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AF HQ

1992

Declassified E.O. 12356 Section 3.3/NND No. 785016

10000/134/5

AFHQ 1942

STAFF MEMOS 27

Dec 1942

1993

MEMO FOR RECORD

(Do not detach from file)

This file item, or portions thereof as indicated below, has been indexed for inclusion in Departmental Records Branch Describable Item Index:

DATE

8 July 1953

INDEXER

Virginia Channing

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ALLIED ARMY HEADQUARTERS
PO 512

STAFF MEMORANDUM)
SUBJECT 61)

31 December 1942.

1. Mr. Paul T. Culbertson has been designated Executive Officer of the Civil Affairs Section.
2. All communications, cables, and documents for the Civil Affairs Section should be sent to Mr. Culbertson, whose office is located on the second floor of the Hotel Alexandre, telephone 124.

By command of Lieutenant General EISENHOWER:

[Signature]
L. J. LAMIS,
Brigadier General, A. C. G.,
Adjutant General.

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ALLIED FORCE HEADQUARTERS
AFHQ 512

30 December 1942

STAFF MEMORANDUM)

NUMBER 60)

	Section
Purchasing	I
War Shipping Administration Representative	II

I -- PURCHASING.

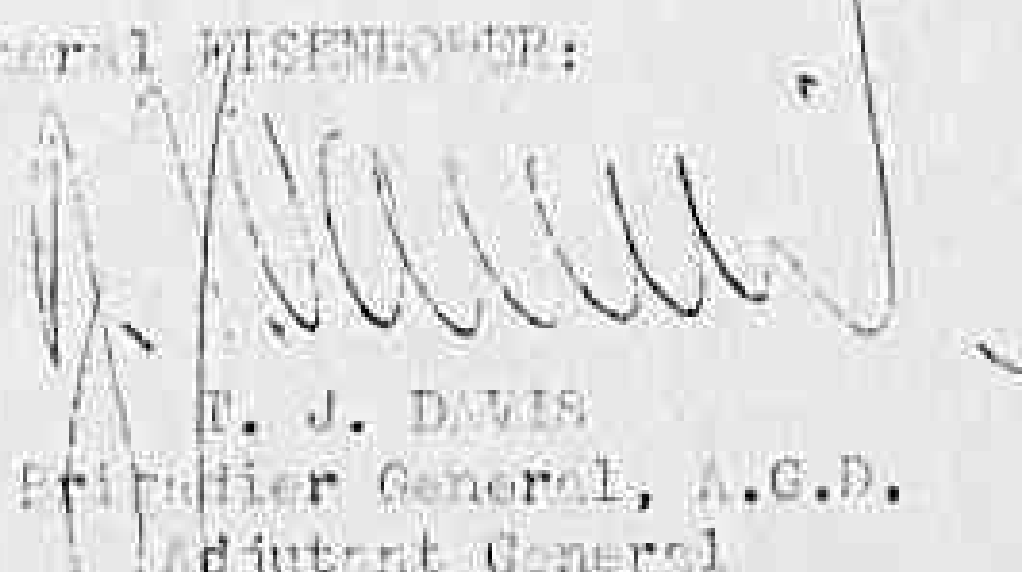
1. Section III, Staff Memorandum Number 44, this headquarters, as, is revoked.
2. Effective 28 December 1942, First Lieutenant CORNELIUS J. WESTRAHE, Inf., 0329401, is designated Purchasing and Contracting Officer for Allied Force Headquarters vice Captain CARL G. SHYLL, CG, 0267538, relieved, and will be responsible for all purchases of this headquarters. Chiefs of Staff Sections will submit requests for items to be purchased to the Purchasing Officer.
3. First Lieutenant CORNELIUS J. WESTRAHE is also designated as Receiving and Inspecting Officer for any supplies purchased vice Captain CARL G. SHYLL relieved. He will coordinate his activities as Purchasing, Contracting, and Receiving Officer with the Finance Officer, this headquarters.

II -- WAR SHIPPING ADMINISTRATION REPRESENTATIVE.

1. Mr. J. E. SLATER, Regional Director War Shipping Administration, has relieved Mr. A. C. KERR as advisor on commercial shipping matters on the Allied Force Headquarters staff and as War Shipping Administration representative on the North African Shipping Board (N.A.S.B.O.).

2. Correspondence for Mr. SLATER should be sent to Room 83, G-4 Section. His telephone number is 29820, Extension 90.

By command of Lieutenant General WISENHOVER:


E. J. DAVIS
Brigadier General, A.G.D.
Adjutant General

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ALLIED FORCE HEADQUARTERS
APO 512

26 December 1942

STAFF MEMORANDUM)

NUMBER

50)

Security Regulations..... I
Joint Re-Armament Committee..... II

I -- SECURITY REGULATIONS

1. Staff Memorandum Number 45, ss, is rescinded and the following substituted therefor:

a. General.

(1) Security of the Hotel St. George is in charge of the Headquarters Commandant, AFHQ. He will be assisted by G-3 when necessary.

(2) Section chiefs are responsible that these regulations are brought to the attention of all personnel working in their respective sections.

b. Security of Entry.

(1) Entrances.

(a) Personnel in possession of AFHQ Pass may enter Hotel St. George either through the main door or rear entrance in the hallway just south of the hotel office. All visitors will enter by the main entrance only. The kitchen entrance is reserved for use of individuals employed in the mess and others as authorized by the Headquarters Commandant.

(2) Passes (Permanent and Temporary).

(a) No person shall be admitted to the Hotel St. George until he has been provided with an official AFHQ pass.

(b) Personnel on the staff of AFHQ and certain habitual visitors will be issued a permanent official pass upon application to the Headquarters Commandant.

