Declassified E.O. 12356 Section 3.3/NND No. 785021

ACC

10000/141/468
(1ST)

Declassified E.O. 12356 Section 3.3/NND No. 785021

10000/141/468
(1ST)

OFFICE INSTRUCTIONS
MAR. 1943 – OCT. 1944

MINUTE SHEET No.

DATE	①	PAGE
4.16.	Adjt. Arrangements at present inadequate. Please keep a running list. Names in 108 in all 4 offices to be amended or added to daily. 7 pm as situation changes.	108
18	Dir. Complied with (2) E	
	(3)	
Oct 4	To all officers. 2873 Please read No 114 and after doing so initial hereunder E. Adjutant.	114

PRT NOT N/

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

THIS JACKET

CLOSED

SEE SECOND

JACKET

2872

Declassified E.O. 12356 Section 3.3/NND No. 785021

3741

6/4 Loc. Gov.

SHW/gc 119

3/1B/CA

SUBJECT : CA Files.

TO : All CA Sub-Commissions.

OCT 1944

1 Files formerly belonging to RCMG Sec (incl CA Br) now in charge of CA S/Cs will be dealt with as follows.

a) Each will be inspected to see if any further action is due or whether there are any letters to which replies have not yet been received.

b) In all cases of action arising on a matter commenced on a RCMG file it will be considered whether the subject matter will persist or whether the matter is likely to be closed at an early date.

c) If the matter is likely to close it should be concluded on the old file.

d) If it is likely to continue for some time the correspondence should be continued on the appropriate S/C file. The cover of which should be marked (associated file No...) the RCMG file should be similarly marked with the number of the S/C file.

e) When RCMG files are no longer frequently required for reference (say as to each after there has been no need to refer to it for a month) they should be handed over to Archives.

CA Sec
14 Oct 44

R.R. Crips
R.R. CRIPPS Col.
CSO CA Section

2597

1098

Declassified E.O. 12356 Section 3.3/NND No. 785021

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HEADQUARTERS
ALLIED CONTROL COMMISSION
LOCAL GOVERNMENT SUB COMMISSION
APO 394

SUBJECT : Telephone Directory — 9 October 1944

TO : Civil Affairs Section

Reference your 3/1 B/ C A dated 9/10/44 the following list of phone numbers is forwarded as requested :

1. Sectional Listing

Local Government Sub-Commission

	Floor	Room	Tel. No.
Director	5	52	495 & 620
Chief Executive Officer	5	46	478706
Asst. Executive Officers	5	48	478190
Adjutant	5	50	478187
Clerks	5	27	286

2. Alphabetical List

Name	Rank	Nationality	Floor	Room	Tel. No.
Hammond, R.G.	Capt.	B	5	48	478190
Lewis, W.V.M.	Capt.	B	5	48	478190
Shanks, T.C.	Capt.	B	5	50	478187
Spicer R.G.B.	Colonel	B	5	52	495 & 620
Temple R.R.	Capt.	A	5	46	478706
Williams C.G.R.	Capt.	B		48	478190

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(187)

R. C. B. SPICER
Colonel
Director
Local Government Sub Commission

PGW / cm.

Declassified E.O. 12356 Section 3.3/NND No. 785021

3667

6/4

Ext 437
GAL/ec (117)

3/1B/CA.

SUBJECT : Telephone Directory.

TO : All CA Sub-Commissions.

OCT 1944

Reference Com.311.3 dated 7 Oct 44 ,copy attached, it is requested that the returns called for will be submitted to this office by 1200 hrs Tuesday 10 Oct 44.

J.S. REAKES Maj.
for C.O.O CA Section

CA Sec
9 Oct 44

2868

2290

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Communications Office)

11mP

Com 311.3 7 Oct 44

SUBJECT : Telephone Directory.

TO : See Distribution below.

1. A new telephone directory is to be published to cover numerous changes since publication of the previous directory, and the recent re-organization of ACC Hq.

2. Returns are to be made by Sections, listing Sub-Commissions, Branches and/or Divisions, and will include all operating elements within Sections. Returns must be collected and verified by the Chief Clerks of each Section and handed to the Communications Officer, Room 10, 1st Floor, Ministero delle Corporazioni Building, not later than 1700 hours, Tuesday 10 October 1944.

3. The following information is required :

a) - A Sectional listing (for each Section, Sub-Commission, Branch and/or Division) showing only Title, Room and Floor number and telephone numbers, i.e. "Director", "Deputy Director", "Vice President", etc.

b) - An alphabetical listing showing each officer who has a telephone, his rank, his nationality, Floor and Room number, and telephone number.

s/
WILLIAM B. SIMMONS
1st Lt, Signal Corps
Communications Office

DISTRIBUTION :-
A/CC
C of S
D C of S (Estab Sec)
V.P. Political Sec
D C of S Civil Affairs Sec
D C of S Economic Sec
Navy Sub-Com
Army Sub-Com
Air Force Sub-Com
Com Sub-Com
WMD & IPOW Sub-Com
Pub Rel Br (Info Div)

2867

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

(116)

HEADQUARTERS
ALLIED CONTROL COMMISSION
LOCAL GOVERNMENT SUB COMMISSION
APO 394

ACC/6/4/LG

4 October 1944

SUBJECT: Weekly Sitreps and monthly reports

TO : Adjutant, Local Government Sub-Commission

1. As I have already instructed, I wish you to systematize this in order that you may compile a fuller and better Sitrep report than has been recent, and also to ensure that your monthly report covers all ground.

2. In regard to your Sitrep report, a copy of this should go automatically (when signed by me) to PRO each week.

3. I think it essential that you should re-establish your Palermo custom of the daily diary on which each officer must indicate a precis of any important matter that he has done on each day, in order that you may be fully aware of a considerable amount of the work of this Sub-Commission which may not show itself on files.

R. G. B. SPICER
Colonel
Director
Local Government S/C

RGBS/jgt

Recm 4/10/44
"Diary" for Weekly Sitreps & Monthly Reports issued C.

Declassified E.O. 12356 Section 3.3/NND No. 785021

3651

6/4

Local Hist. Archives

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

4 - OCT 1944

6 October 1944

MEMORANDUM:

TO : All Concerned

1. Announcement is made of the promotion of the Acting Chief Commissioner of the Allied Control Commission to the rank of Commodore, United States Naval Reserve, effective 30 September 1944.

2. All correspondence, etc, prepared for the signature of the Acting Chief Commissioner will be prepared as follows:

ELLERY W. STONE
Commodore, USNR
Acting Chief Commissioner

By command of Commodore STONE:

L. T. MONTANT, Jr.
1st Lt, AGD
Adjutant

DISTRIBUTION:
"A"

2865

3651

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
GA SECTION

3 OCT 1944

3/1.1/GA

2 Oct 44

SUBJECT : Classification of Documents.

TO : All GA Sub-Commissions.

1 It has been noticed that documents are frequently too highly classified and that the instructions as to the handling of SECRET documents are not always observed.

2 Appended is a summary of the security classifications with which all officers should be familiar.

a) To the top class belong matters of the level of say negotiations between nations for a treaty of alliance; or, plans for the invasion of France. This classification can practically never be justified in any matter handled by any sub-commission.

b) To the second class belong the majority of military secrets which may effect the conduct of future military operations. e.g. ACC planning which might by implication disclose an army plan of operation or disclose a source of information should be classed SECRET.

c) To the third class belong most matters of report such as on operations in progress, information, intelligence. This class is normally the highest classification to be used in administrative work such as is done by ACC.

3 With regard to precautions -

a) Documents in the top class must be enclosed in two envelopes the inner one of which must be marked "Top Secret to be opened only by_____". The contents of a Top Secret document must never be disclosed to any person except only to those to whom its disclosure is essential and then only so much may be disclosed as is essential to enable that officer to perform his duty. The document itself may not be handled or seen by any clerk or by any officer to whom its disclosure is not essential and registering filing and custody must be undertaken by an officer entitled to see the document.

b) Secret letters are similary dealt with except that the inner envelope need not be marked "to be opened only by_____". They should be handled registered and filed by an officer except in exceptional cases where a special confidential clerk has been specially authorised.

4 The authority of an officer of the rank of Lt Col or Higher is required to first classify a subject as Secret or higher.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

5 It should be appreciated that a signal graded as Top Secret or Secret is likely to be delayed for enciphering and deciphering.

6 Papers erroneously too highly graded should be regraded. Every opportunity should be taken to degrade classifications if a lower class becomes justified e.g. on the execution of a plan papers concerned therewith which were originally "secret" can be re-graded "Confidential".

7 Regrading of Top Secret or Secret papers will be effected by an officer of the rank of Lt Col or higher writing above the classification
"re-graded as_____"
he will sign across the old classification adding his rank and date.

8 This letter (which will be brought to the attention of all officers) is not an instruction on classification of documents or on security precautions but a reminder. The only authority on these subjects are the relative regulations.

S.R. WIPP Lt Col
for GS (I) Section

CLASSIFICATION OF DOCUMENTS

TOP SECRET : (Signal abbreviation - TOPSEC) : Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorised disclosure would cause exceptionally grave damage to the Nation, i.e. PLANS OR OPERATIONS OF VITAL MILITARY VALUE.

SECRET : Documents, information or material, the unauthorised disclosure of which would endanger the National Security, cause serious injury to interests or prestige of the Nation or any governmental activity thereof, or would be of great advantage to a foreign nation, i.e. VITAL MILITARY INFORMATION.

CONFIDENTIAL : Documents, information or material, the unauthorised disclosure of which while NOT endangering the National Security, would be prejudicial to the interest or prestige of the Nation, any governmental activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, i.e. MINOR TACTICAL AND ORGANIZATIONAL MATTERS.

RESTRICTED : Documents, information or material (other than TOP SECRET, SECRET or CONFIDENTIAL) which would not be published or communicated to anyone except for official purposes, i.e. TRAINING TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEAD QUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/6/[illegible]/Int. 23rd September, 1944.

SUBJECT: Telephone numbers.

TO : Secretary General.

As requested the following information is forwarded:

Director: Colonel R.G.B.SPICER. CMG.,MC. Grand Hotel. Tel.No. 43151.

Deputy Director: Capt. R.R.[illegible]. Milano Hotel. Tel.No. 63209.

for R.G.B.SPICER,
Colonel,
Director,
Interior Sub-Commission.

PLW

Declassified E.O. 12356 Section 3.3/NND No. 785021

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22 September 1944.

22 SEP 1944.

TO : Interior S/C

Please furnish this office with the names and billet (not office) telephone numbers of the Head and Deputy Head of your Section or Sub-Commission.

This information has been requested by the Acting Chief Commissioner.

D.F.E.

T/3 D.F. EMMISTON.
Chief Clerk
Secretary Generals' Office.

Colonel W.G.A. Spicer. CMG., MC, (Grand Hotel) Tel. 43151 (Room 127) 2861
Captain R.R. Temple. Australia House Tel. 6302

Declassified E.O. 12356 Section 3.3/NND No. 785021

3420

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/ III/AS

21 Sep 44

SUBJECT : Correspondence.

TO : All Sub-Commissions, Administrative Section.

1. Ref my 3/III/AS dated 14 Sept 44 attention is drawn to the somewhat anomalous position of Siena Province created by Daily Bulletin No 227 para 9 which states -

> Control of SIENA Province passed to Region VIII, AMG as of 0001 hours 4 Sept 44, except that all matters of policy which may in any way affect the responsibility of CCAO AMG 5 Army to the Army Commander will be referred to HQ, A.C., 5th Army for decision.

In day to day matters therefore Sub-Commissions will treat Siena Province as part of Region VIII and not 5th Army.

2. Attention is also drawn to the fact that Livorno Province has been transferred to Region VIII (D.B. No. 238 para 3).

3. The transfer of Perugia may be expected any day.

G.R. Gibson Brig,
V.P. Admin Sec.

Ext 525
GRG/jwf

Copy to HQ & HD
Econ Sec
Welfare Sec

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4 Interior

18 SEP 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

18 September 1944.

MEMORANDUM:

TO : All Sub-Commissions, Sections, Branches, etc., this Headquarters

1. Normal telephone service will be interrupted in this headquarters from 1800 hours, today, 18 September 1944, until 0600 hours, tomorrow, 19 September 1944, due to a technical change over in telephone facilities.

2. Internal calls in the ACC building may continue to be made during these hours. However, external calls to be made from unrestricted telephones cannot be made by dialing zero. Subscribers must dial nine, and the switchboard will connect calls to the outside.

3. External dial numbers will not be interrupted.

4. Normal telephone service will be resumed at approximately 0600 hours, 19 September 1944.

William B. Simmons
WILLIAM B. SIMMONS,
1st Lt, Sig C,
Communications Office.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/6/4/Int 18 September 1944

SUBJECT: Curfew Passes

TO : Adjutant, HQ, ACC

1. Reference Daily Bulletin No. 185 (7):

2. It is requested that permanent passes be issued for the following officer of this Sub-Commission:

Lieutenant Dario MODIANO - Identity Card No. 300258

3. The purposes for which the passes are required are recreational and occasional duty.

R. C. D. SPICER
Colonel
Director
Interior Sub-Commission

rcs/jgt

(2)

Received above pass which has been handed to Lt. Modiano.

T C S.

19/9/44

2858

Declassified E.O. 12356 Section 3.3/NND No. 785021

3315

b/l+

SEP 1944

108

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/1B/A3

14 Sep 44

SUBJECT : Correspondence.

TO : All Sub Comsns Sec.

1 During my recent tour officers in the field drew my attention to one or two matters in which time and paper can be saved.

2 Sub Comsns appear frequently to be unaware when a province passes from Army Control to Regional Control. Frequently correspondence has to be passed on and delay ensues. I appreciate that there is bound to be a delay when a province is newly transferred but I am sure Sub Comsn can do much to help by seeing that they keep an up to date register shewing at any moment what provinces are under Army Control and what under Regional Control.

3 The position to-day is as follows:

5th ARMY	6th ARMY
FLORENCE	PESARO
PISTOIA	ANCONA
LUCCA	PERUGIA
PISA	AREZZO
~~LEGHORN~~	
SIENA	

2857

? Regin 8. 4/9/44

4 Distribution lists are sometime wider than is necessary. e.g. Directives are sent to Army areas when they are applicable only to rovinces after they are restored to Regional Control; in such case Directives should only be sent to Reg HQ for issue at the appropriate time. Sub-Comsns will please consider their distribution lists carefully.

(2)

Ext: 525
GRO/is

G.R. McJOHN Brigadier,
V.P. Admin Section.

This is shown on the Board + Staff also keeps Register. 15/9/44

Copy to: RC & MG Sec.
Econ. Sec.

178

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

Daily Bulletin No. 197, this Hq. dd 10 Aug.44, cont'd :

9. ROME COURIER SERVICES :

Effective Friday, 11 August 1944, following courier services will operate from this Headquarters to destinations within the City of ROME as undernoted:

To HQ. AAI:

(Leave(this	0900 hrs	Leave Hq AAI -	0945
(Hq)	1030 hrs		1115
	1430 hrs		1515

To ROME ALLIED AREA COMMAND:

Leave this Hq -	0900 hrs	Leave RAAC -	0945
	1030 hrs		1115
	1430 hrs		1515

To SUPER GARAGE:

Leave this Hq -	0900 hrs	Leave SUPER GARAGE-	0945
	1030 hrs		1115
	1430 hrs		1515

In order to conserve transport, all officers are requested to make use of these courier and not request special transportation.

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2098

6/4 Senior Am O. Interior J/C

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HEADQUARTERS
2675TH REGIMENT
ALLIED CONTROL COMMISSION
(OVERHEAD)
APO 394

17 AUG 1944

NWD/jtg

16 August 1944

File: 201.2

SUBJECT : Complaints by Enlisted Men.

TO : Commanding Officers, All Units, 2675th Regiment, ACC, (Ovhd), APO 394, US Army.

1. Any enlisted man or officer of this command who has a complaint to present affecting individuals and to allegations of facts or conditions detrimental to the service, is enjoined to present such complaint for consideration.

2. Enlisted personnel may report through Company Commanding Officers to this Headquarters to register such complaints. If a written complaint is received by a company commander, it will be forwarded to this Headquarters for consideration.

3. A copy of this letter will be posted on company bulletin boards immediately upon receipt of this letter.

By order of Colonel PARKIN:

N. W. DRAGNEFF
Major, AGD
Adjutant

DISTRIBUTION: "B"
Plus
1-Senior (A) O, Regions & Sub-Comm, ACC.

Recvd 17/8/44 JBS

2335

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
THE TRIPLE SUB-COMMISSION
APO 394

ACC/G/A/Int. 8 August 1944.

SUBJECT : Courier Passes

TO : Adjutant, Hq. ACC.

1. Reference Daily Bulletin No. 185 (7).

2. It is requested that permanent passes be issued for the following officer of this Sub-Commission :

Lieutenant GERARD VANDERLEENE - Id. Card. No. 1762

3. The purposes for which the passes are required are recreational and occasional duty.

R. C. B. SKIGG,
Colonel
Director
Interior Sub-Commission

TOS.

Received on 9/8/44 and acknowledged.

1996

6/4

Interior

(1-04)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

8 AUG 194

Adj: 461.

5 August 1944.

SUBJECT: Distribution List No. 2

TO : Distribution as below

1. Attached Distribution List No. 2 supersedes Distribution List No. 1 dated 18 May 1944 and all amendments thereto.

2. Amendments to Distribution List No. 2 will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies, or notification of any other desired amendment (s) will be made to the Adjutant, this Headquarters.

3. The following information concerning the new Distribution List is furnished for the guidance of all concerned:

a. List "A" provides the normal distribution for all operational and administrative publications of ACC.

b. List "B" provides a limitied distribution for Headquarters ACC, Regions, Foggia Province, AMG Armies and certain outside authorities. (This list is used for distribution of Special Orders).

c. List "C" is a limited internal distribution for Headquarters ACC only.

d. List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials 79 and 87 in Group III. (This is used for Daily Bulletins).

e. All four lists include ACC Liaison, Headquarters AAI.

4. a. The lists have been divided into the following three groups:

(i) Group 1 consisting of all Sections, Branches, and Sub-Commissions of Headquarters, and ACC Liaison, Headquarters, AAI.

(ii) Group 2 consisting of the Regions, Foggia Province and AMG 5th and 8th Armies.

2853

(iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals, other than Headquarters AAI which receives through the ACC Liaison Officer thereto.

Declassified E.O. 12356 Section 3.3/NND No. 785021

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2853

(iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals, other than Headquarters AAI which receives through the ACC Liaison Officer thereto.

b. A serial number has been alloted to each recipient indicated in Columan 1.

c. The object of 4 a and b above is to give originators of correspondence an easy means of cutting down the distribution to what is actually necessary.

