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OFFICE M
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OFFICE MEMORANDA NOS 4-21 (ISSUED AT NAPLES/ROME)
MAY-DEC. 1944

0734

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

785016

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

9 July 1953

INDEXER

Hoone Tronkie

054699

TAGO FORM 01352 (formerly AGO)
1 FEB 49

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5	5 July	Wrongly Marked Cables By Message Center
6	18 July	A.C.C. Hq. Telephone Installations And Allocations
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10	5 July	Air Passages
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12	24 July	Redesignation Of Administrative Instructions / A.C.C. Advance Headquarters
13	24 July	Official Mail Services
	16 Mar. 1945	Amendment Number One Of Office Memo No. 13

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Chief of Staff

Ref: 65/00S

OFFICE MEMORANDUM }
 NUMBER 21 }

28 December 1944.

Asst. Acs.	
Asst. Acs.	
Chief Clerk	

STAFF PROCEDURE.

The attention of all members of the Commission is drawn to the following:-

1. AFHQ, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

2. All important telephone conversations, with any Headquarters whatever, will be:

- (a) confirmed in writing or by signal as soon as possible;
- (b) recorded on a brief memorandum and attached to the relevant documents.

Endless trouble can be caused by not following this "drill". It applies particularly to action taken by Duty Officers and Officers deputising for their Seniors.

3. Sections and Independent Sub-Commissions of this Headquarters are responsible for keeping track of all correspondence. The Vice-Presidents of Sections and Directors of Independent Sub-Commissions will be held responsible for any delay occurring in their offices; and unless they can produce evidence that they have taken steps to "follow up" they will also be held responsible for delay in the other Headquarters with which they are dealing.

4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

2534

STAFF PROCEDURE

Asst Acs.	
Chief Clerk	

The attention of all members of the Commission is drawn to the following:-

1. ARHQ, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

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DISTRIBUTION
"A"

1196
Brigadier,
Chief of Staff.

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 5601/EC.

OFFICE MEMORANDUM)

NUMBER 20/1944)

Amendment No.1.

Asst. Dir.	AWP
Asst. Dir.	
Asst. Dir.	
Chief Clerk	R/S

27 July 1945.

CHANNEL OF COMMUNICATIONS WITH MINISTRY OF MARINE

Office Memorandum No.20, dated 21 December 1944, is amended by the addition of new para 3 as follows:

" 3. Notwithstanding paragraph 2 above, there is no objection to Sections and Sub-Commissions of the Allied Commission contacting representatives of the Ministry of Marine on routine matters of which the Navy Sub-Commission has been made cognizant by the Allied Representatives concerned. In such cases the onus of keeping the Navy Sub-Commission informed of their dealings must remain with the Sections or Sub-Commissions concerned."

By Command of Rear Admiral STONE.

NICHOLS PIOMBINO
CWO USA
Assistant Adjutant

DISTRIBUTION:

"A"

2533

RESTRICTED
 HEADQUARTERS
 ALLIED COMMISSION
 (Adjutant's Department)
 APC 394

BP/ja

21 December 1944

OFFICE MEMORANDUM)

NUMBER 20)

Channel of Communication with Ministry of Marine

1. The Navy Sub-Commission has been informed that various offices of the Ministry of Marine are receiving directly an increasing number of requests for information and assistance from Allied Organizations.

2. In the interest of obtaining such information for Allied representatives in a rapid manner, and to permit the Navy Sub-Commission to have knowledge of the material that is disseminated by the Italian Navy, it is requested that all Sections and Sub-Commissions submit their requirements to the Ministry of Marine through the Navy Sub-Commission.

By command of Rear Admiral STONE:



NICHOLAS PIOMBINO
 CWO, USA
 Asst Adjutant

DISTRIBUTION:

"A"

2532

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APC-394

Office of the Chief of Staff.

Asst. Acs.	MP
Asst. Acs.	
Chief Clerk	

Ref: 65/59/008.

OFFICE MEMORANDUM

NUMBER

19

2 December 1944

Orders & Directives issued by Headquarters Allied Commission

1. The following is published in order to clarify the contents, manner and scale of issue of the various types of instructions issued by this HQ.
2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of AMG officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.
3. Of the first class, (A), there are three :

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are amplifications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

- (c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders: they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommittee concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.

this HQ are of two classes (A) those which direct the conduct of the HQ and (B) those which either its conduct or the conduct of AMG officers towards it and (C) those which are concerned only with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three:

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are amplifications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommission on the facts and to the ends desired by the appropriate Subcommission and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

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4. Of the second class, (B), there are also three:

- (a) Executive Orders - lay down the fundamental framework of the Allied Commission, carry out major changes in its organization and are a means of announcing major appointments; these include all senior administrative positions of the Commission, the appointment of Vice Presidents and Heads of Sections, Subcommissions, Regional and Provincial Commissioners. They are prepared by the Establishment Section and issued on Distribution "A". As a matter of general policy, only those orders which announce the creation of a new Section or Subcommission, the appointment of Heads of Sections, Subcommissions, and Regional Commissioners will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a Subcommission or the appointment of Provincial Commissioners, will be authenticated by the Adjutant in the normal manner.

(b)/.....

- 2 -

- (b) Establishment Memoranda - effect minor changes in the organization of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DCS, Establishment Section, on Distribution "A".
- (c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

By command of Commodore STONE:

N. W. Dragneff
 N. W. DRAGNEFF
 Major, ADC
 ADJUTANT

DISTRIBUTION

" A "

<i>S. Angelini</i>	<i>S. Angelini</i>
<i>T. S. Gesualdi</i>	<i>R. S. Gesualdi</i>
<i>Lieut. Walton</i>	<i>Lieut. Walton</i>
<i>P. C. Kruger</i>	<i>P. C. Kruger</i>

0746

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

785016

S/Sgt ANGELINI	Angelini
T/5 CESUALDI	Cesualdi
Lt Col WALTON	Walton
Pfc KRUGER	Kruger
T/L DIONISIO	Dionisio
Please sign & return to file	

HEADQUARTERS

ARMED FOR THE COMMISSION

Cdr

Office of the Chief of Staff

Ref: 65/41/CO3.

OFFICE MEMORANDUM)

NUMBER 18)

24 October 1944.

Adjutant	
Asst. Asst.	<i>MP</i>
Asst. Asst.	
Chief Clerk	<i>RS</i>

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commissions and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE.

All correspondence will be put ON A FILE as soon as possible after receipt, having been entered in a register suitably returned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILES.

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Chief of Staff files, CO3 follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:

- (i) Alphabetical index.
- (ii) Numerical index.
- (iii) Register of date of receipt, and return, of files from other departments.
- (iv) Register of date of sending out, and return, of own departments' files.

3. FILE COMPILATION.

(a) Correspondence will be

2529

1. INCOMING CORRESPONDENCE.

All correspondence will be put on a file as soon as possible after receipt, having been entered in a register suitably columned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

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3. FILE COMPILATION.

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 folios, a file should be closed down and a second volume started.
- (c) Minutes will be set out as follows:

To: C.O.S.

T E X T

C.A.S.
18 Oct 44
Tel: Ext. 123

Signature and appointment.

(NB, For the attention of a particular officer or Sub-Commission of a Section may be inserted if desired)

-2-

4. CORRESPONDENCE FOR THE SIGNATURE OF THE ACTING CHIEF COMMISSIONER
OR CHIEF OF STAFF.

- (a) All correspondence will be submitted, suitably minuted, on a file with relevant references prominently flagged.
- (b) Two extra copies are required for the C.O.S. Office.
- (c) Specimen letters for signature by Acting Chief Commissioner and Chief of Staff are appended at Annexures "A", "B", "C" and "D" hereto.
- (d) The original with file and all copies (except the two for C.O.S. Office) will be returned to the department of origin, who will arrange despatch.

