

10000/120/5389

BM/G/2

ACC



10000/120/5389

BM/G/2

'G' OFFICE ROUTINE

5102  
5117

July 1944 - June 1946

COVER I



SUBJECT:- IN Registry of Correspondence

SD & OPS SEC

BM/G/2

6 Jun 46

TO SD & OPS CLERKS

1. Wef 24 May 46 registry of all incoming correspondence (letters and signals) will be effected in the following manner :-

- (a) A seperate page for each day will be used.
- (b) Attachments to any letter or signal will be booked in as would be in the case of a covering letter or signal according to their date of origin.

2. The Registry Books for letters and signals at present in use will be closed as at 23 May 46 and new Registry Books opened for period commencing 24 May 46 under the following headings :-

| Date Received | Originator | Ref | Subject | File | Internal Dist. |
|---------------|------------|-----|---------|------|----------------|
|---------------|------------|-----|---------|------|----------------|

Should action on any letter be passed to any other Branch or Section this will be stated accordingly in the Internal Distribution column.

- 3. Action in para 1 will be undertaken by Pte HIRST forthwith.
- 4. Please be certain that this is understood.

5117



- (a) A separate page for each day will be used.
- (b) Attachments to any letter or signal will be booked in as would be in the case of a covering letter or signal according to their date of origin.

2. The Registry Books for letters and signals at present in use will be closed as at 23 May 46 and new Registry Books opened for period commencing 24 May 46 under the following headings :-

| Date<br>Received | Originator | Ref | Subject | File | Internal<br>Dist. |
|------------------|------------|-----|---------|------|-------------------|
|------------------|------------|-----|---------|------|-------------------|

Should action on any letter be passed to any other Branch or Section this will be stated accordingly in the Internal Distribution column.

3. Action in para 1 will be undertaken by Pte HIRST forthwith.

4. Please be certain that this is understood.

3117

EEL

Seen

D. Anderson

*Callbach*  
Head Clerk

Sjt



14

SUBJECT: Daily File Census.

SD & OPS SEC

BM/G/2

6 Jun 46

TO : Personnel Named

BM/G/2 dated Apr 46 is cancelled.

1. The following personnel will be i/c file census, w.e.f. 10 June 46:-

|     |            |
|-----|------------|
| Pte | Mc CREADIE |
| Gnr | WALTERS    |
| Gnr | WELLS      |
| Pte | HIRST      |
| Pte | MASON      |

2. The census will be made each and every day with the exception of Saturdays, Sundays and Wednesdays.  
When a "G" Clerk is on duty on one of these days he will be responsible for carrying out the file census.
3. The personnel nominated above will go for an early meal (i.e. leaving at 1115 hrs) when their turn comes round in order to be able to carry out file census during 1230 - 1400 hrs.
4. The completed file census will be placed on the desk of the Head Clerk SD & OPS Sec by 1400 hrs (with the exceptions in para 2).

*[Signature]*  
Sgt. Head Clerk,  
SD & OPS.

ELL/sb

Seen

*[Signature]*  
Seen. J. Mc Creadie Pte.  
*[Signature]*  
Quason.  
*[Signature]*  
D. Hirst  
*[Signature]*  
Wells.

5116



SUBJECT: Correspondence - Use of Phone Numbers.SD & OPS SEC  
HM/C/23 Jun 46TO : Distn Below

The following will come into effect from 3 June 46.

In the ADDRESS block, i.e.

LAND FORCES SUB COM, A.C. (MILA)

the telephone extension number of the officer originating a letter will be included.

