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A.F.H.Q. - CIRCULARS

Jan. - Aug. 1945

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 53

INDEXER

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R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512

DCK/fs

CIRCULAR)

NUMBER 9)

13 August 1945

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ALLIED FORCE RECORDS ADMINISTRATION

Paragraph 9b, Section IV, AFHQ Circular Number 8, 1945, is rescinded and the following substituted therefor:

"b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. Boxes will be serially numbered for each separate shipment, to show for each box, "Box No. _____ of _____ boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box. The following documents will be signed by the records officer or other duly designated commissioned officer and placed in an envelope inside box No. 1 of each shipment:

- (1) A list of the contents of each box included in the shipment.
- (2) The record specified in paragraph 7b, above.
- (3) A certificate worded identically as follows, and signed by the records officer or other duly appointed commissioned officer:

date

"I certify that all the records included in this shipment are of a combined British-American nature and have been carefully screened; that exclusively British and/or exclusively American records have been removed and properly disposed of and that valueless material has been withdrawn and destroyed.

(Name)_____
(Grade)_____
(Organization)"

In addition, identical signed duplicates of the documents specified in (1) (2) and (3) above, will be fastened together and forwarded, by mail, to the Allied Force Records Administrator, AFHQ, in sufficient time to arrive prior to the shipment."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

1523

O. W. Christenberry
O. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

00039

DISTRIBUTION:

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R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394Suspense CIRCULAR #9
AFHQ 13 AUGDate 14 AUG 45

FROM	TO	FROM	TO
Staff Officer to CC	☒	Political Advisers	
Executive Commissioner	☒	Establishment Section	☒
Message Center		Executive Officer (A)	☒
Liaison Division		Executive Officer (B)	
Civil Affairs Section	☒	G-1 (A)	☒
Dis Per & Repat		G-1 (A) Civilian Emp.	
Local Govt		G-1 (B)	☒
Patriots Branch		G-4 (A)	
Public Safety		G-4 (B)	
Security Division		2675th Regt	☒
Public Health		Headquarters Commandant	☒
Legal		Allied Civ. Pers. Director	
Education		Adjutant, Allied Commission	☒
Monuments & Fine Arts		Navy	☒
Economic Section	☒	Land Forces (MMIA)	☒
Requisition Branch		Air	☒
Agriculture		Communications	
Commerce		Civil Censorship Group	
Cbal Div		WMD & POW	
Finance		Truck Operating Group	
Property Control Div		Public Relations Branch	☒
Food		Information Division	
Industry		Archivist (ACTION)	☒
Mining Division		ALL REGIONS	☒
Labor		ARMY VEN GIULIA	☒
Public Works & Utilities	☒	• NAPLES	☒
Shipping		• LIVORNO	☒
Transportation			

Signature _____
 Remarks & Recommendations _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

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Remarks: _____

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DCK/fs

ALLIED FORCE HEADQUARTERS
APO 512

ADJ

CIRCULAR)
NUMBER 8)

Adjutant	
Asst. Asst.	AP
Asst. Asst.	
Chief Clerk	AK

15 July 1945

ALLIED FORCE RECORDS ADMINISTRATION

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I--- REFERENCES

MTOWSA Circular Number 64, 29 April 1945, "Records Administration Program."

Part II of "Submission of War Diaries and Preservation of Documents of Historical Value", Instructions in Force in the Mediterranean Theater.

II-- GENERAL OBJECTIVES

1. The Combined Chiefs of Staff, in anticipation of the concern of both the United States and the United Kingdom to secure custody of records of a combined British-American nature created in the course of this war, have directed the commanders of appropriate headquarters to take steps to insure that, prior to or upon the inactivation of their respective headquarters or upon withdrawal of representatives of one of the Allies from such headquarters, a duplicate set of the records of a combined nature of these headquarters will be available for ultimate release to the Governments of the United Kingdom and the United States.

2. The foregoing directive applies to the records of all general, special and other staff sections, to the boards, commissions, and committees of this headquarters, and to the combined (Allied) air and ground headquarters under the jurisdiction of Allied Force Headquarters which function as a British-American agency.

3. The principles of the War Department Records Administration Program as affecting American units of MTOWSA have been defined by MTOWSA Circular Number 64, 1945. A corresponding program affecting purely British Army establishments has been provided by Part II of, "Submission of War Diaries and Preservation of Documents of Historical Value," attached hereto as Appendix A, and Air Ministry Orders A.903/42 and A.1007/43 dealing with similar Royal Air Force documents.

4. The program herein established takes into account the foregoing procedures approved by the War Department and the War Office and does not contemplate that those procedures be abandoned or altered. Noncurrent records of permanent value and the permanent records of disbanded, inactivated, or transferred organizations will continue to flow in orderly shipments to England or to the United States, in accordance with established procedures, but provisions are now made for the duplication of records of this headquarters or any of its subordinate establishments which reflect a combined British-American function, operation, or transaction.

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AFHQ Circular #8 (cont'd)

III- ORGANIZATION AND RESPONSIBILITIES

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5. Allied Force Organization for Records Administration

a. Allied Force Records Administrator -- To administer a program which will insure the proper disposition of mixed records of the character indicated above, there is established at this headquarters, the Office of the Allied Force Records Administrator, who will:

(1) Organize and administer a program for the disposition (destruction) of nonrecord (valueless) material and the preservation and duplication, by photographic or other processes of the permanent records of the offices or agencies defined in paragraph 2, above.

(2) Establish and operate an Allied Force Microfilming and Records Depot to receive, process, and reproduce the permanent records of a "combined" nature.

b. Records Officers - The organization for this program will comprise records officers appointed in each general, special, or other staff section of Allied Force Headquarters; for each board, commission or committee controlled by this headquarters; and for each Allied (combined) air and ground headquarters under the jurisdiction of AFHQ. Their names will be reported to the Allied Force Records Administrator not later than 1 August 1945.

(1) Record Officers will bear in mind at all times that they are regarded as custodians of the records of the Governments of Great Britain and the United States and that they are personally responsible for their safe keeping. Past experience has shown that irreparable harm has been done by indiscriminate destruction of permanent records of historical, legal or administrative significance. Therefore, the greatest care will be exercised in the screening and evaluation of files included in this program, to insure preservation of records of enduring value. Doubtful cases will be referred to the Allied Force Records Administrator for decision.

(2) Each officer will be familiar with MTOUSA Circular 64, 1945 and Appendix A herof, and will be guided by these directives in so far as exclusively American or exclusively British records are concerned. Provisions of this circular will apply to all combined or integrated British and American records.

(3) Copies of all directives issued by records officers, which affect the Allied Force Records Administration Program, will be furnished to the Allied Force Records Administrator. No instructions in conflict with this directive or with Appendix A will be issued.

(4) Direct correspondence between records officers and the Allied Force Records Administrator is authorized.