(c) Each pass will be signed by the holder at the time it is received.

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(d) Passes must be produced by holders on demand and always on entering or leaving the building. Holders will give assistance by showing their passes in a manner permitting easy scrutiny by the Security Officials at the entrance.

(e) Holders of passes will guard them carefully. If a pass is lost the full circumstances of the case will be reported immediately, with confirmation in writing, to the Headquarters Commandant.

(f) Passes to AFHQ will be surrendered to the Headquarters Commandant upon termination of the holder's duty at Hotel St. George. Surrender will be made before the holder leaves the building. Section chiefs will advise the Headquarters Commandant of the departure of any of their staff.

(2) Passes (Visitor's Temporary Pass).

(a) Temporary passes will be issued only at the main entrance to the Hotel. A visitor will be given a temporary pass provided he establishes his identity to the satisfaction of the security representative at the main entrance, and if the person whom the visitor wishes to see is willing to accept the visit (if possible to determine).

(b) The temporary pass form is to be legibly filled in and signed by the visitor before he is admitted.

(c) The temporary pass will be examined by the security representative at the barrier.

(d) Visitors will normally be escorted to their destination by messenger provided by the Headquarters Commandant. A section chief may provide an escort for a visitor to his section if he desires to do so.

(e) The temporary pass must be legibly signed by the officer visited. No visitor will be allowed to leave the building until his pass has been signed by the officer visited.

(f) The temporary pass is to be given up, on departure, to the security representative at the main entrance.

(g) The responsibility for insuring that a visitor, who has concluded his business, leaves the building is that of the officer visited.

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(h) To avoid delay, when a special conference is to include a number of visitors, it is important that the security representative at the main entrance be notified in advance of the time and place of such conference. When possible, names should be supplied of any persons likely to attend as temporary visitors.

c. Security of Documents, Charts and Maps.

(1) Secret papers, etc.

(a) During working hours, if a room is left vacant, all secret documents, maps, etc., must be locked in a secure place unless the doors and windows are locked.

(b) All charts and maps, etc., which may indicate our installations are to be covered, and no such objects are to be exposed to visitors or any other persons who are not concerned.

(c) When office is unoccupied, all secret papers will be locked away and room doors left unlocked. If it is impossible to lock papers safely away due to lack of equipment, room doors will be locked.

(2) Security of Keys.

(a) Keys of rooms, safes, files and other containers are to be safeguarded at all times and care will be exercised that keys do not come into possession of unauthorized persons.

(3) Security of Carbon Paper, etc.

(a) Personnel will keep in mind the fact that secret material is often contained in shorthand notebooks, carbon copies, hand carbons, stencils, draft copies, memoranda, blotting paper and pieces of paper which have been used as backing when typewriting or writing. Great care must also be taken of official seals and stamps.

d. Disposal of Waste.

(1) The following method for the disposal of all waste paper within offices of AFHQ will be carried out:

(a) It will be the responsibility of all sections to insure the destruction by burning of all waste paper within their section.

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(b) Each section will detail personnel to be responsible for the collection of all waste paper from all their offices at least once daily. Facilities now exist for such waste paper to be burned at any hour of the day in the boiler room situated directly behind the office of the Headquarters Commandant.

(c) When offices are vacated at night, all waste paper not previously burned in the course of the day will be locked up to await collection for burning the following morning.

(d) Personnel detailed by sections for the burning of waste paper are responsible for seeing that such paper is completely burned and crushed. On no account will paper be thrown into the boiler and left to burn without further attention.

(e) All waste paper must be burned under the supervision of an officer or warrant officer.

II -- JOINT RE-ARMAMENT COMMITTEE

1. The Joint Re-Armament Committee is established at the Villa Genevieve, 36 Boulevard Bru, Algiers telephone 684-74.

2. All requests for military equipment from French sources will be referred to this Committee.

3. The Committee will forward its recommendations through the Chief of Staff, AFHQ.

By command of Lieutenant General J. SISKWATER:

[Signature]
J. J. DAVIS,
Brigadier General, AGO,
Lieutenant General.

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ALLIED FORCE HEADQUARTERS
APO 512

25 December 1942

STAFF MEMORANDUM)

NUMBER 57)

EMPLOYMENT OF CIVILIANS AFHQ

1. Effective immediately, those policies with reference to the employment of civilian personnel by AFHQ will govern.
2. Chiefs of all Staff Sections of this Headquarters may apply to G-1 for authority to employ civilian labor for assignment for duty within their section or under their jurisdiction. Requests will be accompanied by a statement that there are no military personnel available that will fulfill the requisite qualifications.
3. a. Upon approval by G-1, an application blank for employment will be secured from the Adjutant General.
b. Approval of requests for the employment of chauffeurs with cars, or drivers with trucks will be forwarded to A.D.S. & T Number 1 Base Sub-Area, which office will arrange actual employment of such class of civilian labor.
c. Applications for employment of civilian labor, the nature of whose work will give them access to secret or confidential papers, weapons, or other like subjects, will be forwarded by the Section Chief concerned to G-2, AFHQ, for thorough investigation and inquiry. Upon approval of such applications by G-2, the application will be transmitted to the Adjutant General for final approval, recording and forwarding to the Employing Officer for action.
4. The Headquarters Commandant is designated as the Employing Officer to hire those persons, except chauffeurs with cars and drivers with trucks, whose applications have been approved by proper authority. He will, however, maintain all employment records, prepare the payrolls and pay such employees bi-monthly.
5. Authorized rates for certain classes of civilian labor are:

Probable Rates in Francs per month for Algiers area

	<u>Min.</u>	<u>Max.</u>
Bi-lingual Steno-typists	2800	3500

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Probable Rates in Francs per month for Algiers area

	<u>Min.</u>	<u>Max.</u>
Adding machine operators (skilled)		
Clerk of Works (Secretary)		
Bi-linguist typists	2300	2750
Steno-typists, interpreter		
Typist-interpreter	2100	2550
Steno-typist	1900	2250
Adding machine operator (ordinary)		
Male clerk (skilled)	1600	1850
Typist		
Stenographer		
Male clerk, ordinary	1400	1550
Chauffeurs, including 5 passenger cars	250 francs per day	
Skilled laborers (8 hours)	93 francs per day	
Unskilled laborers (10 hours)	56 francs per day	

6. Exceptions to these rates may be made upon approval of G-1 of this headquarters.

7. The Finance Officer, APCR, will allot the necessary funds to the Employment Officer for the purpose of paying the salaries of all employed civilians.

By command of Lieutenant General EISENHOWER:


T. J. DAVIS,
Brigadier General, AGC,
Adjutant General.

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ALLIED FORCE HEADQUARTERS
APO SFZ

24 December 1942

STAFF MEMORANDUM)
NUMBER 56)

CHIEF OF STAFF'S CONFERENCE

1. It is desired that the following officers attend the Chief of Staff's Conference which will be held on Mondays, Wednesdays, and Fridays at 1200 hours in the conference room:

Deputy Chiefs of Staff.
Chief of Staff Affairs Section.
Chief Administrative Officer
Chief of Staff, H&AF.
Assistant Chief of Staff, G-1.
Assistant Chief of Staff, G-2.
Assistant Chief of Staff, G-3.
Assistant Chief of Staff, G-4.
Assistant Chief of Staff, H&AF.
Adjutant General.
Secretary, General Staff.

2. The officers listed above may bring such assistants and members of the special staff as they consider necessary.

By command of Lieutenant General FLETCHER:

[Signature]
T. J. DAVIS
Brigadier General, A.G.D.
(Adjutant General)

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ALLIED FORCE HEADQUARTERS
APO 512

23 December 1942

STAFF MEMORANDUM)

NUMBER 55)

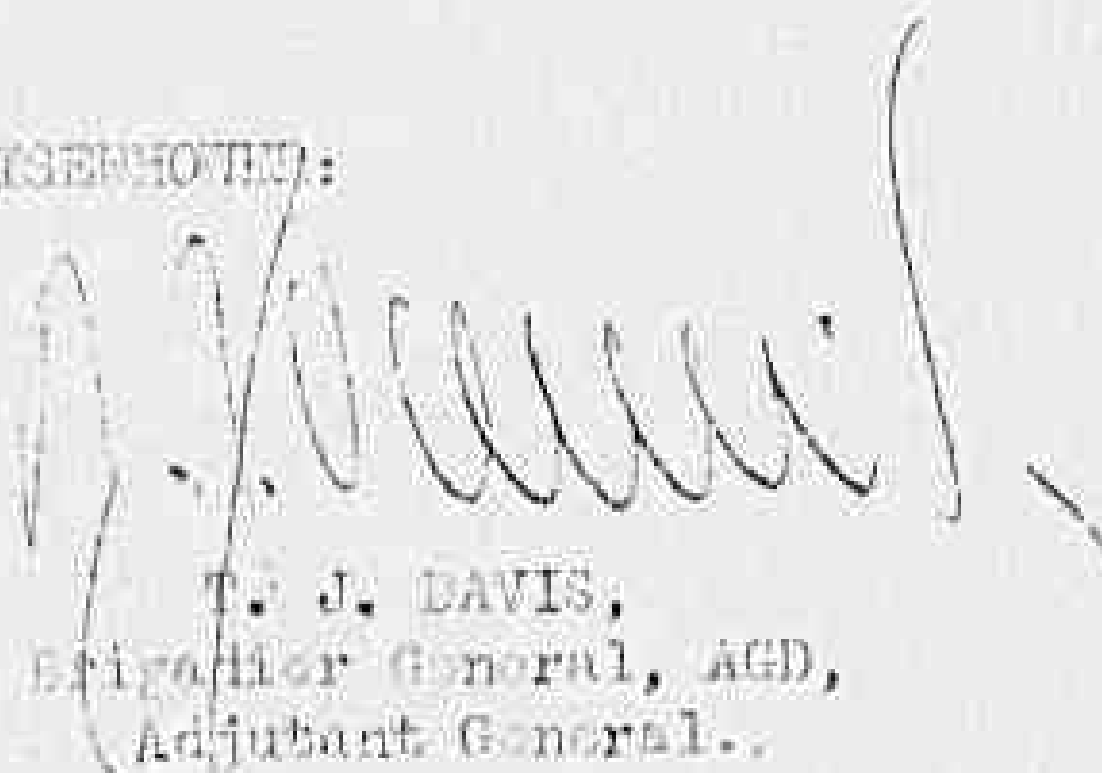
MESSAGE HANDLING PROCEDURE

The following changes in Staff Memorandum Number 48, this Headquarters, dated 7 December 1942 are effective immediately:

1. Paragraph 6 a (6) (b) is rescinded and the following substituted therefor: One copy of the message (white) will be handed back to the messenger by Signal message center. Signal message center will hold the green copy for delivery to Cable Office, AGO, for preparation and distribution of such edited literal copies as are indicated by the section originating the message.

2. Paragraph 6 b (4) is rescinded and the following substituted therefor: Return one (1) copy of the message (white) to the messenger of the office originating the message. The green copy will be placed in a basket for the Cable Office, AGO, to be picked up by the cable office messenger. The Cable Office, AGO, will prepare and distribute the edited literal copies indicated.

