

ACC

10000/136/35

136/35

AFHQ CIRCULARS
NOV. 1943; MAR. 1944-SEPT. 1946

LIST OF PAPERS

46/CC

Office of the
Chief Commissioner

ALLIED COMMISSION

File under No. 46 AFHQ CIRCULARS 1943 '44 '45

From: 12 Mar 44 (#7)

To :

~~RESTRICTED~~

Vol. I

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS
2405				
2				

~~RESTRICTED~~

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

SEP 26 1946

CIRCULAR)
NUMBER 4)

23 September 1946

OFFICIAL MAIL

AFHQ Circular Number 2, dated 6 February 1945 is rescinded and the instructions stated below are substituted therefor:

1. CHANNELS

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

- (1) United States Army Courier Service
- (2) United States Army Postal Service
- (3) British Army Postal Service
- (4) British Signals Dispatch Service
- (5) Specially Designated Couriers
- (6) Other methods enumerated in AR 380-5, dated 6 March 1946.

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

2. UNITED STATES ARMY COURIER SERVICE

a. Function - The function of the United States Army Courier Service is the safe transmission of United States official communications, whose contents are such as to warrant transmission by courier.

b. System Defined - The courier system maintains a chain of receipts for each communication accepted, from the time it is placed in the custody of the courier service until delivered to the addressee, thus combining the features of both the registry and special delivery system of the Post Office Department.

c. Scope of Operations - Courier Service is established between the War Department, the headquarters of separate theaters of operation and other important headquarters or points deemed appropriate. Courier transfer offices in this theater are located at Rome and Naples.

d. Responsibilities and Duties of Courier Transfer Officers - Courier transfer officers will be held strictly accountable for the safe handling of courier pouches at their respective control points and are

1.

R E S T R I C T E D

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

responsible that all mail under their jurisdiction is given complete protection against depredation, loss through neglect, damage from the elements or any other circumstances which would compromise its safety. Officers and others so charged will have handling procedure systemized in such a manner that definite responsibility can always be placed where damage, loss, depredation, or other compromise of mail matter occurs. Failure to establish a guard post, obtain a receipt for classified material, or otherwise adequately safeguard mail is considered a gross neglect of duty on the part of the responsible officers. They will not be given any other duties to perform that will conflict or interfere with their primary duty as Courier Transfer Officers. The main duties of courier transfer officers will be to:

- (1) Procure passenger manifests from the ATC or EATS as the case may be and select from those lists officer-passengers (commissioned, warrant and flight) to act as couriers.
- (2) Check AGO identification cards and travel orders of all officers selected to preclude selection of spurious individuals.
- (3) Deliver personally all courier pouches to designated officer-couriers and obtain receipt therefor.
- (4) Meet all incoming airplanes and take personal custody of all courier pouches arriving thereon, giving the officer-courier a receipt on WD, AGO Form No. 940 (Receipt from courier transfer officer to officer-courier).
- (5) Give all possible assistance to officer-couriers in safeguarding and accelerating the movement of courier pouches.
- (6) Give maximum protection to all courier pouches reaching their custody.
- (7) Make hand to hand delivery of pouch contents to addressees or their duly authorized representatives and secure receipts therefor on WD, AGO Form No. 941 (Receipt from addressee to courier transfer officer).
- (8) Assure expeditious dispatch of all mail received.

c. Officer-Courier - Any commissioned officer, warrant officer, or flight officer of the United States Army, Navy, Marine Corps, Coast Guard or specially designated civilian, may be designated as an officer-courier, but it is preferred that United States Army courier pouches be placed in the custody of United States Army officers. Members of plane crews will not be designated as officer-couriers. Courier transfer officers at control points will see that courier pouches are dispatched on the first available airplane,

R E S T R I C T E D

AFHQ Circular No. 4 (revised)

even if it is necessary to designate a new officer-courier to carry the pouches to the next point. If anyone designated as officer-courier refuses to act as such, a complete report of the circumstances will be made to The Adjutant General, Washington, D.C., through Hq MTOUSA, for appropriate action.

f. Receipt and Dispatch -

- (1) If the articles are to be delivered direct to a courier transfer office, they will be listed on Form NAP 26 (Revised) in duplicate and certification at bottom of form completed. (See Annex "A") Forms may be secured from any courier transfer office or they may be reproduced.
- (2) If the articles are to be forwarded through other message channels before reaching a courier transfer office, each accompanying invoice must bear the notation: "The articles listed hereon are classified CONFIDENTIAL or higher, and it is requested they be dispatched to destination by Army Courier Service", followed by the signature of an officer giving name, rank, and unit. All such items received at any message center will be expeditiously delivered or forwarded to the nearest courier transfer office for onward dispatch.

g. Preparation for Dispatch

- (1) Articles will be enveloped, wrapped, or bagged in accordance with paragraphs 26, 27, and 28 of AR 380-5 dated 6 March 1946 or War Department Pamphlet "Classification and Handling of Protected Documents", dated 1 April 1944.
- (2) Articles will show both a complete address and a return address. Unauthorized abbreviations will not be used. Articles will not be addressed to an individual. If they required the special attention of a particular officer at a headquarters or unit, the notation "Attn: _____" may appear in the address.
- (3) A reference or recording number will be placed on the outside cover, preferably directly under the return address, for recording purposes.
- (4) If the article is addressed to any point outside this theater and requires Air Transmission from origin to destination the notation "Air Service Required" will be stamped or typewritten near the address and followed by the signature of an officer, giving name, rank, and unit. Such notation or signature is not required for intra-theater mail.

R E S T R I C T E D

2403

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

(5) If the contents are such that the article should be in the personal custody of an officer from origin until final delivery to addressee, the notation "Via Officer-Courier" will be placed on the outside cover followed by the signature of an officer, giving name, rank and unit. This certification may be incorporated with the certificate required in subparagraph (4) above. The certification "Via Officer-Courier" will be held to an absolute minimum. Notations such as "Via Courier", "Air Courier", "Courier", "Safe Hand", and similar notations will not be placed on any article to be dispatched by United States Army Courier Service.

(6) The Army Courier Service will be used for the transmission of official matter only; private matters will not be dispatched by this means. Under no circumstances will explosives, inflammable materials, liquids, or valuables be submitted for transmission by Army Courier Service.

3. UNITED STATES ARMY POSTAL SERVICE

a. Definition of Service - An administrative service in The Adjutant General's Department for the supervision and coordination of mail operations throughout the military establishment.

b. Definition of Official Mail - Official mail is defined as any matter which is mailed by allied military or other government agencies under penalty envelopes or labels, and matter in penalty return envelopes furnished by them for replies. Penalty envelopes and labels are to be used for official business only.

c. Locations - - - U.S. Army Post Offices serve every United States Headquarters and unit in this theater. Official British mail addressed to American installations will normally be delivered thru United States Army Postal Channels.

d. Preparation and Dispatch.

(1) Top Secret matter may not be sent through United States Army Postal Service but may be sent through the Army Courier Service. Top Secret documents will be handled by specifically designated persons only, prepared for dispatch in the same manner as Secret material, but will only be transmitted by officer-courier. It is mandatory that transmission and custody of such matter be covered by a receipt system. (See paragraph 2 preceding for further details).

(2) Secret and Confidential matter will be prepared for mailing in accordance with paragraphs 26 and 28 of United States AR 380-5 dated 6 March 1946 and will be presented at the

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

registry window of an American APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points served thru United States Army Postal Service. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed for delivery thru United States domestic postal service.

- (3) Restricted and unclassified matter need not be registered, but may be registered if the sender desires. However, the registration fee and applicable surcharges must be paid in all such cases regardless of delivery address.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services and will not be used on the outer cover of mail matter by any other service in this theater.
- (5) Each article must bear a complete address and a return address.
- (6) No article addressed to a point outside this theater will exceed seventy (70) pounds in weight or one hundred (100) inches in length and girth combined. Official matter addressed to a point outside this theater which exceeds these limits will be referred to Transportation Branch, PBS for shipment via rail, surface vessel, or air as required.
- (7) (a) Postage is not required on official mail addressed for delivery by the United States Army, Navy, or domestic postal service except as indicated in subparagraphs (7c) and (8).
- (b) Official letter mail (not including parcel post) that is mailable in penalty envelopes in the domestic mails of the United States may be mailed in penalty envelopes to the following foreign countries:

2402

Bolivia
Canada
Chile
Colombia
Costa Rica
Cuba
Dominican Republic

Ecuador
Guatemala
Haiti
Honduras
Mexico
Newfoundland (including Labrador)
Nicaragua

Panama
Paraguay
Peru
Salvador (El)
Uruguay
Venezuela

- (c) Official mail for countries not listed in paragraph (7b) above require postage at International Postage rates.

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

- (8) Official mail is generally given air dispatch to point of entry into the United States. From there it continues to destination via rail. If dispatch via air to a point within the United States is desired, each piece must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "WD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce. WD ESSENTIAL OFFICIAL AIR MAIL in envelopes or containers exceeding 10 inches by 14 inches, intended for transmission by air outside the theater, will bear the written signature, grade and arm or service of a commissioned officer under the identifying indorsement specified. Air mail to a point within the United States will be used only when transmission is urgent. When ordinary postage stamps are used in lieu of air mail stamps on envelopes or wrappers of such official mail, the words "By Air Mail" will be written below the stamps.
- (9) The British Signal Dispatch Service can also be utilized for the dispatch of official mail to Balkan Countries.
- (10) Under no circumstances will explosives, inflammables, liquids or other matter forbidden by United States Postal Laws and Regulations, be presented to the Army Postal Service for transmission.

4. BRITISH ARMY POSTAL SERVICE

a. Definition - A service for the delivery of official allied mail excluding that classified SECRET OR TOP SECRET.

b. Locations - British APO's are located within reach of every British headquarters and unit in this theater.

c. Conveyance - Official correspondence is given air conveyance within the theatre when aircraft capacity will permit and acceleration in delivery would result. Official items not exceeding 1 oz. in weight addressed to the United Kingdom and British Forces generally are given air conveyance from this theatre when such a means of conveyance exists.

d. Preparation for Dispatch - Unregistered Correspondence.

- (1) All official correspondence posted in a British Army Post Office will show clearly the forwarding address on the front of the cover and a return address on the back. The addresses will be full and complete in accordance with the instructions contained in paragraph 3 of the publication "Postal Notes for units and Department" issued with GRO 682/43 and amended by GRO 1311/45.
- (2) Each item will be inclosed in an CHMS cover or otherwise be endorsed "Official" and certified by an officer.
- (3) Each item will be made up in a strong cover appropriate to its contents.

R E S T R I C T E D

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

e. Preparation for Dispatch - Registered Correspondence - Only CONFIDENTIAL mail need be registered but other types of official mail may be registered at the discretion of the sender. In addition to the regulations contained in paragraph d above the indicated regulations below apply to registered correspondence.

- (1) The word "Registered" will be printed on the address side of the cover. The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services and will not be used on the outer cover of mail matter by any other service in this theater.
- (2) The address will be written in ink or indelible pencil, printed or typewritten.
- (3) If the item is sealed by means of an economy label the latter will be fully gummed to the cover and sealed with wax at the points where it passes over the flap of the cover.

f. Postage Rates - The postage rates payable on official mail together with the regulations regarding weight and dimensions are shown at Annex "B".

5. SIGNALS DISPATCH SERVICE (SDS)

a. Definitions

- (1) Signals Dispatch Service (SDS) - Comprehensive term replacing Express Letter Service (ELS) - and covering all forms of dispatch carrying services (excluding the United States Army Postal Service and United States Army Courier Service) are individually defined as:

Dispatch Rider Service (DRS) - replaces DRIS
 Motor Dispatch Service (MDS) - replaces MDIS
 Air Dispatch Service (ADS) - replaces ADLS*
 Train Dispatch Service (TDS)

2491

*Note: While operated by AFHQ, AFHQ-ADLS will retain its present designation and form part of SDS.

- (2) AFHQ Dispatch Letter Service (AFHQ-ADLS) - For the fast safe delivery of all official dispatches warranting a No. 1 Air Priority to major headquarters within this theater.

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

- (3) Signals Dispatch Office (SDO) - All offices handling SDS traffic regardless of the method or methods of disposal employed in that particular office. The term SDO will apply to any type of dispatch handling office.

b. The Signals Dispatch Service Carries:

- (1) TOP SECRET and SECRET official correspondence.
- (2) CONFIDENTIAL, RESTRICTED, and UNCLASSIFIED official correspondence which warrants urgent treatment.
- (3) Signal messages which cannot be cleared by electrical means.

c. SDS to United Kingdom - Owing to gradual reduction of SDS in the United Kingdom any package sent there is liable to be diverted to the civilian post. TOP SECRET are NOT allowed to be sent by post. In consequence:

- (1) TOP SECRET packages will be addressed as in paragraph 5, f (1) (f) in order to ensure that they are not so directed.
- (2) RESTRICTED and UNCLASSIFIED packages will be sent by post unless addressed to War Office, Home Commands or Districts, or of an especially urgent nature.

d. Priorities

- (1) Where a degree of urgency is associated with a dispatch the originator will use an appropriate priority as laid down in ACI 896/45. No specific method of disposal will be indicated by originators but will in all cases be decided by Signals.
- (2) Packages of priority IMMEDIATE or above will, within CMF, be dispatched by the first available aircraft or by special dispatch rider (SDR).
- (3) Packages of priority IMPORTANT will, within CMF, be dispatched by routine SDS but will take precedence over non-priority packages should the amount that can be sent on a particular service be restricted.
- (4) Formation commanders will be responsible for deciding the appointment of originators at their Hq which entitles them to endorse dispatches with any particular degree of priority.

e. Registration - Originators will register dispatches in the following instances:

R E S T R I C T E D

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

- (1) Where a receipt is required under the terms of "Classification and handling of Protected Documents 1944".
- (2) Where dispatches are a priority IMPORTANT and above.
- (3) Where for some special reason, a receipt is required and would not be given under (1) or (2).
- (4) Where packages of SECRET or CONFIDENTIAL nature are addressed the United Kingdom.

f. Marking of Dispatches

- (1) Registered Material - Originators will insert the following details on the outer cover of all dispatches which they intend to be registered.
 - (a) Address (to include, where known, the formation under whose command a unit is).
 - (b) Originator's number (bottom left)
 - (c) Originator's address including the formation under whose command unit is e.g., S FD PD COY RE, Y SUB AREA (to be inserted immediately below the originator's number).
 - (d) Officer's signature (bottom right)
 - (e) The marking REGISTERED SDS (top right, below priority).
 - (f) In the case of TOP SECRET packages addressed to the United Kingdom, NOT BY POST will be marked on the top right hand corner of the outside envelope underneath the marking REGISTERED SDS.

NOTE 1.- ALL TOP SECRET and SECRET documents, and CONFIDENTIAL documents bearing code reference numbers will be enclosed in two envelopes, the inner only being marked with the security classification (paragraph 16 of "Classification and Handling of Protected Documents 1944" refers).

- (2) Unregistered Material - Unregistered material will be marked SDS. Originators will insert the following details on all unregistered material.

- (a) Address (to include, where known, the formation under whose command a unit is).

R E S T R I C T E D

2400

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

- (b) Originator's number (bottom left)
- (c) Originator's address, including the formation under whose command a unit is e.g., X FD PK COY, Y SUB AREA, (to be inserted below the originator's number).
- (d) The marking SDS (top right)

g. Size of Dispatches

- (1) Dispatches for transmission by SDS will not exceed in size 14in x 8in by 1 inch and in weight 1 lb.
- (2) If originators have larger dispatches for disposal they will consult Signals, who will advise whether it is possible to accept them for disposal by SDS.

h. Nature of Dispatches - The SDS will be used for the transmission of official matter only; private matter will not be dispatched by this means. Under no circumstances will explosives, inflammable materials, liquids, clothing money (including cheques) or valuables be submitted for transmission by SDS. Signals are authorized to open suspected packages and to return to the originator any package contravening these regulations.

i. Official Matter for Private Addressees - No traffic for civilian or private addressees within ITALY will be accepted by SDS.

