

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

785015

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10000/136/152

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785015

10000/136/152

OFFICE AFFAIRS, GENERAL
FEB. 1947

FEB 11 1947

L A C A B

HEADQUARTERS ALLIED COMMISSION

APO 701

G-1 SECTION CIVILIAN PERSONNEL

Date 10 February 1947

SUBJECT: *Employment of Civilians.*

TO : Chief of IMAS

1. Ref. your SD/500 dated 3 February 47.
2. Approval is given to the employment of Waldemar Aeschl as a Clerk 4 Cat. NHF at a rate not exceeding 6150 to 7687 Lire per day/month. plus 6760 CLB.

3. The minimum rate, which is ——— Lire per day/month, will be paid for the first seven days, and may be increased commensurate with employee's skill and ability as set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective as of 3 February 47

Copy to: Internal Security

229

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

3 February 1947

MEMORANDUM:

TO : G-1 Civilian Personnel

Confirming today's telephone conversation Major Sullivan-Miss Cafaro, Mr. Waldemar Aesch will be assumed in place of Pace Morgan Giacomo with the classification of clerk effective as of today.

15/
EDWARD D.S. SULLIVAN
Major, Air Corps
Chief Staff Officer

1 Incl:
Ltr SD/500, 30 Jan 47,
sub: Screening of Civilians

10/9/50W

Form No. 13

UNITED STATES HEADQUARTERS
Italian Military Affairs Section
APO 794

Reference No. of office of origin

February 1947
(NB. No date of month
to be shown)

My dear Mr. Minister:

3 spaces only

Indent paragraphs but do not number.

.....

.....

Such letters to be written in the 1st person singular

4 spaces from body of letter

Yours very truly,

5 spaces

BERNARD W. STONE
Rear Admiral, USNR
Chief

Italian Military Affairs Section

R.E. On. (name and surname of Minister)
Ministry of
RUE

NOTE: Above style to be used for letters to
Ministers of the Italian Government,
for which the signature of the Chief,
USNR, may be required.

ALLIED FORCE HEADQUARTERS
G-5 Section
Liaison and Civil Affairs Branch
APO 704
Office of the Chief of Branch

Ref. LACAB/65/CB 1 February 1947

OFFICE MEMORANDUM)

NUMBER 1)

THE PREPARATION OF CORRESPONDENCE AND
METHOD OF FILING

1. INCOMING CORRESPONDENCE.

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

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

2. FILES.

a) All files will be prefixed by the letters LACAB and will have a number, and the department of origin will be indicated by a suffix, e.g. on the Chief of Branch files, CB will follow all numbers.

The Suffix to be used by Divisions will be as follows:

Office of Chief of Branch	CB.
Displaced Persons and Repatriation Division	DER.
Public Safety Division	PS.
Legal Division	L.
Economic Division	ECON.
Communications Division	COMS.
Archives Division	AR.

The number of the file for a subject will be the same as that used on the previous Allied Commission file of the same subject, for example: a Public Safety File no. AC/1234/PS will become LACAB/1234/PS. For new subjects File numbers will be allotted on the system previously used.

b) The subject of the file will appear boldly on the outside cover.

OFFICE MEMORANDUM)
NUMBER : 1)

THE PREPARATION OF CORRESPONDENCE AND
METHOD OF FILING

1. INCOMING CORRESPONDENCE.

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

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

2. FILES.

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The Suffix to be used by Divisions will be as following:

- | | |
|---|-------|
| Office of Chief of Branch | CB. |
| Displaced Persons and Repatriation Division | DER. |
| Public Safety Division | PS. |
| Legal Division | L. |
| Economic Division | ECON. |
| Communications Division | COMS. |
| Archives Division | AL. |

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The number of the file for a subject will be the same as that used on the previous Allied Commission file of the same subject, for example: a Public Safety File no. AC/1234/PS will become LACAB/1234/PS. For new subjects File numbers will be allotted on the system previously used.

- b) The subject of the file will appear boldly on the outside cover.
- c) The security classification of the most highly classified enclosure will appear on the outside cover.
- d) The following file records will be kept:

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

- 2 -

3. FILE COMPILATION.

- a) Correspondence will be secured to right hand side of file: a minute sheet for inter-office communication will be attached to the left hand side.
- b) All folios in a file will be given an Index number. One series of numbers, only will be used for both the folio number and minute number so that when either a folio is attached or a minute is written on a file, the next consecutive number will be used.
- c) After 100 folios, a file should be closed down and a subsequent volume started.
- d) Minutes will be set out as follows:

TO : Chief of Branch

TEXT

Date

Signature and
appointment.

