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CORRESPONDENCE
Feb - Oct. 1944

0 2 4 6

W.S. to see.

Chief of Staff

Political Section

Correspondence does not
seem to be covered by
his memo. I suppose
the Joint Vice Presidents
should be treated in
every respect in the
same way as ~~100%~~
Chief of Staff?

Yes please
S. J. M.
7/1

W. J. M.

HEADQUARTERS
ALLIED CONTROL COMMISSION
CSC

Office of the Chief of Staff.

Ref: 65/1/CSS.

OFFICE MEMORANDUM)

NUMBER 47)

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. Important 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 Center will deal with the three groups of correspondence in the following manner :

- (1) Correspondence in Group A will be forwarded to the Chief of Staff Office.

- (11) 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.

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

3. Outgoing Correspondence.

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

- (11) 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.

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

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0 2 4 7

Ref: 65/4/005.

OFFICE MEMORANDUM

SUBJECT: 47

33 October 1944

ADMINISTRATIVE AND ORGANIZATIONAL CHANGES

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 Chief, 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:

(1) Correspondence in Group A will be forwarded to the Chief of Staff Office.

(11) 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.

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

3. Outgoing Correspondence.

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

(11) 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.

(111) 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 designated by him.

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

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- 2 -

5. Correspondence to parallel and higher formations:

a.s. HQ A.A.I.
A.P.H.Q.
Education and Cultural 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. Provision 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 Commanders Staff" will appear at the bottom of the letter above the signature.

DISTRIBUTION:

Brigadier,

118 6156

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- (1) All correspondence will issue over the name of the Chief Commissioner.
- (11) 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.
- (111) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of independent Sub-Commission " for the Chief Commissioner".
- (111) 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:

- (1) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (11) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (111) 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. Formulation 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 show the signature. To subordinate formations the legend " by order of Commander Stone" will appear at the bottom of the letter above the signature.

DISTRIBUTION:

" B "

Less 42-50 & Group III.

418 (15.6)
Brigadier,
Chief of Staff,

HEADQUARTERS
ALLIED CONTROL COMMISSION
OCCP
Office of the Chief of Staff

Ref 64/1/OCS.

16th October, 1944

SUBJECT: Group B Correspondence.

TO : Civil Affairs Section
Economic Section
Establishment Section
Navy Sub Commission
Army Sub Commission
Air Force Sub Commission
Communications Sub Commission
War Material Disposal & Italian P.W. Sub Com.
Political Section
P.R.O.

I refer to para 3 (11) of Office Memorandum No. 17, reference 65/1/OCS of 13 October 44. It is necessary that the Chief of Staff be kept informed of the more important matters dealt with by Sections and I should be glad if you would make copies of Group B correspondence which you think would be of interest to the Chief of Staff, combine them in a float file and send it to the Chief Clerk, Office of the Chief of Staff by 0930 hours on the following day.

By command of Commodore Stone.

M. S. LUS/1

Brigadier,
Chief of Staff.

6987

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APG 394

Reference #720/pol

3 May 1944

SUBJECT: Censorship of communications from Italian Government

TO : Communications Sub-Commission, Rear Hq ACC, Salerno.
Attention: Captain Turner

With reference to the attached letter from A.F.H.Q. dated 25 April the Italian Foreign Office have taken up the question of irregular correspondence from the Ministero delle Comunicazioni. They have pointed out not only to this Ministry but to the Presidenza del Consiglio that all Government correspondence for overseas must pass through the Political Section.


J. M. PEARSON
Captain
Political Section

Encl
Ltr 331.18;25 Apr 44

720/pol
6986

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

1 May 1944

Reference #505-PE

MEMORANDUM TO: Mr. H. A. Caccia, Political Section, Hq ACC, Naples.

1. With reference to the attached letter from A.F.H.Q. dated 25 April the Italian Foreign Office have taken up the question of irregular correspondence from the Ministero delle Comunicazioni. They have pointed out not only to this Ministry but to the Presidenza del Consiglio that all Government correspondence for overseas must pass through the Political Section. I return the letter to you for reply.

2. Roberti asked me to remind you that Guido Jung has retained an office in the Ministry of Finance and his telephone number is 1683.

3. We had the usual influx of visitors for the weekend at Cimbrone. In addition to Harris and Magnus, they included General ~~Sanini~~, M. Panafieu, General ~~Sanini~~ who came in with Casardi, Roberti, and Grillo. I did not gather any gossip from them except that the Russians intend to sit on top of the Government here at Salerno. In view of the finer weather at Cimbrone perhaps you would like to do the same.

J. M. PEARSON
Captain
Political Section

Encl

Capt. Pearson

Mr. Caccia does not feel this is
for a reply from us. Would you pass
it to the department concerned -
? Communications Control Branch

6985

WV
8/8

Cable
Message 137

31 Dec 44

Prunas to Berne:

Attention not given to your news of protection of interests due to lack of precedents. Please give more info in your communications. Forward communications to be made in occupied Italy thru Red Cross once nomination of our new delegate to Geneva is made.

FILED: 394/385

6984

Cable

18 Dec 43

Prunas to Madrid:

Send average expenses for protection of our
interests by Spain--indicate amt. for each country.
Address communications to Royal Min. of For. Aff.

FILED: 392/385

6983

Cable

28 Jan 74

From Stone to Freedom, Largo

Forward press announcements and documents.

Important letters be duplicated to both hqs until
move completed.

FILED: 740.0

6982

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394 U.S. Army

February 14, 1944.

720.0

MEMORANDUM FOR: CIVIL AFFAIRS SECTION AFHQ

SUBJECT: Transmission of telegram to the Italian Legation,
Bern.

There is attached copy of a telegram addressed to the
Italian Legation in Bern. It would be appreciated if this
telegram could be sent forward to its destination.

Samuel Reber, Director
Political Section

Enclosure

720.0
725.0

720.0

6961

5460

Coll.
TR.
OR

R, MINISTERO DEGLI AFFARI ESTERI

P

Telegramma in PARTENZA

Nº. coll: 74

Oggetto: Messaggio S.A.R. Principe Piemonte

Data: 12 febbraio, 1944

Tramite: G.A.C.

Diretto a: ITALIAN LEGATION - BERNA

Testo: (originale)

Nº. 14 (.) Please forward following message to H.R.H. Princess of Piedmont (:) (") All best wishes Vittorio and constant loving thoughts you all (:) Signed Umberto (") (.)

Prunas

(Traduzione)

N. 14 (.) Pregasi trasmettere seguente messaggio a S.A.R. Principessa Piemonte (:) (") Migliori auguri Vittorio et costanti affettuosi pensieri tutti voi (.) Firmato (:) Umberto (") (.)

Prunas



Consegnato a G.A.C.

il 12 febbraio, 1944

6980

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