6. PROTECTION AND SECURITY

a. Commanding Officers (both British and American) and all others concerned are reminded of their responsibility that all official and personal mail under their jurisdiction is given complete protection against depredation, loss thru neglect, damage from the elements or any other circumstances which would compromise its safety. Officers and others so charged will have handling procedure systemized in such a manner that definite responsibility can always be placed where damage, loss, depredation, or other compromise of mail matter occurs. Failure to establish a guard post, obtain a receipt for classified material, or otherwise adequately safeguard mail is considered as gross neglect of duty on the part of the responsible officers.

b. With the exception of motorcycle dispatch riders, vehicles transporting mail will carry an armed guard who in an open type vehicle will ride in the rear to insure that mail does not fall out or that mail is not removed or molested in any way. Motor dispatch riders will carry side arms at all times. When a vehicle is being loaded or unloaded both guard and dispatcher will check to insure that all mail meant for loading or unloading is so handled prior to departure of vehicle, and that no mail is inadvertently overlooked. Both driver and guard are charged with and must assume full responsibility for the protection of mail committed to their custody. The loss, damage, or compromise of mail through carelessness will result in severe disciplinary action for those involved.

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

c. No persons who have not been specifically authorized by the responsible officer dispatching the vehicle will be allowed to ride in postal trucks or other mail vehicles while mail is being carried therein. A record will be maintained of the persons who were so authorized showing the particular trip covered by the authorization.

d. The driver or guard of the vehicle assigned to transporting this mail will check and sign for all classified material intrusted to his care. In turn he will obtain a receipt for mail turned over to the next handling agency.

e. In all cases involving depredation, rifling, loss of mail matter, or damage to mail by fire or other causes, an immediate report will be made to the major headquarters.

f. Special couriers will submit a report of all instances where trouble is experienced in obtaining proper receipt or any delays involving courier mail.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

T. S. AIREY
Major General
Chief of Staff

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD *Tilley*
Adjutant General

2 Incls:

- 1 - Annex "A"
- 2 - Annex "B"

DISTRIBUTION:

2349 D

R E S T R I C T E D

Annex "A" to AFHQ Circular 4

ARMY COURIER SERVICE
Receipt to Mailers

TO: Courier Transfer Office _____
(Place)

FROM: _____ Date _____
(Headquarters, Unit or Section)

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

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

Received the above described articles _____
(Name) (Grade Hq or Sect.)
(Date) (Hour)

(Name) (Grade)

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

(NAP 26 (revised))

R E S T R I C T E D

ANNEX A
AFHQ Circular No. 4, 1946

R E S T R I C T E D

Annex "B" to AFHQ Circular 4

POSTAGE RATES, ETC, FOR OFFICIAL
MAIL AT BRITISH ARMY POST OFFICES.1. Letters and Letter Packets.

Destination	Limit of weight	Limit of Size	Postages Rates	Registration Fee	Other Conditions
Within theatre, British Empire (except INDIA) Br. Mandated Territory, EIRE HM Ships.	22 lbs	Length 2 feet Width 18 inches Depth 18 inches	FREE	FREE	
INDIA	11 lbs	2'11" in length width and depth combined; greatest dimension not to exceed 23½".	FREE	3d	In the case of letters in roll form the length plus twice the diameter must not exceed 3 feet 3 inches nor the greatest dimension 2 feet 8 inches.
U.S.A.	4 lbs	3 feet in length width and depth combined; greatest dimension not to exceed 2 feet.	Not over 1 ounce 2½d. Each additional ounce, 1d.	3d	
Other Countries	4 lbs	3 feet in length width and depth combined; greatest dimension not to exceed 2 feet.	Not over 1 ounce 3d. Each additional ounce 1½d.	3d	

2397 2. Parcels.

Official mail transmitted by parcel post will be prepaid at the appropriate postage rates and conform to the limits of weight and size for the particular destination concerned. Full details may be obtained from any Army Post Office.

R E S T R I C T E D

JUL 29 1946

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

CIRCULAR)

NUMBER 3)

25 July 1946

SAFETY PRECAUTIONS - RANGES

1. When carrying out any training which includes the firing of "live" projectiles, all Allied troops in ITALY will inform the local Italian Military Authorities. "Live" projectiles cover all items such as grenades, mortar bombs, artillery and tank shells or any other projectile containing explosives. The object of this is to enable Italian authorities to search the area after firing and so prevent casualties to civilians from any unexploded projectiles.

2. Before firing takes place, the local Italian Military Territorial Headquarters will be informed of:

- a. Location of the range and boundaries of the danger area.
- b. Date and time firing will commence.
- c. Date and time firing will cease.

d. The headquarters of formation or unit to which a representative of the Italian Military Territorial Headquarters should report prior to proceeding to the range to carry out any examination of the area.

3. If a projectile which is known to have failed to explode cannot at once be destroyed or cannot be found, then details must be passed to the Italian Military authorities concerned.

4. Formations and units using ranges in VENEZIA-GIULIA will forward all information included in paragraphs 2 and 3 above to AMG, XIII Corps.

5. It is emphasized that these instructions in no way relieve formations and units from the responsibility of carrying out the normal range safety precautions and making every endeavour to render harmless any projectile which fails to explode.

2396 BY COMMAND OF LIEUTENANT GENERAL MORGAN:

T. S. AIRY
Major General
Chief of Staff

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
D

R E S T R I C T E D

RESTRICTED

50 15 EE
JUL 19 1946ALLIED FORCE HEADQUARTERS
APO 512CIRCULAR)
NUMBER 2)

16 July 1946

MILITARY COURTESY AND DISCIPLINE FOR PRISONERS
OF WAR AND SURRENDERED ENEMY PERSONNEL

1. Rescission. All instructions issued by Allied Force Headquarters, General Headquarters, Central Mediterranean Forces and by Headquarters, Mediterranean Theater of Operations, United States Army on above subject are hereby rescinded.

2. General. The purpose of this circular is to prescribe rules governing military courtesy to be observed by Prisoners of War and Surrendered Enemy Personnel in this theater.

3. Military Courtesy.

a. Military courtesy may be defined as the expression of consideration and deference accorded to a nation, to the national symbol of a nation, or to an individual by virtue of his rank or position in the military service of such nation. The rules governing military courtesy must be clearly stated so as to preclude the possibility of their being misunderstood.

b. Prompt observance and smart execution of military courtesies signify recognition of the consideration and deference to which the nation, or individual is entitled; recognition of the authority of that nation, or individual; and willingness to obey the valid and proper orders thereof.

2395 c. Slovenly, grudging, careless or perfunctory execution of military courtesies indicate discourtesy, lack of respect, and unwillingness to obey valid and proper orders.

4. Salutes and Honors. Prisoners of War and Surrendered Enemy Personnel shall render the prescribed salutes and honors set forth herein.

a. Indoors:

- (1) They will assume the position of attention and uncover when an officer of any of the United Nations military forces enters the room.
- (2) They will uncover, stand at attention and salute when reporting to an officer of any of the United Nations military forces, and shall again salute upon dismissal.

1
RESTRICTED

R E S T R I C T E D

AFHQ Circular No. 2 (Cont'd)

b. Out of Doors:

(1) They will assume the position of attention and salute when:

- (a) An officer of any of the United Nations military forces approaches.
- (b) Reporting to an officer of any of the United Nations military forces, and shall again salute upon dismissal.
- (c) Passing, or being passed by, the national color or standard of any of the United Nations.
- (d) The National Anthem of any of the United Nations or "To the Color" (or similar music) is played.
- (e) Flourishes, ruffles, march or other personal honors are rendered.

NOTE: When in formation the position of attention will be assumed by all; only the individual in charge will salute.

(2) When passed by a caisson or hearse bearing the remains of United Nations military personnel in a military funeral procession, and/or when they are in the area in which military funeral services are being conducted, they shall assume the position of attention and uncover.

c. Officers. Officers shall render the salutes and honors proscribed above, except that salutes to individuals are not required unless the officer being saluted is of equal or higher rank to the officer rendering the salute.

d. All officers of any of the United Nations military forces are expected to return all salutes rendered by Prisoners of War and Surrendered Enemy Personnel as required above; British and American Officers will be punctilious in this regard.

5. Salutes and Honors Among Prisoners of War and Surrendered Enemy Personnel. Prisoners of War and Surrendered Enemy Personnel will continue to render to their own officers the appropriate courtesies and salutes in effect prior to 1933, except as indicated herein:

- a. The Nazi Salute and the "Heil Hitler" greeting are forbidden.
- b. No German national anthem, "To the Color" or similar will be played or sung at any time.
- c. No Nazi anthems will be played or sung at any time.

2
R E S T R I C T E D

R E S T R I C T E D

AFHQ Circular No. 2 (Cont'd)

d. Public or private display of the Swastika, Nazi flags, or other paraphernalia of the Nazi party or any of its affiliated organizations is prohibited.

e. Flourishes, ruffles, and similar personal honors will not be rendered German Officers.

f. Military funerals for Prisoners of War and Surrendered Enemy Personnel may be permitted at the discretion of the Commanding Officers of Major Command under such limitations and with such restrictions as may be deemed necessary.

6. Maintenance of Proper Discipline. In order to maintain proper discipline

a. Prisoners of War and Surrendered Enemy Personnel will be marched at attention from compounds to places of work and return.

b. Prisoners of War and Surrendered Enemy Personnel will not be permitted to smoke while riding in vehicles, while marching between compounds and place of work, or while at work. They may be permitted to smoke during rest periods, during meal times, and upon completion of work. Violators will be subject to loss of tobacco ration for one week, or such disciplinary action as may be deemed appropriate.

7. The above instructions will be disseminated to all military personnel, as well as to Prisoners of War and Surrendered Enemy Personnel.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

OFFICIAL:

M. W. M. MacLEOD
Major General
Chief of Staff

23 *Ralph C. Tilley*
RALPH C. TILLEY
Colonel, AGC
Adjutant General

DISTRIBUTION:

D

RESTRICTED50800
ALCOM

JUN 21 1946

ALLIED FORCE HEADQUARTERS
APO 512CIRCULAR)
NUMBER 1)

19 June 1946

ALLIED FORCE RECORDS ADMINISTRATION

Circular Number 8, this headquarters, dated 18 July 1945, as amended by Circular Number 9, this headquarters, dated 13 August 1945, is further amended as indicated:

1. The reference to "MTOUSA Circular Number 64, 29 April 1945", in Section I, paragraph 3 Section II, paragraph 5 (2) Section III, and paragraph 8 Section IV, is changed to MTOUSA Circular Number 35, 12 March 1946.

2. Paragraph 9a Section IV, Circular Number 8, this headquarters, 1945, is superseded by the paragraph below:

"IV. 9. a. The combined records that are identified for reproduction will be directed to Allied Force Microfilming and Records Depot, APO 794, US Army (freight address: c/o Allied Commission, Via Vittoria Veneto, Rome, Italy). Records will be carefully screened to eliminate valueless materials (nonrecords) and to insure a uniform arrangement of the folders or binders (see paragraphs 9c (1) and (2), below). Wrinkled or torn documents will be smoothed or mended, and staples or paper clips will be removed in so far as possible. The titles or symbol designation of each file must appear on its cover or binder."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

2393

OFFICIAL:

M. W. M. MacLEOD
Major General
Chief of Staff

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
DRESTRICTED

R E S T R I C T E D
ALLIED FORCE HEADQUARTERS
APO 512

DCK/fs

13 August 1945

CIRCULAR)
NUMBER 9)

ALLIED FORCE RECORDS ADMINISTRATION

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

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

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

date

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

(Name)

(Grade)

(Organization)"

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

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

DISTRIBUTION:

D

R E S T R I C T E D

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

Chief
Comm.
(240)

CIRCULAR)
NUMBER 8)

16 July 1945

ALLIED FORCE RECORDS ADMINISTRATION

References	I
General Objectives	II
Organization and Responsibilities	III
Preparation of Records for Shipment	IV

I--- REFERENCES

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

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

II-- GENERAL OBJECTIVES

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

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

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

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

-1-

RESTRICTED

File 8.

46/1

R E S T R I C T E D

AFHQ Circular #8 (cont'd)

III- ORGANIZATION AND RESPONSIBILITIES5. Allied Force Organization for Records Administration

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

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

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

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

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

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

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

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

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

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

R E S T R I C T E D

AFHQ Circular #8 (cont)

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

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

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

(1) The organization of the files to facilitate their disposal (destruction), retirement (storage), or microfilming.

(2) The destruction of valueless records (nonrecord material) in accordance with War Department and War Office directives.

(3) Shipment to Allied Force Microfilming and Records Depot, for microfilming, all noncurrent records reflecting a joint British-American function, operation, or transaction considered to be of permanent value.

(4) Shipment of all noncurrent records that are strictly American in character and of permanent value, to the MFOUSA Records Depot.

(5) Shipment of records no longer required for current use that are strictly British in character, to GHQ 2nd Echelon, CEF.

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

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

7. Precautionary Measures

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

R E S T R I C T E D

R E S T R I C T E D

AFHQ Circular #E (cont'd)

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

IV-- PREPARATION OF RECORDS FOR SHIPMENT

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

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

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

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

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

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

R E S T R I C T E D

AFHQ Circular # (cont'd)

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. Christensen
C. W. CHRISTENSEN
Colonel, LGD
Adjutant General

DISTRIBUTION:

D

1 Inclosure:
Appendix "A"

2389

-5-

R E S T R I C T E D

8
RESTRICTED

APPENDIX "A" to AFHQ Circular #8

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

SUBMISSION OF WAR DIARIES AND PRESERVATION OF DOCUMENTS OF HISTORICAL VALUE

INSTRUCTIONS IN FORCE IN THE MEDITERRANEAN THEATER

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

* * * * *

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

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

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

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

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

2. The following classes of documents will be preserved:

- 2388
- (a) Papers relating to:
 - Formation of (a) Armies, corps, divisions, etc.
 - (b) New formations, etc., e.g. Reconnaissance Corps, Pioneer Corps.
 - Occupation of historical buildings and sites.
 - (b) Papers containing decisions on important matters of departmental policy.
 - (c) Papers (including duplicates and copies) in connection with military operations, e.g. initiation and execution of military operations and all correspondence and reports in regard thereto; war diaries; maps and plans relating to operations; operation orders; reports and instructions; defence schemes; orders of battle; location statements; situation reports; reports on wear and tear of guns; gun and ammunition statements; ammunition expenditures; notes on engineering work;

RESTRICTED

R E S T R I C T E D**APPENDIX "A" to AFHQ Circular #8 (cont'd)**

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

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

3. Selection and disposal of documents:

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

Units and Formations at Home

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

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

Units and Formations Abroad

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

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

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

R E S T R I C T E D

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

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

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

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

(e) Secret - Accountable documents and - Security B - documents should be returned to the Under Secretary of State, The War Office (C.2.c).

(f) When no longer required, soldiers' documents (see para 2 (d) above) should be sent to GHQ 2nd echelon concerned.

(g) When no longer required, medical documents (see para 2 (f) above) should be sent to the Medical History of the War Committee, The War Office (A.H.D.2).

