	45 AAA Brig (US)		1	25	25
2626th Anti-Aircraft Artillery Brig(US)	2626 AAA Brig(US)		1	15	15
13th Field Artillery Brigade (US)	13 FA Brig (US)		1	15	15
18th Field Artillery Brigade (US)	18 FA Brig (US)		1	15	15
71st Field Artillery Brigade (US)	71 FA Brig (US)		1	15	15
1st Coast Artillery Group (US)	1st CA Gp.(US)		1	15	15
4th Coast Artillery Group (US)	4 CA Gp (US)		1	15	15
5th Anti-Aircraft Artillery Group(US)	5 AAA Gp (US)		1	15	15
8th Anti-Aircraft Automatic Weapons Group (US)	8 AAAW Gp (US)		1	15	15
9th Anti-Aircraft Artillery Group(US)	9 AAA Gp (US)		1	15	15
105th Coast Artillery Group(US)	105 CA Gp (US)		1	15	15
106th Coast Artillery Group (US)	106 CA Gp (US)		1	15	15
107th Coast Artillery Group (US)	107 CA Gp (US)		1	15	15

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	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
e(AA)(US)	31 CA Brig(US)		1	40	40		
e(AA)(US)	34 CA Brig (US)		1	15	15		
y Brigade(US)	35 AAA Brig (US)		1	15	15		
e(AA)(US)	44 CA Brig (US)		1	15	15		
y Brigade(US)	45 AAA Brig (US)		1	25	25		
ery Brig(US)	2626 AAA Brig(US)		1	15	15		
e (US)	13 FA Brig (US)		1	15	15		
e (US)	16 FA Brig (US)		1	15	15		
e (US)	71 FA Brig (US)		1	15	15		
US)	1st CA Gp.(US)		1	15	15		
US)	4 CA Gp (US)		1	15	15		
Group(US)	5 AAA Gp (US)		1	15	15		
Weapons	8 AAAW Gp (US)		1	15	15		
Group(US)	9 AAA Gp (US)		1	15	15		
US)	105 CA Gp (US)		1	15	15		
(US)	106 CA Gp (US)		1	15	15		
(US)	107 CA Gp (US)		1	15	15		

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U.S. SECRET EQUALS BRITISH SECRET

	ABBREVIATION	"A"	"B"	"C"	"D"
1st Tank Gp (US)	1st Tk Gp(US)		1	15	15
2nd Tank Group(US)	2 Tk Gp(US)		1	1	1
35th Field Artillery Group (US)	35 FA Gp (US)		1	15	15
194th Field Artillery Group (US)	194 FA Gp (US)		1	15	15
6th Armored Field Artillery Group(US)	6 Armd FA Gp (US)		1	15	15
1108th Engineer Group	1108 Eng Gp(C)(US)		1	15	15
6694th Ordnance Group	6694 Ord Gp(US)		1	15	15
Part III, Air Force Units and Formations					
Northwest African Air Force	NAAF		5	5	5
Twelfth Air Force (US)	XII AF		20	50	50
Twelfth Air Force Service Command(US)	XII AFSC		100	300	1500
Fifteenth Air Force (US)	XV AF		20	40	40
Part IV, Special Commands and Organizations					
Headquarters Command, AF.	HQ Comd., AF		6	150	150
Director General of Military Railways Service	DG MRS		2	15	60
Headquarters Allied Military Government (Sicily)(2675th Regt.Allied Control Commission (Prov)	Hq. AMG		1	15	15

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	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
	1st Tk Gp(US)		1	15	15		
	2 Tk Gp(US)		1	1	1		
ıp (US)	35 FA Gp (US)		1	15	15		
ıup (US)	124 FA Gp (US)		1	15	15		
ery Group(US)	6 Armd FA Gp (US)		1	15	15		
	1103 Eng Gp(C)(US)		1	15	15		
	6694 Ord Gp(US)		1	15	15		
	Part III, Air Force Units and Formations						
rce	NAAF		5	5	5	10	5
	XII AF		20	50	50	10	2
e Command(US)	XII AFSC		100	300	1500	15	
	XV AF		20	40	40	10	2
	Part IV, Special Commands and Organizations						
F.	HQ Comd., AF		6	150	150	6	6
rvice	DG ETS		2	15	60	2	2
ıtary Government llied Control	Hq. AMG		1	15	15	1	

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U.S. SECRET EQUALS BRITISH SECRET

Part IV. (cont'd.)

	ABBREVIATION	"A"	"B"	"C"	"D"
Allied Control Commission (Italy)	ACC		2	2	2
Region 6 Allied Military Government (Sardinia)	Reg 6 AMG (Sard.)		1	1	1
Allied Military Government--15 Army Group	AMG (15 Amy. Gp)		1	8	8
U.S. Liaison Office North African District	USLONAD		2	2	2
U.S. Liaison Office (55 Sub-Area Br.)	USLO (55 SA)		1	1	1
Allied Garrison Commander (Sardinia)			1	5	5
Allied Air Commander, Corsica			1	1	1

Part V. Static Installations

Services of Supply, NATOUSA	SOS,NATOUSA		20	20	20
Atlantic Base Section (US)	ABS		25	25	25
Mediterranean Base Section (US)	MBS		25	25	25
Center District (MBS)(US)	Cen Dist MBS		15	75	125
Eastern Base Section (US)	EBS		25	25	25
Island Base Section (US)	IBS		25	25	25
Peninsular Base Section (US)	PBS		25	25	25
Headquarters North Africa District (Br)	Hq NA Dist.		3	3	3
Algiers Sub-District (Br)			5	5	5
Bone Sub-District (Br)			5	5	5
Tunis Sub-District (Br)			5	5	5

Declassified E.O. 12356 Section 3.3/NND No. 785016

Part IV, (cont'd.)