6. Procedures to Conform with Requirements of the Combined Chiefs of Staff

a. The records maintained in any instrumentality of this headquarters, or in any subordinate establishment of this headquarters, normally fall into one, two, or all of the following categories:

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AFHQ Circular #8 (cont'd)

- (1) Records of exclusively British concern.
- (2) Records of exclusively American concern.
- (3) Records of a combined British and American character.

b. One of the most important functions of each records officer is to identify the records of his agency that reflect a combined British-American function, operation, or transaction. Except in the most extraordinary circumstances, this process will not involve the rearrangement of files or the disruption of existing file systems. The integrity of all files must be preserved.

c. Upon completion of the identification of the categories defined by subparagraph a, above, the records officer will proceed by:

- (1) The organization of the files to facilitate their disposal (destruction), retirement (storage), or microfilming.
- (2) The destruction of valueless records (nonrecord material) in accordance with War Department and War Office directives.
- (3) Shipment to Allied Force Microfilming and Records Depot, for microfilming, all noncurrent records reflecting a joint British-American function, operation, or transaction considered to be of permanent value.
- (4) Shipment of all noncurrent records that are strictly American in character and of permanent value, to the MIOUSA Records Depot.
- (5) Shipment of records no longer required for current use that are strictly British in character, to GHQ 2nd Echelon, GMP.

d. The permanent records of an inactivated, disbanded, or transferred organization will be shipped to the appropriate temporary records repository in the same manner as indicated for noncurrent records in subparagraphs c(3), (4), and (5), above.

e. Requests for authority to dispose of (destroy) records, the destruction of which is not authorized by the War Office or the War Department, may be submitted by the appropriate records officer for review and recommendation of the Allied Force Records Administrator.

7. Precautionary Measures

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a. The manner of dealing with the records of integrated organizations as prescribed by this circular offers a number of problems that must be recognized at the outset by personnel responsible for deciding upon the disposition of each category of records as defined in subparagraph 6a, above. When these records are divided into their various categories (exclusively British, exclusively American, those of a combined nature) and revert to the custody of the agencies described in paragraph 6c(3)(4) or (5) above, it may be presumed that the division will be permanent and that the records will never again be reassembled in their original state. All concerned must consider the factors involved and submit their alternative recommendations to the Allied Force Records Administrator whenever there is a strong argument against the categorical division.

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b. In any case, a record will be maintained by each records officer affected by this program to account for the division, disposition and whereabouts of all records that compose the files of the organization. Upon inactivation or disbandment of any organization affected by the provisions of this circular, or upon its transfer from the control of this headquarters, a copy of this record will be filed with the permanent records and shipped to the agency described in paragraph 6c(3) above.

IV-- PREPARATION OF RECORDS FOR SHIPMENT

8. Shipment of exclusively British or Exclusively American Records - The records that are identified for shipment to either the American or British temporary records depot or repositories will be arranged, indexed, and boxed in accordance with the instructions contained in the appropriate reference directives (see MTOUSA Circular Number 64, 1945, and Appendix A hereto).

9. Shipment of Combined British-American Records to Allied Force Records Depot.

a. The records that are identified for shipment to the Allied Force Microfilming and Records Depot, APO 512, US Army, located at Santa Maria, Italy, for reproduction, will be carefully screened to eliminate valueless (nonrecord) materials and to insure a uniform arrangement of the folders or binders (see paragraphs 9c(1) and (2), below.) Wrinkled or torn documents will be smoothed or mended, and staples or paper clips will be removed in so far as possible. The titles or symbol designation of each file must appear on its cover or binder.

b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. A list of the contents of each box will be placed in an envelope inside the box, and identical duplicate lists for all boxes in the shipment will be fastened together and forwarded immediately, by mail, to the Allied Force Records Administrator AFHQ in sufficient time to arrive prior to the shipment. Boxes will be serially numbered for each shipment, to show for each box, "Box No. _____ of _____ boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box.

c. (1) In order that the flow of records to the Allied Force Microfilming and Records Depot may begin at once, records of a "combined" nature maintained by large offices or establishments will be arranged in separate six-months blocks, if such arrangements does not disturb the normal file sequence. The earliest six-months block of noncurrent, permanent records will be packed and shipped to the depot forthwith, and the succeeding six-months blocks will be transmitted as soon thereafter as circumstances permit.

(2) The foregoing instructions do not prohibit the inclusion of records in one shipment, the date span of which is longer or less than six months. It is recognized that in some installations it may be impracticable to "break" files in this manner. Where small quantities of noncurrent records are involved, they may be packed and shipped to the depot without regard to the length of the period they cover.

R E S T R I C T E D

AFHQ Circular #8 (cont'd)

d. Extreme caution will be exercised to insure that the noncurrent records shipped are, per se, noncurrent, i. e. that all transactions within the file or binder are completed. Once a file or binder has been microfilmed it is permanently closed and under no circumstances will additional papers ever be interfiled within it -- new folders will be opened in lieu thereof. To include new papers within a microfilmed folder would render the filmed duplicate impotent.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGC
Adjutant General

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1 Inclosure:
Appendix "A"

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R E S T R I C T E D

R E S T R I C T E D

APPENDIX "A" to AFHQ Circular #8

E-X-T-R-A-C-T

SUBMISSION OF WAR DIARIES AND PRESERVATION OF DOCUMENTS
OF HISTORICAL VALUE

INSTRUCTIONS IN FORCE IN THE MEDITERRANEAN THEATER

(These instructions are applicable to British,
Indian and Colonial troops only)

* * * * *

II ----- DISPOSAL OF RECORDS OF UNITS AND FORMATIONS AT HOME AND ABROAD 1942
(As applicable in the Mediterranean Theater)

(Suspending the Parliamentary Schedule issued with Army Orders for March 1923, and Appendix X of - Instructions for Dealing with Documents and Correspondence in Military Offices, 1934).

1. All documents coming within the scope of this pamphlet will first be examined by a competent officer, warrant officer or senior NCO with an intimate knowledge of the records, who will withdraw for preservation and disposal, as in para 3 below, any documents of files containing matter likely to be of value as a precedent, or to be of historical, technical or legal importance as indicated in para 2 below. Other documents will be dealt with in accordance with the instructions on the following pages.

Papers of like nature to those covered by this pamphlet will be deemed to be included, notwithstanding any technical discrepancy in the name given to them.

In the case of correspondence, the retention periods categorized in the following pages will commence from the date of the last letter or minute.

2. The following classes of documents will be preserved:

- (a) Papers relating to:
 - Formation of (a) Armies, corps, divisions, etc.
 - (b) New formations, etc., e.g. Reconnaissance Corps, Pioneer Corps.
 - Occupation of historical buildings and sites.
- (b) Papers containing decisions on important matters of departmental policy.
- (c) Papers (including duplicates and copies) in connection with military operations, e.g. initiation and execution of military operations and all correspondence and reports in regard thereto; war diaries; maps and plans relating to operations; operation orders; reports and instructions; defence schemes; orders of battle; location statements; situation reports; reports on wear and tear of guns; gun and ammunition statements; ammunition expenditures; notes on engineering work;

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

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field defences; demolitions; devices; reports on new weapons; feeding and fighting strength; nominal rolls of officers; courts of inquiry (affecting the unit).

- (d) Soldiers' documents (Field Conduct Sheets (AF B 122))
- (e) One complete set of Part I, II Orders.
- (f) Medical documents, e.g. reports and returns concerned with the incidence, investigation and treatment of wounds and disease; important sanitary administrative measures and sanitary appliances; important administrative measures dealing with the care and evacuation of sick and wounded and of appliances in connection with transport and treatment; hospital organization and administration - personnel, equipment and economy.

3. Selection and disposal of documents:

- (a) For the period of the emergency, boards of officers will not be assembled for the examination of documents; and King's Regulations, 1940, para 1744, has been suspended.

Units and Formations at Home

- (b) Units and formations at home are requested to make full use of the War Office Records Repository at Droitwich. Except in cases where separate instructions are laid down for their disposal (war diaries, soldiers' documents and medical documents, see sub-paras (f) and (g), below), all records that are not required for current use, including those for permanent preservation categorized above, and also those which have to be retained until the expiration of the statutory period categorized in the following pages, should be sent to that repository. The examination of the documents should be made as frequently as possible and not more than one month should elapse between examinations.

Records of units about to be disbanded will be examined and weeded out before dispatch to the repository, special care being taken to preserve any documents, registers, etc., likely to be of assistance to the Records branch in replying to any inquiries arising after disbandment, even though due for destruction under the regulations.