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

PART I

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

- | | |
|--|-------------|
| 1. Application for, or transmission of, Forms, Circulars, Publications, Returns, Books or Maps. | Forthwith. |
| 2. Covering Letter, Letters of Acknowledgement, Reminders, or Requests for Observation. | Forthwith. |
| 3. Anonymous or Unintelligible Letters. | Forthwith. |
| 4. Obsolete Card Indexes. | Forthwith. |
| 5. Minor correspondence, unregistered papers, books, etc., the value of which ceases on settlement of the matter involved. | Six months. |
| 2387 6. Returns which are required for temporary purposes only or have been consolidated in other returns. | Six months. |
| 7. Duplicates and copies of documents filed elsewhere. | Six months. |
| 8. Telegrams of an unimportant and ephemeral character. | Six months. |
| 9. Other Papers, whether registered or unregistered, of a purely routine nature. | One Year. |

RESTRICTED

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

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

PART V

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

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

RESTRICTED

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

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

2386

*Correspondence only.

R E S T R I C T E D

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

Item No. and Class of Documents	Period after which Documents may be destroyed.
H. Stores and Supplies--Clothing; Equipment; Forage; Handing over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc.	Eighteen months.
N. Training--Course of Bombing, Musketry, Signalling, etc.	Six months.
O. Transport--Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc.	One year.
196. Copies of the following documents, the originals of which have been duly audited:	
Equipment Ledgers (with duplicate vouchers). Returns of Medicines (With duplicate vouchers). Abstract of Hospital Stoppages; Diets and Extras (A.F.F 735). Clothing Ledgers (with A.F.W 3068 - Transfer; Clothing and Necessaries Statement; W3505-- Company Summary of Issue of Clothing and Necessaries; and W3506--Company Indent of Clothing and Necessaries).	Forthwith.

HEADQUARTERS ALLIED COMMISSION
APO 394Suspense CIRCULAR # 8Date 20/7

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

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

2335

Remarks: _____

R E S T R I C T E D

DCK/nr

ALLIED FORCE HEADQUARTERS
APO 512*Chief Commissioner*CIRCULAR)
NUMBER 7)

27 April 1945

Routing of Long Distance Telephone Calls I
Instructions for Allocation and Assignment of Captured Enemy Materiel III -- ROUTING OF LONG DISTANCE TELEPHONE CALLS

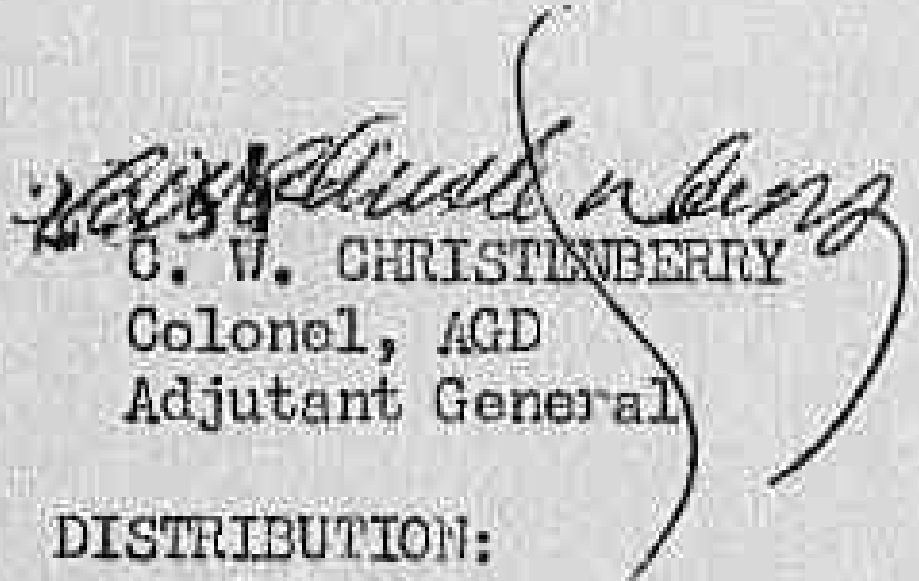
The practice of telephone subscribers routing their own long distance calls through intermediate switchboards is resulting in unnecessary delay and confusion. To expedite the completion of long distance calls over the most direct route available, subscribers will ask the originating operator for the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

II - INSTRUCTIONS FOR ALLOCATION AND ASSIGNMENT OF CAPTURED ENEMY MATERIEL

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:

D

R E S T R I C T E D

R E S T R I C T E D

DCK/fs

ALLIED FORCE HEADQUARTERS
APO 512*Chief Commissioner*

CIRCULAR)

NUMBER 6)

25 April 1945

DAMAGE TO ELECTRIC POWER LINES

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

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

W. D. Morgan
233 W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:

D

R E S T R I C T E D*40/cc*

RESTRICTED

DCK/wfb

ALLIED FORCE HEADQUARTERS
AFO 512

CIRCULAR)

NUMBER 5)

11 April 1945

Road Traffic Control Code. I
 Title to Italian Army Vehicles II

I -- ROAD TRAFFIC CONTROL CODE

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

For British Vehicles

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

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

For US Vehicles

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

II - TITLE TO ITALIAN ARMY VEHICLES

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

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

2. All other vehicles of the Italian Armed Forces

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

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

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

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

- 1 -

RESTRICTED

46/c

2382

R E S T R I C T E D

AFHQ Circular # 5 (cont'd)

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

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

DISTRIBUTION:

D

R E S T R I C T E D

RESTRICTED

DCK/ar

SO TO CHIEF Commissioner

ALLIED FORCE HEADQUARTERS
APO 512

MAR 20 REC'D

CIRCULAR)
NUMBER 4)

17 March 1945

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

I -- PAYMENT OF ALLIED FORCE PERSONNEL IN HOSPITALS

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

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

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

UNITED STATES

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

BRITISH

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

II - RESCISSION OF CIRCULARS

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

1943 Series

Section	Circular	Subject
2381 VI	2	Handling of Prisoners of War
III	15	Aerial Photographs
III	19	Functions of the Censorship Branch (INC) AFHQ
IV	39	AWOL's and Deserters
IV	49	Subsistence of Army Officers Aboard Navy Transports
V	56	Hospitalized Personnel
II	66	British and American Motor Lubricants
II	73	Petroleum Products - Treatment of Leaking Containers
I	76	Use of Enemy Mines, Grenades or Explosives for Training
II	76	Safety Precautions for Transportation of Military Explosives by Rail
All	78	Use of Gas Alarms
All	83	Workmen's Compensation in Italian Territory

- 1 -

RESTRICTED

46/CC

R E S T R I C T E D

AFHQ Circular # 4 (cont'd)

1944 Series

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

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

DISTRIBUTION:

D

RESTRICTED

SO TO CHIEF COMMISSIONER

DCK/ar

ALLIED FORCE HEADQUARTERS
APO 512CIRCULAR)
NUMBER 2)

6 February 1945

OFFICIAL MAIL

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

1. Channels

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

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

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

2. U.S. Army Courier Service

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

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

c. Receipt and Dispatch

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

- 1 -
RESTRICTED

R E S T R I C T E D

AFHQ Circular # 2 (cont'd)

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

d. Preparation for Dispatch

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

RESTRICTED

AFHQ Circular #2 (cont'd)

c. Unauthorized Use

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

3. Air Dispatch Letter Service

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

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

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

d. Preparation for Dispatch

RESTRICTED

AFHQ Circular #2 (cont'd)

(1) Registered ADLS

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

(2) Unregistered ADLS

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

c. Unauthorized Use

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

RESTRICTED

(RESTRICTED)

AFHQ Circular #2 (cd. d)

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

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

4. U.S. Army Postal Service

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

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

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

d. Preparation and Dispatch

(1) Top Secret matter may not be sent through the U.S. Army Postal Service.

(2) Confidential and Secret mail will be prepared in accordance with AR 330-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.

RESTRICTED

RESTRICTED

AFHQ Circular #2 (cont'd)

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

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

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

- (8) Official mail weighing not in excess of four (4) pounds will be given air dispatch within the theater, within the limits of available air space. Articles weighing in excess of four (4) pounds, the urgency of which requires air transmission to destination, must bear the stamped or typewritten indorsement in capital letters "D ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of an officer which will be taken as a certification that the article requires air dispatch.
- (9) If dispatch by air from the theater is necessary, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "D ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce. D ESSENTIAL OFFICIAL AIR MAIL in envelopes or containers exceeding 10 by 14 inches intended for transmission by air outside the theater, will bear the written signature,

RESTRICTED

AFHQ Circular #2 (Cont'd)

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

5. British Army Postal Service

a. Definition - A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential".

b. Locations - British APO's are located within reach of every British headquarters and unit in this theater.

c. Conveyance - Official correspondence is afforded priority treatment in the British APS and daily dispatches are made between British APO's. Official articles of letter size for addresses within the theater are given air conveyance whenever aircraft capacity will permit and acceleration in delivery would result. Official articles for addresses outside the theater are conveyed by surface mail.

d. Preparation and Dispatch

(1) Top Secret and Secret material may not be sent through the British Army Postal Service.

(2) Confidential mail will be prepared as required and must be presented at the registry window of an APO for registration. Fees for registration are shown in Annex "B" attached.

(3) Restricted and unclassified matter need not be registered.

(4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services.

(5) Each article will bear a complete forwarding address. Abbreviations will not be used. Place names will not be used in the address.

(6) Official correspondence will be accepted for transmission subject to the conditions set forth in Annex "B".

BY COMMAND OF FIELD MARSHAL ALEXANDER:

JOHN HARDING,
Lieutenant General,
Chief of Staff.

OFFICIAL:

W. C. STEVENSON
Colonel, AGD,
Adjutant General.

2 Incls:
Annex "A" and "B"

DISTRIBUTION:
"D"

- 7 -
RESTRICTED

CONFIDENTIALHEADQUARTERS
HEADQUARTERS COMMAND ALLIED FOR
Office of the Intelligence Officer
APO 512, US ARMY

FEB 23 RECD

16 February 1945

Subject: Lost Military Intelligence Service Credentials.

To : Intelligence Officers, All Units.

1. The following Military Intelligence Service credentials have been lost:

Cred No.	Type	Issued to	Description & Location of Loss
a. C-1460	Gold Badge	Ira. B. Kirkland, Special Agent CIC	Gold Shield of U. S. War Department with lettering, "War Department Military Intelligence". Lost in the vicinity of Port Area, Bastia, Corsica.
b. C-317	Gold Badge	Robert J. Caldwell, Jr., Special Agent CIC.	Gold Shield of U. S. War Department with lettering, "War Department Military Intelligence". Lost in the vicinity of Naples, Italy.

2. In the event these badges are found they should be returned to the Assistant Chief of Staff, G-2, AFHQ, APO 512, by registered mail together with a complete report relative to recovery.

3. If these badges are found in the possession of an unauthorized person, such person should be placed in custody and the Chief, Counter Intelligence Section, G-2 Section, AFHQ, be notified by the most expeditious means. All credentials presented for identification should be carefully examined.

Reproduced by Hq 2675th Regt Allied Commission,
(Overhead), APO 394, 22 February 1945 *HRW*./s/ Rufus H. Boyd
RUFUS H. BOYD,
Captain, Inf.,
Intelligence Officer.237 312:1
(16 Feb 45)

HEADQUARTERS, 2675TH REGIMENT, ALLIED COMMISSION, (OVERHEAD), APO 394, U. S. Army, 22 February 1945.

TO: See Distribution.

Immediate compliance with basic communication will be accomplished should credentials be found.

BY ORDER OF COLONEL PARKIN:

DISTRIBUTION:

- 1 - Units this Regt.
- 1 - Sub-Com & Sec Allied Commission.
- 1 - S-2 this Regt.

CONFIDENTIAL**CONFIDENTIAL**
F. R. Wermuth
F. R. WERMUTH
CWO USA
Asst Adjutant

8
S/o staff/comm cc 1231
RESTRICTED DCK/ar DEC 23 1944ALLIED FORCE HEADQUARTERS
APO 512CIRCULAR)
NUMBER 30)

19 December 1944

Wounded Progress Reports of U.S. Army Battle Casualties I
Long Distance Telephone Facilities III -- WOUNDED PROGRESS REPORTS OF U.S. ARMY BATTLE CASUALTIES

1. AFHQ Circular Number 80, 1943, is rescinded effective 1 January 1945.

2. Due to recent War Department directives concerning Wounded Progress reporting, the provisions of Circular Number 80, will not be applicable in this theater after the above date.

II - LONG DISTANCE TELEPHONE FACILITIES

1. In view of the limited telephone facilities available within the Theater it is necessary that the most efficient use possible be made of all circuits in the long distance network. Considerable circuit time is currently being lost while the information operator at the distant switchboard looks up the number of the called party. In order to limit this lost circuit time to the minimum practicable, the following procedure will be followed:

a. All long distance calls will be placed by number when the number is known by or listed in directories available to the calling party.

b. If the number is not known by, or listed in any directory available to the calling party, the number will be requested from the information operator associated with the calling party's switchboard.

c. If the number cannot be made available by the local information operator as outlined in 1 b above, the calling party will then obtain the number from the information operator associated with the distant switchboard.

d. Wherever a definite community of interest exists between officers assigned to separate headquarters, telephone number lists of those officers frequently called at distant headquarters will be maintained by all concerned.

By command of Field Marshal ALEXANDER:

JOHN HARDING,
Lieutenant General, Chief of Staff.

OFFICIAL:

C. W. CHRISTENBERRY,
Colonel, AGO,
Acting Adjutant General.

DISTRIBUTION:

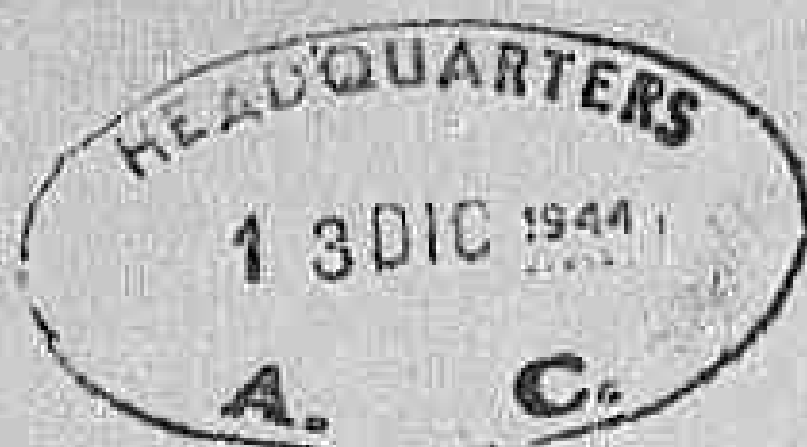
"D"

- 1 -

RESTRICTED

FILES A

SO TO CHIEF COMMISSURER



RESTRICTED

DCK/ar

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)
NUMBER 29)

9 December 1944

Removal of Materiel, Supplies and Stores from Italian Military Depots I
Rescission of Circulars II

I -- REMOVAL OF MATERIEL, SUPPLIES AND STORES FROM ITALIAN MILITARY DEPOTS

1. Repeated instances have been reported of Allied troops removing materiel, supplies or stores from Italian Military Depots without proper authority. This is a violation of paragraph 1b, AFHQ Circular Number 13, 1944.

2. No materiel, supplies or stores will be removed from any Italian Military Depot, factory, or Italian Military organization, by units or individuals of this command without express written authority of one of the following Sub-Commissions of the Allied Commission at Rome:

- a. For stocks from Italian Army Depots, Land Forces Sub-Commission (LFLA).
- b. For stocks from Italian Navy Depots, Naval Forces Sub-Commission.
- c. For stocks from Italian Air Depots, Air Forces Sub-Commission.

In an emergency only, authority may be granted by the appropriate Liaison Officer of one of the above Sub-Commissions of the Allied Commission, in the area where depot or organization is located.

3. The above does not preclude the right of operational commanders to make such use of the items mentioned as may be necessary for operational reasons only.

