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10000/125/1 CHANNELS OF
SEP-44 - NOV. 44

10000/125/1 CHANNELS OF COMMUNICATIONS
SEP. 44 - NOV. 44

CLASSIFICATION

CLASSIFICATION

[illegible][illegible]

REGRADING INFORMATION

REGRADING INFORMATION	
BASIC DOCUMENT TO BE REVIEWED FOR POSSIBLE DOWNGRADING AS INDICATED	
CLASSIFICATION	DATE
SECRET	10/1/80

BASIC DOCUMENT TO BE REVIEWED FOR POSSIBLE DOWNGRADING AS INDICATED					
DATE FOR REVIEW	CLASSIFICATION	DATE OF CLASS.	DATE FOR REVIEW	CLASSIFICATION	DATE OF CLASS.

RESERVED FOR USE BY TOP SECRETARY

RESERVED FOR USE BY TOP SECRET AND SECRET CONTROL OFFICER

CLASSIFICATION

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 489081 Ext 289

18 November 1944

Sir,

As requested in your letter of 15 November, I have investigated the matter of your mail which apparently in the past has been going to Siena. It has now however, and I have taken steps to ensure that this will continue for the future, been arranged for your mail (including personal) to be sent with the pouch daily from the Dispatch Office this HQ to the Message Centre of Toscana Region which I understand has been created at the Provincial HQ in Florence.

I have spoken to the Chief Clerk at Patriots Branch and the practice will be continued of your personal mail being collected from the post office and sent with the official mail for you from the Patriots Branch.

I have made no arrangements as regards the delivery of the mail to you from Provincial HQ at Florence. I will leave this end to you as I do not know whether you will wish to collect or to have it delivered to you in Florence and I hope that the ~~arrangements~~ ^{ARRANGEMENTS} outlined above will be satisfactory to you. If I can be of any further assistance do let me know.

Ant. Fisher

25

Major F.E. GILBERT
5 Innis B.G.

HEADQUARTERS ALLIED COMBAT
APO 394
Office of the Chief of Staff

15 NOV 1944

Tel: 289

Ref : 67/17/COS

11 November 44.

SUBJECT :Duty telephone numbers.

TO :Distribution below.

1. Attached for information of all concerned is a list of the telephones on which the Duty Officer or N.C.O. in each department of the Headquarters can be reached during the mid-day lunch period.
2. Amendments thereto will be notified to the Office of the Chief of Staff as they occur.

W. Stapp
Brigadier,
Chief of Staff.

Distribution:

Groups I and II, all serials - 2
G - 5, ATH Q 6

DUTY TELEPHONE NUMBERS

<u>Office</u>	<u>Internal No.</u>	<u>External No.</u>
<u>Chief Commissioner</u>	445	
<u>Chief of Staff</u>	289	
<u>Civil Affairs Section</u>		
Civil Affairs Section	437	
Local Government Sub Commission	437	
Legal S/C	302	
Education S/C	269	
Public Health S/C	500	
Public Safety S/C	502	
WFAA S/C	442	
DP & R S/C	743	
Parrots Branch	321	
<u>Economic Section</u>		
Economic Section	357	
Agriculture S/C	262	
Commerce S/C	702	
Finance S/C	553	
Food S/C	206	
Industry S/C	447	
Labor S/C	204 or 723	
Public Works & Util. S/C	497	478806
Shipping S/C	470	
Requisition Division	390	
Transportation S/C		
<u>Establishment Section</u>		
Executive Officer (B)	510	
G-1 (A)	429	
G-1 (E)	573	
2675 Regt.	429	
HQ Adjt.	405	
1st Bnlt.	440	
G-1 (B)	435	
G-4 (A)		
<u>Political Section</u>		
Naval S/C	540	
Land Forces S/C (M.M.I.A.)	757	478526
Air Forces S/C		478841 +
Communications S/C	312	

Civil Affairs Section
 Federal Government Sub Commission
 Legal S/C
 Education S/C
 Public Health S/C
 Public Safety S/C
 MFAA S/C
 ID & R S/C
 Police Branch

Economic Section

Economic Section
 Agriculture S/C
 Commerce S/C
 Finance S/C
 Food S/C
 Industry S/C
 Labor S/C
 Public Works & Util. S/C
 Shipping S/C
 Requisition Division
 Transportation S/C

Establishment Section

Executive Officer (E)
 G-1 (A)
 G-1 (E)
 2675 Regt.
 HQ Adjt.
 137 Comdt.
 G-1 (E)
 G-4 (A)

Political Section

NAVY S/C

Land Forces S/C (M.N.S.A.)

Air Forces S/C

Communications S/C

War Material Disposal & I POW

Public Relations

437		
302		
269		
500		
502		
442		
743		
321		
357		
262		
702		
553		
206		
447		
204 or 723		478806
437		
470		
390		
510		
429		
573		
429		
405		
440		
436		478606
		478584 +
540		
757		479526
		478841 +
312		
283		478490

Note : Numbers followed by "+" are Mess numbers not office numbers.

ALLIED CONTROL COMMISSION

PATRIOTS BRANCH
ADVANCED DETACHMENTTo Major Whelpton
"D" Section

Ref:

From: Major Drage

1 Nov 44

1. It is requested that from now on this department may be on your Distribution List for all "D" Section reports which include news services and conditions in liberated and unliberated ITALY.

