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

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HQ/AC Office of the
(Office Mem

JAN - DEC 1945

10000 / 134 / 214

HQ/AC

Office of the Executive Commissioner
(office memorandum)

JAN - DEC 1945

MEMO FOR RECORD

(Do not detach from file)

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DATE

14 July 1953

INDEXER

B. J. H. (over)

TAGO FORM 01352 (Formerly AGO)

1 FEB 49

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 5601/EC.

27 July 1945.

OFFICE MEMORANDUM)
: Amendment No.1.
NUMBER 20/1944)

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 Picbino
NICHOLLS PICBINO
CWO USA
Assistant Adjutant

DISTRIBUTION:

"A"

1687

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 5601/EC.

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By Command of Rear Admiral STONE.

Nicholas Pichino
NICHOLAS PICHINO
CWO USA
Assistant Adjutant

DISTRIBUTION:

"A"

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DECLASSIFIED

RECOMMENDATIONS MILITARY COMMISSION
APO 724

Office of the Executive Commissioner

Ref: 3629/EC

21 December 1945

OFFICE MEMORANDUM

NUMBER 8)

CLASSIFIED DOCUMENTS

- 1 The following extracts from the joint US and British instructions are re-published for information together with comments and directions thereon.

The first margin shows the joint instructions; the second the AG comments.

- A. CONFIDENTIAL PERSONAL INFORMATION MUST BE PAID BY ORIGINATORS AND HOLDERS TO LOW GRADING SUCH MATERIAL AS SOON AS CONDITIONS PERMIT.

- 2 The vast mass of papers connected with planning for operations which have since taken place, or are no longer in progress, should be down graded. The objective is to be attained is to protect classification to the lowest category consistent with security. There are four categories and their definitions are repeated for information together with some examples as a guide.

- B. Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

- i Plans of future major operations.
- ii Very important political documents such as negotiations for an alliance.
- iii Documents which would disclose methods of obtaining intelligence or imperial secret agents.

- Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

- i Operations other than above, including major operations in progress.
- ii Order of battle.
- iii Vital information of important defenses.
- iv Reports on operations of vital interest to the enemy.
- v Various reports on morale affecting major operations.

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Confidential. Documents whose disclosure while not endangering national security would be prejudicial to the interest or prestige of the Allies or to an individual or cause administrative embarrassment or difficulty or be of advantage to a foreign nation.

1. The following extracts from the Joint US and British instructions are re-published for information together with comments and directions thereon.

The first margin shows the Joint instructions; the second the US comments.

4. CONSTANT PERSONAL ATTENTION MUST BE PAID BY PRINTERS AND WORDERS TO DOWN GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

2. The word means if at any time connected with planning for operations which have since taken place, or are no longer in progress, should be down graded. The objective to be attained is to prevent disclosure to the lowest category consistent with security. There are four categories and their definitions are repeated for information together with some examples and guide.

B. Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

- i Plans of future major operations.
- ii V or important political documents such as negotiations for an alliance.
- iii Documents which would disclose methods of obtaining intelligence or imperial secret agents.

Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

- i Operations other than above, including major operations in progress.
- ii Order of Battle.
- iii Vital information of importance to the enemy.
- iv Reports on operations of vital interest to the enemy.
- v Various reports on morale affecting major operations.

1685

Confidential. Documents whose disclosure would not endanger national security but would be prejudicial to the interest or prestige of the Allies or to an individual or cause administrative embarrassment or disclosure of be of advantage to a foreign nation.

- i Matters of a personal and disciplinary nature.
- ii Routine battle reports not containing information of vital interest to the enemy.
- iii Routine intelligence reports.
- iv Documents of non-operational significance in theatres of war.
- v Technical manuals.
- vi Aerial photographs in operational areas.

Restricted. Documents which should not be seen or used except for official purposes.

RECEIVED

RECEIVED

1. Non operational movements.
2. Training and technical matters.
3. General photographs of non operational areas.
4. Non operational strength returns.
5. The successive instructions should be noted:
 - a) exceptionally grave damage.
 - b) serious injury.
 - c) prejudicial or embarrassing.
 - d) official purposes only.
6. If the examples are changed, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AC papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AC work is properly classifiable higher than confidential.
7. All AC and AM offices at HQ and in the field will take urgent steps to reclassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO ARCHIVES OVER-CLASSIFIED.
8. The following are the regulations as to marking.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and to signed and dated by the officer authorizing the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorized to regrade documents will be not lower than the rank of Lt Col except in an exceptional case having no officer of that rank when a major may re-classify.
9. It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the action copy of any such signal is addressed to another office and that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the information copies should be destroyed and the "letters in" register noted accordingly.
10. In HQ AC Secret and Top Secret letters for instructions will be passed to the Security Officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral SIMON:

J. J. LEONE
C. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION

steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO RECORDS OVER-CLASSIFIED.

6 The following are the regulations as to upgrading.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be signed and dated by the officer authorizing the new grading; the down grading will also be recorded in the file in which the document is kept. Officers authorized to upgrade documents will be not later than the week of 14 Oct except in an emergency not having an officer of that rank when a major may re-classify.

7 It will frequently be found that files contain a number of copies of a single document. "The information". Where it is clear that the action copy of any such serial is addressed to another office and that the copy is unnecessary for the understanding of the file and in particular that no action on the file would be required, the information copies should be destroyed and the "letters in" register noted accordingly.

8 In HQ is Secret and Top Secret letters for instructions will be passed to the Security Officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral SNOB:

J. W. [Signature]
G. J. LEONIE
CWO, USA
Asst Adjutant

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1A

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HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

14 December 1945

Ref: 3761/EC

OFFICE MEMORANDUM

NUMBER

7)

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 1, 12 January 1945, are hereby rescinded, and the procedure herein described will be strictly adhered to.

The instructions contained in PART I, unless specifically excepted, will be applicable to all outgoing signals; those in PART II to TOP SECRET messages only.

PART I2. PREPARATION.

(a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8" x 10" size paper will be used as a measure of economy.

(b) Seven copies of outgoing messages (excepting TOPSEC - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (d) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.

(c) In the FROM space will be printed the Short Title designation followed by HQ ACOM.

(d) (1) In the 'TO' action and Information spaces will be inserted only those addressees to whom the signal can be transmitted by electrical means. The designation of addressees to whom the message is to be sent by electrical means will be entered in the 'TO' spaces depending on whether the addressee is for Action or Information. Before each individual addressee will be placed within parentheses

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INSTRUCTIONS FOR THE PREPARATION DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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PART I

2. PREPARATION.

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(c) In the FROM space will be printed the Short Title designation followed by HQ ALCOM.

(d) (1) In the 'TO' action and information spaces will be inserted only those addressees to whom the signal can be transmitted by electrical means. The designation of addressees to whom the message is to be sent by electrical means will be entered in the 'TO' spaces depending on whether the addressee is for Action or Information. Before each individual addressee will be placed within parentheses an identifying number. (See Appendix 'A').

(2) Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at Appendix 'A').

(e) Appendix 'B' is a list of the AMB/AG Offices in the field.

(f) Reference numbers are obtained from the Message Centre Tel. Ext. 420 prior to 1800 hours and thereafter on Ext. 690.

(g) In the Date-Time space the originator will enter the date-time group. This consists of six digits; the first pair denote the date, the second pair hours, the third pair minutes. The date-time group is the day and time of origin of the message and is the time at which the message is authorized for transmission. If

(g) desired/....

RESTRICTED

RESTRICTED

- 2 -

desired originators may also indicate month and year by adding after six figures as in the following example:

28 November 1945 at 1501
is given as:
281501 Nov 45.

(h) Precedence priorities are:

URGENT (Equals British MOST IMMEDIATE)
OPERATIONAL PRIORITY (Equals British IMMEDIATE)
PRIORITY (Equals British IMPORTANT)
ROUTINE
DEFERRED

A message of high precedence to action addressees should not normally require the same high priority for transmission to the INFORMATION addressees. Each individual addressee within the heading has an identifying number. To indicate the precedences of these individual addressees, in the space at the bottom of the form, insert the precedences desired and indicate after each the identifying numbers of the addressees to which they pertain. (As an example see Appendix 'A').

Only the first mentioned degrees of priority will be used, NOT the British equivalents. Only in most exceptional circumstances will a precedence higher than PRIORITY be used in this Headquarters.

(i) The appropriate classification or authorized abbreviation will be inserted on the first line of the text, in the space provided therefor. (See Appendix 'A').

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	REST
UNCLASSIFIED	UNCLAS

Full instructions on 'UNCLASSIFIED' Messages are contained in Office Memorandum No. 5 - 27 July 1945.

It is the responsibility of an originating Officer, when signing a message, to ensure that it is properly classified.

(j) ALL messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A').