4. The appropriate Sub-Commissions, Allied Commission, will post notices in Italian Depots, covering these instructions.

5. All commanders are directed to publish these instructions to members of their command, and to take appropriate action on any violations.

- 1 -

RESTRICTED

FILES 4

R E S T R I C T E D

AFHQ Circular # 29 (cont'd)

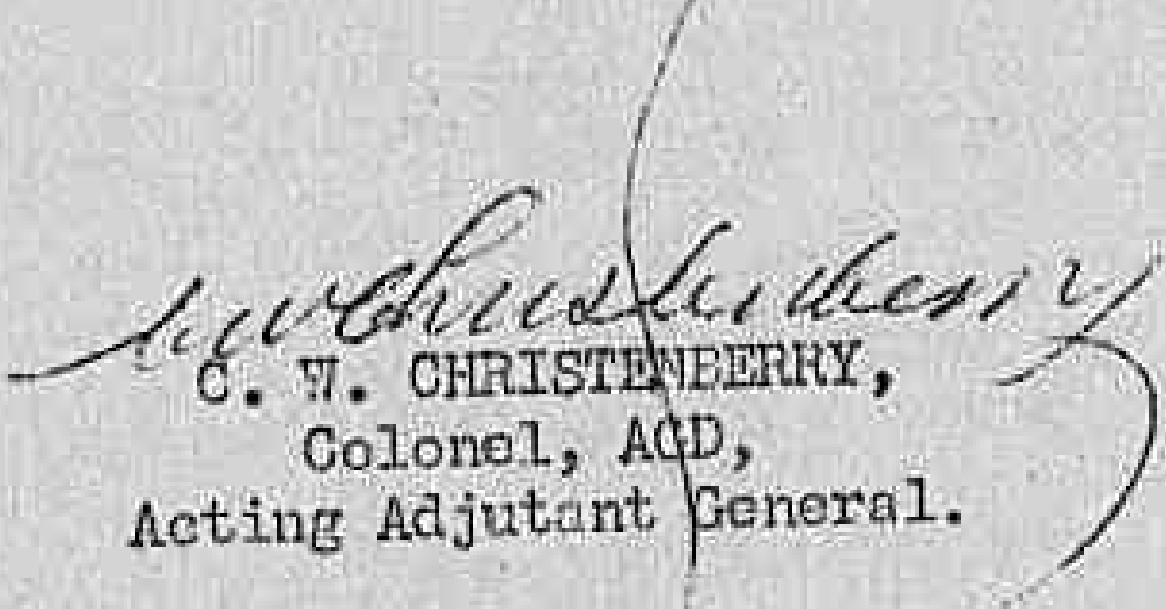
II - RESCISSION OF CIRCULARS

Section II, AFHQ Circular Number 12 and Section II, Circular Number 14, both 1944, are rescinded. Current data as to 1943 AFHQ Circulars may be found in Section III, AFHQ Circular Number 23, 1944.

By command of General WILSON:

J. A. H. GATHELL,
Lieutenant General, Chief of Staff.

OFFICIAL:


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

DISTRIBUTION:

"D"

R E S T R I C T E D

CROSS INDEX SHEET

AFHQ Circular #26

4 November 1944

INTERNATIONAL OUT-OF-BOUNDS SIGN

PURCHASE OF FOODSTUFFS BY THE ALLIED FORCES IN ITALY

Document filed in 579/CC Vol III

46/CC

2373

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512Chief Staff Officer
DCK/wpCIRCULAR)
:
NUMBER 21)

13 September 1944

PAYMENT OF ALLIED FORCE PERSONNEL IN HOSPITALS

Payment of United States Army Patients in United States Hospitals	I
Payment of United States Army Patients in British Hospitals	II
Payment of British Military Patients in British Hospitals	III
Payment of British Military Patients in United States Hospitals	IV
Designation of United States Army Finance Officers and British Paymasters	V

AFHQ Circular Number 7, 1944, is rescinded, and the following substituted therefor, effective 1 September 1944:

I --- PAYMENT OF UNITED STATES ARMY PATIENTS IN UNITED STATES HOSPITALS.

1. United States Army patients in United States hospitals will be paid in the normal manner. The Commanding Officer, Detachment of Patients, will have the payrolls prepared and present them for payment to the Finance Officer serving his hospital.

II -- PAYMENT OF UNITED STATES ARMY PATIENTS IN BRITISH HOSPITALS.

1. The responsibility for payment of United States Army personnel in British hospitals rests with the nearest Army Finance Officer, and Finance Officers will make periodic checks of British hospitals to see that such personnel are paid. However, partial payments for these patients under a procedure similar to that providing British patients with necessary payments has been arranged, as follows:

a. The O. C. Hospital will pay each enlisted patient the sum of one hundred fifty francs or 300 lire weekly from his imprest account, and will use the normal British Acquittance Roll (AFN 1513), which will be boldly endorsed at the top "U. S. Forces". The Acquittance Roll will be prepared in triplicate, and will contain the patient's serial number, rank, name in block letters, and unit. Soldier's receipt for the payment made should be shown with full Christian name, middle initial and surname (the same as shown in block letters). If soldier has no Christian name, the notation, in parenthesis, (initials only), should be shown opposite name in block letters. All entries must be typewritten or made in ink or indelible pencil.

b. Each United States enlisted man should have a Soldier's Individual Pay Record (UD Form Number 28) in his possession. If the enlisted man does not have a pay book, one should be obtained from the nearest United States Army Finance Officer. At the time payment is made, the O. C. Hospital will cause to be entered in each United States Army enlisted man's pay book the date of payment

- 1 -

RESTRICTED

R E S T R I C T E D

AFHQ Circular Number 21
 dtd 13 September 1944 (Cont'd)

(first column), and net amount paid in dollars (sixth column). Signature of the officer making payment and the name or number of the hospital will not be entered in the pay book.

c. Upon preparation of the acquittance roll, the O. C. Hospital will prepare a certificate of payments to United States enlisted personnel in the form attached as Appendix 'A'. This certificate will immediately be forwarded direct to the United States Army Finance Officer who will settle the acquittance roll, as designated in Section V, below. The United States Army Finance Officer receiving this certificate will promptly notify the commanding officer of each enlisted man named thereon of the partial payment or payments received by such enlisted man, and request that same be entered on soldier's service record (See Appendix 'B').

d. Original and duplicate copies of the Acquittance Roll will be forwarded to the local British Command Paymaster, (See Section V), immediately after payment has been made. Triplicate copy to be retained two months, then forwarded to local British Command Paymaster. The local British Command Paymaster will turn these rolls over to the designated Army Disbursing Officer, (See Section V), securing reimbursement therefor.

e. In the event that the partial payment outlined does not meet the emergency needs of the enlisted man serviced, the nearest Army Finance Officer will make the proper adjustment.

f. United States Army Officer patients desiring partial payments will be paid on United States WD Form Number 336, one white (original) and two yellow (duplicate and triplicate). Necessary forms may be secured by hospital authorities from the nearest Army Finance Officer. The data to be typed on officer's pay voucher should be secured from pay data card in possession of officer. The O. C. Hospital will fill out the following lines on form:

- (1) Line (1), name of payee, rank and organization, and serial number. (Also type the component, such as RA, AUS or NG).
- (2) Line (6), CREDITS: Write in "partial payment lump sum only, for the month of _____," and the amount in even numbers of dollars in proper column.
- (3) Item (16). Type in name, rank and organization, having officer sign full first name, middle initial and last name on proper line.
- (4) Item (18). Have officer sign on the line marked "Payee", the same as appears in Item (16).

g. O. C. Hospitals may pay United States officer patients up to \$25.00 on one voucher, and not to exceed \$50.00 in any calendar month. Amount paid and date of payment will be entered on reverse of officer's pay data card (WD AGO Form 77).

h. These officer's pay vouchers (two copies) will be forwarded by O. C. Hospital in the same manner as Acquittance Rolls, and will be disposed of

RESTRICTED

AFHQ Circular Number 21
 dtd 13 September 1944

(Cont'd)

as outlined in ld, above.

1. The O. C. Hospital will prepare and forward a certificate of payments to United States Army officers in the same manner as outlined in subparagraph g above for United States Army enlisted men.

2. Each United States Army Unit Commander is responsible that the following action is taken:

a. That upon receipt of advice from a United States Army Finance Officer of partial payment or payments, required entry is made in enlisted man's service record, and immediate acknowledgment made to the United States Army Finance Officer concerned.

b. That such partial payment or payments are entered and deducted on the next payroll.

c. That if enlisted man has been dropped from the rolls of his organization or transferred to another organization, advice is forwarded to enlisted man's new organization in order that the required entry may be made in his service record.

3. United States Army officers are responsible that any partial payments received by them are entered and deducted on their next regular pay vouchers.

4. Whenever possible, Commanding Officers will have their Personnel Officers prepare regular payrolls and pay vouchers for members of their units who are patients in hospitals, and present them to the nearest United States Army Finance Officer for payment.

III - PAYMENT OF BRITISH MILITARY PATIENTS IN BRITISH HOSPITALS.

1. British patients in British hospitals will be paid in the normal manner.

IV -- PAYMENT OF BRITISH MILITARY PATIENTS IN UNITED STATES HOSPITALS.

1. Whenever possible, payments to British Service Personnel in United States Army hospitals will be paid by British officers through regular British channels. In cases where it is not possible to carry out the above, the methods outlined below will be followed.

2. Method of paying British officers not paid through Regular Channels.

a. Army Officers

(1) All British Army officers should be in possession of an "Officer's Advance Book" (AFW 3241), (See Appendix 'C'), upon which cash advances may be drawn.

(2) British Army officers may receive the following maximum payments three times a month:

- 3 -
RESTRICTED

R E S T R I C T E DAFHQ Circular Number 21
dtd 13 September 1944

(Cont'd)

	Amount of Advance	
	<u>Francs</u>	<u>Lire</u>
2d Lieutenant and Lieutenant	1200	2400
Captain	1600	3200
Major	2000	4000
Lieut Colonel and Colonel	2400	4800
Brigadier	2800	5600
General Officers (ie, Maj Gen, Lt Gen and Gen)	3600	7200

(The above sums are based on Francs 200 to the Pound
and Lire 400 to the Pound).

- (3) It is important that the full postal address of the officer's private bank and his personal number be recorded on AFW 3241.

b. Royal Air Force Officers.

RAF officers should be in personal possession of an "Officer's Pay and Allowances Book" which contains a section showing a guide to cash issues. Payment can only be made on production of this. Cash issues within entitlement may be made, the payment being recorded in the payments section of the book, and the officer patient's receipt obtained on RAF Form 83, specially obtained for this purpose. The RAF Form 83 must be endorsed by the paying officer with a certificate to the effect that the payment has been entered in the Pay and Allowance book of the individual concerned. Under no circumstances should advances of PAY on AFW 3241 be made.

c. Royal Navy and Royal Marine Officers.

- (1) In the case of all personnel of the Royal Navy or Royal Marines, applications for advances of pay should be made by the Surgeon of the hospital to the nearest British Naval Base Accountant Officer, at Algiers, Bone, Manfredonia, Ancona, Maddalena, Augusta, Messina, Naples, Taranto, Bari, Leghorn or Brindisi.
- (2) An approximate statement of pay due per month is given in S43A (Pay and Identity Book) which should be in possession of all Naval personnel. This book, if available, should accompany a request for an advance of pay.
- (3) Should it be difficult, through the location of the hospital, to obtain an advance of pay direct from a Naval Base Accountant Officer, an advance within the amount due (as shown in S43A) may be paid, a signed entry of the amount advanced being entered on the appropriate page of S43A.
- (4) The United States Army Disbursing Officer will also complete and obtain the officer patient's receipt on AFN 1513, the name of the patient's ship being inserted in the column headed "Unit". If the officer belongs to "Cor" and Operations"

R E S T R I C T E D

R E S T R I C T E D

AFHQ Circular Number 21
 dtd 13 September 1944 (Cont'd)

organization, the fact should be so noted by adding the initials "C.O.".

d. Dominion Officers.

- (1) Dominion officers should be paid in accordance with their own pay procedure; that is, either on an advance of pay form as at a above, or on a pay and allowances book as at b above, whichever is applicable. Whatever form of receipt is obtained should be clearly endorsed with the title of the Dominion etc, eg, forms in respect of advances to Canadians to be clearly endorsed "Canadian Forces".

e. General.

- (1) The Advance of Pay Form should be completed and signed by the officer. The "Received from Cashier" line should show the description or number of the United States hospital. The Advance of Pay Form should be removed from the book by the Paying Officer and not by the payee. If not in possession of a book, the hospital authorities should supply a form from a book held for this purpose - (this will always apply to receipts obtained from RAF officers for advances made to them (see paragraph b, above).) Books will be supplied by the local British Command Paymaster.
- (2) The term "unit" on the Advance of Pay Form (AFW 3241) means Regiment or Corps. If the officer describes his unit as "101st Infantry Brigade", for example, this is not correct, he must enter his parent Regiment or Corps.
- (3) Officers requiring payment must prepare their own forms.

f. Disposal of Forms, etc.

- (1) Immediately after payments, the Finance Officer concerned will forward to the Finance Officer as designated in Section V below, all Advance of Pay Forms paid. The paid forms will be accompanied by a schedule in duplicate (See Appendix 'D'), giving the following information:
 - (a) Hospital
 - (b) Week of payments (inclusive dates)
 - (c) Rank, name and initials, unit of officer paid, plus amount paid.
- (2) The designated United States Army Finance Officer will transmit to the local British Command Paymaster (See Section V, below), the Advance of Pay Forms, together with one copy of the schedule. The local British Command Paymaster will remit to the designated United States Army Finance Officer cash to the value of the total amount of advances to British officers.

RESTRICTED

AFHQ Circular Number 21
dtd 13 September 1944

(Cont'd)

3. Method of paying British Other Ranks not paid through Regular Channels.

a. Payments.

- (1) Payments to other ranks should be made on Overseas Acquittance Rolls (British) AFN 1513, or on Partial Payrolls (American), as convenient.

- (2) Payment should be limited to the following amounts per week:

	<u>FRANCE</u>	<u>LIRE</u>
Warrant Officers; ie, Regimental or Company Sergeant Major:	150	300
Staff Sergeant and Sergeants:	120	240
Corporals and Bombardiers	100	200
Privates or equivalent rank	100	200

(The above sums are based on Francs 200 to the Pound
and Lire 400 to the Pound).

b. Preparation of Vouchers.

- (1) The following information is required in respect of every other rank paid:

- Army etc. number
- Rank and name (Initials of Christian names are sufficient)
- Amount paid in local currency
- Receipt of soldier, or airman, etc.
- Unit of soldier, etc. (ie, Regiment or Corps, Air Force Unit, or ship, to be entered in the Unit column on right of form).
- Date of payment

- (2) If paid on British Overseas Acquittance Rolls, the roll should be headed with the description or number of the United States hospital and the certificate at the foot should be completed by the United States Army Finance Officer making payment. Three copies should be made in all. If payment is made on Partial Payrolls (American), the roll should be headed with the description or number of the United States hospital and the second only of the three certificates on the front of the Partial Payroll should be completed by the paying officer.

- (3) The Commanding Officer, Detachment of Patients, of each United States hospital accomodating British patients will prepare the necessary Acquittance Rolls to show the information required above.

- (4) Copies of all British forms referred to can be obtained on demand from the local British Command Paymaster.

RESTRICTED

R E S T R I C T E D

AFHQ Circular Number 21
 dtd 13 September 1944

(Cont'd)

c. General.

- (1) Every British other rank should have in his possession, and in which are recorded all cash payments made to him, a Pay Book as follows:

Army	AB 64 Part II
RAF	Pay Book (Form 64)
Navy	Pay and Identity Book - S43A

At the time the man signs for his pay, the paying officer should enter the sum paid in the man's Pay Book, the paying officer signing in the space provided.