2. It is furthermore requested that two copies of each of these reports may be rendered as a request has been made that one copy should be distributed by this department to the Chief Civil Affairs Officer of AAI.

22

B.L. DRAGE Major R.A.S.C.

Copy to Maj. Noble for information

0019

PATR. BRANCH

CIRCULATION SLIP

Date 28 OCT 1947

~~RELIO.....) For information~~
~~Attachment.....) For action~~

✓	Major Drage	
✓	Major F. Gillet	<i>OK</i>
✓	Capt. Glasspool	<i>sure</i>
	Capt. Harris <i>Wadlow</i>	<i>CW</i>
	It: Liaison Sect.	<i>P. D. L.</i>

Remarks

0020

Subject: Automatic Telephone NumbersTo: All Subscribers

For reasons connected with the repair of part of the City's Automatic Telephone System, it will be necessary to alter all existing military automatic telephone numbers to four-digit numbers.

This change will take effect at 0900 hrs on 30 Oct 44.

The alteration will consist of prefixing the figure "1" to all existing military numbers, e.g.

Florence Command	561	becomes	1561
Florence Trunks	111	"	1111
Enquiries	411	"	1411

A new directory giving the amended numbers will be published within the next few days.

(signed) A. Smith, Capt.,
for O.C. Signals,
Florence Command.

21

Field.
26.10.44.

00211

PATRIOT 1 INCH

CIRCULATION SLIP

Date 25 OCT 1944

POLIC.....) For information
Attachment.....) For action

✓ Major Drage	<i>[Signature]</i>
Major H. Gillet	
Capt. Glasspool	<i>[Signature]</i>
Capt. Harris	
It. Liaison Sect.	

Remarks _____

25 OCT 1944

521.
5.

HEADQUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
APO 594

CA Section Office Memo

18 October 1944

Ref : 142/CA

TO : All Sub-Commissions CA Section.

- 1 This directive is issued in application of COS Office Memo-
andum No 17 dated 13 October 1944.
- 2 There will in future be three types of out-going communications.
Communications directed from Sub-Commissions concerned to their
representatives in the field. Such communications will in
future be confined to routine and technical correspondence
relating with individual matters. All such letters will be
addressed to the Regional Commissioner or SCAG (Army) as the
case may be for the attention of the Special Division concerned.
Communications which will be signed by or on behalf of the
Vice President. Such communications will include directives
laying down matters of policy or principle even though only of
a technical character, letters on matters of general policy and
principle and letters (which formerly would have been signed by
directors of Sub-Commissions) on technical matters where such
letters lay down some principle or policy not already
established.
- Furthermore all letters which involve coordination between two
or more Sub-Commissions will be signed by the Vice President.
All such letters will be addressed to the Regional Commissioner
or SCAG Army, and will be prepared for signature by the Vice
President as follows:

BY COMMAND OF COMODORE STONE

.....Brigadier
VI CA SCAG
Don COS

20

- a) Copy of such letter will be sent to the Chief of the Special
Division concerned where appropriate.
Where a reply to a letter signed by the Regional Commissioner
(or his Executive Officer) is under consideration, it will be
signed by or on behalf of the Vice President even though only a
matter of routine in nature.
- b) Communications which will be signed by the Chief of Staff.
This will include the more important directives of the class
which formerly were issued as Executive Memorandum. All
such directives will be left for signature in blank and the

Ref: 1/15/44

TO: All Sub-Commissions C. Section.

1 This directive is issued in application of SOS Office Memorandum No 17 dated 13 October 1944.

2 There will in future be three types of out-going communications. a) Communications direct from Sub-Commissions concerned to their representative in the field. Such communications will in future be confined to routine and technical correspondence dealing with individual matters. All such letters will be addressed to the Regional Commissioner or SOLO (Army) as the case may be for the attention of the Special Division concerned. b) Communications which will be signed by or on behalf of the Vice President. Such communications will include directives laying down matters of policy or principle even though only of a technical character, letters on matters of general policy and principle and letters (which formerly would have been signed by Directors of Sub-Commissions) on technical matters where such letters lay down some principle or policy not already established.

Furthermore all letters which involve coordination between two or more Sub-Commissions will be signed by the Vice President. All such letters will be addressed to the Regional Commissioner or SOLO Army, and will be prepared for signature by the Vice President as follows:

BY COMMAND OF COMMANDER STONE

20

.....Brigadier
VF CA Sec
Dep COS

a) copy of such letter will be sent to the Chief of the Special Division concerned where appropriate.
Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer) is under consideration, it will be signed by or on behalf of the Vice President even though only a matter of routine in nature.
Communications which will be signed by the Chief of Staff, this will include the more important directives of the class which formerly were issued as Executive Memorandum. All such directives will be left for signature in blank and the decision whether the document will be signed by the Chief of Staff or by the Vice President will be made by the Chief of Staff in consultation with the Vice President.
All letters to Army and HQMI or other outside formations will in future be signed by the Vice President and not by the Directors of the Sub-Commissions concerned and will bear the legend - For the Acting Chief Commissioner - at the foot of the letter.
An exception is here made to this directive in the case of DP and RSO, who is authorized to communicate direct with Army and HQMI in routine matters of movement and administration where no matter of policy is concerned.