Units and Formations Abroad

- (c) Units and formations abroad are required to hold monthly examinations of documents, and the following extract from Field Service Regulations Volume I, Chap. XVIII, Sec. 171, is reproduced for convenience and reference.

.....Documents retained in an office will be as few as possible. With this object a review of correspondence in files will be held every month at which papers, maps, etc., will be sorted out into three categories:

- (1) Those required for current use and local reference.

- 2 -

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R E S T R I C T E D

APPENDIX "A" to AFHQ Cir (or #8 (cont'd)

(II) Those no longer required but likely to be of historical value on questions likely to arise in the future.

(III) Those not coming within category (I) or (II).

Category (I) will be retained. Category (II) will be indexed and sent to GHQ 2nd Echelon, CWF, and Adv 2nd Echelon (Indian), CWF, as applicable, for onward transmission. Category (III) will be destroyed, subject to the provision as to periods of retention as categorized in this pamphlet.

- (e) Secret - Accountable documents and - Security B - documents should be returned to the Under Secretary of State, The War Office (C.2.c).
- (f) When no longer required, soldiers' documents (see para 2 (d) above) should be sent to GHQ 2nd echelon concerned.
- (g) When no longer required, medical documents (see para 2 (f) above) should be sent to the Medical History of the War Committee, The War Office (A.H.D.2).

Item No. and Class of Documents	Period after which Documents may be destroyed
---------------------------------	---

PART I

DOCUMENTS COMMON TO ALL MILITARY OFFICES IN UNITS AND FORMATIONS BOTH AT HOME AND ABROAD

- | | |
|--|-------------|
| 1. Application for, or transmission of, Forms, Circulars, Publications, Returns, Books or Maps, | Forthwith. |
| 2. Covering Letter, Letters of Acknowledgment, Reminders, or Requests for Observation, | Forthwith. |
| 3. Anonymous or Unintelligible Letters. | Forthwith. |
| 4. Obsolete Card Indexes. | Forthwith. |
| 5. Minor correspondence, unregistered papers, books, etc., the value of which ceases on settlement of the matter involved. | Six months. |
| 6. Returns which are required for temporary purposes only or have been consolidated in other returns. | Six months. |
| 7. Duplicates and copies of documents filed elsewhere. | Six months. |
| 8. Telegrams of an unimportant and ephemeral character. | Six months. |
| 9. Other Papers, whether registered or unregistered, of a purely routine nature. | One Year. |

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APPENDIX "A" to AFHQ Circular #2 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed
10. Attendance books.	Three years.
11. Letter books. (These contain copies of outgoing letters. All important letters are included in registered papers, and will be preserved).	Three years.

PART V

DOCUMENTS OF A UNIT OR FORMATION, WHICH ARE NOT NORMALLY TRANSFERRED TO A RECORD OFFICE

135. Circular letters and memoranda received from a higher formation.	One year.
136. Correspondence and telegrams of a routine or temporary nature.	One year.
137. Duplicates and copies of letters and documents, copies or originals of which are filed in a more accessible form either with a higher formation or elsewhere.	Six months.
138. (a) Registers of letters received and dispatched. (b) Any other registers, provided that the information therein is known to be in the possession of the next higher formation or elsewhere in an accessible form, e.g. Register of Horses; Register of Inoculations.	Two years.
139. Routine documents of an administrative nature connected with the daily duty of a Unit or Formation, e.g. Guard Reports, Morning Sick Reports, Minor Offence Reports, Orderly Officers' Reports. (Reports that contain matters of importance will be preserved). Transport work tickets.	Three months. One year.
190. Nominal Rolls the originals of which have been sent to higher formations, and formal correspondence in connection therewith.	One year.
191. Orders (not including Operation Orders) of which the Unit or Formation is not the author. (The original orders will be preserved).	One year.

R E S T R I C T E D

APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed.
192. Papers relating to Courts Martial. (Papers dealing with cases which have not been sent either to the Judge-Advocate-General or to the Record Office concerned will be preserved).	One Year.
193. Proceedings of Courts of Inquiry (not ordered by higher authority) where no question of financial or disciplinary action is outstanding and where the subject of inquiry is of temporary interest only.	One year.
194. Returns and reports, the originals of which have been sent to a higher formation, e.g. Ammunition Returns, Progress Reports, Strength Returns (if not concerned with military operations).	One year.
195. Minor correspondence and subsidiary papers:	
A. Agriculture--Agricultural officers; cultivation of land by soldiers, etc.	Three years.
B. Accommodation and welfare of troops--Accommodation in billets and camps; Formation of canteens and messes; Recreation and Amusements, etc.	Three years.
C. Discipline--Maintenance and breaches of; Police Reports regarding escaped prisoners, suspects, absentees and deserters; releases from prisons, etc.	Six months.
D. Establishment and Strength--Appointments; Discharges; Dispersals; Demobilization; Personnel; Promotions; Releases; Reductions; Reinforcements; Reversions; Transfers, etc.	One year.
E. Finance--Authorized Expenditure; Allowances; Allotments; Accounts for work done by local contractors; Claims; Income Tax; Mess Accounts; Pay; Pay of Officers' Servants, etc.	Three years.
F. Funerals--Arrangements for, etc.	One year.
G. Inspections--Copies of reports on, etc.	Six months.
H. Interior Economy--Fuel; Messing, etc.	One year.
J. Leave--Ordinary, Special and Sick.	Three years.
K. Medical--Admittances to and Discharges from hospital; Incineration; Medical Categories; Sanitary Matters; Traveling Boards, etc.	
L. Personal Matters of Officers and Other Ranks--Attestation*; Affiliation Orders; Alien Parentage; Commissions*; Inquiries re whereabouts; Copies of Notification of Death (A.F. B 2090); Movement Orders; Service Chevrons; Trade Tests; Under-age Soldiers; Receipts for men's documents; Acting Rank, etc.	Three years 1516 Three years

*Correspondence only.

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents

Period after which Documents may be destroyed.

- | | |
|---|-------------------------|
| <p>M. Stores and Supplies--Clothing; Equipment; Forage; Handing over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc.</p> | <p>Eighteen months.</p> |
| <p>N. Training--Course of Bombing, Musketry, Signalling, etc.</p> | <p>Six months.</p> |
| <p>O. Transport--Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc.</p> | <p>One year.</p> |
| <p>196. Copies of the following documents, the originals of which have been duly audited:</p> <p style="margin-left: 40px;">Equipment Ledgers (with duplicate vouchers).
 Returns of Medicines (With duplicate vouchers).
 Abstract of Hospital Stoppages; Diets and Extras (A.F.F 735).
 Clothing Ledgers (with A.F.W 3068 - Transfer;
 Clothing and Necessaries Statement; W3505--
 Company Summary of Issue of Clothing and Necessaries; and W3506--Company Indent of Clothing and Necessaries).</p> | |
| | <p>Forthwith.</p> |

