

ACC

10000 | 120 | 5376

6/93

10000/120/5376

G/93

SIGNALS PROCEDURE

July 1945 - JAN. 1947

41382
41416

CONF II

RECEIVED

3588

20 July 1946

ALLIED FORCE HEADQUARTERS
APO 5126/93
/ff

AG 311.5/215 GBI-O

25 March 1946

SUBJECT: Unclassified Messages - Transmission in Clear

TO : Commanders of all Major Commands, Separate Units and Installations

Letter this headquarters, subject and file as above, dated 20 July 1945 is amended to delete paragraph ten (10) and substituted therefor the paragraph directly below:

"Documents as well as messages relating to subjects other than those listed in Appendix 'A' may similarly be treated as unclassified. Such documents, however, need not bear the instruction 'unclassified'."

BY COMMAND OF LIEUTENANT GENERAL MORGAN: Amended 29/3. SM.

Ralph C. Tiller
RALPH C. TILLER
Colonel, AGD
Acting Adjutant General

DISTRIBUTION:

up

INFORMATION TO:

- 2 - AF Office, London
- 2 - TAG, WASHINGTON
- 2 - GHQ MEF
- 2 - GOC Malta
- 2 - GOC Gibraltar
- 2 - CG USFET
- 2 - BJCE
- 2 - CCB

G. G5	X	X	X
G. 1 (D)	X	X	X
Doc. G3	X	X	X
G. 1 (S)	X	X	X
G. 1 (H)	X	X	X
G. 1 (W)	X	X	X
G. 1 (U)	X	X	X
G. 1 (V)	X	X	X
G. 1 (Z)	X	X	X

MMIA-'G'

FILE: 2/2/93

DATE: 2/29/3

4416

785020

R-E-S-T-R-I-C-T-E-D
 RONE AREA ALLIED COMMAND
 APO 794, US ATTY

CEN/bjc
 22 March 1946

STAFF MEMORANDUM
 NUMBER 3)

Amendment to Staff Memorandum Number 2

amended 23/3. SML

Section II, Para. 2 is amended to read:

"and civilian personnel authorized by the G-2 Section, WAC."

BY COMMAND OF BRIGADIER GENERAL DASHER:

G. B. Murphy 123

G. B. MURPHY
 Major, AGC
 Adjutant General

DIST. SCHEDULE:

11211

Col. GS	
GSO I (D)	
Dep. G-3	
GSO I (S)	
GSO I (I)	
GSO II (S)	
GSO II (I)	
GSO II (S)	
GSO II (I)	
G (cc)	
G (L)	

MMIA-'G'
 FILE: 2/93
 DATE: R/23/3

4415

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

ROME AREA ALLIED COMMAND
APO 791, US ARMY

MMIA - 'G'

STAFF MEMORANDUM)

NUMBER

2)

FILE: E/AS

DATE: 8/11/3

CRM/wjg
4 March 1946

Section

Safeguarding of Military Information..... I
Handling of Classified Documents..... II
Security within the Headquarters..... III

I. SAFEGUARDING OF MILITARY INFORMATION

1. An excessive number of security violations with respect to classified documents has come to the attention of this Headquarters.
2. Study of the cases reviewed discloses that most of the violations have occurred because military personnel concerned were careless, or lacked the necessary familiarity with the provisions of AR 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944." It is desired that necessary steps be taken to insure that all personnel engaged in the handling and transmission of classified material read and become familiar with the pertinent provisions of the regulations mentioned above and that strict compliance be effected therewith to the end that violations of security may be reduced to the lowest practicable minimum.
3. Although the enemy espionage nets and agents have been destroyed and scattered, the professional spy and informer is always present. This type of agent is faithful to no country nor ideal, but sells to all bidders.
4. Photostats of classified documents used by such an agent have been found by Intelligence units of this Command.
5. Due to the cessation of hostilities the clause endangering national security is not as predominant as during the war but any document whose unauthorized disclosure would be prejudicial to the interest 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 and safeguarded.

II. HANDLING OF CLASSIFIED DOCUMENTS

1. TOP SECRET messages will be handled as prescribed by AG letter 380.01/1 this headquarters, dated 1 March 1946, copy enclosed marked Incl # 1.
2. SECRET documents will be prepared for transmittal in accordance with paragraph 25 of AR 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944." Any SECRET correspondence between staff sections of this Headquarters will be carried by hand and by the proper authorized military personnel. AND CIVILIAN PERSONNEL AUTHORIZED BY THE G-2 SECTION RAC. amended by Jo 124
3. All other classified information will be transmitted according to

(Over)

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

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

Staff Memo # 2
Hq Rome Area Allied
Command, dtd 4 Mar 1946 .

AR 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

III. SECURITY WITHIN THE HEADQUARTERS

1. Civilian personnel will have access to CLASSIFIED documents only upon recommendation of the Section Chief.
2. The section chief will assume responsibility for the civilian employee which he designates.
3. Names of all civilian personnel authorized to handle classified documents other than restricted will be turned in to the G-2 section by each section chief concerned. Negative reports will also be submitted.
4. CLASSIFIED documents will not be scattered about indiscriminately or left on desks when custodian is absent especially during the noon hours.
5. All CLASSIFIED documents will be securely locked when no military personnel or properly authorized civilian personnel are present to safeguard against improper handling.

AG 380.01/2

BY COMMAND OF BRIGADIER GENERAL DASHLEY:

BURTON H. ROWDEN
Lt Col, GSC
Actg Chief of Staff

OFFICIAL:

C. B. Murphy
C. B. MURPHY
Major, AGD
Adjutant General

1 Incl:
Ltr AG 380.01/1 RAAC 1 March 1946

DISTRIBUTION:
"R"

R-E-S-T-R-I-C-T-I-O-N

ROME AREA ALLIED COMMAND
APO 794, US ARMYRECEIVED 9 MAR 1946
2434GEM/EBG/wjg
4 March 1946

AG 380.01/1

SUBJECT: Handling of TOP SECRET Messages

TO : All Concerned

1. Letter, subject as above, 19 April 1945, is rescinded and the procedure prescribed herein will govern the preparation and transmission by electrical means of outgoing TOP SECRET Messages.

2. Normally, for Headquarters and units served by the RAAC Message Center, messages may be classified as TOP SECRET only by, or by authority of, a general officer, the chief of a military mission, or a military attaché. See par 9a, AR 380-5 for other cases not covered by the foregoing.

3. TOP SECRET messages will be prepared, handled, transmitted, and safeguarded in accordance with AR 380-5.

4. The following procedure further is prescribed in connection with the inter-office transmission, handling, preparation, and routing within this headquarters of TOP SECRET messages intended for electrical transmission by the RAAC Message Center:

a. Transmission and handling:

(1) TOP SECRET messages will be enclosed in a sealed envelope marked "TOP SECRET Message for Electrical Transmission" on both sides. Typewritten matter in the message will be protected by a cover sheet, or by folding inward, from direct contact with the cover. The cover will be a sealed wrapper or envelope addressed in the usual way to AG, RAAC, or Message Center Officer, RAAC, as the case may be, and will be accompanied by a receipt form which will identify the addressor, either of the aforementioned addressees, and the message.