(NB. For the attention of a particular officer may be inserted if desired).

4. CORRESPONDENCE FOR THE SIGNATURE OF THE CHIEF OF BRANCH.

- a) All correspondence will be submitted, on the appropriate headed paper, suitably minuted, on a file with relevant references prominently flagged.

Sufficient copies will be prepared to allow the following distribution:

1 copy for addressee	1 Copy for Chief of Branch
1 copy for G-5 (CASTLE)	1 Copy for Float File
1 copy for each additional addressee	1 Copy for File

- b) Specimen letters for signature by the Chief of Branch are given at Appendices "A", "B" and "C" attached.

- c) Full distribution on internal copies only.

5. DRAFTS FOR THE APPROVAL OF THE CHIEF OF BRANCH.

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

- c) After 100 folios, a file should be closed down and a subsequent volume started.
- d) Minutes will be set out as follows:

TO : Chief of Branch

TEXT

Date	Signature and appointment.
------	----------------------------

(NB. For the attention of a particular officer may be inserted if desired).

4. CORRESPONDENCE FOR THE SIGNATURE OF THE CHIEF OF BRANCH.

- a) All correspondence will be submitted, on the appropriate headed paper, suitably minuted, on a file with relevant references prominently flagged.

Sufficient copies will be prepared to allow the following distribution:

- | | |
|--------------------------------------|----------------------------|
| 1 copy for addressee | 1 Copy for Chief of Branch |
| 1 copy for G-5 (CISEM) | 1 Copy for Float File |
| 1 copy for each additional addressee | 1 Copy for File |

- b) Specimen letters for signature by the Chief of Branch are given at Appendices "A", "B" and "C" attached.

- c) Full distribution on internal copies only.

5. DRAFTS FOR THE APPROVAL OF THE CHIEF OF BRANCH.

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

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

- 3 -

6. OUTGOING CORRESPONDENCE.

All outgoing correspondence will have a reference number composed of a) the letters "KIMAB", b) number of the file, c) serial number of the particular letter, d) suffix showing department of origin, O.S. LAMLE/1004/104/03. It will be entered in a register suitable columned to record:

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

W. G. A. B. B. B.
 H. G. A. B. B. B.
 Brigadier,
 Chief of Branch.

DESTINATION:

All Sections.

Appendix "A"

ARMED FORCES HEADQUARTERS
G-5 Section
Inspection and Civil Affairs Branch
Office of the Chief of Branch

February 1947
(If. No. 6 to of
month to be shown)

Reference No. of Department of each in

3 spaces
Subject: Post Supply
3 spaces

TO : G-5 Section, G-5.11.

1. or 5 spaces

1. Number paragraphs in the following manner:

A.

(1).....

2.

(no complimentary close)

5 spaces from last line of letter

H. CAMP
Brigadier
Chief of Branch

N.B. Above style to be used for official letters to ARMY CHIEF, for
which the signature of the Chief of Branch is required.

Appendix "B"

ALLIED FORCE HEADQUARTERS
C-5 Section
Liaison and Civil Affairs Branch
Office of the Chief of Branch

February 1947
(H.B. no date of
month to be shown)

Reference No. of Department of origin.

My dear Mr. Prime Minister:

2 or 3 spaces only

Indent paragraphs but do not number.

.....

.....

Such letters to be written in the 1st person singular

1/2 spaces from body of letter

Yours very truly,

5 spaces

M. CATR
Brigadier
Chief of Branch

Dr. Alcide De Gasperi,
President of the Council of Ministers,
Italian Government,
ROME.

NOTE. Above style to be used for all letters
to Prime Minister, Italian Government
and other Ministers and senior Govt.
officials, for which the signature of
the Chief of Branch is required.

Appendix "C"

ALLIED FORCE HEADQUARTERS
G-5 Section
Liaison and Civil Affairs Branch
Office of the Chief of Branch

February 1947
(H.B. no date of
month to be given)

Ref. :

SUBJECT:

TO :

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

ENC

For the Supreme Allied Commander:

M. GIER
Brigadier
Chief of Branch

Incls.