	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
trol Commission (Italy)	ACC		2	2	2	2	
llied Military Government a)	Reg 6 AMG (Sard.)		1	1	1	1	
itary Government--15 Army Group	AMG (15 Amy. Gp)		1	8	8	2	
on Office North African District	USLONAD		2	2	2	2	
on Office (55 Sub-Area Br.)	USLO (55 SA)		1	1	1	1	
rison Commander (Sardinia)			1	5	5	1	
Commander, Corsica			1	1	1	1	
Part V, Static Installations							
f Supply, NATOUSA	SOS, NATOUSA		20	20	20	20	5
ase Section (US)	ABS		25	25	25	5	2
ean Base Section (US)	MBS		25	25	25	5	2
trict (MBS)(US)	Con Dist MBS		15	75	125	5	
se Section (US)	EBS		25	25	25	5	2
e Section (US)	IBS		25	25	25	5	2
Base Section (US)	PBS		25	25	25	5	2
rs North Africa District (Br)	Hq MA Dist.		3	3	3	3	2
s Sub-District (Br)			5	5	5		
ub-District (Br)			5	5	5		
Sub-District (Br)			5	5	5		

3319

U.S. SECRET EQUALS BRITISH SE

Declassified E.O. 12356 Section 3.3/NND No. 785016

Part V, (cont'd.)

	ABBREVIATION	"A"	"B"	"C"	"D"
No. 1 District (Br) (Sicily)			2	2	2
No. 2 District (Italy)			18	18	18
Part VI, T.D., W.O., and other Theaters					
West African Service Command (US)(ACCRA)	WASC		1	1	1
European Theater of Operations (USA)	ETOUSA		1	1	1
The Adjutant General (Washington)	TAG		5	5	5
War Office, London	WO		5	5	5
U.S. Army Forces ME (Cairo)	USAFIME		1	1	1
U.S.A.F. Dakar			1	1	1

By command of General EISENHOWER:

HENRY C. CHAPPELL,
Lt. Colonel, AGD,
Asst. Adjutant General.

DISTRIBUTION:

"B"

U.S. SECRET EQUALS BRITISH SECRET

0689

Declassified E.O. 12356 Section 3.3/NND No. 785016

Part V, (cont'd.)

	ABBREVIATION	"A"	"B"	"C"	"D"	"E"	"F"
strict (Er) (Sicily)			2	2	2	2	
strict (Italy)			18	18	18	3	2
Part VI, T.D., W.O., and other Theaters							
ican Service Command (US)(ACCRA)	WASC		1	1	1	1	
Theater of Operations (USA)	ETOUSA		1	1	1	1	
unt General (Washington)	TAG		5	5	5	5	5
e, London	WO		5	5	5	5	5
Forces ME (Cairo)	USAFIME		1	1	1	1	
Dakar			1	1	1		

By command of General EISENHOWER:

Henry C. Chappell
HENRY C. CHAPPELL,
Lt. Colonel, AGD,
Asst. Adjutant General.

TION:

U.S. SECRET EQUALS BRITISH SECRET

Declassified E.O. 12356 Section 3.3/NND No. 785016

Extract from AFHQ Letter AG 371 2-13 SIG-AGM

Original MS Text Value in General Eisenhower's

1. The Combined Chiefs of Staff have announced that effective 0001 hrs., 1st October 1943, the following equivalent classifications would be effective:

U.S.	BRITISH.
SECRET	MOST SECRET and SECRET
CONFIDENTIAL	CONFIDENTIAL
RESTRICTED	RESTRICTED

2. It will be noted that a change in the definition of British SECRET has been made. British SECRET is now defined as follows:

> "Secret documents are documents which, although not warranting the exceptional precautions applied in dealing with MOST SECRET documents, are of such a nature that for reasons of national security they must only be disclosed to persons whose duties make it essential that they should have knowledge of them."

It, as well as British MOST SECRET is now equivalent to U.S. SECRET, and will be handled accordingly.

3. No documents issued and classified prior to 1 October 1943 will be reclassified because of this decision.

4. Messages classified as British SECRET will be enciphered when sent by any electrical means. The attention of all originators is directed to more frequent use of the classification CONFIDENTIAL. Messages classified CONFIDENTIAL may be routed by signals over secure wire or submarine cable channels in clear, but will always be enciphered when transmitted by wireless or wire liable to interception. British MOST SECRET as well as SECRET and U.S. SECRET should be reserved for those documents and messages requiring the highest degree of security. If the volume of traffic hitherto classified as British SECRET continues, considerable delay due to overloading of ciphers may result.

3318

5. This order supercedes all previous orders on the subject.

SOS/ amc.

Please return to Sgt Collins jw

ALLIED FORCE HEADQUARTERS

Military Government Section

Office Memorandum No. 3 — 9 September 1943

PROPER HANDLING OF CABLES

1. Responsibility

Every officer in the section is responsible for the proper preparation and handling of cables.

2. Outgoing Messages

Every officer will check message he prepares for:

(a) Origin - All messages originating from AFHQ are from FREEDOM.

(b) Proper Address - Use proper code word for addressee. Common ones in use by this section are:

AGWAR - War Department, Washington, D. C.
USFOR - U. S. Forces, London.
TROOPERS - War Office, London.
FILPOT - With FOR AMG will reach AMG Hdqs.