By order of Captain STONE (USNR):

L. T. Montant Jr.

L. T. MONTANT, Jr,
1st Lt, AGD, A.P.
Adjutant.

DISTRIBUTION:
1 Copy to All Serials.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

5 August 1944

D I S T R I B U T I O N L I S T

N U M B E R 2

GROUP I

		A	B	C	D
1.	Secretary General	3	3	3	3
1A	ARCHIVES SECTION	1	1	1	1
2.	Political Section	2	1	2	2
	Administrative Section				
3.	Administrative Section Hq	2	1	2	2
4.	Interior	2	1	1	2
5.	Public Safety	2	1	1	2
6.	Public Health	2	1	1	4
7.	Property Control	2	1	1	2
8.	Legal	2	1	1	2
9.	Education	2	1	1	2
10.	Monuments & Fine Arts	2	1	1	2
	Economic Section				
11.	Economic Section Hq	3	1	2	3
12.	Agriculture	2	1	1	2
13.	Industry	4	1	2	4
14.	Commerce	4	1	2	5
15.	Requisition Division	1	1	1	1
16.	Labor	2	1	2852	2
17.	Food	3	1	1	3
18.	Public Works & Utilities	4	1	4	4

Declassified E.O. 12356 Section 3.3/NND No. 785021

		A	B	C	D
1.	Secretary General	3	3	3	3
1A	ARCHIVES SECTION	1	1	1	1
2.	Political Section	2	1	2	2
	Administrative Section				
3.	Administrative Section Hq	2	1	2	2
4.	Interior	2	1	1	2
5.	Public Safety	2	1	1	2
6.	Public Health	2	1	1	4
7.	Property Control	2	1	1	2
8.	Legal	2	1	1	2
9.	Education	2	1	1	2
10.	Monuments & Fine Arts	2	1	1	2
	Economic Section				
11.	Economic Section Hq	3	1	2	3
12.	Agriculture	2	1	1	2
13.	Industry	4	1	2	4
14.	Commerce	4	1	2	5
15.	Requisition Division	1	1	1	1
16.	Labor	2	1	1	2
17.	Food	3	1	1	3
18.	Public Works & Utilities	4	1	4	4
19.	Mining Division	1	1	1	1
20.	Transportation	2	1	1	2
21.	Shipping	2	1	1	2
22.	Finance	10	1	1	10

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GROUP I (Continued)

Regional Control & Military Government Section

		A	B	C	D
23.	PA to the Executive Commissioner	1	1	1	1
24.	Civil Affairs Branch	2	2/	1	2
25.	Information Division	2	2	2	2
26.	Liaison Division	1	1	1	1
27.	Displaced Persons	3	2	1	3
28.	I.C.C.R.				1
29.	Italian Refugees Branch	2	1	1	2
30.	Patriots Branch	1	1	1	1
31.	Security Branch	2	1	1	2
32.	Establishments Officer	1	1	1	1
33.	Executive Officer (A)	1	1	1	1
34.	Executive Officer (B)	1	1	1	1
35.	G-1 (A)	2	4	1	4
36.	G-1 (B)	2	5	1	4
37.	G-4 (A)	1	1	1	1
38.	G-4 (B)	1	1	1	1
39.	Headquarters Commandant	13	13	2	13
40.	Adjutant, A.C.C.	1	1	1	4
41.	Commanding Officer, 2675th Regiment	6	8	3	8
42.	OC, British Detachment		2		2
43.	CO, Hq Co, 2675th Regt		2		2
44.	Postal Officer, APO 394		1		1
45.	British Post Office		1		1
46.	M.T.O., American		1		1
47.	M.T.O., British		1		1

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28.	I.G.C.R.				1
29.	Italian Refugees Branch	2	1	1	2
30.	Patriots Branch	1	1	1	1
31.	Security Branch	2	1	1	2
32.	Establishments Officer	1	1	1	1
33.	Executive Officer (A)	1	1	1	1
34.	Executive Officer (B)	1	1	1	1
35.	G-1 (A)	2	4	1	4
36.	G-1 (B)	2	5	1	4
37.	G-4 (A)	1	1	1	1
38.	G-4 (B)	1	1	1	1
39.	Headquarters Commandant	13	13	2	13
40.	Adjutant, A.C.C.	1	1	1	4
41.	Commanding Officer, 2675th Regiment	6	8	3	8
42.	OC, British Detachment		2		2
43.	CO, Hq Co, 2675th Regt		2		2
44.	Postal Officer, APO 394		1		1
45.	British Post Office		1		1
46.	M.T.O., American		1		1
47.	M.T.O., British		1		1
48.	Dispensary, American		1		1
49.	Dispensary, British		1		1
50.	Headquarters Supply		1		1

2851

Independent Sub-Commissions

51.	~~Navy (Taranto)~~	~~½~~	~~½~~	~~½~~	~~½~~
52.	Navy (Main Hq)	2	2	2	2
53.	Army (Main Hq)	1	1	1	1
54.	Air (Bari)	1	1	1	1

Declassified E.O. 12356 Section 3.3/NND No. 785021

Independent Sub-Commissions (Continued)

		A	B	C	D
55.	Air (Main Hq)	1	1	1	1
56.	Communications	2	1	1	2
57.	Hq Communications Officer	1	1		1
58.	Signal Message Center				1
59.	Civil Censorship Group	7	3	1	7
60.	War Material Disposal & Italian P.O.W.	1	1	1	1
61.	Public Relations Branch	1	1	1	1
62.	ACC Liaison Officer, Hq A.A.I.	4	1	1	4
63.	ACC Liaison Officer, Hq A.A.I. (Adv)	1	1	1	1
64.	Liaison Officer with Allied Representatives (Major Sir P. MAGNUS)	2	2	2	2
65.	U.N.R.R.A.				1

GROUP II - REGIONS & AMG ARMIES

66.	Hq Region I	11	2		2
~~67.~~	~~Hq Region II~~	~~8~~	~~2~~		~~2~~
67.	Hq ~~Region III~~ Southern Region	10	3		2
68.	Hq Region IV	~~12~~ 10	2		2
69 ~~70~~.	Hq Region V	10	2		2
70 ~~71~~.	Hq Region VI	6	2		2
~~72. Hq Region VII~~		~~6~~	~~2~~		~~2~~
71 ~~73~~.	Hq Region VIII	12	2		2
72 ~~74~~	Hq Region IX	~~10~~ 8	2		2
73	Hq ~~Region~~ LIGURIA REGION	~~10~~ 6	~~3~~ 2		~~2~~
~~74~~	~~Hq Region XI~~				
75.	Hq Region ~~XII~~	18	2		2
73A	Hq Piemonte Region	10	2		2
76.	Hq Foggia Province	2	2		2
77.	AMG, 5th Army	6	2		2
78.	AMG, 8th Army	10	2		2

28503

Declassified E.O. 12356 Section 3.3/NND No. 785021

62.	ACC Liaison Officer, Hq A.A.I.	4	1	1	4
63.	ACC Liaison Officer, Hq A.A.I. (Adv)	1	1	1	1
64.	Liaison Officer with Allied Representatives (Major Sir P. MAGNUS)	2	2	2	2
65.	U.N.R.P.A.				1
	GROUP II - REGIONS & AMG ARMIES				
66.	Hq Region I	11	2		2
~~67.~~	~~Hq Region II~~	~~8~~	~~2~~		~~2~~
67.	Hq ~~Region III~~ Southern Region	10	3		2
~~68.~~	Hq Region IV	~~12~~ 10	2		2
69 ~~70~~.	Hq Region V	10	2		2
70 ~~71~~.	Hq Region VI	6	2		2
~~72. Hq Region VII~~		~~6~~	~~2~~		~~2~~
71 ~~73~~.	Hq Region VIII	12	2		2
72 ~~74~~	Hq Region IX	10	2		2
73	Hq ~~Region~~ LIGURIA REGION	~~6~~	2		2
74	Hq ~~Region X~~	10	2		2
75.	Hq Region ~~XI~~ XII	18	2		2
73A.	Hq Piemonte Region	10	2		2
76.	Hq Foggia Province	2	2		2
77.	AMG, 5th Army	6	2		2
78.	AMG, 8th Army	10	2		2
	GROUP III - OUTSIDE AUTHORITIES				
79.	AFHQ, G-5 Section	30	3		3
80.	NATOUSA	2	2		
81.	Hq A.A.I. (Attention: AG, US Contingent)		3		
82.	1 District	2			
83.	2 District	2			
84.	3 District	2			
85.	Peninsular Base Section	2			

2850 3

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GROUP III - OUTSIDE AUTHORITIES

		A	B	C	D
86.	P.W.B. (Executive Memoranda Only)	2			
87.	Rome Allied Area Command	3			3
88.	~~Directory Section, AFO 792 (Special Orders Only)~~		~~2~~		

1995

6/4

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF THE ACTING CHIEF COMMISSIONER
APO 394

8 AUG 1944

A/CC 312

SECRET
4 August 1944

INSTRUCTIONS
REGARDING THE HANDLING OF ITALIAN DOCUMENTS

1. GENERAL

(a) Reference is made to AFHQ Intelligence Instruction No. 38 dated 4 June 1944.

(b) Serious cases of mishandling of Italian documents have occurred recently in Rome.

2. PROCEDURE

Procedure for the removal and routing of documents is laid down in the above mentioned instruction, extracts of which read as follows:-

"Para 3 a. Enemy documents obtained by formations and agencies under HQ., AAI, will, after processing by intelligence staf. be disposed of as follows:

(1) Documents of an operational nature will be sent to HQ., AAI care of BGS (Int), for onward transmission to G-2 Documents Section, AFHQ, after processing.

(2) Documents of non-operational nature will be forwarded direct to G-2 Document Section, AFHQ.

b. Enemy documents obtained by formations and agencies not under HQ., AAI, will, after processing by intelligence staffs, be sent direct to G-2 Document Section, AFHQ.

3. INSTRUCTIONS

The following instructions will be implemented by all units under command:-

(a) Particulars of any documents removed from their origina source by any agencies should be immediately transmitted to Advanced Document Section, G-2, AFHQ, 59 Via Sicilia, Rome, shewing source from which documents were taken and informati as to the nature of these documents.

(b) After agencies have extracted necessary information, do cuments should be forwarded to Advance Document Section, G-2 AFHQ, 59 Via Sicilia, Rome. If necessary a note should be attached giving recommendation for further disposal.

(c) In no case must any document, however obtained, be de-

Declassified E.O. 12356 Section 3.3/NND No. 785021

dated 4 June 1944.

(b) Serious cases of mishandling of Italian documents have occurred recently in Rome.

2. PROCEDURE

Procedure for the removal and routing of documents is laid down in the above mentioned instruction, extracts of which read as follows:-

"Para 3 a. Enemy documents obtained by formations and agencies under HQ., AAI, will, after processing by intelligence staff be disposed of as follows:

(1) Documents of an operational nature will be sent to HQ., AAI care of BGS (Int), for onward transmission to G-2 Documents Section, AFHQ, after processing.

(2) Documents of non-operational nature will be forwarded direct to G-2 Document Section, AFHQ.

b. Enemy documents obtained by formations and agencies not under HQ., AAI, will, after processing by intelligence staffs, be sent direct to G-2 Document Section, AFHQ.

3. INSTRUCTIONS

The following instructions will be implemented by all units under command:-

(a) Particulars of any documents removed from their original source by any agencies should be immediately transmitted to Advanced Document Section, G-2, AFHQ, 59 Via Sicilia, Rome, shewing source from which documents were taken and information as to the nature of these documents.

(b) After agencies have extracted necessary information, documents should be forwarded to Advance Document Section, G-2 AFHQ, 59 Via Sicilia, Rome. If necessary a note should be attached giving recommendation for further disposal.

(c) In no case must any document, however obtained, be despatched from Rome area except through G-2 Documents Section channels.

4. DOCUMENTS THAT ARE NOT REQUIRED

So far as documents are concerned, that are NOT required by any agency, the regulations, laid down in ...

Declassified E.O. 12356 Section 3.3/NND No. 785021

in AAI Adm. Instruction No. 10 dated 30 March 1944.
(Preservation of Property of Historical or Educational
Importance in Italy)
will be observed, para 11 of which reads:-

"In the case of written papers and books it is t
be noted that even those which do not appear to be an-
cient may be of great importance, not only historically
but as containing information necessary for the practica
purposes of the war. Casual DESTRUCTION or DISPERSAL of
such collections, wherever found, will not be permitted.

Ellery W. Stone

ELLERY W. STONE
Captain, USNR
Acting Chief Commissioner

Distribution: "C" (less Group 3)

Declassified E.O. 12356 Section 3.3/NND No. 785021

(Preservation of Property of Historical or Educational Importance in Italy)
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ELLERY W. STONE
Captain, USNR
Acting Chief Commissioner

Distribution: "C" (less Group 3)

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/6/4/Int. 29 July, 1944.

SUBJECT : Curfew Passes.

TO : Adjutant, Hq. ACC.

1. Reference Daily Bulletin No. 185 (7);

2. It is requested that permanent passes be issued for the following officers of this Sub Commission :

1694 Colonal R.G.B. SPICER,(Director) 282037. (B)
1695 Captain R. R. TEMPLE (Executive Officer) 0-523234 (A)
1696 Captain C.G.R. WILLIAMS (Staff Officer)294923 (B)
1697 Captain T. C. SHANKS (Staff Officer) 128720 (B)
1698 Lieut. W.V.M. LEWIS (Staff Officer) 235198 (B).

3. The purposes for which the passes are required are recreational and occasional duty.

7.

Acting Colonel -

R.G.B. SPICER,
Colonel
Director
Interior Sub Commission.

TCS.

Lieut R. G. HAMMOND
24843.

2847

1624

Declassified E.O. 12356 Section 3.3/NND No. 785021

1615

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

EJC/msr

Adjutant's Section

AG-313.2

30 June 1944

SUBJECT: Disposal of Files

TO : Interior Sub-Commission, Rear Hq Allied Control Commission

1. It will be recalled that at the Brindisi Headquarters, files were maintained for the most part in a central system, although some sub-commissions established files of their own.

2. Under the present system, each sub-commission is maintaining its own files.

3. The Brindisi central files are fragmentary in some cases, and for the sake of coordinating records, it is considered that all papers relating to a particular sub-commission's business should be in the hands of that sub-commission.

4. Enclosed are papers taken from the Brindisi files affecting the work of the Interior Sub-Commission for incorporation in your own files if desired.

5. It is suggested that the papers should be disposed of in one of the following ways:

a. Merged into your current files.
b. Retained as separate files representing the Brindisi operations. These files may be sent to Archives for preservation if no longer needed in your current set-up.

If duplicate papers already appear on your files, or if the papers are considered to be valueless, they should be endorsed accordingly and sent to the Archives for destruction.

2846

By Order of Captain STONE:

E. J. CHICCCA
CWO USA
Adjutant

Declassified E.O. 12356 Section 3.3/NND No. 785021

(Copy receipt

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Items contained herein are identified by the following numbers;

Via By hand No. 117 I

Date 1st July 1944

To INTERIOR SUBCOMMISSION

A. C. C. Rear Hq.

(1) Folder of classified & unclassified materials from the Brindisi files.

Please sign in space below and return IMMEDIATELY to:

Rear Hq Allied Control Commission
APO 394

Received by Bwright. S/Sgt

Organization Interior Sub Commission

Time _____ Date 1 III 1944

2845

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/6/4/Int. 2 Aug. 44

SUBJECT : CURFEW PASSES.

TO : Adjutant, Hq. ACC.

1. Reference Daily Bulletin No. 185 (7);

2. It is requested that a Permanent Pass be issued for

Lieut. R.G. HAMMOND (Staff Officer) 24843 (B).

3. The purposes for which the Pass is required are recreational and occasional duty.

for Capt. 2844
R.G.B. SPICER
Colonel
Director
Interior Sub Commission.

TCS

Declassified E.O. 12356 Section 3.3/NND No. 785021

98

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/6/4/Int. 29 July, 1944.

SUBJECT : Curfew Passes.

TO : Adjutant, Hq. ACC.

1. Reference Daily Bulletin No. 185 (7);

2. It is requested that permanent passes be issued for the following officers of this Sub Commission :

Colonal R.G.B. SPICER,(Director) 282037. (B)
Captain R. R. TEMPLE (Executive Officer) 0-523234 (A)
Captain C.G.R. WILLIAMS (Staff Officer)294923 (B)
Captain T. C. SHANKS (Staff Officer) 128720 (B)
Lieut. W.V.M. LEWIS (Staff Officer) 233198 (B).

3. The purposes for which the passes are required are recreational and occasional duty.

R.G.B. SPICER,
Colonel
Director
Interior Sub Commission.

TCS.

2843

1673

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

SUBJECT : TELEPHONES.

TO : ALL OFFICERS OF THIS SUB COMMISSION, ALLIED OR ATTACHED.

Please understand that the telephones are only to be used for Official Business, except in cases of emergency.

Colonel.

R.G.B. SPICER,
Colonel
Director
Interior Sub Commission.

TCS

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1134

Declassified E.O. 12356 Section 3.3/NND No. 785021

1846

ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

To: Interni

96

2/4A/hS

26 July 1944

P. - III 1944

SUBJECT : Prompt Rendition of Reports.

TO : Directors of Administrative Section Sub-Commissions.

1 Your attention is invited to the necessity of promptly completing within the due date, all reports and pro-formae called for by this Section for consolidation and onward transmission to higher echelons of command.

2 This week, the report with reference to Field Trips made by officers of the various Sub-Commissions was delayed two days because one Sub-Commission through an oversight, neglected to submit its return until twice warned.

3 The following reports are periodically required as indicated:

NAME OF REPORT	DATE DUE AT ADMINISTRATIVE SEC.	No. OF COPIES
(1) Field Trip Return	1000 hrs each Sunday	One
(2) Monthly Strenght Return	1600 hrs 3rd of the following month	Quadruplicate
(3) Sub-Commissions Monthly Report	1600 hrs 10th of following month	Quintuplicate
(4) Discussions with Italian Government	1000 hrs each Sunday	2 3 4 1 One

5 Nil returns will be rendered regarding 3 (1) and 3 (4) when there is nothing to report.

Noted. JBN
- 27-7-44.

Hit
Intel

R.A. PEISELL
Lt Colonel, Inf.,
for Acting Head Adm. Sec

Declassified E.O. 12356 Section 3.3/NND No. 785021

95

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

27 JUL 1944

26 Jul 44

SUBJECT : Duty Clerks.

TO : Interior Sub-Commission.

1 Reference para 1b of Office Memorandum Number 7 dated 24 Jul 44.

2 The attached roster of duty clerks for the Admin Sec, Interior Sec and Interpreter's Pool is forwarded for information.

3 The duty clerk will proceed to midday meal at 1100 hours promptly and will return to the office in time to relieve the remaining clerks at 1230 hours sharp. He will make his own arrangements for early meals.

4 During the midday break, he will be located in Room 31, 5th Floor, telephone number (Internal) 437.

5 The duty clerk for the first week will relieve the duty clerk the next week on his day off i.e. during week commencing 30 July, Cpl P.Morton will be duty clerk on Pfc. MORTON's rest day (Wednesday), and so on.

R.R.CRIPPS, Col
CSC Admin Sec.

27 July 44

2840

Declassified E.O. 12356 Section 3.3/NND No. 785021

1748

14 Jul 44.

Interior (94)

1 JUL 1944

F/F

SUBJECT : Conference Room.

TO : All Admin Sub-Comsns.

1 The Conference Room on the 4th floor of this building is available to all Sub-Comsns of this Section.

2 Should you wish to use this room application should be made to this office stating time and date, to enable all reservations to be co-ordinated with RC & MG Section who allot the room.

3 As much warning as possible should be given prior to the date when you require to use the Conference Room.

noted
17 July 44

S.H. WHITE Lt Col
for CSO Adm Sec.

Declassified E.O. 12356 Section 3.3/NND No. 785021

ADVANCED HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION

ACC/6/4/Int. 16 July, 1944.

SUBJECT : Billet Addresses.

TO : Adjutent, Adv. Headquarters, ACC.

1. Reference Daily Bulletin No. 171 of 16 July ;

2. The following is the information desired :-

Name	Rank	Number	Billet Address	Room No.	Phone No.
SPICER, R.G.B.	Col.	260037	Grand Hotel	127	43151
TEMPLE, R.R.	Capt.	0523284	Milano Hotel	49	63209
WILLIAMS, C.G.R.	Capt.	234932	Milano Hotel	45	63209
HANKS, T.C.	Capt.	128720	Milano Hotel	26	63029
LEWIS, W.V.M.	Lieut.	233198	Milano Hotel	54	63209

R.G.B. SPICER,
Colonel
Director
Interior Sub Commission.

TCS.

2838

Declassified E.O. 12356 Section 3.3/NND No. 785021

SUBJECT : Billet Addresses. 1/14.B/AS.

TO : All Adm Sub Comms.

1 It is requested that you submit to the Adm Sec, by 1200 hrs 17 Jul 44, an alphabetical list of officers of your Sub Comen, which will include, billet addresses, room numbers in billets, and billet telephone numbers.

2 This list will be consolidated with others and turned in to the Adjt this HQ in compliance with Para 3, Daily Bulletin No.171, HQ ACC dated 15 Jul 44.

Robert A. Persell

ROBERT A. PERSELL
Lt Col Infantry,
for CSO Adm Sec.

ADMIN SEC.
16 JUL 44.

Declassified E.O. 12356 Section 3.3/NND No. 785021

1665

8 - J 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

Ref/53/122/CA.

5 July 1944.

OFFICE MEMORANDUM)
:
NUMBER 5)

1. It may happen that telegrams are wrongly marked by the Message Centre "For Action" to the Section, Branch or Sub-Commission which is not functionally concerned with the subject matter and "For Info" to the office which should take action.

2. On occasions telegrams are sent "For Info" to all concerned.

3. In these circumstances it is the duty of the office which is functionally concerned with the subject matter to take action regardless of the distribution made by the Message Centre and to inform immediately the Message Centre and the office to which the message may have been (wrongly) sent for action of this intention.

4. This does not absolve the office to which a Signal has been marked "For Action" from either taking action or informing the Message Centre.

M. S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

"A"

2836

90

NEAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
A.G 394

SUBJECT: Office organisation 10 June 1944

TO : Adjutant, all officers, and other ranks.

1. I am not satisfied with the present organisation of this office.

2. We are a very small office, and there should be no difficulties whatsoever in organising the machinery in order that our combined efforts may pull the full weight which they should.

3. An instance of bad organisation was that I had to wait from 12:30 today until approximately 40 minutes to 1 because I discovered the office was not covered before I could go to lunch. This is sheer bad office organisation, nothing more, nothing less.

4. Files are frequently put out without a fresh minute sheet when it is obvious that a fresh minute sheet may be required. On no account can or should min te sheets be used on both sides.

5. There are far too many files lying about on officer's tables unattended to. By this practice, files are delayed and forgotten, and although not lost entirely, are lost sight of, with the result that action is not taken.

6. In the future, the routing of all files will be as follows: From the Adjutant's office, after registration and attachment to relevant file, etc., all files, without exception, will be passed into the Staff Officer's In Tray. He will then deal with such as he feels he can without reference to me, e.g., in obvious routine matters, and will pass them over personally to my In Tray. The Office Messenger, Salvatore, will collect them from my Out Tray and pass them to the Executive Officer for action as minuted by me, by the Executive Officer himself, or by the Assistant Executive Officers.

7. All fair copies of out-going letters will be signed by me personally, but there is no objection to any Executive Officer's sending out a file for advice or information., (except routine organization, which will be signed by the Adjutant.)

8. I do not wish to see more than two trays on any officer's tables (except my own or Staff Officer(s), nor should there be any papers on any table other than current files. This does not mean that files are to be put in office table drawers.

9. No office can possibly be run efficiently under the present system, and it has been today brought to notice more than one file in regard to which I had issued directions some 5 days ago, no action whatsoever had been taken. This must cease, and forthwith.