- (2) In the case of Army other ranks only, the serial number of the payment should be recorded in AB 64 Part II and also marked against the relevant entry on the Acquittance Roll or Partial Payroll.
- (3) Acquittance or Partial Payrolls prepared for RAF personnel should be endorsed with a certificate to the effect that the payments have been entered in the airman's Pay Book (Form 64).
- (4) Ratings of the Royal Navy and other ranks of the Royal Marines will be treated in the same manner as indicated in paragraph 2 c above, for officers
- (5) To simplify matters for the United States hospital authorities, all payments to men of whatever British unit or branch of the service they belong can be made on the same Acquittance or Partial Payroll. Separate Acquittance Rolls must, however, be prepared for personnel of the Army, Royal Navy and Royal Air Force. The unit, etc, to which an individual belongs must be specified in detail. (See paragraph 3b (1) (c)). In case of a naval rating, the name of his ship must always be inserted, and if the rating belongs to the "Combined Operations" organization, the initials "C.O." must be noted in the Unit column in addition. Ratings serving in Defensively Equipped Merchant Ships should be shown in the Unit column as "D.E.M.S."
- (6) Payments to Dominion Forces should be similarly recorded and the title of the Dominion; eg, "Canadian Forces", clearly marked against the names of the men concerned on Acquittance Rolls or Partial Payrolls.
- (7) The Royal Army Pay Corps cannot make reimbursement for members of the British Merchant Marine. The British Consul should be contacted regarding cash requirements of British Merchant Seamen.

R E S T R I C T E D

AFHQ Circular Number 21

dtd 13 September 1944

(Cont'd)

d. Disposal of Forms, etc.

- (1) After payment two copies of the British Overseas Acquittance Roll will be forwarded to the Finance Officer as designated in Section V, below. Said Finance Officer will, upon receipt of the rolls demand the total payment from the local British Command Paymaster, enclosing the original roll, and if possible, a summary in schedule form.
- (2) Where payments are made on Partial Payrolls, the original and duplicate will be forwarded to the designated Finance Officer, and dealt with in a similar manner to the British Overseas Acquittance Rolls. Reimbursement to the designated Finance Officer will be made by the local British Command Paymaster.

e. Actual Payment.

Payments of Officers' Advance of Pay forms or on Acquittance Rolls should be made the same as for United States Army patients, either by the regular paying United States Army Finance Disbursing Officer who serves the hospital, or by a Class "A" Agent Finance Officer. The Finance Officer from whose accounts the funds are provided will forward the forms and Acquittance Rolls, etc, as a cash transfer of funds to the Finance Officer, as designated in Section V, below, in accordance with the instructions at paragraphs 2f and 3d, above.

V --- DESIGNATION OF UNITED STATES ARMY FINANCE OFFICERS AND LOCAL BRITISH COMMAND PAYMASTERS.

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

<u>UNITED STATES</u>	<u>BRITISH</u>
Captain R. A. Alexander, FD Symbol 211-072, Finance Officer 24th Finance Disbursing Section APO 534, U.S. Army	North Africa <u>and Corsica</u> The Command Paymaster, No. 2 Command Pay Office, Casino La Corniche, Pointe Pescade, Algiers.
Major H. A. Miner, FD Symbol 211-649, Finance Officer 25th Finance Disbursing Section APO 570, U.S. Army	Italy, Sicily <u>and Sardinia</u> The Command Paymaster, No. 8 Command Pay Office, C. M. F.

By command of General WILSON:

5 Incls

Appendix A, B, C, D and E

OFFICIAL:



R. H. CHRISTIE,

Colonel, AGF

Acting Adjutant General.

J. A. H. GAMMELL,
Lieutenant General, Chief of Staff.DISTRIBUTION:

"D"

25 - Fis Dir

- 8 -

R E S T R I C T E D

AFHQ Cir #21 (cont'd)

RESTRICTED

APPENDIX 'A'HEADQUARTERS
1010 GENERAL HOSPITAL BRITISH
PAYMENTS TO U. S. ARMY ENLISTED PERSONNEL
FOR THE PERIOD _____

NAME	RANK	SERIAL NUMBER	ORGANIZATION	AMOUNT PAID (LOCAL CURRENCY)	DATE

I certify that payments were made to U. S. Army enlisted personnel on the dates and in the amounts stated hereon, as shown on Acquittance Roll, Serial No. _____.

23 May 48
Date

O. C. Hospital

RESTRICTED

AFHQ Cir #21 (cont'd)

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

SUBJECT: Report of Payment of Enlisted Man.

TO : Commanding Officer,

1. This office has been advised by the Commanding Officer, _____ Hospital (British), of payment made to the enlisted man named below, while a patient therein, on the date and equal to the amount set opposite his name:

<u>NAME</u>	<u>RANK</u>	<u>ASN</u>	<u>AMOUNT</u>	<u>DATE</u>
-------------	-------------	------------	---------------	-------------

2. It is requested that the following be inserted in enlisted man's service record under remarks financial:

"Due U. S. partial payment \$_____, voucher No. unknown, accounts of (name of Disbursing Officer)."

3. Request acknowledgment of receipt by indorsement hereon.

Name and Rank, Finance Officer.

R E S T R I C T E D

AFHQ Cir #21

(cont'd)

R E S T R I C T E DAPPENDIX 'C'

G 750323

No. 1004 U. S.
Field Hospital

G 750323

SPECIMEN ONLYADVANCE OF
PAYARMY FORM W. 3241
(In books of 25)Agent or Paymaster by whom pay is issued: Glyn Mills &
Co. Ltd.Rank and Name (in BLOCK letters) Captain W. E. Jones,
(111,269)Unit H. A. A. R. A.RECEIVED from Cashier No. 1004 U. S. Field Hospitalthe sum of ONE THOUSAND SIX HUNDRED FRANCSwhich I hereby authorized my bankers to recover from my
banking account.Name of Bank BarclaysBranch 106 Piccadilly, London, W. 1Amount) Signature (Signed)in figures) 1600 Francs Date 6 January 1944

No. 110926

Office stamp or
endorsement of
Paying Officer

2367

Sum issued in
Figures:

Date

No. 110926

ROYAL AIR FORCESub Form 83ADVANCE OF PAYRank & Name S/Ldr A. I. R. MINDEDNo. 13796Unit 2004 Squadron R. A. F.Received from 1004 U. S. Field Hospital Paying Unitthe sum of ONE THOUSAND Francs equal to
Five Pounds Sterling
(in words)

(Currency) Signature

Certified entered in P & A Book.

Date Paying Officer

Pass to Base Accounts Office, R.A.F. Middle East

- 1 -

R E S T R I C T E D

Form 100-21 (cont'd)

RESTRICTED

APPENDIX 'D'

SPECIMEN ONLY

Payments to British Officers in U. S. Army Hospitals1004 U. S. Field Hospital Week of Payment 1-7 JAN 1944

Rank	Name and Initials	Unit	Amount Paid Francs	Remarks
Captain	Ekend, W. E.	75th H. A. A. BATY	1600	Royal Artillery
S/Ldr	Minded, A. I. R.	2004 Fighter Sqdn	1000	R. A. F.

(Date)(Signature)

O. C. Hospital

8 RESTRICTED 8

AFHQ Cir #21

(cont'd)

R E S T R I C T E D

APPENDIX 'E'

SPECIMEN ONLY

Serial number of Acquittance Roll _____ (ALL)
 OVERSEAS ACQUITTANCE ROLL (ARMS) Army Form N 1513 (Large)
 _____ (Squadron)
 1004 U. S. Field Hospital (Battery) of the ORIGINAL
 _____ (Company)

Latest A/C No. _____

FOR PAY OFFICE USE

ARMY NO	RANK AND NAME	LOCAL CURRENCY	FOR PAY OFFICE USE	RECEIPT OF SOLDIER	DATE OF PAYMENT	UNIT	Posting
		FRANCS	L S D				
1359742	Pte. Wilks, J.	100		(23) Signature	6 Jan. '44	64th H.A.A. Bty. R.A.	Clerk Check
9943217	Sgt. EMMS, W.	120		(41) Signature	6 Jan. '44	1st Field Coy. R.E.	Clerk Check
7713928	BDR. WILLS, J.	100		(34) Signature	6 Jan. '44	98th L.A.A. Bty. R.A.	Posting Clerk Check
4521	A.B. TROPE, C.	100		Signature	6 Jan. '44	H.M.S. Droadnought	Posting Clerk Check
TOTALS		420					

2356

To be inserted by the Paying Officer in his own handwriting Total (in words) of local currency only:
 Four Hundred & twenty francs.

CERTIFIED that the above amounts have been charged in the ledger accounts of the men concerned.

Signature of the _____
 officer making the payments Signed
 Name and Rank of the officer making the payments
 (block letters) _____
 Sgdn
 Btty 1004 U. S. Field
 Coy of the Hospital Date 6 Jan. 44

R E S T R I C T E D

AFHQ

HEADQUARTERS ALLIED CONTROL COMMISSION

Date 13 SEPT 1948

Suspense _____

CIR 21

DIST-

FROM	TO	FROM	TO
Chief Staff Officer	✓	Patriots Branch	
Secretary General		Security Branch	
Archivist		Establishments Branch	
Admin Section	✓	Director	
Interior		Executive Officer (A)	✓
Public Safety		Executive Officer (B)	
Public Health		G-1 (A)	
Property Control		G-1 (B) for Elec. O (B)	
Legal		G-4 (A)	
Education		G-4 (B)	
Monuments & Fine Arts		H.Q. Comdt	
Economic Section	✓	Adjutant	
Agriculture		Message Center	
Commerce		Orders & Bulletins	
Finance		2575 Regt	20
Food		Political Section	
Industry		Navy	
Labor		Army	
Mining Division		Air	
Public Works & Utilities		Communications	
Requisition Division		Civil Censorship Group	
Shipping		W. M. D. & P. O. W.	
Transportation		Public Relations Branch	
R.C. & M.G. Section		U.N.R.R.A.	
P.A. to Executive Commissioner		ALL REGIONS	
Civil Affairs Branch	✓	AMG - 5 ARMY	
Information Division	✓	HMG - 8 ARMY	
Liaison Division	✓		
I. & D.P. S.C. + Ital Ref Br.			
Italian Refugees Branch			

FOR

2385

Signature _____

Remarks/Recommendation _____

Information _____

Approval/Disposal _____

Appropriate Action _____

Investigation & Report _____

Dispatch _____

REMARKS _____

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

DCK/ar

Secy General

CIRCULAR)

31 LUG 1944

NUMBER 18)

A. C. C.

OFFICIAL MAIL

26 July 1944

Paragraph 3, AFHQ Circular Number 16, 1944, is rescinded and the following substituted therefor:

"3. Air Dispatch Letter Service

a. Definition: The AFHQ-ADLS is a service established by this headquarters to provide fast and safe delivery of all official dispatches warranting a number one air priority to major tactical, SOG, and L of C Headquarters within this theater. The ADLS operates in close conjunction with the Motor Dispatch Letter Service (MDLS) provided by the various headquarters throughout the theater, and with the Air Forces. On certain main routes, ADLS Couriers will deliver material to "Field Offices" established on airfields near armies or separate unit headquarters functioning directly under this headquarters. Delivery and collection of dispatches to units in the vicinity is not the responsibility of Field Offices. The Field Offices act only as a segregation and collection point relying on unit MDLS to contact them for forward transmission of outgoing dispatches and collection of incoming dispatches. The AFHQ-ADLS must not be confused with the Army Courier Service (ACS) which is operated by the War Department, or with the regular airmail services operated by the Army Postal Service (APO). AFHQ-ADLS emphasizes tactical messenger service to forward elements.

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

c. Preparation for Dispatch

(1) Registered ADLS

(a) Only articles classified as confidential or higher will be registered.

(b) Articles will be enveloped, wrapped or bagged in accordance with their classification, as proscribed in U.S. and/or British regulations.

(c) Articles will show both a complete address and return address. Unauthorized abbreviations will not be used nor must a geographical location and corresponding APO number be shown in the same address.

(d) The article will not be indorsed "REGISTERED", but will have a reference or file number on the outside cover. It will then automatically be treated as registered.

(e) If the article is addressed to any point outside the area served by the AFHQ-ADLS (i.e., United States, United Kingdom, Middle East, Casablanca, Oran, etc.) and requires Air Transmission from origin to destination, the notation "Air Service Required" will be stamped or typewritten near the address and followed by the legible signature of an officer, warrant officer, or chief clerk (Br), giving his rank. Such correspondence addressed to points not served by the AFHQ-ADLS must be transferred by the AFHQ-ADLS to the Army Courier Service (ACS) who will accept no item classified less than confidential. Consequently, these articles, if not classified as confidential or higher, will not be accepted by the

- 1 -

RESTRICTED

DISTRIBUTION LIST ATTACHED

R E S T R I C T E D

AFHQ Circular Number 18 (cont'd), dtd 26 July 1944.

AFHQ-ADLS. If the classification of an article is less than confidential, then the article, if given to AFHQ-ADLS, should not be registered and should have no markings other than those described in paragraph 3c(1) (c), above. These articles will be transmitted as far as possible by the AFHQ-ADLS and then turned over to the proper Post Office service for completion of transmission.

(f) The blue cross will no longer be used. The word "Registered" will not appear on dispatches.

(2) Unregistered ADLS.

(a) Restricted articles or unclassified articles will not be registered.

(b) Articles will be enveloped, wrapped or bagged as explained in paragraph 3c (1) (b), above.

(c) No reference or file number will be placed on the outside cover.

(d) Articles addressed to points not served by AFHQ-ADLS will be handled by ADLS as far as the service extends. At that point they will be turned over to the U.S. or British Postal agencies.

d. Unauthorized Use:

(1) Personal mail or personal packages of any description will not be transmitted by the AFHQ Air Dispatch Letter Service. Officers in charge of AFHQ-ADLS Field Offices engaged in the handling or transmission of official documents are authorized to open packages or letters suspected to be of an unofficial nature, special care being taken that no material of an operational nature is opened. Any unauthorized material found will be held and a report made to the Adjutant General (U.S.), or the Chief Administrative Officer (Er), this headquarters, showing: Description of Article, addressee, and addressor.

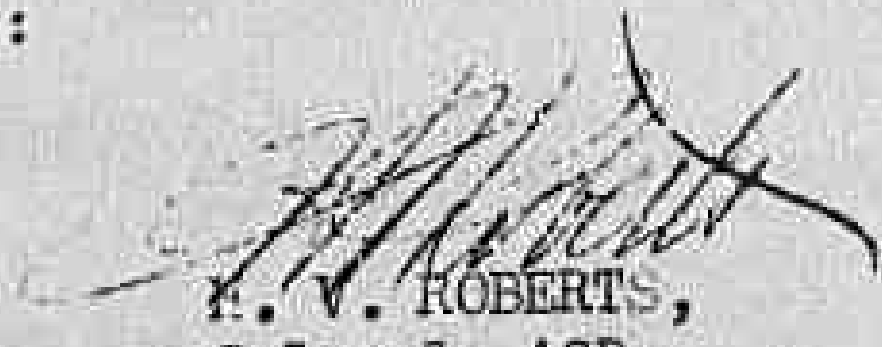
e. Money:

The transmission of money, of an operational and highly classified nature, may be made through the ADLS. Money dispatched through the ADLS will be properly classified and wrapped, and will be treated as any other document. This will not be construed to mean the transmission of personal money or money for the routine payment of troops. In the event of a loss, no financial liability will fall upon personnel of the ADLS. (AG 311.1-5)

By command of General WILSON:

J. A. H. GAINELL,
Lieutenant General, Chief of Staff.

OFFICIAL:


R. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:

40"

CIR. No. 18

A F H Q.

