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

ACC

10000/134/168

HQ REGION 3
Ap. 1944

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

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HQ REGION 3 - STAFF MEMORANDUM
Apr 1944

HE-100-48118

20 APR 1944

A. C. C.

REGION 3, ALLIED CONTROL COMMISSION
APO 495, U.S. ARMY

STAFF MEMORANDUM

NUMBER

1)

14 April 1944

ADMINISTRATIVE INSTRUCTIONS

1. General. These instructions are published as a guide to the establishment of a uniform operating procedure for handling administrative matters within this Headquarters.

2. Correspondence.

a. General. All correspondence will be received and dispatched by the Adjutant.

b. Action on Incoming Correspondence.

(1) When routine mail pertaining entirely to the technical activities of a division or section is received by the Adjutant, it will be sent to that division or section and a record of its receipt will be made by the Adjutant. Correspondence pertaining to matters of policy, or reflecting serious conditions or problems, is handled in the Regional Commissioner's Staff Section. When appropriate, non-routine correspondence may be sent for action to the office having paramount interest.

(2) Action upon correspondence includes the following responsibilities.

(a) COORDINATION AND PROCUREMENT OF CONCURRENCES OF ALL OTHER INTERESTED SECTIONS, INCLUDING THE ADJUTANT, AND APPROVAL OF PROPOSED ACTION, WHEN NECESSARY.

(b) Preparation of reply.

(c) Notification to Adjutant when reply cannot be made promptly, giving cause of delay.

d. Error in reference. When an error has been made in the designation of the office to take action, that office will immediately return the correspondence to the Adjutant with statement of reason.

e. Channels of Communication.

(1) Correspondence with H. ACC. On routine and technical matters only, the Divisions may correspond directly, on their own subject, with sub-commissions and sections of H. ACC. Correspondence will be signed for the Regional Commissioner by the Division Chief.

For the Regional Commissioner:

JOHN W. CHAPMAN
Lt. Col., JAGD
Regional Legal Officer

A copy of such correspondence should be sent either to the Economics Section or the

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Regional Legal Officer

A copy of such correspondence should be sent either to the Economics Section or the Administrative Section, H. ACC, depending upon which section the particular sub-commission addressed falls under. (See Incl. 3.)

Where no post exists, correspondence should be addressed to Regional Control and Military Department Section, H. ACC.

On correspondence of special importance reflecting matters of policy, or a serious condition or problem, the papers will be addressed to Regional Control and Military

Government Section (RC & MG Section), Hq ACC, and will be prepared for the Regional Commissioner's signature:

CHARLES POLETTI,
Lt. Col., AUS,
Regional Commissioner

(2) Correspondence with Other Regions. All correspondence will be addressed to the Regional Commissioner of the Region concerned, THRU the Regional Control and Military Government Section (RC & MG Sec), Hq ACC, and will be prepared for the Regional Commissioner's signature. This policy will be followed except in those instances where an agreement has been reached with Hq ACC for direct communication between regions.

(3) Correspondence with Provinces within the Region. All correspondence must be THRU the Provincial Commissioner. Only correspondence of special importance reflecting matters of policy, or a serious condition or problem, will be prepared for the signature of the Regional Commissioner.

(4) Procedure from Lower Echelons Upward. In all appropriate instances described above, the procedure in reverse must be followed.

(5) Correspondence with Other Agencies.

(a) No direct contact with the Italian National Government (Ministers, Undersecretaries, etc.) is to be made by any Regional personnel.

All such relations are the responsibility and function of Hq ACC, and various Sub-Commissions of ACC.

(b) PBS is to be contacted only THRU PBS Liaison Officer, Hq ACC.

(c) 57 Area (British) is to be contacted only THRU the Regional Liaison Officer.

(d) 3rd District is to be contacted only THRU the Principal Provincial Officer, Southern District, Naples Province.