Examples are given below:-

Letters Originating from B.G.S. (N.W. HOPE - MWH)

LAND FORCES SUB COM, A.C. (MILA)

(489081 Ext. 400) SD/109 ;

Jun 46

Letters Originating from GSO I(SD) (Lt Col A.R.C. SOUTHEY - ARCS)

LAND FORCES SUB COM, A.C. (MILA)

(489081 Ext. 218) SD/109

Jun 46

Letters Originating from GSO II(SD) (Maj A.A. BLININGTON - AAB)

LAND FORCES SUB COM, A.C. (MILA)

(489081 Ext. 401) SD/109

Jun 46

Letters Originating from GSO III (SD) (Capt M. WILKINSON - MW)

LAND FORCES SUB COM, A.C. (MILA)

5115



LAND FORCES SUB COM, A.C. (MILA)

the telephone extension number of the officer originating a letter will be included.

Examples are given below:-

Letters Originating from B.G.S. (M.W. HOPE - INTH)

LAND FORCES SUB COM, A.C. (MILA)

(489081 Ext. 400) SD/109

Jun 46

Letters Originating from GSO I(SD) (Lt Col A.R.C. SOUTHEY - ARCS)

LAND FORCES SUB COM, A.C. (MILA)

(489081 Ext. 218) SD/109

Jun 46

Letters Originating from GSO II(SD) (Maj A.A. BIRMINGTON - LAB)

LAND FORCES SUB COM, A.C. (MILA)

(489081 Ext. 401) SD/109

Jun 46

Letters Originating from GSO III (SD) (Capt M. WILKINSON - MW)

LAND FORCES SUB COM, A.C. (MILA)

(489081 Ext. 401) SD/109

Jun 46

ELL/jw

Distribution:  
ACTION :

Sgt LAD - Cpl ANDERSON

Miss Sabina BARTOLI

Mr Riccardo RICCIARDI

INFO :

B.G.S. - GSO I - GSO II - GSO III - S.Q.M.S. DAVIES

ALL SD & OPS Clerks

5115

2/3/6

*Boyleach*

Head Clerk, Sjt  
SD & OPS SEC.



12

B/MIG/2

Memo  
-----

TO : Sgt Tooth  
Sgt Leach ←  
Cpl Hookaday

---

*file done all*

Please ensure that, for the future, the telephone extension of the officer originating a letter is included in the address block of the letter.

*3/6/46*

Example of form required:-

LAND FORCE HQ SUB-COM, AC (MIA)

(Tel Ext: 281)

SD/109

Jun 46

TO : Etc

*Roar*

SQMS  
Chief Clerk G

*1 Jun 46*

5114



SUBJECT: Records

G BRANCH NMIA

RE/C/2 ←

14 MAY 46

TO : Sgt T. HOWLAND,  
Room 35.

*File*

Forwarded herewith are file lists in duplicate in respect of SD & Ops, Training and Intelligence sections of this Branch.

Amendments or alterations to these file lists will be notified to you as and when they occur.

*D.*

Chief Clerk,  
G.

ra

*17/12/5*

5113



SUBJECT: Daily File Census.

G(SD)  
M M I A

EM/G/2

Apr 46

EM/G/2 dated 22 Mar 46 is cancelled.  
The following personnel will be i/o file census, w.e.f. 24 Apr.

Pte Mr CHADIE  
Pte HSE

The census will be made each and every day with the exception of Saturdays, Sundays and Wednesdays unless a G(SD) clerk is on duty, in which case the census will be made by him during his tour of duty.

The personnel nominated above will have an early meal on alternative days in order to be able to carry out file census during 1230 - 1400 hrs.

The completed file census will be placed on the desk of the Head Clerk 'G' Branch by 1400 hrs daily.

ELL/jw

*Ext. Head*  
for Head Clerk, *ipl.*  
"G" Branch.

5112



SUBJECT: Daily File Issues

O.D.  
H.H.A.

M/O/2

22 Aug 46

The file system, which appears to have been during the past  
 period, will be reinstated as follows, in the following order:

|      |          |
|------|----------|
| 1/12 | Smith    |
| 1/12 | Wright   |
| 1/12 | Anderson |
| 1/12 | Johnson  |
| 1/12 | Miller   |
| 1/12 | Clark    |

The above, to fit in with the daily clerical roster etc, may be  
 altered by mutual agreement as required.