5. DRAFTS FOR THE APPROVAL OF ACTING CHIEF COMMISSIONER AND
CHIEF OF STAFF.

As in the case of correspondence in final form, drafts will be submitted, suitably minuted, on a file and all relevant references prominently flagged.

Drafts, when approved, must be prepared for signature by the department of origin.

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/COS. It will be entered in a register suitably columned to record:

- (i) Reference number.
- (ii) Date of despatch.
- (iii) Subject.
- (iv) Addressee.

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

7/8/64
Brigadier,
Chief of Staff.

5. DRAFTS FOR THE APPROVAL OF ACTING CHIEF COMMISSIONER AND CHIEF OF STAFF.

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Drafts, when approved, must be prepared for signature by the department of origin.

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/008. It will be entered in a register suitably columned to record:

- (i) Reference number.
- (ii) Date of despatch.
- (iii) Subject.
- (iv) Addressee.

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

1/8/62

Brigadier,
Chief of Staff.

DISTRIBUTION:

- "B" Group I (less 42 to 50 & 58)
- "B" Group II (for information)

ANNEX "A"

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

AFO 394

23 October 1944

Reference No. of Department of origin.

↓ 5 spaces

Subject: Food Supply

↓ 3 spaces

TO : G-5 Section, Allied Force Headquarters, AFO 512.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner

a.

(1)

2.

(no complimentary close)

5 spaces from last line of letter

ELLERY W. STONE
Commodore, USNR
Acting Chief Commissary 3528

NOTE: Above style to be used for official letters to higher authorities, for which the signature of Acting Chief Commissioner is required.

ANNEX "B"

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

LPO 394

23 October 1944

Reference No. of Department of origin.

My dear Mr. Prime Minister:

2 or 3 spaces only

Indent paragraphs but do not number.

.....
.....

4 spaces from body of letter

Yours very truly,

5 spaces

MILLY W. STONE
Commodore, USNR
Acting Chief Commissioner

His Excellency Ivanoe Bonomi
The President of the Council of Ministers
Italian Government
Rome

2527

NOTE: Above style to be used for all letters to
Prime Minister, Italian Government, for
which the signature of Acting Chief
Commissioner is required.

HEADQUARTERS
ALLIED CONTROL COMMISSION
CIC
Office of the Chief of Staff

Tel: 478733

Date

Ref:

SUBJECT:

TO :

1. Text of first paragraph.
 2. Text of second paragraph.
- ETC.

For the Acting Chief Commissioner.

Brigadier,
Chief of Staff.

Encs.

NOTES

- (i) Above style will be used for all official letters for which the signature of Chief of Staff is required.
- (ii) 'For the Acting Chief Commissioner' will only be inserted in case of communication with parallel and higher formations (see Office Memorandum No.17, dated 13 Oct 44, para.5).
- (iii) External telephone numbers will be used on outgoing correspondence; internal telephone numbers will be used on inter-office correspondence.
- (iv) All paragraphs will be numbered.

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ANNEX "C"

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

AFO 394

23 October 1944

Reference No. of Department of origin.

Elliott Marchese Visconti Venosta:

2 or 3 spaces

Indent paragraphs but do not number.....

.....
.....
.....

4 spaces from body of letter

Very truly yours

5 spaces

Y
ELLIOTT M. STONE
Commodore, USNR
Acting Chief CommissionerHis Excellency Marchese Giovanni Visconti Venosta
Undersecretary of State for Foreign Affairs
Italian Government
Rome

2525

NOTE: Above style will be used for all Demi-Official letters, for which the signature of acting Chief Commissioner is required.

ALLIED CONTROL COMMISSION
APO 394

HEADQUARTERS
ALLIED CONTROL COMMISSION
CME

Office of the Chief of Staff.

+++++

Adviser	<i>[Signature]</i>
Asst. Acs.	<i>[Signature]</i>
Asst. Acs.	<i>[Signature]</i>
Chief Clerk	<i>[Signature]</i>

13 October 1944

Ref: 65/1/005.

OFFICE MEMORANDUM)

NUMBER 17)

INSTRUCTION ON ROUTING AND PREPARATION OF CORRESPONDENCE

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

Incoming Correspondence.

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

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

Outgoing Correspondence.

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

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- INSTRUCTION ON ROUTING
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 - Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
 - Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
 - Group C. Correspondence dealing with technical and routine matters.
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 - (ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
 - (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.
 3. Outgoing Correspondence.
 - (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
 - (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
 - (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.
 4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases issue in the name of the Regional Commissioner.

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

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

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- 2 -

5. Correspondence to parallel and higher formations :

e.g. HQ A.I.I.
A.F.H.C.
Diplomatic and Consular Missions.

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

6. Correspondence to lower formations:

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

7. Correspondence between Sub Commissions:

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

8. Preparation for signature.

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

418 Lick

(iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.

(iv) Correspondence in Group C may be signed by the Deputy Chief of Staff or head of Independent Sub-Commission "for the Chief Commissioner".

(v) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub Commission or Branch "for the Chief Commissioner".

6. Correspondence to lower formations:

(i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.

(ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.

(iii) Group C will issue over the name of the Director of any Sub Commission or Branch.

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118 156

DISTRIBUTION :

" B " Less 42-50 & Group III.

Brigadier,
Chief of Staff,
Sgt. Anderson
The General
Lt. Col. W. L. T. P.
P. C. K. K. K.
C. P. K. K. K.
P. C. K. K. K.
Lt. Col. W. L. T. P.
Lt. Col. W. L. T. P.
Lt. Col. W. L. T. P.

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. SECTION
APO 394

25 August 1944

Ref/55/34/CA.

OFFICE MEMORANDUM)

NUMBER 16)

HANDLING OF CLASSIFIED DOCUMENTS
BY CIVILIANS

1. It is undesirable that civilians handle any classified documents.
2. "Civilian" for the purpose of this memorandum is any civilian other than properly authorized Allied personnel.
3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the discretion of their supervising officers.
4. To eliminate as far as possible this Security risk, the following safeguards will be observed:

- (a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.
- (b) When it occurs that "Confidential" and "Restricted" correspondence cannot be handled by military personnel, then only those civilians whose bona fides have been established and who have shown themselves worthy of trust will be entrusted with such matters. Care will be taken to impress on those concerned the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.
- (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
- (d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course whenever possible.

5. For guidance it is pointed out that the French equivalents of English language expressions as applied to Confidential and Secret communications are as follows:

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret
Ultra Secret

2523

the following docu-

3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the discretion of their supervising officers.

4. To eliminate as far as possible this Security risk, the following safeguards will be observed:

- (a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.
- (b) When it occurs that "Confidential" and "Restricted" correspondence cannot be handled by military personnel, then only those civilians whose bonafides have been established and who have shown themselves worthy of trust will be entrusted with such matters. Care will be taken to impress on those concerned the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.
- (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
- (d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course whenever possible.