(2) It is mandatory that transmission and custody of TOP SECRET messages be covered by a receipt system.

(3) Transmission and custody from the originating staff section, to the AG for authentication, to the Message Center for cryptographing and transmission, and final return of original clear text to the AG will be by an officer, designated by the originating staff section or by the AG, and will be hand-carried by an officer throughout, except when in the possession of the cryptographing section of the Message Center.

b. Preparation and Routing:

(1) One original and one copy of the message will be prepared and will be numbered by the originator.

(Over)

Incl # 1

R-E-S-T-R-I-C-T-I-O-N

122

4413

See to 123

See to 123

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

(2) One skeleton copy of the message will be prepared and attached externally to the envelope containing the full copies of the message. The skeleton copy will be identical with the full copy of the message except that the whole of the text will be omitted.

(3) The sealed envelope together with the skeleton copy will be sent to the AG.

(4) The AG will authenticate the message, retain the copy in his temporary file, send the original plain text copy, accompanied by the skeleton copy, to the Message Center Officer.

(5) The Message Center Officer will deliver the sealed envelope unopened to his cryptographing section. The skeleton copy will be retained by the Message Center and used and treated in all respects as if it were its copy of the message.

(6) The cryptographic section will prepare one copy of the cryptographic message and will deliver it to the Message Center which will send the cryptographed message and retain the copy in its file of outgoing messages.

(7) The cryptographic section will mark the plain text original copy of the message SMT (date), place in sealed envelope addressed to AG, and hand it to Message Center Officer who will deliver it to the AG.

(8) Upon return of original copy of plain text message to the AG, he will place it in his secret file for outgoing messages and destroy the retained copy by burning.

BY COMMAND OF BRIGADIER GENERAL DASHER:


C. B. MURPHY
Major, AGD
Adjutant General

DISTRIBUTION:
"2"

RESTRICTED

CLASSIFIED INSTRUCTION No 118

Unclassified Messages - Transmission in clear.

1. Certain subjects may now be treated as unclassified and messages concerning them may be sent in clear, by any means, including Radio.
2. It is, however, considered no longer practicable to specify any particular subject which may be treated as Unclassified. The originator must be guided by careful consideration of these subjects which MUST be treated as Classified. It is emphasized that the responsibility for the correct classification of all messages rests always with the originator, who will consider the particular condition prevailing at the time, not only in his own area, but in that of all addressees and who will use his judgment accordingly.
3. The originator should be guided in his decision whether or not a message should be classified by the provisions of U.S. Army Regs. 380 - 5 and W.O. pamphlet "Classification and handling of Protected Documents 1944" which offer examples of matter which must normally be Classified.
4. As a further guide, and in amplification only of these examples, Appx. A and B are att.
 - (a) Appx. A contains a short list of subjects which must under NO circumstances be treated as Unclassified.
 - (b) Appx. B provides instruction upon the permissible text of Unclassified messages in which Cipher references are quoted.
5. No restriction is placed upon the origination of unclassified messages which are covered by the provisions of this instruction. The provisions of U.S. Army Regs. 380 - 5 para 51(b)2 and W.O. pamphlet "Classification and Handling of Protected Documents 1944" para 17(b) and (c), regarding the urgent transmission in clear of messages which would normally be Classified, still apply.
6. Originators of Unclassified messages will include the instruction UNCLASSIFIED (abbreviation - UNCLAS) as the first word of the text. This instruction authorizes the transmission in clear by any means including radio and commercial agencies.
7. Documents as well as messages may be treated as Unclassified. Such documents need not, however, bear the instruction "UNCLASSIFIED".

4412

4412

2. It is, however, considered no longer practicable to specify any particular subject which may be treated as Unclassified. The originator must be guided by careful consideration of these subjects which MUST be treated as Classified. It is emphasized that the responsibility for the correct classification of all messages rests always with the originator, who will consider the particular condition prevailing at the time, not only in his own area, but in that of all addressees and who will use his judgment accordingly.

3. The originator should be guided in his decision whether or not a message should be classified by the provisions of U.S. Army Regs. 380 - 5 and W.O. pamphlet "Classification and Handling of Protected Documents 1944" which offer examples of matter which must normally be Classified.

4. As a further guide, and in amplification only of these examples, Appx. A and B are att.

(a) Appx. A contains a short list of subjects which must under NO circumstances be treated as Unclassified.

(b) Appx. B provides instruction upon the permissible text of Unclassified messages in which Cipher references are quoted.

5. No restriction is placed upon the origination of unclassified messages which are covered by the provisions of this instruction. The provisions of U.S. Army Regs. 380 - 5 para 51(b)2 and W.O. pamphlet "Classification and Handling of Protected Documents 1944" para 17(b) and (c), regarding the urgent transmission in clear of messages which would normally be Classified, still apply.

6. Originators of Unclassified messages will include the instruction UNCLASSIFIED (abbreviation - UNCLAS) as the first word of the text. This instruction authorizes the transmission in clear by any means including radio and commercial agencies.

7. Documents as well as messages may be treated as Unclassified. Such documents need not, however, bear the instruction "UNCLASSIFIED".

AUTHY: AFHQ letter AG 311.5/215G BI-O of 20 July 45 as amended by
AG 311.5/215 GBI-O of 1 Dec 45 and 311.5/215 G(SD)-O of 27 Feb 46.

DISTRIBUTION: List 'A'
File: 9/93

7 Mar 46

Lt Col
GS
MMIA

RESTRICTED

Appendix "A"
to NSA Office Instr 118 of 7 Mar 46

SOME SUBJECTS WHICH MUST NOT BE TREATED
AS UNCLASSIFIED.

1. Messages containing references to the following subjects, when the text contains political or strategical implications.
 - (a) Movement of H.M. ships and merchant ships.
 - (b) Movement of troops, equipment and stores.
 - (c) Movement of aircraft.
 - (d) Movement of very important persons (VIP's)
2. Matters, (including particulars of Release Groups etc.), and movements which might affect morale.
3. Reports on morale of British or Allied Forces.
4. Matters affecting diplomatic relationships.
5. Scientific research and experimental establishments and the problems they are investigating for Service use, including trials
6. Reference to information concerning weapons, equipment or tactics of any foreign power including any research or development relating thereto.
7. "Personal for" messages.
8. Replies to cipher messages quoting cipher references together with unauthorized text (see Appendix B).
9. Links between units and parent formations.
10. Messages containing references to Y units or their activities, either in the text or in the case of unit names, in the address "to" or "from" of the message.
11. Messages containing any reference to the use, distribution, loss or compromise of any cipher material or apparatus, (including the ciphers of foreign powers).

4411

4411

- (b) Movement of troops, equipment and stores.
- (c) Movement of aircraft.
- (d) Movement of very important persons (VIP's)
- 2. Matters, (including particulars of Release Groups etc.), and movements which might affect morale.
- 3. Reports on morale of British or Allied Forces.
- 4. Matters affecting diplomatic relationships.
- 5. Scientific research and experimental establishments and the problems they are investigating for Service use, including trials
- 6. Reference to information concerning weapons, equipment or tactics of any foreign power including any research or development relating thereto.
- 7. "Personal for" messages.
- 8. Replies to cipher messages quoting cipher references together with unauthorized text (see Appendix B).
- 9. Links between units and parent formations.
- 10. Messages containing references to Y units or their activities, either in the text or in the case of unit names, in the address "to" or "from" of the message.
- 11. Messages containing any reference to the use, distribution, loss or compromise of any cipher material or apparatus, (including the ciphers of foreign powers).