(k) Messages will be arranged by paragraphs. Each paragraph will be numbered and commence on a new line. (See Appendix 'A').

(l) The "Inside Address" written formerly within the text is no longer necessary. Originators are urged to be accurate and complete in the heading address of the message to avoid delay due to incomplete or inaccurate addressees.

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require the same high priority for transmission to the INFORMATION addressees. Each individual addressee within the heading has an identifying number. To indicate the precedences of these individual addressees, in the space at the bottom of the form, insert the precedences desired and indicate after each the identifying numbers of the addressees to which they pertain. (As an example see Appendix 'A').

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(k) Messages will be arranged by paragraphs. Each paragraph will be numbered and commence on a new line. (See Appendix 'A').

(l) The "Inside Address" written formerly within the text is no longer necessary. Originators are urged to be accurate and complete in the heading address of the message to avoid delay due to incomplete or inaccurate addressees.

(m) Single letters of the alphabet, except parts of speech, will be spelled out phonetically. (See Appendix 'C').

(n) Numbers will be expressed in words NOT Arabic numerals, e.g. 289 will be inserted 'two eight nine'.

(o) Punctuation marks will be kept to a minimum consistent with clarity. Punctuation will be spelled out in abbreviated form. At least two spaces will be left on either side of punctuation abbreviations.

(o) The usual/...

RESTRICTED

RESTRICTED

- 3 -

The usual punctuations employed and their abbreviations are as follow:

Full Stop	PD
Colon	CMK
Solon	CLN
Bracket	PAREN

3. AUTHENTICATION.

(a) In the space provided at the bottom left hand corner, office of origin and telephone number of the originating officer will also be inserted. The originating officer will sign the top and third copies (excepting TOPSEC - see PART II).

(b) All messages (excepting TOPSEC - see PART II) will be authenticated by the Adjutant, or, after 1800 hours, by the Duty Officer.

(c) The authenticating officer will:

(i) Ensure that all messages authenticated by him are prepared strictly in accordance with those instructions.

(ii) That the number of copies is correct.

(iii) Sign the top and third copies.

4. DISPATCH.

(a) All messages (excepting TOPSEC - see PART II) for transmission by electrical means (vide sub para (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will wait while the message is authenticated, thereafter exhibit to the Cable Typists, Message Centre and then deliver same to the Signal Message Centre.

(b) Local delivery, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 October 1944.

(c) Routine messages to the following addressees will be sent by courier and not by electrical means.

AFHQ	Motor Courier
AMG Piemonte Region	Air Courier
AMG Lombardia Region	Air Courier
AMG Venezia Region	Air Courier
AMG Naples Commune	Motor Courier
ALCOM LO Bologna	Air Courier

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(c) The authenticating officer will:

- (i) Ensure that all messages authenticated by him are prepared strictly in accordance with these instructions.
- (ii) That the number of copies is correct.
- (iii) Sign the top and third copies.

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AMG Piemonte Region	Air Courier
AMG Lombardia Region	Air Courier
AMG Venezia Region	Air Courier
AMG Naples Command	Motor Courier
ALCOM LO Bologna	Air Courier

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5. HANDLING.

Although messages classified as RESTRICTED or CONFIDENTIAL may be handled by Italian civilian personnel this concession should be avoided whenever possible. On no account must TOP SECRET or SECRET messages be handled by Italian civilians.

PART II

6. TOP SECRET messages will be prepared and dispatched in accordance with the following special instructions received from AFHQ:

- (a) TOP SECRET messages will not be authenticated by the Adjutant but by the originating officer.

(b) Three/...

RESTRICTED

RESTRICTED

- 4 -

- (b) Three copies full text and two copies in 'skeleton' form will be prepared. The 'skeleton' copies will be identical with the full copies of the message, except that the whole of the text proper will be omitted.
- (c) One copy full text will be retained by the office of origin on a TOP SECRET file.
- (d) The second copy full text will be enclosed in an envelope sealed with wax, marked "TOP SECRET" message for dispatch" on both sides of the envelope, and with one of the skeleton copies attached to the outside of the envelope will be delivered to the Signal Message Centre, where a receipt will be obtained therefor.
- (e) The third copy full text will be sent to the Office of the Executive Commissioner.
- (f) The second copy in 'skeleton' form will be delivered to the Cable Typists, Message Centre.
- (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

GROUP I - List "A"
GROUP II - One Copy each serial.

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Commissioner.

- (f) The second copy in 'skeleton' form will be delivered to the Cable Typists, Message Centre.
- (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

1681

DISTRIBUTION:

- GROUP I - List "A"
- GROUP II - One Copy each serial.

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Appendix 'A'

FROM (A)	HQ ALCOM	26 0945 NOV 45
TO (FOR ACTION)	(1) AMG LIGURIA REGION (2) AMG VENEZIA GIULIA (3) AMG LIVORNO ZONE (4) ALCOM LO BARI	
TO (INFORMATION)	(5) ALCOM LO PALERMO (6) DISTWO FOR ALCOM LO (7) PENBASE FOR ALCOM LO (8) ALCOM LO ANCONA	
Ref. No. 6753	Security Classification	RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL
MESSAGES PD

PARA ONE PD COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALLADDRESSES FOR
GUIDANCE PD

PARA TWO PD APPENDIX BAKER THEREIN CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM PD

PARA THREE PD NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE
DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES PD

DISTRIBUTION (BY JLS)
AMG Piemonte Region
AMG Lombardia Region
AMG Venezia Region
AMG Naples Commune
ALCOM LO Bologna

PRIORITY 1-4
PRECEDENCE ROUTINE 5-3

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

1000

Ref. No. 6753

Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL
MESSAGES PD

PARA ONE PD COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSEES FOR

GUIDANCE PD

PARA TWO PD APPENDIX BATER THEREOF CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
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HQ ALCOM PD

PARA THREE PD NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE
DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSEES PD

DISTRIBUTION (BY FILE)

AMG Piemonte Region
AMG Lombardia Region
AMG Venezia Region
AMG Naples Commune
ALCOM LO Bologna

PRECEDENCE PRIORITY 1-4
ROUTINE 5-3

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

RESTRICTED

Appendix 'B'FIELD OFFICE

LIGURIA REGION

PIEMONTE REGION

LOMBARDIA REGION

VENEZIA REGION

VENEZIA GIULIA

LIVORNO ZONE

NAPLES COMRADE

AC LIAISON OFFICER, BARI

AC LIAISON OFFICER, PALERMO

AC LIAISON OFFICER, NO.2 DISTRICT

AC LIAISON OFFICER, PBS

AC LIAISON OFFICER, BOLOGNA

AC LIAISON OFFICER, ANCONA

AMG LIGURIA REGION

AMG PIEMONTE REGION

AMG LOMBARDIA REGION

AMG VENEZIA REGION

AMG VENEZIA GIULIA

AMG LIVORNO ZONE

AMG NAPLES COMRADE

ALCOM LO BARI

ALCOM LO PALERMO

DISTWO FOR ALCOM LO

PENEASE FOR ALCOM LO

ALCOM LO BOLOGNA

ALCOM LO ANCONA

PHONETICAL ALPHABET

A - Able
 B - Baker
 C - Charlie
 D - Dog
 E - Easy
 F - Fox
 G - George
 H - How
 I - Item
 J - Jig
 K - King
 L - Love
 M - Mike

Appendix 'C'

N - Nan
 O - Oboc
 P - Peter
 Q - Queen
 R - Roger
 S - Sugar
 T - Tare
 U - Uncle
 V - Victor
 W - William
 X - Xray
 Y - Yoke
 Z - Zebra

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LIVORNO ZONE
NAPLES COMMUNE
AC LIAISON OFFICER, BARI
AC LIAISON OFFICER, PALERMO
AC LIAISON OFFICER, NO.2 DISTRICT
AC LIAISON OFFICER, PBS
AC LIAISON OFFICER, BOLOGNA
AC LIAISON OFFICER, ANCONA

ANG LIVORNO ZONE
ANG NAPLES COMMUNE
ALCOM LO BARI
ALCOM LO PALERMO
DISTWO FOR ALCOM LO
PERBASE FOR ALCOM LO
ALCOM LO BOLOGNA
ALCOM LO ANCONA

PHONETICAL ALPHABET

- A - Able
- B - Baker
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- D - Dog
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- F - Fox
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- K - King
- L - Love
- M - Mike

Appendix 'C'

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- O - Oboe
- P - Peter
- Q - Queen
- R - Roger
- S - Sugar
- T - Tare
- U - Uncle
- V - Victor
- W - William
- X - Xray
- Y - Yoke
- Z - Zebra

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 8761/16/EC

December 1945

OFFICE MEMORANDUM)

NUMBER

6)

Signals and Correspondence to AFHQ

1. Reference paragraphs 14 and 15 of TM 12-253, an extract of which appears at Appendix "A" hereto, outlining instructions for the routing of correspondence. Attention has been drawn thereto by the Adjutant General AFHQ for compliance in all correspondence addressed to AFHQ.
2. All signals on Allied matters intended for Allied Force Headquarters will be addressed to AFHQ. The use of words "for" or "attention of" will be avoided unless the sender wishes the signal handled initially by a particular staff section. It must be understood that the contents of the signal are being sent to SACMED and not to the staff section. The mere fact that the words "for G-3, or G-5" are inserted does not alter the fact that the addressee is actually SACMED. The qualifying clause is wholly to expedite handling.
3. Most AFHQ correspondence is signed by the Adjutant General or an Assistant Adjutant General. He is acting as the official agent of SACMED in so doing and usually is not the interested staff section. In general, correspondence should not be addressed to AFHQ attention AG Section. Such action delays delivery of the correspondence.
4. When referring to previous correspondence, the file number, date and subject are sufficient identification for routing within AFHQ. The fact that correspondence is signed by a representative of SACMED is not an indication that the reply should be addressed to the attention of the signer. In new correspondence the same rule in general applies, but if it is felt that reference to a staff section is desirable such a reference may be used.