By command of Lieutenant General EISENHOWER:


T. J. DAVIS,
Brigadier General, AGO,
Adjutant General.

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ALLIED FORCE HEADQUARTERS
AFHQ 512

STAFF MEMORANDUM)

16 December 1942

NUMBER

52)

Establishment of Joint Re-Armament Committee.....I
Responsibilities and Functions of the Joint Re-Armament Committee....II

I -- ESTABLISHMENT OF JOINT RE-ARMAMENT COMMITTEE:

1. There is hereby established a Joint Re-Armament Committee to be composed as follows:

- One (1) Officer designated by the A.C. of S., G-3
- One (1) Officer designated by the A.C. of S., G-4
- One (1) Officer designated by the Chief of Naval Staff
- One (1) Officer designated by the D. C-in-C for Air
- Four (4) Officers designated by the C-in-C of French Land and Air Forces.

2. The senior officer representing Allied Force Headquarters shall be chairman of the Joint Re-Armament Committee. He shall preside over the meetings of the Committee and shall be responsible that proper liaison is maintained with all General and Special Staff Sections that may be concerned with the work of the Committee. The Chairman of the Joint Committee will report to and be responsible to the Chief of Staff.

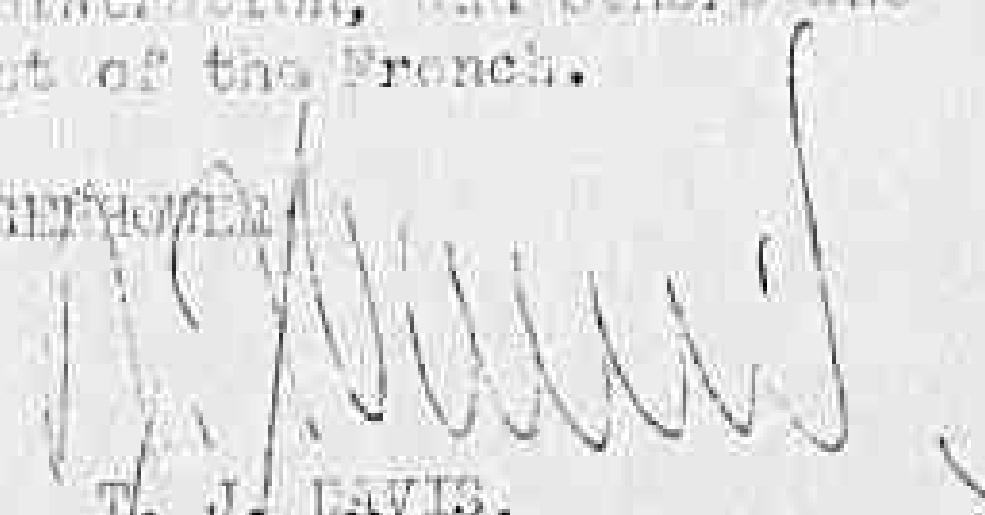
3. The French Military Mission has made available two rooms in the Villa Genevieve for the use of the Committee.

II -- RESPONSIBILITIES AND FUNCTIONS OF THE JOINT RE-ARMAMENT COMMITTEE:

Responsibilities and Functions of the Joint Re-Armament Committee shall be:

- (a) To receive all requests for military equipment from French sources.
- (b) To develop a program for the rehabilitation of the French armed forces.
- (c) To insure that the executive action necessary to implement the approved program is placed with the responsible section of AFHQ.
- (d) To undertake all matters of co-ordination with the French Authorities, the Lease-Lend Administration, and others who are concerned with the re-armament of the French.

By command of Lieutenant General EISENHOWER


T. J. DAVIS,
Brigadier General, ACD,
Adjutant General.

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ALLIED FORCE HEADQUARTERS
AFC 512

STAFF MEMORANDUM)

15 December 1942

NUMBER 51)

CABLE PROCEDURE

1. a. All messages to the Combined Chiefs of Staff, Washington will be numbered in the MAF series.

b. All MAF messages will have a multiple address as follows:

To: AGWAR, Washington and
To: USFOR, London.

c. Messages in the MAF series as above will contain the following phrase near the beginning of the message: "To AGWAR for Combined Chiefs of Staff and to USFOR for British Chiefs of Staff signed EISENHOWER".

2. Numbers for MAF messages will be obtained as directed in Section I, Staff Memorandum Number 49, AFHQ, 8 December 1942.

By command of Lieutenant General EISENHOWER:

[Signature]
T. J. DAVIS,
Brigadier General, AGD,
Adjutant General.

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ALLIED FORCE HEADQUARTERS
APO 512

STAFF MEMORANDUM)

10 December 1942

NUMBER 50)

Conference Room.....I
Special Dispatch of Christmas Mail.....II

I -- CONFERENCE ROOM

A conference room is available in this headquarters for use of the staff sections. The room is located on the ground floor of this headquarters, opposite the stairs leading down to the ground floor near the dining room.

In order to coordinate the use of this room, requests will be made to the Secretary, General Staff for reservations.

Staff sections using the conference room will notify the Headquarters Commandant as to the time of their conference. The Headquarters Commandant will be responsible for putting the room in proper order prior to the conference.

II -- SPECIAL DISPATCH OF CHRISTMAS MAIL

Arrangements have been made for a special dispatch, via air mail, of approximately three tons of first class letter Christmas mail to the United States on or about 15 December 1942. It is estimated this dispatch will accommodate one letter only for each member of this command. Therefore, letters should not exceed one thin sheet each.

Unit censorship requirements will be strictly observed.