(c) Inclusion of Information Addresses.
If the message is to be repeated for information of other organizations (outside of AFHQ hdqs.) indicate by showing as "For information" immediately after the addressee "To."

(d) Time - Time will be expressed as authorized by orders of this headquarters, i.e., 1700 B. the suffix letter "B" will always be included in the time.

(e) Security Classification. Messages will be classified: SECRET, CONFIDENTIAL, RESTRICTED, SEND IN CLEAR. BIGOT messages will be marked: SECRET-BIGOT.

(f) Body of Message Points to follow are:

1. Do not open with stereotyped phrases.
2. Place addressee, informational addressees, signature, symbol of this section (FWCS), and symbols of all sections with a

Declassified E.O. 12356 Section 3.3/NND No. 785016

USFOR - U. S. Forces, London.
TROOPERS - War Office, London.
FILPOT - With FOR AMG will reach AMG Hdqs.

(c) Inclusion of Information Addresses.
If the message is to be repeated for information of other organizations (outside of AFHQ hdqs.) indicate by showing as "For information" immediately after the addressee "To."

(d) Time - Time will be expressed as authorized by orders of this headquarters, i.e., 1700 B. the suffix letter "B" will always be included in the time.

(e) Security Classification. Messages will be classified: SECRET, CONFIDENTIAL, RESTRICTED, SEND IN CLEAR. BIGOT messages will be marked: SECRET-BIGOT.

(f) Body of Message Points to follow are:

1. Do not open with stereotyped phrases.
2. Place addressee, informational addressees, signature, symbol of this section (FHMGS), and symbols of all sections with which the message was coordinated within a parenthetical phrase. This phrase should be near beginning of message. (See samples.)
3. Be brief, clear, and accurate.
4. References should be buried in the cable. Be certain that references are correct.

3317

(g) Distribution. Distribution of copies of the message at AFHQ should always be listed. Standard distribution will include SGS, MGS, AG RECORDS. However, distribution should include the section or sections with which the message is coordinated and any other section, agency, or command which is concerned or should have the information. If appropriate, British and American ministers to be included.

(h) Precedence. Following is the equivalent U. S. and British precedence classifications:

U. S.	BRITISH
URGENT	EMERGENCY
OPERATIONAL PRIORITY	IMMEDIATE
PRIORITY	IMPORTANT
ROUTINE	(NONE)
DEFERRED	DEFERRED

This office has authority for only the last three.

33

33

Declassified E.O. 12356 Section 3.3/NND No. 782016

(i) Signature - Messages will be prepared for signature of General J. C. Holmes, Colonel A. T. Maxwell, Major T. B. Jackman, and Captain B. N. Richardson.

(j) Miscellaneous

1. PARENS - The parenthetical phrase is buried in the body of the message preferably near the beginning. If only one sentence, break the sentence, and insert the phrase.

EXAMPLES:

STRAIGHT - PAREN TO AGWAR FOR MARSHALL SIGNED EISENHOWER CITE FHMGS PAREN
NOTE - (a) TROOPERS MAY BE SUBSTITUTED FOR AGWAR omitting FOR MARSHALL

(b) USFOR FOR DEVERS may be substituted for AGWAR FOR MARSHALL

TO AMG HDQS - PAREN TO FILPOT FOR AMG SIGNED EISENHOWER CITE FHMGS PAREN

NAF - TO AGWAR FOR COMBINED CHIEFS OF STAFF AND TO USFOR FOR BRITISH CHIEFS OF STAFF SIGNED EISENHOWER CITE FHMGS NAF____PAREN
NOTE - NAF number must be obtained from Message Center

MAT - PAREN TO AGWAR FOR COMBINED CHIEFS OF STAFF REPEATED USFOR INFORMATION BRITISH CHIEFS OF STAFF SIGNED EISENHOWER CITE FHMGS MAT_____PAREN
NOTE - MAT number is obtained from the Chief Clerk.

References - Within the paren may be placed the reference. This reference phrase should follow CITE FHMGS.

Specific individuals - A message may be referred to a specific individual. This is placed within the paren and follows the FOR MARSHALL or FOR DEVERS. Example: PAREN TO AGWAR FOR MARSHALL FOR CARTER LTC-

3. For questions in preparation consult Executive Officer.

B. N. RICHARDSON
Capt., AGD

Declassified E.O. 12356 Section 3.3/NND No. 772016

Declassified E.O. 12356 Section 3.3/NND No. 785016

MAT - PAREN TO ACWAR FOR COMBINED CHIEFS OF STAFF REPEATED USFOR INFORMATION BRITISH CHIEFS OF STAFF SIGNED EISENHOWER CITE FHMGS MAT_____ PAREN

NOTE - MAT number is obtained from the Chief Clerk.

References - Within the paren may be placed the reference. This reference phrase should follow CITE FHMGS.

Specific individuals - A message may be referred to a specific individual. This is placed within the paren and follows the FOR MARSHALL or FOR DEVERS. Example: PAREN TO ACWAR FOR MARSHALL FOR CARTER ETC-

3. For questions in preparation consult Executive Officer.

B. N. RICHARDSON
Capt., AGD

?. = X
CMA
CLU
SEMI CLU
PARA
QUOTE +UU

Declassified E.O. 12356 Section 3.3/NND No. 785016

R E S T R I C T E D
(Equals British CONFIDENTIAL)

ALLIED FORCE HEADQUARTERS
APO 512

7 September 1943

STAFF MEMORANDUM)
NUMBER 72)

TRANSMISSION OF MESSAGES IN CLEAR BY WIRELESS

1. In order to improve cipher security and at the same time reduce the traffic loads on cipher offices, the following instruction is issued.