By Command of Rear Admiral STONE:

1678

Joseph Calluzzo
JOSEPH CALLUZZO
WOJG, USA
Assistant Adjutant

DISTRIBUTION:

'A'

Appendix "A"Extracted from TM 12-253

14. Channels

When letters are routed through other than normal military channels, the fact is stated two spaces below the subject. The following form is used:

SUBJECT: Application for transfer

THRU: Commanding General
Fifth Army
Fort Blauk, New York

TO: The Adjutant General
Washington 25, D. C.

15. Address

a. PLACEMENT. The address is placed as in the example in paragraph 14. It is written in block style, with open punctuation, and is placed directly under the subject.

b. FORM. (1) Official correspondence is normally addressed to the commanding officer or chief of a command or installation by his title.

TO: Commanding Officer
121st Infantry
Fort Bragg, N. C.

TO: Chief, Training Aids Division
1 Park Avenue
New York, N. Y.

(2) The name of the commander or any other individual is avoided in addresses of military letters. Violation of this principle frequently causes delay in answering correspondence when the individual addressed is absent from his office. The only occasion upon which a military letter is addressed to an individual by name is when the communication pertains to him personally and on rare occasions when it is positively known that the individual will be at his office on receipt of the letter and there is some special reason for addressing him. The same rule applies to the use of the word "ATTENTION."

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(3) Military letters are never addressed just to headquarters or offices.

c. CONTENT. (1) The address must be complete and accurate. However, Army rules concerning protecting valuable information must not be violated. Location of overseas units, except those listed in War Department Circulars as unclassified headquarters, are never shown in the same piece of mail on which

an APO number appears. (See pars 77-82 for information regarding classification.) Some examples of oversea addresses are -

(a) To the commander of an unclassified headquarters:

TO: Commanding General
Caribbean Defense Command
APO 834, c/o Postmaster
New Orleans, La.

(b) To the commander of a classified headquarters:

TO: Commanding General
United States Army Forces
APO 999, c/o Postmaster
New York, N. Y.

(c) To the commander of a numbered unit outside the continental limits of the United States:

TO: Commanding Officer
731st Tank Battalion
APO 810, c/o Postmaster
New York, N. Y.

(2) When letters are routed to several individuals, the entire address of each is placed on single line if possible:

TO: Commanding General, Rock Island Arsenal, Rock Island, Ill.
Commanding General, Watervliet Arsenal, Watervliet, N. Y.
Commanding Officer, Watertown Arsenal, Watertown 72, Mass.
Commanding Officer, Picatinny Arsenal, Dover, N. J.
Commanding Officer, Frankford Arsenal, Philadelphia 37, Pa.
IN TURN

A tissue copy is made for each addressee, and when the letter reaches him he withdraws his copy which is identified by a check mark.

(3) To speed routing, some letters are addressed to the attention of a head of a subdivision of an organization or to an individual. This form must be used with care. The writer must know positively whether the addressee handles the type of letter concerned. Examples are:

(a) Addressed to the attention of a subdivision of an agency:

TO: Commanding General, ASF
Washington 25, D. C.
ATTENTION: Director, Purchases Division

(b) Addressed to the attention of an individual:

TO: Commanding General, AIF
Washington 25, D. C.
ATTENTION: Colonel Richard B. Marsh

1676

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 3761/190/En

December 1945

OFFICE MEMORANDUM

NUMBER : Amendment No. 1
5)

UNCLASSIFIED Signal Messages

In view of the end of the war against JAPAN it has been decided that the provisions of ATMO letter AG 311.5/215 GBI-O, dated 20 July 1945 should apply world wide and that there should be no "operational zone".

Consequent upon the above decision the following amendments will be made to Office Memorandum No. 5 dated 27 July 1945:

(i) Para 1.a.

Delete from "outside" in line 1 to "Area" in line 2 and from "The" in line 3 to "America" in line 5.

(ii) Delete all detail existing in para 1.b.

(iii) Redesignate existing paras 1.c. and 1.d. to read paras 1.b. and 1.c. respectively.

(iv) Reference Appendix "A":

- (1) AIRCRAFT: Delete "in the non-operational zone".
- (2) LEAVE: Delete "(See SHIPPING)".
- (3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (4) MAILS: Delete all detail.
- (5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications".

world wide and that there should be no "operational zone".

Consequent upon the above decision the following amendments will be made to Office Memorandum No. 5 dated 27 July 1945:

(i) Para 1.a.

Delete from "outside" in line 1 to "Area" in line 2 and from "The" in line 3 to "America" in line 5.

(ii) Delete all detail existing in para 1.b.

(iii) Redesignate existing paras 1.c. and 1.d. to read paras 1.b. and 1.c. respectively.

(iv) Reference Appendix "A":

- (1) AIRCRAFT: Delete "in the non-operational zone".
- (2) LEAVE: Delete "(See SHIPPING)".
- (3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (4) HAILS: Delete all detail.
- (5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".
- (6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications".

BY COMMAND OF REAR ADMIRAL STONE:

1675



G. J. LEONE
CWO, USA
Asst Adjutant

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 8761/16/EC

December 1945

OFFICE MEMORANDUM)

NUMBER

6)

Signals and Correspondence to AFHQ

1. Reference paragraphs 14 and 15 of TM 12-253, an extract of which appears at Appendix "A" hereto, outlining instructions for the routing of correspondence. Attention has been drawn thereto by the Adjutant General AFHQ for compliance in all correspondence addressed to AFHQ.
2. All signals on Allied matters intended for Allied Force Headquarters will be addressed to AFHQ. The use of words "for" or "attention of" will be avoided unless the sender wishes the signal handled initially by a particular staff section. It must be understood that the contents of the signal are being sent to SACMED and not to the staff section. The mere fact that the words "for G-3, or G-5" are inserted does not alter the fact that the addressee is actually SACMED. The qualifying clause is wholly to expedite handling.
3. Most AFHQ correspondence is signed by the Adjutant General or an Assistant Adjutant General. He is acting as the official agent of SACMED in so doing and usually is not the interested staff section. In general, correspondence should not be addressed to AFHQ attention AG Section. Such action delays delivery of the correspondence.
4. When referring to previous correspondence, the file number, date and subject are sufficient identification for routing within AFHQ. The fact that correspondence is signed by a representative of SACMED is not an indication that the reply should be addressed to the attention of the signer. In new correspondence the same rule in general applies, but if it is felt that reference to a staff section is desirable such a reference may be used.

By Command of Rear Admiral STONE:

DISTRIBUTION:

UA

Joseph Galluzzo
JOSEPH GALLUZZO
WOJG, USA
Assistant Adjutant

1671

Appendix "A"Extracted from TM 12-253

14. Channels

When letters are routed through other than normal military channels, the fact is stated two spaces below the subject. The following form is used:

SUBJECT: Application for transfer

THRU: Commanding General
Fifth Army
Fort Blank, New York

TO: The Adjutant General
Washington 25, D. C.

15. Address

a. PLACEMENT. The address is placed as in the example in paragraph 14. It is written in block style, with open punctuation, and is placed directly under the subject.

b. FORM. (1) Official correspondence is normally addressed to the commanding officer or chief of a command or installation by his title.

TO: Commanding Officer
121st Infantry
Fort Bragg, N. C.

TO: Chief, Training Aids Division
1 Park Avenue
New York, N. Y.

(2) The name of the commander or any other individual is avoided in addresses of military letters. Violation of this principle frequently causes delay in answering correspondence when the individual addressed is absent from his office. The only occasion upon which a military letter is addressed to an individual by name is when the communication pertains to him personally and on rare occasions when it is positively known that the individual will be at his office on receipt of the letter and there is some special reason for addressing him. The same rule applies to the use of the word "ATTENTION."