10. If the Executive Officers have more work than they can handle, they will calendar the file through the Adjutant, who will refer the file back to me. On no account will they keep files hanging about, either in their trays or on their tables.

2835

Declassified E.O. 12356 Section 3.3/NND No. 785021

3. An instance of bad organization was that I had to wait from 12:30 today until approximately 40 minutes to 1 because I discovered the office was not covered before I could go to lunch. This is sheer bad office organization, nothing more, nothing less.

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7. All fair copies of out-going letters will be signed by me personally, but there is no objection to any Executive Officer's minuting out a file for advice or information., (except routine organization, which will be signed by the Adjutant.)

8. I do not wish to see more than two trays on any officer's tables (except my own or Staff Officer(s), nor should there be any papers on any table other than current files. This does not mean that files are to be put in office table drawers.

9. No office can possibly be run efficiently under the present system, and it has been today brought to notice more than one file in regard to which I had issued directions some 3 days ago, no action whatsoever had been taken. This must cease, and forthwith.

10. If the Executive Officers have more work than they can handle, they will calendar the file through the Adjutant, who will refer the file back to 2855 no account will they keep files hanging about, whether in their trays or on their tables.

11. In view of the frequent journeys between this office and the Minister of Interior's office, my car is at the disposal of any officer of the staff during the morning and afternoons; but as a matter of courtesy they will inform either myself personally, or the Adjutant, that they are using the car.

12. Our eyes have got to look forward, and not behind. At this stage, urgent action - and physical action, at that - may be necessary. We have got to advance as rapidly as the fighting troops.

Declassified E.O. 12356 Section 3.3/NND No. 785021

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13. I do not want the attitude adopted: "They have not been called for, therefore they are not required". What I want this Interior Sub-Commission to do is to be in a position on immediate call to answer any demand that may be made of us, and not to wait for Mohammed to come to the mountain.

14. I realise that we are short-staffed, and I am doing my best to obtain another officer in the immediate future. We are also short clerically, and I expect, therefore every one of the clerical staff to be all out and the one expert, Sgt. Tylgory, must be given every relief possible in his work, in order that no file may be in any way delayed.

15. The time for research and study is passed, and if we have not achieved sufficiently by our study and surveys, then we, in fact, have only ourselves to blame.

16. I ask all officers and non-commissioned officers and attached personnel of this Headquarters to pull together in this matter and I end this Memorandum by saying that the working organisation of the Interior Sub-Commission is at present not satisfactory, nor is it using the powers which it possesses to anything like the extent to which it could and should be used.

[signature] Colonel
(date)

R. C. R. SPROAT
Colonel
Director
Interior Sub-Commission

Declassified E.O. 12356 Section 3.3/NND No. 785021

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W. G. H. SPICER
Colonel
Director
Interior Sub-Commission

2834

Declassified E.O. 12356 Section 3.3/NND No. 785021

13/6

(89) 5638

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/dfe

SG 314.8

29 May 1944

871

A.C.C. ARCHIVES

1. The examination of a representative cross-section of files has indicated certain directions in which files can be improved from the point of view of their Archive value.

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.

b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.

c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."

4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

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Archive value.

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

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4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

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5. Most offices maintain files for serially numbered documents which they receive from various sources within the Commission, e.g., Administrative Instructions, Executive Memoranda, General Orders, Daily Bulletins, etc. No files of this kind in respect of documents issued after 31 March 1944 need be sent to Archives by the recipients. Every office producing such material for circulation will be responsible for maintaining a complete file, and for its eventual transmission to Archives. The failure to maintain complete files in the past has made reconstitution of old series very difficult, and any files of such documents compiled prior to 31 March 1944 should be sent to Archives in order that gaps in old series may be filled in.

6. It is necessary to record in all appropriate files, administrative reorganizations involving the transfer of files due to the closure of an office; transfer of work from one sub-commission to another; transfer of territory from

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one Region to another, etc. If the files are not required by the office to which the work has been transferred, they should be sent to Archives.

7. Many offices fasten their papers by means of the two-hole binder along the top or short side of the file. Where this method is used and both sides of a sheet of paper are used, the reverse side should be typed so that it is turned from top to bottom, and not from left to right, in order to facilitate reading.

8. Archives will rebind files received, where necessary, with the two-hole binder, and for this reason it is desirable to standardize the method of typing on the reverse of the sheet.

9. It is realized that some offices are hampered by the difficulty in obtaining adequate quantities of file folders and fasteners. Enquiries have been instituted with a view to increasing the supplies available.

Robert E. Doe

ROBERT E. DOE
Major, A.G.D.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

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ROBERT E. DOE
Major, A.G.D.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

1234

C/4 Int (88)

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

A/1.B/LS. 20 May 44.

SUBJECT : Completed Staff Work.

TO : All Adm Sub-Commissions.

The sub-joined copy of Article "Completed Staff Work" is forwarded for information as an item of interest for all staff officers.

R.B. CHIPPS.
Lt. Colonel,
CSO Adm Section.

"Completed Staff Work"

The following interesting and instructive paper is being distributed to officers of the Provost Marshal General's Office and school :

"1. The doctrine of "Completed staff work" is the study of a problem and presentation of a solution, by a staff officer in such form that all that remains to be done on the part of the head of the staff division, or the commander, is to indicate his approval or disapproval of the completed action. The words "completed action' are emphasised because the more difficult the problem is, the more the tendency is to present the problem to the chief in piecemeal fashion. It is your duty as a staff officer to work out the details, no matter how perplexing they may be . You may and should consult other staff officers. The product, whether it involves the pronouncement of a new policy or effects an established one, should, when presented to the chief for approval or disapproval, be worked out in finished form.

"3 The impulse which often comes to the inexperienced staff officer to ask the chief what to do, recurs more often when the problem is difficult. It is accompanied by a feeling of mental frustration. It is so easy to ask the chief what to do, and it appears so easy for him to know your job. It is your job to advise your chief what he ought to do, not to ask him what you ought to do. He needs answers, not questions. Your job is to study, write, restudy and rewrite until you have evolved a single proposed action - the best one of all you have considered. Your Chief merely approves or disapproves.

2852

Declassified E.O. 12356 Sec. 3.3/NND No. 785021

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R.B. CHIPPS.
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"3 The impulse which often comes to the inexperienced staff officer to ask the chief what to do, recurs more often when the problem is difficult. It is accompanied by a feeling of mental frustration. It is so easy to ask the chief what to do, and it appears so easy for him to know your job. It is your job to advise your chief what he ought to do, not to ask him what you ought to do. He needs answers, not questions. Your job is to study, write, restudy and rewrite until you have evolved a single proposed action - the best one of all you have considered. Your chief merely approves or disapproves.

"4 Do not worry your chief with long explanations and memoranda. Writing a memorandum to your chief does not constitute completed staff work, but writing a memorandum for your chief to send to someone else does. Your views should be placed before him in finished form so that he can make them his views simply by signing his name. In most instances completed staff work results in a single document prepared for the signature of the chief, without accompanying comment. If the proper result is reached, the chief will usually recognise it at once. If he wants comment or explanation, he will ask for it.

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"5. The theory of completed staff work does not preclude a 'rough draft' but the rough draft must not be a half baked idea. It must be complete in every respect except that it lacks the requisite number of copies and need not be neat. But a rough draft must not be used as an excuse for shifting to the chief the burden of formulating action.

"6. The 'completed staff work' theory may result in more work for the staff officer, but it results in more freedom for the chief. This is how it should be. Further, it accomplishes two things :

a The Chief is protected from half-baked ideas, voluminous memoranda, and oral presentments.

b The staff officer who has a real idea to sell is enabled more readily to find a market.

"7. When you have finished your 'completed staff work' the final test is this;

If you were the chief would you be willing to sign the paper you have prepared and stake your professional reputation on its being right ?

If the answer is in the negative, take it back and work it over, because it is not yet 'completed staff work'.

For the Provost Marshal General :

(Sgnd) Archer L. Lerch,
Colonel, JAGD,
Deputy Provost Marshal General.

Extracted from the Army and Navy Journal, issue of 24 January 1942, by G-4 Section, Third Army. 28 January 1942/ts.

Declassified E.O. 12356 Section 3.3/NND No. 785021

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(87)

INTERIOR SUB COMMISSION.

1. Officer to attend on Monday, 22nd and Tuesday, 23 May, 44 to discuss files of Sub-Commission and take away such dead files as can be spared .
2. To arrange procedure as to the future for purging and transmitting papers to Archives.

NOTES.

1. No desire to interfere in any way with filing system employed.
2. Files should be free from redundant documents and odd scraps of paper.
3. Elimination of papers should be made in this office before sending files to Archives.
   NOTE:- Files should be treated that it is not necessary to extract anything when being sent to Archives.
4. FILE on a particular subject should consist of THREE PARTS :-
   (a) Papers which settle policy.
   (b) Action papers.
   (c) Unimportant routine papers.

   NOTE:- (a) to Archives.
   (b) if not treated specially as filing proceeds, may need purging.
   (c) Could perhaps be destroyed.

   There will be concultations from time to time as to which papers may be destroyed. (Advisory Committee).

22 May, 44. Captain Collins (Archives) called here at 1630 hours and looked "generally" at filing system, and particularly at "CARDING" It was gathered that he was satisfied with the system of filing, and also that he would give further instructions as to withdrawing files, etc

L.

Interior (86)

1216

19 MAY 1944 5000

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Adj: 461. 18 May 1944.

SUBJECT: Distribution List No. 1

TO : Distribution as below

1. Attached Distribution List No. 1 supersedes all previous Distribution Lists issued by Headquarters AMG/ACC.

2. Amendments thereto will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies, or notification of any other desired amendment(s) will be made to the Adjutant, this Headquarters.

3. The following information concerning the new Distribution List is furnished for the guidance of all concerned:

a. List "A" covers all the possible recipients under the present organization, and provides for the largest number of copies in each case.

b. List "B" includes all Branches of Headquarters, ACC, excepting Economic and Administrative Sub-Commissions. It also includes Regions, AMG Armies and outside authorities.

c. List "C" is the internal distribution for Headquarters, ACC. It covers all Sections, Branches, and Sub-Commissions of Headquarters, but does not include Regions, AMG Armies, and outside authorities.

d. All three Lists include ACC Liaison, Headquarters, AAI.

4. a. The Lists have been divided into the following three groups:

(i) Group 1 consisting of all Sections, Branches, and Sub-Commissions of Headquarters, and ACC Liaison, Headquarters, AAI.

(ii) Group 2 consisting of the Regions and AMG 5th and 8th Armies.

(iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals.

2830

b. A serial number has been allotted to each recipient indicated in Column 1.

c. The object of 4 a and b above is to give originators of correspondence an easy means of cutting down the distribution to what is actually necessary.

Declassified E.O. 12356 Section 3.3/NND No. 785021

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c. The object of 4 a and b above is to give originators of correspondence an easy means of cutting down the distribution to what is actually necessary.

Example: "Distribution "B" plus Serials 6 & 10 less Serials 74, 75, and 81", signifies that the originator desires copies to go to the Interior and Property Control Sub-Commissions for which distribution "B" does not provide, but does not desire copies to go to AFHQ, NATOUSA, or L.O., IBS of Group 3.

By command of Lieutenant General MASON MACFARLANE:

L. T. MONTANT, Jr.
1st Lt, AGD,
Adjutant.

DISTRIBUTION:
1 copy to all Serials.

Declassified E.O. 12356 Section 3.3/NND No. 785021

(86A

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

18 May 1944.

DISTRIBUTION LIST

NUMBER 1

	GROUP I - HQ ACC	A	B	C
1.	Secretary General (Main Hq)	2	2	2
2.	Deputy Secretary General (Rear Hq)	2	2	2
	Political Section			
3.	Section Hq (Main)	2	1	1
4.	Section Hq (Rear)	2	1	1
	Administrative Section (Rear Hq)			
5.	Hq Administrative Section	2	1	2
6.	Interior	2		1
7.	Public Safety	2		1
8.	Public Health (Rear Hq)	2		1
9.	Public Health (Main Hq) (incl. Red Cross clothing)	2		1
10.	Property Control	2		1
11.	Legal	2		1
12.	Education (Main Hq)	2		1
13.	Monuments and Fine Arts (Main Hq)	2		1
	Economic Section			
14.	Hq Economic Section	2	1	2
15.	Agriculture (Main Hq)	2		1
16.	Agriculture (Rear Hq)	2		1
17.	Industry and Commerce (Main Hq)	6		2

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1. Secretary General (Main Hq)	2	2	2
2. Deputy Secretary General (Rear Hq)	2	2	2
Political Section			
3. Section Hq (Main)	2	1	1
4. Section Hq (Rear)	2	1	1
Administrative Section (Rear Hq)			
5. Hq Administrative Section	2	1	2
6. Interior	2		1
7. Public Safety	2		1
8. Public Health (Rear Hq)	2		1
9. Public Health (Main Hq) (incl. Red Cross clothing)	2		1
10. Property Control	2		1
11. Legal	2		1
12. Education (Main Hq)	2		1
13. Monuments and Fine Arts (Main Hq)	2		1
Economic Section			
14. Hq Economic Section	2	1	2829
15. Agriculture (Main Hq)	2		1
16. Agriculture (Rear Hq)	2		1
17. Industry and Commerce (Main Hq)	6		2
18. Industry and Commerce (Rear Hq)	1		1
19. Requisition Division	1		1
20. Labor (Main Hq)	2		1
21. Labor (Rear Hq)	1		1
22. Food	3		1
23. Public Works ~~(Main Hq)~~ *and Utilities*	4		4
24. ~~Public Works (Rear Hq)~~	~~1~~		~~1~~
25. Mining Division	1		1

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DISTRIBUTION LIST

NUMBER 1 (Cont'd)

		A	B	C
	Economic Section (Cont'd)			
26.	Transportation	2		1
27.	Shipping	2		1
28.	Finance (Main Hq)	10		1
29.	Finance (Rear Hq)	2		1
	Regional Control & Military Government Section			
30.	PA to Executive Commissioner	1	1	1
31.	Civil Affairs Branch	2	2	1
32.	Information Division	2	2	2
33.	Establishments Officer	1	1	1
34.	Executive Officers	2	2	2
35.	Displaced Persons (Bari)	3	2	1
36.	Italian Refugees Branch	2	1	1
37.	Security Branch	2	1	1
38.	G-1 (A)	2	3	1
39.	G-1 (B)	2	3	1
40.	G-4 (A)	1	1	1
41.	G-4 (B)	1	1	1
42.	Hq Commandant (Main Hq)	13	4	2
43.	Hq Commandant (Rear Hq)	5	2	2
44.	Adjutant (Main Hq)	4	3	2
45.	Adjutant (Rear Hq)	6	6	2
46.	Postal Officer, APO 394		2	
47.	CO, 2675th Regiment	1	1	1
		2	2	1

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29.	Finance (Rear Hq)	2		1
	<u>Regional Control & Military Government Section</u>			
30.	PA to Executive Commissioner	1	1	1
31.	Civil Affairs Branch	2	2	1
32.	Information Division	2	2	2
33.	Establishments Officer	1	1	1
34.	Executive Officers	2	2	2
35.	Displaced Persons (Bari)	3	2	1
36.	Italian Refugees Branch	2	1	1
37.	Security Branch	2	1	1
38.	G-1 (A)	2	3	1
39.	G-1 (B)	2	3	1
40.	G-4 (A)	1	1	1
41.	G-4 (B)	1	1	1
42.	Hq Commandant (Main Hq)	13	4	2
43.	Hq Commandant (Rear Hq)	5	2	2
44.	Adjutant (Main Hq)	4	3	2
45.	Adjutant (Rear Hq)	6	6	2
46.	Postal Officer, APO 394		2	
47.	CO, 2675th Regiment	1	1	1
48.	Adjutant, 2675th Regiment	2	2	1
49.	Navy (Taranto)	2	2	2
	<u>Independent Sub-Commissions, etc.</u>			
49.	Navy (Taranto)	1	1	1
50.	Navy (Rear Hq)	1		1
51.	Army (Lequile)	1	1	1
52.	Army (Rear Hq)	1		1
53.	Air (Bari)	1	1	1
54.	Air (Main Hq)	1		1

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186B

DISTRIBUTION LIST

NUMBER 1 (Cont'd)

	Independent Sub-Commissions, etc. (Cont'd)	A	B	C
55.	Communications (Rear Hq)	2	1	1
56.	War Material Disposal	1	1	1
57.	Public Relations Branch	1	1	1
58.	Liaison Officers			
	(Chief Liaison Officer) Lt Col A. C. BOWMAN (C.A. Branch)	1	1	1
	(Port of Naples) Major J. M. RORIMER (Food S.C.)	1	1	1
59.	ACC Liaison, Hq AAI	4	2	2
60.	Liaison Officer with Russian Representative	1	1	1
61.	Major General X. De Sevin	1	1	1
	GROUP II - REGIONS & AMG ARMIES			
62.	Hq Region I	11	2	
63.	Hq Region II	8	2	
64.	Hq Region III	6	2	
65.	Hq Region IV	10	2	
66.	Hq Region V	6	2	
67.	Hq Region VI	6	2	
68.	Hq Region VII	6	2	
69.	Hq Region VIII	1	1	
70.	Hq Region IX	1	1	
71.	AMG 5 Army (Field)	6	2	
72.	AMG 5 Army (C.A.S.)	2	2	2
73.	AMG 8 Army	24	2	

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58.	Liaison Officers			
	(Chief Liaison Officer) Lt Col A. C. BOWMAN (C.A. Branch)	1	1	1
	(Port of Naples) Major J. M. RORIMER (Food S.C.)	1	1	1
59.	ACC Liaison, Hq AAI	4	2	2
60.	Liaison Officer with Russian Representative	1	1	1
61.	Major General X. De Sevin	1	1	1
	GROUP II - REGIONS & AMG ARMIES			
62.	Hq Region I	11	2	
63.	Hq Region II	8	2	
64.	Hq Region III	6	2	
65.	Hq Region IV	10~~6~~	2	
66.	Hq Region V	6	2	
67.	Hq Region VI	6	2	
68.	Hq Region VII	6	2	
69.	Hq Region VIII	1	1	
70.	Hq Region IX	1	1	
71.	AMG 5 Army (Field)	6	2	
72.	AMG 5 Army (C.A.S.)	2	2	1828
73.	AMG 8 Army	8~~4~~	2	
	GROUP III - OUTSIDE AUTHORITIES			
74.	AFHQ - G-5	25	3	
75.	NATOUSA	2	2	
76.	Hq AAI (Attention: AG, U.S. Contingent)		3	
77.	L.O. 1 District	2	2	
78.	L.O. 2 District	2	2	
79.	L.O. 3 District	2	2	

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DISTRIBUTION LIST

NUMBER 1 (Cont'd)

GROUP III - OUTSIDE AUTHORITIES (CONT'D)	A	B	C
80. Peninsular Base Section	2	2	
81. L.O. Island Base Section	2	2	
82. P.W.B. (Executive Memoranda only)	2		
83. Directory Section, APO 790		2	

Declassified E.O. 12356 Section 3.3/NND No. 785021

GROUP III - OUTSIDE AUTHORITIES (CONT'D)	A	B	C
80. Peninsular Base Section	2	2	
81. L.O. Island Base Section	2	2	
82. P.W.B. (Executive Memoranda only)	2		
83. Directory Section, APO 790		2	

RECEIVED ADJ GEN'S
18 MAY 1944
REAR HQ. A.C.C.

Declassified E.O. 12356 Sec 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

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(85)

NEAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

A/SEC/45 15 May 45

SUBJECT : Archives.

TO : All Admin Sub-Comns.

An officer of the Archives Branch will be attending at this HQ on 22/23 May for the purpose of discussing the files of your Sub-Commission, taking away such dead files as you can spare including those of any organisation which has ceased to function which may be in your charge and to arrange procedure as to the future for purging files and transmitting papers to his custody.

On reverse is a copy of a memo issued by Archives with which your branch will please comply. You will note that the principal requirement of para 5 is of simple application if the division of files into policy, routine and action has been carried out in accordance with the guidance given to you in this matter.

Please see reverse.

R.H. CRIPPS,
Lieut. Colonel,
GSO Admin Section.

Copy to Archives Branch.

Dept - both Hon Secretariat
both HQ

2827

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

15 [illegible] 1944

ACC ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organize the filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices should take all steps possible to ensure that papers are tidily filed and firmly bound.

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's normal duties to purge files sent to him for custody, and elimination of papers should be made by the office concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts; (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.

6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.

7. It is realized that many offices are heavily pressed, and so far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be greatly appreciated.

8. The Archivist will visit you at an early date to discuss arrangements for facilitating the handing over of files, and any relevant points upon which he may be able to give assistance.

ROBERT E. DOE
Major, A.G.D.
Secretary General

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4117

RECEIVED ADJ. GEN.
6 MAY 1944

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

614

4 May 1944 (84)

OFFICE MEMORANDUM)
:
NUMBER 1)

1. The following information in regards to SCM Radio Service to the United States From Italy is extracted from FBS Circular Number 52 dated 30 April 1944, and NATOUSA Circular 51, 9 April 1944, for the information and guidance of all concerned.

2. Effective 1 May 1944, sender's composition radio service to United States, via RCA station, Naples are inaugurated for U.S. Military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to night letter telegrams (NLT), and will be filed with unit APM censors in the same manner as EFM.