5. For guidance it is pointed out that the French equivalents of English language expressions as applied to Confidential and Secret communications are as follows:

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret
Ultra Secret

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6. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

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

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

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which while not endangering the National Security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause harm.

nistrative embarrassment or difficulty or be of advantage to a foreign nation, i.e. ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

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

Handwritten signature/initials

M. S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

"C"

10 Be Refused And Initialed By

<u>RRS:</u>	S/Sgt KAVANAGH	<i>R. Kavanagh</i>	FILE	SECTION
"	ANGELINI	<i>Angelin</i>	S/Sgt	PACISI
"	LA CAVA	<i>J. La Cava</i>	PFC	RODRIGUEZ
T/S	CUSCULDI	<i>R. Cusculdi</i>	PFC	BLANKE
L/Cpl	WALTON	<i>W. Walton</i>		
PFC	KEURER	<i>Keurer</i>		
INT. DIST:	CPL FRASER	<i>Fraser</i>		
	PFC JAMES	<i>James</i>		
	PFC PARSONS	<i>Parsons</i>		
	PFC TISA	<i>Tisa</i>		
REGISTRY:	T/S SEARWELL	<i>Searwell</i>		
	P.X.S.	<i>Sum</i>		

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G-1 (A)/LWS/ja

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

1 August 1944

*Fido*OFFICE MEMORANDUM)
:
NUMBER 15)CIVILIAN PERSONNEL(Employment and Payment Procedure)

Adjutant	
Asst. Asst.	M.P.
Asst. Asst.	
Chief Clerk	

- I -

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

- II -

Recruitment Procedure

Recruitment at the present time is divided into three categories:

- (1) Response to newspaper advertising
- (2) Casual applicants
- (3) Those referred by sections and subcommissions.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommissions) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommissions having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

- III -

2322

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

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Hiring

All sections and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests will be made in writing, giving adequate job description -- that is, the type of work to be performed, the language requirements, and any other information that is pertinent to the position to be filled. Civilian Personnel will refer one or more qualified applicants for interview and final selection by the section or subcommission concerned. After the interview, the applicants will be returned to Civilian Personnel. Those who are accepted will be screened by the Security Officer and placed on the civilian payroll. All civilian employees will be formally cleared through Civilian Personnel. In those cases where the individual is recruited independently of Civilian Personnel, the section or subcommission concerned will send the individual together with a letter requesting employment to Civilian Personnel. This letter should include a job-description sufficiently complete to justify the recommended classification and salary. Civilian Personnel will approve the employment and establish the rate of pay. Disagreements will be

Headquarters, ACC
Office Memo 15, 1 Aug 44, cont'd

referred to the Civilian Personnel Policy Board. At present the section is interviewing an average of ninety (90) applicants (less than 10% qualified) per day. From this source there is being built up a reserve of potentially qualified civilians for future placement in Allied Control Commission.

- IV -

Rates of Pay

The following rates of pay are extracted from Amendment No. 5, AFHQ, Adv Adm Echelon Adm Instr No. 24, dated 17 July 44. They are reproduced here for the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

	Min Lire	Max Lire	
Accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	" "
Bookkeeper (male)	2,000	4,000	" "
Bookkeeper (female)	1,800	3,500	" "
Cashier, Chief (male)	2,500	3,500	" "
Clerk, Office (male)	70	110	per day
Clerk, Office, (female)	60	90	" "
Draughtsman, Chief	2,500	4,500	per month
Draughtsman	2,000	4,000	" "
Executives, business analysis, exporters, etc.	5,000	9,600	" "
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	" "
Junior Administrative Assistants, Clerk Supervisors	2,100	4,500	per month
Professional Man (doctor, lawyer, dentist, civil mechanical engineer, construction)	4,000	9,600	" "
Senior Administrative Assistants, sub-professional workers, junior executive officers, etc.	3,600	6,000	" "
Telephone Operator, English-speaking (female)	70	110	per day
Telephone Operator, Non-English-speaking (female)	55	75	" "
Typist (male)	70	110	" "
Typist (female)	60	90	" "
Typist, shorthand, (steno), English-speaking (male or female)	80	120	" "

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, maximum 9600 lire per month.

the employee will be sent to

Accountant	3,000	3,500	"	"
Assistant Purchasing Agent	2,000	4,000	"	"
Bookkeeper (male)	1,800	3,500	"	"
Bookkeeper (female)	2,500	3,500	"	"
Cashier, Chief (male)	70	110	per day	"
Clerk, Office (male)	60	90	"	"
Clerk, Office, (female)	2,500	4,500	per month	"
Draughtsmen, Chief	2,000	4,000	"	"
Draughtsman	5,000	9,600	"	"
Executives, business analysis, exporters, etc.	70	120	per day	"
Interpreter, General	100	150	"	"
Interpreter, Technical	2,100	4,500	per month	"
Junior Administrative Assistants, Clerk Supervisors	4,000	9,600	"	"
Professional Man (doctor, lawyer, dentist, civil	3,600	6,000	"	"
mechanical engineer, construction)	70	110	per day	"
Senior Administrative Assistants, sub-professional	55	75	"	"
workers, junior executive officers, etc.	70	110	"	"
Telephone Operator, English-speaking (female)	60	90	"	"
Telephone Operator, Non-English-speaking (female)	80	120	"	"
Typist (male)				
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Typist, shorthand, (steno), English-speaking				
Typist, (male or female)				

- V -

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In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Passes, badges, and other papers of ACC identification will be picked up by Civilian Personnel on clearance of the final payroll.

- VI -

Payment Procedure

Employees will be paid twice a month through the civilian paymaster, Headquarters Commandant's Office. Payrolls will be submitted to Headquarters

- 2 -

Headquarters, AGC
Office Memo 15, 1 Aug 44, cont'd

Commandant as of the fifteenth and last day of each month on the standard payroll form which will be obtained from the paymaster, Headquarters Commandant. The dates for submission and payment will be announced in the Daily Bulletin. It is the responsibility of the section or subcommission concerned that payrolls show proper classification, that salaries are in accordance with Amendment No. 5 to AFHQ Adv Adm Echelon Adm Instr No. 24, dated 17 July 44, and that all employees have been cleared through Civilian Personnel. Civilian Personnel will post-audit payrolls and will also be prepared to pre-audit on request any rough-draft payroll to insure that salaries and classifications are correct.

By order of Captain STONE (USNR):

E. R. Clough
E. L. CLOUGH *W. J. G. V.*
Colonel, AGC
Executive Officer

DISTRIBUTION:
"O" - Modified

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT'S BRANCH
APO 394

29 July 1944

OFFICE MEMORANDUM

NUMBER 14)

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.

b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.

c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.

d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.

e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Control Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

2. Flora Hotel.

a. Officers of the grade of Commander/Lt Commander (Navy), Lieut Colonel/Major (Army), and officials of equivalent grade or position, will be billeted in the Flora Hotel.

3. Milano, Esperia, and Bella Vista Hotels.

a. Officers of the grade of Lieutenant (Navy), Captain (Army), and below, will be billeted in the Milano, Esperia, and Bella Vista Hotels.

4. Villas or apartments.

a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein, that the officers who are billeted in such Villas or Apartments, assume the officer responsible for the Villa or

File

Adjutant	<i>Wing</i>
Asst. Asst.	<i>MP</i>
Asst. Asst.	
Chief Clerk	

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- a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.
- b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.
- c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.
- d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.
- e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Control Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

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4. Villas or apartments.

- a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein, provided also that the officers who are billeted in such Villas or Apartments, rank immaterial, have been designated by the officer responsible for the Villa or Apartment.
- b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R.C. & M.C. Section).
- c. Hq Rome Area Allied Command is the sole authority for the allocation of accommodations within the Rome Area. All requisitions will be processed by the Establishments Branch, through Hq Rome Area Allied Command.
- d. In the matter of the requisitioning of accommodations, the principles and instructions contained in Administrative Memorandum No. 29, AFHQ, 8 July 1944 subject "Accommodations in Italy", will be strictly observed.