Mail from personnel of Allied Force Headquarters, to connect with this special dispatch, should be deposited in APO 112 not later than 1700 hours, 14 December 1942.

Letters may be marked "PRSL" for this special dispatch. However, air-mail stamps, if available, will insure quick delivery after arrival in the United States.

By command of Lieutenant General PISENBERG:

T. J. DAVIS,
Colonel, A.G.D.,
Adjutant General.

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ALLIED FORCE HEADQUARTERS
A.P.O. 512

8 December 1942

STAFF MEMORANDUM)

NUMBER 49)

Numbering of Official Cables and Messages.....	I
Administrative Conference.....	II
Purchases.....	III
Operation of A. S. G.....	IV
Personal Telegrams	V

I -- NUMBERING OF OFFICIAL CABLES AND MESSAGES

All cables or messages originated by staff sections of this headquarters which are to be sent to the combined Chiefs of Staff from Lieutenant General Eisenhower will, after the necessary coordination with staff sections concerned, be brought to the Secretary, General Staff, for the insertion of an N. A. F. number.

All sections will, therefore, place somewhere in the body of the message the words, "This is N. A. F. _____" or "N. A. F. _____". The number will be written in the blank space after obtaining same from the Secretary, General Staff.

II -- ADMINISTRATIVE CONFERENCE

In order to facilitate the exchange of pertinent information and to expedite coordination of matters of administrative interest the Chief Administrative Officer will call a conference to be held daily, or as often as necessary, at any hour and place to be determined by him. Initially the following will be represented:

N. G. S. F.	Each Special Staff Section
G-2	A. G. L. (RAC)
G-3	Eastern Air Command
G-4	Headquarters Commandant
Civil Affairs	A/D C in C of Air.

III -- PURCHASES

1. Effective immediately all requests for supplies or equipment needed by the various sections of this headquarters will be addressed to Commanding Officer, Headquarters Command, who will effect supply either by requisition or purchase in accordance with existing policies and regulations.

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2. Supplies or equipment (including automobiles) which have already been purchased directly by members of staff sections will be reported to the Commanding Officer, Transmitters Command, without delay, giving full description of article purchased and price paid therefor.

IV -- OPERATION OF U. S. P. O.

U. S. Army P. O. 512 is now in operation at the ground floor of Hotel El Mirador. Postage stamps, money orders and other postal services are now available.

V -- AIRMAIL SERVICE, INCOMING

1. The War Department has advised that headquarters that cable addresses currently assigned to Army Post Offices assigned to units of this command will not be changed. The Chief Signal Officer, War Department, is arranging with communication companies in the United States to route airmail cables to this area. Incoming callgrams addressed to individuals will be routed through APO No. 512 and will be routed to the unit.

2. The cable address of APO No. 512, this headquarters is: "ARMY P. O. 512" and should be indicated as follows:

PO BOX 512 123456 789012

PO BOX 512 123456 789012

3. The inclusion of APO No. 512 in the cable address is urgent matter and is strictly prohibited.

In command of Headquarters General HIGGINS:

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E. J. DAVIS
Colonel, AGC.
Adjutant General.

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ARMED FORCE HEADQUARTERS
APO 512

7 December 1942

STAFF MEMORANDUM)

NUMBER :
(9)

MESSAGE HANDLING PROCEDURE

1. The provisions of Staff Memorandum Number 28, this Headquarters, are revoked and the following instructions substituted therefor. All messages, cables, and/or radiograms will be prepared and processed accordingly.
2. TIME. In messages originating at this Headquarters, time in the body of the message will be expressed either in Greenwich Civil (Mean) Time, i.e., 1700Z, or in local time, i.e., 1800Z. The suffix letters "Z" or "L" will always be included in the time. The message center will use Greenwich Civil (Mean) Time to indicate time of origin and receipt of messages, and for other purposes.

3. AUTHENTICATION. A message will be transmitted only if it shows that it has been authenticated by one of the following:

- a. Commander-in-Chief, or Deputy Commander-in-Chief.
- b. Chief of Staff, or Deputy Chiefs of Staff.
- c. Chief Administrative Officer.
- d. Secretaries of the General Staff.
- e. Assistant Chiefs of Staff, or their Deputies or Executives.
- f. Chief and active Chief of a special staff section, and Assistant Adjutante General, and Liaison Group to the Commander-in-Chief.
- g. Officers authorized by Chiefs of Staff sections in the absence of any of the above officers or in an emergency. (This to be not more than three (3) officers in entire section, including the Chief of Section.)
- h. During periods of intense operational activity, it may be necessary to suspend a and g above except for certain special staff sections primarily involved in operations, i.e., Adjutant General, Anti-Aircraft, Engineer, Signal, Civil Affairs, etc.

4. PRECEDENCE.

- a. Equivalent classifications. The following is the equivalent U.S. and British precedence classifications:

U.S. Precedence	Procedure Sign	British Indication of Priority
URGENT	 C	URGENT
OPERATIONAL PRIORITY	 O-D	IMMEDIATE
PRIORITY	 F	IMMEDIATE
ROUTINE	 (No Precedence Sign) ..	ROUTINE
DEFERRED	 R	(No Indication) DEFERRED

The above classifications will normally be used for U.S. British communications, but British messages may be encountered bearing classifications MOST IMMEDIATE (O-U) and URGENT AIR ATTACK (O-A). Such messages will be given precedence.

cables, and/or radiograms will be prepared and processed accordingly.

2. PLM. In messages originating at this headquarters, time in the body of the message will be expressed either in Greenwich Civil (Mean) Time, i.e., 1700Z, or in local time, i.e., 1800Z. The suffix letters "Z" or "L" will always be included in the time. The message center will use Greenwich Civil (Mean) Time to indicate time of origin and receipt of messages, and for other purposes.