3. Rules for counting words and general information governing sender's composition messages; (SCM)

a. Every word written by sender for transmission is counted and charged for. This includes the address and signature.
b. The signature must contain the first name or initial and last name.
c. The City and State in the address will count as a single word if grouped together; for example:

SanFranciscoCal - 1 word
NewOrleansLa - 1 word.

d. Expressions like stop, comma, and period when written out, count as one word.
e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hypher or fraction bar, transmitted at the request of the sender is counted as one word.
f. Recognized abbreviations; such as, FOB, COD or POE are single words.
g. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; For example:

Transcontinental - 18 letters - (2 words)
578201 - (2 words)

h. Running words or parts thereof together in the text or address are known as services and will not reduce the word count; For example:

ALLREST - (2 words)

i. The indicator NIT (Night Letter) must appear as the first word of the address and is charged for.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

1. The following information in regards to SCM Radio Service to the United States from Italy is extracted from PBS Circular Number 52 dated 30 April 1944, and NATOUSA Circular 51, 3 April 1944, for the information and guidance of all concerned.

2. Effective 1 May 1944, sender's composition radio service to United States, via RCA Station, Naples are inaugurated for U.S. Military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to night letter telegrams (NLT), and will be filed with unit APO censors in the same manner as EFTC.

3. Rules for counting words and general information governing sender's composition messages; (SCM)

a. Every word written by sender for transmission is counted and charged for. This includes the address and signature.
b. The signature must contain the first name or initial and last name.
c. The City and State in the address will count as a single word if grouped together; for example:

SanFranciscoCal - 1 word
NewOrleansLa - 1 word.

d. Expressions like stop, comma, and period when written out, count as one word.
e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
f. Recognized abbreviations; such as, FOB, COD or POB are single words.
g. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; For example:

Transcontinental - 16 letters - (2 words)
678201 - (2 words)

h. Running words or parts thereof together in the text or address are known as crashers and will not reduce the word count; For example:

ALIBERT - (2 words)

i. The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.
j. An address written:

1. NLT Mary E. Jones, counts as (4 words).
2. NLT Mrs Mary E. Jones (5 words).
3. NLT Mary Jones (3 words).

An example of a complete address follows:

NLT Mary Jones 225 West 78th Street
NewYorkCityNy - (6 words).

k. Here is an example of how a message would be counted:

NLT MARY JONES 48 RIDGE STREET RICHMONDVA
SALE OF HOUSE APPROVED HAPPY TO HEAR MOTHER WELL ALL MY
LOVE DEAR
JOHN E DOE

The foregoing totals 23 chargeable words. As this does not exceed the minimum of 25 words, the charge for the above would be $2.58, which is what an NLT would cost to Virginia.

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4. NAME, ADDRESS, TEXT AND SIGNATURE WILL BE PRINTED TO ENSURE CORRECT TRANSMISSION OF MESSAGE.

5. All other existing regulations and instructions contrary to the provisions herein are rescinded. Censorship regulations governing the use of cable and radio services conform generally with those applicable to postal communications. Circular Number 32, Hq. MTOUSA, as, (US Military Censorship Regulations), referring primarily to postal censorship, remains in effect and will be applied in conjunction with these regulations.

6. Address. Cables will be directed to normal, clear addresses. Code or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.

7. Signature. All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials, last name, middle initial and first name; or full name. Nothing else may be shown. Rank, serial number, unit or organization, and APO number will not be included in the signature nor shown elsewhere in the message text.

8. Subject and Language. Ordinary cable service as covered by these regulations is authorized in order to facilitate the transaction of urgent personal business, family affairs, greetings not sufficiently covered by MPM texts, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:

a. Official business
b. Press dispatches or other matter intended for publication
c. Money transfers
d. Orders for flowers, candy, or other merchandise

Ordinary cables will be in English, unless specific authorization to use some other language is obtained from the Chief Base Censor of the Base Censorship Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

9. Prohibited Statements;

a. The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and these are subject to restrictions in addition to those placed on postal communications.

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6. Address. Cables will be directed to normal, clear addresses. Code or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.

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8. Subject and Language. Ordinary cable service as covered by these regulations is authorized in order to facilitate the transaction of urgent personal business, family affairs, greetings not sufficiently covered by EFM texts, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:

a. Official business
b. Press dispatches or other matter intended for publication
c. Money transfers
d. Orders for flowers, candy, or other merchandise

Ordinary cables will be in English, unless specific authorization to use some other language is obtained from the Chief Base Censor of the Base Censorship Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

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b. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 16b, Circular #32, Hq. NATOUSA, as).
c. "Conditional Statements" as listed in paragraph 10 a, Circular Number 32, Hq. NATOUSA, as, are prohibited in ordinary cables.
d. The following are also prohibited in ordinary cables:

(1) Any reference to location of sender or other military personnel. (For example: the expression "I am in North Africa", although permitted in letters, is prohibited in cables. A statement such as, "Have seen Uncle Jean", may reveal location if addressee can be assumed to know location of persons mentioned.)

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R E S T R I C T E D

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(2) Designation or location of a unit, branch, arm or service, or any installation of the United States Armed Forces and related agencies or those of its Allies. This applies to units outside, as well as within, this theater, except as may be required in addresses to military personnel.
(3) Notification of safe arrival in any form.
(4) Any reference to movement. (For example, such statements as: "Hope to see you soon", or "Am leaving this station", are prohibited.
(5) Movement or prospective movement of any high government official.

By command of Lieutenant General MASON MACFARLANE:

E. L. CLOUGH,
Lt Col, AGD,
Executive Officer.

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(4) Any reference to movement. (For example, such statements as: "Hope to see you soon", or "Am leaving this station", are prohibited.

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By command of Lieutenant General MASON MACFARLANE:

E. L. CLOUGH,
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Executive Officer.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

6 MAY 9-

4 May 1944 (83)

OFFICE MEMORANDUM)
:
NUMBER 2)

"PROVISION AND USE OF SIGNAL FACILITIES"

I. GENERAL

When the Armies move forward there will be a period when the scale of line communications will be drastically reduced, particularly in the forward areas. This will be inevitable, since not only is time required to extend the system, but damage will undoubtedly be very much higher than previously. Furthermore existing resources will be more stretched as the advance proceeds.

Everyone must, therefore, be prepared to work on a very much reduced telephone service, and to rely in the forward areas to a large extent on R/T. The telegraph service will also be more dependent on the use of wireless channels, which have a smaller traffic capacity than line channels and are subject to greater delays owing to the necessity of enciphering. The communication service must therefore be used with the maximum of economy, and the following rules will be observed:

Telephones

(a) Telephone calls will be initiated only as a necessity and not as matter of convenience.

(b) Telephone conversations will be kept short.

(c) R/T technique and discipline must be known and practiced now by all concerned without noticeable increase of R/T traffic on the air.

Telegrams

(d) Will be carefully drafted to exclude all redundant words.

(e) Abuses of priorities must be eliminated.

(f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

Express Letter Service

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I. GENERAL

When the Armies move forward there will be a period when the scale of line communications will be drastically reduced, particularly in the forward areas. This will be inevitable, since not only is time required to extend the system, but damage will undoubtedly be very much higher than previously. Furthermore existing resources will be more stretched as the advance proceeds.

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(f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

Express Letter Service

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(g) Nothing will be sent by ELS where it can just as well be handled by the Army Postal Service.

(h) Liaison officers, travelling from one headquarters to another, will invariably help Signals by taking any outstanding despatches, which might otherwise have to be sent by Special Despatch Rider.

These rules must be practiced now. Commanders are, therefore, requested to ensure that the substance of this letter is brought to the notice of all subordinate commanders and staffs at all levels, and that proper attention is paid to enforcing the rules in para 4 above forthwith.

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Office Memo #2, Hq ACC, dated 4 May 1944. (Cont'd)

II. TELEPHONE PRACTICE

INFORMATION

1. Instances have arisen of confusion and resulting loss of time in setting up priority L.D. telephone calls between British and American switchboards in the L. of C. (communication zone) network due to differences in terminology and operating procedure.

INTENTION

2. To define the equivalent BRITISH and AMERICAN priority classifications and to establish a combined operating procedure for such L.D. telephone calls.

METHOD

3. EQUIVALENT CLASSIFICATIONS

BRITISH		AMERICAN
CLEAR THE LINE or CLEAR THE LINE EMERGENCY AIR	Equivalent to	URGENT or OPERATIONAL PRIORITY
PRIORITY	Equivalent to	PRIORITY
ROUTINE	Equivalent to	ROUTINE

(a) CLEAR THE LINE or (CLEAR THE LINE EMERGENCY AIR) and URGENT or (OPERATIONAL PRIORITY) classification; reserved for only such calls as must be rushed through with a minimum delay.

(b) PRIORITY classification will be used only for such calls which cannot be classified as URGENT (CLEAR THE LINE) but which warrant precedence over ROUTINE calls in order to reach the addressee in time for effective action.

(c) All other calls will be considered as ROUTINE.

4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.

(a) BRITISH regulations will apply to the classification of calls originated by BRITISH formations and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.

5. OPERATING PROCEDURE

Declassified E.O. 12356 Section 3.3/NND No. 785021

INTENTION

2. To define the equivalent BRITISH and AMERICAN priority classifications and to establish a combined operating procedure for such L.D. telephone calls.

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4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.

(a) BRITISH regulations will apply to the classification of calls originated by BRITISH formations and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.

5. OPERATING PROCEDURE

The classification of a call is not the responsibility of the operator.

The operator will not question the classification designated by the originator, but will put the call through in accordance with the procedure outlined below for each classification:

(a) CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT AND OPERATIONAL PRIORITY CALLS.

Calls of the above classification will take precedence over all calls of lower classification and will be "rushed" through with a minimum of delay.

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R E S T R I C T E D

Office Memo #2, Hq ACC, dated 4 May 1942 (Cont'd)

If a circuit is occupied by a priority or routine call and is required for a CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT or OPERATIONAL PRIORITY call, then the priority or routine call will be broken down.

CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT and OPERATIONAL PRIORITY calls are of equal importance and one will not take precedence over the other.

(b) PRIORITY CALLS

(i) Take precedence over and will be established in advance of all routine calls.

(ii) All priority calls will be recorded as provided in para 5 (a) (i) above.

(iii) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.

(iv) Routine calls will not be broken down to establish priority calls except that when a Priority call is held waiting for a circuit occupied by a Routine call for more than five minutes, the operator will notify the talking parties that a Priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

(i) Will be established on demand when possible and, if not, will be recorded (booked) and connected in the order of recording.

By command of Lieutenant General MASON MACFARLANE:

E. L. CLOUGH,
Lt Col, AGD,
Executive Officer.

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PRIORITY calls are of equal importance and be next to precedence over the other.

(b) PRIORITY CALLS

(i) Take precedence over and will be established in advance of all routine calls.

(ii) All priority calls will be recorded as provided in para 5 (a) (i) above.

(iii) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.

(iv) Routine calls will not be broken down to establish priority calls except that when a Priority call is held waiting for a circuit occupied by a Routine call for more than five minutes, the operator will notify the talking parties that a Priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

(i) Will be established on demand when possible and, if not, will be recorded (booked) and connected in the order of recording.

By command of Lieutenant General MASON MACFARLANE:

E. L. CLOUGH,
Lt Col, AGD,
Executive Officer.

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NOTES ON CONFERENCE ON REORGANISATION OF FILING SYSTEMS IN ADMINISTRATIVE SECTION

1. Files to be split into three categories; Policy; Routine and Action.

2. Related subjects not to be kept on one file. Files to be kept small, dealing with one point only.

3. Papers will be filed by means of fasteners (to be supplied by Naples) at top of file covers.

4. No loose letters to be sent between Sub-Commissions or Admin.Section. Communication must be made by minutes on files.

5. No need to ask V.P. to write to higher authority. We can prepare letter direct to higher authority and submit for V.P's signature, on file. No copies required by Admin.Section.

6. Administrative Section do not keep files and rely on files of Sub-Commissions entirely.

7. Sub-Commissions cannot write to any person or organisation at higher level than the V.P. Letter must be submitted to V.P. for his signature.

8. It is not correct to write to a higher authority "through Admin.Section".

9. Letters to all outside people must be for V.P's signature.

10. Working papers used to arrive at a decision need not be kept on file once decision has been arrived at.

11. Documents consisting of more than one page must not have a separate number for each page. The additional pages should be given letters, A, B, C etc.

12. When files become dead they may be sent to Archives at Naples for custody and will be obtainable at any time.

13. Daily Bulletins, Orders, etc., need not be registered or filed. A.G. keeps complete file of all such documents which can be seen when required.

14. Naples will supply all file covers, fasteners and punches that we require.

15. Policy files will be distinguished by the letter "A"
Routine files " " " " " " "B"
Action files will be given sub-numbers.

Conference attended at 14.00 hours Wednesday 3rd May by

Philip G. Wright 2822
P.G.WRIGHT. S/SGT.
Chief Clerk.
Interior Sub-Commission.

5/5/1944.
PGW.

1177

Declassified E.O. 12356 Section 3.3/NND No. 785021

(81)

1072

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/1.7/AS. 30 Apl 44.

SUBJECT : Filing Systems.

TO : All Adm Sub Comsns.

1 There is high level criticism of the diverse filing systems in use by Sub Comsns and instructions have been given that a greater degree of uniformity must be obtained throughout HQ ACC.

2 The filing system outlined in the memo issued to Adm Sub Comsns at the beginning of March has been commended.

3 Attention has been drawn to the following common faults.

a Non-separation of policy - routine and action papers.

b The filing of related subjects on one file.

c The retention on files of working papers used as a step towards a decision or document but unnecessary thereafter.

4 Main HQ intends to send an officer to see the filing systems of Sub Comsns with a view to giving guidance and advice. It is desired to ensure that as little as possible shall be open to criticism before this visit takes place.

5 Each Adm Sub Comsn will appoint an officer (if possible one with knowledge of modern office system) to be responsible for its office procedure with power to impose essential alterations.

6 A meeting of these officers and Chief Clerks will be held in Room 71 at 14.00 hrs on Wednesday, 3 May to discuss the steps to be taken to obtain greater uniformity and to eradicate from the files practices to which objection has been taken.

R.R. GRIPPS, Lt/Col.
Lt Colonel,
CSO Adm Sec.

2821

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ALLIED FORCE HEADQUARTERS
APO 512

AG 312.4-1 SIG-O

22 April 1944

SUBJECT: Use of Abbreviations and Short Title Unit Designations.

TO : All Concerned.

1. Letter this headquarters, file as above, subject: "Non-Secret Short Title Unit Designations", dated 29 February 1944, is rescinded. Effective this date the use of non-secret short title unit designations is discontinued. In the future, either the full designation or an authorized abbreviation, as listed below, will be used in the heading and texts of messages to be transmitted by electrical means as well as in correspondence.

2. The list below is not intended to include all headquarters and units in the theater. It has been restricted to those to which traffic is particularly heavy and whose designation lends itself to an intelligible abbreviation. The list must be kept short enough to permit complete familiarity by all personnel who must use it. Therefore, additions to the list will be kept to the minimum.

3. The following abbreviations are authorized only in the interests of brevity. For convenience, the list is published in two parts; Part I lists units or organizations alphabetically, and Part II lists the abbreviations alphabetically.

PART I

UNIT	ABBREVIATION
Air Commander, Corsica	ACCORS
Air Force, Twelfth	XIIAF
Air Force, Fifteenth	XVAF
Air Force Service Command, XII	XIIAFSC
Air Force Service Command, XV	XVAFSC
Air Service Command, Patterson Field, Ohio	ASCPFO
Allied Administrative Officer, Corsica	AAO CORSICA
Allied Armies in Italy	AAI
Allied Armies in Italy Administrative Echelon (Rear)	AAI AINAF
Allied Control Commission, Main	ACC MAIN
Allied Control Commission, Rear	ACC REAR
Allied Force Headquarters	AFHQ
Allied Force Headquarters Advanced Command Post	AFHQ ADV CP
Allied Garrison Commander, Sardinia	AGC SARDINIA
Army Air Forces, Mediterranean Theater of Operations	AAFMTO
Air Force Service Command, MTO	AAFSCMTO

Declassified E.O. 12356 Section 3.3/NND No. 785021

AG 312.4-1 SIG-O

SUBJECT: Use of Abbreviations and Short Title Unit Designations.

TO : All Concerned.

1. Letter this headquarters, file as above, subject: "Non-Secret Short Title Unit Designations", dated 29 February 1944, is rescinded. Effective this date the use of non-secret short title unit designations is discontinued. In the future, either the full designation or an authorized abbreviation, as listed below, will be used in the heading and texts of messages to be transmitted by electrical means as well as in correspondence.

2. The list below is not intended to include all headquarters and units in the theater. It has been restricted to those to which traffic is particularly heavy and whose designation lends itself to an intelligible abbreviation. The list must be kept short enough to permit complete familiarity by all personnel who must use it. Therefore, additions to the list will be kept to the minimum.

3. The following abbreviations are authorized only in the interests of brevity. For convenience, the list is published in two parts; Part I lists units or organizations alphabetically, and Part II lists the abbreviations alphabetically.

PART I

UNIT	ABBREVIATION
Air Commander, Corsica	ACCORS
Air Force, Twelfth	XIIAF
Air Force, Fifteenth	XVAF
Air Force Service Command, XII	XIIAFSC
Air Force Service Command, XV	XVAFSC
Air Service Command, Patterson Field, Ohio	ASCPFO
Allied Administrative Officer, Corsica	AAO CORSICA
Allied Armies in Italy	AAI
Allied Armies in Italy Administrative Echelon (Rear)	AAI AINAP
Allied Control Commission, Main	ACC MAIN
Allied Control Commission, Rear	ACC REAR
Allied Force Headquarters	AFHQ
Allied Force Headquarters Advanced Command Post	AFHQ ADV CP
Allied Garrison Commander, Sardinia	AGC SARDINIA
Army Air Forces, Mediterranean Theater of Operations	AAFMTO
Army Air Force Service Command, MTO	AAFSCMTO
Atlantic Base Section	ABS
Commander-in-Chief, Mediterranean	CINCMED
Eastern Base Section	EBS
European Theater of Operations, US Army (In UK)	ETOUSA
First Army Group: London	FUSAG
Flag Officer, Taranto	FOTALI

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Ltr, Allied Force Hq, AG 312.4-1 SIG-O,
Dated 22 April 1944, (cont'd).

PART I (Cont'd)

UNIT	ABBREVIATION
Flag Officer, Western Italy	FOWIT
French Commander, Corsica	FC CORSICA
French Expeditionary Corps	FEC
General Headquarters, Mideast	MIDEAST
Gibraltar	GIB
Island Base Section	IBS
Mediterranean Air Transport Service	MATS
Mediterranean Allied Air Forces	MAAF
Mediterranean Allied Coastal Air Force	MACAF
Mediterranean Allied Photo Reconnaissance Wing	MAPRW
Mediterranean Allied Strategic Air Forces	MASAF
Mediterranean Allied Tactical Air Force	MATAF
Mediterranean Base Section	MBS
Military Mission, Italian Army	MMIA
North Africa District	NAD
North African Theater of Operations, U.S. Army	NATOUSA
Northern Base Section	NORBS
Number 1 District	DISTONE
Number 2 District	DISTWO
Number 3 District	DISTHREE
Peninsular Base Section	PENBASE
Persia and Iraq Command	PAIC
Services of Supply, North African Theater of Operations, United States Army	SOSNATOUSA
Special Operations, MTO	SOMTO
Supreme Headquarters, Allied Expeditionary Force	SHAEF
United States Army Forces in Mideast	USAFIME
United States Naval Forces, Northwest African Waters	ComNavNAW
War Department, Washington, D. C.	AGWAR
War Office, London	TROOPERS
Western District, NATOUSA	WEINAT

PART II

ABBREVIATION	UNIT
AAFMTO	Army Air Forces, MTO
AAFSCMTO	Army Air Force Service Command, MTO
AAI	Allied Armies in Italy
AAI ADNAP	Allied Armies in Italy, Administrative Echelon (Rear)
AAO CORSICA	Allied Administrative Officer, Corsica
ABS	Atlantic Base Section
ACC MAIN	Allied Control Commission, Main
ACC REAR	Allied Control Commission, Rear
ACC CRS	Air Commander, Corsica
AFHQ	Allied Force Headquarters

Declassified E.O. 12356 Section 3.3/NND No. 785021

Flag Officer, Western Italy	FOWIT
French Commander, Corsica	FC CORSICA
French Expeditionary Corps	FEC
General Headquarters, Mideast	MIDEAST
Gibraltar	GIB
Island Base Section	IBS
Mediterranean Air Transport Service	MATS
Mediterranean Allied Air Forces	MAAF
Mediterranean Allied Coastal Air Force	MACAF
Mediterranean Allied Photo Reconnaissance Wing	MAPRW
Mediterranean Allied Strategic Air Forces	MASAF
Mediterranean Allied Tactical Air Force	MATAF
Mediterranean Base Section	MBS
Military Mission, Italian Army	MMIA
North Africa District	NAD
North African Theater of Operations, U.S. Army	NATOUSA
Northern Base Section	NORBS
Number 1 District	DISTONE
Number 2 District	DISTWO
Number 3 District	DISTHREE
Peninsular Base Section	PENBASE
Persia and Iraq Command	PAIC
Services of Supply, North African Theater of Operations, United States Army	SOSNATOUSA
Special Operations, MTO	SOMTO
Supreme Headquarters, Allied Expeditionary Force	SHAEF
United States Army Forces in Mideast	USAFIME
United States Naval Forces, Northwest African Waters	ComNavNAW
War Department, Washington, D. C.	AGWAR
War Office, London	TROOPERS
Western District, NATOUSA	WEINAT

PART II

ABBREVIATION	UNIT
AAFMTO	Army Air Forces, MTO
AAFSCMTO	Army Air Force Service Command, MTO
AAI	Allied Armies in Italy
AAI ADNAF	Allied Armies in Italy, Administrative Echelon (Rear)
AAO CORSICA	Allied Administrative Officer, Corsica
ABS	Atlantic Base Section
ACC MAIN	Allied Control Commission, Main
ACC REAR	Allied Control Commission, Rear
ACC CRS	Air Commander, Corsica
AFHQ	Allied Force Headquarters
AFHQ ADV CP	Allied Force Headquarters Advanced Command Post
AGC SARDINIA	Allied Garrison Commander, Sardinia
AGWAR	War Department, Washington, D. C.
ASCPPO	Air Service Command, Patterson Field, Ohio
CINCMED	Commander-in-Chief, Mediterranean

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Ltr, Allied Force Hq, AG 312.4-1 SIG-C,
dated 22 April 1944, (Cont'd).