John J. Albright
JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 65/10/EO

16 March 1945.

OFFICE MEMORANDUM)
: Amendment No.1
NUMBER 13/1944)

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OFFICIAL MAIL SERVICES

Office Memorandum No.13, this Headquarters, dated 24 July 1944, subject as above, is amended as follows:

Para 4. Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Abbreviated addresses in any form will not be used. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

Para 5b. Last line: delete "Adjutant's Department (Duplicating Section)" and substitute "Message Centre, Room 26, First Floor".

Para 8. Delete para 8 and substitute:

"All packages containing official mail for delivery by any means within this theatre of operations must be certified by the chief clerk of the originating department as 'W.D. ESSENTIAL MAIL'. The signature of the certifying individual must be clearly legible. Classified packages addressed for delivery to points outside this theatre and requiring transmission by air, must bear the notation 'AIR SERVICE REQUIRED' stamped or typewritten directly to the left of the first line of the address, followed by the legible signature of an officer or warrant officer showing his rank. Unclassified material of an urgent nature requiring air transmission to points outside the theatre must bear the stamped or typewritten endorsement 'W.D. ESSENTIAL OFFICIAL AIR MAIL', followed by the signature of a Commissioned officer. If air transmission is not required such material may be certified in the normal manner by the chief clerk

519

Office Memorandum No. 13, this Headquarters, under the subject as above, is amended as follows:

Para 4. Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Departments are Abbreviated addresses in any form will not be used. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

Para 5b. Last line: delete "Adjutant's Department (Duplicating Section)" and substitute "Message Centre, Room 26, First Floor".

Para 8. Delete para 8 and substitute:

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By Command of Rear Admiral STONE:

N. W. Dragnett
N. W. DRAGNETT
Lt. Col. AGED
Adjutant

DISTRIBUTION:

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RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

OFFICE MEMORANDUM

NUMBER 13)

OFFICIAL MAIL SERVICES

1. Memorandum Adj 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

2. BEFORE delivery to the Message Center, departments will envelope all correspondence for dispatch outside Headquarters ACC, with the exception of unclassified material to the following formations:

AFHQ (G-5)
Headquarters LMI
AMG/ACC Regional Hqs.
AMG Army Headquarters

Many departments correspond with the formations mentioned above, and all dispatches are transmitted from the Message Center in bulk under one cover. Enveloping of unclassified material is therefore not only uneconomical but unnecessary.

3. Classified material will be delivered to Message Center enclosed in one envelope only in accordance with the detailed instructions at paragraph 4 below.

4. SEC AMENDMENT No. 1 dated 16 Mar 1945
a. Every package or envelope must be fully addressed with the reference number in the top left hand corner not less than one inch and a half from the top edge. In the space above the number, Message Center will impress the return address. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission.

b. In respect of classified packages the following additional requirements will be particularly noted:

26 11 30 B

Adjutant	by
Asst. Asst.	MP
Asst. Asst.	MP
Chief Clerk	MP

24 July 1944.

File

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1. Memorandum Adj 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, AGC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

2. BEFORE delivery to the Message Center, departments will envelope all correspondence for dispatch outside Headquarters AGC, with the exception of unclassified material to the following formations:

AFHQ (G-5)
Headquarters LMI
AMC/LC Regional Hqs.
AMG Army Headquarters

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3. Classified material will be delivered to Message Center enclosed in one envelope only in accordance with the detailed instructions at paragraph 4 below.

See Amendment No. 1 dated 16 Mar. 1945

4. a. Every package or envelope must be fully addressed with the reference number in the top left hand corner but not less than one inch and a half from the top edge. In the space above the number, Message Center will impress the return address. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission.

b. In respect of classified packages the following additional requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a new envelope, which will be sealed and marked with the security category of the enclosure; if TOP SECRET it will also be marked "To be opened personally by...." the holder of an appointment or the individual named.

(ii) CONFIDENTIAL communications will be enclosed in an envelope marked CONFIDENTIAL but need not be sealed.

(iii) RESTRICTED and other unclassified communications will be dispatched in accordance with paragraph 4(a) above.

c. Classified material will be enclosed in a second envelope or cover by Message Center personnel. No envelopes will therefore now be received at Message Center with the colored cross thereon, which was formerly necessary to identify the contents as classified material.

Office Memorandum #13, this Hq, dtd 24 July 44 (Cont'd)

5. a. The Message Center will give and take receipts for all TOP SECRET, SECRET, and CONFIDENTIAL packages. Receipts will NOT be given for packages or documents below CONFIDENTIAL classification.

b. Departments should enclose with, and attach to, all TOP SECRET communications a receipt for signature and return by the recipient. Receipts may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Adjutant's Department (Duplicating Section).
MESSAGE CENTER, Room 26, First Floor
SEE AMEND. No. 1, dated 16 Mar. 1945

6. Without detriment to the needs of security (e.g. see paragraph 4 (b) (i) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.

7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.

SEE AMENDMENT No. 1 dated 16 Mar. 1945

8. All packages addressed as in preceding paragraph also all packages containing unclassified mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as "WD ESSENTIAL MAIL".

9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.

10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USMR):

E. L. Clough
E. L. CLOUGH
Col, AGD
Executive Officer

DISTRIBUTION:

Group 1 "C"
Group 2 1 copy ea (for info)

0775

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

261/30B

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

24 July 1944.

OFFICE MEMORANDUM)

NUMBER 12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONS

ACC ADVANCE HEADQUARTERS

Administrative Instructions Numbers 1 to 4, ACC Advance Headquarters, are hereby redesignated as Office Memoranda of Headquarters ACC and numbered as below:

<u>Administrative Instruction</u>	<u>New Designation</u>
1A	Office Memorandum No. 8
2	Office Memorandum No. 9
3	Office Memorandum No. 10
4	Office Memorandum No. 11

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH,
Colonel, ASD,
Executive Officer.

DISTRIBUTION:
"A"

2517

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

11 July 1944.

ADMINISTRATIVE INSTRUCTION)

NUMBER

4) = OFFICE MEMO #11

AMENDMENT NO. 1

LOCAL MAIL

1. Unclassified mail intended for local civilian addressees will be delivered through civilian mail channels.
2. Such mail will be put through the normal message center channels and will be delivered to the Central Post Office by Dispatch Rider.
3. No postage is required, and the mail will not be subject to censorship.
4. This mail should be addressed on the face of the envelope, and regulation US or British WD envelopes should be used.

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

DISTRIBUTION:

"A"

2516

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

8 July 1944

ADMINISTRATIVE INSTRUCTION

NUMBER.....4)

*See also a memo. no. 1
and office memo no. 13*

OFFICIAL MAIL SERVICES

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mails are set forth for the information, guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADL3 (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

a. Articles to be forwarded by Army Courier Service will show both a complete address and return 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 "Attention _____" may appear in the address.

b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret Official dispatches to major tactical, SOS, and I of O Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply).

5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by LMS will be handled in the same manner as previously.

guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADLS (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

a. Articles to be forwarded by Army Courier Service will show both a complete address and return 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 "Attention _____" may appear in the address.

b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret Official dispatches to major tactical, SOS, and L of C Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply).

5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

2515

6. Motor Dispatch Letter Service.

Material for dispatch by MDLS will be handled in the same manner as previously.

7. The restrictions set out above do not apply to material sent by ACC courier.

8. Heavy and bulky material may not be sent by courier. Within the established weight and size limits, such material may be sent through Army Postal channels.