NOTES

- (i) Above style will be used for all official letters other than to AMHQ G-5 HQ, for which the signature of the Chief of Branch is required.
- 22941) (ii) "For the Supreme Allied Commander" will only be inserted in case of communication with parallel formations.
- Correspondence to lower formations will close with the following:
"By Command of General Morgan:"
- (iii) All paragraphs will be numbered.

2267

785015

ALLIED FORCE HEADQUARTERS
Italian Military Affairs Section
AFS 4.4

AFS/517/CS

1 February 1947

OFFICE MEMORANDUM

NUMBER 1)

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence, the following procedure will be adopted forthwith in all Sub-Sections of IMAF.

1. INCOMING CORRESPONDENCE

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

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

2. FILES

- (a) All files will be prefixed by the letters IMAF and will have a number, and the department of origin will be indicated by a suffix. The suffix to be used by the Sub-Sections will be as follows:

Office of the Chief of Section.....CS
Naval Sub-Section.....N
Land Forces Sub-Section.....LF
Air Forces Sub-Section.....AF

The number of the file for a subject will be the same as that used on the previous Allied Commission Sub-Commission file of the same subject; for example, a Land Forces Sub-Section file formerly designated as 4/004 would now be changed to read IMAF/C/004/LF.

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- (b) The subject of the file will appear on the outside cover.

- (c) The security classification of the most highly classified enclosure will appear on the outside cover.

- (d) The following file records will be kept:

(i) Alphabetical Index.
(ii) Numerical Index.

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence, the following procedure will be adopted forthwith in all Sub-Sections of IMAS.

1. INCOMING CORRESPONDENCE

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

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

2. FILES

- (a) All files will be prefixed by the letters IMAS and will have a number, and the department of origin will be indicated by a suffix. The suffix to be used by the Sub-Sections will be as follows:

Office of the Chief of Section.....CS
Naval Sub-Section.....N
Land Forces Sub-Section.....LF
Air Forces Sub-Section.....AF

The number of the file for a subject will be the same as that used on the previous Allied Commission Sub-Commission file of the same subject; for example, a Land Forces Sub-Section file formerly designated as 2/004 would now be changed to read IMAS/C/004/LF.

221

The subject of the file will appear on the outside cover.

- (c) The security classification of the most highly classified enclosure will appear on the outside cover.

- (d) The following file records will be kept:

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

FILE COMPILATION

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.

(b) After 100 folios, a file should be closed down and a subsequent volume started.

(c) Minutes will be set out as follows:

" TO: Chief, IMAI.

UNIT.

Navy Sub-Section

1 Feb.

Tel: ext. 123

Signature and appointment."

(NB. For the attention of a particular officer may be inserted if desired).

4. CORRESPONDENCE FOR THE SIGNATURE OF THE CHIEF, ITALIAN MILITARY ATTACHE SECTION

(a) All correspondence prepared for the signature of the Chief, IMAI, will be submitted on one printed letterhead stationery which is available at the Office of the IMAI Chief Clerk on the third floor. Correspondence will be suitably minuted on a file with relevant references prominently flagged.

Sufficient copies will be prepared to allow the following distribution:

2 copies Addressee
1 copy Chief, IMAI

1 copy to float
1 copy to file
1 copy to each additional addressee

(b) Specimen letters for signature by Chief, IMAI, are appended at Appendices "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O", "P", "Q", "R", "S", "T", "U", "V", "W", "X", "Y", "Z", "AA", "AB", "AC", "AD", "AE", "AF", "AG", "AH", "AI", "AJ", "AK", "AL", "AM", "AN", "AO", "AP", "AQ", "AR", "AS", "AT", "AU", "AV", "AW", "AX", "AY", "AZ", "BA", "BB", "BC", "BD", "BE", "BF", "BG", "BH", "BI", "BJ", "BK", "BL", "BM", "BN", "BO", "BP", "BQ", "BR", "BS", "BT", "BU", "BV", "BW", "BX", "BY", "BZ", "CA", "CB", "CC", "CD", "CE", "CF", "CG", "CH", "CI", "CJ", "CK", "CL", "CM", "CN", "CO", "CP", "CQ", "CR", "CS", "CT", "CU", "CV", "CW", "CX", "CY", "CZ", "DA", "DB", "DC", "DD", "DE", "DF", "DG", "DH", "DI", "DJ", "DK", "DL", "DM", "DN", "DO", "DP", "DQ", "DR", "DS", "DT", "DU", "DV", "DW", "DX", "DY", "DZ", "EA", "EB", "EC", "ED", "EE", "EF", "EG", "EH", "EI", "EJ", "EK", "EL", "EM", "EN", "EO", "EP", "EQ", "ER", "ES", "ET", "EU", "EV", "EW", "EX", "EY", "EZ", "FA", "FB", "FC", "FD", "FE", "FF", "FG", "FH", "FI", "FJ", "FK", "FL", "FM", "FN", "FO", "FP", "FQ", "FR", "FS", "FT", "FU", "FV", "FW", "FX", "FY", "FZ", "GA", "GB", "GC", "GD", "GE", "GF", "GG", "GH", "GI", "GJ", "GK", "GL", "GM", "GN", "GO", "GP", "GQ", "GR", "GS", "GT", "GU", "GV", "GW", "GX", "GY", "GZ", "HA", "HB", "HC", "HD", "HE", "HF", "HG", "HH", "HI", "HJ", "HK", "HL", "HM", "HN", "HO", "HP", "HQ", "HR", "HS", "HT", "HU", "HV", "HW", "HX", "HY", "HZ", "IA", "IB", "IC", "ID", "IE", "IF", "IG", "IH", "II", "IJ", "IK", "IL", "IM", "IN", "IO", "IP", "IQ", "IR", "IS", "IT", "IU", "IV", "IW", "IX", "IY", "IZ", "JA", "JB", "JC", "JD", "JE", "JF", "JG", "JH", "JI", "JJ", "JK", "JL", "JM", "JN", "JO", "JP", "JQ", "JR", "JS", "JT", "JU", "JV", "JW", "JX", "JY", "JZ", "KA", "KB", "KC", "KD", "KE", "KF", "KG", "KH", "KI", "KJ", "KK", "KL", "KM", "KN", "KO", "KP", "KQ", "KR", "KS", "KT", "KU", "KV", "KW", "KX", "KY", "KZ", "LA", "LB", "LC", "LD", "LE", "LF", "LG", "LH", "LI", "LJ", "LK", "LL", "LM", "LN", "LO", "LP", "LQ", "LR", "LS", "LT", "LU", "LV", "LW", "LX", "LY", "LZ", "MA", "MB", "MC", "MD", "ME", "MF", "MG", "MH", "MI", "MJ", "MK", "ML", "MM", "MN", "MO", "MP", "MQ", "MR", "MS", "MT", "MU", "MV", "MW", "MX", "MY", "MZ", "NA", "NB", "NC", "ND", "NE", "NF", "NG", "NH", "NI", "NJ", "NK", "NL", "NM", "NN", "NO", "NP", "NQ", "NR", "NS", "NT", "NU", "NV", "NW", "NX", "NY", "NZ", "OA", "OB", "OC", "OD", "OE", "OF", "OG", "OH", "OI", "OJ", "OK", "OL", "OM", "ON", "OO", "OP", "OQ", "OR", "OS", "OT", "OU", "OV", "OW", "OX", "OY", "OZ", "PA", "PB", "PC", "PD", "PE", "PF", "PG", "PH", "PI", "PJ", "PK", "PL", "PM", "PN", "PO", "PP", "PQ", "PR", "PS", "PT", "PU", "PV", "PW", "PX", "PY", "PZ", "QA", "QB", "QC", "QD", "QE", "QF", "QG", "QH", "QI", "QJ", "QK", "QL", "QM", "QN", "QO", "QP", "QQ", "QR", "QS", "QT", "QU", "QV", "QW", "QX", "QY", "QZ", "RA", "RB", "RC", "RD", "RE", "RF", "RG", "RH", "RI", "RJ", "RK", "RL", "RM", "RN", "RO", "RP", "RQ", "RR", "RS", "RT", "RU", "RV", "RW", "RX", "RY", "RZ", "SA", "SB", "SC", "SD", "SE", "SF", "SG", "SH", "SI", "SJ", "SK", "SL", "SM", "SN", "SO", "SP", "SQ", "SR", "SS", "ST", "SU", "SV", "SW", "SX", "SY", "SZ", "TA", "TB", "TC", "TD", "TE", "TF", "TG", "TH", "TI", "TJ", "TK", "TL", "TM", "TN", "TO", "TP", "TQ", "TR", "TS", "TT", "TU", "TV", "TW", "TX", "TY", "TZ", "UA", "UB", "UC", "UD", "UE", "UF", "UG", "UH", "UI", "UJ", "UK", "UL", "UM", "UN", "UO", "UP", "UQ", "UR", "US", "UT", "UU", "UV", "UW", "UX", "UY", "UZ", "VA", "VB", "VC", "VD", "VE", "VF", "VG", "VH", "VI", "VJ", "VK", "VL", "VM", "VN", "VO", "VP", "VQ", "VR", "VS", "VT", "VU", "VV", "VW", "VX", "VY", "VZ", "WA", "WB", "WC", "WD", "WE", "WF", "WG", "WH", "WI", "WJ", "WK", "WL", "WM", "WN", "WO", "WP", "WQ", "WR", "WS", "WT", "WU", "WV", "WW", "WX", "WY", "WZ", "XA", "XB", "XC", "XD", "XE", "XF", "XG", "XH", "XI", "XJ", "XK", "XL", "XM", "XN", "XO", "XP", "XQ", "XR", "XS", "XT", "XU", "XV", "XW", "XX", "XY", "XZ", "YA", "YB", "YC", "YD", "YE", "YF", "YG", "YH", "YI", "YJ", "YK", "YL", "YM", "YN", "YO", "YP", "YQ", "YR", "YS", "YT", "YU", "YV", "YW", "YX", "YY", "YZ", "ZA", "ZB", "ZC", "ZD", "ZE", "ZF", "ZG", "ZH", "ZI", "ZJ", "ZK", "ZL", "ZM", "ZN", "ZO", "ZP", "ZQ", "ZR", "ZS", "ZT", "ZU", "ZV", "ZW", "ZX", "ZY", "ZZ".