PART II (Cont'd)

ABBREVIATION	UNIT
CinCNav NAW	United States Naval Forces, Northwest African Waters
DISTHREE	Number 3 District
DISTONE	Number 1 District
DISTTWO	Number 2 District
EBS	Eastern Base Section
ETOUSA	European Theater of Operations, US Army (In UK)
FC CORSICA	French Commander, Corsica
FEC	French Expeditionary Corps
FOTALI	Flag Officer, Taranto
FOWIT	Flag Officer, Western Italy
FUSAG	First Army Group, London
GIB	Gibraltar
IBS	Island Base Section
MAAF	Mediterranean Allied Air Forces
MACAF	Mediterranean Allied Coastal Air Forces
MAPRW	Mediterranean Allied Photo Reconnaissance Wing
MASAF	Mediterranean Allied Strategic Air Forces
MATAF	Mediterranean Allied Tactical Air Forces
MATS	Mediterranean Air Transport Service
MBS	Mediterranean Base Section
MIDEAST	General Headquarters, Mideast
MMIA	Military Mission, Italian Army
NAD	North Africa District
NATOUSA	North African Theater of Operations, U. S. Army
NBSES	Northern Base Section
PAIC	Persia and Iraq Command
PENBASEC	Peninsular Base Section
SHAEF	Supreme Headquarters, Allied Expeditionary Force
SOATC	Special Operations, MTO
SOSNATOUSA	Services of Supply, North African Theater of Operations
TROOPERS	War Office, London
USAFIME	United States Army Forces in Mideast
XIIAF	Air Force, Twelfth
XIIAFSC	Air Force Service Command, XII
XVAF	Air Force, Fifteenth
XVAFSC	Air Force Service Command, XV
WESPAC	Western District, NATOUSA

By command of General WILSON:

/s/ H. V. ROBERTS,

/t/ H. V. ROBERTS,
Colonel, AGD.

Declassified E.O. 12356 Section 3.3/NND No. 785021

ABBREVIATION	UNIT
ComNav NAW	United States Naval Forces, Northwest African Waters
DISTTREE	Number 3 District
DISTONE	Number 1 District
DISTTWO	Number 2 District
EBS	Eastern Base Section
ETOUSA	European Theater of Operations, US Army (In UK)
FC CORSICA	French Commander, Corsica
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MASAF	Mediterranean Allied Strategic Air Forces
MATAF	Mediterranean Allied Tactical Air Forces
MATS	Mediterranean Air Transport Service
MBS	Mediterranean Base Section
MIDEAST	General Headquarters, Mideast
MMIL	Military Mission, Italian Army
NAD	North Africa District
NATOUSA	North African Theater of Operations, U. S. Army
NCBOS	Northern Base Section
PAIC	Persia and Iraq Command
PENBASE	Peninsular Base Section
SHAEF	Supreme Headquarters, Allied Expeditionary Force
SOATO	Special Operations, MTO
SOSNATOUSA	Services of Supply, North African Theater of Operations
TROOPERS	War Office, London
USAFIME	United States Army Forces in Mideast
XIIAF	Air Force, Twelfth
XIIASC	Air Force Service Command, XII
XVAF	Air Force, Fifteenth
XVASC	Air Force Service Command, XV
WESTNAT	Western District, NATOUSA

By command of General WILSON:

/s/ H. V. ROBERTS,

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

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ALLIED FORCE HEADQUARTERS
APO 512

AG 312.4-1 SIG-O

22 April 1944

SUBJECT: Use of Abbreviations and Short Title Unit Designations.

TO : All Concerned.

1. Letter this headquarters, file as above, subject: "Non-Secret Short Title Unit Designations", dated 29 February 1944, is rescinded. Effective this date the use of non-secret short title unit designations is discontinued. In the future, either the full designation or an authorized abbreviation, as listed below, will be used in the heading and texts of messages to be transmitted by electrical means as well as in correspondence.

2. The list below is not intended to include all headquarters and units in the theater. It has been restricted to those to which traffic is particularly heavy and whose designation lends itself to an intelligible abbreviation. The list must be kept short enough to permit complete familiarity by all personnel who must use it. Therefore, additions to the list will be kept to the minimum.

3. The following abbreviations are authorized only in the interests of brevity. For convenience, the list is published in two parts; Part I lists units or organizations alphabetically, and Part II lists the abbreviations alphabetically.

PART I

UNIT	ABBREVIATION
Air Commander, Corsica	ACCORS
Air Force, Twelfth	XIIAF
Air Force, Fifteenth	XVAF
Air Force Service Command, XII	XIIAFSC
Air Force Service Command, XV	XVAFSC
Air Service Command, Patterson Field, Ohio	ASCPFO
Allied Administrative Officer, Corsica	AAO CORSICA
Allied Armies in Italy	AAI
Allied Armies in Italy Administrative Echelon (Rear)	AAI AINAF
Allied Control Commission, Main	ACC MAIN
Allied Control Commission, Rear	ACC REAR
Allied Force Headquarters	AFHQ
Allied Force Headquarters Advanced Command Post	AFHQ ADV CP
Allied Garrison Commander, Sardinia	AGC SARDINIA
Army Air Forces, Mediterranean Theater of Operations	AAFMTO
Army Air Forces Service Command, MTO	AAFSCMTO
Atlantic Base Section	ABS

Declassified E.O. 12356 Section 3.3/NND No. 785021

AG 312.4-1 SIG-O

22 April 1944

SUBJECT: Use of Abbreviations and Short Title Unit Designations.

TO : All Concerned.

1. Letter this headquarters, file as above, subject: "Non-Secret Short Title Unit Designations", dated 29 February 1944, is rescinded. Effective this date the use of non-secret short title unit designations is discontinued. In the future, either the full designation or an authorized abbreviation, as listed below, will be used in the heading and texts of messages to be transmitted by electrical means as well as in correspondence.

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PART I

UNIT	ABBREVIATION
Air Commander, Corsica	ACCORS
Air Force, Twelfth	XIIAF
Air Force, Fifteenth	XVAF
Air Force Service Command, XII	XIIAFSC
Air Force Service Command, XV	XVAFSC
Air Service Command, Patterson Field, Ohio	ASCPFO
Allied Administrative Officer, Corsica	AAO CORSICA
Allied Armies in Italy	AAI
Allied Armies in Italy Administrative Echelon (Rear)	AAI ADMAF
Allied Control Commission, Main	ACC MAIN
Allied Control Commission, Rear	ACC REAR
Allied Force Headquarters	AFHQ
Allied Force Headquarters Advanced Command Post	AFHQ ADV CP
Allied Garrison Commander, Sardinia	AGC SARDINIA
Army Air Forces, Mediterranean Theater of Operations	AAFMTO
Army Air Force Service Command, MTO	AAFSCMTO
Atlantic Base Section	ABS
Commander-in-Chief, Mediterranean	CINCMED
Eastern Base Section	EBS
European Theater of Operations, US Army (In UK)	ETOUSA
First Army Group, London	FUSAG
Flag Officer, Taranto	FOTALI

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Ltr, Allied Force Hq, AG 312.4-1 SIG-O,
dated 22 April 1944, (cont'd).

PART I (Cont'd)

UNIT	ABBREVIATION
Flag Officer, Western Italy	FOWIT
French Commander, Corsica	FC CORSICA
French Expeditionary Corps	FEC
General Headquarters, Mideast	MIDEAST
Gibraltar	GIB
Island Base Section	IBS
Mediterranean Air Transport Service	MATS
Mediterranean Allied Air Forces	MAAF
Mediterranean Allied Coastal Air Force	MACAF
Mediterranean Allied Photo Reconnaissance Wing	MAPRW
Mediterranean Allied Strategic Air Forces	MASAF
Mediterranean Allied Tactical Air Force	MATAF
Mediterranean Base Section	MBS
Military Mission, Italian Army	MMIA
North Africa District	NAD
North African Theater of Operations, U.S. Army	NATOUSA
Northern Base Section	NORBS
Number 1 District	DISTONE
Number 2 District	DISTWO
Number 3 District	DISTHREE
Peninsular Base Section	PENBASE
Persia and Iraq Command	P.I.C
Services of Supply, North African Theater of Operations, United States Army	SOSNATOUSA
Special Operations, MTO	SOMTO
Supreme Headquarters, Allied Expeditionary Force	SHAEF
United States Army Forces in Mideast	USAFIME
United States Naval Forces, Northwest African Waters	ComNavNAW
War Department, Washington, D. C.	AGWAR
War Office, London	TROOPERS
Western District, NATOUSA	WEINAT

PART II

ABBREVIATION	UNIT
AAFMTO	Army Air Forces, MTO
AAFSCMTO	Army Air Force Service Command, MTO
AAI	Allied Armies in Italy
AAI ADNAP	Allied Armies in Italy, Administrative Echelon (Rear)
AAO CORSICA	Allied Administrative Officer, Corsica
ABS	Atlantic Base Section
ACC MAIN	Allied Control Commission, Main
ACC REAR	Allied Control Commission, Rear
ACCORS	Air Commander, Corsica
AFHQ	Allied Force Headquarters

Declassified E.O. 12356 Section 3.3/NND No. 785021

PART I (Cont'd)

UNIT	ABBREVIATION
Flag Officer, Western Italy	FOWTT
French Commander, Corsica	FC CORSICA
French Expeditionary Corps	FEC
General Headquarters, Mideast	MIDEAST
Gibraltar	GIB
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Mediterranean Allied Coastal Air Force	MACAF
Mediterranean Allied Photo Reconnaissance Wing	MAPRW
Mediterranean Allied Strategic Air Forces	MASAF
Mediterranean Allied Tactical Air Force	MATAF
Mediterranean Base Section	MBS
Military Mission, Italian Army	MMIA
North Africa District	NAD
North African Theater of Operations, U.S. Army	NATOUSA
Northern Base Section	NORBS
Number 1 District	DISTONE
Number 2 District	DISTWO
Number 3 District	DISTHREE
Peninsular Base Section	PENBASE
Persia and Iraq Command	P.AIC
Services of Supply, North African Theater of Operations, United States Army	SOSNATOUSA
Special Operations, MTO	SOMTO
Supreme Headquarters, Allied Expeditionary Force	SHAEF
United States Army Forces in Mideast	USAFIME
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CINCMED	Commander-in-Chief, Mediterranean

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Declassified E.O. 12356 Section 3.3/NND No. 785021

PART II (Cont'd)

ABBREVIATION	UNIT
ComNav NAW	United States Naval Forces, Northwest African Waters
DISTHREE	Number 3 District
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DISTTO	Number 2 District
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MBS	Mediterranean Base Section
MIDEAST	General Headquarters, Mideast
MMIA	Military Mission, Italian Army
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P&IC	Persia and Iraq Command
PENBASE	Peninsular Base Section
SHAEF	Supreme Headquarters, Allied Expeditionary Force
SOATO	Special Operations, MTO
SOSNATOUSA	Services of Supply, North African Theater of Operations
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USAFIME	United States Army Forces in Mideast
XIIAF	Air Force, Twelfth
XIIASC	Air Force Service Command, XII
XVAF	Air Force, Fifteenth
XVASC	Air Force Service Command, XV
WESTAF	Western District, NATOUSA

By command of General WILSON:

/s/ H. V. ROBERTS,

/t/ H. V. ROBERTS,
Colonel, AGD

Declassified E.O. 12356 Sec. 3.3/NND No. 785021

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MASAF	Mediterranean Allied Strategic Air Forces
MATAF	Mediterranean Allied Tactical Air Forces
MATS	Mediterranean Air Transport Service
MBS	Mediterranean Base Section
MEGHQ ST	General Headquarters, Mideast
MMIA	Military Mission, Italian Army
NAD	North Africa District
NATOUSA	North African Theater of Operations, U. S. Army
NCBES	Northern Base Section
P&IC	Persia and Iraq Command
PENBASE	Peninsular Base Section
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XIIAF	Air Force, Twelfth
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XVASC	Air Force Service Command, XV
WESTAF	Western District, NATOUSA

By command of General WILSON:

/s/ H. V. ROBERTS,

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

2817

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Declassified E.O. 12356 Section 3.3/NND No. 785021

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

AC/36/Int 27 April 1944

SUBJECT: OFFICE ADMINISTRATION

TO : Interior Sub-Commission Staff

1. The procedure for dealing with letters, papers, documents, etc., and the method for the distribution and decentralisation of work will be as follows:

2. All incoming documents will firstly be read by the Adjutant who will
(i) Ensure that the existing system of registration and filing is followed.
(ii) Reserve for himself and deal entirely with all routine matters.
(iii) Arrange for papers on files of all current matters which are already being dealt with by the Executive or Assistant Executive Officer to be handed to them direct.
(iv) Arrange for all files of new matter or which are being dealt with by the Director to be handed to his staff officer.

3. The Executive or Assistant Executive Officer will act as follows:

(i) Where in their discretion a matter handed to them under 2(iii) presents a point of importance, policy or difficulty and of which the Director should know they will either
(a) pass on the file to the Director with any letter in final form for signature or in draft for approval together with a note explaining the point involved on the minute sheet or back slip, or
(b) if (a) is not suitable, consult the Director thereon personally.
(ii) Deal with other matters themselves and sign any letters written thereon for the Director.

R. G. H. SPICER
Lt Colonel
Director
Interior Sub-Commission

2816

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

16 April 1944

SUBJECT: Funds

TO: All Personnel

The following is extracted from Circular #47, Headquarters, NATOUSA, dated 5 April 1944 for the information and guidance of all concerned:

I --- TRANSFER OF FUNDS TO AND FROM U.S. TROOPS

Authority to transmit funds by United States personnel from this theater is given under the following conditions.

1. By cable and/or by letter of credit, by individuals in North Africa, provided the rank of sender, designation of unit, and APO number, are not given, through banks in French North Africa designated by the French Authorities as "accredited banks." In general, this includes all banks in French North Africa except B.N.C.I. and Banque Worms. There is a charge by the banks for this service.

2. By United States Treasury check, provided the check is drawn under the provisions of Army Regulations, and the indorsement thereon does not disclose any military information of value to the enemy.

3. By United States Postal Money Order. These money orders must carry no more than the signature of the individual or the custodian and the APO number.

4. By Personal Transfer Account Plan. (See Circular Number 17, this headquarters, cs.)

II --- TRANSFER OF FUNDS TO UNITED KINGDOM

U. S. personnel who transfer funds to the United Kingdom will sign a certificate that the funds transferred were derived from their pay and allowances. This certificate will be handed to the remitting banker or party.

2815

III - CURRENCY CONTROL

1. All members of the U.S. armed forces, and persons serving with such forces, including civilians and merchant seamen, excepting duly authorized U.S. Army Disbursing Officers as provided in paragraph 2 below, are forbidden to possess regular U.S. currency as distinguished from yellow seal U.S. currency, or regular British sterling currency as distinguished from British Military Authority currency, in this theater, or dispose thereof otherwise than by exchange as provided in paragraph 2 below.

Declassified E.O. 12356 Section 3.3/NND No. 785021

TO: All Personnel

The following is extracted from Circular #47, Headquarters, NATOUSA, dated 5 April 1944 for the information and guidance of all concerned:

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1. All members of the U.S. armed forces, and persons serving with such forces, including civilians and merchant seamen, excepting duly authorized U.S. Army Disbursing Officers as provided in paragraph 2 below, are forbidden to possess regular U.S. currency as distinguished from yellow seal U.S. currency, or regular British sterling currency as distinguished from British Military Authority currency, in this theater, or dispose thereof otherwise than by exchange as provided in paragraph 2 below.

2. a. All personnel now assigned to permanent duty in this theater will exchange at the nearest Finance office all regular U.S. currency in their possession in excess of $1.00 and all regular British sterling currency for local currency within fifteen (15) days from the date of this circular. (to Apr)

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b. Personnel described in paragraph 1 above, entering this theater under orders assigning them to permanent duty will exchange at the nearest Finance Office, within seven (7) days after entry, all regular U.S. currency in excess of $1.00 and all regular British sterling currency for local currency.

c. Personnel described in paragraph 1 above, except merchant seamen, entering the theater on temporary duty will exchange at the nearest Finance Office, within twenty-four (24) hours after entry, all regular U.S. currency in excess of $1.00 and all regular British sterling currency for local currency. If the period of temporary duty within the theater is of such short duration as to make exchange impracticable, such personnel will declare at the nearest Finance Office the total amount of regular U.S. currency and/or regular British sterling currency in their possession, and obtain from the Finance Officer a certificate stating the amount held. This certificate will be authority for such personnel to have in their possession the amount of regular U.S. currency and/or regular British sterling currency for which issued.

* * * *

f. Local currency is defined as follows:

(1) In North Africa. Banque de l'Algeric currency, Banque de l'Algeric currency overprinted Tunisia, Banque d'Etat du Maroc currency, Banque de l'Afrique Occidentale currency, and Bank of France currency of five (5), ten (10), and twenty (20) franc denominations.

(2) In Italy, Sicily, and Sardinia. Allied Military Financial Agency Lire currency, and such Metropolitan Lire currency as may be authorized from time to time by Allied Military Financial Agency.

(3) In Corsica. Bank of France currency of five (5), ten (10), twenty (20), fifty (50), and one hundred (100) franc denominations, and Banque de l'Algeric currency overprinted "TRESOR". (See paragraphs 10 and 11 below.)

* * * *

3. It will hereafter be the duty of the Commanding General, SOS, NATOUSA, to take such action as may be necessary to ascertain that no person upon arrival within the territorial limits of the Communications Zone, NATOUSA, by land, sea, or air, has in his possession regular U.S. currency in excess of $1.00 or regular British sterling currency, and will, where such money is found in the possession of any such person, cause it to be exchanged for the currency described in paragraph 2f, above. Ports of Embarkation in the U.S. and British Isles have been requested to instruct commanding officers of troops aboard transports to have organization commanders collect all money from men in their commands, prior to debarkation in this theater, to be exchanged by said organization commanders at the Finance Office. This practice will facilitate the exchange of [illegible]. The Commanding General, SOS, NATOUSA, will provide necessary Finance Service for currency exchange, and where conditions warrant, Class "A" or Class "B" Agents will be used.

[illegible] strictly adhered to in the exchange

Declassified E.O. 12356 Section 3.3/NND No. 785021

excess of $1.00 and all regular British sterling currency for local currency. If the period of temporary duty within the theater is of such short duration as to make exchange impracticable, such personnel will declare at the nearest Finance Office the total amount of regular U.S. currency and/or regular British sterling currency in their possession, and obtain from the Finance Officer a certificate stating the amount held. This certificate will be authority for such personnel to have in their possession the amount of regular U.S. currency and/or regular British sterling currency for which issued.

* * * *

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(1) In North Africa. Banque de l'Algerie currency, Banque de l'Algerie currency overprinted Tunisia, Banque d'Etat du Maroc currency, Banque de l'Afrique Occidentale currency, and Bank of France currency of five (5), ten (10), and twenty (20) franc denominations.

(2) In Italy, Sicily, and Sardinia. Allied Military Financial Agency Lire currency, and such Metropolitan Lire currency as may be authorized from time to time by Allied Military Financial Agency.

(3) In Corsica. Bank of France currency of five (5), ten (10), twenty (20), fifty (50), and one hundred (100) franc denominations, and Banque de l'Algerie currency overprinted "TRESOR". (See paragraphs 10 and 11 below.)

* * * *

3. It will hereafter be the duty of the Commanding General, SOS, NATOUSA, to take such action as may be necessary to ascertain that no person upon arrival within the territorial limits of the Communications Zone, NATOUSA, by land, sea, or air, has in his possession regular U.S. currency in excess of $1.00 or regular British sterling currency, and will, where such money is found in the possession of any such person, cause it to be exchanged for the currency described in paragraph 2f, above. Ports of Embarkation in the U.S. and British Isles have been requested to instruct commanding officers of troops aboard transports to have organization commanders collect all money from men in their commands, prior to debarkation in this theater, to be exchanged by said organization commanders at the Finance Office. This practice will facilitate the exchange of [illegible]. The Commanding General, SOS, NATOUSA, will provide necessary Finance Service for currency exchange, and where conditions warrant, Class "A" or Class "B" Agents will be used.