HEADQUARTERS
ALLIED CONTROL COMMISSION

Suspense _____

Date 26 JULY 1944*DISTRIBUTION LIST*

FROM	TO	FROM	TO
Chief Staff Officer		Patriots Branch	✓
Secretary General	✓	Security Branch	✓
Archivist		Establishments Branch	
Admin Section	✓	Director	
Interior		Executive Officer (A)	✓
Public Safety		Executive Officer (B)	✓
Public Health		G-1 (A)	✓
Property Control		G-1 (B)	✓
Legal		G-4 (A)	✓
Education		G-4 (B)	✓
Monuments & Fine Arts		H.Q. Comdt	✓
Economic Section	✓	Adjutant	✓
Agriculture		Message Center	
Commerce		Orders & Bulletins	
Finance		2675 Regt	20
Food		Political Section	✓
Industry		Navy	✓
Labor		Army	✓
Mining Division		Air	✓
Public Works & Utilities		Communications	✓
Requisition Division		Civil Censorship Group	✓
Shipping		W. M. D. & P. O. W.	✓
Transportation		Public Relations Branch	✓
R.C. & M.G. Section		U.N.R.R.A.	✓
P.A. to Executive Commissioner		POSTAL SECTION	✓
Civil Affairs Branch	✓	REG. 159	✓
Information Division	✓	AMG 5 ARMY	✓
Liaison Division	✓	AMG 8 ARMY	✓
I. & D.P. S.C.	✓		
Italian Refugees Branch	✓		

OR

Signature _____

Remarks/Recommendation _____

Information _____

Approval/Disposal _____

Appropriate Action _____

Investigation & Report _____

Dispatch _____

REMARKS _____

RESTRICTED

ALLIED FORCE HEADQUARTERS
AFO 512

8 May 1944

CIRCULAR)

NUMBER 15)

REGULATIONS FOR WAR CORRESPONDENTS

Section II, AFHQ Circular Number 53, 1943 series, and Section I, AFHQ Circular Number 2, 1944 series, are rescinded and the following substituted therefor:

1. General. These regulations are published under the authority granted the Supreme Allied Commander, Mediterranean Theater, and apply only to accredited and recognized correspondents attached to AFHQ or units under its control. The regulations complement those published by the various allied nations and in no way should be construed as superseding said regulations.

2. Policy of Control and Administration. As a matter of policy, representatives of all information media accredited to AFHQ will be shown every courtesy and given the fullest cooperation. Within the limits of security, and military necessity, no arbitrary restrictions shall be placed on the movements of any accredited or recognized war correspondents attached to AFHQ. The activities of correspondents will be controlled by the military commanders of the areas in which the correspondents operate. The Public Relations officer is available to assist military commanders in control of correspondents. Correspondents will be subject to the normal regulations and discipline of the force to which they are attached. They will wear the uniform and insignia prescribed by their respective governments. They will at all times maintain the same high standards of cleanliness and neatness of appearance required for officers and will comply with the uniform regulations of the area where they operate. When there is any doubt about a correspondent's physical condition he will be given a thorough physical examination before being permitted to visit advanced areas.

3. Acceptance by the Supreme Allied Commander, Mediterranean Theater. War correspondents will continue to receive basic accreditation from the appropriate authorities of their own governments. However, no correspondent will be accepted at AFHQ or subordinate units without the specific authority of the Supreme Allied Commander, Mediterranean Theater, who reserves the right to reject an applicant without explanation. Correspondents who arrive at AFHQ or any of its subordinate units without prior acceptance by the Supreme Allied Commander, Mediterranean Theater will not be permitted to remain in this theater of operations. Accepted correspondents will be accredited to AFHQ. Under special circumstances, individual correspondents accredited to other theaters of operations may be allowed to visit areas controlled by AFHQ. Their status will be similar to that of recognized correspondents, as described in Paragraph 18, FM 30-26, J.D. "Regulations for Correspondents Accompanying United States Army Forces in the Field", and in Paragraph 7,

RESTRICTED

R E S T R I C T E D

AFHQ Cir No 15 (cont'd)

War Office "Regulations for Press Representatives Accompanying a Force in the Field". Employees of government agencies who have been given correspondents' cards for purposes of identification are not entitled to the facilities supplied press and radio correspondents.

4. Message Priority. Because operational messages have priority over press copy, it will be necessary to restrict the number of words transmitted by government radio or wire in areas of limited communications facilities. Because of the communications problem, it is also necessary to limit the number of correspondents accredited to AFHQ.

5. Censorship. From time to time Censorship Branch will issue specific regulations on copy. Correspondents will keep themselves aware of these regulations and changes. Correspondents will refrain at all times from disclosing information which, though true, might be damaging to the interests of the Allies, might embarrass the Allies or neutral nations, or prove detrimental to the war effort.

6. Pooling. When AFHQ finds it necessary to prescribe that stories or pictures be pooled, correspondents will carry out pool agreements and process copy as indicated by the Public Relations Officer.

7. Transportation, Accommodations and Equipment. Under normal circumstances, when military operations permit, air, rail, motor, and water transportation will be made available to U.S. correspondents without charge. They will apply to the Public Relations Officer for travel orders. For British correspondents, unless otherwise stipulated, the ordinary fares will be payable for accommodations in transports, aircraft, and troop trains. Billets will be furnished without charge when such billets are available without extra cost to the government concerned or when emergency conditions make collection impracticable. Under other conditions, the cost of the billets will be paid to the billeting officer. The regularly indicated tariffs for mules will be paid in all cases. They are accountable for all military equipment of any character issued to them and they will be required to return this equipment to the proper authorities before leaving this theater of operations. Private transportation will not be used in the forward areas.

8. Women Correspondents. The presence of women correspondents in combat zones beyond forward limits in which women personnel are on duty will be subject to specific approval of the command concerned. (AG 000.74-1 A-0)

By command of General WILSON:

J. A. H. GAMMILL,
Lieutenant General, Chief of Staff.

OFFICIAL:

H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:

"D"

- 2 -

R E S T R I C T E D

REC'D
12 MAY 21
745
AGC

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

JEH/KC

8 MAY 1944

HEAD HQ. ACC.

4 May 1944

CIRCULAR)

NUMBER 14)

Organization Newspapers. I
 Rescission of Circular II

I -- ORGANIZATION NEWSPAPERS

Section V, AFHQ Circular Number 28, and Section V, AFHQ Circular Number 30, 1943 series, are rescinded and the following substituted therefor:

"Editors of all organizational newspapers in this theater will forward two (2) copies of each issue to Allied Force Headquarters, INC Section, Press and Radio Censorship Branch, APO 512."
 (AG 000.73-1 B-0)

II -- RESCISSION OF CIRCULAR

Section II, AFHQ Circular Number 12, 1944 series is amended to add the following to the list of those 1943 Circulars still in effect:

<u>SECTION</u>	<u>NUMBER</u>	<u>SUBJECT</u>
III	80	Reports of seriously wounded and dangerously ill non-battle casualties. (AG 461-2-0)

By command of General WILSON:

J. A. H. GAMMELL,
 Lieutenant General, Chief of Staff

OFFICIAL:

H. V. ROBERTS,
 Colonel, AGD,
 Adjutant General.

DISTRIBUTION:

"p"

- 1 -
RESTRICTED

RESTRICTED

ALLIED FORCE HEADQUARTERS
AFO 512

28 April 1944

CIRCULAR)
NUMBER 12)

Blackout Regulations. I
 Rescission of Circulars II

I -- BLACKOUT REGULATIONS

Circular Number 11, this headquarters, cs, is amended to add paragraph 9 to read as follows:

"9. Outside French North Africa. Throughout the areas outside of French North Africa the application of the principles of this circular is left to the discretion of commanders concerned. Such application should be coordinated with the appropriate Naval and Air Commanders." (AG 384.52-1 C-0)

II - RESCISSION OF CIRCULARS

All circulars, this headquarters, 1943 series, are rescinded with the exception of the following:

SECTION	NUMBER	SUBJECT
VI	2	Handling of Prisoners of War
IV	6	Conservation of Timber
VI	6	Air Mail from members of AF to U.S. & Canada
II	12	Claims against U.S. Army Forces
IV	14	Petroleum Products Technical
III	15	Aerial Photographs
IV	17	Local Taxes
V	17	Witness Fees & Mileage
VII	17	Narcotics - "Kif" and Takrouiri
III	19	Functions of the Censorship Branch (INC) AFHC
IV	19	General Service for Billeting, camping and cantoning
ALL	22	Mobilization of French Skilled Workers.
II	25	Unauthorized firing of Weapons
V	28	Organization newspapers
V	30	Organization newspapers
III	32	Conservation of Timber
I	33	Efficient use of Motor Transportation
V	36	Unauthorized firing of Weapons
EF	38	Thefts from Army Vehicles
IV	38	Free postage of Official & Personal mail
IV	39	AWOLs and Deserters

RESTRICTED

R E S T R I C T E D

AFHQ Cir. No. 12 (cont'd)

<u>SECTION</u>	<u>NUMBER</u>	<u>SUBJECT</u>
IV	41	Deserters from French Army
ALL	47	Circulation Permit Labels for Civilian Vehicles used by U.S and British Forces in Algeria
I	48	Antiaircraft Fire
III	48	Instructions on Captured Documents
IV	49	Subsistence of Army Officers aboard Navy Transports
I	52	Shoulder Sleeve Insignia for AFHQ
II	53	Regulations for War Correspondents
ALL	54	Instructions for Motor Convoys
V	56	Hospitalized Personnel
ALL	57	Driving Discipline
I	58	Occupation of School Premises
II	58	Circulation Permit Labels -Civilian Vehicles
Part of I	59	Traffic Regulations
II	61	Handling of P.O.W.
ALL	63	Assignment of Captured Enemy Materiel.
II	66	British and American Motor Lubricants
ALL	72	Road Traffic Control Code
II	73	Petroleum Products - Treatment of Leaking Containers
I	76	The use of Enemy Mines, Grenades, or Explosives for training
II	76	Safety Precautions for Transportation of Military Explosives by rail.
II	77	Combined Teletypewriter (Teleprinter) Procedure
ALL	78	Use of Gas Alarms
II	80	Wounded Progress reports of U.S. Battle Casualties
ALL	81	Economy in the use of Fuels, Light and Gas.
ALL	83	Workmen's Compensation in Italian Territory (AG 461-2-0)

By command of General WILSON:

J.A.H. GAMMELL
Lieutenant General, Chief of Staff

OFFICIAL:

H. V. ROBERTS,
Colonel, AGD.
Adjutant General.DISTRIBUTION:

"up"

- 2 -
R E S T R I C T E D

12 APR REC'D

RESTRICTED

JEL/awm

ALLIED FORCE HEADQUARTERS
APC 512CIRCULAR)
NUMBER 11)

7 April 1944

BLACKOUT REGULATIONS

Section VIII, Circular Number 17; Paragraph 2, Section I, Circular Number 59; Circular Number 74; Section I, Circular Number 84, all this headquarters, 1943 series, and Section II, Circular Number 3, this headquarters, are rescinded and the following substituted therefor:

1. The observance of a complete "blackout" in French North Africa has been discontinued, except in areas and at such times as the air raid "alert" is sounded, or if, although no alert has been sounded, an air raid is observed to be in progress by antiaircraft fire or the dropping of bombs or firing from aircraft.

2. The modified blackout conditions will be known as "dim-out", and are defined as follows:

a. Buildings, tents, trains and vehicles used for accommodation.

- (1) No source of light shall be directly visible from outside any building, tent, train or vehicle used for accommodation, subject to the following conditions.
- (2) It is permissible for indirect or reflected light from within to be visible externally, provided that any light which would otherwise be visible from the sea is screened at door or window by shutters or other means so as to be deflected downward at least 30 degrees from the horizontal.
- (3) Whether screened or not, all reasonable precautions will be taken to prevent light being reflected seaward or skyward.
- (4) Skylights must be covered, as for the blackout, so that no light whatsoever, direct or indirect, shall be visible from above.

b. Vehicle Lights During "Dimouts" and Alerts.

(1) During "Dimout".

- (a) All motor vehicle headlights may be fully operative (unmasked) - if fitted with a dimmer or cut-off switch.
- (b) All headlights will be properly adjusted as laid down in existing regulations for military vehicles.

RESTRICTED

RESTRICTED

Circular Number 11,
Dtd 7 April 1944 (Cont'd).

- (c) Headlights will be adjusted so that the top of properly focused beams shall not project above the height of the lamp centers.
- (d) All sidelights may be fully operative.
- (e) Vehicles will be parked on the right hand side of the road only and facing normal direction. Headlights will be extinguished and tail lights will be left on unless a red light is placed in the road behind and slightly under the vehicle.
- (f) Animals drawing vehicles will be tethered when stopped.
- (2) During an Alert.
 - (a) Headlights will be extinguished and a speed limit of 15 km per hour (10 miles per hour) will be observed in towns and cities within strategic points (strategic points include (1) All areas within ten miles of the coast; (2) All towns, military establishments and airfields).
 - (b) Military and Civil Defense vehicles are authorized to use headlights if necessary in the discharge of an urgent operational duty. In such circumstances, they are not bound by the speed limit imposed for other traffic.
 - (c) Animals drawing vehicles will be removed from the shafts and tethered.
 - (d) Civil Defense and fire-fighting vehicles, recognized by the disc DC (Defense Civil) or DP (Defense Passive) inside one headlight, will be given the right of way.

3. Street Lighting. Modified street lighting, as may be authorized by competent French authorities in consultation with this headquarters, will be permissible.

4. Other External Lighting.

a. Area or Sub-Area (Base Section) Commanders may authorize external lighting for installations of military importance in French North Africa and elsewhere in this theater, providing that the Naval Commander, Air Defense Commander, and Antiaircraft Defense Commander of the area concerned are in agreement.

b. Provision must be made for extinguishing such external lighting in the event of an air raid or alert. Notification of such local arrangements is not desired at this headquarters.

RESTRICTED

Circular Number 11,
Dtd 7 April 1944, (Cont'd)

5. Action on "Alert". On the alert being sounded or if it becomes apparent that an air raid is in progress, complete blackout will be applied immediately.

6. Periodic tests will be carried out as follows:

a. At a day and approximate hour to be announced in advance, the alert will be sounded by siren. All lights will immediately be extinguished or screened as now prescribed for complete blackout, i.e., no light will be permitted to remain visible outdoors.

b. Tests will normally last for ten minutes only, being ended by the all-clear sounded by siren. The time may be extended if agreed necessary by the military and civil authorities concerned, to a maximum of thirty minutes.

c. Tests will be held once per month or more frequently if the standard of blackout achieved is not satisfactory.

d. During tests, patrols will note any lights not blacked out and take any appropriate action authorized, reporting particulars without delay to the authorities concerned.

e. Should an air-raid warning be received during a test, the alert will be sounded a second time.

7. Infractions.

a. Appropriate disciplinary action will be taken against Allied personnel by the service concerned.

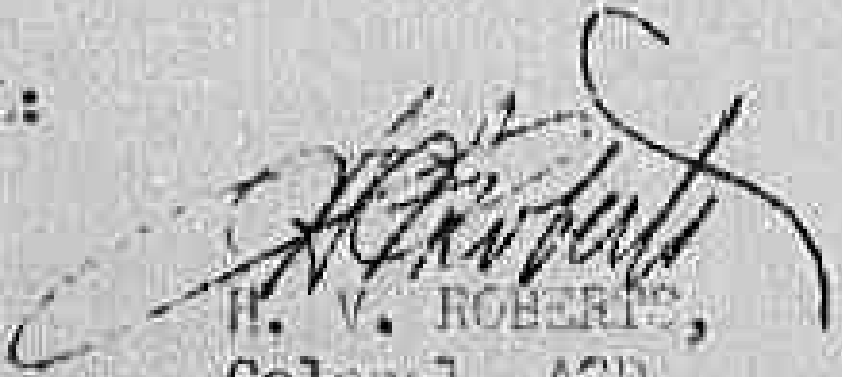
b. The French authorities have been requested to impose authorized penalties on French civil or military offenders, the maximum penalty to be inflicted for neglect of skylights.