HEADQUARTERS ALLIED COMMISSION
APO 394Suspense CIRCULAR #8
AFHQ - 18/7Date 20/7DIST

FROM	TO	FROM	TO
Staff Officer to CC	✓	Political Advisors	
Executive Commissioner	✓	Establishment Section	✓
Message Center		Executive Officer (A)	✓
Liaison Division		Executive Officer (B)	✓
Civil Affairs Section	✓	G-1 (A)	✓
Dis Per & Repat		G-1 (A) Civilian Emp.	✓
Local Govt		G-1 (B)	✓
Patriots Branch		G-4 (A)	
Public Safety		G-4 (B)	
Security Division		2675th Regt	✓
Public Health		Headquarters Commandant	✓
Legal		Allied Civ Pers Director	✓
Education		Adjutant, Allied Commission	✓
Monuments & Fine Arts		Navy	✓
Economic Section	✓	Land Forces (MMIA)	✓
Requisition Branch		Air	✓
Agriculture		Communications	
Commerce		Civil Censorship Group	
Finance		N.M.D. & P.O.W.	
Property Control Div		Motor Transport Group	
Food		Public Relations Branch	✓
Industry		Information Div	
Mining Div		Archivist (ACTION)	5
Labor		Unknown <u>HII REGIONS</u>	✓
Public Works & Utilities	✓	I.G.O.W. <u>AME VEN-GIULIA</u>	✓
Shipping		" <u>NAPLES</u>	✓
Transportation		" <u>LIVORNO</u>	✓

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Signature _____
 Remarks & Recommendations _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

Remarks: _____

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

Adjutant	<i>[Signature]</i>
Asst. Asst.	<i>[Signature]</i>
Asst. Asst.	
Chief Clerk	<i>[Signature]</i>

[Signature] DCK/ar

CIRCULAR)
NUMBER 7)

27 April 1945

Routing of Long Distance Telephone Calls I
Instructions for Allocation and Assignment of Captured Enemy Materiel II

I -- ROUTING OF LONG DISTANCE TELEPHONE CALLS

The practice of telephone subscribers routing their own long distance calls through intermediate switchboards is resulting in unnecessary delay and confusion. To expedite the completion of long distance calls over the most direct route available, subscribers will ask the originating operator for the switchboard desired and refrain from attempting to route their own calls by requesting connection to intermediate switchboards. In cases where direct circuits to the desired switchboard do not exist, the originating operator will connect the subscriber to the next intermediate switchboard in accordance with prescribed practice. When the operator answers at the one or more intermediate switchboards involved, the subscriber will repeat the name of the switchboard desired in each instance, until the call is completed.

II - INSTRUCTIONS FOR ALLOCATION AND ASSIGNMENT OF CAPTURED ENEMY MATERIEL

AFHQ Circular Number 13, 1944, is rescinded. Current instructions on this subject are contained in AFHQ letter, file AG 386.3/163 LOG-0, dated 22 April 1945, subject: "Disposition of Captured Enemy Material in Italy."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

[Signature]
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
D

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HEADQUARTERS ALLIED COMMISSION
APO 394Suspense AFHQ Circular #7
27/4/45Date 30/4/45

DIST

FROM	TO	FROM	TO
Staff Officer to CC	✓	Political Advisers	
Executive Commissioner	✓	Establishment Section	✓
Message Center		Executive Officer (A)	✓
Liaison Division		Executive Officer (B)	✓
Civil Affairs Section	✓	G-1 (A)	✓
Dis Per & Repat		G-1 (A) Civilian Emp.	
Local Govt		G-1 (B)	✓
Patriots Branch		G-4 (A)	✓
Public Safety		G-4 (B)	✓
Security Division		2675th Regt	✓
Public Health		Headquarters Commandant	✓
Legal	✓	Allied Civ. Pers. Director	
Education		Adjutant, Allied Commission	✓
Monuments & Fine Arts		Navy	✓
Economic Section	✓	Land Forces (MMIA)	✓
Requisition Branch		Air	✓
Agriculture		Communications	✓
Commerce		Civil Censorship Group	✓
Finance		W.M.D. & P.O.W.	✓
Property Control Div		Motor Transport Group	✓
Food		Public Relations Branch	
Industry		Information Division	
Mining Division		Archivist 176 SIGNALS OFFICER	1
Labor		U.N.R.R.A. DIVISIONS	1 EA
Public Works & Utilities		I.C.C.R. DIV 578 Admin	1 EA
Shipping		AMG War Rel Com.	1
Transportation		HQ. SIGNAL OFFICER	1

1513

Signature _____
 Remarks & Recommendations _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

Remarks: _____

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RESTRICTED

DCK/fs

AOS

ALLIED FORCE HEADQUARTERS
APO 512

Adjutant	
Asst. Asst.	
Asst. Asst.	
Chief Clerk	25 April 1945

CIRCULAR)
NUMBER 6)

DAMAGE TO ELECTRIC POWER LINES

1. It has come to the attention of this headquarters that Allied troops have caused interruption of electric power supply to industrial installations by shooting at insulators on electrical transmission lines. Recently the salt mines at Tarquinia were without power, and therefore inoperative for four days, due to this cause.

2. The soldiers who indulge in this pastime would not wish to be considered as saboteurs, but the practical effect of their act is the same as though it were committed by an enemy agent. No facility in the theater is of more vital importance to the war effort than the supply of electric power to the various industries, the production of which is needed to sustain the armies as well as the civilian economy.

3. Commanders of all units will bring this matter to the attention of their commands, pointing out the seriousness of the offense, and taking such action as may be necessary to insure that the greatest attention will be given to safeguarding all electrical facilities in the theater.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
D

HEADQUARTERS
27 APR 1945
A C

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RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394Suspense AFHQ CIRCULAR #6
25Date 27/4/45

DIST

FROM	TO	FROM	TO
Staff Officer to CC	✓	Political Advisors	
Executive Commissioner	2	Establishment Section	✓
Message Center		Executive Officer (A)	✓
Liaison Division		Executive Officer (B)	
Civil Affairs Section	✓	G-1 (A)	✓
Dis Per & Repat		G-1 (A) Civilian Emp.	
Local Govt		G-1 (B)	✓
Patriots Branch		G-4 (A)	✓
Public Safety		G-4 (B)	✓
Security Division		2675th Regt	✓
Public Health		Headquarters Commandant	✓
Legal	✓	Allied Civ. Pers. Director	
Education		Adjutant, Allied Commission	✓
Monuments & Fine Arts		Navy	✓
Economic Section	✓	Land Forces (MMIA)	✓
Requisition Branch		Air	✓
Agriculture		Communications	✓
Commerce		Civil Censorship Group	✓
Finance		W.M.D. & P.O.W.	✓
Property Control Div		Motor Transport Group	✓
Food		Public Relations Branch	✓
Industry	✓	Information Division	
Mining Division		Archivist All Regions	12a
Labor		U.N.R.R.A. P.M.G. 5 x 8 Admin	12a
Public Works & Utilities	✓	I.C.C.R. P.M.G. Naples	1
Shipping			
Transportation			

Signature _____
 Remarks & Recommendations _____
 Information _____
 Approval/Disposal _____
 appropriate action _____
 Investigation & Report _____
 Dispatch _____

1510

Remarks: _____

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R E S T R I C T E D

DCK/wfb

ALLIED FORCE HEADQUARTERS
APO 512CIRCULAR)
:)
NUMBER 5)Road Traffic Control Code.I
Title to Italian Army VehiclesII

Adjutant	WP
Asst. Acs.	
Asst. Acs.	11 April 1945
Chief Clerk	LR

I -- ROAD TRAFFIC CONTROL CODE

The maximum speeds shown in paragraph 4 b, Section I, AFHQ Circular Number 28, 1944, are changed as follows:

For British Vehicles

5. Lorries (over 1 ton and up to and including 6 ton) including troop carriers and semi-trailers - 30 mph.

6. Lorries (exceeding 6 ton load capacity) including semi-trailers - 20 mph.

For US Vehicles

6. Trucks 4 ton all models - 30 mph
Trucks 6 ton all models - 30 mph.

II - TITLE TO ITALIAN ARMY VEHICLES

The title to vehicles of the Italian Armed Forces falls into two categories as follows:

1. Vehicles captured by the Allied Armies prior to the Armistice with Italy - These vehicles have become spoils of war and remain the property of the Allied Military Authorities who have discretion to allot them as they see fit in accordance with existing instructions covering captured enemy material.