(3) Military letters are never addressed just to headquarters or offices.

c. CONTENT. (1) The address must be complete and accurate. However, Army rules concerning protecting valuable information must not be violated. Location of overseas units, except those listed in War Department Circulars as unclassified headquarters, are never shown in the same piece of mail on which

an APO number appears. (See para 77-82 for information regarding classification.) Some examples of oversea addresses are -

- (a) To the commander of an unclassified headquarters:

TO: Commanding General
Caribbean Defense Command
APO 834, c/o Postmaster
New Orleans, La.

- (b) To the commander of a classified headquarters:

TO: Commanding General
United States Army Forces
APO 999, c/o Postmaster
New York, N. Y.

- (c) To the commander of a numbered unit outside the continental limits of the United States:

TO: Commanding Officer
731st Tank Battalion
APO 810, c/o Postmaster
New York, N. Y.

- (2) When letters are routed to several individuals, the entire address of each is placed on single line if possible:

TO: Commanding General, Rock Island Arsenal, Rock Island, Ill.
Commanding General, Watervliet Arsenal, Watervliet, N. Y.
Commanding Officer, Watertown Arsenal, Watertown 72, Mass.
Commanding Officer, Picatinny Arsenal, Dover, N. J.
Commanding Officer, Frankford Arsenal, Philadelphia 37, Pa.
IN TURN

A tissue copy is made for each addressee, and when the letter reaches him he withdraws his copy which is identified by a check mark.

- (3) To speed routing, some letters are addressed to the attention of a head of a subdivision of an organization or to an individual. This form must be used with care. The writer must know positively whether the addressee handles the type of letter concerned. Examples are:

- (a) Addressed to the attention of a subdivision of an agency:

TO: Commanding General, ASF
Washington 25, D. C.
ATTENTION: Director, Purchases Division

- (b) Addressed to the attention of an individual:

TO: Commanding General, AIF
Washington 25, D. C.
ATTENTION: Colonel Richard B. Marsh

1672

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 8761/155/EC.

2 August 1945.

OFFICE MEMORANDUM)
NUMBER 6)

TRANSMISSION OF SIGNAL MESSAGES
WRITTEN IN ITALIAN.

1. The extract below from CSC L of C Italy letter 311.4/4 dated 23 July 45 is repeated for information and compliance by all concerned:

"Although there is no objection from a security viewpoint to the handling of telegraph traffic written in Italian, there are other considerations which make the passing of such traffic through military channels undesirable. These considerations are,

- (a) The impossibility of checking for transmission errors when the operators do not understand the language;
- (b) the obvious impossibility of enciphering such traffic;
- (c) the general policy of reducing commitments to enable redeployment, repatriation schemes to be effected with the minimum reduction in the efficiency of the military communication system.

Under these circumstances traffic in Italian will not normally be accepted by Allied Signal Offices or Message Centres for electrical transmission, but will be handled through normal ELS channels. In the exceptional circumstances where it is absolutely essential that a message in Italian must be delivered within a matter of hours and there is no obvious means of delivery by Italian Government telegraphs then such a message may be handed into an Allied Office with a covering note to the Signalmaster or OIC Message Centre explaining the attendant circumstances and signed by a responsible Allied Officer who is a member of an Allied Commission department or organisation. It is pointed out that the Allied Signal Services cannot be held responsible for the correct transmission of such traffic."

2. The above is supplementary to the instructions contained in Office Memoranda Nos. 1 and 5 dated 12 Jan 45 and 27 July 45 respectively.

By command of Rear Admiral STONE:

1871

23 July 45 is repeated for information and compliance by all concerned:

"Although there is no objection from a security viewpoint to the handling of telegraph traffic written in Italian, there are other considerations which make the passing of such traffic through military channels undesirable. These considerations are,

- (a) The impossibility of checking for transmission errors when the operators do not understand the language;
- (b) the obvious impossibility of enciphering such traffic;
- (c) the general policy of reducing commitments to enable redeployment, repatriation schemes to be effected with the minimum reduction in the efficiency of the military communication system.

Under these circumstances traffic in Italian will not normally be accepted by Allied Signal Offices or Message Centres for electrical transmission, but will be handled through normal EMS channels. In the exceptional circumstances where it is absolutely essential that a message in Italian must be delivered within a matter of hours and there is no obvious means of delivery by Italian Government telegraphs then such a message may be handed into an Allied Office with a covering note to the Signalmaster or OIC Message Centre explaining the attendant circumstances and signed by a responsible Allied Officer who is a member of an Allied Commission department or organisation. It is pointed out that the Allied Signal Services cannot be held responsible for the correct transmission of such traffic."

2. The above is supplementary to the instructions contained in Office Memoranda Nos. 1 and 5 dated 12 Jan 45 and 27 July 45 respectively.

By command of Rear Admiral STONE:

1871

Nicholas Piombino

NICHOLAS PIOMBINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:

"4"

P.X.S.

RESTRICTED

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)

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

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 any 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 of the originating department."

By Command of Rear Admiral STONE;

1670

DISTRIBUTION:
"A"

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

RESTRICTED

P.S.

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 2761/150/EC

27 July 1945

OFFICE MEMORANDUM

NUMBER 5

Introduction of UNCLASSIFIED Signal Messages

1. In accordance with AFHQ letter AG 311.5/215 GBI-O, dated 20 July 1945, the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

a. Effective immediately, outside the zone of operations in Pacific Far East Area certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by Longitude 60 degrees east and on the east by the Pacific coast of North and South America. Appendix "A" is issued as a guide to Originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

b. No relaxation of the now existing security rules is permitted in messages to any address within the operational zone, or the subject matter concerning the war with Japan. This includes multiple address traffic which may be addressed both to the operational zone and the non-operational zone.

c. An unclassified message referring to a previous cipher message may quote only the reference number and date of such ciphered message, but cannot quote the time of origin or the subject matter therein.

d. Originators are still entirely responsible for the classification of Signal Traffic. Originators of unclassified messages will include the instruction "UNCLASSIFIED" as the first word of the text. The classification "IN CLEAR" is now obsolete and will not be used. "Signatures" will not be used in the texts of unclassified messages.

2. Documents as well as messages relating to subjects listed in appendix "A" may similarly be treated as unclassified. Such documents, however, **166** bear the instruction "UNCLASSIFIED."

3. The above instructions are issued as supplementary to the instructions for Preparation of Outgoing Signal Messages contained in Office Memorandum No. 1, this Headquarters, dated 12 January 45, as amended.

the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

- a. Effective immediately, outside the zone of operations in Pacific-East Area certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by Longitude 60 degrees east and on the east by the Pacific coast of North and South America. Appendix "A" is issued as a guide to Originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."
- b. No relaxation of the now existing security rules is permitted in messages to any address within the operational zone, or in subject matter concerning the war with Japan. This includes multiple address traffic which may be addressed both to the operational zone and the non-operational zone.
- c. An unclassified message referring to a previous cipher message may quote only the reference number and date of such ciphered message, but cannot quote the time of origin or the subject matter therein.
- d. Originators are still entirely responsible for the classification of Signal Traffic. Originators of unclassified messages will include the instruction "UNCLASSIFIED" as the first word of the text. The classification "IN CLEAR" is now obsolete and will not be used. "Signatures" will not be used in the texts of unclassified messages.
2. Documents as well as messages relating to subjects listed in appendix "A" may similarly be treated as unclassified. Such documents, however, **1669** bear the instruction "UNCLASSIFIED."
3. The above instructions are issued as supplementary to the instructions for Preparation of Outgoing Signal Messages contained in Office Memorandum No. 1, this Headquarters, dated 12 January 45, as amended.

By command of Rear Admiral STONE:



NICHOLAS PIOMINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:

(A)

P.X.S.

PENDIX A

LIST OF SUBJECTS WHICH MAY BE UNCLASSIFIED

ABSENTEES	-	Traffic; injuries to personnel.
ACCIDENTS	-	Requisitioning, billeting, inspection.
ACCOMMODATION	-	Unit and Regimental.
ACCOUNTS	-	Movements of individual aircraft in the non-operational zone (providing secret types are not involved).
AIRCRAFT	-	accidents to.
APPOINTMENTS	-	Of individuals below the rank of Brigadier/Brigadier General.
BURIALS	-	Graves registration.
CASUALTIES	-	Arrangements for burials.
CIVIL AFFAIRS	-	Below the rank of Brigadier/Brigadier General
CORRESPONDENCE	-	Routine matters connected with civil administration, civil supply and Displaced Persons.
COURTS OF INQUIRY	-	Routine correspondence concerning any items covered by this list.
DISCHARGES	-	Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
EDUCATION	-	
EFI/EX	-	Routine correspondence, supplies for.
ENGAGEMENTS/ENLISTMENTS	-	And re-engagements.
ENTERTAINMENT	-	
HEALTH	-	Of individuals (providing there is no mention of the nature of the disease).
HOSPITALS	-	Routine administration.
INJURIES	-	Individuals, inspections, routine accommodation and stores. (See ACCIDENTS).
MARCH	-	Local employment of civilians.