E. L. CLOUGH
Colonel, ASD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

5 July 1944

ADMINISTRATIVE INSTRUCTION) : OFFICE MEMO # 10
NUMBER.....3)

AIR PASSAGES

1. The following instructions relative to the procedure in effect for the securing, screening and booking of air passages are published for the information and guidance of all concerned:
2. The following are the only authorities who may issue a Movement Order for British and American personnel:

Allied Armies in Italy
Fifth Army
Eighth Army
No 1 District
No 2 District
No 3 District
Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Service.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance HQ, ACC, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army Serial Number or personal number of the personnel involved, the name of the sub-commission staff branch or section within ACC to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

- a. British officers and civilians will report to Mov 2, HQ, AAI, in person, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No 34, HQ, AAI, 27 June 1944, as amended by Amendment No. 1, 1 July 1944, Mov 2/803. Mov 2, AAI, is located in Room 889, HQ, AAI.

- b. Upon completion of the screening, per 2. above, British officers and civilians will proceed to MATS, 66 Piazza Esarda, and there book passage.

- c. American officers and civilians will proceed direct to MATS. It is for American personnel be screened by

2514

1. The following instructions relative to the procedure in effect for the securing, screening and booking of air passages are published for the information and guidance of all concerned:
2. The following are the only authorities who may issue a Movement Order for British and American personnel:

Allied Armies in Italy
 Fifth Army
 Eighth Army
 No 1 District
 No 2 District
 No 3 District
 Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Service.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance HQ, ACC, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army serial number or personal number of the personnel involved, the name of the sub-commission, staff branch or section within ACC to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

- a. British officers and civilians will report to Mov 2, HQ, AAI, in person, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No 34, HQ, AAI, 27 June 1944, as amended by Amendment No. 1, 1 July 1944, Mov 2/803. Mov 2, AAI, is located in Room 889, HQ, AAI.

2514

- b. Upon completion of the screening, per a. above, British officers and civilians will proceed to MATS, 66 piazza Esarda, and there book passage.

- c. American officers and civilians will proceed direct to MATS. It is not necessary that requests for air passage for American personnel be screened by AAI. Such screening is performed by MATS.

E. L. Clough
 E. L. CLOUGH
 Colonel, AGD
 Executive Officer

RESTRICTEDHEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394*Files*OFFICE MEMORANDUM
NUMBER 9)

AMENDMENT

Adjutant	
Asst. Acs.	<i>MP</i>
Asst. Acs.	
Chief Clerk	

20 September 1944.

1. The following amendment and addition to Office Memorandum No. 9 (originally published as Administrative Instruction No. 2 Adv Hq, 5 July 1944), is published for the information and guidance of all concerned.
2. In accordance with Signal Instructions from Allied Force Headquarters, the following additional instructions are published for the guidance and compliance of originators of outgoing cables:
 - a. Originators will include the security classification as the first word of the text of all classified messages, i.e., Restricted, Confidential, Secret and Top Secret (TOPSEC).
 - b. Messages franked "In clear by any means" will not have those words as the first groups of the text, but "In clear by any means" will be shown in the normal position in the heading of the message.
3. Sections and Sub-Commissions will receive all incoming cables with the security classification shown as the first group or groups of the text, whether the cables are classified or not. This function will be performed by the Adjutant's Department in the processing and distribution of incoming cables.

E. L. Clough
E. L. CLOUGH,

Col, AGD,

Asst Etab Officer.

for the Establishments Officer.

DISTRIBUTION:
"A"*Rescinded by
Office Memo No. 1-1945*RESTRICTED

2513

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

5 July 1944

ADMINISTRATIVE INSTRUCTION)

NUMBER.....2)

= OFFICE MEMO #9

See also amend. no. 1

SIGNAL PROCEDURE - CABLE PREPARATION

1. The following general rules and requirements for the preparation of outgoing signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this Headquarters, and is therefore enjoined on all activities.
2. Outgoing signals will be prepared on the appropriate forms, which may be obtained from the Adjutant's Department. Signals prepared on other forms, or in other styles, are not acceptable, and will be returned for revision.
3. The following general rules will be followed in the preparation of messages,
 - a. All messages will be submitted to the Adjutant in a total of six (6) copies, of which one - the original - will be on the required printed blank. The remaining copies will be on ordinary thin white paper.
 - b. Opposite "TO" on the message form will be inserted the address of the unit which will actually receive the message, e. g., "AFHQ." No other information will appear there. When both action and information addressees are to be indicated, the following form will be used: AFHQ (ACTION) DISTWO (INFO). When a message is being sent for action to Allied Force Headquarters for action, and to Number Two District for information.

c. Opposite "FROM" on the message form will be inserted the legend "ACC ADVANCE".

d. Opposite "REFERENCE NO" will be inserted the reference number of the message. Reference numbers may be obtained from the Cable Section, Adjutant's Department, by telephoning number 423. No reference numbers other than those provided by the Cable Section, Adjutant's Department, will be used, and no others will be cited in the body of the message, excepting, of course, where it is necessary to refer to a cable which is being replied to. **2512**

e. Opposite "DATE AND TIME OF ORIGIN" there will be inserted the date ONLY. The time will be inserted by the Adjutant or Assistant Adjutant at the time the cable is authenticated for transmission.

f. The space opposite the legend "SIGNAL MESSAGE CENTER NO" WILL BE LEFT

1. The following general rules and requirements for the preparation of outgoing signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.
2. Outgoing signals will be prepared on the appropriate forms, which may be obtained from the Adjutant's Department. Signals prepared on other forms, or in other styles, are not acceptable, and will be returned for revision.
3. The following general rules will be followed in the preparation of messages,
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 - c. Opposite "FROM" on the message form will be inserted the legend "AOC ADVANCE".
 - d. Opposite "REFERENCE NO" will be inserted the reference number of the message. Reference numbers may be obtained from the Cable Section, Adjutant's Department, by telephoning number 423. No reference numbers other than those provided by the Cable Section, Adjutant's Department, will be used, and no others will be cited in the body of the message, excepting, of course, where it is necessary to refer to a cable which is being replied to.
 - e. Opposite "DATE AND TIME OF ORIGIN" there will be inserted the date ONLY. The time will be inserted by the Adjutant or Assistant Adjutant at the time the cable is authenticated for transmission.
 - f. The space opposite the legend "SIGNAL MESSAGE CENTER NO" WILL BE LEFT BLANK.
 - g. Opposite "CLASSIFICATION" there will be inserted the security classification of the message. Messages are classified as follows:

TOP SECRET
 SECRET
 CONFIDENTIAL
 RESTRICTED

Messages will NOT be classified as "Clear" or "BY Radio" or "None". Messages not properly classified will be returned for correction to the originator.

Administrative Instruction Number 2 dtd 5 July 44 cont'd

h. Opposite "PRECEDENCE" will be inserted the degree of urgency of the message. Authorized precedence ratings are as follows:

URGENT
OPERATIONAL PRIORITY
PRIORITY
ROUTINE
DEFERRED

Originators of signals should bear in mind that, virtually without exception, the two highest classifications (URGENT AND OPERATIONAL PRIORITY) are reserved for combat operations, and should not be used in connection with administrative traffic. PRIORITY is the highest classification which should be given to administrative traffic. The indiscriminate use of higher classifications has been the subject of considerable attention by higher authority. Responsibility for assignment of precedence is the originator's. The authenticating officer will not, except under very unusual circumstances, alter the precedence of a message.

i. Opposite "OFFICE OF ORIGIN" will appear the title of the sub-section, mission, staff branch, or section, from which the signal emanates, i.e., "EXECUTIVE OFFICERS".

j. In the lower left-hand corner of the message form, under "Distribution", will be included all addressees not reached by signal means, i.e., to whom copies of the signal are distributed by hand or PR. These will not appear in the top or outside address.