The above will be done each and every day with the exception  
 of days when the above is a (10) alert in which case the  
 above will be done by him during his tour of duty.

JRC.

Head Clerk  
O.D.

See

Distribution

Reinstated 12th Aug  
 File: M/O/2

M/O/2

5111



M.I.A.

CC/7

November, 1945.

Subject : Float File.

1. The Float File of incoming signals and messages will be discontinued from 12 Nov., as a temporary measure only.
2. The File will be reinstituted if it is found by Heads of Departments that efficiency suffers by its suspension.
3. IMMEDIATE or higher priority signals received during office hours will continue to be dealt with as at present i.e. Signal to Chief Clerk, Chief Clerk to Head Clerk of each branch, Head Clerk personally to officer for action. Out of office hours as detailed in Duty Officers' and Duty Clerks' Orders.

*Approved by*  
*W.C.C.*  
 Lt. Col.,  
 G. O. I.

Distribution : Chief Clerk, M.I.A. for CC/7  
 Head Clerks of all branches and services.

/d/c

|              |                                     |
|--------------|-------------------------------------|
| CC/1         | <input checked="" type="checkbox"/> |
| CC/2 (Ops)   | <input checked="" type="checkbox"/> |
| CC/3 (Ops)   | <input checked="" type="checkbox"/> |
| CC/4 (Ops)   | <input checked="" type="checkbox"/> |
| CC/5 (Ops)   | <input checked="" type="checkbox"/> |
| CC/6 (Ops)   | <input checked="" type="checkbox"/> |
| CC/7 (Ops)   | <input checked="" type="checkbox"/> |
| CC/8 (Ops)   | <input checked="" type="checkbox"/> |
| CC/9 (Ops)   | <input checked="" type="checkbox"/> |
| CC/10 (Ops)  | <input checked="" type="checkbox"/> |
| CC/11 (Ops)  | <input checked="" type="checkbox"/> |
| CC/12 (Ops)  | <input checked="" type="checkbox"/> |
| CC/13 (Ops)  | <input checked="" type="checkbox"/> |
| CC/14 (Ops)  | <input checked="" type="checkbox"/> |
| CC/15 (Ops)  | <input checked="" type="checkbox"/> |
| CC/16 (Ops)  | <input checked="" type="checkbox"/> |
| CC/17 (Ops)  | <input checked="" type="checkbox"/> |
| CC/18 (Ops)  | <input checked="" type="checkbox"/> |
| CC/19 (Ops)  | <input checked="" type="checkbox"/> |
| CC/20 (Ops)  | <input checked="" type="checkbox"/> |
| CC/21 (Ops)  | <input checked="" type="checkbox"/> |
| CC/22 (Ops)  | <input checked="" type="checkbox"/> |
| CC/23 (Ops)  | <input checked="" type="checkbox"/> |
| CC/24 (Ops)  | <input checked="" type="checkbox"/> |
| CC/25 (Ops)  | <input checked="" type="checkbox"/> |
| CC/26 (Ops)  | <input checked="" type="checkbox"/> |
| CC/27 (Ops)  | <input checked="" type="checkbox"/> |
| CC/28 (Ops)  | <input checked="" type="checkbox"/> |
| CC/29 (Ops)  | <input checked="" type="checkbox"/> |
| CC/30 (Ops)  | <input checked="" type="checkbox"/> |
| CC/31 (Ops)  | <input checked="" type="checkbox"/> |
| CC/32 (Ops)  | <input checked="" type="checkbox"/> |
| CC/33 (Ops)  | <input checked="" type="checkbox"/> |
| CC/34 (Ops)  | <input checked="" type="checkbox"/> |
| CC/35 (Ops)  | <input checked="" type="checkbox"/> |
| CC/36 (Ops)  | <input checked="" type="checkbox"/> |
| CC/37 (Ops)  | <input checked="" type="checkbox"/> |
| CC/38 (Ops)  | <input checked="" type="checkbox"/> |
| CC/39 (Ops)  | <input checked="" type="checkbox"/> |
| CC/40 (Ops)  | <input checked="" type="checkbox"/> |