- Arrangements for
- Below the rank of Brigadier/Brigadier General
 - Routine matters connected with civil administration, civil supply and Displaced Persons.
 - Routine correspondence concerning any items covered by this list.
 - Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
- CASUALTIES
- CIVIL AFFAIRS
- CORRESPONDENCE
- COURTS OF INQUIRY
- DISCHARGES
- EDUCATION
- EPI/PK
- ENGAGEMENTS/ENLISTMENTS
- ENTERTAINMENT
- HEALTH
- HOSPITALS
- INJURIES
- LABOUR
- LEAVE
- LOCATIONS
- LOSS
- MAILS
- MAINTENANCE
- MEDALS
- MEDICAL
- Routine correspondence, supplies for.
 - And re-engagements.
 - Of individuals (providing there is no mention of the nature of the disease).
 - Routine administration.
 - Individuals, inspections, routine accommodation and stores. (See ACCIDENTS).
 - Local employment of civilians.
 - General and individual. (See SHIPPING)
 - Of any units or formations except those under orders to proceed to the Pacific-Far East area.
 - Of stores and vehicles, excepted for protected items.
 - If ships or shipping movements are mentioned, see SHIPPING.
 - Except of protected equipment.
 - Awards and decorations after promulgation.
 - And DENTAL. Issues of stores and inspections. (See HEALTH).

1668

APPENDIX A (cont'd)

- MOVEMENTS**
- Of individuals below the rank of Brigadier/Brigadier General and units except those under orders to proceed to the Pacific-Far East area.
- PAY**
- Rate of pay, allotments, allowances of individuals below the rank of Brigadier/Brigadier General.
- PERSONNEL OFFICERS**
- Routine postings, assignments, attachments, promotions and transfers, below the rank of Brigadier/Brigadier General.
 - Postings, assignments, attachments and transfers. Discipline.
 - Private affairs (except of very personal matters).
 - Subject to censorship.
 - Names of Allied PW, administrative arrangements for repatriation. (See MOVEMENTS).
 - Facilities and training.
 - For Naval and Shipping purposes the non-operational zone comprises:
 - The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas, South Mediterranean, Black and Red Seas, South Atlantic Ocean West of 74 degrees West to Longitude of Capetown, and the North and South Pacific Oceans East of 82 degrees West.
 - Movements, positions, arrivals, departures, damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.
 - Notes (a) Naval security instructions apply to messages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.
 - (b) Capetown, Alder and Balboa are included in the operational zone.
- PRESS & RADIO**
- Non-protected documents, books, grey forms and printed matter.
 - Demands for all commodities and non-protected technical stores and spare parts required for maintenance.
 - Courses of instruction, allotment of vacancies. (except for courses of a secret nature).
- PW**
- ADMINISTRATIVE**
- SHIPPING**
- STATIONERY**
- STORES**
- SUPPLIES CLOTHING EQUIPMENT**
- TRAINING**

PW

- Names of Allied PW. administrative arrangements for repatriation. (See MOVEMENTS).

ACCOMMODATION

- Facilities and training.

SHIPPING

- For Naval and Shipping purposes the non-operational zone comprises:

The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas, Mediterranean, Black and Red Seas, South Atlantic Ocean West of 71 degrees West to longitude of Capetown, and the North and South Pacific Oceans East of 82 degrees West.

Movements, positions, arrivals, departures, damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.

Note (a) Naval security instructions apply to messages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.

(b) Capetown, Aden and Balboa are included in the operational zone.

STATIONERY

- Non-protected documents, books, army forms and printed matter.

STORES
(SUPPLIES CLOTHING)
(EQUIPMENT)

- Demands for all commodities and non-protected technical stores and spare parts required for maintenance.

TRAINING

- Courses of instruction, allotment of vacancies. (except for courses of a secret nature).

TRANSPORT

- Non-protected vehicles - damage (other than by enemy action), defects, movements, repairs, and replacements.

UNITS, FORMATIONS & ORGANIZATIONS

- Designations, provided that designations of units and their next higher formations or organizations are not linked or grouped together in the texts of messages in such a way as to reveal order of battle or chain of command.

WELFARE/SPECIAL SERVICE

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

26 February 1945.

OFFICE MEMORANDUM)

NUMBER

4)

SIGNAL TRAFFIC

1. Authority has been given by A.F.H.Q. for telegrams up to the classification of RESTRICTED to be dealt with in clear text by the Italian Posts and Telegraphs Department.

2. Messages of higher classification will continue to be dealt with as at present, i.e. by Allied ciphers where available, by Italian ciphers to Regional Headquarters, or by courier, etc., services.

3. Much of the Allied Commission message traffic can properly be classified 'IN CLEAR' or 'RESTRICTED', but care must be taken that under-classification of confidential or secret matters is avoided.

4. Movements of shipping will NOT be dealt with IN CLEAR over Italian circuits.

BY COMMAND OF REAR ADMIRAL STONE:

Nicholas Piombino
NICHOLAS PIOMBINO,
CWO, USA,
Asst Adjutant.

DISTRIBUTION:
"4"

1667

R E S T R I C T E D

P.Y.S

ADMINISTRATIVE

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref: 65/COS

8 February 1945

OFFICE MEMORANDUM

NUMBER

3)

SHORT TITLES

1. The following list of short titles for sections, subcommissions, branches, and divisions will be used beginning immediately in the preparation of all outgoing cables originating in this Headquarters. They will be incorporated in the internal addresses only, as follows:

Cable text.....PAREN TO ATHQ FOR C-5
FROM ALCON CITE ACING PAREN.....Cable text

Cable text.....PAREN TO TROOPERS LONDON FOR WAR
OFFICE RTD AFHQ RTD WAR FROM ALCON CITE ACPOL PAREN..Cable text

2. Each section, subcommission, branch, and division will use the short title designated in the following list. Under no circumstances will this cite be used in the "Address To" space of the outgoing cable form. The use of these short titles will enable the Cable Section to assign action and information copies to proper sections with minimum cross reference work.

Acting President.....ACPR

Chief Commissioner.....ACSCC

Executive Commissioner.....ACEXC

Civil Affairs Section.....ACAS
Displaced Persons & Repatriation Subcommission.....ACDR
Local Government Subcommission.....ACLET
Patriots Branch.....ACPAT
Public Safety Subcommission.....ACPSF
Security Division.....ACSEC
Public Health Subcommission.....ACPBH
Legal Subcommission.....ACLEG
Education Subcommission.....ACEDN
Monuments, Fine Arts & Archives Subcommission.....ACMFA
Economic Section.....ACECO

SHORT TITLES

1. The following list of short titles for sections, subcommissions, branches, and divisions will be used beginning immediately in the preparation of all outgoing cables originating in this Headquarters. They will be incorporated in the internal addresses only, as follows:

Cable text.....PAREN TO AFHQ FOR G-5
FROM ALCON CITE ACLEG PAREN.....Cable text

Cable text.....PAREN TO TROOPERS LONDON FOR WAR
OFFICE RTD AFHQ RPTD WAR FROM ALCON CITE ACPOL PAREN..Cable text

2. Each section, subcommission, branch, and division will use the short title designated in the following list. Under no circumstances will this cite be used in the "Address To" space of the outgoing cable form. The use of these short titles will enable the Cable Section to assign action and information copies to proper sections with minimum cross reference work.

Acting President.....ACAPR

Chief Commissioner.....ACSCC

Executive Commissioner.....ACEXC

Civil Affairs Section.....ACGAS
Displaced Persons & Repatriation Subcommission.....ACDPR
Local Government Subcommission.....ACLGST
Patriots Branch.....ACPAT
Public Safety Subcommission.....ACPSF
Security Division.....ACSEC
Public Health Subcommission.....ACPHS
Legal Subcommission.....ACLEG
Education Subcommission.....ACEDN
Monuments, Fine Arts & Archives Subcommission.....ACMFA

Economic Section.....ACECO
Requisition Division.....ACRQD
Agriculture Subcommission.....ACRAG
Industry Subcommission.....ACIDY
Mining Division.....ACMNG
Commerce Subcommission.....ACCEC
Finance Subcommission.....ACFIN
Property Control Division.....ACPYC
Labor Subcommission.....ACLAB
Food Subcommission.....ACFOD
Public Works & Utilities Subcommission.....ACPUW
Transportation Subcommission.....ACTPT
Shipping Subcommission.....ACSPG

- 1 -

RESTRICTED

RLR

Hq AC, Office Memo #3, 8/2/45,
Subject: Short Titles

Establishment Section.....ACEST
G-1 (American).....ACGLA
G-1 (British).....ACGLB
G-4 (American).....ACGLA
G-4 (British).....ACGLB
Executive Officer (American).....ACGLA
Executive Officer (British).....ACGLB
2675th Regiment.....ACGLA
Political Section.....ACPOL

Independent Subcommittees

Navy Subcommittee.....ACNAV
Land Forces Subcommittee (NMIA).....ACIND
Air Forces Subcommittee.....ACAIR
Public Relations Branch.....ACPRO
Communications Subcommittee.....ACOMM
War Materials Disposal & Italian POW Subcommittee.....ACOWD

3. The instructions contained herein are in addition to those already issued in Office Memorandum No. 1, this Headquarters, dated 12 January 45, Subject: Instructions for the Preparation, Dispatch and Handling of Outgoing Signal Messages.