3. Authentication. A message will be transmitted only if it shows that it has been authenticated by one of the following:

- a. Commander-in-Chief, or Deputy Commander-in-Chief.
- b. Chief of Staff, or Deputy Chief of Staff.
- c. Chief Administrative Officer.
- d. Secretaries of the General Staff.
- e. Assistant Chiefs of Staff, or their Deputies or Executives.
- f. Chief and Acting Chief of a special staff section, and Assistant Adjutants General, and Aides-de-Camp to the Commander-in-Chief.
- g. Officers authorized by Chiefs of staff sections in the absence of any of the above officers or in an emergency. (This to be not more than three (3) officers in entire section, including the Chief of Section.)
- h. During periods of intense operational activity, it may be necessary to suspend g and g above except for certain special staff sections primarily involved in operations, i.e., Adjutant General, Anti-Aircraft, Engineer, Signal, Civil Affairs, etc.

4. PRECEDENCE.

a. Equivalent Classifications. The following is the equivalent U.S. and British precedence classifications:

U.S. Precedence	Procedure Sign	British Indication of Priority
URGENT		EMERGENCY
OPERATIONAL PRIORITY		IMMEDIATE
PRIORITY		URGENT
ROUTINE		(No Indication)
DEFERRED		DEFERRED

The above classifications will normally be used for U.S. British communications, but British messages may be encountered bearing classifications MOST IMMEDIATE (O-U) and EMERGENCY (O-E). Such messages will be given precedence as URGENT, by this headquarters.

b. Classification.

- (1) A message may be classified URGENT (EMERGENCY) only by one of the following:
 - (a) Commander-in-Chief, or Deputy Commander-in-Chief.
 - (b) Chief of Staff, or a Deputy Chief of Staff.
 - (c) Chief Administrative Officer.
 - (d) Assistant Chiefs of Staff, G-2, G-5, and A.C. of S. for Air.
 - (e) Secretaries of the General Staff, and Aides-de-Camp to the Commander-in-Chief.

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(2) A message may be classified **123** NATIONAL PRIORITY (IMMEDIATE) only by one of the following:

- (a) Those listed in (1) above.
- (b) Assistant Chiefs of Staff, G-1, and G-4.
- (c) Chiefs of Signal, Transportation, or Civil Affairs Sections.

(3) A message may be classified PRIORITY (IMPORTANT) only by one of the following:

- (a) Those listed in (1) and (2) above.
- (b) Chief, or acting chief of any special staff section and assistant adjutants General.
- (c) Officers authorized by Chiefs of Staff Section in the absence of any of the above officers or in an emergency.

5. SPECIAL MESSAGES (DISPATCH RIDERS). Officers listed in paragraph 4b (1) and (2) above may call on the Signal Message Center for a Special Messenger Dispatch Rider to deliver packages and dispatches of great urgency.

6. OUTGOING MESSAGE.

a. Staff Section will:

- (1) Prepare as many copies of the message as there are addressees to whom it is to be dispatched, plus three (3) additional copies on U.S. Message Form in current use in this headquarters. One (1) of these copies will be made on a green message form.

- (2) Incorporate in the text of the message a phrase showing all addressees to which it is to be dispatched, indicating "action" and "information" addressees where applicable, the word "from" and their own designation and headquarters, e.g.

(a) G-4 Freedom ALGINS when preparing a message addressed to Western Task Force will include in the text:

"U.T.F. from G-4 Freedom"

(b) G-3 Freedom ALGINS when preparing a message addressed to Eastern Task Force for action and Center Task Force and Western Task Force for information will include in the text:

"Action E.T.F. Information C.T.F. and U.T.F. from G-3 Freedom."

- (3) Insert all addressees to which the message is to be sent in the address-to space.

- (4) Show the distribution to be made of the message in the lower left-hand corner of the last page of each copy of the message. This distribution will always include the following unless otherwise directed:

One (1) copy to Commander-in-Chief.
 One (1) copy to Deputy Commander-in-Chief.
 Three (3) copies to Secretary, General Staff.
 One (1) copy to section of origin.
 One (1) copy (green) to AGO for file (when required a copy will be indicated for other officers or sections interested

- (b) Chief, or
 Assistant Adjutant General.
 (c) Officers authorized by Chiefs of Staff Section in the absence of any of the above officers or in an emergency.

5. SPECIAL MESSENGERS (DISPATCH RIDERS). Officers listed in paragraph 4b (1) and (2) above may call on the Signal Message Center for a Special Messenger Dispatcher to deliver messages and dispatches of great urgency.

6. OUTGOING MESSAGES.

a. Staff Section will:

- (1) Prepare as many copies of the message as there are addressees to whom it is to be dispatched, plus three (3) additional copies on U.S. Message Form in current use in this headquarters. One (1) of these copies will be made on a green message form.

- (2) Incorporate in the text of the message a phrase showing all addressees to which it is to be dispatched, indicating "Action" and "Information" addressees where applicable, the word "From" and their own designation and headquarters, e.g.

(a) G-3 Freedom ALGIMS when preparing a message addressed to Western Task Force will include in the text:

"W.T.F. from G-3 Freedom"
 (b) G-3 Freedom ALGIMS when preparing a message addressed to Eastern Task Force for action and Center Task Force and Western Task Force for information will include in the text:

"Action E.T.F. Information G.T.F. and W.T.F.
 from G-3 Freedom."

- (3) Insert all addressees to which the message is to be sent in the address-to space.