RESTRICTED

RESTRICTED

Appendix "B"
to JCEA Office Instr 118 of 7 Mar 1946

INSTRUCTIONS UPON THE RANKING OF MESSAGES
WHICH REFER TO PREVIOUS CIPHER MESSAGES.

1. An unclassified message referring to a previous cipher message will quote only the reference number and date (NOT the time of origin) of the message referred to. The text of such an unclassified message will consist only of one of the following:-

(a) Acknowledged

Agreed
Not agreed
Approved
Not approved
Confirmed
Noted
Received
Not received
Taking action
Under consideration
Yes
No

Nil
Nil return
No trace
Forward details
Action taken
No objection
Unable supply
Being dispatched
Decision expected shortly

(b) A request for a reply to be expedited.

NOTE: Where an unclassified message refers to a previous cipher message enciphered in One Time Pad, the restrictions in this paragraph will not apply.

2. If a message quotes the reference number and the date of a previous cipher message (other than OTP), and its text consists of ANY matter beyond the items specified in paragraphs 1(a) and (b) above, this message must NOT under any circumstances be Unclassified.

4410

RESTRICTED

1. An unclassified message referring to a previous cipher message will quote only the reference number and date (NOT the time of origin) of the message referred to. The text of such an unclassified message will consist only of one of the following:-

(a) Acknowledged
Agreed
Not agreed
Approved
Not approved
Confirmed
Noted
Received
Not received
Taking action
Under consideration
Yes
No

Nil
Nil return
No trace
Forward details
Action taken
No objection
Unable supply
Being dispatched
Decision expected shortly

(b) A request for a reply to be expedited.

NOTE: Where an unclassified message refers to a previous cipher message enciphered in One Time Pad, the restrictions in this paragraph will not apply.

2. If a message quotes the reference number and the date of a previous cipher message (other than OTP), and its text consists of ANY matter beyond the items specified in paragraphs 1(a) and (b) above, this message must NOT under any circumstances be Unclassified.

4410

RESTRICTED

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

AG 311.5/215 G(SD)-0

27 February 1946

SUBJECT: Unclassified Messages Transmission in Clear.

TO : All Concerned

RECEIVED 4 MAR 1946
2 469

1. The following deletions and amendments have been made to letter this headquarters, file AG 311.5/215 GBI-0, subject as above, dated 20 July 1945.

2. Delete paragraphs 3, 4 and 5 and substitute new paragraphs as follows:

"3. It is considered that it is no longer practicable to specify particular subjects which may be treated as Unclassified. Effective immediately the originator must be guided by a careful appreciation of those subjects which MUST be treated as Classified. It is emphasized that the responsibility for the correct classification of all messages is always a responsibility of the originator, who will continue to consider the particular conditions prevailing at the time, not only in his own area but also in that of the addressee, and use his judgement accordingly.

4. The originator should be guided in his decision whether a message should or should not be classified by the provisions of United States Army Regulations 380-5 and War Office pamphlet, "Classification and Handling of Protected Documents, 1944", which offer examples of matter which normally would be graded Restricted or above.

5. As a further guide and in amplification only of these examples, Appendices "A" and "B" are attached:

- (a) Appendix "A" contains a short list of subjects which must under NO circumstances be treated as Unclassified.
- (b) Appendix "B" provides instructions upon the permissible text of Unclassified messages in which cipher references are quoted."

3. Delete paragraph 7.

4. Delete Appendix "A" and substitute Appendices "A" and "B" attached.

BY COMMAND OF LIEUTENANT GENERAL MARGA:

Col. G3
GSO I (SD)
Dep. G3
GSO II (SD)
GSO II (I)
GSO II (WB)
GSO III (SD)
GSO III (ORBAT)

DISTRIBUTION:

"D"

Plus

2 - War Office
2 - TAC, 'Barrage'
2 - GEC IEF

EDWARD R. SHUGART
Colonel, ADC
Adjutant General

WMIA-G
FILE: 6/95
DATE: 2/2/2

RESTRICTED

785020

6193

SUBJECT: Messages - abuse of priority.

Ref: X500/1/1.

Land Forces Sub Commission A.C.
(M.M.I.A.)

1 March 46.

TO: 'G'
FROM: S.O.R. Signals.

1. Reference the attached messages A637 dated 251205 and CORR/Q/3/1 dated 271100, may the attention of the originators be drawn to the fact that the priority IMMEDIATE is an operational priority. It is considered that its use in the a/m messages is an abuse of that priority.

2. Attention is invited to A.C. Office Memorandum No. 7 dated 14 Dec 45 para 2(h).

3. Further, may CC.RR Branch be requested to use an abbreviated form of reference for messages as is the normal practice.

4. May the attached Signal Office file copies be returned please.

J. W. Eburah
J.W. EBURAH, Major,
S.O.R. Signals.
M.M.I.A.

4408

Col. G3
GSO I (SD)
Dep. G3
GSO II (SD)
GSO II (I)
GSO II (W3)
GSO III (SI)
GSO III (ORBAT)
G (Irg)

MMIA - 'G'	
FILE:	6/93
DATE:	6/13

01420

785020

L. Forgers

ALLIED FORCE HEADQUARTERS
APO 512

PJS/jh

AG 312.4/079 0-0

26 January 1946

SUBJECT: Abbreviations of Unit Designations

TO: All Concerned

G. 116

Letter: this headquarters file and subject same as above dated 5 January 1946 is amended by deleting "GREEKAID", "Military Liaison Greece" and changing AMFOGE to read: "Allied Mission for Observing Greek Elections".

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

DISTRIBUTION
"C" plus
20--Signal Center

Col. CS
GSO I (D)
L. 11
GSO II (S)
GSO II (P)
GSO II (W)
GSO III (S)
GSO III (O&B)
G (1st)
G 11 (1)

4407

12-16
FILE: 46/92
DATE: 1/29/46

12/1/46

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 3764/102/EG

13 January 1946

Office Memorandum
Number 7.

Amendment No. 1.

RECEIVED 21 JAN 46

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

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

(1) Para 4 (c)

Delete all detail and substitute.

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

AFHQ	PIEMONTE	Motor Courier
ALCOM	LO	Air Courier
"	"	"
"	LO BARBIA	"
"	VENEZIA	"
"	NAPLES	Motor Courier
"	BOLOGNA	Air Courier

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

BY COMMAND OF REAR ADMIRAL STONE:

G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

Col. CS

GSD 11

Delete all detail and substitute.

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

48602406

G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

GROUP I - List "A"
GROUP II - One Copy

Col. G5	✓
G5D II	✓
G5E G3	✓
G5D II (G1)	✓
G5D II (1)	✓
G5D II (W)	✓
G5D II (SD)	✓
G5D II (Dx8at)	✓
G (19g)	✓

FILE: 56/93
DATE: 8/2/97

REFLECTIONS

C/93 —
Soc Sup. 1993

AG 312.4/079 - 0

TO: All Concerned.