| CC/41 (Ops)  | <input checked="" type="checkbox"/> |
| CC/42 (Ops)  | <input checked="" type="checkbox"/> |
| CC/43 (Ops)  | <input checked="" type="checkbox"/> |
| CC/44 (Ops)  | <input checked="" type="checkbox"/> |
| CC/45 (Ops)  | <input checked="" type="checkbox"/> |
| CC/46 (Ops)  | <input checked="" type="checkbox"/> |
| CC/47 (Ops)  | <input checked="" type="checkbox"/> |
| CC/48 (Ops)  | <input checked="" type="checkbox"/> |
| CC/49 (Ops)  | <input checked="" type="checkbox"/> |
| CC/50 (Ops)  | <input checked="" type="checkbox"/> |
| CC/51 (Ops)  | <input checked="" type="checkbox"/> |
| CC/52 (Ops)  | <input checked="" type="checkbox"/> |
| CC/53 (Ops)  | <input checked="" type="checkbox"/> |
| CC/54 (Ops)  | <input checked="" type="checkbox"/> |
| CC/55 (Ops)  | <input checked="" type="checkbox"/> |
| CC/56 (Ops)  | <input checked="" type="checkbox"/> |
| CC/57 (Ops)  | <input checked="" type="checkbox"/> |
| CC/58 (Ops)  | <input checked="" type="checkbox"/> |
| CC/59 (Ops)  | <input checked="" type="checkbox"/> |
| CC/60 (Ops)  | <input checked="" type="checkbox"/> |
| CC/61 (Ops)  | <input checked="" type="checkbox"/> |
| CC/62 (Ops)  | <input checked="" type="checkbox"/> |
| CC/63 (Ops)  | <input checked="" type="checkbox"/> |
| CC/64 (Ops)  | <input checked="" type="checkbox"/> |
| CC/65 (Ops)  | <input checked="" type="checkbox"/> |
| CC/66 (Ops)  | <input checked="" type="checkbox"/> |
| CC/67 (Ops)  | <input checked="" type="checkbox"/> |
| CC/68 (Ops)  | <input checked="" type="checkbox"/> |
| CC/69 (Ops)  | <input checked="" type="checkbox"/> |
| CC/70 (Ops)  | <input checked="" type="checkbox"/> |
| CC/71 (Ops)  | <input checked="" type="checkbox"/> |
| CC/72 (Ops)  | <input checked="" type="checkbox"/> |
| CC/73 (Ops)  | <input checked="" type="checkbox"/> |
| CC/74 (Ops)  | <input checked="" type="checkbox"/> |
| CC/75 (Ops)  | <input checked="" type="checkbox"/> |
| CC/76 (Ops)  | <input checked="" type="checkbox"/> |
| CC/77 (Ops)  | <input checked="" type="checkbox"/> |
| CC/78 (Ops)  | <input checked="" type="checkbox"/> |
| CC/79 (Ops)  | <input checked="" type="checkbox"/> |
| CC/80 (Ops)  | <input checked="" type="checkbox"/> |
| CC/81 (Ops)  | <input checked="" type="checkbox"/> |
| CC/82 (Ops)  | <input checked="" type="checkbox"/> |
| CC/83 (Ops)  | <input checked="" type="checkbox"/> |
| CC/84 (Ops)  | <input checked="" type="checkbox"/> |
| CC/85 (Ops)  | <input checked="" type="checkbox"/> |
| CC/86 (Ops)  | <input checked="" type="checkbox"/> |
| CC/87 (Ops)  | <input checked="" type="checkbox"/> |
| CC/88 (Ops)  | <input checked="" type="checkbox"/> |
| CC/89 (Ops)  | <input checked="" type="checkbox"/> |
| CC/90 (Ops)  | <input checked="" type="checkbox"/> |
| CC/91 (Ops)  | <input checked="" type="checkbox"/> |
| CC/92 (Ops)  | <input checked="" type="checkbox"/> |
| CC/93 (Ops)  | <input checked="" type="checkbox"/> |
| CC/94 (Ops)  | <input checked="" type="checkbox"/> |
| CC/95 (Ops)  | <input checked="" type="checkbox"/> |
| CC/96 (Ops)  | <input checked="" type="checkbox"/> |
| CC/97 (Ops)  | <input checked="" type="checkbox"/> |
| CC/98 (Ops)  | <input checked="" type="checkbox"/> |
| CC/99 (Ops)  | <input checked="" type="checkbox"/> |
| CC/100 (Ops) | <input checked="" type="checkbox"/> |