By command of Rear Admiral STONE:

H. W. DRAGNETT
Lt Col, AGD
Adjutant

DISTRIBUTION:

'A'

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By command of Rear Admiral STONE:

W. W. Dragone
W. W. DRAGONE
Lt Col., AGC
Adjutant

DISTRIBUTION:

1A

- 2 -

RESTRICTED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APC 394
Office of the Chief of Staff

Ref: 65/COS

OFFICE MEMORANDUM

NUMBER : 2)

3 February 1945

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL

1. INTRODUCTION

As it appears that the correct grading and handling of material having a security classification are not fully understood the following notes are set down for compliance by all concerned at this HQ.

2. CLASSIFICATION

The overclassification of documents in this HQ is prevalent. By classifying documents and files correctly and down grading them as early as possible the danger of a breach of security will be reduced considerably and handling facilitated

The following classification definitions and examples will be of assistance:

A. TOP SECRET

(a) Definition: Certain secret documents information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the Allies.

Examples:

- (i) Plans or particulars of future major or special operations. 1005
- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (iv) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.

1. INTRODUCTION

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- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (iv) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.
- (b) Establishment of Classification: It will be the general policy of this HQ that the "responsibility level" of officers authorized to classify material as TOP SECRET will be as follows:
 - (i) The Chief Commissioner
 - (ii) Deputy Chief Commissioner
 - (iii) Chief of Staff
 - (iv) Vice Presidents of Sections
 - (v) Subcommission Directors
 - (vi) Regional Commissioners
 - (vii) Provincial Commissioners
 - (viii) Senior executive staff officers of the officials mentioned in (i) to (vii) inclusive.

- 1 -

RESTRICTED

P.V.S.

RESTRICTED

B. SECRET

Definition: Documents, information, or material the unauthorized disclosure of which would endanger Allied security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

Examples:

- (i) Particulars of operations in progress.
- (ii) Plans or particulars of operations not included under TOP SECRET.
- (iii) Certain reports of operations containing information of vital interest to the enemy.
- (iv) Adverse reports on general morale affecting major operations.
- (v) Certain development projects.

C. CONFIDENTIAL

Definition: Documents, information or material the unauthorized disclosure of which, while not endangering the Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual, or would cause administrative embarrassment or difficulty.

Examples:

- (i) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- (ii) Routine intelligence reports.
- (iii) Unit movement of non-operational significance in areas within or adjacent to operational theatres.

3.

HANDLING OF TOP SECRET DOCUMENTS AND FILES

(a) The head of each subcommission and section will designate an officer of his activity who will act as "Top Secret Control Officer" and be responsible for carrying out the procedures laid down in the following sections of this paragraph. Together with the head of the subcommission or section, he will be the only individual to handle incoming TOP SECRET material. The only officers who will be informed of TOP SECRET matters are those to whose work the knowledge is essential and they should only be informed of so much as may affect their work. The name of the officer, as indicated above, will be kept on file in the Office of the Chief of Staff who will co-ordinate all TOP SECRET control.

(iv) Adverse reports on general morale affecting major operations.

(v) Certain development projects.

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(b) Clerks, excluding COMBINTAL clerks (see sub-para (c) below), will not handle TOP SECRET papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

RESTRICTED

REGISTERED

(c) TOP SECRET matter will be typed only by a special confidential clerk who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.

(d) The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Short-hand notes (which should be taken in a loose leaf book) will be destroyed as soon as the typescript is passed. New carbon papers should not be used but if of necessity they have to be used they will be destroyed. Stencil copies will be run off under supervision of the confidential clerk and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memorandum No. 13.

(e) The responsible officer will place all TOP SECRET material in an envelope and after sealing, it will be registered out by him.

(f) A receipt will be obtained from the addressee or message centre as may be appropriate. The register for TOP SECRET material will contain a space which will be dated when the acknowledgment of the addressee is received.

(g) Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register they will not be filed on the TOP SECRET file.

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

(a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern: when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.

(b) Down Grading. When a document or file is down graded a note of the new classification allotted to it will be made on the document or file. This note will be signed and dated by the officer or official authorizing such down grading, who will, in all cases where practical, be the officer originally responsible for the classification.

5. GENERAL

(a) Attention is drawn to Office Memorandum No. 13 dated 24 July 1944, "Official Mail Services" and No. 16 dated 25 August 1944, "Handling of

(c) The responsible officer will place all TOP SECRET material in an envelope and after sealing, it will be registered out by him.

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1883

5. GENERAL

(a) Attention is drawn to Office Memorandum No. 13 dated 24 July 1944, "Official Mail Services" and No. 16 dated 25 August 1944, "Handling of Classified Documents by Civilians."

- 3 -

RESTRICTED

RESTRICTED

(b) Nothing in this memorandum supersedes the official pamphlet issued by the Combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944."

By command of Rear Admiral STONE:

N. W. Drachmann
N. W. DRACHMANN
Lt Col, AGO
Adjutant

DISTRIBUTION:

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W. W. Drachmeyer
W. W. DRACHMEYER
Lt Col, AGO
Adjutant

DISTRIBUTION:

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- 4 -

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HEADQUARTERS ARMED COMMISSION

APO 394

Office of the Executive Commissioner

27 July 1945

Ref: 65/13/20

OFFICE MEMORANDUM

Amendment No. 2

NUMBER 1/1045

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

Office Memorandum No. 1, dated 12 January 1945, is further amended as

follows:

PART IPara (d)Lines 1 and 2Delete: "AMG/AC Regional and AMG Army Head-
quarters and AC Liaison Officers."
Substitute: "AMG/AC Offices in the field."Lines 2 and 3Delete: "and whether facilities for electric-
al transmission exist."Para (h)Line 8Delete: "IN CLEAR BY ANY MEANS"
Substitute: "UNCLASSIFIED"Lines 9 and 10

Delete completely

PART IIPara (e)Line 2Delete: "Chief of Staff"
Substitute: "Executive Commissioner"

1663

follows: Office Memorandum No. 1, dated 12 January 1945, is further amended as

PART I

Para (d)

Lines 1 and 2

Delete: "AWG/AC Regional and AWG Army Headquarters and AC Liaison Officers."
Substitute: "AWG/AC Officers in the field."

Lines 2 and 3

Delete: "and weather facilities for electrical transmission exist."

Para (h)

Line 8

Delete: "IN CLEAR BY AWG STAFF"
Substitute: "UNCLASSIFIED"

Lines 2 and 10

Delete completely

PART II

Para (e)

Line 2

Delete: "Chief of Staff"
Substitute: "Executive Commissioner"

APPENDIX 'B'

Cancel existing Appendix 'B' which is superseded by new Appendix 'B' attached hereto.

NOTE: Appendix 'A' should be referred to only for general arrangement and layout. The addressees contained in the INSIDE and OUTSIDE addresses and the text proper must NOT be accepted as accurate.

By command of Rear Admiral STONE:

DISTRIBUTION
'A'

Nicholas F. Stone
NICHOLAS F. STONE
CWC, USA
Assistant Adjutant

RESTRICTED

1663

R E S T R I C T E DAPPENDIX 'B'FIELD OFFICE

LIGURIA REGION
PIEMONTE REGION
LOMBARDIA REGION
VENEZIA REGION
EMILIA REGION
VENEZIA GIULIA
LIVORNO ZONE
ANCONA COMMUNE
NAPLES COMMUNE
AC LIAISON OFFICER, BARI
AC LIAISON OFFICER, PALERMO
AC LIAISON OFFICER, CATANIA
AC (MMIA) LIAISON OFFICER, SARDEGNA
AC LIAISON OFFICER, NO 2 DISTRICT
AC LIAISON OFFICER, PBS

ABBREVIATED ADDRESS

AMG LIGURIA REGION
AMG PIEMONTE REGION
AMG LOMBARDIA REGION
AMG VENEZIA REGION
AMG EMILIA REGION
AMG VENEZIA GIULIA
AMG LIVORNO ZONE
AMG ANCONA COMMUNE
AMG NAPLES COMMUNE
ALCOM LO BARI
ALCOM LO PALERMO
ALCOM LO CATANIA
MMIA LO SARDEGNA
DISTWO FOR ALCOM LO
PENBASE FOR ALCOM LO

1662

R E S T R I C T E D

E13113122

HEADQUARTERS UNITED COMMISSION
 ACO 394
 Office of the Executive Commissioner

Ref: 65/11/20.