2. This memorandum applies only to messages passing between the major static headquarters listed below:

TROOPERS	EASTERN BASE SECTION
ACMAR	MEDITERRANEAN BASE SECTION
ETOUSA	L OF C, SETIF
MIDEAST	ALL AREA HEADQUARTERS, L OF C
USAFIME	TUNISIA DISTRICT
SOS NATOUSA	ARMY GROUP HEADQUARTERS (MAIN & REAR)
ATLANTIC BASE SECTION	

3. Messages may be franked for transmission "IN CLEAR" if they conform to the list shown in Appendix "A" attached. If the text varies from that given in the list, or if words other than the actual names of the addressees are included in the addresses, the message must be classified "RESTRICTED equals British CONFIDENTIAL" or higher in accordance with existing regulations.

4. Instructions for the handling of communiques and press material are contained in Operation Memoranda Numbers 28 and 37, this headquarters, os, respectively.

5. Congratulatory messages, the texts of which are likely to be made public, should be franked for transmission "IN CLEAR".

By command of General EISENHOWER:

T. J. DAVIS,
Brigadier General, United States Army,
Adjutant General.

33,316.

1 Inclosure
Appendix "A"

DISTRIBUTION:

"A"

R E S T R I C T E D
(Equals British CONFIDENTIAL)

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Declassified E.O. 12356 Section 3.3/NND No. 785016

R E S T R I C T E D
(Equals British CONFIDENTIAL)

APPENDIX "A" TO STAFF MEMORANDUM NO. 72

Texts of messages which may be sent in clear:

a. Your (Number) of (Date) Para (1,2,3, etc.)

(Yes
(No
(Noted
(Approved
(Not favorably considered
(Permission granted
(Permission not granted
(Agreed
(Agree
(Confirmed
(Received
(Acknowledged (ACK)
(Cannot Agree
(Arrange locally
(Arrange direct
(Accepted
(Unable accept
(Being considered
(Details not yet available
(500 (or any number without amplification)
(NIL
(Not understood
(Request not understood
(Replying shortly

Example:
Your five six zero four of five August para one confirmed para two details not yet available.

b. Cancel)
Confirm receipt of)
Acknowledge)
Expedite reply to) My (Number) of (Date)
Request reply to)
Have you replied to)
Still awaiting reply to)

Example:
Expedite reply to my four zero seven one of six August.

R E S T R I C T E D
(Equals British CONFIDENTIAL)

Declassified E.O. 12356 Section 3.3/NND No. 785016

CONFIDENTIAL
Equals British SECRET

C O N F I D E N T I A L
(Equals British SECRET)

ALLIED FORCE HEADQUARTERS
APO 512

177

27 May 1943

STAFF MEMORANDUM)
:
NUMBER 41)

MESSAGE HANDLING PROCEDURE

1. The provisions of Staff Memorandum Number 48, as amended by Section I, Staff Memorandum Number 49, and Staff Memoranda Numbers 51, 55, 1942, and Staff Memorandum Number 5, 1943, this headquarters, are revoked, and the following instructions substituted therefor. All messages, cables, and radiograms will be prepared and processed accordingly, effective at 0001B hours on 1 June 1943.

2. TIME. In messages originating at this headquarters, time will be expressed as authorized by orders of this headquarters, i.e. 1700 "B". The suffix letter "B" will always be included in the time. The Message Center will use "B" time to indicate times of origin and receipt of messages and for other purposes.

3. AUTHENTICATION. A message will be transmitted only if it shows that it has been authenticated by one of the following:

a Commander-in-Chief, Commander-in-Chief Mediterranean, Air Commander-in-Chief Mediterranean.
b Chief of Staff, or Deputy Chiefs of Staff.
c Chief Administrative Officer.
d Secretaries of the General Staff.
e Assistant Chiefs of Staff, or their Deputies or Executives.
f Chief and Acting Chief of a special staff section, and Assistant Adjutants General, and Aides-de-Camp to the Commander-in-Chief.
g Officers authorized by Chiefs of Staff Sections in the absence of any of the above officers or in an emergency. (This to be not more than three (3) officers in an entire section, including the Chief of Section.)
h During periods of intense operational activity, it may be necessary to suspend f and g above except for certain special staff sections primarily involved in operations, i.e. Adjutant General, Anti-Aircraft, Engineer, Signal, Civil Affairs, etc.

4. PRECEDENCE.

a Equivalent Classifications. The following is the equivalent United States and British precedence classifications: 3315

C O N F I D E N T I A L
(Equals British SECRET)

CONFIDENTIAL
Equals British SECRET

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

U.S. Precedence	Procedure Sign	British Indication of Priority
URGENT	O	EMERGENCY
OPERATIONAL PRIORITY	O-P	IMMEDIATE
PRIORITY	P	IMPORTANT
ROUTINE	R	(No indication)
DEFERRED	D	DEFERRED

The above classifications will normally be used for United States-British communications, but British messages may be encountered bearing classifications MOST IMMEDIATE (O-U) and EMERGENCY AIR ATTACK (O-A). Such messages will be given precedence as URGENT, by this headquarters.

b Classification.