M.I.A. - C  
 Date: 11/11/45  
 By: [Signature]

5110



## HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Chief of Staff

\*\*\*\*\*

Ref: 65/005

OFFICE MEMORANDUM

NUMBER

21

STAFF PROCEDURE

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

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

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

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

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

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

4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

28 December 1944.

RJR

6/22/7

L. G. G. G. G.



following:-

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

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

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

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

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

4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

Brigadier,  
Chief of Staff.

DISTRIBUTION  
"A"



Office Routine 6

SUBJECT: Translations

1. With effect from 16 Nov 44. All letters from GERS and the War Ministry dealing with G(ED) matters will be translated before being placed on "G" files.
2. Letters for G 3 (Int) and Major BAUMANN need not be translated unless these officers apply to the Interpreter Section for a translation.

15 Nov 44

W. B. Selby  
Capt. Col. G.S.

DISTRIBUTION:

- G I } See as indicated 15/11
- G II }
- G III }
- Major Baumann
- Capt. Selby
- Chief Clerk
- S/Sgt de Juan
- Cpl. Hamilton - Interpreter Section

Cpl. Noice

To note and inform clerks.

15/11

17/11

5108



Subject: Morning Conference.

Army Sub Commission (MMIA)  
HQ. AGC. R O M E.  
AG/9

3 Sep 44

1. Conferences will be held at 0845 hrs weekdays and 0915 hrs Sundays.

2. ALL Officers unless out of ROME on duty or on authorised leave will attend at the correct time.

*Amended  
by office inst No 45*

FJH/nh

*F. J. Noakes*

F. J. NOAKES Lt. Col.  
A.A. & Q.M.G.  
Army Sub Commission (MMIA)

DISTRIBUTION:

All Branches MMIA ROME.  
Circ.

|         |   |               |     |
|---------|---|---------------|-----|
| 2 1/2   | ⊗ | Col P. D. LEX | MP. |
| 6 u     | ⊗ | SORE          | MP  |
| 6 u     | ⊗ | SERRA         |     |
| 6 u     | ⊗ | SOR S. G.     | MP  |
| 6 u (1) | ⊗ | ADC           | 2   |
| 6 u (2) | ⊗ |               |     |



HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENTS BRANCH  
APO 394

OFFICE MEMORANDUM)

NUMBER 7)

24 July 1944

DUTY HOURS

1. Office Hours:

a. Office hours of 0830 to 1800 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

2. Recreation:

Officers and EM/ORs will devote one day each week to exercise and recreation. A roster of the officers and EM/ORs assigned to each Section, Sub-Commission or office will be maintained, showing the day per week to be devoted to exercise and recreation. Not more than 50% of the assigned strength of any office will select Sunday as the day off for exercise and recreation. The roster may be changed without notice to meet the work requirements of the office. Directors of Sub-Commissions and Heads of Offices will insure that the Sub-Commission or Office is in charge of the second in command or some other qualified officer during their absence. Personnel required to be on duty on Sunday will be permitted sufficient time to attend church services if they so desire.