RECEIVED
170

5 January 1946

Amended
per to. 118

4. The list of abbreviations authorized to date is as follows:

UNIT

ACAR	Allied Commission, Austria, British
AFHQ	Allied Force Headquarters
AGWAR	War Department, Washington, D. C.
ALCOM	Allied Commission
AMET	Africa-Middle East Theater
AMOGS	<i>Allied</i> American Mission for Observing Greek El
ASOTFO	Air Service Command, Patterson Field, O
BALKAD	Military Headquarters, Balkans
BMA ALBANIA	British Military Mission, Albania
BMA ALBANIA REAR	British Military Mission, Albania, Rear
BTA	British Troops, Austria
BTNA	British Troops, North Africa
BTSEY	British Troops in Sicily

Col. G5
GSO I (SD)
Dep. G3
GSO II (S)
GSO II (I)
GSO II (W)
GSO III (SD)
GSO III (SDAT)
G (Ira)

1. 100
 2. 100
 3. 100
 4. 100
 5. 100
 6. 100
 7. 100
 8. 100
 9. 100
 10. 100

FILE: 6/93
DATE: 10/1

Ltr, AFHQ, file AG 312.4/079 - 0, dtd 5 Jan 46 (Cont'd).

ABBREVIATION

UNIT

CINCPED	Commander-in-Chief, Mediterranean
COMPTRENT	CG, Hampton Roads Port of Embarkation
COMTIMED	CG, USAF in the Mediterranean Theater of Operations
COMNINEPT	CG, New York Port of Embarkation
COMPTRENTCULF	CG, Persian Gulf Command
COLLAB	Commodore, Liaison American and British
COMNAVNAV	Commander, US Naval Forces Northwest African Waters
COMPTIGHT	Number 8 Base Command Pay Office
DELTA BASE	Delta Base Section, France
DCMRS	Director General, Military Railway Service (France)
DIETRUE	Number 3 District
DIETRUE	Number 2 District
DIRSI	Director, Military Railway Service (Italy)
FOIL	Flag Officer, Italian, Liaison
FOLEA	Flag Officer, Levant and Eastern Med
GIB	Gibraltar
GRCEAID	Military Liaison, Greece <i>See Ltr AG 312.4/079</i>
GRCEAID	Land Forces, Greece <i>C.O. of 26 Jan 46</i>
MEHE	RAF, Mediterranean and Middle East
MIDEAST	General Headquarters, Mideast
MNIA	Military Mission, Italian Army
NAFGD	Naples Air Force General Depot
NASC	North African Service Command
NORTHMOVTS	Movements, North Italy
OFIC	Office of The Foreign Liquidation Commissioner
PEHBASE	Peninsular Base Section (Main)
PEHBASE	Southern District, Peninsular Base Section
ROME AREA	Rome Area Allied Command
TRCOFES	War Office, London
THEAT	Theater Service Forces, European Theater
UNERA	United Nations Relief & Rehabilitation Administration
USFA	United States Forces in Austria
USERT	United States Forces, European Theater
USGCC AUSTRIA	US Group Control Council, Austria
USGCC GERMANY	US Group Control Council, Germany
USMILISS MOSCOW	US Military Mission to USSR
WELFARE AFHQ	Army Welfare Services (British)

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Edmund R. Shugart
 EDMUND R. SHUGART
 Colonel, AGC
 Adjutant General

DISTRIBUTION:

"C" plus
 AG - Signal Center

115

ROME AREA ALLIED COMMAND
APO No. 794 U. S. Army
Office of G-3 (British)

Tel: 66043
24 December 1945

130/G3(Br)

SUBJECT: Message Writing 670

TO: List 'R' (British)

An extract from H. 3 District 375/G dated 18 Dec 45 is forwarded for information and necessary action:

"1. The standard of message writing has deteriorated considerably during the last few months.

2. The main faults are verbosity, unjustifiably high priorities and incorrect security classifications.

3. This has resulted in a reduction in the efficiency of the service for all users and, in particular, for those who originate messages in the correct manner.

4. In order to combat this, GHE GEF are employing scrutineers who are empowered not only to examine and refer back all outgoing messages but also to report on all incoming messages where gross breaches of signal procedure have been made.

5. Reports on such messages will be periodically forwarded through signal channels to the originating H. for action as may be considered necessary.

6. With a view to effecting an improvement and in order to keep a check on messages handled by Signal Office this H., the Duty Signal Officer will forward to this Branch, for the attention of the GSO I or GSO II, copies of all messages which, in his opinion, incorporate any of the faults given in para 2 above.

7. In cases where, in the opinion of this Branch, a gross breach of signal procedure has been made, the message will be referred back to the head of the Branch/Service of this H. or to the Area concerned for necessary action.

8. The Duty Signal Officer, however, will not delay the transmission of an important message on this account."

Col. GS	
1 (D)	
1 (K)	
GSO I (a)	
GSO II (a)	
GSO III (a)	
GSO IV (a)	
G (a)	
G (b)	

MIA-C
F.E. 6/93
DATE: 8/28/12

E. SEDGWICK,
Major GS,
G-3 (British).

785020

RECEIVED

REQUIREMENTS ALLIED COMMISSION

AE0 374

Office of the Executive Commissioner

12/12/45

100: 3420/10

OFFICE (AMORPHOUS)

100: 3420/10

RECEIVED 27/12/45 21 December 1945

G. *new by G. H. R.*

CLASSIFIED DOCUMENTS

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

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

2 CONSTANT PERSONAL ATTENTION MUST BE PAID BY ORIGINATORS AND HOLDERS TO DOWN GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

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

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

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

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

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

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

- i Matters of a personal and disciplinary nature.

100: 3420/10 2303

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

2. CONSENT PERSONAL ATTENTION MUST BE PAID BY ORIGINATORS AND HOLDERS TO DOWN GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

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

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

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

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

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

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

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

Restricted. Documents which should not be seen by unauthorized personnel for operational purposes.

11A-G
8/9/53
9/27/52

RESTRICTED

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RESTRICTED

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

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

- 7 It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the action copy of any such signal is addressed to another office and that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the in operation copies should be destroyed and the "lotions in" register noted accordingly.
- 8 In HQ AG Secret and Top Secret letters for instructions will be resold to the Security Officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral Stone:

G. J. LEONE
CWO, USA
Asst Adjutant

5. All AC and AD offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO ARCHIVES UNLESS DECLASSIFIED.

6. The following are the regulations as to degrading.

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

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

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

By Command of Rear Admiral STOWE:

G. J. LEONE
CWO, USA
Asst Adjutant

DISPATCHED

RECEIVED

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RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commission

17/10/45

Ref: 8762/EC

14 December 1945

OFFICE MEMORANDUM

NUMBER 7)

SD Dist: - G/93 (1) (info only)
SoL Sig8 (1) (info only)

Amended By Fo 117

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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

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

PART I

2. PREPARATION.

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

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

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

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

(2) Additional local addressees or those to whom the signal cannot

TOP SECRET
FILE: G/93
17/10/45

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PART I

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

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

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

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

(f) Reference numbers are obtained from the Message Centre Tel. Ext. 420 prior to 1800 hours and thereafter on Ext. 690.