2318 8. Under no circumstances will a guard or any member of the Military forces attempt to extinguish lights found showing during blackout hours by the use of firearms. (AG 384.52-1 C-0)

By command of General WILSON:

J.A.H. GAMMELL
Lieutenant General, Chief of Staff

OFFICIAL:


H. V. ROBERTS,
Colonel, ADC,
Adjutant General.

DISTRIBUTION:
"D"

- 3 -
RESTRICTED

RESTRICTEDALLIED FORCE HEADQUARTERS
APO 512

JFH/kc

APR 1944

3949

DCC

CIRCULAR)
:
NUMBER 10)

25 March 1944

Allied Force Headquarters Circulars, 1942 Series I
 Adequate Quarters for Officers and Warrant Officers II
 Aircraft Markings III

I -- ALLIED FORCE HEADQUARTERS CIRCULARS, 1942 SERIES

All Circulars, this headquarters, 1942 Series, are rescinded.
 (AG 461-3-0)

II - ADEQUATE QUARTERS FOR OFFICERS AND WARRANT OFFICERS

Section I, Circular Number 7, this headquarters, 1943, subject as
 above is rescinded. (AG 625-1 A-0)

III - AIRCRAFT MARKINGS

Section II, Circular Number 60; Section II, Circular Number 62; Section
 I, Circular Number 77, all this headquarters, 1943, and Section II, Circular
 Number 4, this headquarters, cs, are rescinded and the following substituted
 therefor:

1. United States Military and Naval Aircraft Markings.

2357 a. The United States insignia for service aircraft consists of a
 five (5) point white star superimposed upon a blue disk of equal radius. The
 disk and star are superimposed centrally upon a white bar whose length is
 approximately four (4) times the radius of the blue disk, and whose depth is
 one-half this radius. Whole insignia is outlined with a blue border, the width
 of which is equal to one-eighth the radius of the blue disk. United States
 Naval aircraft use gray instead of white on upper surfaces of wings only.

b. On United States Service aircraft, the insignia is applied on
 the upper surface of the left wing, on the under surface of the right wing,
 and is carried on both sides of the fuselage.

c. P-51 (MUSTANG) and A-36 (INVADER) type aircraft of USAAF/MTO
 carry an additional marking consisting of a twelve inch yellow band running
 completely around each wing near the wing tip. The band is run parallel to
 the center line of the fuselage.

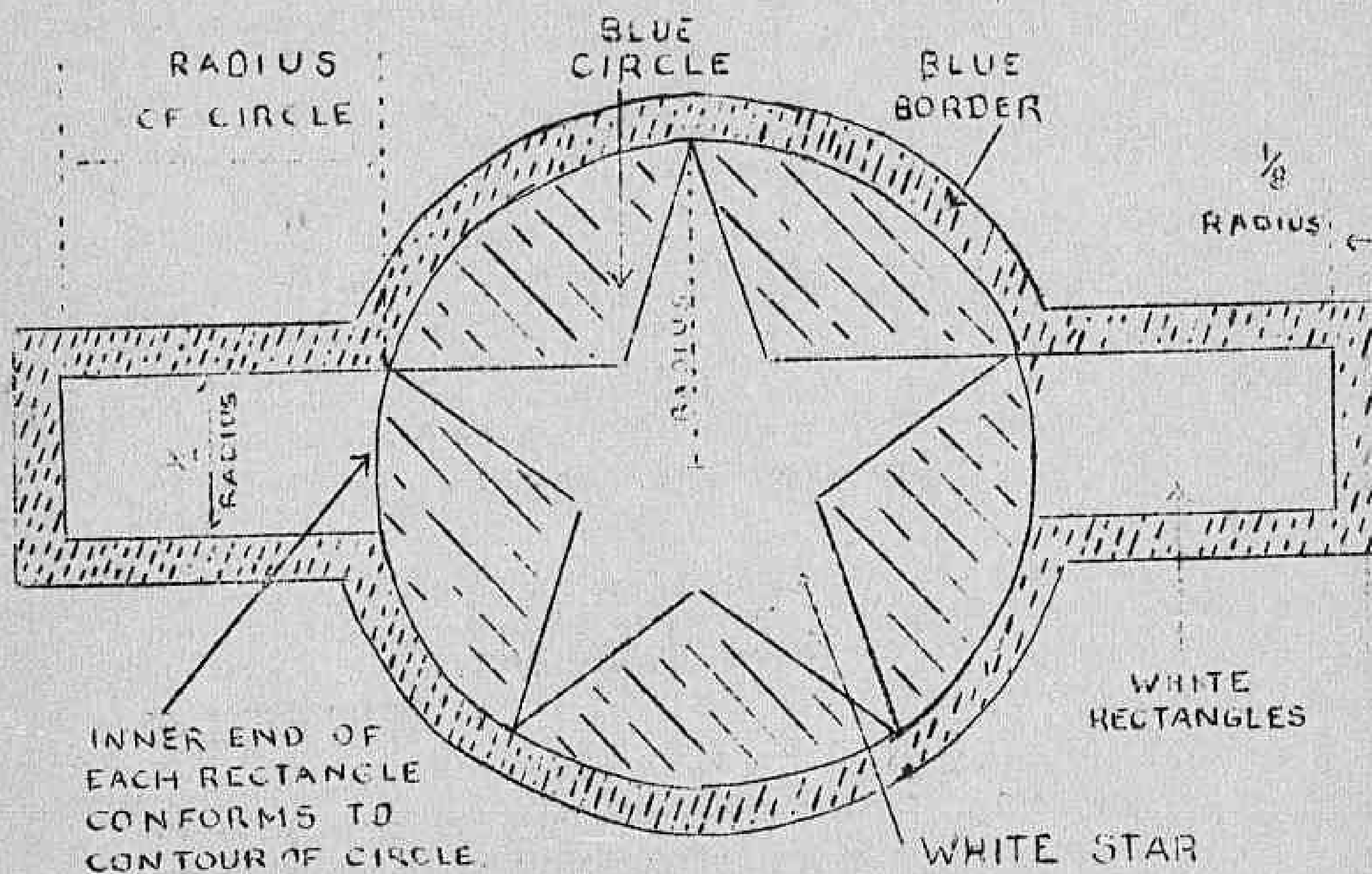
- 1 -

RESTRICTED

RESTRICTED

Cir. No. 10 (Cont'd)

d. Diagram:

2. Markings of Friendly Italian Aircraft

Friendly Italian Aircraft are now marked with GREEN, WHITE and RED roundels. GREEN is the center color. Markings are shown on the fuselage and wings only. No markings appear on the rudder.

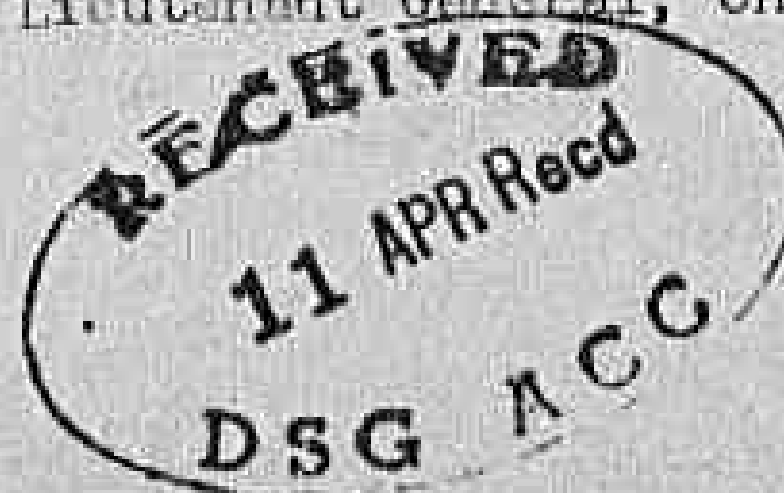
(AG 452.05-1 C-0)

By command of General WILSON:

OFFICIAL:

H.V. Roberts
 H.V. ROBERTS
 Colonel, AGD
 Adjutant General.

J.A.H. GAMMILL
 Lieutenant General, Chief of Staff



DISTRIBUTION:

"D"

RESTRICTED

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

20 MAR 1944

JEH/wp

21 March 1944

CIRCULAR)
NUMBER 9)

Rescission of Circulars	I
Deduction of Production and Internal Consumption Tax	II
Use of Unit Insignia	III

I --- RESCISSION OF CIRCULARS.

The following circulars, this headquarters, are rescinded. Current instructions will be found in Circular Number 36, Headquarters NATOUSA, cs.

- Section V, Circular Number 26, 1942
- Section V, Circular Number 2, 1943
- Section II, Circular Number 13, 1943
- Section II, Circular Number 16, 1943

II -- DEDUCTION OF PRODUCTION AND INTERNAL CONSUMPTION TAX.

Paragraph 1, Section II, Circular Number 8, this headquarters, cs, is rescinded and the following substituted therefor:

"1. Because of the necessity of making Allied Force purchases without delay, the French Authorities have been notified that we hereby authorize Purchasing Agents to make, until further orders, purchases within French North Africa up to 31 December 1944, or such earlier date as may be determined upon proper authority, without deduction of the production and internal consumption taxes. At the time of payment written indication will be made that such taxes have been paid under protest."

III - USE OF UNIT INSIGNIA.

1. It has been reported that several plans have been seriously compromised recently by the premature appearance in ITALY of personnel wearing the insignia of newly arrived divisions.

2. In paragraph 4 a, Operation Memorandum Number 42, dated 19 December 1943, it is laid down that "unit commanders will remove or effectively obliterate prior to embarkation within this theater all army, corps, divisional and brigade (U.S. regimental), formation signs or organizational insignia (including shoulder patches) from all classes of individual and organizational uniforms, clothing, baggage, and property and equipment." Paragraph 4 c, "The above instructions (or appropriate extracts for British formations and other nationals) will be included in preparatory orders for movement of all units".

RESTRICTED

R E S T R I C T E D

Circular # 9
dated 21 March 1944 (Cont'd).

3. In "Instructions to British Units Preparing to Move to AAI from NORTH AFRICA," dated 31 January 1944, paragraph 2, it is laid down that "all divisional or other formation signs will be removed from the clothing of units immediately before moving from re-equipment areas to ports. They will not be replaced without the authority of AAI."

4. The attention of all units leaving AFRICA must be drawn to the importance of complying strictly with these instructions laid down for the removal of insignia before embarkation, and also of not replacing their insignia without the authority of the command to which they are proceeding.

By command of General WILSON:

J. A. H. GAMMELL,
Lieutenant General,
Chief of Staff.

OFFICIAL:

H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:

"D"

RECEIVED
28 MAR 1944

- 2 -
R E S T R I C T E D

U.S. RESTRICTED Equals British RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

24 MAR 1944

12 March 1944

CIRCULAR)
NUMBER 7)PAYMENT OF ALLIED FORCE PERSONNEL IN HOSPITALS

Payment of United States Army Patients in United States Hospitals.....I
 Payment of United States Army Patients in British Hospitals.....II
 Payment of British Military Patients in British Hospitals.....III
 Payment of British Military Patients in United States Hospitals.....IV

Circular No 8 and Section III, Circular No. 45, both this headquarters, 1943, are rescinded, and the following substituted therefor:

I -- PAYMENT OF UNITED STATES ARMY PATIENTS IN UNITED STATES HOSPITALS

1. United States Army patients in United States Hospitals will be paid in the normal manner. The Commanding Officer, Detachment of Patients, will have the pay rolls prepared and present them for payment to the Finance Officer serving his hospital.

II -- PAYMENT OF UNITED STATES ARMY PATIENTS IN BRITISH HOSPITALS

2. The responsibility for payment of United States Army personnel in British hospitals rests with the nearest United States Finance Officer, and Finance Officers will make periodic checks of British Hospitals to see that such personnel are paid. However, partial payments for these patients under a procedure similar to that providing British patients with necessary payments has been arranged, as follows:

a. The O. C. Hospital will pay each enlisted patient the sum of one hundred fifty francs weekly from his imprest account, and will use the normal British Acquittance Roll (A.F.H. 1513), which will be boldly endorsed at the top "U. S. Forces". The Acquittance Roll will be prepared in triplicate, and will contain the patient's serial number, rank, name in block letters, and unit. Soldier's receipt for the payment made should be shown with full Christian name, middle initial and surname (the same as shown in block letters). If soldier has no Christian name, the notation, in parenthesis, (initials only), should be shown opposite name in block letters. All entries must be typewritten or made in ink or indelible pencil.

b. Each United States Soldier should have a Soldier's Individual Pay Record (D Form No. 28) in his possession. If soldier does not have a pay book, one should be obtained from the nearest United States Finance Officer. At the time payment is made, the O. C. Hospital will cause to be entered in each United States Soldier's pay book, date of payment (first column), net amount paid in dollars (sixth column), and signature of officer making payment and hospital number (ninth and tenth columns). Print name of officer signing in block letters immediately below his signature. British officers are authorized to authenticate partial payments to United States enlisted men who are patients in hospitals. The following will be incorporated in the certificate of the Paying Officer on the Acquittance Roll: "The above payments have been entered on each Soldier's Individual Pay Record (D Form 28)".

U.S. RESTRICTED Equals British RESTRICTED

U S RESTRICTED Equals British RESTRICTED

Gir #7 AFHQ

c. Original and duplicate copies of the Acquittance Roll will be forwarded to the Command Paymaster, Number 2 Command Pay Office, Casine la Corniche, Pointe Pescade, Algiers, immediately after payment has been made. Triplicate copy to be retained two months, then forwarded to Command Paymaster, Number 2 Command Pay Office. The Command Paymaster will turn these rolls over to a United States Disbursing Officer designated by the Chief Finance Officer, Headquarters MATOUSA, securing reimbursement therefor.

d. In the event that the partial payment outlined does not meet the emergency needs of the enlisted man serviced, the nearest United States Finance Officer will make the proper adjustment.

e. United States Army officer patients desiring partial payments will be paid on United States WD Form No. 336, one white (original) and two yellow (duplicate and triplicate). Necessary forms may be secured by hospital authorities from the nearest United States Finance Officer. The data to be typed on officer's pay voucher should be secured from pay data card in possession of officer. The O. C. Hospital will fill out the following lines on form:

- (1) Line (1), name of payee; rank and organization, and serial number. (Also type the component, such as RA, AUS or NG.)
- (2) Line (6), CREDITS: Write in partial payment lump sum only, for the month of _____, and the amount in even numbers of dollars in proper column.
- (3) Item (15). Type in name, rank and organization, having officer sign full first name, middle initial and last name on proper line.
- (4) Item (18). Have officer sign on the line marked "Payee", the same as appears in Item (15).

f. O. C. Hospitals may pay U. S. officer patients up to \$25.00 on one voucher, and not to exceed \$50.00 in any calendar month. Amount paid and date of payment will be entered on reverse of officer's pay data card (M.D. A.G.O. Form 77).

g. These officers' pay vouchers (two copies) will be forwarded by O. C. Hospital in the same manner as acquittance rolls, and will be disposed of as outlined in 2c above.

3. Each U. S. Army Unit Commander is responsible that the following steps are taken upon the assignment to his unit or return to duty of any U. S. soldier who has been a patient in a British Hospital:

a. That Soldier's Individual Pay Record (M.D. Form 28) is examined and any partial payments made are entered in soldier's service record.

b. That such partial payments are entered and deducted on the next pay roll on which soldier is paid.