(c) Distribution. External distribution only on the top copy.

Full distribution on internal copies only.

5. DRAFTS FOR THE APPROVAL OF CHIEF, ITALIAN MILITARY ATTACHE SECTION

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

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

6. OUTGOING CORRESPONDENCE

ALL OUTGOING CORRESPONDENCE will have a reference number composed of:

(a) number of the file, (b) suffix showing office of origin, e.g., 130/11. It will be entered in a register suitably columned to record:

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

(a) All correspondence prepared for the signature of the Chief, MAS, will be submitted on the printed letterhead stationery which is available at the Office of the MAS Chief Clerk on the third floor. Correspondence will be suitably initialed on a file with relevant references prominently flagged.

Sufficient copies will be prepared to allow the following distribution:

2 copies Addressed
1 copy Calif, Div 3

I copy to Elout
I copy to Elie
I copy to each additional
addressee

- (b) Specimen letters and signatures by Chisler, TMS, are appended at Appendices (a), (b), and (c).
- (c) Distribution. External distribution only on the top copy.
Full distribution on internal copies only.

Tall distribution on internal copies on $\mathbb{Y}$.

5. DRAWN FOR THE APPROVAL OF CHIEF, ITALIAN CULTURE AND ARTS SECTION

As in the case of correspondence in final form, drafts (double-spaced) will be submitted, suitably initialed, on a file and all relevant references prominently flagged.

Drafts, when approved, must be prepared by the office of origin for distribution.

6. MITIGATING CONSEQUENCES

ALL OUTGOING CORRESPONDENCE WILL HAVE A REFERENCE NUMBER COMPOSED OF:
(a) number of the file, (b) suffix showing office of origin, c.g., 1904/11. It will be entered in a register suitably columned to record:

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

TABLE 1. THE STUDY

✓ 9/3 - 25 copies
and Forces 8/5 - 25 copies
✓ 9/8 - 25 copies

EDWARD D.S. SULLIVAN
Major, Air Corps
Chief of TMS

Approved: USA

ALLIED FORCE HEADQUARTERS
Italian Military Affairs Section
AFS 794

February 1947

(NB. No date of month
to be shown)

Reference No. of office of origin

↓ 3 spaces

Subject: Ammunition Supply

↓ 3 spaces

TO : G-3 Section, Allied Force Headquarters

↓ 4 spaces

1. Number paragraphs in the following manner:

a.