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

(g) desired/....

RESTRICTED

RESTRICTED

- 2 -

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

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

(h) Precedence priorities are:

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

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONFED
RESTRICTED	RESTD
UNCLASSIFIED	UNCLAS

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

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

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

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	REST
UNCLASSIFIED	UNCLAS

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

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

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

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

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

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

(o) The usual/...

RESTRICTED

RESTRICTED

- 3 -

The usual punctuations employed and their abbreviations are as follow:

Full Stop	ED
Comma	CMK
Colon	CLN
Bracket	PAREN

3. AUTHENTICATION.

- (a) In the space provided at the bottom left hand corner, office of origin and telephone number of the originating officer will also be inserted. The originating officer will sign the top and third copies (excepting TOPSEC - see PART II).
- (b) All messages (excepting TOPSEC - see PART II) will be authenticated by the Adjutant, or, after 1800 hours, by the Duty Officer.
- (c) The authenticating officer will:

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

4. DISPATCH.

- (a) All messages (excepting TOPSEC - see PART II) for transmission by electrical means (vide sub para (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will wait while the message is authenticated, thereafter exhibit to the Cable Typists, Message Centre and then deliver same to the Signal Message Centre.
- (b) Local deliveries, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 October 1944.
- (c) Routine messages to the following addressees will be sent by courier and not by electrical means.

ALHQ	Motor Courier
ALCOM LO ALHQ Piemonte Region	Air Courier
ALCOM LO ALHQ Lombardia Region	Air Courier
ALCOM LO ALHQ Venezia Region	Air Courier
ALCOM LO ALHQ Naples Genoa	Motor Courier
ALCOM LO Bologna	Air Courier

5. HANDLING.

Although messages classified as RESTRICTED or CONFIDENTIAL may be handled

originating officer will sign the top and third copies (excepting TOPSECRET - see PART II).

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

(c) The authenticating officer will:

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

(ii) That the number of copies is correct.

(iii) Sign the top and third copies.

4. DISPATCH.

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

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

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

AFHQ	Motor Courier
ALCOM LO the Piemonte Region	Air Courier
ALCOM to the Lombardia Region	Air Courier
ALCOM to the Venetia Region	Air Courier
ALCOM to the Naples Command	Motor Courier
ALCOM LO Bologna	Air Courier

4409

5. HANDLING.

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

PART II

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

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

(b) Three/...

RESTRICTED

RESTRICTED

- 4 -

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

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

4399

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

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

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

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Appendix 'A'

FROM (A) HQ ALCOM

26 0945 NOV 45

TO (FOR ACTION)

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

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

TO (INFORMATION)

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

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

Ref. No. 6758

Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION OMA DISPATCH AND HANDLING OF SIGNAL

MESSAGES ED

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

GUIDANCE ED

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

TELEGRAPHIC PURPOSES ED NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM ED

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

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSEES ED

DISTRIBUTION (BY ELS)

AMG Piemonte Region

AMG Lombardia Region

AMG Venezia Region

AMG Naples Commune

ALCOM LO Bologna

PRECEDENCE PRIORITY 1-4
ROUTINE 5-8

4398

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

113B

Ref. No. 6758

Security

Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL MESSAGES 2D

PARA ONE 2D COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSES FOR

GUIDANCE 2D

PARA TWO 2D APPENDIX BAWER THERETO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR TELEGRAPHIC PURPOSES 2D NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM 2D

PARA THREE 2D NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSEES 2D

DISTRIBUTION (BY ELS)

AMG Piemonte Region
AMG Lombardia Region
AMG Venezia Region
AMG Naples Commune
ALCOM LO Bologna

PRIORITY 1-4
PRECEDENCE ROUTINE 5-8

4398

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

*Apply to the
Group*

RESTRICTED

FIELD OFFICE

LIGURIA REGION
PIEMONTE REGION
LOMBARDIA REGION
VENEZIA REGION
VENEZIA GIULIA
LIVORNO ZONE
NAPLES COMMUNE
AC LIAISON OFFICER, BARI
AC LIAISON OFFICER, PALERMO
AC LIAISON OFFICER, NO.2 DISTRICT
AC LIAISON OFFICER, PBS
AC LIAISON OFFICER, BOLOGNA
AC LIAISON OFFICER, ANCONA

PHONETICAL ALPHABET

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

Appendix 'E'

AMG LIGURIA REGION
AMG PIEMONTE REGION
AMG LOMBARDIA REGION
AMG VENEZIA REGION
AMG VENEZIA GIULIA
AMG LIVORNO ZONE
AMG NAPLES COMMUNE
ALCOM LO BARI
ALCOM LO PALERMO
DISTWO FOR ALCOM LO
PENBASE FOR ALCOM LO
ALCOM LO BOLOGNA
ALCOM LO ANCONA

Appendix 'G'

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

RESTRICTED

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AMG LIVORNO ZONE
 AMG NAPLES COMMUNE
 ALCOM LO BARI
 ALCOM LO PALERMO
 DISTWO FOR ALCOM LO
 PENBASE FOR ALCOM LO
 ALCOM LO BOLOGNA
 ALCOM LO ANCONA

NAPLES COMRAINE
 AC LIAISON OFFICER, BARI
 AC LIAISON OFFICER, PALERMO
 AC LIAISON OFFICER, NO.2 DISTRICT
 AC LIAISON OFFICER, PBS
 AC LIAISON OFFICER, BOLOGNA
 AC LIAISON OFFICER, ANCONA

Appendix 'C'

PHONETICAL ALPHABET

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

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

RESTRICTED

4997

RESTRICTED

Appendix 'A'

FROM (A) HQ ALCOM 26 0945 NOV 45

TO (FOR ACTION) (1) ALCOM LO LIGURIA (2) AMT VENEZIA GIULIA
(3) ALCOM LO LIVORNO (4) ALCOM LO BARI

TO (INFORMATION) (5) ALCOM LO SICILY (6) DISTWO FOR ALCOM LO
(7) ALCOM LO (Tr.) ANCONA

Ref. No. 6758

Security
Classification RESTRICTED

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

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

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

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

DISTRIBUTION (BY HLS)
ALCOM LO Piemonte
ALCOM LO Lombardia
ALCOM LO Venezia
ALCOM LO Naples
ALCOM LO Bologna

PRECEDENCE PRIORITY 1-4
ROUTINE 5-7

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER
L. NO.: 289

4398

(7) ALCOM LO (Tn.) ANCONA

Ref. No. 6758

Security
Classification RESTRICTED

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

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

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

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

DISTRIBUTION (BY ELS)

LOCOM LO Piemonte
LOCOM LO Lombardia
LOCOM LO Venezia
LOCOM LO Napoli
LOCOM LO Bologna

PRIORITY 1-4
SECURITY ROUTINE 5-7

4396

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. NO.: 239

RESTRICTED

RESTRICTED

FIELD OFFICE

Appendix 'B'

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

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

PHONETICAL ALPHABET

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

Appendix 'C'

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

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

PHONETICAL ALPHABET

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

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

Appendix 'C'

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

4395

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 8761/190/Er

RECEIVED

14 DEC 45

December 1945

OFFICE MEMORANDUM

: Amendment No. 1

NUMBER

5)

UNCLASSIFIED Signal Messages

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

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

(i) Para 1.a.