U S RESTRICTED Equals British RESTRICTED

Cir 47 AFHQ

c. If soldier does not have his individual pay record in his possession upon his return from hospital, the C. C. of the hospital in which the soldier was a patient will be promptly contacted requesting specific information regarding any partial payments made.

4. U. S. Army officers are responsible that any partial payments received by them are entered and deducted on their next regular pay vouchers.

5. Whenever possible, Commanding Officers will have their Personnel Officers prepare regular pay rolls and pay vouchers for members of their units who are patients in hospitals, and present them to the nearest U. S. Army Finance Officer for payment.

III - PAYMENT OF BRITISH MILITARY PATIENTS IN BRITISH HOSPITALS

6. British patients in British hospitals will be paid in the normal manner.

IV - PAYMENT OF BRITISH SERVICE PATIENTS IN U. S. HOSPITALS

7. Whenever possible, payments to British Service Personnel in U. S. Army Hospitals will be paid by British officers through regular British channels. In cases where it is not possible to carry out the above, the methods outlined below will be followed.

8. Method of paying British officers not paid through Regular channels.

a. Army Officers

- (1) All British Army Officers should be in possession of an "Officers Advance Book" (A.F.N. 3241) upon which cash advances may be drawn.
- (2) British Army officers may receive the following maximum payments three times a month.

Rank	Amount of Advance Francs
2d Lieutenant and Lieutenant	900
Captain	1,300
Major	1,500
Lieut. Colonel and Colonel	2,100
Brigadier	2,500
General Officers, (i.e. Maj. Gen, Lt. Gen. and Gen.)	3,300

(The above sums are based on Francs 200 to the Pound)

- (3) It is important that the full postal address of the officer's private bank and his personal number be recorded on A.F.N. 3241.

U S RESTRICTED Equals British RESTRICTED

U S RESTRICTED Equals British RESTRICTED

Cir #7

AFHQ

b. Royal Air Force Officers

- (1) R. A. F. officers should be in possession of an "Officer's Pay and Allowance Book", which contains a section showing a guide to cash issues. Cash issues within entitlement may be made, the payment being recorded in the payments section of the book, and the officer patient's receipt obtained on R. A. F. Form 83 or A.F.W. 3241.
- (2) R. A. F. officers are not in personal possession of R.A.F. Form 83 or A.F.W. 3241 and consequently receipts should be obtained on forms extracted from books of R.A.F. Form 83 or A.F.W. 3241 specially obtained for this purpose. The R.A.F. Form 83 or A.F.W. 3241 must contain a certificate to the effect that the payment has been entered in the pay book of the individual concerned.

c. Royal Navy and Royal Marine Officers

- (1) In the case of all personnel of the Royal Navy or Royal Marines, applications for advances of pay should be made by the Surgeon of the Hospital to the nearest British Naval Base Accountant Officer, at Algiers, Bone, and Djedjelli.
- (2) An approximate statement of pay due per month is given in S43A (Pay and Identity Book) which should be in possession of all Naval personnel. This book, if available, should accompany a request for an advance of pay.
- (3) Should it be difficult, through the location of the hospital, to obtain an advance of pay direct from a Naval Base Accountant Officer an advance within the amount due (as shown in S43A) may be paid, a signed entry of the amount advanced being entered on the appropriate page of S43A.
- (4) The U. S. Disbursing Officer will also complete and obtain the officer patient's receipt on A.F.W. 1513, the name of the patient's ship being inserted in the column headed "Unit". If the officer belongs to "Combined Operations" organization, the fact should be so noted by adding the initials "C.O."

d. Dominion Officers

- (1) Dominion officers should be paid in accordance with their own pay procedure, that is, either on an advance of pay form as at (a) above or on a pay and allowances book as at (b) above, whichever is applicable. Whatever form of receipt is obtained should be clearly endorsed with the title of the Dominion etc., e.g., forms in respect of advances to Canadians to be clearly endorsed "Canadian Forces".

U.S. RESTRICTED Equals British RESTRICTED

Cir / 7 AFHQ

c. General

- (1) The Advance of Pay Form should be completed and signed by the officer. The "Received from Cashier" line should show the description or number of the U. S. hospital. The Advance of Pay Form should be removed from the book by the Paying Officer and not by the payee. If not in possession of a book, the hospital authorities should supply a form from a book held for this purpose - this will always apply to receipts obtained from R.A.F. officers for advances made to them (see paragraph b above). Books to be supplied by the Command Paymaster, No. 2 Command Pay Office, Algiers.
- (2) The term "unit" on the advance of Pay Form (A.F.W. 3241) means Regiment or Corps. If the officer describes his unit as "101st Infantry Brigade", for example, this is not correct, he must enter his parent Regiment or Corps.
- (3) Officers requiring payment must prepare their own forms.

f. Disposal of Forms, etc.

- (1) Immediately after payments, the Finance Officer concerned will forward to the Finance Officer, Headquarters Command, Allied Force, APO 512, U. S. Army, all Advance of Pay Forms paid. The paid forms will be accompanied by a schedule in duplicate giving the following information:-
 - (a) Hospital.
 - (b) Book of payments (inclusive dates).
 - (c) Rank, name and initials, unit of officer paid, plus amount paid.
- (2) The Finance Officer, Headquarters Command, Allied Force, APO 512, U. S. Army, will forward to the Command Paymaster, No 2 Command Pay Office, Casino la Cerniche, Pointe Pescade, Algiers the Advance of Pay Forms, together with one copy of the schedule. The Command Paymaster will remit to the Finance Officer, Headquarters Command, Allied Force, A.P.O. 512, U. S. Army, cash to the value of the total amount of advances to British officers.

9. Method of Paying British Other Ranks not Paid Through Regular Channels.

a. Payments

- (1) Payments to other ranks should be made on Overseas Acquittance Rolls (British) A.F.W. 1513, or on Partial Pay Rolls (American), as convenient.

U.S. RESTRICTED Equals British RESTRICTED

U S RESTRICTED Equals British RESTRICTED

Cir #7 AFHQ

- (2) Payment should be limited to the following amounts per week.

	<u>Francs</u>
Warrant Officers, i.e. Regimental or Company Sergeant Majors	150
Staff Sergeant and Sergeants	120
Corporals and Bombardiers	100
Privates or equivalent rank	100

(The above sums are based on Francs 200 to the Pound)

b. Preparation of Vouchers

- (1) The following information is required in respect of every other rank paid:-

- (a) Army etc. number.
- (b) Rank and Name (Initials of Christian names are sufficient).
- (c) Amount paid in francs.
- (d) Receipt of soldier, or airman, etc.
- (e) Unit of soldier, etc. (i.e. Regiment or Corps, Air Force Unit, or ship, to be entered in the Unit column on right of form).
- (f) Date of payment.

- (2) If paid on British Overseas Acquittance Rolls, the roll should be headed with the description or number of the U. S. hospital and the certificate at the foot should be completed by the U. S. Army Finance Officer making payment. Three copies should be made in all. If payment is made on Partial Pay Rolls (American), the roll should be headed with the description or number of the U. S. hospital and the second only of the three certificates on the front of the Partial Pay Roll should be completed by the paying officer.

- (3) The Commanding Officer, Detachment of Patients, of each U. S. hospital accommodating British patients will prepare the necessary acquittance rolls to show the information required above.

- (4) Copies of all British forms referred to can be obtained on demand from the Command Paymaster, No. 2 Command Pay Office, Casin la Corniche, Pointe Mascade, Algiers (Telephone Number: Algiers 27642).

c. General

- (1) Every British other rank should have in his possession, and in which are recorded all cash payments made to him, a Pay Book as follows:-

Army	A.R. 64 Part II
R.A.F.	Pay Book (Form 6)
Navy	Pay and Identity Book - S43A.

- 6 -

U S RESTRICTED Equals British RESTRICTED

U S RESTRICTED Equals British RESTRICTED

Cir #7 AFHQ

At the time the man signs for his pay, the paying officer should enter the sum paid in the man's Pay Book, the paying officer signing in the space provided.

- (2) In the case of Army other ranks only, the serial number of the payment should be recorded in A.B. 64 Part II and also marked against the relevant entry on the Acquittance Roll or Partial Pay Roll.
- (3) Acquittance or Partial Pay Rolls prepared for R.A.F. personnel should be endorsed with a certificate to the effect that the payments have been entered in the airman's Pay Book (Form 64).
- (4) Ratings of the Royal Navy and other ranks of the Royal Marines will be treated in the same manner as indicated in paragraph 8(c) above for officers.
- (5) To simplify matters for the U. S. hospital authorities, all payments to men of whatever British Unit or branch of the service they belong can be made on the same acquittance or partial pay roll. Separate acquittance rolls must, however, be prepared for personnel of the Army, Royal Navy and Royal Air Force. The unit, etc. to which an individual belongs must be specified in detail. (See paragraph 9b (1) (c)). In case of a naval rating, the name of his ship must always be inserted, and if the rating belongs to the "Combined Operations" organization, the initials "C.O." must be noted in the Unit column in addition. Ratings serving in Defensively Equipped Merchant Ships should be shown in the Unit column as "D.E.M.S."
- (6) Payments to Dominion Forces should be similarly recorded and the title of the Dominion e.g. "Canadian Forces" clearly marked against the names of the men concerned on acquittance rolls or partial pay rolls.
- (7) The Royal Army Pay Corps cannot make reimbursement for members of the British Merchant Marine. The British Consul should be contacted regarding cash requirements of British Merchant Seamen.

d. Disposal of Forms, etc.

- (1) After payment two copies of the British Overseas Acquittance Roll will be forwarded to the Finance Officer, Headquarters Command, Allied Force, A.P.O. 512, U. S. Army. The Finance Officer, Headquarters Command, Allied Force, A.P.O. 512, U. S. Army, upon receipt of the rolls will demand the total payment from the Command Paymaster, No. 2 Command Pay Office, enclosing the original roll, and if possible, a summary in schedule form.

U S RESTRICTED Equals British RESTRICTED

U S RESTRICTED Equals British RESTRICTED

Cir #7

AFHQ

- (2) Where payments are made on partial pay rolls, the original and duplicate will be forwarded to the Finance Officer, Headquarters Command, Allied Force, A.P.O. 512, U. S. Army, and dealt with in a similar manner to the British overseas acquittance rolls. Reimbursement to the Finance Officer, Headquarters Command, Allied Force, A.P.O. 512, U. S. Army, will be made by the Command Paymaster, No. 2 Command Pay Office.

c. Actual Payment.

Payments of Officers' Advance of Pay Forms or on acquittance rolls should be made the same as for U. S. Army Patients, either by the regular paying U. S. Army Finance Disbursing Officer who serves the hospital, or by a Class "A" Agent Finance Officer. The Finance Officer from whose accounts the funds are provided will forward the forms and acquittance rolls, etc., as a cash transfer of funds to the Finance Officer, Headquarters Command, Allied Force, A.P.O. 512, U. S. Army in accordance with the instructions at paragraphs 8f and 9d above. This officer is at present S. W. Boda, Major, F. D., Symbol 210-931. All Finance Officers will be advised if any change is made in order that proper transfer may be made.

By command of General WILSON:

J. A. H. CRIBBELL
Lieutenant General,
Chief of Staff.

3 Incls
Appendix A
Appendix B
Appendix C

OFFICIAL:


H. V. ROBERTS,
Colonel, AGC,
Adjutant General.

DISTRIBUTION:
"DZ"

RESTRICTED

Appendix to AFHQ
Circular No.
dated March 1944.

APPENDIX 'A'SPECIMEN ONLY

Payments to British Officers in U. S. Army Hospitals
100% U. S. Field Hospital Week of Payment 1-7 JAN. 1944

Rank	Name and Initials	Unit	Amount Paid Francs	Remarks
Captain	Ekend, W. E.	75th H. A. A. BTY.	1300	Royal Artillery
S/Ldr.	Mindod, A. I. R.	200% Fighter Sqdn.	2400	R.A.F.
		TOTAL	3700	

2351 8 January 1944
(date)

(Signature)
O. C. Hospital.

- 1 -

Inclosure No. 1 (1 Page).RESTRICTED

RESTRICTED

Appendix to AFHQ
Circular No.
dated March 1944.

APPENDIX 'B'

G 750323
No. 1004 U. S. Field
Hospital

Amount:

1300 Francs

G 750323

ADVANCE OF
PAY

ARMY FORM W. 3241
(In books of 25)

SPECIMEN ONLY

Agent or Paymaster by whom pay is issued: Glyn Mills & Co. Ltd.

Rank and Name (in BLOCK letters) Captain T. E. Jones,
(111,269)

Unit 75th E. A. A. R. A.

RECEIVED from Cashier No. 1004 U. S. Field Hospital

The sum of ONE THOUSAND THREE HUNDRED FRANCS which I
(words)

hereby authorized my bankers to recover from my bank-
ing account.

Name of Bank Barclays

Branch 106 Piccadilly, London, W.1

Amount

in figures) 1300 Francs

Signature Signed

Date 6 Jan. 1944

G 750324

No. 1004 U. S. Field
Hospital

Amount:

2340 Francs

G 750324

ADVANCE OF
PAY

ARMY FORM W. 3241

SPECIMEN ONLY

Agent or Paymaster by whom pay is issued: Cox & Kings Ltd.

Rank and Name (in BLOCK letters) S/LDR. A.I.R. MEDICAL
(13796)

Unit 200th Fighter Squadron, R. A. F.

RECEIVED from Cashier No. 1004 U. S. Field Hospital

The sum of TWO THOUSAND FOUR HUNDRED FRANCS which I
(words)

hereby authorized my bankers to recover from my bank-
ing account.

Name of Bank Lloyds

Branch 30 The Pavement, York.

Amount

in figures) 2400 Francs

Signature Signed

Date 6 Jan. 1944

RESTRICTED

Appendix to AFHQ
Circular No.
dated March 1944.

SPECIMEN ONLYAPPENDIX 'C'

Serial number of Acquittance Roll OVERSEAS ACQUITTANCE ROLL (ALL ARMS) Army Form N 1513 (Large)

1004 U. S. Field Hospital (Squadron)
(Battery) of the ORIGINAL
(Company)

Imprest A/C No. Payments to British other ranks

FOR PAY OFFICE USE

Army No.	Rank and Name	Local Currency Francs	For Pay Office use L S D	Receipt of Soldier	Date of payment	Unit	Posting Clerk Check Clerk
1359742	Pte. WILKS, J.A.	100		Signature	6 Jan. '44	64th H.A.A. Bty. R.A.	Posting Clerk Check Clerk
9943217	Sgt. WILKS, W.	120		Signature	6 Jan. '44	1st Field Coy. R.E.	Posting Clerk Check Clerk
7713928	BDR. WILKS, J.	100		Signature	6 Jan. '44	98th L.A.A. Bty., R.A.	Posting Clerk Check Clerk
4321	A. B. TROPE, C.	100		Signature	6 Jan. '44	H.M.S. Dreadnought	Posting Clerk Check Clerk
TOTALS		420		To be inserted by the Paying Officer in his own handwriting Total (in words) of local currency only: Four hundred & twenty francs.			

Signature of the
officer making
the payments Signed

Name and Rank of the
officer making the payments
(block letters) 1st Lt. HERMAN K. COLT
Sqn
Bty 1004 U. S. Field
Coy of the Hospital Date 6 Jan. 44

CERTIFIED that the
above amounts have been charged
in the ledger accounts
of the men concerned.

Paymaster's Franking Stamp.

Inclosure No. 3 (1 Page).

- 1 -

RESTRICTED

AFHQ Circular

SUBJECT: War Criminals

DATE: 27 November 1943

FILE: 250

2348

12571