2. All other vehicles of the Italian Armed Forces

a. These remain the property of the Italian Government as outlined in AFHQ Circulars Number 13, and Number 29, 1944.

b. This transport should be used to the maximum benefit of the Italian nation as a whole, bearing in mind the calls made by Headquarters AC on the resources of the Allied Armies to meet essential civilian requirements.

c. The allocation of this transport in accordance with paragraph b above will be made as follows:

Italian Army vehicles by the Land Forces Sub Commission AC (MMFA). Italian Air Force vehicles by the Air Force Sub Commission AC. Italian Navy vehicles by the Navy Sub Commission AC. Transport surplus to the minimum needs of the

R E S T R I C T E D

R E S T R I C T E D

00020

AFHQ Circular #5 (cont'd)

Italian Armed Forces which is desired for civilian use by Headquarters AC will be allotted to civilian use by the appropriate Sub Commission, AC, title thereto and operation thereof being by the Italian Armed Forces under the control of the appropriate Sub Commission, AC.

d. The Italian Armed Forces will exert every effort to locate and acquire vehicles still undisclosed. Allied Authorities will give every assistance possible to the Italian Authorities and to the respective Sub Commissions, AC. Any vehicles coming into the possession of the Allied Authorities will be reported to the appropriate Sub Commission, AC for disposal.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
D

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394Suspense ADMIN CIRCULAR #5
11/4/45Date 13/4/45

FROM	TO	FROM	TO
Staff Officer to CC	✓	Establishment Section	✓
Executive Commissioner	2	Executive Officer (A)	✓
Message Center		Executive Officer (B)	✓
Liaison Division		G-1 (A)	✓
Civil Affairs Section	✓	G-1 (A) Civilian Emp.	
Dis Per & Repat		G-1 (B)	✓
Local Govt		G-1 (B)	✓
Patriots Branch		G-1 (B)	✓
Public Safety		G-1 (B)	✓
Security Division		2675th Regt	✓
Public Health		Headquarters Commandant	✓
Legal		Allied Civ. Pers. Director	
Education		Adjutant, Allied Commission	✓
Monuments & Fine Arts		Navy	2
Economic Section	✓	Land Forces (MMIA)	2
Requisition Branch		Air	2
Agriculture		Communications	
Commerce		Civil Censorship Group	✓
Finance		W.M.D. & P.O.W.	✓
Property Control Div		Motor Transport Group	✓
Food		Public Relations Branch	
Industry		Information Division	
Mining Division		Archivist DII KERRICK	1 EA
Labor		U.N.R.R.A. Amc 5 + 8 Amc 13	1 EA
Public Works & Utilities		I.G.C.R. Dept. 11/11/45	1
Shipping			
Transportation	✓		

Signature _____
 Remarks & Recommendations _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

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Remarks: _____

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RESTRICTED

DCK/ar

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)
NUMBER 4)

17 March 1945

Payment of Allied Force Personnel in Hospitals I
Rescission of Circulars II

I -- PAYMENT OF ALLIED FORCE PERSONNEL IN HOSPITALS

AFHQ Circular Number 24, 1944, is rescinded, and the following substituted therefor:

"V --- Designation of United States Army Finance Officer and Local British Command Paymaster.

1. The designated United States Army Finance Officer and local British Command Paymaster referred to in the foregoing instructions are:

UNITED STATES

BRITISH

Captain G. A. Garber, PD,
Symbol 211-180, Finance Officer,
34th Finance Disbursing Section,
APO 794, U. S. Army.

The Command Paymaster,
No. 8 Command Pay Office,
C.M.F."

II - RESCISSION OF CIRCULARS

All AFHQ Circulars, 1943 and 1944 series, are rescinded with the exception of the following:

1943 Series

Section	Circular	Subject
VI	2	Handling of Prisoners of War
III	15	Aerial Photographs
III	19	Functions of the Censorship Branch (INC) AFHQ
IV	39	AWOL's and Deserters
IV	49	Subsistence of Army Officers Aboard Navy Transports
V	56	Hospitalized Personnel
II	66	British and American Motor Lubricants
II	73	Petroleum Products - Treatment of Leaking Containers
I	76	Use of Enemy Mines, Grenades or Explosives for Training
II	76	Safety Precautions for Transportation of Military Explosives by Rail
All	78	Use of Gas Alarms
All	83	Workmen's Compensation in Italian Territory

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R E S T R I C T E D

AFHQ Circular # 4 (cont'd)

00017

1944 Series

<u>Section</u>	<u>Circular</u>	<u>Subject</u>
All	1	Use of Churches
I	3	Use of Unauthorized Channels of Communication by Italian Prisoners of War and Labor Service Units
All	5	Petroleum Container Markings
II	8	Deduction of Production and Internal Consumption Taxes
II	9	Deduction of Production and Internal Consumption Taxes
III	9	Use of Unit Insignia
III	10	Aircraft Markings
All	13	Instructions for Allocation and Assignment of Captured Enemy Materiel
I	14	Organization Newspapers
All	15	Regulations for War Correspondents
III	17	"Travel Permit" Labels for Civilian Vehicles Used by United States and British Forces in Algeria
I	19	Aircraft Markings
III	19	Regulations for War Correspondents
II	20	Carbon Monoxide Hazard in Towed Tanks
All	21	Payment of Allied Force Personnel in Hospitals
III	22	Unauthorized Firing of Weapons
I	23	Unauthorized Firing of Weapons
All	25	Blackout Regulations
I	26	International Out of Bounds Sign
All	27	Economy in the Use of Fuel, Light and Gas
I	28	Road Traffic Control Code
II	28	Convoy Instructions
I	29	Removal of Materiel, Supplies and Stores from Italian Military Depots
II	30	Long Distance Telephone Facilities

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:

D

HEADQUARTERS ALLIED COMMISSION
APO 394

Date _____

Suspense

AFLA Circular

FROM	TO	FROM	TO
Staff Officer to CG	1	Establishment Section	
Chief of Staff	2	Executive Officer (A)	1
Message Center		Executive Officer (B)	
Civil Affairs Section	1	G-1 (A)	1
DP & Rep		G-1 (A) Civilian Emp.	
Local Govt		G-1 (B) + Eo(B)	1
Patriots Branch		G-4 (A)	1
Public Safety		G-4 (B)	1
Security Division		2675th Regt	1
Public Health		Headquarters Commandant	1
Legal		Adjutant	1
Education		Navy	1
Monuments & Fine Arts		Land Forces (MEAL)	1
Economic Section	1	Air	1
Requisition Division		Communications	1
Agriculture		Civil Censorship Group	1
Commerce		W.M.D. & P.O.W.	1
Finance		Public Relations Branch	1
Property Control Div		Information Division	1
Food		Archivist	1
Industry		U.N.R.R.A.	1
Mining Division		I.G.C.R.	1
Labor			
Public Works & Utilities		ALLIED & GUARDIAN	
Shipping			
Transportation			
Political Section			

Signature _____
 Remarks & Recommendations _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

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Remarks _____

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512Adjutant
DCK/jcm

File

CIRCULAR)

NUMBER 3)

20 February 1945

Unauthorized Use of Military Long Distance Network.....I
 Traffic Discipline.....II
 Damage to Underground Cables and Overhead Wire and Cable Routes.....III

I- -- UNAUTHORIZED USE OF MILITARY LONG DISTANCE NETWORK

1. Cases have recently been observed where military personnel having established a call through the military long distance telephone network, permit unauthorized civilians to use the line.