(6) Addressing Individuals. All correspondence is to be addressed to the title of the office or position, and not to individuals. If the correspondence being written is a reply to a particular letter, or is in reference to matter previously handled by a particular person, then the correspondence will be addressed to the title of the office or position and marked for the attention of the individual concerned. But, the envelope used for transmittal will be addressed to the office or position only.

e. Filing. An orderly subject file will be maintained by each division, and correspondence will be numbered with letter prefix for each section as follows:

R - For letters originating in the RC's Staff Section

A - Agriculture

BB - Billeting and Buildings

CU - Communications and Utilities

CP - Controller of Property

ES - Economics and Supply

E - Education

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BB -- Bldg and Buildings

CU -- Communications and Utilities

CP -- Controller of Property

ES -- Economics and Supply

E -- Education

F -- Finance

FA -- Fin. Arts

LA -- Labor

L -- Legal

IR -- Liaison & Requisitioning

P -- Postal

PHW -- Public Health and Welfare

PR -- Public Relations

PS -- Public Safety

PC -- Purchasing and Contracting

RF -- Refugee Field Section

T -- Transportation

f. Form of Correspondence. The sample letter and indorsement shown in Incl. #1 will be followed by all divisions in this Hq. Incl. #2 shows different methods of addressing letters, and the two types of "Order Lines", with explanations as to their proper use.

g. Copies. Each letter or indorsement prepared in this Headquarters will consist of the original, one copy for file of the originating section, and one copy for the Adjutant's file, which will from now on be a complete Hq file. Copies for the Adjutant's file should be so marked. In total, one original plus 2 copies. (For purposes of paper conservation only one copy of correspondence goes forward, instead of standard procedure: original and one copy.)

h. Each letter or indorsement calling for a report, or which is to be returned, by a given date, will have such date entered in upper right-hand corner, e.g., (S-1-5-44) as shown in Incl. #1.

3. Orders, Regional Orders, Administrative Instructions Staff Memoranda and Daily Bulletins.

4. Classes of.

(1) Numerically numbered publications will be confined to the following:

(a) Orders. Orders affecting the status of individuals of the military establishment, i.e., appointment, assignment, reassignment, detail, travel, transfer, etc.

(b) Regional Orders. Orders affecting the civilian population either in the entire region or in designated parts of the Region; regional offices; and regional agencies and enterprises.

(c) Administrative Instructions. Directives defining, interpreting, and amplifying terms and provisions of Regional Orders, and giving instructions as to relative administrative practices.

(d) Staff Memoranda. (Administrative Office Procedures) Instructions and information for the administrative guidance of Headquarters and Provincial personnel only.

(e) Daily Bulletins. Miscellaneous information.

(2) Subjects that do not fall within one of the above classifications may be published in the form of unnumbered memoranda, in letter form, or in the Daily Bulletin.

b. Drafts. Drafts of proposed Regional Orders and Administrative Instructions will be prepared in the section of origin and, after approval by the Regional Commissioner, will be sent to the Adjutant for numbering and publication in proper form. Sections will indicate other than usual distribution at the bottom of the draft. **IMPORTANT:** Mimeographing or final preparation of these drafts will not, under any circumstances, be made by the Division itself. Orders, Staff Memoranda, and Daily Bulletins, will be prepared by the Adjutant only.

c. Signatures.

(1) Orders will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Adjutant.

(2)

(3)

Regional Orders will be signed by the Regional Commissioner.

Administrative Instructions will be signed "By Order of Lieutenant

Colonel Charles POLETTI:" by the Section or Division Chief.

7

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(2) Regional Orders will be signed by the Regional Commissioner. **2347**
 (3) Administrative Instructions will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Section or Division Chief.

(4) Staff Memoranda will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Adjutant.

(5) Daily Bulletins will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Adjutant.

4. Routing Slip. The "Informal Routing Slip" furnished by the Adjutant will be used by all Sections. Comments on routing slips become a part of the permanent record and that fact should be borne in mind when they are made. There is no

objection to the use of other types of routing slips within a section, but they will not be used in transmitting papers outside.

5. Records. It is the direct responsibility of each division or section head to maintain its own files. Haphazard methods will not be tolerated. A periodic check of all Division or Section files will be made by the RC's Staff Section.