4. INSIDE ADDRESS: All messages originating in this headquarters will contain an inside address, which contains details of the headquarters to which the message is directed, and of the originators. Inside addresses are contained in the text of the message, and will be in substantially the following form:

PAREN TO AFHQ FOR GEORGE FIVE FROM ACC ADVANCE PAREN

or

PAREN TO AFHQ FOR ACTION RPTD DISTWO AND TROOPS FOR INFO FROM
ACC ADVANCE PAREN

Messages will not, unless essential to the delivery thereof, contain direction either to or from individuals. Messages will be directed to offices or sections, where necessary in the opinion of the originator.

The inside address will include all addressees, including those shown under "Distribution" (See Para 3 j).

5. Other rules for the preparation of messages are:

..... 2. Figures must be spelled out -- thus -- FIVE -- not "5"

Originators of signals should bear in mind that the two highest classifications (URGENT AND OPERATIONAL PRIORITY) are reserved for combat operations, and should not be used in connection with administrative traffic. PRIORITY is the highest classification which should be given to administrative traffic. The indiscriminate use of higher classifications has been the subject of considerable attention by higher authority. Responsibility for assignment of precedence is the originator's. The authenticating officer will not, except under very unusual circumstances, alter the precedence of a message.

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4. INSIDE ADDRESS: All messages originating in this headquarters will contain an inside address, which contains details of the headquarters to which the message is directed, and of the originators. Inside addresses are contained in the text of the message, and will be in substantially the following form:

PAREN TO AFHQ FOR GEORGE FIVE FROM ACC ADVANCE PAREN

or

PAREN TO AFHQ FOR ACTION RPTD DISTWO AND TROOPERS FIR INFO FROM

ACC ADVANCE PAREN

Messages will not, unless essential to the delivery thereof, contain direction either to or from individuals. Messages will be directed to offices or sections, where necessary in the opinion of the originator.

The inside address will include all addressees, including those shown under "Distribution" (See para 3 j).

5. Other rules for the preparation of messages are:

a. Figures must be spelled out - thus - FIVE - not "5"

b. Punctuation will be spelled out - thus - PD CM CR - not (.) (:) (.)

E. J. C. C. C.
Colonel, ACD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION

AFO 394

Establishment Branch

14 July 1944.

ADMINISTRATIVE INSTRUCTION)

:

1A)

office Memo #8

NUMBER

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

The following instructions supersede Administrative Instruction #1, this Headquarters, dated 1 July 1944.

A - Hiring of employees.

1. Clerical and Supervisory Grades.
 - (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
 - (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
 - (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisan and Skilled Grades.

- (a) A letter of request is sent to the Headquarters Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant. 2511

A - Hiring of employees.

1. Clerical and Supervisory Grades.
 - (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
 - (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
 - (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisan and Skilled Grades.

- (a) A letter of request is sent to the Headquarters Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. **2511** must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

D - Reclassification.

1. When reclassification of civilian employee status is desired, a letter will be sent to the Employment Officer for approval with a job description.

DISTRIBUTION:
"A"

E. L. Clough
E. L. CLOUGH
Colonel, AGS,
Executive Officer.

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

OFFICE MEMORANDUM)

NUMBER 7)

24 July 1944

25/630 B.

Adjutant	Wg.
Asst. Acs.	
Asst. Acs.	

1. Office Hours:

a. Office hours of 0830 to 1800 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

2. Recreation:

Officers and EM/ORs will devote one day each week to exercise and recreation. A roster of the officers and EM/ORs assigned to each Section, Sub-Commission or office will be maintained, showing the day per week to be devoted to exercise and recreation. Not more than 50% of the assigned strength of any office will select Sunday as the day off for exercise and recreation. The roster may be changed without notice to meet the work requirements of the office. Directors of Sub-Commissions and Heads of Offices will insure that the Sub-Commission or Office is in charge of the second in command or some other qualified officer during their absence. Personnel required to be on duty on Sunday will be permitted sufficient time to attend church services if they so desire.

3. Night Staff Duty Officer:

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. During the same period there will be an EM/OR to assist the duty officer.

2510

John J. Williams

a. Office hours of 0830 to 1800, subject to such extension or be observed by the personnel of this Headquarters, to be de- hours as may be necessary to carry out the functions of the offices, to be de- terminated by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

b. Lunch periods of office personnel will be arranged so that an of- ficer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

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b. During the same period there will be an EM/OR to assist the duty officer.

2510

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer.

DISTRIBUTION: "C"

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

18 July 1944

OFFICE MEMORANDUM)

NUMBER

6)

ACC HEADQUARTERS TELEPHONE INSTALLATIONS AND ALLOCATIONS

1. The telephone installation in the Ministry of Corporations Building is considered adequate for the needs of ACC Headquarters. However, there is need for economy in the installation of telephone, as traffic in a Headquarters such as this is heavy, and extensions to existing control office equipment may be difficult of accomplishment.

2. The Headquarters Commandant has therefor made an allotment of telephones to each Section or Independent Sub-Commission. Assignment of telephones from this allotment to individual members of Sections or Independent Sub-Commissions will be made by the Senior Officer of each Section or Independent Sub-Commission.

3. Requests for installation of telephones will be made in duplicate on the attached form, which can be obtained at Room 10, 1st Floor.

4. There are three kinds of telephone service available. All three require use of dial.

a. Connection to ACC switchboard - unrestricted service: Can by dialing number desired call any telephone connected to ACC switchboard. By dialing "zero" is connected to Telephone Company network and can then dial any number connected to each network. All incoming calls from outside are handled by the ACC operator.

b. Connection to ACC switchboard - restricted: Can make and receive calls to or from any telephone connected to ACC switchboard but cannot make or receive calls from city network.

c. Direct connection to Telephone Company Rome City system: This permits calling other units whose switchboards have dial numbers or any telephone connected to city network. However, to call a telephone connected to ACC switchboard, the switchboard number must be dialed and operator asked for desired party.

5. All requests for telephone service must be signed by Senior Officer of Section or Independent Sub-Commission or his authorized delegate. (Requests from individuals cannot be accepted). Name of delegated officer should be furnished promptly to the Communications Officer, Room 10, 1st Floor.

6. The number of personnel available to install telephones is limited, so that, with the large number of telephones to be installed, it will not be possible to give service as rapidly as may be desired. Every effort will be made to expedite installations.

2509

RESTRICTED

7. The number of telephones allotted are as follows:

SECTION OR SUB-COMMISSION	"A" UNRE- STRICTED	"B" RE- STRICTED	"C" HOME CITY	NAME OF AUTHORIZED DELEGATE
Headquarters Commandant	5	3	5	
Adjutant	13	7	13	
RC & MG	48	25	48	
Navy & Air	7	4	7	
Communications	7	4	7	
Administrative	18	10	13	
Economic	35	15	35	
Army	17	9	17	

E. L. CLOUGH,
Col., AGD,
Executive Officer.

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"C" - Modified.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

St. Montant Jr.

Adv. Hq. Rome

FILE

File

5 July 1944.

Ref/53/122/CA.

OFFICE MEMORANDUM

NUMBER

5)

1. It may happen that telegrams are wrongly marked by the Message Centre "For Action" to the Section, Branch or Sub-Commission which is not functionally concerned with the subject matter and "For Info" to the office which should take action.
2. On occasions telegrams are sent "For Info" to all concerned.
3. In these circumstances it is the duty of the office which is functionally concerned with the subject matter to take action regardless of the distribution made by the Message Centre and to inform immediately the Message Centre and the office to which the message may have been (wrongly) sent for action of this intention.
4. This does not absolve the office to which a Signal has been marked "For Action" from either taking action or informing the Message Centre.

for Sign. Sec.