(1) A message may be classified URGENT (EMERGENCY) only by one of the following:

(a) Commander-in-Chief, Commander-in-Chief Mediterranean, or Air Commander-in-Chief Mediterranean.
(b) Chief of Staff, or a Deputy Chief of Staff.
(c) Chief Administrative Officer.
(d) Assistant Chiefs of Staff, G-2, G-3.
(e) Secretaries of the General Staff, and Aides-de-Camp to the Commander-in-Chief.

(2) A message may be classified OPERATIONAL PRIORITY (IMMEDIATE) only by one of the following:

(a) Those listed in (1) above.
(b) Assistant Chiefs of Staff, G-1 and G-4.
(c) Chiefs of Signal, Transportation.

(3) Other classifications may be authenticated by the officers listed in paragraph 3, above.

5. OUTGOING MESSAGE.

a Staff Section will:

(1) Prepare as many copies of the message as there are addressees to whom it is to be dispatched, plus three (3) additional copies, on Message Form to be supplied by the Message Center.

(2) Insert all addressees to which the message is to be sent in the "to" space.

(3) Show the distribution to be made of the message in the lower lefthand corner on the last page of each copy of the message.

(4) Authenticate original and first carbon of the message with name and rank of authenticating officer typed on all copies.

Declassified E.O. 12356 Section 3.3/NND No. 785016

(5) Fill in the precedence and classification on all copies.

(6) Deliver copies of the authenticated message to the Message Center.

b The Message Center will:

(1) Receive and check all outgoing messages.

(2) Assign an addressee number and a Message Center number.

(3) Edit, reproduce, and distribute the necessary copies.

(4) Deliver one copy for each addressee to the Signal Section and return one copy to the originating staff section as a receipt.

(5) Return to the originating section any message which is improperly prepared.

(6) Check messages for proper classification.

(7) Hold routine report messages until the end of the operating day and combine all messages directed to a single addressee.

6. INCOMING MESSAGES.

a The Signal Section will:

(1) Receive and decipher all incoming messages.

(2) Deliver the edited literal clear text to the Message Center on a master ditto sheet.

b The Message Center will:

(1) Indicate action and information.

(2) Assign a Message Center number.

(3) Direct and supervise the production and distributing of messages.

(4) Maintain message files.

(5) Prepare and distribute Cable Summary once daily at 0800 hours.

c Action Section or Officer will:

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Declassified E.O. 12356 Section 3.3/NND No. 785016

(1) Take the necessary action within twenty-four (24) hours, or request a change of action within the same period. Action section indicated will not request a change of action without first coordinating same with new action section.

(2) Staff sections will be responsible for informing the Message Center promptly of any additional distribution deemed necessary.

7. STAFF SECTIONS. Staff Sections will:

a Furnish the Message Center with names, ranks, and specimen signatures of the officers authorized to authenticate and classify messages set forth in paragraphs 3 and 4b, above.

b Inform the Message Center as to the number of copies necessary to perform its functions properly.

c Outgoing messages will be forwarded to the Message Center as prepared. This is to prevent unnecessary delay in sending messages and insure rapid distribution.

8. The Cable Summary is a digest of all incoming and outgoing cables that are of general interest to the Staff Sections. The use of this Summary will insure coordination of the work that is handled by this headquarters.

9. NAF MESSAGES.

a All messages in the NAF series will contain the following phrase near the beginning of the message: "To ACWAR for Combined Chiefs of Staff and to USFOR for British Chiefs of Staff, signed EISENHOWER."

b NAF numbers will be secured from the officer-in-charge of the Message Center on FREEDOM 67.

10. SPECIAL IDENTIFICATIONS. Any identifying number or symbol, other than the reference number assigned by the Message Center, will be buried in the text of the message.

11. DISTRIBUTION. The distribution of all messages, both incoming and outgoing, will be reduced to a minimum.

12. DELIVERY OF MESSAGES.

a The Message Center will be responsible for the distribution of messages to staff sections, offices, and agencies located within the premises of this headquarters, i.e. St. George Hotel, Church Villa, Villa Villa, Hotel Alexandra, 14 Rue Foreau Lumy, and St. Genevieve School.

Declassified E.O. 12356 Section 3.3/NND No. 785016

b DRIS will deliver messages to staff sections, offices, and agencies not located in the area described in subparagraph a, above.

13. BIGOT MESSAGES. Messages classified BIGOT will be limited to only those messages conforming to directive prescribed by G-2.

By command of General EISENHOWER:

T. J. DAVIS,
Brigadier General, AGD,
Adjutant General.

DISTRIBUTION:

"A"

0702

Declassified E.O. 12356 Section 3.3/NND No. 785016

R E S T R I C T E D
(Equals British CONFIDENTIAL)

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

STAFF MEMORANDUM) 17 May 1943
:
NUMBER 7)

IDENTIFICATION SYMBOLS

1. Staff Memorandum No. 1, this headquarters, cs, is rescinded and the following substituted therefor:

a. The following symbols assigned to this headquarters will be used in all messages transmitted by electrical means to indicate office of origin

HEADQUARTERS NATOUSA.