6. Cables. All radio messages for transmission through AOC Cable Section will be submitted to the Adjutant's Office, this Headquarters, in accordance with the following procedure:

a. Messages will be submitted in duplicate and typed in the form desired for transmission. No attempt will be made to insert the "inside address."

b. Addresses, classification, precedence and name of originating section will be included at the top of the page and both copies will be initialed by the originating officer.

c. If it is desired that information copies be sent to other headquarters, they will be inserted in the following manner: "Information copies to: MGS, AFHQ, IBS for AMG, etc".

d. The following rules will apply in preparation of message:

(1) Classification and Precedence. The tendency to assign a higher classification and precedence than the contents or urgency of the message demand will be curbed. Strict compliance with the provisions of AR 380-5 and 105-25 will be observed. Classifications are Restricted, Confidential, and Secret. Precedence ratings in order of increasing urgency are: Deferred, Routine, Priority and Urgent.

(2) Subject Matter. Messages should be written in simple, concise and understandable language, leaving no doubt as to the exact meaning intended. Messages, answering previous messages will refer to the previous message and specifically identify it.

(a) Do not begin or end a message with stereotyped words such as the following:

Compass directions (North, East, etc.)

Correspondence symbols

Months and Dates

Numbers (One, Two, Three, etc.)

Phonetics (Able, Baker, etc.)

Ranks, Grades, Titles

"Re" words (Reurad, retel, request, reply, etc.)

End

End of Message

Evening

Follow

For

Acknowledge

Advance

Advice

Advise

Arrive

Package

Paraphrase

Paren

Period

Please

Shipment

Signed

Stop

That

This

You

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- (a) Do not begin or end a message with stereotyped words such as the following:

Acknowledge	End	"Re" words (Reurad, retel, request, reply, etc.)	Shipment
Advance	End of Message	Package	Signed
Advice	Evening	Paragraph	Stop
Advise	Follow	Paren	That
Arrive	For	Period	This
Attention	From	Please	You
Authority	Headquarters	Pursuant to	Your
Cite	In compliance	Quote	Unquote
Confirm	In reply	Radio	
Depart	Information	Reference	
Effective	Our	Receipt	
		Recommend	

The adding of "ed", "ing" or "s" to any of the above words does not alter their being stereotyped.

- capital letters.
- (b) All messages will be typewritten, double spaced, and in be spelled phonetically. Phonetic alphabet will be used for groups of letters whenever need exists to insure accuracy.

LETTER	PHONETIC	LETTER	PHONETIC
A	ABLE	N	NAN
B	BAKER	O	OBCE
C	CHARLIE	P	PETER
D	DOG	Q	QUEEN
E	EASY	R	ROGER
F	FOX	S	SUGAR
G	GEORGE	T	TARE
H	HOW	U	UNCLE
I	ITEM	V	VICTOR
J	JIG	W	WILLIAM
K	KING	X	XRAY
L	LOVE	Y	YOKE
M	MIKE	Z	ZEERA

(d) Arabic numerals will be written out individually (368 will be written THREE SIX EIGHT). Zero will be written zero and not naught.

(e) Punctuation will be kept to a minimum necessary to insure clarity. When used it will be spelled out, except for comma (CMA) and period (PD). The word STOP will not be used.

(f) When it is necessary to include the contents of another message, the extracts will be paraphrased. Verbatim quotations will not be made for re-transmission.

g. The "Follow up" copy of the message, on which is written the ACC reference number, will be forwarded to the Staff Section as soon as ready.

7. Messenger Service.

a. Within this Headquarters. Within this headquarters a regular messenger service will be maintained by the Adjutant. Any office is authorized to utilize its own personnel for messenger work when it deems it necessary. Urgent papers must be sent at once to the offices for which intended.

b. Outside. Messenger or courier service outside the Hq is a responsibility of the Adjutant.

8. Personnel.

a. Assignment, etc. The initial assignment of personnel to divisions or sections and changes in such assignments will be covered by Orders published by this Hq. No Hq or Provincial divisions or sections have any responsibility or jurisdiction in this initial assignment. After an individual is assigned to a division or section, he will not be wanted leave.

B
C
D
E
F
G
H
I
J
K
L
M

BAKER
CHARLIE
DOC
EASY
FOX
GEORGE
HOW
ITEM
JIG
KING
LOVE
MIKE

O
P
Q
R
S
T
U
V
W
X
Y
Z

OBCE
PETER
QUEEN
ROGER
SUGAR
TAME
UNCLE
VICTOR
WILLIAM
XRAY
YOKE
ZERBA

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b. All officers and enlisted men reporting to this Hq for duty must report to the Adjutant.

c. Control over office personnel. The enlisted men of the Company on duty in the various offices are required to work under the exclusive control of the officer concerned, during the prescribed hours of work and for such extra hours as the chief of the division or section may find necessary.