2879

- 2 -

For the purpose of this directive MIA and the Army Sub-Commissions are treated as a part of JOC.

Procedure for incoming correspondence. In future all incoming correspondence will be routed through the Message Centre to the Section concerned or, where specifically addressed, to the proper Sub-Commission. With a view to saving time correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to initiate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para 4 above.

The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamation and General Orders, and the Legal Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Legal Sub-Commission will continue to be responsible for checking translations and galley proofs with the Civil Affairs Section in the same way as was formerly done with the EC and M Section.

There will be regular meetings of directors of Sub-Commissions with Vice President Civil Affairs Section on Tuesday and Friday at 1600 hrs as formerly without prior notice. Directors themselves will attend unless absent on duty when their deputy or next senior officer will attend on their behalf.

Other meetings of directors of Sub-Commissions will be called on notice as occasion may require.

The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

PA
BRIG G R. UHON

CC1 R R CRIPPS

LT COL GR WHITE Education	MAJ WMS DOLLARD Office stores and personnel	MAJ JS REKES Administration (Internal)
Legal	Education	Disp Persons SO
Public Health	M P A A	Time Clearance
Public Safety	Local Govt	Printing
	Patriots	Returns
		Misc (Travel orders)

correspondence will be routed through the message center to the Section concerned or, where specifically addressed, to the proper Sub-Commission. With a view to saving time correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to initiate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para 4 above.

- 4 The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamations and General Orders, and the Legal Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Legal Sub-Commission will continue to be responsible for checking translations and galley proofs with the Civil Affairs Section in the same way as was formerly done with the RG and MB Section.
- 5 There will be regular meetings of Directors of Sub-Commissions with Vice President Civil Affairs Section on Tuesday and Friday at 1600 hrs as formerly without prior notice. Directors themselves will attend unless absent on duty then their deputy or next senior officer will attend on their behalf.
- 6 Other meetings of Directors of Sub-Commissions will be called on notice as occasion may require.
- 7 The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

P.A.		Brig G.R. VANCE	
		Col P.R. CHIFFEX	
LT COL SM WHITE	Major J.S. REAMES	Major W.E. DONLARD	Major J.S. REAMES
Inspection	Administration	Office stores and personnel	Administration (Internal)
Legal	Disp Persons S.O.	Education	Mine Clearance
Public Health	Mine Clearance	M.P.A.	Printing
Public Safety	Printing	Local Govt	Returns
	Returns	Patrols	Misc (Travel orders etc)

- 8 Sub-Commissions will continue to deal direct with C4 on posting and transfers of Officers and M/O. In case of difficulty they will refer the matter to Vice President Civil Affairs Section.
- 9 As formerly Sub-Commissions will be responsible for the initiation of policies and plans within their respective spheres of action. Directors of Sub-Commissions will however discuss the broad principles which they recommend should be followed with

- 3 -

Vice President Civil Affairs Section before such policies and plans are implemented.

- 10 Directors of Sub-Commissions will as formerly be responsible for keeping the Vice President Civil Affairs Section in touch with the development of their work and of any difficulties with which they cannot effectively deal.
- 11 Correspondence or directives for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

R. R. G. [Signature]

R. R. G. [Signature]
CSC Section

copy to COS (2)

15A
OCT 1944
5-17D
PRESS OFFICE
P.W.B. Unit n. 14 - A.P.O. 512
U.S. Army
19 OCT 1944

17th. October 1944

To: All Departments concerned

From: A. Harari
Press Office, Florence

- 1) - Duties of Press Office, Florence, have been taken over by me as from to day.
- 2) - It is requested that all communications concerning this office be addressed to me.
- 3) - Any communications regarding the Bologna Press Operation or intended for Mr. Ellison should be be addressed to him personally.-

18

A. Harari
Press Officer - Florence

Copy to Major S. Noble

PATRIOT BRANCH
CIRCULATION CLIP

Date _____

FOR INFO.....14.....) For information
Attachment.....) For action

1	Major Brage	<i>B</i>
-	Capt. Knell	
(2)	Capt. Glasspool	<i>dux</i>
(3)	Capt. Harris	
	Capt. Rocco	

Remarks _____

W. H. H.

43 Oct Head

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFF

16 OCT 1944

Office of the Chief of Staff.

13 October 1944

Ref: 65/1/553.

OFFICE MEMORANDUM

NUMBER 17

INSTRUCTION ON ROUTING AND PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups:
 - Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
 - Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
 - Group C. Correspondence dealing with technical and routine matters.

2. Routing Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner:

- (i) Correspondence in Group A will be forwarded to the Chief of Staff Office.
- (ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

- (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be sent out by the appropriate Sub-Com-

INSTRUCTION ON ROUTING AND PREPARATION OF CORRESPONDENCE

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- Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, in which the policy, major or otherwise, has been decided.
Group C. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be routed for the attention of the Sub Commission or Branch concerned. The Messager Centre will deal with the three groups of correspondence in the following manner:

(i) Correspondence in Groups A and B will be forwarded to the Chief of Staff Office.

(ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.

(iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

(i) Correspondence in Group A will be sent out by the Chief of Staff Office.

(ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.

(iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups A and B will be signed by the Regional Commissioner, his Executive Officer, or an officer deputized by him.

Correspondence issued from Headquarters Allied Control Commission will in all cases be addressed to the Regional Commissioner and if necessary, marked for the attention of the appropriate Division of his Headquarters.

- 2 -

5. Correspondence to parallel and higher formations:

O.G.
HQ A.A.I.
A.F.H.Q.
Diplomatic and Consular Missions.

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff " for the Chief Commissioner", or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission " for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub Commission or Branch " for the Chief Commissioner".

6. Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub Commission or Branch.

7. Correspondence between Sub Commissions:

This will be done in the form of inter departmental minutes. Sub Commissions will not correspond with each other by letter.

8. Preparation for signature.

American staff procedure in the preparation of letters will be followed, O.G., to parallel or higher formations the legend " for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend " by command of Commander Stone" will appear at the bottom of the letter above the signature.

418 Lsk

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff " for the Chief Commissioner", or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission " for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub Commission or Branch " for the Chief Commissioner".
- (v) Group D will issue over the name of the Director of any Sub Commission or Branch.

Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub Commission or Branch.

Correspondence between Sub Commissions:

This will be done in the form of inter departmental minutes. Sub Commissions will not correspond with each other by letter.

Preparation for signature.

American staff procedure in the preparation of letters will be followed, C.2., to parallel or higher formations the legend " for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend " by command of Commanding Officer" will appear at the bottom of the letter above the signature.

DISTRIBUTION :

" 5 "
Less 42-50 & Group III.

Brigadier,
Chief of Staff,

118 Lsh

HEADQUARTERS
ALLIED CONTROL COMMISSION

CH

Office of the Chief of Staff.

Ref: 65/1/GCS.

OFFICE MEMORANDUM)

NUMBER 17)

13 October 1944

INSTRUCTION ON ROUTING AND PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups :

- Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
- Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
- Group C. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner :

- (i) Correspondence in Group A will be forwarded to the Chief of Staff Office.
- (ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

- (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

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1. All correspondence, including cables, is divided into three groups :

- Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
- Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
- Group C. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner :

- (i) Correspondence in Group A will be forwarded to the Chief of Staff Office.
- (ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

- (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups A and B will be signed by the Regional Commissioner, his Executive Officer, or an officer deputized by him.

Correspondence involving even Headquarters Allied Control Commission will in all cases be addressed to the Regional Commissioner and if necessary marked for the attention of the appropriate Division of his Headquarters.

- 2 -

5. Correspondence to parallel and higher formations:

c.s. HQ A.A.L.
A.F.H.Q.
Diplomatic and Consular Missions.

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff " for the Chief Commissioner", or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission " for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub Commission or Branch " for the Chief Commissioner".

6. Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub Commission or Branch.

7. Correspondence between Sub Commissions:

This will be done in the form of inter departmental minutes. Sub Commissions will not correspond with each other by letter.

8. Preparation for signature.

American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend " for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend " by command of Commodore Stone" will appear at the bottom of the letter above the signature.

418 (19.6)

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff " for the Chief Commissioner", or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission " for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub Commission or Branch " for the Chief Commissioner".

6. Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
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- (iii) Group C will issue over the name of the Director of any Sub Commission or Branch.

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8. Preparation for signature.

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DISTRIBUTION:

" B "

Less 42-50 & Group III.

418 Lich
Brigadier,
Chief of Staff,

0037

5 OCT Recd

SECRET

Return to *DEB/rb*

9909
13A

HEADQUARTERS REGION XII
Allied Control Commission
APO 394

10 OCT 1944
File
601

30 Sep 44

TO : Patriots Branch (Advance Detachment), A.C.C.
SUBJECT : Location
FILE NO : RXII/323.3

Region XII Headquarters at CHIAMCIANO closed
on 25 Sep 44 and re-opened at PESARO on 27 Sep 44.

HEADQUARTERS
4 OCT 1944
A. C. C.

W. B. ... Capt
Regional Commissioner

SEEN.	INITIALS.	DATE.
Col. Mc. CATHY		
Maj. MAGALLS		
Maj. DRAGE		
Capt. S. VADONI		
Col. FAV.		
C. C.		

0038

10 OCT 1944

12A

File 501

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

6 October 1944

MEMORANDUM:

TO : All Concerned

1. Announcement is made of the promotion of the Acting Chief Commissioner of the Allied Control Commission to the rank of Commodore, United States Naval Reserve, effective 30 September 1944.
2. All correspondence, etc, prepared for the signature of the acting Chief Commissioner will be prepared as follows:

ELLERY W. STONE
Commodore, USNR
Acting Chief Commissioner

By command of Commodore STONE:

L. T. Montant, Jr.
L. T. MONTANT, Jr.
1st Lt, AGD
Adjutant

DISTRIBUTION:

" "

11

0039

PATRIOT BR. III

CIRCULATION SLIP

Date

7 - OCT 1941

FOR INFO). For information
Attachment.....) For Action

Major Drage	3
Capt. Knell	
Capt. Glasspool	<i>Chief</i>
Capt. Harris	<i>1210</i>
Capt. Reece	

Remarks

HEADQUARTERS
ALLIED CONTROL COMMISSION

APO 394
CA SECTION

3/1.1/CA

2 oct 44.