14 April 1945

OFFICE MEMORANDUM)

: Amendment No. 1

NUMBER 1/1945)

INSTRUCTIONS FOR THE PREPARATION
 DISPATCH AND HANDLING OF OUTGOING
 SIGNAL MESSAGES

Office Memorandum No. 1, dated 12 Jan 45, is amended as follows:

1. Part I, para 2 (a):

In line two between the words 'Headquarters' and 'showing' insert
 'and AC Liaison Officers'.

2. Appendix 'B':

- (a) Delete SICILIA Region and all detail.
 (b) " SOUTHERN " " " "
 (c) " LAZIO-UMBRIA Region and all detail.
 (d) " ABRUZZO-MARCHE Region and all detail and
 substitute "UMBRIA-MARCHE Region - AMO UMBRIA-MARCHE REGION -
 YES".
 (e) Delete SAMPONA Region and all detail.
 (f) Add below Civil Affairs Section, 15 Army Group, the following:

" AC Liaison Officer, PALERMO	ALCOM LG PALERMO	YES
AC Liaison Officer, CATANIA	ALCOM LG CATANIA	YES
AMG NAPLES Commune	PERSONNEL for AMG NAPLES	YES
AC Liaison Officer, BARI	ALCOM LG BARI	YES
AC Liaison Officer, SALERNO	ALCOM LG SALERNO	YES

1661

Office Memorandum No. 1, dated 12 Jan 45, is amended as follows:

1. Part I, Para 2 (d):

In line two between the words 'Headquarters' and 'showing' insert 'and AC Liaison Officers'.

2. Appendix 'B':

- (a) Delete SICILIA Region and all detail.
 (b) " SOUTHERN " "
 (c) " LAZIO-UMBRIA Region and all detail.
 (d) " ABRUZZO-MARCHE Region and all detail and substitute "ROMANIA-ARCHE Region - AWC UMBRIA MARCHE REGION - YES".
 (e) Delete SARDINIA Region and all detail.
 (f) Add below Civil Affairs Section, 15 Army Group, the following:

" AC Liaison Officer, PALERMO	ALCOM LO PALERMO	YES
AC Liaison Officer, CATANIA	ALCOM LO CATANIA	YES 1661
AC HAPLES Command	NEWSOUTH FOR ANG HAPLES	YES
AC Liaison Officer, BARI	ALCOM LO BARI	YES
AC Liaison Officer, SARDINIA	MMIA LO SARDINIA	YES "

By Command of Army Admiral SHUBB:

M. W. Draycott
 H. W. DRAYCOTT
 Lt. Col. AGC
 Adjutant. M.P.

DISTRIBUTION:

" 1 "

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RECEIVED

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel: 289

12 January 1945.

Ref: 65/COS

OFFICE MEMORANDUM)

NUMBER 1)

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES.

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 9, are hereby rescinded, and the procedure herein described will be strictly adhered to.

The instructions contained in PART I, unless specifically excepted, will be applicable to all outgoing signals; those in PART II to TOP SECRET messages only.

PART I

2. PREPARATION.

(a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8"x10 1/2" size paper may be used as a measure of economy.

(b) Seven copies of outgoing messages (excepting TOPSEC - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (c) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible. 1689

(c) In the 'TO' space will be inserted only those addressees to whom the signal can be transmitted by electrical means. Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at appendix 'A').

(d) At Appendix 'B' is a list of the JMC/AC Regional and AIG Army Headquarters showing abbreviated addresses for telegraphic purposes and whether facilities for electrical transmission exist.

OFFICE MEMORANDUM)
:
NUMBER 1)

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL RESSUES.

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 9, are hereby rescinded, and the procedure herein described will be strictly adhered to.

The instructions contained in PART I, unless specifically excepted, will be applicable to all outgoing signals; those in PART II to TOP SECRET messages only.

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(b) Seven copies of outgoing messages (excepting TOPSECRET - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (c) below). The number of additional copies will be determined by the requirements of each office. Copies **1650** delivered to the Message Centre will be clearly legible.

(c) In the 'TO' space will be inserted only those addressees to whom the signal can be transmitted by electrical means. Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at appendix 'A').

(d) At appendix 'B' is a list of the JEF/AC Regional and JME Army Headquarters showing abbreviated addresses for telegraphic purposes and whether facilities for electrical transmission exist.

(e) Reference numbers are obtained from the Message Centre - Tel Ext 420.

(f) In the 'Date' space the month will be spelled out and not inserted as a figure, e.g.

5 December 44 NOT 5.12.44

(g) Precedence/....

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Exs.

15511010102

-2-

(g) precedence priorities, which are listed on the reverse of the form, are:

URGENT (Equals British MOST IMMEDIATE)
 OPERATIONAL PRIORITY (Equals British IMMEDIATE)
 PRIORITY (Equals British DEFERRED)
 ROUTINE
 DEFERRED

Only the first mentioned degrees of priority will be used, NOT the British equivalents. Only in most exceptional circumstances will a precedence higher than PRIORITY be used in this Headquarters.

(h) The appropriate classification will be inserted alone on the first line of the text. (See Appendix 'A').

The degrees of classification are:

TOPSECRET (that is, TOP SECRET)
 SECRET
 CONFIDENTIAL
 RESTRICTED
 UNCLASSIFIED BY ANY MEANS

Signals to places outside the Mediterranean theatre of operations, will be classified not lower than RESTRICTED.

It is the responsibility of an originating officer, when signing a message, to ensure that it is properly classified.

(i) ALL messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A').

(j) Messages will be arranged by paragraphs. Each paragraph will be numbered and commence on a new line. (See Appendix 'A').

(k) The text will include an INSIDE ADDRESS which will NOT be at the beginning or end of the message. The inside address will commence on a new line and be underlined in order to be shown prominently against the rest of the message. In the inside address the name of the person to whom the message is addressed will be inserted as the addressee. The name of the person to whom the message is addressed will NOT appear in the inside address. After the inside address the message will be continued on a new line. (See Appendix 'A').

(l) In the 'TO' space at the top of the message form and in the INSIDE ADDRESS the abbreviations 'Info' or 'For info' will be inserted between ACTION and INFORMATION addressees.

(m) Single letters of the alphabet, except parts of speech, will be spelled out phonetically. (See Appendix 'C').

(n) Numbers will be expressed in words NOT Arabic numerals, e.g. 289 will be inserted 'two eight nine'.

TOP SECRET (that is, TOP SECRET)

SECRET

CONFIDENTIAL

RESTRICTED

IN CLEAR BY ANY MEANS

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(2) Messages will be arranged by paragraphs. Each paragraph will be numbered and commence on a new line. (See Appendix 'A').

(3) The text will include an INSIDE ADDRESS which will NOT be at the beginning or end of the message. The inside address will commence on a new line and be underlined in order to be shown prominently against the rest of the message. In the inside address the word 'TO' will be inserted as the abbreviated address of this Headquarters. The name of sections or sub-sections will NOT appear in the inside address. After the inside address the message will be continued on a new line. (See Appendix 'A').

(4) In the 'TO' space at the top of the message form and in the INSIDE ADDRESS the abbreviations 'Rtd' or 'for info' will be inserted between SECTION and INFORMATION addresses.

(5) Single letters of the alphabet, except parts of speech, will be spelled out phonetically. (See Appendix 'C').

(6) Numbers will be expressed in words NOT in Arabic numerals, e.g. 289 will be inserted 'two eight nine'.

(7) Punctuation marks will be kept to a minimum consistent with clarity. Punctuation will be spelled out in abbreviated form. At least two spaces will be left on either side of punctuation abbreviations. The usual punctuation employed and their abbreviations are as follow:

Full stop	FD
Comma	CM
Colon	CL
Bracket	PK

RESTRICTED

3. AUTHENTICATION/.....

RESTRICTED

-3-

3. AUTHENTICATION.

- (a) In the space provided at the bottom left hand corner, office of origin and telephone number of the originating officer will be inserted. The originating officer will sign the top and third copies (excepting TOPSECRET - see PART II).
- (b) All messages (excepting TOPSECRET - see PART II) will be authenticated by the Adjutant, or, after 1800 hours, by the Duty Officer.