Commanding General	NACG
Deputy Theater Commander	NADCG
Chief of Staff	NACOS
G-1	NAGAP
G-2	NAGBI
G-3	NAGCT
G-4	NAGDS
Adjutant General	NAAG
Adjutant General, Executive Division	NAAGG
Adjutant General, Personnel Division	NAAGE
Adjutant General, Casualty Branch	NAAGC
Adjutant General, Oporations Division	NAAGO
Adjutant General, Postal Division	NAAGP
Adjutant General, Statistical Division	NAAGS
Anti-Aircraft Section	NACAC
Army Exchange Service	NAES
Censorship Section, US	NACRS
Chaplain's Section	NACHP
Chemical Warfare Section	NACWS
Claims Section	NACLM
Engineer Section	NAENG
Finance Section	NAFIN
Inspector General's Section	NAOIG
Judge Advocate General's Section	NAJAG
Liaison Section	NALN
Medical Section	NAMED
Ordnance Section	NAORD
Provost Marshal General	NAPMG
Quartermaster Section	NAQMC
Signal Section	NASIG
Special Service Section	NASS
Transportation Section	NATPN

By command of the Theater Commander:

3312

H. V. ROBERTS
Colonel, A.G.D.,
Adjutant General

DISTRIBUTION:
" A "

R E S T R I C T E D
(Equals British CONFIDENTIAL)

33

0.7 0 3

Declassified E.O. 12356 Section 3.3/NND No. 785016

RESTRICTED
(Equals British CONFIDENTIAL)

ALLIED FORCE HEADQUARTERS
APO 512

23 February 1945

STAFF MEMORANDUM)
:
NUMBER 18)

OUTGOING OFFICIAL MAIL

1. Staff Memorandum Number 59, this headquarters, 28 December 1942, is rescinded.

2. a Effective this date, outgoing official mail addressed to the following destinations:

(1) United States, United Kingdom, Gibraltar, and the Middle East.

(2) SOS, MBS, APS, Fifth Army, and I Armored Corps (including subordinate units thereof)

may be delivered to the Mail and Distribution Branch, Adjutant General's Section, Room 12, Alexandra Hotel, until 0400 hours, daily, for dispatch via air. Air pouches close promptly at 0500 hours for dispatch to the airport. To facilitate the processing of outgoing official correspondence and mail it should be delivered when possible prior to 2400 hours.

b Mail inclosed in sealed envelopes will be marked "ESSENTIAL WAR DEPARTMENT MAIL" and will bear the identification symbol of the originating section. Official correspondence bearing a classification higher than "RESTRICTED" will be placed in double envelopes, and proper receipts to be accomplished by addressee at final destination should be included therein. In order to properly identify envelopes containing classified material to be registered by the Mail and Distribution Branch, Adjutant General's Section, envelopes will be assigned a number by the originating section. This number should be placed in the lower left hand corner of the envelope, and should correspond to the record entry maintained by the section of origin. Envelopes received for dispatch which are not so marked will be considered not of sufficient importance to register.

c No personal mail will be accepted.

3311

3. Service listed in subparagraph 2 a (1), above, is air mail, United States Postal Registry. Service to other headquarters listed above is via air courier, this headquarters, daily, weather permitting. This service is intended for the dispatch of urgent official correspondence and messages only.

RESTRICTED
(Equals British CONFIDENTIAL)

33

0704

Declassified E.O. 12356 Section 3.3/NND No. 785016

Correspondence and other material not urgent which can be forwarded through the Army Postal Service will be so forwarded. Material improperly enveloped and addressed will not be accepted for dispatch, but will be returned to the staff section of origin for proper preparation.

4. Official correspondence and messages addressed to staff sections, and other agencies not located in the immediate vicinity of this headquarters, or to units and installations outside this city (adjacent thereto) or to destinations east of this city, should be delivered to the Signal Corps Dispatch Rider Letter Service, direct, for dispatch and delivery to destination. Such direct delivery to the Dispatch Rider Letter Service will obviate the necessity of this material being handled twice before dispatch with a resulting loss of time, and personnel effort. In the future the Mail and Distribution Branch, Adjutant General's Section, will refuse acceptance and will instruct messengers to deliver such correspondence, properly enveloped and addressed, to the Dispatch Rider Letter Service.

By command of General EISENHOWER:

F. J. DAVIS,
Brigadier General, AGD,
Adjutant General.

DISTRIBUTION:

"A"

Declassified E.O. 12356 Section 3.3/NND No. 785016

A.F.H.Q. ADV ADM ECH. 3002/1/A
OFFICE ROUTINE INSTRUCTIONS

22. MESSAGE FORMS.

As from 1 Dec Army Form C (copy attached) will be taken into use for the transmission of all messages through signals channels.

Stocks of Army Form C are not yet available; Branches will temporarily make their own arrangements for reproducing these forms which need not be foolscap size.

Colonel, i/c
A.D.A.G.

30 Nov 43.

DISTRIBUTION :- List 'B'. plus Sigs.

SUBJECT :- Distribution List

A.F.H.Q., Adv.Adm.Echelon,
C.M.F.
3002/1/A
30 Nov 43.

List 'B'.

The following amendment to 3002/1/A of 27 Nov is made :-

	List 'A'	List 'B'
Add	serial No 26 U.S. Transportation	Serial No 35 U.S. Transportation.

Colonel,
A.D.A.G.

AH/-

3310

A.F.H.Q. ADV AIR ECH.

3002/3/A.1

OFFICE ROUTINE INSTRUCTIONS.

13. COLLECTION OF CORRESPONDENCE FROM EMC.

The allocation of orderlies to EMC is inadequate to permit the delivery of official correspondence to all branches at this HQ by 0800 hrs.

Branches will therefore arrange that an orderly or clerk reports to EMC at 0745 hrs daily to collect the official correspondence for the branch.

14. IDENTIFICATION SYMBOLS.

At Appx 'A' are listed, for information of branches and sections, the symbols allotted to staff sections of A.F.H.Q. for the purpose of identifying correspondence and messages originating within the H. Qs.'