SUBJECT : Classification of documents.

TO : All CA Sub-Commissions.

1. It has been noticed that documents are frequently too highly classified and that the instructions as to the handling of SECRET documents are not always observed.

2. Appended is a summary of the security classifications with which all officers should be familiar.

- a) to the top class belong matters of the level of say negotiations between nations for a treaty of alliance; or, plans for the invasion of France. This classification can practically never be justified in any matter handled by any Sub-Commission.
- b) To the second class belong the majority of military secrets which may affect the conduct of future military operations. e.g. ACC planning which might by implication disclose an army plan of operation or disclose a source of information should be classed SECRET.
- c) To the third class belong most matters of report such as on operations in progress, information, intelligence. This class is normally the highest classification to be used in administrative work such as is done by ACC.

3. With regard to precautions -

- a) Documents in the top class must be enclosed in two envelopes .the inner one of which must be marked "Top Secret to be opened only by ". The contents of a Top Secret document must never be disclosed to any person except only to those to whom its disclosure is essential and then only so much may be disclosed as is essential to enable that officer to perform his duty. The document itself may not be handled or seen by any clerk or by any officer to whom its disclosure is not essential and registering filing and custody must be undertaken by an officer entitled to see the Document.
- b) Secret letters are similarly dealt with except the inner envelope need not be marked "to be opened only by ". They should be handled registered and filed by an officer except in exceptional cases where a special confidential clerk has been specially authorised.

1. It has been noticed that documents are frequently too highly classified and that the instructions as to the handling of SECRET documents are not always observed.
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 - b) Secret letters are similarly dealt with except the inner envelope need not be marked "to be opened only by ". They should be handled registered and filed by an officer except in exceptional cases where a special confidential clerk has been specially authorised.
4. The authority of an officer of the rank of Lt.Col. or higher is required to first classify a subject as Secret or higher.
5. It should be appreciated that a signal graded as Top Secret or Secret is likely to be delayed for enciphering and deciphering.

./.

- 2 -

6. Papers erroneously too highly graded should be regraded.

Every opportunity should be taken to degrade classifications if a lower class becomes justified e.g. on the execution of a plan papers concerned therewith which were originally "Secret" can be re-graded "Confidential".

7. Degrading of Top Secret or Secret papers will be effected by an officer of the rank of Lt.Col. or higher writing above the classification

"re-graded as _____"

he will sign across the old classification adding his rank and date.

8. This letter (which will be brought to the attention of all officers) is not an instruction on classification of documents or on security precautions but a reminder. The only authority on these subjects are the relative regulations.

S.M. WHITE Lt.Col.
for OSO CA Section/

CLASSIFICATION OF DOCUMENTS

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

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

CONFIDENTIAL : Documents, information or material, the unauthorised disclosure of which while NOT endangering the National Security, would be prejudicial to the interest or prestige of the Nation, any Government activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, i.e. ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

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

7. Degrading of Top Secret or Secret papers by an officer of the rank of Lt.Col. or higher writing above the classification "re-graded as" " " he will sign across the old classification adding his rank and date.

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S.H. WHITE Lt.Col.
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Capt. C. W. Glasgow

ALLIED MILITARY GOVERNMENT
CITY OF VIENNA

4 - OCT 1944

2/59

10 OTTOBRE 1944.

OCCETTO :- Telefoni.

1. Richieste di telefoni per civili saranno accettate soltanto se accompagnate da una lettera dell'Ufficiale Alleato che si occupa del reparto in cui è interessata l'organizzazione richiedente dette telefoni, e cioè:

Richieste riguardanti Reparto Lavoro	Col. Lane,
" " " Economia, ecc.	Major Young,
" " " Farmac. Dott. Osp. - Major Hume,	
" " " Pubblica Assistenza	" Dewing,
" " " Genio Civile	" Richardson,
" " " Cittadini Alleati	" Samson,
" " " Pubblica Sicurezza	" Saunders,
" " " Belle Arti	- Capt. Einthoven, <i>Pinsent</i>
" " " Sforzi e Sinistrati	- Capt. Limbert,
" " " Educazione	- Capt. Noe,
" " " Politico & Comm.	- Capt. Lonmon,
" " " Finanze	- Major Read (Pref.)
" " " Provinciale	- Major Shove (Pref.)
" " " Legale	- Major Glenn (Pref.)

TRANSLATION.

SUBJECT :- TELEPHONES.

1. Civilian telephone requests will be accepted only if accompanied by a note from the Allied Officer who handles the Department which might be interested in the Organization requesting the phone.

Labor Organizations should apply to	Lt. Col. Lane,
Economics & Supply	Major Young,
Doctors, Hospitals, pharmaceutical, etc.	Major Hume,
Public Welfare,	Major Dewing,
Engineering,	Major Richardson,
Allied Nationals,	Major Samson,
Public Safety,	Major Saunders,
Fine Arts,	Capt. Einthoven,
Refugees,	Capt. Limbert,
Educations,	Capt. Noe,
Finance,	Major Read, Prefettura,
Provincials Offices,	Major Shove,
Legal Organizations,	Major Glenn,
Political or Commercial organizations,	Capt. Lonmon.