M. S. LUSH,
Brigadier,
Executive Commissioner.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

4 May 1944

OFFICE MEMORANDUM)

NUMBER :
2)"PROVISION AND USE OF SIGNAL FACILITIES"

I.

GENERAL

When the Armies move forward there will be a period when the scale of line communications will be drastically reduced, particularly in the forward areas. This will be inevitable, since not only is time required to extend the system, but damage will undoubtedly be very much higher than previously. Furthermore existing resources will be more stretched as the advance proceeds.

Everyone must, therefore, be prepared to work on a very much reduced telephone service, and to rely in the forward areas to a large extent on R/T. The telegraph service will also be more dependent on the use of wireless channels, which have a smaller traffic capacity than line channels and are subject to greater delays owing to the necessity of enciphering. The communication service must therefore be used with the maximum of economy, and the following rules will be observed:

Telephones

- (a) Telephone calls will be initiated only as a necessity and not as matter of convenience.
- (b) Telephone conversations will be kept short.
- (c) R/T technique and discipline must be known and practiced now by all concerned without noticeable increase of R/T traffic on the air.

Telegrams

- (d) Will be carefully drafted to exclude all redundant words.
- (e) Abuses of priorities must be eliminated.
- (f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

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Telegrams

- (d) Will be carefully drafted to exclude all redundant words.
- (e) Abuses of priorities must be eliminated.
- (f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

Express Letter Service

- (g) Nothing will be sent by ELS where it can just as well be handled by the Army Postal Service.
- (h) Liaison officers, travelling from one headquarters to another, will invariably help Signals by taking any outstanding despatches, which might otherwise have to be sent by Special Despatch Rider.

These rules must be practiced now. Commanders are, therefore, requested to ensure that the substance of this letter is brought to the notice of all subordinate commanders and staffs at all levels, and that proper attention is paid to enforcing the rules in para 4 above forthwith.

- 1 -
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RESTRICTION

Office Memo #2, Hq ACC, dated 4 May 1944. (Cont'd)

TELEPHONE PRACTICE

II.

INFORMATION

1. Instances have arisen of confusion and resulting loss of time in setting up priority L.D. telephone calls between British and American switchboards in the L. of C. (communication zone) network due to differences in terminology and operating procedure.

INTENTION

2. To define the equivalent BRITISH and AMERICAN priority classifications and to establish a combined operating procedure for such L.D. telephone calls.

METHOD3. EQUIVALENT CLASSIFICATIONS

<u>BRITISH</u>		<u>AMERICAN</u>
CLEAR THE LINE	Equivalent to	URGENT
or		or
CLEAR THE LINE EMERGENCY AIR		OPERATIONAL PRIORITY
PRIORITY	Equivalent to	PRIORITY
ROUTINE	Equivalent to	ROUTINE
(a) CLEAR THE LINE or (CLEAR THE LINE EMERGENCY AIR) and URGENT or (OPERATIONAL PRIORITY) classification; reserved for only such calls as must be rushed through with a minimum delay.		
(b) PRIORITY classification will be used only for such calls which cannot be classified as URGENT (CLEAR THE LINE) but which warrant precedence over ROUTINE calls in order to reach the addressee in time for effective action.		
(c) All other calls will be considered as ROUTINE.		
4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.		
(a) BRITISH regulations will apply to the classification of calls originated by BRITISH formations and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.		

5. OPERATING PROCEDURE

Classification of a call is not the responsibility of the operator.

2. To define the equivalent BRITISH and AMERICAN priority classifications and to establish a combined operating procedure for such L.D. telephone calls.

METHOD

3. EQUIVALENT CLASSIFICATIONS

BRITISH

CLEAR THE LINE	Equivalent to	AMERICAN
or		
CLEAR THE LINE EMERGENCY AIR		URGENT
PRIORITY	Equivalent to	or
ROUTINE	Equivalent to	OPERATIONAL PRIORITY
		PRIORITY
		ROUTINE

(a) CLEAR THE LINE or (CLEAR THE LINE EMERGENCY AIR) and URGENT or (OPERATIONAL PRIORITY) classification; reserved for only such calls as must be rushed through with a minimum delay.

(b) PRIORITY classification will be used only for such calls which cannot be classified as URGENT (CLEAR THE LINE) but which warrant precedence over ROUTINE calls in order to reach the addressee in time for effective action.

(c) All other calls will be considered as ROUTINE.

4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.

(a) BRITISH regulations will apply to the classification of calls originated by BRITISH formations and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.

5. OPERATING PROCEDURE

The classification of a call is not the responsibility of the operator.

The operator will not question the classification designated by the originator, but will put the call through in accordance with the procedure outlined below for each classification:

(a) CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT AND OPERATIONAL PRIORITY CALLS.

Calls of the above classification will take precedence over all calls of lower classification and will be "rushed" through with a minimum of delay.

-2-
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Office Memo #2, Hq ACC, dated 4 May 1944 (Cont'd)

If a circuit is occupied by a priority or routine call and is required for a CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT or OPERATIONAL PRIORITY call, then the priority or routine call will be broken down.

CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT and OPERATIONAL PRIORITY calls are of equal importance and one will not take precedence over the other.

(b) PRIORITY CALLS

(1) Take precedence over and will be established in advance of all routine calls.

(ii) All priority calls will be recorded as provided in para 5 (a) (i) above.

(iii) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.

(iv) Routine calls will not be broken down to establish priority calls except that when a Priority call is held waiting for a circuit occupied by a Routine call for more than five minutes, the operator will notify the talking parties that a Priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

(1) Will be established on demand when possible and, if not, will be recorded (booked) and connected in the order of recording.

By command of Lieutenant General MASON MACFARLANE:

E. L. CLOUGH,
Lt Col, AGD,
Executive Officer.

DISTRIBUTION:
"A"

0 7 9 8

CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT and OPERATIONAL PRIORITY calls are of equal importance and one will not take precedence over the other.

(b) PRIORITY CALLS

- (i) Take precedence over and will be established in advance of all routine calls.
- (ii) All priority calls will be recorded as provided in para 5 (a) (i) above.
- (iii) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.
- (iv) Routine calls will not be broken down to establish priority calls except that when a Priority call is held waiting for a circuit occupied by a Routine call for more than five minutes, the operator will notify the talking parties that a Priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

- (i) Will be established on demand when possible and, if not, will be recorded (booked) and connected in the order of recording.

By command of Lieutenant General MASON MACFARLANE:

DISTRIBUTION:
"A"

E. L. Clough
E. L. CLOUGH,
Lt Col, AGD,
Executive Officer.

2506

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

4 May 1944

OFFICE MEMORANDUM

NUMBER 1

1. The following information in regards to SCM Radio Service to the United States from Italy is extracted from CSC Circular Number 52 dated 30 April 1944, and NATOUSA Circular 51, 8 April 1944, for the information and guidance of all concerned.
2. Effective 1 May 1944, sender's composition radio service to United States, via RCA station, Naples are inaugurated for U.S. Military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to night letter telegrams (NLT), and will be filed with unit ECM censors in the same manner as EMI.