2. This practice will cease.

II- -- TRAFFIC DISCIPLINE

1. Collisions have occurred between military vehicles and trains at railway level crossings.

2. In the case of railway level crossings unprotected by gates or barriers, drivers of all military vehicles will satisfy themselves that no train is approaching from either direction before crossing the railway; if necessary they will bring their vehicles to a halt, well clear of the rails, in order to do so.

3. This action will be the individual responsibility of each vehicle driver, even though the vehicle may be part of a convoy.

4. Where railway level crossings are protected by gates or barriers, drivers will stop when they observe that such barriers are about to be lowered or placed, and will not continue to cross in defiance of these obstructions.

5. The provisions of this instruction will be brought to the notice of all drivers of military vehicles.

III- -- DAMAGE TO UNDERGROUND CABLES AND OVERHEAD WIRE AND CABLE ROUTES

1. The Main State Telephone Cable and the principal open Wire Routes have frequently been damaged by units working on roads, culverts, bridges, water mains, and power lines. These damages have seriously interrupted vital Theater Wire Communications for appreciable periods of time.

2. To prevent unnecessary damage to underground cables, no digging, grading, excavating, or blasting will be done along the main roads until the officer in charge of the proposed construction has coordinated his plans with the responsible Signal Officer in the area concerned.

- 1 -

RESTRICTED

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R E S T R I C T E D

AFHQ Circular No. 3 (cont'd)

00014

3. Headquarters of Army Groups, Armies, Base Sections, Districts and similar commands maintain open wire and cable route diagrams and records giving the exact route and location of each cable and open wire line in the respective territories. This information will be made available to Engineer and other units who may have occasion to work near the signal cable and open wire installations.

4. The following types of construction are those most likely to damage signal facilities and, depending on conditions, may require special consideration. Where necessary the Signal Officer will arrange for an emergency crew to be present, or to stand by during the construction period for repairs to any unavoidable damage.

- a. Road and bridge repairs.
- b. Blasting operations on or near roads and railway routes.
- c. Repairs and extensions of water mains and pipe lines.
- d. Rehabilitation of power transmission lines.

5. When cable, open wire, or potential damage is discovered by military personnel, a report will immediately be made to the nearest Signal Officer, Wire Chief, or Fault Control for relay to the responsible Signal Officer or his representative. Fault Controls, which deal with troubles pertaining to all military land line communications in Italy, are located in Bari, Foggia, Ancona, Naples, Rome and Florence, and may be contacted through the military long distance network by asking the operator for "FAULT CONTROL".

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

JOHN HARDING
Lieutenant General
Chief of Staff

C. W. Christembury
C. W. CHRISTEMBURY
Colonel, ASD
Adjutant General

DISTRIBUTION:

D
10 - Signal (additional)

- 2 -

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION

AFHQ

Suspense CIR 3.Date 20 FEB 1945

FROM		TO	
Chief Commissioner		Political Section	
Chief of Staff		Establishment Section	
Liaison Div		Executive Officer (A)	✓
Message Centre		Executive Officer (B)	✓
Civil Affairs Section	✓	G-1(A)	✓
DP & Rep		G-1(2) Civilian Emp.	✓
Local Govt		G-1(P) FOR EXO.(B)	✓
Patriots Branch		G-4(P)	✓
Public Safety	✓	G-4(P)	✓
Security Division		2675th Regt	✓
Public Health		H.Q. Comdt	✓
Local		Adutant	✓
Education		Navy	✓
Monuments & Fine Arts		Land Forces (IMIA)	✓
Economic Section	✓	Air	✓
Requisition Division		Communications	✓
Agriculture		Civil Censorship Group	✓
Commerce		E.M.D. & P.O.V.	✓
Finance		Public Relations Branch	✓
Property Control Div		Information Division	✓
Food		Archivist	✓
Industry		I.G.C.R.	✓
Mining Division			
Labor			
Public Works & Utilities	✓	ALL REGIONS	✓
Shipping		AMG 548 ARMIES	✓
Transportation	✓		

Signature _____

Remarks & Recommendation _____

Information _____

Approval/Disposal _____

Appropriate Action _____

Investigation & Report _____

Dispatch _____

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Remarks _____

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RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

DCK/ar

ADJ file
HLC

CIRCULAR)
NUMBER 2)



6 February 1945

OFFICIAL MAIL

Adjutant	
Asst. Acs.	
Asst. Acs.	
Chief Clerk	

AFHQ Circular Number 16; Circular Number 18; Section II, Circular Number 19; Section I, Circular Number 20; Section I, Circular Number 22; and Section II, Circular Number 23; are rescinded and the following substituted therefor:

1. Channels

a. Official mail may be transmitted from one headquarters to another by:

- (1) U.S. Army Courier Service
- (2) Air Dispatch Letter Service
- (3) U.S. Army Postal Service
- (4) British Army Postal Service
- (5) Specially Designated Couriers
- (6) Other methods enumerated in AR 380-5, dated 15 March 1944

b. Local deliveries, or those made within a headquarters, will be the responsibility of the headquarters or units concerned.

2. U.S. Army Courier Service

a. Definition - The Army Courier Service is operated throughout the world where United States Army Forces are located for the transmission of Confidential, Secret, and Top Secret mail. Both air and surface means are used. All urgent matter is transmitted by air courier while heavy shipments, requiring security handling but not requiring air transmission, are transmitted by surface, accompanied by an officer of the Army Courier Service. Courier transfer officers are located at or near principal A.T.C. airfields and ports wholly or partially operated by the U.S. Army. This service may not be used for restricted and unclassified matter.

b. Theater Locations - Courier transfer officers in this theater are presently located at Casablanca, Oran, Algiers, Tunis, Naples and Florence. Stations are opened or closed as needs of the theater change.

c. Receipt and Dispatch

- (1) Material may be received and dispatched direct through courier transfer officers or forwarded to and received from them through existing message channels.
- (2) If the articles are to be delivered direct to a courier transfer office, they will be listed on Form NAP 26 (Revised) in duplicate and certification at bottom of form completed. (See Annex "A") Forms may be secured from any courier transfer office or they may be reproduced.

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RESTRICTED

00011

AFHQ Circular # 2 (cont'd)

- (3) If the articles are to be forwarded through other message channels before reaching a courier transfer office, each accompanying invoice must bear the notation: "The articles listed hereon are classified confidential or higher, and it is requested they be dispatched to destination by Army Courier Service", followed by the signature of an officer giving name, rank, and unit. All such items received at any message center will be delivered or forwarded to the nearest courier transfer office for onward dispatch.

d. Preparation for Dispatch

- (1) Articles will be enveloped, wrapped, or bagged in accordance with paragraphs 25, 26, and 27 of United States AR 380-5, dated 15 March 1944, or War Office pamphlet "Classification and Handling of Protected Documents", dated 1 April 1944.
- (2) Articles will show both a complete address and return address. In exceptional cases, where no APO serves the unit and the only way matter can reach the unit is to include a geographical location, then unit and geographical location may be used. However, the use of addresses of this type will be held to the absolute minimum and confined to matter transmitted by ACS. Proper measures will be taken to safeguard against unauthorized persons obtaining such addresses. Unauthorized abbreviations will not be used nor will a geographical location and its corresponding APO number be shown in the same address. Articles will not be addressed to an individual. If they require the special attention of a particular officer at a headquarters or unit, the notation "Attn: _____" may appear in the address.
- (3) A reference or file number will be placed on the outside cover, preferably directly under the return address, for recording purposes.
- (4) If the article is addressed to any point outside this theater and requires Air Transmission from origin to destination the notation "Air Service Required" will be stamped or typewritten near the address and followed by the signature of an officer, giving name, rank, and unit. Such notation or signature is not required for intra-theater mail.
- (5) If the contents are so highly classified that the article should be in the personal custody of an officer from origin until final delivery to addressee, the notation "Via Officer Courier" will be placed on the outside cover followed by the signature of an officer, giving name, rank, and unit. This certification may be incorporated with the certificate required in subparagraph (4), above. The certification "Via Officer Courier" will be held to the absolute minimum. Notations such as "Via Courier", "Air Courier", "Courier", "Safe Hand", etc will not be placed on any article to be dispatched by Army Courier Service.