(c) The authenticating officer will :

- (i) Ensure that all messages authenticated by him are prepared strictly in accordance with these instructions.
- (ii) That the number of copies is correct.
- (iii) Sign the top and third copies.

4. DISPATCH.

- (a) All messages (excepting TOPSECRET - see PART II) for transmission by electrical means (vide sub para (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will wait while the message is authenticated and thereafter deliver same to the Cable Typists, Message Centre.

- (b) Local deliveries, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 Oct 44.

5. HANDLING.

Although messages classified as RESTRICTED or CONFIDENTIAL may be handled by Italian civilian personnel this concession should be avoided whenever possible. On no account must TOP SECRET or SECRET messages be handled by Italian civilians.

PART II

6. TOP SECRET messages will be prepared and dispatched in accordance with the following special instructions received from AFHQ :

1659

- (a) TOP SECRET messages will not be authenticated by the Adjutant but by the originating officer.

- (b) Three copies full text and two copies in "skelaton" form will be

- (ii) That the number of copies is correct.
- (iii) Sign the top and third copies.

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PART II

6. TOP SECRET messages will be prepared and dispatched in accordance with the following special instructions received from AFHQ:

1659

(a) TOP SECRET messages will not be authenticated by the Adjutant but by the originating officer.

(b) Three copies full text and two copies in "skeleton" form will be prepared. The "skeleton" copies will be identical with the full copies of the message, except that the whole of the text proper will be omitted.

(c) One copy full text will be retained by the office of origin on a TOP SECRET file.

(d) The second copy full text will be enclosed in an envelope sealed with wax, marked "TOP SECRET message for dispatch" on both sides of the envelope, and with one of the skeleton copies attached to the outside of the envelope will be delivered to the Signal Message Centre where a receipt will be obtained for it.

(e) The third/.....

RESTRICTED

UNCLASSIFIED

-1-

- (e) The third copy full text will be sent to the Office of the Chief of Staff.
- (f) The second copy in "skeleton" form will be delivered to the Cable Typists, Message Centre.
- (g) At all stages in preparation and dispatch TOP SECRET messages will be handled by Allied military or Allied civilian personnel only.

By command of Rear Admiral STONE:

R. W. Dargatzis
R. W. DARGATZIS
Major, ASD
Adjutant

DISTRIBUTION:

11

D. W. Longnecker
N.W. Longnecker
Major, ASD
Adjutant

DISTRIBUTION:

RECEIVED

By command of Rear Admiral GROMB:

RECEIVED

Appendix 'A'

TO: FOR ACTION ALCOM SICILIA REGION PENTASE FOR ALCOM SOUTHERN REGION
ALCOM SARDEGNA REGION AND TOSCANA REGION AND EMILIA REGION
EIGHTHARY REAR FOR AME VENEZIA REGION EIGHTHARY REAR FOR AME
FIVEHARY FOR AME RPTD AFHQ

2890

1 January 45

ROUTE

RESTRICTED PD

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL
MESSAGES PD

PATEN TO FOR ACTION ALCOM SICILIA REGION CMA PENTASE FOR ALCOM SOUTHERN REGION

CMA ALCOM SARDEGNA REGION CMA ALCOM TOSCANA REGION CMA ALCOM EMILIA REGION CMA

EIGHTHARY REAR FOR AME VENEZIA REGION CMA EIGHTHARY REAR FOR AME CMA

FIVEHARY FOR AME RPTD AFHQ FOR GEORGE DASH FIVE FROM HQ ALCOM PAREN

PARA ONE PD COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSEES
FOR INFORMATION PD

PARA TWO PD APPENDIX BAKER THEREIN CONTAINS LIST OF ABBREVIATED ADDRESSES
FOR TELEGRAPHIC PURPOSES WHICH WILL BE ADOPTED BY ALL ADDRESSEES PD NOTE THE
ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS HQ ALCOM PD

PARA THREE PD MESSAGES WILL NOT BE ADDRESSED HQ ALCOM PERSONAL FOR AN
INDIVIDUAL UNLESS WARRANTED IN VERY EXCEPTIONAL CIRCUMSTANCES PD

PARA FOUR PD ALWAYS WHEN PRACTICABLE QUOTE A REFERENCE NUMBER OF THIS
HEADQUARTERS PD

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR REGULATION OF TOISEC MESSAGES

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SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL MESSAGES PD

PARA ONE FOR ACTION ALCOM SICILIA REGION CMA FIVEASH FOR ALCOM SOUTHERN REGION

CMA ALCOM SARDINIA REGION CMA C. CUSCO H. EDITION CMA JAP MULLER REGION CMA

EIGHTHARMY HEADQUARTERS FOR ALD VENEZIA REGION CMA EIGHTHARMY HEADQUARTERS FOR ALD CMA

FIVEARMY FOR ALD EPTD AFHQ FOR GEORGE DASH FIVE FROM HQ ALCOM PAREN

PARA ONE PD COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSEES FOR INFORMATION PD

PARA TWO PD APPENDIX BATER THERMO CONTAINS LIST OF ABBREVIATED ADDRESSES

FOR TELEGRAPHIC PURPOSES WHICH WILL BE ADDED BY ALL ADDRESSEES PD NOTE THE

ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS HQ ALCOM PD

PARA THREE PD MESSAGES WILL NOT BE ADDRESSED HQ ALCOM PERSONAL FOR IN 1658

INDIVIDUAL UNLESS WARRANTED IN VERY EXCEPTIONAL CIRCUMSTANCES PD

PARA FOUR PD ALWAYS WHEN PRACTICABLE QUOTE A REFERENCE NUMBER OF THIS HEADQUARTERS PD

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR PREPARATION OF TOLSEC MESSAGES

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Liguria Region
Piemonte "
Lombardia "

Office of the Chief of Staff

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NICHOLAS FIGUEROA,
CMA, USA,
Asst. Adjutant.

RESTRICTED

RESTRICTED

<u>Region/Army</u>	<u>Approved Address</u>	<u>Electrical Facilities</u>
SICILIA Region	ALCOM SICILIA REGION	YES
SOUTHERN Region	PENBASE FOR ALCOM SOUTHERN REGION	YES
LAZIO-UMBRIA Region	ALCOM LAZIO UMBRIA REGION	NO
ABRUZZI-MARCHE Region	ALCOM ABRUZZI MARCHE Region	NO
SARDEGNA Region	ALCOM SARDEGNA Region	YES
TOSCANA Region	ALCOM TOSCANA REGION	YES
EMILIA Region	ALCOM EMILIA REGION	YES
LIGURIA Region	ALCOM LIGURIA REGION	NO
PUGLIA Region	ALCOM PUGLIA REGION	NO
LOMBARDIA Region	ALCOM LOMBARDIA REGION	NO
VENETIA Region	EIGHTH ARMY FOR THE VENETIA REGION	YES
ALCO FIFTH ARMY	FIVE ARMY FOR THE	YES
ALCO EIGHTH ARMY	EIGHTH ARMY FOR THE	YES
CIVIL AFFAIRS Sec 15 ARMY GROUP	15 ARMY GROUP CIVIL AFFAIRS	YES

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Appendix 'E'

PHONETIC ALPHABET

A - Able
B - Baker
C - Charlie
D - Dog
E - Easy
F - Fox
G - George
H - How

N - Nan
O - Oscar
P - Peter
Q - Queen
R - Roger
S - Sugar
T - Tango
U - Uncle

LAZIO-UMBRIA Region	ALCON LAZIO UMBRIA REGION	NO
ASRUZZI-MARCHE Region	ALCON ASRUZZI MARCHE Region	NO
SARDEGNA Region	ALCON SARDEGNA Region	YES
TOSCANA Region	ALCON TOSCANA Region	YES
EMILIA Region	ALCON EMILIA Region	YES
LIGURIA Region	ALCON LIGURIA Region	NO
PUGLIA Region	ALCON PUGLIA Region	NO
LOMBARDIA Region	ALCON LOMBARDIA Region	NO
VENETIA Region	EIGHTH ARMY AREA FOR THE VENETIA REGION	YES
AND FIFTH ARMY	PUNTO 1 FOR AND	YES
AND EIGHTH ARMY	EIGHTH ARMY AREA FOR AND	YES
CIVIL AFFAIRS Sec 15 ARMY GROUP	15 ARMY GROUP CIVIL AFFAIRS	YES

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Appendix 'C'

PHONETIC ALPHABET

A - Able	N - Non
B - Baker	O - Oscar
C - Charlie	P - Papa
D - Dog	Q - Queen
E - Easy	R - Romeo
F - Fox	S - Sugar
G - George	T - Tango
H - How	U - Uncle
I - Item	V - Victor
J - Jug	W - William
K - King	X - X-ray
L - Love	Y - Yoke
M - Mike	Z - Zebra

REGISTERED

0 8 5 8