3. Rules for counting words and general information governing sender's composition messages; (SCM)

- a. Every word written by sender for transmission is counted and charged for. This includes the address and signature.
- b. The signature must contain the first name or initial and last name.
- c. The City and State in the address will count as a single word if grouped together; for example:
 SanFranciscoCal - 1 word
 NewOrleansLa - 1 word
- d. Expressions like stop, comma, and period when written out, count as one word.
- e. Every isolated character, letter or figure and every sign of punctuation, hyphenation, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
- f. Recognized abbreviations; such as, FOB, COD or POB are single words.
- g. Words of over fifteen letters or figure groups of over five digits count as two characterable words; for example:
 Transcontinental - 10 letters - (2 words)
 678201 - (2 words)
- h. Punning words or parts thereof together in the text or address are known as omissions and will not reduce the word count; For example:
 ALLIED - (2 words)
- i. The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.
- j. An address written:
 1. NLT Mary E. Jones, counts as (4 words).
 2. NLT Mrs Mary E. Jones (5 words).
 3. NLT Mrs Mary E. Jones (6 words).

2505

4 May 1944

OFFICE MEMORANDUM

NUMBER

1

1. The following information in regard to SCM Radio Service to the United States from Italy is extracted from RRS Circular Number 52 dated 30 April 1944, and MATOUSSA Circular 51, 3 April 1944, for the information and guidance of all concerned.

2. Effective 1 May 1944, sender's composition radio service to United States, via RSC station, Naples, are inaugurated for U.S. military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to night letter telegrams (NLT), and will be filled with unit and censors in the same manner as NLT.

3. Rules for counting words and general information governing sender's composition messages; (SCM)

- a. Every word written by sender for transmission is counted and charged for. This includes the address and signature.
- b. The signature must contain the first name or initial and last name.
- c. The city and state in the address will count as a single word if grouped together; for example:
San Francisco, Cal. - 1 word
New Orleans, La. - 1 word
- d. Expressions like stop, comma, and period when written out, count as one word.
- e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
- f. Recognized abbreviations; such as, FBI, COB or POB are single words.
- g. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; for example:
Transcontinental - 1 letters - (2 words)
670201 - (2 words)

4. Punctuating words or parts thereof together in the text or address are known as evasions and will not reduce the word count; for example:

ALBANY - (2 words)

1. The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.

2. An address written:

1. NLT Mary E. Jones, counts as (4 words).
2. NLT Mrs Mary E. Jones (5 words).
3. NLT Mary Jones (3 words).

An example of a complete address follows:

NLT Mary Jones 325 West 79th Street
New York City, N.Y. - (8 words).

5. Here is an example of how a message would be counted:

NLT MARY JONES 16 RIDGE STREET RICHMOND, VA

CALL OF HOUSE APPROVED MARY TO HELP MOTHER WILL ALL MY

LOVE DEAR

JOHN E. DOE

The foregoing total is 23 chargeable words. As this does not exceed the minimum of 25 words, the charge for the above would be \$2.58, which is what an NLT would cost to Virginia.

2505

2. Effective 1 May 1944, sender's composition radio service to United States, via RCA station, Naples are inaugurated for U.S. Military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to night letter telegrams (NLT), and will be filed with unit ZMW censors in the same manner as NZL.

3. Rules for counting words and general information governing sender's composition messages; (SCM)

- a. Every word written by sender for transmission is counted and charged for. This includes the address and signature.
- b. The signature must contain the first name or initial and last name.
- c. The City and State in the address will count as a single word if grouped together; for example:
 San Francisco Cal - 1 word
 New Orleans La - 1 word.
- d. Expressions like stop, comma, and period when written out, count as one word.
- e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
- f. Recognized abbreviations; such as, PCB, GCB or FOB are single words.
- g. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; for example:
 Transcontinental - 1- letters - (2 words)
 678201 - (2 words)

h. Running words or parts thereof together in the text or address are known as evasions and will not reduce the word count; For example:

ALBERT - (2 words)

- i. The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.

j. An address written:

1. NLT Mary E. Jones, counts as (4 words).
2. NLT Mrs Mary E. Jones (5 words).
3. NLT Mary Jones (3 words).

An example of a complete address follows:

NLT Mary Jones 225 West 79th Street
 New York City - (6 words).

k. Here is an example of how a message would be counted:

NLT MARY JONES 48 RIDGE STREET RICHMOND VA
 SALE OF HOUSE APPROVED MARY TO HER MOTHER WILL ALL MY
 LOVE DEAR

JOHN E DOE

The foregoing totals 23 chargeable words. As this does not exceed the minimum of 25 words, the charge for the above would be \$2.58, which is what an NLT would cost to Virginia.

-1-

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- 2 -

4. NAME, ADDRESS, TEXT AND SIGNATURE WILL BE PRINTED TO INSURE CORRECT TRANSMISSION OF MESSAGE.

5. All other existing regulations and instructions contrary to the provisions herein are rescinded. Censorship regulations governing the use of cable and radio services conform generally with those applicable to postal communications. Circular Number 32, HQ. MATOUSA, CO. (US Military Censorship Regulations), referring primarily to postal censorship, remains in effect and will be applied in conjunction with these regulations.

6. Address. Cables will be directed to normal, clear addresses. Code or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.

7. Signature. All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials, last name, middle initial and first name; or full name. Nothing else may be shown. Rank, serial number, unit or organization, and APO number will not be included in the signature nor shown elsewhere in the message text.

8. Subject and Language. Ordinary cable service as covered by these regulations is authorized in order to facilitate the transaction of urgent personal business, family affairs, greetings not sufficiently covered by HMM texts, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:

- a. Official business
- b. Press dispatches or other matter intended for publication
- c. Money transfers
- d. Orders for flowers, candy, or other merchandise

Ordinary cables will be in English, unless specific authorization to use some other language is obtained from the Chief Base Censor of the Base Censorship Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

9. Prohibited Statements;

- a. The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and these are subject to restrictions in addition to those placed on postal communications. Matter forbidden in ordinary letters is also forbidden in ordinary

5. Address. Cables will be addressed to individuals or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.

7. Signature. All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials, last name, middle initial and first name; or full name. Nothing else may be shown. Rank, serial number, unit or organization, and APO number will not be included in the signature nor shown elsewhere in the message text.

8. Subject and Language. Ordinary cable service is covered by these regulations is authorized in order to facilitate the transaction of urgent personal business, family affairs, greetings not sufficiently covered by ITM texts, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:

- a. Official business
- b. Press dispatches or other matter intended for publication
- c. Money transfers
- d. Orders for flowers, candy, or other merchandise

Ordinary cables will be in English, unless specific authorization to use some other language is obtained from the Chief Base Censor of the Base Censorship Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

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- a. The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and these are subject to restrictions in addition to those placed on postal communications. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10b, Circular #32, H. MATOUSA, cs).
- b. "Conditional Statements" as listed in paragraph 10 c, Circular Number 32, H. MATOUSA, cs, are prohibited in ordinary cables.
- c. The following are also prohibited in ordinary cables:
 - (1) Any reference to location of sender or other military personnel. (For example: the expression "I am in North Africa", although permitted in letters, is prohibited in cables. A statement such as, "Have seen Uncle Jean", may reveal location if addressee can be assumed to know location of persons mentioned.)

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-3-

- (2) Designation or location of a unit, branch, arm or service, or any installation of the United States Armed Forces and related agencies or those of its allies. This applies to units outside, as well as within, this theater, except as may be required in addresses to military personnel.
- (3) Notification of self arrival in any form.
- (4) Any reference to movement. (For example, such statements as: "I hope to see you soon", or "I'm leaving this station", are prohibited.
- (5) Movement or prospective movement of any high government official.

By command of Lieutenant General HASON MACFARLANE:

E. L. CLOUGH,
Lt Col, AGH,
Executive Officer.

DISTRIBUTION:

"A"

2504

By command of Lieutenant General MASON MCFARLANE:

E. L. CLOUGH,
Lt Col, AGD,
Executive Officer.

DISTRIBUTION:
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