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

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

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

(iv) Reference Appendix "A":

- (1) AIRCRAFT: Delete "in the non-operational zone".
- (2) LEAVE: Delete "(See SHIPPING)".
- (3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (4) MAILS: Delete all detail.
- (5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications".

BY COMMAND OF REAR ADMIRAL STONE:

4394

AFHQ

In view of the end of the war, the provisions of ARVQ letter AG 311.5/215 GBI-0, dated 20 July 1945 should apply world wide and that there should be no "operational zone".

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

(i) Para 1.a.

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

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

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

(iv) Reference Appendix "A":

- (1) AIRCRAFT: Delete "in the non-operational zone".
- (2) LEAVE: Delete "(See SHIPPING)".
- (3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (4) MALES: Delete all detail.
- (5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications".

BY COMMAND OF REAR ADMIRAL STONE:

4394

G. J. Leone

G. J. LEONE
CWO, USA
Asst Adjutant

11/11/45
FILE: 8/14/45
DATE: 8/14/45

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 8761/16/EC

December 1945

OFFICE MEMORANDUM)

NUMBER

6)

RECEIVED 8 DEC 45
751

G/92?

Signals and Correspondence to AFHQ

1. Reference paragraphs 14 and 15 of TM 12-253, an extract of which appears at Appendix "A" hereto, outlining instructions for the routing of correspondence. Attention has been drawn thereto by the Adjutant General AFHQ for compliance in all correspondence addressed to AFHQ.
2. All signals on Allied matters intended for Allied Force Headquarters will be addressed to AFHQ. The use of words "for" or "attention of" will be avoided unless the sender wishes the signal handled initially by a particular staff section. It must be understood that the contents of the signal are being sent to SACMED and not to the staff section. The mere fact that the words "for G-3, or G-5" are inserted does not alter the fact that the addressee is actually SACMED. The qualifying clause is wholly to expedite handling.
3. Most AFHQ correspondence is signed by the Adjutant General or an Assistant Adjutant General. He is acting as the official agent of SACMED in so doing and usually is not the interested staff section. In general, correspondence should not be addressed to AFHQ attention AG Section. Such action delays delivery of the correspondence.
4. When referring to previous correspondence, the file number, date and subject are sufficient identification for routing within AFHQ. The fact that correspondence is signed by a representative of SACMED is not an indication that the reply should be addressed to the attention of the signer. In new correspondence the same rule in general applies, but if it is felt that reference to a staff section is desirable such a reference may be used.

By Command of Rear Admiral STONE:

DISTRIBUTION:

1A

GSO 2 (1)

GSO 3 (1)

GSO 3 (1)

GSO 4 (1)

MEHA. 'G'
FILE: G/93
DATE: R/10/12

JOSEPH CALLUZZO
WOJG, USA
Assistant Adjutant

4393

Appendix "A"

Extracted from TM 12-253

14. Channels

When letters are routed through other than normal military channels, the fact is stated two spaces below the subject. The following form is used:

SUBJECT: Application for transfer

THRU: Commanding General
Fifth Army
Fort Blank, New York

TO: The Adjutant General
Washington 25, D. C.

15. Address

a. PLACEMENT. The address is placed as in the example in paragraph 14. It is written in block style, with open punctuation, and is placed directly under the subject.

b. FORM. (1) Official correspondence is normally addressed to the commanding officer or chief of a command or installation by his title.

TO: Commanding Officer
121st Infantry
Fort Bragg, N. C.

TO: Chief, Training Aids Division
1 Park Avenue
New York, N. Y.

(2) The name of the commander or any other individual is avoided in addresses of military letters. Violation of this principle frequently causes delay in answering correspondence when the individual addressed is absent from his office. The only occasion upon which a military letter is addressed to an individual by name is when the communication pertains to him personally and on rare occasions when it is positively known that the individual will be at his office on receipt of the letter and there is some special reason for addressing him. The same rule applies to the use of the word "ATTENTION."

(3) Military letters are never addressed just to headquarters or offices.

c. CONTENT. (1) The address must be complete and accurate. However, Army rules concerning protecting valuable information must not be violated. Location of overseas units, except those listed in War Department Circulars as unclassified headquarters, are never shown in the same piece of mail on which

4392

an APO number appears. (See para 77-82 for information regarding classification.) Some examples of overseas addresses are -

(a) To the commander of an unclassified headquarters:

TO: Commanding General
Caribbean Defense Command
APO 834, c/o Postmaster
New Orleans, La.

(b) To the commander of a classified headquarters:

TO: Commanding General
United States Army Forces
APO 999, c/o Postmaster
New York, N. Y.

(c) To the commander of a numbered unit outside the continental limits of the United States:

TO: Commanding Officer
731st Tank Battalion
APO 810, c/o Postmaster
New York, N. Y.

(2) When letters are routed to several individuals, the entire address of each is placed on single line if possible:

TO: Commanding General, Rock Island Arsenal, Rock Island, Ill.
Commanding General, Watervliet Arsenal, Watervliet, N. Y.
Commanding Officer, Watertown Arsenal, Watertown 72, Mass.
Commanding Officer, Picatinny Arsenal, Dover, N. J.
Commanding Officer, Frankford Arsenal, Philadelphia 37, Pa.
IN TURN

A tissue copy is made for each addressee, and when the letter reaches him he withdraws his copy which is identified by a check mark.

(3) To speed routing, some letters are addressed to the attention of a head of a subdivision of an organization or to an individual. This form must be used with care. The writer must know positively whether the addressee handles the type of letter concerned. Examples are:

(a) Addressed to the attention of a subdivision of an agency:

TO: Commanding General, ASF
Washington 25, D. C.
ATTENTION: Director, Purchases Division

(b) Addressed to the attention of an individual:

TO: Commanding General, AIF
Washington 25, D. C.
ATTENTION: Colonel Richard B. Marsh

4391

8 December 1945

TO: All Concerned.

G.

TOPSEC
SECRET
CONF
RESTD
UNCLAS

Edmund R. Slugart
EDMUND R. SLUGART
Colonel, AGD
Asst Adjutant General

10/11/45. 819

[illegible]

4390

RJS/wtl

658 6 DEC 45

ALLIED FORCE HEADQUARTERS
APO 512

AG 311.5/215 GEI-0

1 December 1945

SUBJECT: Unclassified Messages - Transmission in Clear.

TO: All Concerned.

1. Reference is made to letter, this headquarters, file and subject as above, dated 20 July 1945.

2. In view of the end of the war against Japan, it has been decided that the provisions of the above letter should apply world wide and that there should be no "operational zone".

3. The following amendments will therefore be made to the above letter and Appendix "A" thereto:

a. Reference paragraph 1, delete "outside the zone of operations in the Pacific-Far East Area".

b. Reference paragraph 2, delete all detail.

c. Reference paragraph 6, delete all detail.

d. Reference Appendix "A":

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

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

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

(4) MAILS: Delete all detail.

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

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

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

EDWARD R. SHUGART
Colonel, AGO
Asst Adjutant General

DISTRIBUTION:
See Reverse Side

MMIA-16
FILE: 6/93
DATE: R/6/12

108

SUBJECT: Suggested provision of safes for Security reasons.