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0045

Richieste riguardanti	Reperto Lavoro	Col. Lane,
"	" Economia, ecc.	Major Young,
"	" Farmac. Dott. Osp.	Major Hume,
"	" Pubblica Assistenza	" Dewing,
"	" Genio Civile	" Richardson,
"	" Cittadini Alleati	" Samson,
"	" Pubblica Sicurezza	" Saunders,
"	" Belle Arti	Capt. Einthoven, <i>Pinsent</i>
"	" Sforzi e Sinistrati	Capt. Limbert,
"	" Educazione	Capt. Noe,
"	" Politico & Comm.	Capt. Lonnon,
"	" Finanze	Major Read (Pref.)
"	" Provinciale	Major Shove (Pref.)
"	" Legale	Major Glenn (Pref.)

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Labor Organizations should apply to	It. Col. Lane,
Economics & Supply "	Major Young,
Doctors, Hospitals, pharmaceutical, etc.	Major Hume,
Public Welfare,	Major Dewing,
Engineering,	Major Richardson,
Allied Nationals,	Major Samson,
Public Safety,	Major Saunders,
Fine Arts,	Capt. Einthoven,
Refugees,	Capt. Limbert,
Educations,	Capt. Noe,
Finance,	Major Read, Prefettura,
Provincials Offices,	Major Shove,
Legal Organizations,	Major Glenn,
Political or Commercial organizations,	Capt. Lonnon.

11

BETRAM M. GOLDSMITH, Capt. AUS
Adm. Officer, AMG. Florence City.

Distribution-
Copy to all officers & Tal. Vecchio Ushers.

Capt. E. M. Glasgow

ALLIED MILITARY GOVERNMENT
CITY OF FLORENCE.

F/20

3rd Oct. 1944.

SUBJECT :- Duty Roster instructions.

TO :- All Officer, A.M.G. City of Florence.

1. The duties of the duty officer will hereafter consist only of being on duty at the Hotel Excelsior from 18:00 hrs. until Lt. Col. Radice relieves said officer.

2. As in the past the Officer on duty is to keep the telephone clerk informed as to his whereabouts so that he can be promptly notified if a call comes through. It will be no longer necessary to relieve the duty officer at dinner time as said officer may inform the telephone clerk when he is going into the living room so that he may be reached there.

3. There will also be no further necessity of being on duty in the morning.

BERTRAM M. GOLDSMITH

Captain, A.U.S.
Administrative Officer
A.M.G. City of Florence.

HEADQUARTERS REGION XII
Allied Control Commission
A P O 394

CAG/day

Patriots

Bn

8A

26 SEP 1944

File 507

TO : HQ. A.C.C.,
Patriots Branch,
Advance Detachment.

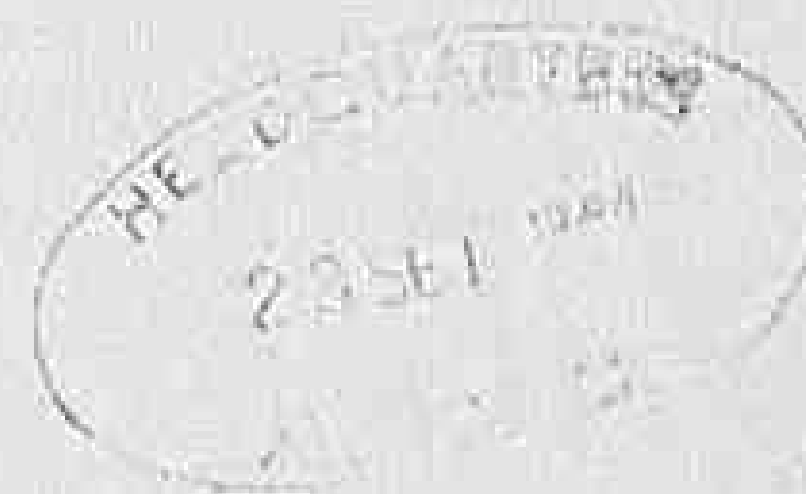
21 September 1944

SUBJECT: Communications.

FILE No: RXII/311.18

At the present time this Headquarters has an officer with your advance detachment in Florence. He is Capt. T. W. Glasspool (B). Contact with this Headquarters can be made at any time through Capt. Glasspool.

Carl M. Glasspool
Colonel, Infantry,
Executive Officer.



RESTRICTEDHEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

26 SEP 1944

SOI

20 September 1944.

OFFICE MEMORANDUM)

NUMBER

9)

AMENDMENT NO. 1

1. The following amendment and addition to Office Memorandum No. 9 (originally published as Administrative Instruction No. 2 Adv Hq. 5 July 1944), is published for the information and guidance of all concerned.

2. In accordance with Signal Instructions from Allied Force Headquarters, the following additional instructions are published for the guidance and compliance of originators of outgoing cables:

a. Originators will include the security classification as the first word of the text of all classified messages, i.e., Restricted, Confidential, Secret and Top Secret (TOPSEC).

b. Messages franked "In clear by any means" will not have those words as the first groups of the text, but "In clear by any means" will be shown in the normal position in the heading of the message.