4. The following requirements will be strictly adhered to in the exchange of regular U.S. currency and regular British sterling currency into local [illegible]:

a. Individual officers will sign the certificate outlined below.

b. Unit commanders, or commissioned officers acting for unit commanders, must make bulk exchange for personnel of their units.

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c. Currency presented for exchange must be accompanied by a certificate signed by the unit commander reading as follows:

> I CERTIFY that the regular currency listed below was to the best of my knowledge and belief legitimately brought into the North African Theater of Operations, U.S. Army, by personnel under my jurisdiction.
>
> Regular United States currency, total value $_____
> Regular British Sterling currency, total value $_____
>
> _____ _____ _____
> Name Rank Organization
> Commanding _____
> Unit

5. Prior to departure of troops from this theater, all their local currency and yellow seal U.S. currency will be exchanged for regular U.S. currency. If the volume is so large that sufficient regular U.S. currency is not available, the Commanding Officer, Port of Debarkation at destination, will be notified so that exchange may be made there.

6. Personnel returning to the United States will be instructed to call at the Finance Office at Port of Embarkation, prior to departure, and exchange all local currency or yellow seal U.S. currency for regular U.S. currency. Finance officers making such exchanges will furnish each individual a certificate in the following form:

> I CERTIFY that I have this date paid to _____, who is departing this theater for the United States, per paragraph _____, SO_____, Headquarters_____, the sum of $_____in regular U.S. currency, which represents exchange for local currency or yellow seal U.S. currency.
>
> _____
> Name and Rank
> Finance Officer

* * * *

8. No regular U.S. currency will be accepted by Finance Officers from local civilian sources. Regular U.S. currency will only be accepted from U.S. civilian personnel and military personnel who can clearly establish the source from which they received it, such as newly arrived personnel. In doubtful cases, Finance officers should take such steps as they deem necessary to protect their own interests, and the interest of the United States. Postal Officers, Sales Officers, and Army Exchange Service installations will not accept regular U.S. currency from any source.

9. Yellow seal U.S. currency and U.S. coin will not be used except when authorization for its use is obtained from this headquarters. 2814

10. Circulation of Lire currency, both AM and Lire normally issued by occupied countries, will be restricted to the occupied countries. In exceptional

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African Theater of Operations, U.S. Army, by personnel under my jurisdiction.

Regular United States currency, total value $_____
Regular British Sterling currency, total value $_____

_____
Name Rank Organization
Commanding _____
Unit

5. Prior to departure of troops from this theater, all their local currency and yellow seal U.S. currency will be exchanged for regular U.S. currency. If the volume is so large that sufficient regular U.S. currency is not available, the Commanding Officer, Port of Debarkation at destination, will be notified so that exchange may be made there.

6. Personnel returning to the United States will be instructed to call at the Finance Office at Port of Embarkation, prior to departure, and exchange all local currency or yellow seal U.S. currency for regular U.S. currency. Finance officers making such exchanges will furnish each individual a certificate in the following form:

I CERTIFY that I have this date paid to _____, who is departing this theater for the United States, per paragraph _____, SO_____, Headquarters_____, the sum of $_____in regular U.S. currency, which represents exchange for local currency or yellow seal U.S. currency.

_____
Name and Rank
Finance Officer

* * * *

8. No regular U.S. currency will be accepted by Finance Officers from local civilian sources. Regular U.S. currency will only be accepted from U.S. civilian personnel and military personnel who can clearly establish the source from which they received it, such as newly arrived personnel. In doubtful cases, Finance Officers should take such steps as they deem necessary to protect their own interests, and the interest of the United States. Postal Officers, Sales Officers, and Army Exchange Service installations will not accept regular U.S. currency from any source.

9. Yellow seal U.S. currency and U.S. coin will not be used except when authorization for its use is obtained from this headquarters. 2814

10. Circulation of Lire currency, both A.M.L. and Lire normally issued by occupied countries, will be restricted to the occupied countries. In exceptional cases where such currency is unavoidably carried out of the area in which it is issued, it will be exchanged at the port of entry only, and will be accompanied by a certificate setting forth the source of such currency and reason for possession outside the Lire area. It will be the responsibility of the Commanding General, SOS, NATOUSA, to provide necessary exchange service to prevent Lire currency leaving the area in which it was issued.

* * * *

RESTRICTED

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IV -- DRAWING AND INDORSING CHECKS PAYABLE IN THE UNITED STATES OR THE UNITED KINGDOM

1. Hereafter United States personnel referred to in paragraph 1, Section III hereof, are prohibited from making or indorsing any check, draft, bill of exchange, promissory note or other negotiable instrument or paper drawn on any banking, financial or other institution concerned in any way with financial transactions in the United States or United Kingdom.

2. a. This prohibition shall not apply to:

(1) Checks, money orders or letters of credit indorsed and cashed in accordance with the provisions of Section I, of this circular.

(2) Personal checks drawn against an account within the United States by the personnel referred to in paragraph 1, Section III of this circular in favor of a payee within the United States and sent to the United States through the APO or other official channels.

b. None of these exceptions shall be deemed to authorize any transaction by or on behalf of or pursuant to the direction of a national of a country whose accounts are blocked pursuant to Executive Order of the President of the United States, or involving property in which such a national has or has had an interest. "National" as used herein shall not refer to United States personnel named in paragraph 1, Section III of this circular.

c. Exceptional cases will be referred to this headquarters for action.

V -- CASHING OF TRAVELERS CHECKS AND AMERICAN EXPRESS MONEY ORDERS

1. U.S. Army disbursing officers outside the continental United States are authorized to cash, for military, naval and properly identified civilian personnel of the United States, travelers checks issued by the following institutions:

a. The American Express Company.

b. Bank of American National Trust and Savings Association

c. Mellon National Bank of Pittsburgh

d. National City Bank of New York

e. Money Orders issued by the American Express Company

* * * *

By Command of Lieut General MASON MACFARLANE:

E. J. Chiocca

E. J. CHIOCCA

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* * * *

By Command of Lieut General MASON MACFARLANE:

E. J. Chiocca

E. J. CHIOCCA
CWO, USA
Asst Adjutant

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

AG-311.5 Adjutant Section 11 April 1944

WAR DEPARTMENT CODE NAMES AND ABBREVIATIONS

1. The following is extracted from War Department letter, Adjutant General's Office, file AGOB-P 311.5, SUBJECT: War Department Code Names and Abbreviations, dated 13 March 1944, for the information and guidance of all concerned:

a. Government Agencies in the United States have contacted the War Department for information concerning alphabetical abbreviations used in communications and other official documents emanating from overseas theaters. In the majority of these instances it has been found that these abbreviations were not authorized by Army Regulations.

b. To avoid unnecessary delays which inevitably follow, it is requested that in communications issued by United States forces or by combined United States and British forces, the words, for which no abbreviation is authorized by FM-21-30 and AR 850-150, be spelled out in full the first time they appear in each and every communication, followed by the abbreviation in parentheses.

2. Accordingly, AR 850-150 of 27 July 1942 is republished to include Change # 5 of 3 March 1943:

MISCELLANEOUS

AUTHORIZED ABBREVIATIONS AND SYMBOLS FOR USE IN PREPARATION OF MILITARY RECORDS AND ADMINISTRATIVE SPECIAL ORDERS EXCEPT FIELD ORDERS AND MESSAGES

Paragraph:
General---------- 1
Abbreviations and symbols---------- 2

1. General.- a. The abbreviations for single words and symbols for groups of words and phrases contained in paragraph 2 are authorized. In addition to the abbreviations published herein, those generally accepted and in common use are authorized and will be utilized whenever practicable. Names of cities and towns will not be abbreviated.

b. Abbreviations may be used singly or in groups. Combinations of abbreviations are authorized; thus, Chief, Army Exchange Service, is abbreviated C A Ex Serv; adjutant general can be abbreviated AG or Adj Gen; private, first class, can be abbreviated pvt 1cl or pfc; The Adjutant General's Office is abbreviated TAGO, a combination of the abbreviations for The Adjutant General and for office. Abbreviations will not be followed by periods except to indicate the end of a sentence.

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c. Abbreviations which are shown in lower case letters will be capitalized when the -

(1) First letter of the word for which abbreviation stands would normally be capitalized, that is, at the beginning of a sentence.
(2) Word or words are to be used as a proper noun.
(3) Word or words are used after an individual's name to show title, grade, or component.

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d. Abbreviations and symbols will be used for the maximum extent consistent with clarity and good form in military records prepared on approved printed forms, and in routine special orders issued by the War Department, and by all headquarters authorized to issue orders. Their use in formal written communications, other than routine special orders, will be confined to such commonly used abbreviations as the names of States and territories, and foreign countries, the middle initial of proper names, the names of months of the year, the names of arms and services, except where the use of initials and symbols in the body of a communication clearly violates established rules of grammar and syntax.

2. Abbreviations and symbols.

A

absent without leave	AWOL
acting	actg
active duty	AD
additional	add
adjutant	adj
adjutant general	AG
Adjutant General's Department	AGD
administrative	adm
administrative (orders or officer)	Adm (O)
Administrative Services	Adm Serv
aide-de-camp	ADC
air base	AB
Airborne Command	A/B Comd
Air Corps	AC
aircraft warning (company)	AW (Co)
Aircraft Warning Service	AWS
airdrome	adrm
air intelligence section	A Int Sec
air mechanic, first class	AM 1cl
air mechanic, second class	AM 2cl
airplane	ap
airship	ash
Air Transport Command	ATC
allotment	almt
allotted	alot
allowances	alws
ambulance	amb
American Expeditionary Forces	AEF
American National Red Cross	ARC
ammunition	am
Amphibious Command	Amph Comd
animal	anl
antiaircraft	AA
antiaircraft artillery	AAA
appointed	aptd
appointment	apmt
apprehended or apprehension	app

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absent without leave---------- AWOL
acting---------- actg
active duty---------- AD
additional---------- add
adjutant---------- adj
adjutant general---------- AG
Adjutant General's Department---------- AGD
administrative---------- adm
administrative (orders or officer)---------- Adm (O)
Administrative Services---------- Adm Serv
aide-de-camp---------- ADC
air base---------- AB
Airborne Command---------- A/B Comd
Air Corps---------- AC
aircraft warning (company)---------- AW (Co)
Aircraft Warning Service---------- AWS
airdrome---------- adrm
air intelligence section---------- A Int Sec
air mechanic, first class---------- AM 1cl
air mechanic, second class---------- AM 2cl
airplane---------- ap
airship---------- ash
Air Transport Command---------- ATC
allotment---------- almt
allotted---------- alot
allowances---------- alws
ambulance---------- amb
American Expeditionary Forces---------- AEF
American National Red Cross---------- ARC
ammunition---------- am
Amphibious Command---------- Amph Comd
animal---------- anl
antiaircraft---------- AA
antiaircraft artillery---------- AAA
appointed---------- aptd
appointment---------- apmt
apprehended or apprehension---------- app
Armored Force---------- Armd F
armorer---------- armr
Army---------- A
Army Air Forces---------- AAF
Army Exchange Service---------- A Ex Serv
Army Ground Forces---------- AGF
Army Medical Center---------- AMC
Army Mine Planter---------- AMP
Army Mine Planter Service---------- AMPS
Army & Navy Munitions Board---------- A&NMB
Army Nurse Corps---------- ANC

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Army of the United States	AUS
Army post office	APO
Army Postal Service	APS
Army Regulations	AR
Army Specialist Corps	ASC
Army Transport Service	ATS
Army War College	AWC
arrest	ar
arsenal	ars
article of war	AW
artificer	artif
artillery	arty
assigned	asgd
assignment	asgmt
assistant	asst
Assistant Chief of Staff	ACofS
Personnel Division	ACofS, G-1
Military Intelligence Division	ACofS, G-2
Operations and Training Division	ACofS, G-3
Supply Division	ACofS, G-4
Operations Division	ACofS, OPD
War Plans Division	Asst Sec War
Assistant Secretary of War	Asst Sec War
Assistant Secretary of War for Air	Asst Sec War (Air)
attached	atchd
attack	atk
at the rate of	a/r
authorities	auth
automatic	auto
auxiliary	aux
average	av
aviation	avn

B

bachelor officers' quarters	BOQ
bakery	bkry
balloon	bln
Balloon Barrage Training Center	BBTC
barracks	bks
barracks and quarters	B&Q
battalion	bn
battery	btry
bombardier	bmdr
bombardment	bomb
branch	br
branch assignment	BA
branch immaterial	BI

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article of war	A/W
artificer	artif
artillery	arty
assigned	asgd
assignment	asgmt
assistant	asst
Assistant Chief of Staff	ACofS
Personnel Division	ACofS, G-1
Military Intelligence Division	ACofS, G-2
Operations and Training Division	ACofS, G-3
Supply Division	ACofS, G-4
Operations Division	ACofS, OPD
War Plans Division	Asst Sec War
Assistant Secretary of War	Asst Sec War
Assistant Secretary of War for Air	Asst Sec War (Air)
attached	atchd
attack	atk
at the rate of	a/r
authorities	auth
automatic	auto
auxiliary	aux
average	av
aviation	avn

B

bachelor officers' quarters	BOQ
bakery	bkry
balloon	bln
Balloon Barrage Training Center	BBTC
barracks	bks
barracks and quarters	B&Q
battalion	bn
battery	btry
bombardier	bmdr
bombardment	bomb
branch	br
branch assignment	BA
branch immaterial	BI
brigade	brig
brigade headquarters	BHQ
brigadier general	brig gen
bugler	bglr
bulletin	Bull
Bureau of the Budget	BB
by direction of the President	DP

C

caliber	cal
camaouflage	cam

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captain---------- capt
casual---------- cas
Cavalry---------- Cav
central---------- cen
certificate---------- cert
certificate of disability for discharge---------- CDD
changes---------- C
chaplain---------- Ch
character---------- char
chauffeur---------- cfr
chemical---------- cml
Chemical Warfare Service---------- CWS
chief---------- C
chief of---------- Cof
Chief of Staff---------- CofS
Chief Signal Officer---------- CSigO
chief warrant officer---------- CWO
circular---------- Cir
Citizens' Military Training Camp---------- CMTC
civil (or civilian)---------- civ
civil authorities---------- C Auth
class---------- cl
clerical---------- cler
clerk---------- clk
clothing---------- clo
Coast Artillery Corps---------- CAC
coast defense---------- CD
college---------- colg
colonel---------- col
color---------- clr
colored---------- cld
command---------- comd
Command and General Staff School---------- C&GS Sch
commandant---------- comdt
commander---------- comdr
commanding---------- comdg
commanding general---------- CG
commanding officer---------- CO
command post---------- CP
command post exercise---------- CPX
commissary---------- comm
communication---------- com
commutation---------- comtn
company---------- co
compilation---------- compn
concentration---------- conc
conference---------- confer
confined---------- conf
confinement---------- conft
conscientious objector---------- con objtr
[illegible]---------- cons

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chemical	[illegible]
Chemical Warfare Service	CWS
chief	C
chief of	Cof
Chief of Staff	CofS
Chief Signal Officer	CSigO
chief warrant officer	CWO
circular	Cir
Citizens' Military Training Camp	CMTC
civil (or civilian)	civ
civil authorities	C Auth
class	cl
clerical	cler
clerk	clk
clothing	clo
Coast Artillery Corps	CAC
coast defense	CD
college	colg
colonel	col
color	clr
colored	cld
command	comd
Command and General Staff School	C&GS Sch
commandant	comdt
commander	comdr
commanding	comdg
commanding general	CG
commanding officer	CO
command post	CP
command post exercise	CPX
commissary	comm
communication	com
commutation	com'n
company	co
compilation	compn
concentration	conc
conference	confer
confined	confd
confinement	confmt
conscientious objector	con objtr
construction	cons
continued	contd
contract	cont
control	contl
convenience	convn
cook	ck
corporal	cpl
Corps of Engineers	CE
Corps of Military Police	CMP
court-martial	CM
current	cur
current series	cs

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D

defense	def
delinquent account	dedl acct
delivered or delivery	delv
dental	dent
Dental Corps	DC
department	dept
deposit	dpt
depot	dep
Deputy Chief of Staff	DCofS
deserted or desertion	des
detached enlisted men's list	DEML
detached officers' list	DOL
detached service	DS
detachment	det
director	dir
disability	disab
discharge or discharged	disch
disciplinary	dis
discontinued	discontd
dishonorable or dishonorably	dishon
dismissed	dismd
dismounted	dsmtd
disrated	disr
Distinguished-Flying Cross	DFC
Distinguised-Service Cross	DSC
Distinguised-Service Medal	DSM
district	dist
district engineer officer	DEO
division	div
division headquarters	DHQ
document	doc
dropped	drpd
duty	dy
duty officer	DO

E

echelon	ech
electrical or electrician	elec
embarkation	emb
emergency	emerg
engineer	engr
enlisted	enl
enlisted man or men	EM
Enlisted Reserve Corps	ERC
enlistment	enlmt
evacuation	evac
evidence	evid

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deserted or desertion	des
detached enlisted men's list	DEML
detached officers' list	DOL
detached service	DS
detachment	det
director	dir
disability	disab
discharge or discharged	disch
disciplinary	dis
discontinued	discontd
dishonorable or dishonorably	dishon
dismissed	dismd
dismounted	dsmtd
disrated	disr
Distinguished-Flying Cross	DFC
Distinguised-Service Cross	DSC
Distinguised-Service Medal	DSM
district	dist
district engineer officer	DEO
division	div
division headquarters	DHQ
document	doc
dropped	drpd
duty	dy
duty officer	DO

E

echelon	ech
electrical or electrician	elec
embarkation	emb
emergency	emerg
engineer	engr
enlisted	enl
enlisted man or men	EM
Enlisted Reserve Corps	ERC
enlistment	enlmt
evacuation	evac
evidence	evid
excellent	ex
executive	Ex
existed prior to induction	EPTI
expert gunner	EG
expert rifleman	ER
expiration	exp
expiration term of service	ETS
extended active duty	EAD

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F

Federal	Fed
field	fld
Field Artillery	FA
field manual	FM
field orders	FO
Field Service Regulations	FSR
figure	fig
film strip	FS
final statement	F/S
finance	fin
Finance Department	FD
finance officer	Fin O
first	1st
first class	1cl
fiscal	fis
fiscal year	fy
flight	flt
forfeit	forf
forward echelon	fwd ech
fraudulent	fraud
from	fr
furlough	fur
furnished	furn

G

general	gen
general court martial	GCM
general dispensary	Gen Disp
General Headquarters	GHQ
general hospital	Gen Hosp
general orders	GO
general service schools	GSS
general staff	GS
General Staff Corps	GSC
Government	Govt
grade	gr
graduate	grad
group	gp
guard	gd
gunner	gnr

H

harbor	har
harbor defense	HD
harbor defense command	HDC
headquarters	Hq

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Finance Department	FD
finance officer	Fin O
first	1st
first class	1cl
fiscal	fis
fiscal year	fy
flight	flt
forfeit	forf
forward echelon	fwd ech
fraudulent	fraud
from	fr
furlough	fur
furnished	furn

G

general	gen
general court martial	GCM
general dispensary	Gen Disp
General Headquarters	GHQ
general hospital	Gen Hosp
general orders	GO
general service schools	GSS
general staff	GS
General Staff Corps	GSC
Government	Govt
grade	gr
graduate	grad
group	gp
guard	gd
gunner	gnr

H

harbor	har
harbor defense	HD
harbor defense command	HDC
headquarters	Hq
heavy	hv
high explosive	HE
honor or honorable	hon
hospital	hosp
howitzer	how

I

inch	in.