3. Night Staff Duty Officer:

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. During the same period there will be an EM/OR to assist the duty officer.

John J. Albright  
JOHN J. ALBRIGHT



b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

2. Recreation:

Officers and EM/ORs will devote one day each week to exercise and recreation. A roster of the officers and EM/ORs assigned to each Section, Sub-Commission or office will be maintained, showing the day per week to be devoted to exercise and recreation. Not more than 50% of the assigned strength of any office will select Sunday as the day off for exercise and recreation. The roster may be changed without notice to meet the work requirements of the office. Directors of Sub-Commissions and Heads of Offices will insure that the Sub-Commission or Office is in charge of the second in command or some other qualified officer during their absence. Personnel required to be on duty on Sunday will be permitted sufficient time to attend church services if they so desire.

3. Night Staff Duty Officer:

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. During the same period there will be an EM/OR to assist the duty officer.

*John J. Albright*  
JOHN J. ALBRIGHT,  
Colonel, Infantry,  
Establishments Officer.

DISTRIBUTION: "C"



3

Mr 24/7

Subject: SIGNATURE OF LETTERS

To: CHIEF CLERK, A/Q

1. Letters (within AQ/G4 Branch) will be prepared, when for signature by the Staff, in the following way. Letters for signature by Commander or 2 i.c. will be prepared as now.

2. For letters addressed to formations commanded by a Major General (or equivalent rank) or higher officer, and important letters to lower formations, the typing will be

THOMAS ATKINS MAJOR,  
FOR MAJOR GENERAL,  
ARMY SUB COMMISSION, ACC.  
(MMIA).

The Officer will sign above his name in the normal way.

3. For routine letters addressed to junior formations (a unit or formation commanded by an Officer below the rank Major General or equivalent) or within MMIA, the typing will be:-

THOMAS ATKINS MAJOR  
FOR LT.COL. A.A. & Q.M.G.  
ARMY SUB COMMISSION, ACC.  
(MMIA)

The Officer will sign <sup>above</sup> his name in the normal way.

RJN/hh

Lt.Col:

A.A. & Q.M.G.

Copy to: Lt.Col.Shipley( and for

Major Pinkley)

Major Rose (and for Major Cole)

SC Q.

G.

25/7

G 1

G 11

G 111

G 111(I)

5106

Handwritten signature



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

ROME ALLIED AREA COMMAND  
APO #794, US Army

AG 311.1

IEC/efb  
13 July 1944

Subject: Official Mail.

To : All Units Assigned and Attached.

1. The following instructions are published in addition to letter, this HQ, file AG 311.1, subject: "Official Mail", dated 7 July 1944, and will govern the preparation of material for dispatch by United States Army Postal Service and British Army Postal Service

## 2. U. S. Army Postal Service.

a. Definition: A service for the delivery of official mail by air or surface means wherever U. S. Army Forces are located. It offers a safe and expeditious means for the transmission of all types of official mail, other than Top Secret. It is recommended that the ACS or ADLS be utilized for the transmission of all matter classified Confidential or higher, by all units having ready access to such services. All official mail for air dispatch travels on a No. 1 priority and each APO within this theater makes at least one dispatch daily, weather permitting.

b. Locations: U. S. Army Post Offices serve every U. S. headquarters and unit in this theater.

## c. Preparation and Dispatch:

(1) Top Secret matter may not be sent through the U.S. Army Postal Service.

(2) Confidential and Secret mail will be prepared in accordance with AR 380-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.

(3) Restricted and unclassified matter need not be registered, but may be registered if the sender desires. The registration fee and applicable surcharges must be paid in such cases, even though the articles are addressed for delivery in the theater.