15. G.R.Os. - Distribution.

(i) G.R.Os are distributed to the following branches :-

G(SD)	X	Pro	DSIO
A	ST(2)	P & L	MFI
Q	Medical	Prints	Pet Section
Mov	Crd	Comp	Catering
Wks	WR&E	Chief Clerk	Postal

(ii) Requests for additional copies will be made to 'A' branch.

(iii) Branches will NOT communicate direct with No. 9 Publication Depot regarding distribution of GROs.

16. SECURITY.

All clerks and orderlies will read the extracts from the 'Official Secrets Act, 1911 and 1920' (at Appx 'B'), and will complete the certificate (at Appx 'C') in the presence of an officer.

All completed certificates will be forwarded to the H. Chief Clerk.

Chief Clerks of branches will ensure that a certificate is completed by new arrivals as soon as they report for duty.

17. NUMBERING OF SIGNAL MESSAGES.

Confusion and delay is being caused, particularly in the

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G(SD)	X	Pro	DSTO
A	SF(2)	P & L	EFI
Q	Medical	Prints	Pet Section
Mov	Crd	Coup	Catering
Mrs	WAAF	Chief Clerk	Postal

(ii) Requests for additional copies will be made to 'A' branch.

(iii) Branches will NOT communicate direct with No. 9 Publication Depot regarding distribution of G20s.

16. SECURITY.

All clerks and orderlies will read the extracts from the 'Official Secrets Act, 1911 and 1920' (at Appx 'B'), and will complete the certificate (at Appx 'C') in the presence of an officer.

All completed certificates will be forwarded to the Sq Chief Clerk.

Chief Clerks of branches will ensure that a certificate is completed by new arrivals as soon as they report for duty.

17. DESCRIPTIVE OF SIGNAL MESSAGES.

Confusion and delay is being caused, particularly in the connecting of messages at a later date, by the lack of a consecutive series of originator's number.

To standardize the procedure for allotment of consecutive serial numbers to all message traffic originating at HQ 230, the following system will be adopted with effect from 0800 hrs 25 Nov 43. :-

(i) Originating branch puts the distinguishing letter of the branch, i.e. 'A' for 'A' Branch, in originators number space, but the remainder of the space blank.

(ii) The signal message is taken by branch orderly to message centre (Signal Office), which allots the next consecutive serial number in a series running up to four or five digits.

(iii) One copy of numbered message is taken back to originating branch by the orderly and in all further references to this message the number allotted by signals is used.

(iv) In the case of multi-addressed messages which are to be transmitted by signal message to one or more addressees and by means other than signal message, i.e. by A.D.L.S., to other addressees, the originating branch will frank all copies with the serial number allotted by signals in accordance with (ii) above.

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25.11.43.

Colonel, i/c A.D.A.G.

DISTRIBUTION :- List 'B' (less serial 26)(plus Sigs)

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Appx 'A' to A.F.H.Q. Adv Adm Ech
Office Routine Instruction No. 19.

IDENTIFICATION SYMBOLS.

Allied Force Headquarters	Cable Symbol	Correspondence Symbol
Commander-in-Chief	FMDIC	CIC
Commander-in-Chief, Mediterranean	FMEDNA	MNA
Air Commander-in-Chief, Mediterranean	FMAIR	AIR
Chief of Staff	FMCOS	COS
Deputy Chief of Staff	FMDSC	DSC
U.S. Naval Staff	FMUSN	USN
Chief Administrative Officer	FMCAO	CAO
G-1	FMGAP	GAP
G-1(Br)	FMGAB	GAB
G-2	FMGBI	GBI
G-3	FMGOT	GOT
G-4	FMGDS	GDS
Secretary General Staff	FMSGS	SGS
Adjutant General	FMAG	AG
Adjutant General, Executive	FMAGG	AGG
Adjutant General, Personnel	FMAGP	AGP
Adjutant General, Miscellaneous	FMAGM	AGM
Adjutant General, Mail and Records	FMAGR	AGR
Anti-Aircraft	FMAAO	AAO
Chemical Warfare	FMCWS	CWS
Civil Affairs	FMCIV	CIV
Claims and Hirings	FMCCH	CCH
Expeditionary Forces Institute	FMEFI	EFI
Engineer	FMENG	ENG
Field Artillery Section	FMFLD	FLD
Headquarters Commandant	FMHDC	HDC
JICA	FMJIC	JIC
Liaison	FMLIA	LIA
Information and Censorship	FMINC	INC
Military Government Section	FMMGS	MGS
Military Secretary Section	FMMSB	MSB
Movements and Transportation	FMGEM	GEM
North African Economic Board	FMAEB	AEB
Ordnance	FMORD	ORD
Ordnance (Br)	FMOBS	OBS
Petroleum	FMPET	PET