- 2 -

RESTRICTED

R E S T R I C T E D

AFHQ Circular #2 (cont'd)

c. Unauthorized Use

- (1) Personal mail or personal packages will not be transmitted by the Army Courier Service.
- (2) Officers in charge of ACS offices and other officers engaged in the handling of Army Courier Service or Air Dispatch Letter Service articles are authorized to open packages or letters suspected to be of an unofficial nature, special care being taken that no material of an operational nature is opened. Any unauthorized material found will be held and a report will be made to the Adjutant General of the headquarters concerned showing description of article, addressee, and addressor, and name of officer who certified the article to be official.

3. Air Dispatch Letter Service

a. Definition - The AFHQ-ADLS is a service established by this headquarters to provide fast safe delivery of all official dispatches warranting a No. One Air Priority to major headquarters within this theater. OFFICIAL DISPATCHES for ADLS transmission are defined as those instructions, reports, orders, documents, including their inclosures such as photographs, marked or special maps or other intelligence, submitted for transmission by Signal Means. They do not include printed matter such as blank forms, texts, regulations, circulars, or maps in bulk, captured material or documents, or supplies of any kind. AIR FREIGHT, U.S. ARMY POSTAL SERVICE and BRITISH POSTAL SERVICE are provided and designated for such items. Requests for air shipment of Classified and Unclassified items contested by A.D.L.S. receiving office and unsuited for transmission by postal services will be submitted to the appropriate Screening Agency (G-4 Mov & Tr for this Headquarters) for obtaining Priority for air shipment. Classified or Unclassified items suited for postal transmission and contested by A.D.L.S. will be directed to postal channels.

b. ADLS operates in close conjunction with the AIR FORCES and with Motor Dispatch Letter Services of subordinate units. ADLS FIELD OFFICES functioning directly under this headquarters will be established on main route airfields to receive and deliver dispatches to Air Couriers. Delivery or collection of dispatches to units in the vicinity is not the responsibility of FIELD OFFICES, which act only as segregation and collecting points. They refer **503** unit ADLS to contact them for forward transmission of outgoing dispatches and collection of incoming dispatches. The AFHQ-ADLS must not be confused with Army Courier Service (ACS) which is operated by the War Department or with regular air mail service operated by the Army Postal Service (APO). AFHQ-ADLS emphasizes tactical messenger service to forward elements.

c. Locations - AFHQ-ADLS Field Offices are located throughout the Mediterranean Theater. Stations are opened or closed as needs of the theater change.

d. Preparation for Dispatch

R E S T R I C T E D

AFHQ Circular #2 (cont'd)

00009

(1) Registered ADLS

- (a) Only articles classified as confidential or higher will be registered.
- (b) Articles will be enveloped, wrapped or bagged in accordance with their classification, as prescribed in U.S. and/or British regulations.
- (c) Articles will show both a complete address and return address. Unauthorized abbreviations will not be used nor must a geographical location and corresponding APO number be shown in the same address.
- (d) The article will not be indersed "REGISTERED", but will have a reference of file number on the outside cover. It will then automatically be treated as registered.
- (e) If the article is addressed to any point outside the area served by the AFHQ-ADLS (i.e., United States, United Kingdom, Middle East, Casablanca, Oran, etc.) and requires Air Transmission from origin to destination, the notation "Air Service Required" will be stamped or typewritten near the address and followed by the legible signature of an officer, warrant officer, or chief clerk (Br), giving his rank. Such correspondence addressed to points not served by the AFHQ-ADLS must be transferred by the AFHQ-ADLS to the Army Courier Service (ACS) which will accept no item classified less than confidential. Consequently, these articles, if not classified as confidential or higher, will not be accepted by the AFHQ-ADLS. If the classification of an article is less than confidential, then the article will be placed in the local postal channels.
- (f) The blue cross will no longer be used. The word "Registered" will not appear on dispatches.

(2) Unregistered ADLS

- (a) Restricted articles or unclassified articles will not be registered.
- (b) Articles will be enveloped, wrapped or bagged as explained in paragraph 3d(1)(b), above.
- (c) No reference or file number will be placed on the outside cover.
- (d) Articles addressed to points not served by AFHQ-ADLS will be submitted to the U.S. or British Postal agencies.

c. Unauthorized Use

- (1) Personal mail or personal packages of any description will not

R E S T R I C T E D

RESTRICTED

AFHQ Circular #2 (cont'd)

be transmitted by the AFHQ Air Dispatch Letter Service. Officers in charge of AFHQ-ADLS Field Offices engaged in the handling or transmission of official documents are authorized to open packages or letters suspected to be of an unofficial nature, special care being taken that no material of an operational nature is opened. Any unauthorized material found will be held and a report made to the Adjutant General (US), or the Chief Administrative Officer (Br), this headquarters, showing: Description of Article, addressee, and addressor.

f. Money - The transmission of money, of an operational and highly classified nature, may be made through the ADLS. Money dispatched through the ADLS will be properly classified and wrapped, and will be treated as any other document. This will not be construed to mean the transmission of personnel money or money for the routine payment of troops. In the event of a loss, no financial liability will fall upon personnel of the ADLS.

4. U.S. Army Postal Service

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

b. Definition of Official Mail - Official mail is defined as matter which is mailed by officers of the U.S. Army or other government officers and agencies in penalty envelopes or under penalty labels, and matter in penalty return envelopes furnished by such officers or agencies for replies. Mail matter which is not in penalty envelopes or under penalty labels will not be accepted at U.S. APO's as official mail.

c. Locations - U.S. Army Post Offices serve every U.S. headquarters and unit in this theater.

d. Preparation and Dispatch

- (1) Top Secret matter may not be sent through the U.S. Army Postal Service.
- (2) Confidential and Secret mail will be prepared in accordance with AR 330-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.

1502

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RESTRICTED

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AFPM Circular #2 (cont'd)

- (3) Restricted and unclassified matter need not be registered, but may be registered if the sender desires. The registration fee and applicable surcharges must be paid in such cases, even though the articles are addressed for delivery in the theater.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services and will not be used on the outer cover of mail matter by any other service in this theater.
- (5) Each article must bear a complete address and return address.
- (6) No article will exceed seventy (70) pounds in weight or one hundred (100) inches in length and girth combined.
- (7) Postage is not required on official mail addressed for delivery by the U.S. Army, Navy or domestic postal service except as indicated in subparagraph (9) following. Official letter mail (not including parcel post) that is mailable in penalty envelopes in the domestic mails of the United States may be mailed in penalty envelopes to the following foreign countries:

Bolivia
Canada
Chile
Colombia
Costa Rica
Cuba
Dominican Republic
Ecuador
Guatemala
Haiti

Honduras
Mexico
Newfoundland (including Labrador)
Nicaragua
Panama
Paraguay
Peru
Salvador (El)
Uruguay
Venezuela

- (8) Official mail weighing not in excess of four (4) pounds will be given air dispatch within the theater, within the limits of available air space. Articles weighing in excess of four (4) pounds, the urgency of which requires air transmission to destination, must bear the stamped or typewritten indorsement in capital letters "VD ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of an officer which will be taken as a certification that the article requires air dispatch.
- (9) If dispatch by air from the theater is necessary, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "VD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce. VD ESSENTIAL OFFICIAL AIR MAIL in envelopes or containers exceeding 10 by 24 inches intended for transmission by air outside the theater, will bear the written signature,

R E S T R I C T E D

AFHQ Circular #2 (cont'd)

grade and arm or service of a commissioned officer under the identifying indorsement specified. Air mail will be used only when transmission is urgent. When ordinary postage stamps are used in lieu of air mail stamps on envelopes or wrappers of such official mail, the words "By Air Mail" will be written below the stamps.