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inclosure	incl
include	incld
indorsement	ind
inducted	indctd
Infantry	Inf
inspector general	IG
Inspector General's Department	IGD
installation	instl
instructor	instr
instrument	inst
insurance	ins
intelligence	int
international	intn
interpreter	intpr
inventory and inspection report	I&I R

J

join	jn
joined	jd
judge advocate	JA
Judge Advocate General	JAG
Judge Advocate General's Department	JAGD
junior	jr

K

killed	kd
kitchen	ki
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
laboratory	lab
laundry	ldry
leader	ldr
leave	lv
legislative	Legis
letter	ltr
liaison	ln
lieutenant	lt
lieutenant colonel	lt col
lieutenant general	lt gen
light	l
light machine gun	LMG
limited service	ltd serv
line of duty	LD

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insurance	ins
intelligence	int
international	intn
interpreter	intpr
inventory and inspection report	I&I R

J

join	jn
joined	jd
judge advocate	JA
Judge Advocate General	JAG
Judge Advocate General's Department	JAGD
junior	jr

K

killed	kd
kitchen	ki

L

laboratory	lab
laundry	ldry
leader	ldr
leave	lv
legislative	Legis
letter	ltr
liaison	ln
lieutenant	lt
lieutenant colonel	lt col
lieutenant general	lt gen
light	l
light machine gun	LMG
limited service	ltd serv
line of duty	LD
line of duty status	LDS
lines of communication	LC
low explosive	LE

M

machine gun	MG
machine records unit	MRU
maintenance	maint
major	maj
major general	maj gen
manual	man

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Manual for Courts Martial	MCM
mark	mk
marksman	mkm
master sergeant	m sgt
mechanic	mech
mechanized	mecz
Medal of Honor	MH
medical	med
Medical Administrative Corps	Med Adm C
Medical Corps	MC
Medical Department	MD
memorandum	memo
memorandum receipt	M/R
message	msg
message center	msg cen
messenger	msgr
meteorological	met
military	mil
military attaché	mil att
military aviator	mil av
military intelligence	MI
military occupational specialty specification serial number	MOS
military police	MP
millimeter	mm
miscellaneous	misc
Mobilization Regulations	MR
Mobilization Training Program	MTP
model	mdl
morning report	M/R
motorcycle	mtrcl
motorcyclist	mtrclt
motorized	mtz
motor transport	MT
mounted	mtd
musician	mus

N

National Guard Bureau	NGB
net control station	NCS
noncommissioned officer	NCO

O

observation	obsn
observer	obsr
office, officer, order, or orders	O
Office of The Quartermaster General	OQMG
officer candidate	OC
officer candidate school	OCS

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message	msg
message center	msg cen
messenger	msgr
meteorological	met
military	mil
military attaché	mil att
military aviator	mil av
military intelligence	MI
military occupational specialty specification serial number	MOS
military police	MP
millimeter	mm
miscellaneous	misc
Mobilization Regulations	MR
Mobilization Training Program	MTP
model	mdl
morning report	M/R
motorcycle	mtrcl
motorcyclist	mtrclt
motorized	mtz
motor transport	MT
mounted	mtd
musician	mus

N

National Guard Bureau	NGB
net control station	NCS
noncommissioned officer	NCO

O

observation	obsn
observer	obsr
office, officer, order, or orders	O
Office of The Quartermaster General	OQMG
officer candidate	OC
officer candidate school	OCS
officer in charge	O/C
Officer in Charge of National Guard Affairs	OCNGA
officer of the day	OD
officer of the guard	OG
Officers' Reserve Corps	ORC
Office Under Secretary of War	OUSec War
olive drab	od
one pounder	1 pdr
on or about	o/a
operation	opn

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operator---------- opr
opinions---------- ops
orderly---------- odly
ordnance---------- ord
Ordnance Department---------- Ord Dept
organization---------- orgn
Organized Reserves---------- OR
over, short, and damaged report---------- OS&D R

P

pack---------- pk
packer---------- pkr
packmaster---------- pkmr
paid---------- pd
parachute---------- pracht
paragraph---------- par
partial---------- part
patient---------- pnt
payment---------- pmt
pay roll---------- P/R
permanent---------- perm
personnel---------- pers
Philippine Scouts---------- PS
photograph or photographic---------- photo
pigeon---------- pgn
pioneer---------- pion
point---------- pt
ponton---------- pon
port of embarkation---------- P/E
post hospital---------- PHosp
post laundry---------- PL
primary---------- prim
principal---------- princ
prisoner---------- pris
Prisoner of War---------- PW
private---------- pvt
private, first class---------- pfc
professor---------- prof
Professor Military Science and Tactics---------- PMS&T
provisional---------- prov
provost marshal---------- PM
Provost Marshal General---------- PMG
public---------- pub
publication---------- publ
Purple Heart---------- PH
pursuit---------- pur

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packmaster	pkmr
paid	pd
parachute	pracht
paragraph	par
partial	part
patient	pnt
payment	pmt
pay roll	P/R
permanent	perm
personnel	pers
Philippine Scouts	PS
photograph or photographic	photo
pigeon	pgn
pioneer	pion
point	pt
ponton	pon
port of embarkation	P/E
post hospital	PHosp
post laundry	PL
primary	prim
principal	princ
prisoner	pris
Prisoner of War	PW
private	pvt
private, first class	pfc
professor	prof
Professor Military Science and Tactics	PMS&T
provisional	prov
provost marshal	PM
Provost Marshal General	PMG
public	pub
publication	publ
Purple Heart	PH
pursuit	pur

Q

2803

qualified	qual
quartermaster	QM
Quartermaster Corps	QMC
Quartermaster General	QMG
quartermaster supply officer	QMSO
quarters	qrs

R

radio	rad

Declassified E.O. 12356 Section 3.3/NND No. 785021

railroad	RR
railroad transportation officer	RTO
railway	ry
rations	rat
reappointed	reaptd
received	recd
reception center	recep cen
reconnaissance	recn
recreation	rec
recruit	rct
recruiting	rctg
reduce or reduced	rd
reducing	rdg
reenlist	reenl
reenlistment	reenlmt
regiment	regt
regimental orders	RO
regular	reg
Regular Army	RA
Regular Army Reserve	RAR
regulating station	R Sta
rejoined	rejd
relieved	reld
remount	rmt
repair	rep
replacement	repl
replacement training center	RTC
report	rpt
report of survey	R/S
requalified	requal
requirements	reqmt
requisition	req
rescinded	resc
Reserve	Res
Reserve Officers' Training Corps	ROTC
resigned	resgd
resources	rcs
retired	ret
retirement	retmt
returns	rets
revolutions per minute	rpm

S

salvage	salv
same date	sd
sanitary	san
scheduled	scd

Declassified E.O. 12356 Section 3.3/NND No. 785021

recruit	rct
recruiting	rctg
reduce or reduced	rd
reducing	rdg
reenlist	reenl
reenlistment	reenlmt
regiment	regt
regimental orders	RO
regular	reg
Regular Army	RA
Regular Army Reserve	RAR
regulating station	R Sta
rejoined	rejd
relieved	reld
remount	rmt
repair	rep
replacement	repl
replacement training center	RTC
report	rpt
report of survey	R/S
requalified	requal
requirements	reqmt
requisition	req
rescinded	resc
Reserve	Res
Reserve Officers' Training Corps	ROTC
resigned	resgd
resources	rcs
retired	ret
retirement	retmt
returns	rets
revolutions per minute	rpm

S

salvage	salv
same date	sd
sanitary	san
scheduled	scd
school	sch
searchlight battery	SL Btry
Secretary of War	Sec War
section	sec
Selective Service	SS
sentence	sent
sentenced	sentd
separate	sep
sergeant	sgt
service	serv
service command	Serv C
service record	S/R
Service of Supply	SOS

Declassified E.O. 12356 Section 3.3/NND No. 785021

service unit	SU
sharpshooter	s
shipment	shipt
sick	sk
signal	sig
Signal Corps	Sig C
small arms	SA
Soldier's Medal	SM
special	sp
special court martial	SCM
special duty	SD
specialist	specl
special messenger	sp msgr
special orders	SO
special troops	sp trs
squad	sqd
squadron	sq
stable	stab
staff	stf
staff sergeant	s sgt
standard operating procedure	SOP
statement of charges	S/C
station	sta
station complement	sta com
statistical	statl
stenographer(s)	steno
sterilization and bath	S&B
stevedore	stev
steward	stew
strength	str
student	stu
subject	sub
submachine gun	SMG
submarine	subm
subsistence	subs
summary	sm
summary court	SC
summary court martial	SCM
supplemental	suppl
supply	sup
surgeon	Surg
Surgeon General	SG
surgical	surg
surrender or surrendered	surr
suspended	susp
switchboard	sb

T

Tables of Allowances	T/A
Table of Basic Allowances	T/BA

Declassified E.O. 12356 Section 3.3/NND No. 785021

special messenger---------- SO
special orders---------- sp trs
special troops---------- sqd
squad---------- sq
squadron---------- stab
stable---------- stf
staff---------- s sgt
staff sergeant---------- SOP
standard operating procedure---------- S/C
statement of charges---------- sta
station---------- sta com
station complement---------- statl
statistical---------- steno
stenographer(s)---------- S&B
sterilization and bath---------- stev
stevedore---------- stew
steward---------- str
strength---------- stu
student---------- sub
subject---------- SMG
submachine gun---------- subm
submarine---------- subs
subsistence---------- sm
summary---------- SC
summary court---------- SCM
summary court martial---------- suppl
supplemental---------- sup
supply---------- Surg
surgeon---------- SG
Surgeon General---------- surg
surgical---------- surr
surrender or surrendered---------- susp
suspended---------- sb
switchboard----------

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T

Tables of Allowances---------- T/A
Tables of Basic Allowances---------- T/BA
Tables of Equipment---------- E/E
Tables of Organization---------- T/O
tactical---------- tac
tank---------- tk
Tank Destroyer---------- TD
Tank Destroyer Center---------- TDC
technical---------- tech
technical manual---------- TM
technical regulations---------- TR
technical sergeant---------- t sgt

Declassified E.O. 12356 Section 3.3/NND No. 785021

technician	techn
telegram	telg
telegraph	tg
telephone	tp
teletypewriter exchange (message)	TWX
temporary	temp
The Adjutant General	TAG
theater of operations	T of Opns
topographical	top
torpedo	tor
tractor	trac
train	tn
trainee	trne
training	tng
training circular	TC
training film	TF
training unit	TU
transferred	trfd
Transportation Corps	TC
transportation request	T/R
transport or transportation	T
travel by officer or his dependents by privately owned automobile is authorized. DS for officer's travel is authorized, AR 605-180.	TPA
travel directed is necessary in the military service	TDN
troop	tr
truck	trk

U

Unassigned	unasgd
Under Secretary of War	U Sec War
United States Engineer Office	USEO
United States Marine Corps	USMC
United States Military Academy	USMA
United States Navy	USN
United States Property and Disbursing Officer	USP&DO
unsatisfactory	unsat

V

verbal orders	VO
Veterinary Corps	VC
visual	vis
volunteer	vol
volunteer officer candidate	VOC
voucher	vou

Declassified E.O. 12356 Section 3.3/NND No. 785021

training	trng
training circular	tng
training film	TC
training unit	TF
transferred	TU
Transportation Corps	trfd
transportation request	TC
transport or transportation	T/R
travel by officer or his dependents by privately owned automobile is authorized. DS for officer's travel is authorized, AR 605-180.	T
travel directed is necessary in the military service	TPA
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	trk

U

Unassigned	unasgd
Under Secretary of War	U Sec War
United States Engineer Office	USEO
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United States Military Academy	USMA
United States Navy	USN
United States Property and Disbursing Officer	USP&DO
unsatisfactory	unsat

V

verbal orders	VO
Veterinary Corps	VC
visual	vis
volunteer	vol
volunteer officer candidate	VOC
voucher	vou

W

wagon	wag
War Department	WD
War Department General Staff	WDGS
warrant	wrnt
warrant officer	WO
warrant officer, junior grade	WOJG
weather	wea
will proceed to	WP
wing	wg

Declassified E.O. 12356 Section 3.3/NND No. 785021

Women's Army Auxiliary Corps---------- WAAC
wrecker---------- wkr

Y

yard---------- yd

Z

zone of interior---------- Z of I

3. Code abbreviations.- In preparing telegrams and teletype messages, the following code abbreviations will be used:

Receipt acknowledged---------- REACK
Ship immediately---------- SHIPIM
Advise by teletype---------- ADTELP
Extracted for action---------- EXFORACT
Extract of requisition---------- EXREQ
Supply authorized---------- SOK
Authority granted---------- AUTGR
Reference telephone conversation---------- REPHONE
Travel chargeable to applicable allotment authority under Finance Service Army----------FSA

By Command of Lt General MASON MACFARLANE:

E. J. Chiocca

E. J. CHIOCCA
CWO USA
Asst Adj

2807

Declassified E.O. 12356 Section 3.3/NND No. 785021

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO. 394.

AGC/36/INT 16th April, 1946.

SUBJECT: Draft Directives.

TO : V.P.Administrative Section.

Reference your letter 3/7B/AS of 15th April, this Sub-Commission have no directives of the kind mentioned by you.

for R. G. B. SPICER,
Lt.Colonel,
Director,
Interior Sub-Commission.

VI/pw

2806

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Declassified E.O. 12356 Section 3.3/NND No. 785021

36/75

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
AIMINISTRATIVE SECTION

3/7B/A3 15 Apl 44

881

SUBJECT : Draft Directives.

TO : All Admin Sub Comms.

It is requested that by 1600 hrs 16 April 44 the Admin Section be furnished with copies of all draft directives which have been forwarded to higher authority for approval and issue which have as enclosures or have attached to them copies of decrees or instructions issued by Ministers of the Italian Government.

J.H.WHITE, Major,
for CSO Adm Sec.

Interior
— 2 copies

832

36/74

RESTRICTED

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant Section

In reply refer to: 311.1

11 April 1944

SUBJECT: Official Mail Dispatch.

TO : All Concerned.

1. The following instructions extracted from current directives are republished for the information and guidance of all concerned in this theater governing the method for handling all official mail received at or dispatched from this headquarters:

a. NATOUSA Circular # 12 18 February 1943

Envelopes marked "TOP SECRET" "SECRET" and "CONFIDENTIAL" which have previously been used as inner coverings for classified material transmitted under double cover, have been received with classification lined out or eradicated. Envelopes marked thus will not be reused as outer envelopes but can be used as inner envelopes covering same classification for "TOP SECRET" "SECRET" or "CONFIDENTIAL" matters.

b. NATOUSA Circular # 145 30 July 1943

All Headquarters within this theater dispatching material through the Army Courier Service will take steps to insure that all material presented for transmission is of an official nature and complies with one or more of the following classifications:

a. TOP SECRET
b. SECRET
c. CONFIDENTIAL
d. EXTREMELY URGENT

Under no circumstances will personal correspondence or property be forwarded through Army Courier Channels.

2805

c. NATOUSA Circular # 8 18 January 1944

The word "REGISTERED" will not be used on letters or other matter handled through message centers or by the mail and distribution sections of the various headquarters. Its use in this area is reserved exclusively for the Army Postal Service. Only urgent, official classified communications, documents or material will be transmitted by Army Courier Service pouches.

d. ABBREVIATIONS

Originators should, wherever possible, avoid the use of abbreviations in addresses. Hundreds of letters are delayed daily because they are insufficiently addressed. Examples of use of abbreviations in addresses with ambiguous meanings: ACC--Allied Control Commission; Allied Censorship Control; Army Catering Corps. SLO--Senior Legal Officer; Senior Liaison Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785021

TO : All Concerned.

1. The following instructions extracted from current directives are republished for the information and guidance of all concerned in this theater governing the method for handling all official mail received at or dispatched from this headquarters:

a. N.TOUSA. Circular # 12 18 February 1943

Envelopes marked "TOP SECRET" "SECRET" and "CONFIDENTIAL" which have previously been used as inner coverings for classified material transmitted under double cover, have been received with classification lined out or eradicated. Envelopes marked thus will not be reused as outer envelopes but can be used as inner envelopes covering same classification for "TOP SECRET" "SECRET" or "CONFIDENTIAL" matters.

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e. CERTIFICATION

All letters containing official mail will bear the statement "Essential War Department Mail" (War Office) and will be signed by an officer of the sub-commission or section originating the document.

R E S T R I C T E D

Declassified E.O. 12356 Section 3.3/NND No. 785021

Originators are responsible for endorsing registered packets with the following, in addition to the address.

a. A colored pencil cross made over the entire face of the packet.
b. A reference (file) number.
c. The signature and organization of an officer.

f. ADDRESSING

Official mail should not, whenever possible, be addressed to an individual in that headquarters section, sub-commission, but should be addressed to the headquarters section or sub-commission that it is intended for. Units in sub-commissions should show the commission to which they are connected, ie., Army Sub-Commission, Allied Control Commission; or Army Sub-Commission, Allied Control Commission, Military Mission to the Italian Army. Due to the fact that there are several sub-commissions under the same heading, the routing of each document should be clearly shown.

All mail dispatched will be properly enveloped, addressed, and will clearly show return address on each envelope. Where possible, all pieces for the same place, headquarters or unit, will be pouched, bagged or prepared in a single package for submission to the Message Center.

2. Any mail not properly addressed or marked will be returned to the sub-commission or section sending same to the Dispatch Office in this headquarters.

By Command of Lieut General [illegible]:

Roger B Derby
ROGER B DERBY
1st Lt, AGD
Adjutant

Declassified E.O. 12356 Section 3.3/NND No. 785021

c. The signature and organization of an officer.

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ROGER B DERBY
1st Lt, AGD
Adjutant

Declassified E.O. 12356 Section 3.3/NND No. 785021

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Pages 72 & 73 to be transferred to file 62 / pages 4 & 5.

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

31 March 1944

SUBJECT: Office Routine

TO : All officers, Interior Sub-Commission

As inefficiency and lack of expeditious working is caused by files, documents, and index cards being taken from the main office without the Chief Clerk being informed, henceforth, when any file, document, or index card is required, officers will ask the Chief Clerk (or in his absence, Sgt Trigony) for them so that necessary record as to who has the file or document may be made.

R. G. B. SPICER
Lt Colonel
Director
Interior Sub-Commission

Declassified E.O. 12356 Section 3.3/NND No. 785021

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO. 394.

ACC/36/INT.

29th March. 1944.

SUBJECT: Telephone Directory. - Amendments.

TO , Asst. Adjt.

Reference Daily Bulletin No. 53, para. 6. please note that the following are the correct particulars appertaining to Capt. R.R.Temple.

SURNAME.		RANK	NAT.	SECTION	TEL.	ROOM.
TEMPLE	R. R.	Capt.	A.	Interior	37	115

R. R. Temple, Capt.
for

R. C. B. BEIGEL.
Lt.Colonel,
Director,
Interior Sub-Commission.

2803

pw

420

704

Interior 319 36/69

HEADQUARTERS ALLIED CONTROL COMMISSION AJC/af
APO 394

Ref. SC 314.8

26 March 1944

MEMORANDUM TO: All Concerned.

ACC ARCHIVES

1. It has been decided to establish within the Commission an organization to collect, arrange and have custody of official documents and records of the Commission's work.

2. An advisory committee has been appointed under whose direction the archivist will work.

3. The purpose of the archives is not to make selection or summaries of documents because it is thought that they will be of interest in the future. Archives are a natural accumulation of the documents made and used in the course of day to day work. They voice no opinion; they are the written facts on a particular case and their value is governed by the extent and carefulness of their preservation. The original and main sources of archives are therefore the actual files accumulated and prepared by the different sections, sub-commissions, regions, etc., comprised within the Commission's organization.

4. It is appreciated that the greater part of the files which have grown up in the life of the Commission may still be in frequent use by the offices in which they originated. There is no desire that any section be pressed to relinquish custody of files which are still required for future reference.

5. At the same time plans need to be made for the receipt, cataloging, storage, and safe custody of such files as can be released by active organizations, and of the files of now defunct bodies such as AMG 15th Army Group.

6. It is hoped that the archives may be of real assistance to sections, etc., in a number of ways: notably in enabling them to relieve pressure on their space by elimination of papers not of permanent value, and by taking over files which are seldom required for current work.

2802

7. Files in the custody of the archivist will continue to be readily available whenever it is found necessary to consult them.

8. The administration of the archives is placed under the Secretary General, with whom all correspondence will be conducted. A representative from his office will visit you at an early date in order to discuss the disposal of material at present available.

M S Lush

Declassified E.O. 12356 Section 3.3/NND No. 785021

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M. S. Lush

M. S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Deputy Chief Commissioner - 1
Regions I, II, III, IV, V & VI - 6 each
(includes copies for distribution to provinces)
Administrative Section - 10) Includes copies
Economic Section - 12) for distribution
R.C. & M.G. Section - 8) to sub-commissions
Political Section - 2
Independent Sub-Commissions - 2 each
SG - 1
DSG - 1
AMG 5 Army - 3
AMG 8 Army - 3

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

OFFICE HOURS - 0845 to 1745

Sundays -0945 to 1745

NAME	REST DAY	LUNCH PERIOD
Lt Col R. G. B. Spicer		1230-1320
Capt R. H. Temple	Sunday	1230-1330
Lt T. C. Shanks	Monday	1230-1330
Lt. W. V. M. Lewis	Saturday	1230-1330
T/Sgt Trigony	Wednesday	1130-1230) (Alternate
S/Sgt Wright	Sunday	1200-1300)
Dr. Benheim	Sunday	1200-1300
Sgr. Marchesielle	Sunday	1230-1330

R. G. B. SPICER
Lt Colonel
Director
Interior Sub-Commission

443

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Administrative Section

310./AS

1 Mar 44

SUBJECT : Office Organisation

TO : Education Sub-Commission
Interior Sub-commission
Legal Sub-commission
Monuments, Fine Arts and Archives Sub-commission
Public Health Sub-commission
Public Safety Sub-commission
Property Control Sub-commission

1 From 1 Mar 44 the Administrative Section and its Sub-Commissions will work as one unit for Registry and Filing purposes.

2 For these purposes each Sub-Commission Registry will constitute a branch of the Admin Registry.

3 Incoming correspondence on matters dealt with by Sub Comms will be passed direct to and registered by the appropriate Sub Comm.

4 Papers passing by hand inside Adm Sec (i.e. between Sub Comms or between Sub Comms and Adm Sec) will be passed direct by hand at the earliest possible moment and not through the message centre.

5 Sub Comms will keep the following records:

Register of Secret Letters IN.
Register of Secret Letters OUT.
Register of Letters IN.
Register of Letters OUT.
File index numerical.
Index to files alphabetical.
File transit register.

