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A.C.I.

United States Representative
Aug. 1944 - Jan. 1945

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File A
1/21/45

Ref: 17/343

29 January 1945

My dear Mr. Ambassador:-

I permit me to acknowledge receipt of your letter of January 13, 1945 containing to me that on January 8th you presented to His Royal Highness the Lieutenant General of the Realm the letter accrediting you as Ambassador Extraordinary and Plenipotentiary of the United States of America to reside near the Government of His Royal Highness.

I take this occasion to congratulate you anew on your assumption of this high office and I wish you all continued success.

Sincerely yours,

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ELLERY W. STONE

ELLERY W. STONE
Rear Admiral, USNR
Chief Commissioner

The Honorable Alexander Kirk
Ambassador Extraordinary and Plenipotentiary
of the United States of America,
Embassy of the United States of America
Rome, Italy

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JAN 12 1945

Rome, January 10, 1945.

My dear Admiral,

I take this occasion to confirm to you that on January 8th I presented to His Royal Highness the Lieutenant General of the Realm the letter accrediting me as Ambassador Extraordinary and Plenipotentiary of the United States of America to reside near the Government of His Royal Highness.

Very truly yours,

A. K. L.

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Rear Admiral Ellery W. Stone,
Chief Commissioner,
Allied Commission,
R o m e.

*Mr. Schott
to ads - pls 5-*

OFFICE ORDER NO. 7

August 19, 1944

The following procedure is established for the handling and despatching of official mail from this office:

I. Pouch Mail

A. In general, the following types of mail will be despatched by pouch:

1. All Official communications from this office to another Foreign Service establishment and to the Department of State.

2. All official communications from the Office of the President's Personal Representative to His Holiness the Pope, addressed to another Foreign Service establishment and to the Department of State.

3. Official communications from other U. S. Government Agencies, or their representatives, in Rome, addressed to their respective offices in the United States for delivery through the Department of State; or addressed to other field offices of the Agency concerned, for delivery through a diplomatic or consular officer.

4. Sealed Vatican official correspondence addressed to the Apostolic delegate in Washington, for delivery through the Department of State.

5. Unsealed Italian Government official correspondence addressed to Italian Missions abroad, for delivery through the appropriate American Diplomatic Mission; when transmission is requested or endorsed by the Political Section of the Allied Control Commission.

6. Unsealed official UNRRA mail addressed to UNRRA Headquarters in Washington, for delivery through the Department of State; and addressed to other field offices of UNRRA, for delivery through a diplomatic or consular office, if bearing full (US) airmail postage.

7. Personal mail which conforms to the regulations set forth in para C. below.

B. In order to be acceptable for transmission by pouch, mail must conform to the following regulations.

1. The

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1. The sending agency's name must appear on the outer cover, in the upper left hand corner.

2. All official mail to be transmitted by pouch must also bear one of the following terms of classification: "Top Secret"; "Secret"; "Confidential"; "Restricted"; or "Unrestricted". It is the responsibility of the person preparing the correspondence to ensure that the appropriate term, as determined by the drafting officer, is inscribed both on the correspondence and on the envelope if one is prepared.

3. The words "Official Business" must be typed or stamped in the upper right hand corner of the envelope. This inscription will, in the case of mail to be transmitted for other agencies, be endorsed by the signature of a responsible officer of that agency, immediately below the inscription.

In this office, it will be the responsibility of the person preparing official correspondence for transmission by pouch, to type the inscription "Official Business" on the outer cover at the time of preparation. This provision will not apply in the case of correspondence addressed to the Department of State (Despatches, airmails, reports, etc.), Ampolad, and the Consulate General at Naples, covers for which will be prepared in the file room, in accordance with the classification thereon.

Foreign Service Officers personally preparing official mail for transmission by pouch should endorse the inscription "Official Business" with a signature.

4. Mail, including that of other agencies, of a highly confidential nature will normally be registered. In such cases, the word "Registered" must be prominently typed or printed on the envelope by the person preparing it. Registry numbers will be assigned in the mail room at the time of despatch.

5. No mail to be transmitted by pouch should bear an APO address, either of the sender or of the addressee. All mail must be addressed to a place without reference to the Army Postal Service.

6. Mail of other U. S. Government Agencies which conforms to all the foregoing requirements will be accepted sealed for transmission.

7. Personal mail of American Officers and employees of the United States Government will be accepted unsealed for transmission by pouch only when:

1. Written in English;

2. Containing

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2. Containing no reference to matters of a political nature;

3. Addressed to an American Citizen;

4. Conforming to military censorship regulations, particularly in avoiding mention of (a) the Army postal system or of any APO number, either of the sender or of the addressee; (b) troop movements or locations, military installations, damage done by enemy action, etc.

5. Bearing full airmail postage (For the time being U. S. Postage will be acceptable).

6. Bearing the endorsement of a Foreign Service Officer as being in conformity with the foregoing rules (In this regard, Foreign Service Officers of this office, will each endorse their own personal mail for transmission by pouch; all other personal mail will be submitted to Mr. Greene for endorsement.)

7. No personal parcels will be accepted for transmission by pouch.

D. Courier (and air) pouches will be despatched in accordance with the courier schedule to the Consulate General at Naples and to the American Mission at Algiers.

Courier mail addressed to the United States Political Adviser at Allied Force Headquarters, to the Consuls General at Naples and Palermo, and to the office at Bari, will be sent in the pouch to Naples.

All other courier mail, including that to the Department of State, will normally be sent in the pouch to Algiers.

In general, all official letter mail of a classification "Restricted" or higher will be sent by courier pouch; all personal mail eligible for transmission by pouch will also be sent by courier pouch.

E. Surface pouches will be despatched through the Army Postal Service to the Consulate General at Naples, APO 728; to the Mission at Algiers, APO 399; and to the Department of State, Washington. The tags for such pouches should bear the appropriate address; the return address "American Delegation, APO 557"; and in the upper right hand corner, the inscription "Official Business".

In general, 4629

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