(1)

2.

(no complimentary close)

↓ 5 spaces from last line of letter

EMERY W. STONE
Rear Admiral, USNR
Chief

Italian Military Affairs Section

N.B. Above style to be used for official letters to SACAB or other
staff sections of AFHQ for which the signature of the Chief, IMAS,
may be required.

2272

IMAS

FEB 18 1947

LEATSON AND CIVIL AFFAIRS BRANCH
R O M E
A B 79
Office of the Chief of Branch

Ref. : LACAP/65/EN February 1947

AMENDMENT NO. 2 TO SERVICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

J. H. Hunt Smith
Brigadier,
Chief of Branch.

LEASON AND CIVIL AFFAIRS BRANCH
R O M E
NEW YORK
Office of the Chief of Branch

Ref. : LACAB/65/68

February 1967

APPENDIX NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

J. J. Hunt Smith
1st Lieutenant,
Chief of Branch.

LEADON AND CIVIL AFFAIRS BRANCH
R O M E
ASO 79.
Office of the Chief of Branch

Ref. : LAGAL/65/UE

February 1947

APPENDIX NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

J. H. H. H. H. H.
Brigadier,
Chief of Branch.

LIAISON AND CIVIL AFFAIRS BRANCH

R O M E

200 70

Office of the Chief of Branch

Ref. : LACN/65/CH

/S February 1947

ADDENDUM NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

J. H. Hault
Brigadier,
Chief of Branch.

LIATSON AND CIVIL AFFAIRS BRANCH
R O M B
JAG 724
Office of the Chief of Branch

Ref. : LACAP/62/CD

February 1947

AMENDMENT NO. 2 TO SERVICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

J. H. Hunt Smith
Brigadier,
Chief of Branch.

2277

LEAISON AND CIVIL AFFAIRS BRANCH

ROOM 12

1200 E. 12th

Office of the Chief of Branch

Ref. : LACAB/65/3B

February 1967

AMENDMENT NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

W. H. H. Smith
Brigadier,
Chief of Branch

LEASON AND CIVIL AFFAIRS BRANCH
R O M E
AND
Office of the Chief of Branch

Ref. : LAGAB/65/CD

February 1967

AMENDMENT NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

R. H. Hunt
Brigadier,
Chief of Branch

LIAISON AND CIVIL AFFAIRS BRANCH

R O R M

M O R M

Office of the Chief of Branch

Ref. : LACAM/65/33

February 1967

AMENDMENT NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

[Handwritten Signature]
Brigadier,
Chief of Branch

2280

785015

LIAISON AND CIVIL AFFAIRS BRANCH

R O E D

APC TW

Office of the Chief of Branch

Ref. : LACAF/65/SB

February 1967

AMENDMENT NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) for: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

J. H. Hunt
Brigadier,
Chief of Branch.

228

785015

LEAFSON AND CIVIL AFFAIRS BRANCH
R O E B
AFO 790
Office of the Chief of Branch

Ref. : LACAP/45/CR

18 February 1947

AMENDMENT NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

18 *Handwritten Signature*
Brigadier,
Chief of Branch

LIAISON AND CIVIL AFFAIRS BRANCH
R O K H
430 724
Office of the Chief of Branch

Ref. : LACAL/65/CD

18 February 1967

AMENDMENT NO. 2 TO OFFICE MEMORANDUM NO. 1

- 1) Reference is made to Appendix "C" Note 2, 2nd Sentence.
- 2) For: "BY COMMAND OF GENERAL MORGAN"
read: "BY COMMAND OF LIEUTENANT GENERAL LEE".

J. H. Hunt
Brigadier,
Chief of Branch.

Appendix "B"

ALLIED FORCE HEADQUARTERS
Italian Military Affairs Section
APO 794

Reference No. of office of origin

February 1947
(NB. No date of month
to be shown)

My dear Mr. Minister:

↓ 3 spaces only

Indent paragraphs but do not number.

.....

.....

Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter

Yours very truly,

↓ 5 spaces

WILLIAM W. STONE
Rear Admiral, USNR
Chief

Italian Military Affairs Section

H.E. CH. (name and surname of Minister)
Ministry of
ROME

204 -

NOTE: Above style to be used for letters to
Ministers of the Italian Government,
for which the signature of the Chief,
H.E. CH., may be required.