5. British Army Postal Service

- a. Definition - A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential".
- b. Locations - British APO's are located within reach of every British headquarters and unit in this theater.
- c. Conveyance - Official correspondence is afforded priority treatment in the British APS and daily dispatches are made between British APO's. Official articles of letter size for addresses within the theater are given air conveyance whenever aircraft capacity will permit and acceleration in delivery would result. Official articles for addresses outside the theater are conveyed by surface mail.
- d. Preparation and Dispatch
 - (1) Top Secret and Secret material may not be sent through the British Army Postal Service.
 - (2) Confidential mail will be prepared as required and must be presented at the registry window of an APO for registration. Fees for registration are shown in Annex "B" attached.
 - (3) Restricted and unclassified matter need not be registered.
 - (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services.
 - (5) Each article will bear a complete forwarding address. Abbreviations will not be used. Place names will not be used in the address.
 - (6) Official correspondence will be accepted for transmission subject to the conditions set forth in Annex "B".

BY COMMAND OF FIELD MARSHAL ALEXANDER:

1501
JOHN HARDING,
Lieutenant General,
Chief of Staff.

OFFICIAL:

Col. G. H. H. H. H. H.
Colonel, AGD,
Adjutant General.

2 Incls:
Annex "A" and "B"

DISTRIBUTION:
"D"

R E S T R I C T E D

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R E S T R I C T E D

Annex "A" to AFHQ Circular #2

ARMY COURIER SERVICE
Receipt to MailersTO: Courier Transfer Office _____
(Place)FROM: _____ Date _____
(Headquarters, Unit or Section)

I	Courier Number	II	Senders Number	III	Addressed to	IV	Dispatch Particulars

I certify that all articles listed hereon are classified confidential or higher and are entitled to transmission by the Army Courier Service.

(Name) (Grade Hq or Sect.)

Received the above described articles _____
(Date) (Hour)

(Name) (Grade)

Note: This form is to be prepared in duplicate by the sender and both copies submitted to the CTO with the articles. When prepared by typewriter, entries must be double spaced. Senders will make entries only in columns II and III. Column I and IV will be completed at Courier Transfer Office. Articles to be accepted must bear the senders return address. The certification will be made on the duplicate copy by an officer on duty in the Hq or Sec. submitting the articles for dispatch.

(WAF 26 (revised))

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R E S T R I C T E D

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Annex "B" to AFHQ Circular #2

REGULATIONS FOR OFFICIAL MAIL AT BRITISH ARMY
POST OFFICES

Destination	Limit of Weight	Limit of Size	Postage Rates	Registration Fee	Other Conditions
Within theater British Empire (except India) Br. Mandated Territory Eric. Mail Ships	22 lbs	Length 2 feet Width 18 inches Depth 18 inches	FREE	FREE	Each article must be enclosed in an "O.M.I.S." cover or otherwise be indorsed "official" and certified by an officer.
India	11 lbs	2' 11" in length Width & depth combined: greatest dimension not to exceed 23 1/2"	FREE	3d	
U.S.A.	4 lbs	3 feet in length width & depth combined: greatest dimension not to exceed 2 feet	Not over 1 ounce, 2 1/2d. Each addnl ounce, 1d.	3d	-
Other Countries	4 lbs	3 feet in length width & depth combined: greatest dimension not to exceed 2 feet	Not over 1 ounce, 3d. Each addnl ounce, 1 1/2d.	3d	-

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 294

AFHQ.

Suspense CIR-2Date 6 FEB, 1945

DIST.

FROM	TO	FROM	TO
Chief Commissioner	✓	Political Section	✓
Chief of Staff	✓	Establishment Section	✓
Liaison Div	✓	Executive Officer (A)	✓
Message Centre	✓	Executive Officer (B)	✓
Civil Affairs Section	✓	G-1(A)	✓
DP & Rep	✓	G-1(2) Civilian Emp.	✓
Local Govt		G-1(E) <u>FIR EX-O. (B)</u>	✓
Patriotic Branch		G-1(A)	✓
Public Safety		G-1(E)	✓
Security Division	✓	2675th Regt	✓
Public Health		H.C. Comdt	✓
Legal		Adjutant	✓
Education		Navy	✓
Monuments & Fine Arts		Land Forces (USA)	✓
Economic Section	✓	Air	✓
Requisition Division		Communications	✓
Agriculture		Civil Censorship Group	✓
Commerce		W.C.D. & P.O.W.	✓
Finance		Public Relations Branch	✓
Property Control Div		Information Division	✓
Food		Archivist	✓
Industry		G.O.C.R.	✓
Mining Division		<u>APO-394</u>	✓
Labor		<u>ALL REGIONS</u>	✓
Public Works & Utilities		<u>AMC-51 & ARMIES</u>	✓
Shipping			
Transportation			

10 page

Signature _____
 Remarks & Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

1499003

Remarks _____

RESTRICTED

DCK/ar

Last Circular
in 1944 Series
was No. 30.

ALLIED FORCE HEADQUARTERS
APO 512



CIRCULAR)
NUMBER 1)

20 January 1945

PURCHASES OF FOODSTUFFS BY ALLIED FORCES IN ITALY

1. Section II, AFHQ Circular Number 26, 1944, is rescinded.
2. The provisions of MTOUSA Circular Number 119, 1944, and Section II, MTOUSA Circular Number 4, 1945, will apply for U. S. Forces.
3. The provisions of GRO 947/44 and GRO 869/44 will apply for British Forces.

By command of Field Marshal ALEXANDER:

JOHN HARDING,
Lieutenant General,
Chief of Staff.

OFFICIAL:

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:

"D"

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RESTRICTED

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HEADQUARTERS ALLIED COMMISSION

APO 971

AFHQ

Suspense

CIR. No. 1

Date 20 JAN, 1945

FROM	TO	FROM	TO
Chief Commissioner		Political Section	
Chief of Staff		Establishment Section	✓
Liaison Div		Executive Officer (A)	✓
Message Centre		Executive Officer (B)	
Civil Affairs Section	✓	G-1(A)	✓
DE & Rep		G-1(A) Civilian Emp.	
Local Govt		G-1(B) FOR EXO. (B)	✓
Patricks French		G-4(A)	✓
Public Safety		G-4(B)	✓
Security Division		2675th Regt	✓
Public Health		H.C. Comdt	✓
Legal		Adjutant	✓
Education		Navy	✓
Monuments & Fine Arts		Land Forces (MFA)	✓
Economic Section	✓	Air	✓
Requisition Division		Communications	
Agriculture		Civil Censorship Group	
Commerce		T.M.D. & P.O.T.	
Finance		Public Relations Branch	
Property Control Div		Information Division	
Food	✓	Archivist	
Industry		I.G.C.R.	
Mining Division			
Labor		ALL REGIONS	✓
Public Works & Utilities		AMG-548 ARMIES	✓
Shipping			
Transportation			

(SPARES)

Signature _____
 Remarks & Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

1497

00091

Remarks _____