3105

the word "Registered" on outer covers



Mail by air or surface means wherever U. S. Army Forces are located. It offers a safe and expeditious means for the transmission of all types of official mail, other than Top Secret. It is recommended that the ACS or ADLS be utilized for the transmission of all matter classified Confidential or higher, by all units having ready access to such services. All official mail for air dispatch travels on a No. 1 priority and each APO within this theater makes at least one dispatch daily, weather permitting.

b. Locations: U. S. Army Post Offices serve every U. S. headquarters and unit in this theater.

c. Preparation and Dispatch:

- (1) Top Secret matter may not be sent through the U.S. Army Postal Service.
- (2) Confidential and Secret mail will be prepared in accordance with AR 380-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.
- (3) Restricted and unclassified matter need not be registered, but may be registered if the sender desires. The registration fee and applicable surcharges must be paid in such cases, even though the articles are addressed for delivery in the theater.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services and will not be used on the outer cover of mail matter by any other service in this theater.
- (5) Each article must bear a complete address and return address.
- (6) No article will exceed seventy (70) pounds in weight or one hundred (100) inches in length and girth combined.

- 1 -  
(over)

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



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

- (7) All official mail weighing not in excess of four (4) pounds will be given air dispatch within the theater, within the limits of available air space. Articles weighing in excess of four (4) pounds, the urgency of which required air transmission to destination, must bear the stamped or typewritten indorsement in capital letters "WD ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of an officer which will be taken as a certification that the article requires air dispatch. Postage is not required on any type or size of official mail for delivery within this theater.
- (8) All official mail addressed for delivery outside this theater may be deposited in U. S. APO's without the payment of postage providing the weight of each piece does not exceed four (4) pounds. If over four (4) pounds, postage must be prepaid at the rate prescribed for fourth class mail matter. Such rate is applicable regardless of the character of the inclosures, or whether the article is sealed or unsealed.
- (9) Official mail addressed to the Casualty Branch, Adjutant General's Office, Washington, D.C., or when indorsed "Casualty Mail" and addressed to a commanding officer of a camp, post or station in the United States will be accepted without the payment of postage although the weight of the article is in excess of four pounds.
- (10) If dispatch by air from the theater is desired, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "WD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce.

3. British Army Postal Service.

- a. Definition: A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential".
- b. Locations: British APO's are located within reach of every British headquarters and unit in this theater.
- c. Conveyance: Official correspondence is afforded priority treatment in the British APS and daily dispatches are made by air. Official articles of letter size are given



without the payment of postage provided the weight of each piece does not exceed four (4) pounds. If over four (4) pounds, postage must be prepaid at the rate prescribed for fourth class mail matter. Such rate is applicable regardless of the character of the inclosures, or whether the article is sealed or unsealed.

(9) Official mail addressed to the Casualty Branch, Adjutant General's Office, Washington, D.C., or when indorsed "Casualty Mail" and addressed to a commanding officer of a camp, post or station in the United States will be accepted without the payment of postage although the weight of the article is in excess of four pounds.

(10) If dispatch by air from the theater is desired, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "WD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce.

### 3. British Army Postal Service.

a. Definition: A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential".

b. Locations: British APO's are located within reach of every British headquarters and unit in this theater.

c. Conveyance: Official correspondence is afforded priority treatment in the British APS and daily dispatches are made between British APO's. Official articles of letter size are given air conveyance within the theater whenever acceleration in delivery would result. Official articles for addresses outside the theater are conveyed by surface mail.

#### d. Preparation and Dispatch:

(1) Top Secret and Secret material may not be sent through the British Army Postal Service.

(2) Confidential mail will be prepared as required and must be presented at the registry window of an APO for registration. Fees for registration are shown in annex "A" attached.