- (4) Show the distribution to be made of the message in the lower left-hand corner of the last page of each copy of the message. This distribution will always include the following unless otherwise directed:

One (1) copy to Commander-in-Chief.
 One (1) copy to Dep. by Commander-in-Chief.
 Three (3) copies to Secretary, General Staff.
 One (1) copy to section of origin.
 One (1) copy (green) to AGC for file (when required a copy will be indicated for other officers or sections interested in message, including officers or sections with which action was coordinated.)

- (5) Authenticate the message and fill in by hand the signs of precedence and classification on the original and by typing on all copies.

- (6) Deliver copies of the authenticated message as follows:

(a) All copies to the Signal Message Center where they will be time stamped and allotted a serial number. For subsequent action by the Signal Message Center see paragraph 8 b below.

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(b) Two (2) copies of the message (one (1) white and one (1) green) will be handed back to the messenger by the Signal Message Center, and the messenger will deliver the green copy to the cable office, AGO, for preparation and distribution of such edited literal copies as are indicated by the section originating the message, and return the white copy to originating section.

(7) Indicate in the lower right-hand corner on the last page of each of the copies the name of the officers together with their section with which the message has been coordinated.

(8) Be responsible for taking the following action:

(a) To insure that all messages are thoroughly and completely coordinated with all concerned.

(b) To insure that complete references are made when necessary to previous messages and that the date time group is used as a reference in addition to any number; that messages are properly addressed; that messages are clear and concise; and that they comply with security regulations.

(c) To insure that the proper classification and proper priority of dispatch are indicated. (Care will be exercised that cables are not assigned a priority higher than that which the character of the message requires.)

(d) Section of origin and signature of authenticating officer to be clearly shown on all copies.

(e) That all messages prepared for transmission to the War Department, Washington, D. C., include in the body of the message the words SIGNED HEADQUARTERS. Messages other than those to AFMAG will include in body of message the words SIGNED CINC.

b. The message center will:

(1) Time stamp all copies of the message.

(2) Assign the message a serial number and insert it in the appropriate space on all copies.

(3) Retain as many copies of the message as there are addressees to whom it is to be dispatched plus one (1) additional copy.

(4) Return two (2) copies of the message (one (1) white and one (1) green) to the messenger of the office originating the message who will deliver them to the Cable Office, AGO, for preparation and distribution of edited literal copies.

(5) Encipher and transmit the message in accordance with current instructions issued by the Signal Officer.

(6) Inform the originating staff section of any delays in the transmission of the message and, if necessary, request decisions from the Cable Officer, AGO (AG Duty Officer) as to the order in which urgent and critical priority messages will be transmitted.

c. Originators of messages will enter the addresses shown below to indicate the headquarters at which the individual or staff section to whom the message is to be delivered is located:

Headquarters at which
the addressee is located.

Address to be entered
on the message

(a) To insure that all messages are thoroughly and completely coordinated with all concerned.

(b) To insure that complete references are made when necessary to previous messages and that the date time group is used as a reference in addition to the number; that messages are properly addressed; that messages are clear and concise; and that they comply with security regulations.

(c) To insure that the proper classification and proper priority of messages are indicated. (Care will be exercised that cables are not assigned a priority higher than that with which the character of the message requires.)

(d) Section of origin and signature of authenticating officer to be clearly shown on all copies.

(e) That all messages prepared for transmission to the War Department, Washington, D. C., include in the body of the message the words SIGNED HEADQUARTERS. Messages other than those to ADJAG will include in body of message the words SIGNED CINC.

b. The message center will:

(1) Time stamp all copies of the message.

(2) Assign the message a serial number and insert it in the appropriate space on all copies.

(3) Retain one copy of the message as there are addresses to which it is to be distributed plus one (1) additional copy.

(4) Distribute two (2) copies of the message (one (1) white and one (1) green) to the messenger of the office originating the message who will deliver them to the D. C. office, AGO, for preparation and distribution of edited literal copies.

(5) Encipher and transmit the message in accordance with current instructions issued by the Signal Officer.

(6) Inform the originating staff section of any delays in the transmission of the message and, if necessary, request decisions from the Cable Officer, AGO (AG Duty Officer) as to the order in which urgent and critical messages will be transmitted.

c. Originators of messages will enter the addresses shown below to indicate the headquarters at which the individual or staff section to whom the message is to be delivered is located:

Headquarters at which the addressee is located.

AG, WFOSEA, LONDON WFOSEA, LONDON
 Eastern Task Force EASTERN TASK FORCE
 Eastern Air Command EASTERN AIR COMMAND
 Center Task Force CENTER TASK FORCE
 Western Air Command WESTERN AIR COMMAND
 Western Task Force WESTERN TASK FORCE

Other addressee will be as in use at present.

7. Incoming Messages.a. The Message Center will:

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- (1) Receive and decipher all incoming messages.
- (2) Deliver the literal clear text to Cable Officer, AGO, (AG Duty Officer).

b. The Cable Officer, AGO, (AG Duty Officer) will:

- (1) Be directly responsible to the Adjutant General.
- (2) Indicate full distribution and section, or officer to receive the notion copy.
- (3) Will direct and supervise the production and distribution of copies of messages, including the preparation and distribution of EDITED LITERAL copies (when required). Distribution made will be entered on literal copy for reference and record purposes. If the distribution includes the Royal Navy two (2) Edited Literal copies will be delivered to the HM Duty Officer.
- (4) Maintain cable files, including preparation of appropriate briefing for reference purposes.

c. Action Section or Officer will:

- (1) Take the necessary action within twenty-four (24) hours, or send a memorandum to the Secretary General Staff stating reasons for delay and probable time and date action will be completed.
- (2) Action section will not transfer to another section the responsibility for action without prior approval of the Secretary, General Staff.

d. Normal distribution on incoming messages will be as follows:

- One (1) copy to Commander-in-Chief.
 One (1) copy to Deputy Commander-in-Chief.
 Three (3) copies to Secretary, General Staff.
 Two (2) copies to Action Section.
 One (1) copy to sections interested.
 And appropriate number of copies required for AGO records.

