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

ACC

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HQ /AMG RE

MAY - Aug - 1944

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

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HQ /AMG REGION 4 - ADMINISTRATIVE ORDERS
MAY - AUG 1944

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
REGION IV
A.P.O. 394

ADMINISTRATIVE ORDER)
:
NUMBER 41)

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

12 August 1944

I, CHARLES POLETTI, Colonel, Regional Commissioner,
Region IV, by virtue of power conferred upon me;

O R D E R

Article I

That Administrative Order No. 38 promulgated on 8
August 1944 be and the same is hereby repealed, and all
power and authority implied thereunder is revoked and
rescinded.

Article II

This Order shall take effect immediately.



CHARLES POLETTI
Colonel
Regional Commissioner

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"C"

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Admin Section (3)
CAB. (2)
Legal Sec 3401

ADJ.

File

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QUARTIERE GENERALE
GOVERNO MILITARE ALLEATO
REGIONE IV
A.P.O. 394

ORDINE AMMINISTRATIVO)

NUMERO

:
41)

12 Agosto 1944

Io, CHARLES POLETTI, Colonnello, Commissario Regionale per la Regione IV, in virtù dei poteri conferitimi:

ORDINE

Articolo I

Che l'Ordine Amministrativo No. 38 promulgato l'8 Agosto 1944 sia ed è pertanto abrogato, e che ogni potere ed autorità ad esso relativi siano revocati e rescissi.

Articolo II

Quest'Ordine entrerà in vigore immediatamente.

CHARLES POLETTI
Colonnello
Commissario Regionale

DISTRIBUZIONE:
"C"

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HEADQUARTERS REGION IV
Allied Control Commission
APO 394

Rejection Files
JED/11E

8 May 1944.

ADMINISTRATIVE ORDER NO. 6
Typing and Filing

1. One of the minor problems confronting Region IV is that in following two armies, it is following two systems of typing and filing - the "Tumble" and the "Page".
2. In the "Tumble" system, the papers are filed by the top of the sheet and the typing on the reverse side of the sheet is upside down, as compared with the typing on the front of the sheet.
In the "Page" system, binding is at the side and typing is as in a book.
3. a. The "Tumble" system is used in typing by 5 Army, I.B.S., 2675 Regt. and most U.S. organizations. U.S. printing is always "paged".
b. The "Page" system is used by 8 Army and British Districts, Areas and other organizations.
c. The "Page" system is also used by the Italian Government and for ordinary business and professional correspondence in Italy.
d. Both systems are in use by HQ. ACC.

4. In order to provide a working solution of this problem the following procedure will be adopted in Region IV:

- a. Incoming letters: Wherever it is possible to segregate "Tumble" and "Page" letters, they should be filed in the appropriate way. For example, it should always be possible to maintain a "top" file for 2675 Regt. orders and a "side" file for British Area orders. If, in special circumstances, it is found necessary to maintain a "mixed" file, letters should be fastened together at the top lefthand corner.
- b. Outgoing letters: In general, letters will be typed on one side of a sheet only. To avoid a resultant waste of paper, care must be taken to -
 - (i) keep letters and reports short, consistent with adequacy.
 - (ii) keep the distribution list down.
- c. Small type shall be used in long letters and lists

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- b. Outgoing letters: In general, letters will be typed on one side of a sheet only. To avoid a resultant waste of paper, care must be taken to -
 - (i) keep letters and reports short, consistent with adequacy.
 - (ii) keep the distribution list down.

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c. Small type shall be used in long letters and lists whenever possible.

5. Officers preparing U.S. drafts for letters or reports will keep the above points in mind. With small type, and allowing for reasonable paragraphing, it is possible to get 600 words on a page of foolscap.

Distribution:
 All Provinces Region IV
 All Divisions Region IV
 HQ Region IV (Adv)
 HQ Region IV (Main)

Recd
 5 Army CAS
 5 Army Field
 ALG 8 Army
 ACC (PC & IG Sect. 3 copies)

[Signature]
 Regional Commissioner

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