- d. Office hours are from 0830 to 1730. All personnel, military and civilian, are to be at their desks and at work at 0830.
- e. Regional Section Chiefs are responsible for arranging schedules of days off for all personnel in their sections. There must be at least one officer and sufficient clerical personnel (preferably EM/OR, but civilian if necessary) on duty in each section for operational purposes on Sundays and holidays.
- f. There will be at least one person (officer, EM, or civilian) in each section during lunch periods to answer phones and take messages.

9. Absence of Officers. Officers who are absent from this Headquarters overnight will register departure and return in the book provided for that purpose in the office of the Adjutant.

10. Travel Orders.

a. Request for travel orders outside of the Region will be submitted to the Adjutant and include:

- (1) The destination and specific purpose of the travel.
- (2) Method of travel.
- (3) Date travel is to begin.
- (4) Estimated duration of absence.
- (5) Approval.

b. After orders are issued, arrangements for transportation should be made with the Transportation Officer.

c. This procedure is necessary to protect the individual in case of accident or sickness. Those travelling without authority who are injured, etc., are considered "not in line of duty" by higher headquarters.

11. Transportation Memorandum:

a. There is a limited pool of vehicles available for officers of Regional Headquarters for intra-city use.

b. Trip tickets may be obtained from the dispatcher at the main entrance. Under no circumstances are officers to ask drivers to drive them anywhere without first clearing with the dispatcher, telephone 10183-Ext. 138. Drivers have been instructed to drive no one without a trip ticket.

By order of Lieutenant Colonel Charles POLETTI:

[Signature]
O. W. CAMPBELL
Captain, AUS,
Adjutant

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Captain, AUS,
Adjutant

HEADQUARTERS
REGION 3, ALLIED CONTROL COMMISSION
APO 394, U.S. Army

(S-1-5-44)

RA-101

14 April 1944

SUBJECT: Correspondence.

TO : All concerned.

1. Begin the first paragraph below the upper one-third of the sheet. This instruction is necessary so that the body will begin just below the first crease when the letter is folded for mailing.

2. When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1, indenting 5 spaces from the left margin.

a. You should letter sub-paragraphs (primary division of a paragraph) with underscored lower case letters beginning with a.

b. Indent subdivisions so that they will fall under the first letter of the main paragraph.

(1) To further subdivide a paragraph, use Arabic numbers in parenthesis. The number is placed so that it falls below the first letter of the preceding subdivision.

(a) If further division is necessary, lower case letters in parenthesis will be used.

By Order of Lieutenant Colonel Charles POLETTI:

O. W. CAMPBELL,
Captain, AUS,
Adjutant.

RA-101

1st Ind.

(S-1-5-44)

Hq REGION 3, ACC, APO 394, U.S. Army, 14 April 1944.

TO: Regional Control and Military Government Section Hq ACC.

For the Regional Commissioner:

O. W. CAMPBELL,
Captain, AUS,
Adjutant.

3395

TO: Legal Sub-Commission, Hq ACC.
TO: R.C.M.G. Sec., Hq ACC.
TO: Regional Commissioner, Region 2.
(Thru: R.C. & M.G. SEC., Hq ACC.)
TO: C.G., P.B.S. (Thru: PBS Liaison Officer, Hq ACC)
TO: Comdr., 57 Area (Thru: Liaison Officer, Region 3)
TO: Comdr., 3rd District (Thru: Liaison Officer, Region 3)
TO: P.C., Naples Prov. (ATT Major Revere)

By Order of Lieutenant Colonel Poletti:
(to subordinate Hqs.)

For the Regional Commissioner:
(to higher Hqs.)

Encl # 2

Sub Commissions in the ADMINISTRATIVE SECTION

Interior
Public Safety
Public Health
Property Control
Legal
Education
Monuments and Fine Arts

Sub Commissions in the ECONOMIC SECTION

Agriculture
Industry and Commerce
Labour
Food
Public Works and Utilities
Electric Power Mission
Internal Transportation
Shipping
Finance

Incl #

3394

0960