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

- (3) Restricted and unclassified matter need not be registered.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services.
- (5) Each article will bear a complete forwarding address. Abbreviations will not be used. The full address of the originating headquarters, unit, or section will also be shown on the outside cover of each article.
- (6) Official correspondence will be accepted for transmission subject to the conditions set forth in Annex "A". (AG 311.1-5)

By command of Major General JOHNSON:

*I. E. Cheek*  
I. E. CHEEK  
Capt AGD  
Actg Adj Gen

1 - Incl:  
Annex "A"

DISTRIBUTION:  
"R"

I. E. CHEEK  
Capt AGD  
Asst Adj Gen

5104

1 - Incl:  
Annex "A"

DISTRIBUTION:  
"A"

3  
R-E-S-T-R-I-C-T-E-D



## R-I-S-T-R-I-C-T-D

## REGULATIONS FOR OFFICIAL MAIL AT BRITISH ARMY POST OFFICES

| Destination                                                                                        | Limit of Weight | Limit of Size                                                                       | Postage Rates                                | Registration Fee | Other Conditions                                                                                                     |
|----------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|----------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------|
| Within theater<br>British Empire<br>(Except India)<br>Br. Mandated Territory<br>Fire<br>H.M. Ships | 22 lbs          | Length 2 feet<br>Width 18 inches<br>Depth 18 inches                                 | FREE                                         | FREE             | Each article must be inclosed in an "O.H.M.S. cover or otherwise be indorsed "official" and certified by an officer. |
| India                                                                                              | 11 lbs          | - do -                                                                              | FREE                                         | 3d               |                                                                                                                      |
| U.S.A.                                                                                             | 4 lbs           | 3 feet in length, width & depth, combined, greatest dimension not to exceed 2 feet. | Not over 1 ounce, 2½d Each Addnl ounce, 1d   | 3d               |                                                                                                                      |
| Other Countries                                                                                    | 4 lbs           | 3 feet in length, width & depth, combined, greatest dimension not to exceed 2 feet. | Not over 1 ounce, 3d. Each addnl ounce, 1½d. | 3d               |                                                                                                                      |

|                    |        |                                                                                                            |                                                                                         |    |
|--------------------|--------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----|
| India              | 11 lbs | - do -                                                                                                     | FREE                                                                                    | 3d |
| U.S.A.             | 4 lbs  | 3 feet in leng-<br>th, width & dep-<br>th, combined,<br>greatest dimen-<br>sion not to ex-<br>ceed 2 feet. | Not over<br>1 ounce;<br>2 <sup>3</sup> / <sub>4</sub> d Each<br>Addnl<br>ounce,<br>1d   | 3d |
| Other<br>Countries | 4 lbs  | 3 feet in leng-<br>th, width & dep-<br>th, combined,<br>greatest dimen-<br>sion not to ex-<br>ceed 2 feet. | Not over<br>1 ounce,<br>3d. Each<br>addnl<br>ounce,<br>1 <sup>1</sup> / <sub>2</sub> d. | 3d |

Annex "A"

E103

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



HEADQUARTERS  
ALLIED CONTROL COMMISSION  
R.C. & M.G. Section  
APO 344

ARMY JC  
Office Routing  
6/10/44  
9 Jul

Ref/53/122/OA.

5 July 1944.

OFFICE MEMORANDUM

NUMBER 5 )

1. It may happen that telegrams are wrongly marked by the Message Centre "For Action" to the Section, Branch or Sub-Commission which is not functionally concerned with the subject matter and "For Info" to the office which should take action.
2. On occasions telegrams are sent "For Info" to all concerned.
3. In these circumstances it is the duty of the office which is functionally concerned with the subject matter to take action regardless of the distribution made by the Message Centre and to inform immediately the Message Centre and the office to which the message may have been (wrongly) sent for action of this intention.
4. This does not absolve the office to which a Signal has been marked "For Action" from either taking action or informing the Message Centre.

*For Sign*  
M. S. LUSH,  
Brigadier,  
Executive Commissioner.

DISTRIBUTION:

"A"

5102

Levina di Pietro



2018