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Secretary General Staff	FHSGS	SGS
Adjutant General	FHAG	AG
Adjutant General, Executive	FHAGE	AGE
Adjutant General, Personnel	FHAGP	AGP
Adjutant General, Miscellaneous	FHAGM	AGM
Adjutant General, Mail and Records	FHAGR	AGR
Anti-Aircraft	FHAAO	AAO
Chemical Warfare	FHCWS	CWS
Civil Affairs	FHCIV	CIV
Claims and Hirings	FHCON	CON
Expeditionary Forces Institute	FHEFI	EFI
Engineer	FHENG	ENG
Field Artillery Section	FHFLD	FLD
Headquarters Commandant	FHHDC	HDC
JICA	FHJIC	JIC
Liaison	FHLIA	LIA
Information and Censorship	FHINC	INC
Military Government Section	FHMGS	MGS
Military Secretary Section	FHMMS	MMS
Movements and Transportation	FHMOV	MOV
North African Economic Board	FHAEB	AEB
Ordnance	FHORD	ORD
Ordnance (Br)	FHORB	ORB
Petroleum	FHPET	PET
Postal (Br)	FHPAB	PAB
Psychological Warfare	FHPWO	PWO
Public Relations	FHPRO	PRO
"Q" Army Equipment Branch	FHQAB	QAB
"Q" (Paint)	FHQDQ	QDQ
Quartermaster	FHSUP	SUP
[illegible]	FHOPR	OPR
Signal	FHSIG	SIG
Supply and Transport	FHQDT	QDT
Surgeon	FHMED	MED
Transportation (Br)	FHTRB	TRB
Works	FHFOW	FOW

(a) Example identifying correspondence: AG 200.1-10 GAP-AGM indicating correspondence was directed by G-1 and prepared by the Adjutant General, Miscellaneous Division.

(b) Example identifying messages transmitted by electrical means: Signed C-in-C, CITE FHGCT, indicating message was originated by the G-3 Section.

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APPX 'B'
to AFHQ ADV ADM ECH OFFICE
ROUTINE INSTRUCTIONS No. 16.

OFFICIAL SECRETS ACTS 1911 & 1920.

" 1. (1) If any person for any purpose prejudicial to the safety or interests of the State -

(c) obtains, collects, records, or publishes or communicates to any other person any secret official code word, pass word, or any sketch, plan, model, article or note, or other documents or information which is calculated to be or might be or is intended to be directly or indirectly useful to an enemy;

he shall be guilty of felony.

II. -(1) If any person having in his possession or control any secret official code word or pass word, or any sketch, plan, model, article, note, document, or information which relates to or is used in a prohibited place or anything in such a place, or which has been made or obtained in contravention of this Act, or which has been entrusted in confidence to him by any person holding office under His Majesty or which he has obtained or to which he has had access owing to his position as a person who holds or had held office under His Majesty, or as a person who holds or had held a contract made on behalf of His Majesty, or as a person who is or has been employed under a person who holds or has held such an office or contract;

(a) Communicates the code word, pass word, sketch, plan, model, article, note, document or any information to any person, other than a person to whom he is authorised to communicate it, or a person to whom it is in the interest of the State his duty to communicate it, or

(aa) uses the information in his possession for the benefit of any foreign power or in any other manner prejudicial to the safety or interests of the State;

(b) retains the sketch, plan, model, article, note or document in his possession or control when he has no right to retain it, or when it is contrary to his duty to retain it; or fails to comply with all directions issued by lawful authority with regard to the return or disposal thereof;

(c) fails to take reasonable care of, or so conducts himself as to endanger the safety of the sketch, plan, article, model, note, document, secret official code or pass word or information.

that person shall be guilty of a misdemeanour.

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held office under His Majesty, or as a person who holds or has held a contract made on behalf of His Majesty, or as a person who is or has been employed under a person who holds or has held such an office or contract,

(a) Communicates the code word, pass word, sketch, plan, model, article, note, document or any information to any person, other than a person to whom he is authorised to communicate it, or a person to whom it is in the interest of the State his duty to communicate it, or

(aa) uses the information in his possession for the benefit of any foreign power or in any other manner prejudicial to the safety or interests of the State;

(b) retains the sketch, plan, model, article, note or document in his possession or control when he has no right to retain it, or when it is contrary to his duty to retain it; or fails to comply with all directions issued by lawful authority with regard to the return or disposal thereof;

(c) fails to take reasonable care of, or so conducts himself as to endanger the safety of the sketch, plan, article, model, note, document, secret official code or pass word or information.

that person shall be guilty of a misdemeanour.

(1A) If any person having in his possession or control any sketch plan, model, article, note, document, or information which relates to munitions of war, communicates it directly or indirectly to any foreign power, or in any other manner prejudicial to the safety or interests of the State, that person shall be guilty of a misdemeanour.

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(2) If any person receives any secret official code word, or pass word or sketch, plan, model, article, note, document, or information, knowing, or having reasonable ground to believe, at the time when he receives it, that the code word, pass word, sketch, plan, model, article, note, document, or information is communicated to him in contravention of this Act, he shall be guilty of a misdemeanour, unless he proves that the communication to him of the code word, pass word, sketch, plan, model, article, note, document or information was contrary to his desire.

Any person charged with an offence which is a felony under this Act may, if the circumstances warrant such a finding, be found guilty of an offence which a misdemeanour under this Act"

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Appx 'C'
to AFHQ.Adv.Adm. Sch.
Office Routine Inst.
No.16.

A.F.H.Q., Adv. Adm. Sch. Date_____

CMF.

I, the undersigned

_____
(Number) (Rank) (Name) (Branch)

certify that I have carefully read and understand the extracts of the Official Secret Acts 1911 & 1920 as set out in Appx 'B' to AFHQ. Adv. Adm.Sch.Office Routine Instruction No.16 Dated 22 Nov.

I am fully aware that disregard or neglect of the provisions of this letter will subject me to trial, and upon conviction, punishment with extraordinary severity compatible with the need for security and secrecy relative to all matters pertaining to operations of this Headquarters.

Signed_____

_____
(Number) (Rank) (Name)(Branch)

In the presence of

_____ _____
(Name) (Rank) (Branch) of witness.

_____

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