LAND FORCES SUB COM. A.C. (2011A)

G/93

26 Nov 45

TO : No. 1 BLU (TURIN)
 2 " (GENOA)
 3 " (MILAN)
 4 " (BOLZANO)
 5 " (UDINE)
 6 " (BOLOGNA)
 7 " (FLORENCE)
 8 " (ROME)
 9 " (BARI)
 10 " (NAPLES)
 11 " (PALERMO)

1. 3 BLU have raised a question of the provision of safes or security boxes for the guarding of TOP SECRET and Confidential documents.
2. Ordnance state that there are no such boxes available in this theatre for issue against G 1098.
3. It is suggested that 3 BLU, and other BLU's in like case, should take similar action to that of 50 BLU, who last year obtained a supply of PIAT Bomb boxes etc, had fitted to them hasps and padlocks, and found them a satisfactory substitute.
4. 3 BLU should ask 50 BLU for any further information required.

Major General,
 M. M. I. A. G.

ARCS/jw
 26 Nov 45.

4388

PJS/wtl

608

6 DEC 45

ALLIED FORCE HEADQUARTERS
APO 512

AG 311.5/215 GBI-C

1 December 1945

SUBJECT: Unclassified Messages - Transmission in Clear.

TO: All Concerned.

1. Reference is made to letter, this Headquarters, file and subject as above, dated 20 July 1945.

2. In view of the end of the war against Japan, it has been decided that the provisions of the above letter should apply world wide and that there should be no "operational zone".

3. The following amendments will therefore be made to the above letter and Appendix "A" thereto:

a. Reference paragraph 1, delete "outside the zone of operations in the Pacific-Far East Area".

b. Reference paragraph 2, delete all detail.

c. Reference paragraph 6, delete all detail.

d. Reference Appendix "A":

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

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

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

(4) MAILS: Delete all detail.

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

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

BY COMMAND OF RESIDENT GENERAL MORGAN:

DISTRIBUTION:
See Reverse Side

EDWARD K. SHUGART
Colonel, AGP
Asst. Adjutant General

FILE:	6/93
DATE:	R/6/12

Letter, AFHQ, AG 311.5/215 GBT-O,
dated 1 December 1945 (Cont'd)

218

DISTRIBUTION:

"D" Plus

- 2 - War Office, LONDON
- 2 - TAG, WASHINGTON
- 2 - 21 Army Group
- 2 - GHQ MEF
- 2 - GOC Malta
- 2 - GOC Gibraltar
- 2 - USFET
- 2 - LLOYD
- 2 - CCB

108

SUBJECT: Suggested provision of safes for Security reasons.

LAND FORCES SUB COM. A.C. (MILIA)

— G/93 —

26 Nov 45

TO :	No. 1	BLU (TURIN)
	2	" (GENOA)
	3	" (MILAN)
	4	" (BOLZANO)
	5	" (UDINE)
	6	" (BOLOGNA)
	7	" (FLORENCE)
	8	" (ROME)
	9	" (BARI)
	10	" (NAPLES)
	11	" (PALERMO)

1. 3 BLU have raised a question of the provision of safes or security boxes for the guarding of TOP SECRET and Confidential documents.
2. Ordnance state that there are no such boxes available in this theatre for issue against G 1096.
3. It is suggested that 3 BLU, and other BLU's in like case, should take similar action to that of 50 BLU, who last year obtained a supply of PLAT Bomb boxes etc, had fitted to them hasps and padlocks, and found them a satisfactory substitute.
4. 3 BLU should ask 50 BLU for any further information required.

ARCS/jw
26 Nov 45.

Attest
Major General,
M. M. I. L. G.

4388

106

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 212/204/EC.

30 August 1945.

SUBJECT: Staff Procedure.

TO : Distribution below.

INTERNAL DISTRIBUTION.

1. I have noted several instances recently where insufficient attention has been paid to internal distribution on correspondence and signals emanating from this Headquarters.

2. It is essential that outgoing material be copied to other Sections, Sub-Commissions and Branches interested, and that such distribution be stated on the correspondence or signal. This is of the utmost importance and is the personal responsibility of the originating officer.

For the Chief Commissioner:

Fuller
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Group I: List 'C'.

FILE: C/93
DATE: R/30/8.

GSO 1

GSO 2 (GM)

GSO 2 (SD)

GSO 2 (WE)

GSO 2 (L)

GSO 2 (SD)

GSO 2 (Orbal)

GSO 2 (H)

4387

RESTRICTED

MMIA

105A

HEADQUARTERS
UNITED STATES FORCES IN AUSTRIA
APO 777, U. S. ARMY

AG 311.5-AGO

23 August 1945

SUBJECT: Downgrading of Documents

TO: Distribution 'A'

9
A/c C/93—
Info A
I/103.

1. The documents listed on inclosure 1 may now be downgraded as indicated.
2. Sections will take appropriate action on all documents now in their custody.
3. Those Top Secret and Secret messages being downgraded to Confidential or lower, if processed in U. S. Cipher must be paraphrased for future use.

BY COMMAND OF GENERAL CLARK:

Vern R. James
VERN R. JAMES
Major, AGD
Asst Adj General

- 1 Incl
List of downgraded
documents

DISTRIBUTION:

'A' plus
Hist Sec (Br) Italy-Siena
5 Army
13 Corps
AFHQ
8 Army
HQ SOM
92d Div
Dist 2
60 Sub Area
LEA
DISTHREE
PBS
Rome Area
MMIA
MTOUSS
MATAF
12 Army Gp

MMIA-'G'
FILE: C/93
DATE: 29 Aug.

1w6
K.

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RESTRICTED

290900
85-238

Int/103
4386
for that needs to be

R E S T R I C T E D

105B

Type of Document	Reference or File No.	Date & Identifying Subj or Description	New Classification
USFA (Signal)			
Signal Instruction #119			Restricted
Signal Instruction #121			Restricted
Amend #1, Signal Instruction #121			Restricted
Letter	AG 113.44-SX	Request for Signal Equipment	Unclassified
USFA (G-1)			
Letter	AG 387-CAS	Local German Surrender In North Italy	Secret
Letter	AG 014-CAS		Confidential
USFA (G-3)			
Cable	0-5723	14 Jun-43 Ind Bde in place of Jewish Bde	Confidential
Cable	0-5710	9 Jun-Req compliance AFHQ cable FX 89971	Restricted
Cable	0-5660	27 May-Adv party to Vienna	None
Cable	0-5657	26 May-Comd 3rd Army forces in Austria remain with 12 Army G-	Restricted
Cable	0-5646	24 May-Troop list for occupation Austria	Secret
Cable	0-5592	16 May-15 Army Gp assume operational control in Austria 1 June	Restricted
Cable	0-5629	21 May-Redeployment 34 Division	Confidential
Letter		2 May-Movement personnel to Bolzano	Restricted
Cable	0-5482	1 May-Instructions if Surrender of large formations of enemy personnel	Restricted
Cable	0-5379	12 Apr-Operation Herring	Confidential
Letter	26/2/G-3 Ops	22 Feb-Transfer of Field Arty	Restricted
Cable	SD 1129	Move of 1 Brit Inf Division	Restricted