3. Sections and Sub-Commissions will receive all incoming cables with the security classification shown as the first group or groups of the text, whether the cables are classified or not. This function will be performed by the Adjutant's Department in the processing and distribution of incoming cables.

E. L. Clough
E. L. CLOUGH,
Col, AGD,
Asst Estab Officer.

for the Establishments Officer.

DISTRIBUTION:

"A"

8

RESTRICTED

6A
Lle 351

Subject:- Telephone Exchanges

ALL SUBSCRIBERS

Sigs/IO/1

Owing to the increasing number of "Long Local" subscribers occupying positions on the Florence Trunk Exchange, it has become necessary to instal a 40-line manual switchboard in H.Q. Florence Command to accommodate these subscribers.

This exchange will be known as "Fondlaria" exchange and will not affect the normal automatic facilities in H.Q. building.

W.c.f. 1900 hrs. 27 September 44, the following subscribers will be transferred from Florence Trunk Exchange to Fondlaria Exchange:-

47 AACR
24 U.S. Gen Hospital
16 AGRA
14 L of C Signals

This transfer will cover the three possible requirements of subscribers in the following way:-

1. Subscribers in H.Q. building wishing to call a subscriber on Fondlaria Exchange will, on hearing INTERNAL dialling tone, dial 46, 47, 66, 67 or 68 and ask the operator for required subscriber.
2. Subscribers on Fondlaria Exchange will call the operator by turning the generator handle on their telephones and ask operator for the required subscriber.
If subscriber required has an automatic number, always ask for him by number.
3. Subscribers on Florence Automatic Exchange wishing to call a subscriber on Fondlaria Exchange will dial 361, 362, 363, 364 or 365 and ask operator for required subscriber.

NOTE

For subscribers in H.Q. building wishing to call subscribers on Florence Automatic Exchange and vice versa the procedure remains as before.

7

(signed) A. Smith. Captain. R.Sigs.

7

odate these subscribers.

This exchange will be known as "Fondlarria" exchange and will not affect the normal automatic facilities in H.Q. building.

W.S.I. 1900 hrs. 27 September 44, the following subscribers will be transferred from Florence Trunk Exchange to Fondlarria Exchange:-

47 AACN
24 U.S. Gen Hospital
16 AGRL
14 I of C Signals

This transfer will cover the three possible requirements of subscribers in the following way:-

1. Subscribers in H.Q. building wishing to call a subscriber on Fondlarria Exchange will, on hearing INTERNAL dialling tone, dial 46, 47, 66, 67 or 68 and ask the operator for required subscriber.
2. Subscribers on Fondlarria Exchange will call the operator by turning the generator handle on their telephone and ask operator for the required subscriber. If subscriber required has an automatic number, always ask for him by number.
3. Subscribers on Florence Automatic Exchange wishing to call a subscriber on Fondlarria Exchange will dial 361, 362, 363, 364 or 365 and ask operator for required subscriber.

NOTE

For subscribers in H.Q. building wishing to call subscribers on Florence Automatic Exchange and vice versa the procedure remains as before.

(signed) A. Smith, Captain, R.Sigs.,
Lines Officer,
Florence Command.

25 Sept 44

HEADQUARTERS REGION VIII
ALLIED MILITARY GOVERNMENT

25 SEP 1944
25 SEP 1944
25 SEP 1944

File Ref: RVIII/205/21

Date: 18 Sep 44.

SECRET

SUBJECT: Locations.

TO : Advanced Detachment,
Patriots Branch, A.C.C.

1. Reference your ACC/501/PAT dated 12 Sep 44.
2. This Hq is at present situated in SIENA, and for your information a daily courier service runs between here and Hq. AMG, Fifth Army, who are also in FLORENCE.
3. Changes in location will be notified as and when they occur.

For the Regional Commissioner:

J. HOWARD SAUNDERS,
Major, R.A.,
Adjutant.

GH/AN.



ALLIED CONTROL COMMISSION.
PATRIOT BRANCH.
Adv. Detachment.
APO. 394.

47.
File

Ref: ACC/501/PAT.

14 Sept. 1944.

SUBJECT: Communications.

TO: : Col. C.D. McCarthy
Patriot Branch
HQ. ACC. Rome.

Owing to the shortage of telephone lines available in the city only one line has been allocated to this building.

However, if calls are made to P.W.B. (Major Noble) Florence, I can be called for.

The telephone number is FLORENCE 369.

B.L. DRACE,
Major,
Patriot Branch,
Adv. Detachment;

4

CONTROL OF REGIONS

LIGURIA - Region X Commissioner Col. FEASEY.

LOMBARDIA - Lombardia Region Commissioner Col. HANCOCK.

Rev. Genl. DUNLOP remains Commissioner of Region XII.

Brig Genl. DUNLOP remains Commissioner of Region XII.
R.C. of Region 9. is Col Bowdoin

C.D. McCarthy,
Colonel
Patriot Branch.

SEEN.	INITIALS	DATE.
Col. MC		
Maj. MAGNUS		
Maj. DRAGE		
Capt. SALVADORI		
Col. PAVA		
C. C.		1903. 1902.

1047 Ki

ALLIED CONTROL COMMISSION
PATRIOT BRANCH
ADV. DETACHMENT
APO 394

2 st.