8. Chiefs of Staff Sections will furnish the Chief Signal Officer, this headquarters, with names, ranks, and specimen signatures of the officers authorized to authenticate and classify messages set forth in paragraph 3 and 4 b above.

9. a. The Signal Message Center will transmit by messenger official mail comprising messages and packages to headquarters located outside Allied Force Headquarters proper, provided that all such messages and packages are individually authenticated as official traffic requiring more expeditious delivery than through the Army Post Office.

b. The Signal Message Center can refuse to accept for transmission packages which are unduly bulky or heavy.

10. The Adjutant General will be responsible for the distribution of documents and packages between staff sections, offices, and agencies located with-

ceive the action copy.

- (5) Will direct and supervise the production and distribution of copies of messages, including the preparation and distribution of edited literal copies (when required). Distribution made will be entered on literal copy for reference and record purposes. If the distribution includes the Royal Navy two (2) Edited literal copies will be delivered to the RM Duty Officer.
- (4) Maintain cable files, including preparation of appropriate briefing for reference purposes.

c. Action Section or Officer will:

- (1) Take the necessary action within twenty-four (24) hours, or send a memorandum to the Secretary General Staff stating reasons for delay and probable time and date action will be completed.
- (2) Action section will not transfer to another section the responsibility for action without prior approval of the Secretary, General Staff.

d. Normal distribution on incoming messages will be as follows:

- One (1) copy to Commander-in-Chief.
One (1) copy to Deputy Commander-in-Chief.
Three (3) copies to Secretary, General Staff.
Two (2) copies to Action Section.
One (1) copy to sections interested.
And appropriate number of copies required for AGO records.

6. Chiefs of Staff Sections will furnish the Chief Signal Officer, this Headquarters, with names, ranks, and specimen signatures of the officers authorized to authenticate and classify messages set forth in paragraph 3 and 4 b above.

9. a. The Signal Message Center will transmit by messenger official mail comprising messages and packages to headquarters located outside Allied Force Headquarters proper, provided that all such messages and packages are individually authenticated as official traffic requiring more expeditious delivery than through the Army Post Office.

b. The Signal Message Center can refuse to accept for transmission packages which are unduly bulky or heavy.

10. The Adjutant General will be responsible for the distribution of documents and packages between staff sections, offices, and agencies located within the premises of this headquarters.

11. Incoming Messages and Packages. The Signal Message Center will deliver to the Adjutant General all incoming messages and packages received by messenger addressed to staff section offices and agencies of Allied Force Headquarters located in premises thereof. Subsequent distribution of these incoming messages and packages will be made by the Adjutant General.

12. The Adjutant General will, upon request of the Signal Duty Officer of the Message Center, have authority to inspect incoming messages and packages received by messenger to determine the best means of delivery.

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13. This directive will be effective at 0101Z hours 10 December 1943.

By command of Lieutenant General FISHBURN, GCHQ:

[Signature]
T. J. DAVIS
Colonel, A.G.D.
Adjutant General

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15 Extra Copies to SO/S, AFHQ
25 Extra Copies to IS, AFHQ

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Colonel, A.C.D.
Adjutant General

DISTRIBUTION: "ALL"
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25 Extra Copies to CG, AFSA

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ALLIED FORCE HEADQUARTERS
APO 512

5 December 1942.

STAFF MEMORANDUM)
:
NUMBER 47)

RESPONSIBILITIES AND FUNCTIONS OF LIAISON SECTION

Staff Memorandum No. 46, as this headquarters, dated 4 December 1942, establishes a Liaison Section of this headquarters. The responsibilities and functions of this section will be as follows:

- (1) It is charged with liaison and general relations with the French Military Authorities and with civil authorities where military matters are involved.
- (2) A liaison mission will be maintained at French General Headquarters and at French Naval Headquarters and otherwise where required. In this connection it will assure that the Commander-in-Chief's policies are uniformly known to and carried out by Allied liaison officers. Matters which are to be taken up with the French authorities should be referred to the Liaison Section which will undertake to present them and follow them through to their conclusion.
- (3) It will initially receive French Liaison Officers accredited to this headquarters and it will be responsible for the general coordination of the work of the French Military Mission.
- (4) It will be responsible for the coordination, with the Chief Civil Administrator, of civil matters affecting the French authorities and having a military or politico-military character.
- (5) The Liaison Section is established in Room 12, telephone extension 136.

By Command of Lieutenant General EISENHOWER:

[Signature]
T. J. DAVIS,
Colonel, AGC,
Adjutant General.

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ALLIED FORCE HEADQUARTERS
APO 512

4 December 1942.

STAFF MEMORANDUM)

NUMBER 46)

Section

Liaison Section, Establishment ofI
Chief of Liaison Section, Assignment ofII

I - - ESTABLISHMENT OF LIAISON SECTION:

Announcement is made of the establishment of a Liaison Section, this headquarters, the functions of which are placed under the direct supervision of the Chief of Staff.

II - - ANNOUNCEMENT OF ASSIGNMENT:

Announcement is made of the assignment of Colonel Julius C. Holmes, GSC, AUS, as Chief of Liaison Section.

By command of Lieutenant General EISENHOWER:

T. J. Davis
T. J. DAVIS,
Colonel, AGD,
Adjutant General.

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