4385

R E S T R I C T E D

R E S T R I C T E D

Type of Document	Reference or File No.	Date & Identifying Subj or Description	New Classification
		USFA (G-3) Cont'd	
Letter	1910/97/G-3 SD1	13 Corps-Order of Battle	Restricted
Letter	1910/97/G-3 SD1	13 Corps-Minutes of Conference	Restricted
Cable	SD 1235	Move of 8 Ind Div	Restricted
Letter	1616/99/G-3 SD1	Release of Units to 21 Army Gp	Restricted
Cable	SD 2261	US Mortars for Brit Divisions	Restricted
Cable	SD 2262	Allotment of Ammo.	Restricted
Cable	SD 2268	Expenditure of Ammo.	Restricted
Cable	SD 2269	Arty Ammo.	Restricted
Cable	SD 2267	Allotment of Ammo.	Restricted
Cable	SD 1389	Move of 3 Airfd Constr Gp	Restricted
Cable	SD 2272	Holdings of Mortars and Ammo	Restricted
Cable	SD 1398	Move of 5 Lt Fd Amb to UK	Restricted
Cable	SD 2282	Reserves of tanks & crews	Restricted
Cable	SD 1464	Availability of Corps Hq	Restricted
Cable	SD 1491	2 District under comd Hq 15 AG	Restricted
Cable	SD 1505	Libero's Band	Restricted
Cable	SD 1601	Disposal of units- 8 Army	Restricted
Cable	SD 1620	Employment of Bands Marella and F Recce Sqn	Restricted
Cable	SD 1810	Garibaldi Regt	Restricted

HEADQUARTERS
UNITED STATES FORCES IN AUSTRIA
APO 777, U. S. ARMY

DATE 24 Aug 45TO: M M I APOUCH NUMBER 1059

REGISTER NUMBER	TO	DESCRIPTION OF CONTENTS
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25-238

Directive

4384

PLEASE ACKNOWLEDGE RECEIPT AND RETURN
ORIGINAL TO THIS HEADQUARTERS

NAME & RANK _____
ORGANIZATION _____
TIME & DATE _____

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 2761/150/EC

27 July 1945

OFFICE MEMORANDUM

NUMBER

5)

Introduction of UNCLASSIFIED Signal Messages

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

a. Effective immediately, outside the zone of operations in Pacific War Zone areas certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by Longitude 60 degrees east and on the east by the Pacific coast of North and South America. Appendix "A" is issued as a guide to originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations J80-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

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

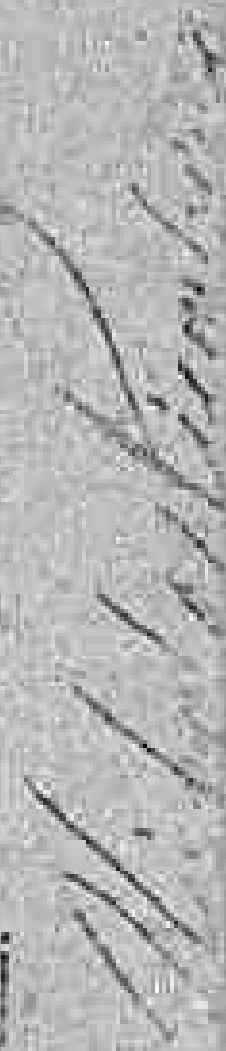
b. An unclassified message referring to a previous cipher message may quote only the reference number and date of such ciphered message, but cannot quote the time of origin or the subject matter therein.

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

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

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

By command of Rear Admiral STONE:



2383

- a. Effective immediately, outside the zone of operations in the Pacific, messages concerning subjects may now be treated as UNCLASSIFIED, and signal operational zone is defined as the area bounded on the west by longitude 60 degrees west and on the east by the Pacific coast of North and South America. This is issued as a guide to Originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations JSC-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."
- b. No relaxation of the now existing security rules is permitted in messages to any address within the operational zone, or the subject matter concerning the war with Japan. This includes multiple address traffic which may be addressed both to the operational zone and the non-operational zone.
- c. An unclassified message referring to a previous cipher message may quote only the reference number and date of such ciphered message, but cannot quote the time of origin or the subject matter therein.
- d. Originators are still entirely responsible for the classification of Signal Traffic. Originators of unclassified messages will include the instruction "UNCLASSIFIED" as the first word of the text. The classification "UNCLASSIFIED" is now obsolete and will not be used. "Signatures" will not be used in the texts of unclassified messages.
2. Documents as well as messages relating to subjects listed in appendix bear the instruction "UNCLASSIFIED." Such documents, however, need not bear the instruction "UNCLASSIFIED."
3. The above instructions are issued as supplementary to the instructions for Preparation of Outgoing Signal Messages contained in Office Memorandum No. 1, this Headquarters, dated 12 January 45, as amended.

By command of Rear Admiral STONE:

DISTRIBUTION:

NICHOLAS FIGUEROA
CWO, USA
Assistant Adjutant

GSO 1

GSO 2 (PO)

GSA 2 (S)

GSO 2 (WE)

GSO 2 (L)

GSO 3 (SD)

GSO 3 (OPAM)

GSO 3 (I)

11A-1G
508/63
30/6

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APPENDIX 'A'

LIST OF SUBJECTS WHICH MAY BE UNCLASSIFIED

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

4382

4382

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

APPENDIX A

MOVEMENTS

- Of individuals below the rank of Brigadier/Brigadier General and units except those under orders to proceed to the Pacific-Mar East area.

PAY

- Rate of pay, allotments, allowances of individuals below the rank of Brigadier/Brigadier General.

PERSONNEL

OFFICIALS

- Routine postings, assignments, attachments, promotions and transfers, below the rank of Brigadier/Brigadier General.

CMs/EM

- Postings, assignments, attachments and transfers. Discipline.

PRESS & RADIO

- Private affairs (except of very personal matters).
- Subject to censorship.

PW

- Names of Allied PW, administrative arrangements for repatriation. (See MOVEMENTS).

RECREATION

- Facilities and training.

SHIPPING

All movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications

T.G.P. No. 3387 10/43 (Tablant)

damage and loss (except that to enemy action, in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops).

Note (a) Normal security instructions apply to messages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.

(b) Capetown, Aden and Balboa are included in the operational zone.

STATIONERY

- Non-protected documents, books, army forms and printed matter.

STORES
(SUPPLIES INCLUDING EQUIPMENT)

- Demands for all commodities and non-protected technical stores and spare parts required for maintenance.

TRAINING

- Courses of instruction, allotment of vacancies. (except for courses of a secret nature).

- Discipline.
- Private affairs (except of very personal matters).
- Subject to censorship.
- Names of Allied PW, administrative arrangements for repatriation. (See MOVEMENTS).
- Facilities and training.

All movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications

T.G.P. Wt. 33567 10/43 (Latest)

damage and loss (except as to enemy action in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops).

Note (a) Naval security instructions apply to messages about movements of major warships (to include despatchers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.

(b) Capetown, Aden and Balboa are included in the operational zone.

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

UNITS, FORMATIONS & ORGANIZATIONS

10881