File

Ref: ASC/501/PAT

SUBJECT: Communications

TO : R.C. ✓✓✓
Reg. 8, 9, 12
PITTSBURGH ✓
LYONIA ✓
LOUHANIA ✓

12 Sept. 44

1. An advance detachment office of the Patriot Branch has been opened at Florence, for dealing with patriot problems forward of Reg. 8.

2. It is requested that Regional Commissioners notify this office of their present location also of all moves in the future in order that quick contact can be made when necessary, and to forward any information of interest to Regions.

[Signature]
B.L. BRADY, MAJOR
PATRIOT BRANCH
Adv. Detachment.

UNCLASSIFIED
ARMED CONTROL COMMISSION
R.C. & M.C. SECTION
PACIFIC BRANCH
AWC 304

COMMUNICATIONS

Communication with H.Q. A.M.C. 5th and 6th Armies are as follows.

5th Army.

- 1) Courier Service. This service runs twice weekly and is intended primarily for heavy baggage or dispatches (i.e. Posters or Certifications in large numbers). Times of dispatch and arrival as under.

<u>A.M.C. Post.</u>	<u>5th Army A.M.C.</u>
0900 Monday	App. 1600 Monday
0900 Thursday	App. 1600 Thursday

Service from 5th Army is:

<u>5th Army Post.</u>	<u>A.M.C. H.Q. Arrival</u>
0900 Tuesday	App. 14-00 Monday Tuesday
0900 Friday	App. 14-00 Monday Friday

2) Letters.

Classified Urgent dispatches are sent by Air Delivery Letter Service (A.D.L.S.) through R.A.C. Closing time at R.A.C. is 06.30 hours and 17.30 hours. Frequent D.R. service between H.Q. A.M.C. & R.A.C.

Maximum time for the service should not exceed 24 hours. Unclassified dispatches are forwarded through H.Q. A.M.C. by means of Letter Office (L.O.). Time of departure from H.Q. A.M.C. is 0600 hours and 17-00 daily. This service is by D.R. direct and is more reliable than the A.D.L.S. Contact with H.Q. A.M.C. is by D.R. four times daily. Special runs can be made if necessary.

6th Army.

- 1) Courier Service. Same times as 5th Army.
- 2) Letters classified Urgent Via A.D.L.S. through R.A.C. No times available. Unclassified Letters through H.Q. A.M.C. by M.O. Arrangements same as for 5th Army (See above).

Communication with H.Q. A.M.S., 5th and 8th Armies are as follows.

5th Army

- 1) Courier Service. This service runs twice weekly and is intended primarily for heavy baggage or dispatches (i.e. Posters or Certificates in large numbers). Times of dispatch and arrival are under.

A.C.G. Route

0900 Monday
0900 Tuesday

5th Army A.R.R.

App. 1600 Monday
App. 1600 Tuesday

Service from 5th Army is:

5th Army Desk

0900 Tuesday
0900 Friday

A.C.G. H.Q. Arrival

App. 14-00 hours Tuesday
App. 14-00 hours Friday

2) Letters

Classified Urgent dispatches are sent by Air Delivery Letter Service (ALLS) through RAC. Clearing time at RAC is 08.30 hours and 17-30 hours. Frequent D.R. services between H.Q. A.C.G. & RAC.

Maximum time for the service should not exceed 24 hours.

Unclassified dispatches are forwarded through H.Q. A.A.I. by message Letter Office (L.O.). Time of departure from H.Q. A.A.I. is 0600 hours and 17-00 daily. This service is by D.R. direct and is more reliable than the A.D.L.S. Contact with H.Q. A.A.I. is by D.R. four times daily. Special runs can be made if necessary.

8th Army

- 1) Courier Service. Same times as 5th Army.

- 2) Letters classified Urgent Via A.D.L.S. through RAC. No times available.

Unclassified letters through H.Q. A.A.I. by H.Q. Arrangements same as for 5th Army (See above).

Forward No.11

5th Army

- (a) Air Courier Service which leaves Main Army at 22.00 hrs daily and is delivered Rome Area first thing next morning.

- (b) E.L.S. Service (Road all way) which leaves at 13.30 hrs daily to Air H.Q. A.A.I. where it ties up immediately with a D.R. for Rome Area, and is delivered in Rome first thing the next morning likewise.

13
2
A Semi-Official Test Letter from Main H.Q. A.M.S. 5th Army
was received by me in 36 hours.

5th Army.

By fast Air Courier. This should be the same service as A.M.S.,
but may be going to H.Q. in which case delays would occur. No
information available as to H.Q. or H.Q. Service from H.Q. 5th Army.

GENERAL

All dispatches for both A.M.S. will be enveloped in this letter
and marked "per H.Q." and immediately taken to the message centre.

If urgent and after 1700 hours the chief messenger to be asked
to provide a special delivery to H.Q. A.M.S. On instructions,
letters considered most urgent will be duplicated, one copy being
dispatched by H.Q. and a duplicate copy by A.M.S. This should cover
any breakdown of the A.M.S., which is considered unreliable for
really urgent dispatches.

Collection of mail is responsibility of Message Centre, who
collects from H.Q. several times daily and from H.Q. A.M.S. four
times daily. It is not permitted to collect or deliver direct
to Airport.

0058