6 The present file organisation of Sub Comms will continue.

7 The separation of Policy from Routine matters (see memorandum on office organisation) when filing is important. Questions of policy and the action taken thereon are then not lost in a mass of routine papers. File A should be kept very strictly to a minimum of the policy decisions and to the actual instructions issued so as to be a clear picture unobscured by any other papers whatsoever. Correspondence about the instructions and what they do or do not mean should be on file B. Particular cases or reports should be confined to consecutively numbered files. An example of such 2800 The ... 67/3A 67/3B 67/3.1 67/3.2 67/3.3 etc.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Interior Sub-commission
Legal Sub-commission
Monuments, Fine Arts and Archives Sub-commission
Public Health Sub-commission
Public Safety Sub-commission
Property Control Sub-commission

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8 All internal correspondence will be conducted on minute sheets in accordance with the attached memorandum, and files will pass between Sub Comms and between Sub Comms and Adm Sec.

9 Working papers personal to a branch which merely lead to a result which is recorded on the file and are not essential to any further action need not be circulated with the file.

10 A file which does not circulate between branches need not have a minute sheet unless so desired.

11 While there is no present intention of making any changes in the systems of filing or registration in use in Branches it is nevertheless necessary, as branch registries work as part of the Adm Sec

Declassified E.O. 12356 Section 3.3/NND No. 785021

Registry, that they conform to instruction of the officer for the time being in charge of Office Organisation, Adm Sec.

12 It is not intended that any instruction will be given except such as may be regarded as essential for the efficient running of the Registry as a whole.

R.R.CRIGGS,
Lt Col
for VP Adm Sec.

The Minuting System for Internal Correspondence

1 All communications INTERNAL to the headquarters will be conducted on minute sheets attached to the left hand side of the open file. These minutes will be consecutively numbered.

2 To the right hand of the opening will be affixed only letters passing in or out of the Headquarters, reports, proposed drafts of documents or other exhibits referred to in the minutes. These documents will be numbered according to the number of the minute which refers to them, followed by a letter a b c according to the number of documents referred to by that minute.

3 The LOWER two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed . TO . DATE . to control the movement of the file. When the file is to be sent to another branch the initials of that branch and the date will be entered ered in the first available space and the last previous entry struck out.

4 As no copies of minutes are required (the original always being at hand when the file is under consideration) a great saving of paper is affected.

5 As it takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing it is usual for staff officers to write the minutes in their own hand, this effects a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require altering in dreft.

6 As no letters pass internally, the numoer of documents to be filed is most substantially reduced. The amount of time spent filing is also greatly reduced.

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R.R.CRIES,
Lt Col
for VP Adm Sec.

The Minuting System for Internal Correspondence

1 All communications INTERNAL to the headquarters will be conducted on minute sheets attached to the left hand side of the open file. These minutes will be consecutively numbered.

2 To the right hand of the opening will be affixed only letters passing in or out of the Headquarters, reports, proposed drafts of documents or other exhibits referred to in the minutes. These documents will be numbered according to the number of the minute which refers to them, followed by a letter a b c according to the number of documents referred to by that minute.

3 The LOWER two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed . TO . DATE . to control the movement of the file. When the file is to be sent to another branch the initials of that branch and the date will be entered ered in the first available space and the last previous entry struck out.

4 As no copies of minutes are required (the original always being at hand when the file is under consideration) a great saving of paper is affected.

5 As it takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing it is usual for staff officers to write the minutes in their own hand, this effects a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require altering in draft.

6 As no letters pass internally, the number of documents to be filed is most substantially reduced. The amount of time spent filing is also greatly reduced.

7 The system depends for its success and flexibility on the sub-division of subjects to the smallest detail, every slightest change of subject should have its own cover. Every single application or case should be treated separately and the papers put away as each case is finished. It is quite impracticable to have the papers of related subjects on a file and then find that when you want to deal with paper "f" that the file is with another branch to whom paper "a" has been referred. The maxim is to keep the files SMALL and EXCLUSIVE.

8 A disadvantage of the system is the number of file covers needed, but a cover for a file that is not likely to run to more than a dozen or so papers can conveniently be improvised from a stout sheet of paper of foolscap size folded in half.

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ADMINISTRATIVE MEMO.

OFFICE ORGANIZATION AND ROUTINE.

General

1 The following is a description of some usual Staff routine based on British or American usage which will be observed in the Adm Sec. It is written colloquially as it is desired to be a guide rather than a book of rules. Branch in this directive means any subdivision of the staff working as a unit, e.g. Section, Sub-Commission.

2 Classification of Work

a The basic fact upon which the whole clerical organisation of a staff is founded is a division of the work into two classes. Upon this depends, by whom an incoming letter will be dealt with; to whom the next action is sent; the form of signature; who will sign it; the channels of communication and it may even effect the filing system.

ab Class A consists of matters where any letter to be written will express or deal with

i A question of policy
ii Views of the Branch Head
iii A recommendation
iv A formal report or explanation especially asked for
v A reprimand or expression of official disapproval.

c Class B includes all other matters.

3 Signature of Letters

a Where any letter of Class A is addressed to HIGHER authority, it MUST be signed by the senior officer of the branch putting forward the opinion, recommendation, etc. If he is absent on duty and the matter is so urgent that it cannot await his return and his view has already been obtained or is known, the letter may be signed on his behalf bythe next senior staff officer who will subscribe below the description of the officer for whom he is signing, "absent on duty"or as the case may be.

b Where any letter of Class A is addressed on the SAME level, it is customary and desirable that the letter should be signed by the HEAD of the branch but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation.

cc Where any letter of Class A is addressed to a LOWER formation, it will normally be signed by the next senior officer "for" the Branch Head.

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staff is founded is a division of the work into two classes. Upon this depends, by whom an incoming letter will be dealt with; to whom the next action is sent; the form of signature; who will sign it; the channels of communication and it may even effect the filing system.

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b Where any letter of Class A is addressed on the SAME level, it is customary and desirable that the letter should be signed by the HEAD of the branch but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation.

cc Where any letter of Class A is addressed to a LOWER formation, it will normally be signed by the next senior officer "for" the Branch Head.

d All letters of Class B may be signed by the staff officer dealing with the file whatever his grade provided that no limitation has been placed on his powers, (e.g. a financial limit for approval of expenditure). When a limit has been imposed the officer appropriate according to the limitation will sign. If the letter is going upwards he will sign "for" the Head of the Branch.

4 Grading of Staff Officers

Grade I Colonels and Lieut. Colonels.
Grade II Majors.
Grade III Captains and Lieutenants.

5 Work of the Various Grades (For correspondence other than US Secret and British Most Secret and Priority Cables).

The following is for guidance. Branch Heads may wish to depart from these on technical matters.

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Grade III

Officers are normally engaged in compilation of statistics, collection and collation of returns, preparation and maintaining of records, returns, graphs, tables, plans, maps, etc. Will devil for Grade I and II officers, hunting up facts and figures for them, deliver secret papers and act as liaison, etc. A Grade III officer may also be allotted routine files to work.

Grade II

a All branch files will normally be allotted according to subjects between the Grade II officers. All incoming papers will go first to the Grade II officer concerned.

b Class B matters (unless outside his powers, e.g. a financial limit for approval of expenditure) will be dealt with by him completely except when he desires to obtain the weight of a more senior officer's signature.

c Class A matters he will prepare for his next senior.

i If the action is obvious, he will have the letter typed ready for his senior's signature, consulting him if necessary beforehand.

ii If the action is not obvious but the matter simple, he will submit the arguments and a recommendation for his senior's decision (this may be done personally and need not be in writing). He will then prepare the letter unless his senior prefers to do so.

iii If the matter is complex, he will prepare a statement of the case flagging the documents referred to, show the courses open, make a recommendation (which may take the form of a draft letter) and submit any arguments (for and against) his recommendation which should be considered by the officer making the decision.

Grade I

Will deal with all Class A matters.

6 Channels of Communication

a All branches form part of one headquarters. Branches are not separate commands working together, but part of one whole. Communication may be made horizontally (that is from an officer in any grade in one branch, to an officer in the same grade in another branch of the same HQ), as well as vertically (that is between senior and junior).

b Intercommunication horizontally only takes between officers of the

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c Class B matters (unless outside his powers, e.g. a financial limit for approval of expenditure) will be dealt with by him completely except when he desires to put in the weight of a more senior officer's signature.

c Class A matters he will prepare for his next senior.

i If the action is obvious, he will have the letter typed ready for his senior's signature, consulting him if necessary beforehand.

ii If the action is not obvious but the matter simple, he will submit the arguments and a recommendation for his senior's decision (this may be done personally and need not be in writing). He will then prepare the letter unless his senior prefers to do so.

iii If the matter is complex, he will prepare a statement of the case flagging the documents referred to, show the courses open, make a recommendation (which may take the form of a draft letter) and submit any arguments (for and against) his recommendation which should be considered by the officer making the decision.

Grade 1

Will deal with all Class A matters.

6 Channels of Communication

a All branches form part of one headquarters. Branches are not separate commands working together, but part of one whole. Communications may be made horizontally (that is from an officer in any grade in one branch, to an officer in the same grade in another branch of the same HQ), as well as vertically(that is between senior and junior).

b Intercommunication horizontally only takes between officers of the same grade and the appropriate level must be chosen. It can take place by interview, letter or phone. See Appendix for examples.

c ADC is a part of HQ ADGB and may therefore correspond direct with Branches of that HQ should necessity arise.

d HQ and Sub Sec is the proper channel for communication with the HQ Sections of Armies and Regions though Sub-Commissions may correspond direct with these on technical matters.

7 Addressing of Communications within the HQ. (other than US Secret or British Most Secret).

It is sufficient to address minutes and letters to the Section or Sub-Commission without the addition of any office. It is the recipient branch's responsibility to see that it gets to the right hands. (When a certain office has particular knowledge of a matter e.g.....

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a point discussed over the phone it may be helpful to write "for attention of Maj. YZ" at the head of the minute)

8 Drafting and Termination of Letters

a. Where a matter is being forwarded either horizontally or vertically by the Section the responsibility for the wording of the communication is the Sections', even though the letter may be concerned with a technical point of one of the Sub-Commissions.

i. In any event most purely technical matters will have been passed horizontally at a lower level than the Sections.

ii. With regard to matters to go up. Just as a Grade II staff officer, when he knows the answer or has consulted his senior should write the reply for his seniors' signature so a Sub-Section originating a matter to go higher should put their recommendation in a form of a letter to the appropriate quarter for the VP's signature (see below as to wording.) In case of doubt a draft can be minuted to him for his approval. If this is done any other branches whom the proposal may affect should be consulted and their views noted on the file before the draft is submitted to the VP.

iii. The final decision as to wording is that of the VP as the policy opinion or recommendation expressed is that of the VP, who has to take into consideration the effect on and views of other Sub-Commissions.

b A document passing out of the HQ e.g. to the Italian Government will be prepared for the personal signature of the Vice President thus:

The Rt. Hon. The Viscount Stansgate,
Vice President, Administrative Section,
Allied Control Commission.

c In a Class A matter a letter to higher authority within the HQ will be prepared for the personal signature of the Vice President thus:

STANSGATE,
VP Adm Sec.

d In a Class B matter the letter will be prepared for signature by the CSC of the Section "for VP Adm Sec" thus:

R.R.CRIPPS,
~~Lt~~ Col
for VP Adm Sec.

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passed horizontally at a lower level than the Sections.

ii. With regard to matters to go up. Just as a Grade II staff officer, when he knows the answer or has consulted his senior should write the reply for his seniors' signature so a Sub-Section originating a matter to go higher should put their recommendation in a form of a letter to the appropriate quarter for the VPs signature (see below as to wording.) In case of doubt a draft can be minuted to him for his approval. If this is done any other branches whom the proposal may affect should be consulted and their views noted on the file before the draft is submitted to the VP.

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Allied Control Commission.

c In a Class A matter a letter to higher authority within the HQ will be prepared for the personal signature of the Vice President thus:

STANSGATE,
VP Adm Sec.

d In a Class B matter the letter will be prepared for signature by the CSO of the Section "for VP Adm Sec" thus:

R.R.CRIPPS,
~~Lt~~ Col
for VP Adm Sec.

9 Passage of Minutes or Letters to "X" through "Y"

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a This is not a method of submission of a question to higher authority. It's normal use is

i to keep an interested branch acquainted with progress, or
ii to obtain concurrence with a course proposed.

It is not used in controversial matters whichmust be settled in anormal matter. Examples are given in the Appendix.

b The usual form of acknowledgement by the branch trough whom the minute is passed is to place a tick through the words "through Y" adding initials and date.

c If some slight variation, correction, gloss or emphasis is required an appropriate minute may bee added but if a major difference is discovered the minute is not forwarded to "X" but back to the

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originator with the necessary comment and only forwarded to "A" when the difference is solved.

10 Abbreviations

Authorised abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to separate recognised abbreviations by full stops.

The following are examples of time and labour saved shown in typing units:

Vice President Administrative Section	(37)	VP Adm Sec	(10)
Administrative Section	(22)	Adm Sec	(7)
Sub-Commission for Public Safety	(32)	Safety SC	(9)
Regional Control and Military Government Section	(47)	RCMG Sec	(8)

Consistent use of reasonable and understandable abbreviations aggregate to an appreciable saving of time in a days work.

11 Telephone Extensions

It is a convenience if the writers' telephone extension can be indicated on minutes or letters. This saves search should a telephone conversation be necessary on receipt of the letter. TX-50, at the bottom left hand corner of a minute is a sufficient indication as the exchange is known.

R.R.Cripps for

R.R.CRIPPS,
Lt Col
for VP Adm Sec.

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APPENDIX.

The following examples are appended as they may help to clarify points made in the text.

1 Channels of Communication (para 6).

a HEALTH may desire to know the existing scale of food rationing in a particular province. This being a mere enquiry for information is a Class B matter, a Grade 11 officer may address the question to FOOD and a Grade 11 officer may reply to HEALTH direct. There is no need to go through Grade 1 to the Head of the Sub-Commission, to Adm Sec to Econ Sec down through the head to the officer concerned, losing possibly one day at each step up and down, both on the enquiry and reply.

b If LEGAL wish to know if Pte Snooks can be traced so that he can give evidence. Two channels of communication are open, first to HQ ACMF and down through military channels to the unit, or to the Region direct and through them to the local CAO who will contact the local military HQ. In most cases the MG channel will probably be found the more satisfactory. In either case the enquiry can be initiated on a Grade 11 level.

c EDUCATION may require consent to the expenditure of a sum within the powers of the CFC no question of policy being involved having been previously decided. The EDUCATION Sub-commission may make its request direct and the reply may be sent direct, on a Grade 1 level.

d If MFA and A wish to complain that some existing regulation is not being observed by the Army and wish to ask that matters may be tightened up. The proper course is for MFA and A to draft a letter to HQ ACMF for signature by the VP Adm Sec. That is VP level.

e If INTERIOR wish to raise a question of policy, their course is to make a recommendation to the VP Adm Sec. If the proposal is approved, Adm Sec will forward the recommendation to higher authority. That is purely vertical.

2 Passage of Minutes (para 9)

a PROPERTY CONTROL, having discussed certain financial arrangements with FINANCE, desire to obtain LEGAL advice, they can properly pass their minute to LEGAL through FINANCE. To do so, shows to FINANCE that the discussion has been properly understood and is fairly put forward. It shows to LEGAL that FINANCE has been consulted and concurs with the minute.

b Again INTERIOR have after consultation with LEGAL drafted a letter for signature by the VP, they can properly forward their draft to VP Adm Sec through [illegible]. To do so shows that LEGAL has been consulted and concurs with the draft and will save reference to

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the Sub-Commission, to Adm Sec to Econ Sec down through the head to the officer concerned , losing possibly one day at each step up and down, both on the enquiry and reply.

b If LEGAL wish to know if Pte Snooks can be traced so that he can give evidence. Two channels of communication are open, first to HQ ACMF and down through military channels to the unit, or to the Region direct and through them to the local CAO who will contact the local military HQ. In most cases the MG channel will probably be found the more satisfactory. In either case the enquiry can be initiated on a Grade 11 level.

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d If MFA and A wish to complain that some <u>existing</u> regulation is not being observed by the Army and wish to ask that matters may be tightened up. The proper course is for MFA and A to draft a letter to HQ ACMF for signature by the VP Adm Sec. That is VP level.

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2 <u>Passage of Minutes (para 9)</u>

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b Again INTERIOR have after consultation with LEGAL drafted a letter for signature by the VP, they can properly forward their draft to VP Adm Sec through LEGAL. To do so shows that LEGAL has been consulted and concurs with the draft and will save reference to LEGAL.

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6W

A PRACTICABLE AND EFFICIENT FILING SYSTEM.

3/65

1 The requirements of every branch are different but the following system can readily be adapted to any requirements.

2 Analyse the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.

3 To every subject which falls within the head allot a sub number e.g. if the number 57 is allotted to the mainhead "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.

57/ Italian Officials.
1 Appointments
2 Transfers etc.

4 A Policy file, which will contain nothing but the discussion with higher authority of questions of policy, the Decisions reached and the instructions actually issued, may be distinguished by the addition of a letter A (or P for Policy if prefered) e.g. 57/1A. A special coloured cover is an advantage.

5 A Routine file which will contain all correspondence about the carrying out of the policy, enquiries and other routine administrative matters related to the subject may be distinguished by the addition of a letter B (or R for Routine if prefered). Special coloured cover is an advantage.

6 Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith, Brown, Jones and Robinson, the files would be numbered 57/1.1 57/1.2, 57/1.3, 57/1.4 and so on. Action files deal with particular incidents. they do not generally live very long, often not more than two or three weeks. Improvised paper covers are often sufficient as file covers.

7 Files are most conveniently stored vertically. If there are no filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the cases make the office more mobile. Action files die quickly, dead ones must be stored in separate boxes so that only LIVE files are behind the main head cards. This is important.

8 Index cards can be improvised out of half file covers inverted vertically in front of the files to which they refer. They should be cut down to stick out about 2" above the files and the number and main head printed thereon in boll letters. Not only do these cards serve as an index but they also act as guide cards. They indicate exactly the whereabouts of the group of any file required and enable it to be picked out at once.

9 Records. Each mainhead is given an index card. The sub heads are written on successive lines and are followed by the letters of the policy or routine files opened, and the total number (in pencil so that it can be kept up to date) of the action files which have been opened.

10 The main Index Cards relating to Italian officials might therefore look as follows:

57/ ITALIAN OFFICIALS
1 Appointments A 1 27
2 Transfers 2 7

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10 The main Index Cards relating to Italian officials might [illegible] look as follows:

57/	ITALIAN OFFICIALS			
1	Appointments	A	3	27
2	Transfers		B	7
3	Promotions			11
4	Misdemeanour			5
5	Dismissal	A		3
6	POW's release of	A	B	17
7	Screening	A	B	35
8	Complaints		B	15

Those few entries are an index to 127 files.

11 On the sub index cards (e.g. 57/8 Italian Officials Screening of) are listed the action files. These are kept with the dead files for which they act as Guide Cards.

12 A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Most Sub Comms will find 20/30 main heads sufficient if judiciously chosen, to carry all their files. Clerks will quickly get to know these so well that they have no need to refer to any index except the card for the sub file number.

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CONFIDENTIAL

Interim 36/61

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Pages 62 to 64 transferred to file 62 page 2.

AG 312.1-1 OIP-AFM

14 March 1944

SUBJECT: Non-Secret Short Title Unit Designations.

TO : All Concerned.

1. The following non-secret short titles have been approved by AFHQ for use in this Theater. These short titles are not secret code words for units, but are merely to be used for brevity in place of the full name of the organization when messages are transmitted by electrical means.

2. For uniformity and to avoid confusion, no other non-secret abbreviations or short titles will be used. The short title is to be used in the text of the message in place of the whole name of a unit or installation and are not to be used in addressing official correspondence. All new short title names or changes in non-secret short titles will be approved and announced by AFHQ.

UNIT	NON-SECRET SHORT TITLE UNIT DESIGNATION
Administration Movement Control, N.A. Dist.	NAMOVE
Air Commander, Corsica	ACCORS
Air Force, Twelfth	12AF
Air Force, Fifteenth	15AF
Air Force Service Command, XII	XII AFSC
Air Force Service Command, XV	XVAFSC
Air Force Training and Replacement Command, XII	XIIAFTRC
Air Support Command Headquarters, XII	XIIASC
Algiers Sub-District Headquarters	ALSDIST
Algiers Garrison Headquarters	ALGAR
Allied Control Commission, Headquarters, Main	FATIMA
Allied Control Commission, Headquarters, Rear	FATIMA REAR
Allied Force Headquarters	FREEDOM
Allied Force Headquarters Advanced Command Post	FAIRBANKS
Allied Force Headquarters Accommodation Detachment	FAIRFIELD
Allied Force Camp (Near ACMF)	FAIRWAY
Allied Force Headquarters ADV ADM Echelon	FLAMBO
Allied Central Mediterranean Force Headquarters (Main)	FILPOT
Allied Central Mediterranean Force Headquarters (Rear)	FANTOX
Allied Central Mediterranean Force Headquarters (Tac)	FINBAT
Allied Garrison Commander, Sardinia	FALCON
Allied Ground Forces and Service Troops in Sardinia Headquarters, 2665th Quartermaster Base Depot	SARDEPOT
Hdqrs, Region 6, Allied Control Commission, Sardinia	FABLE
Army Air Force Engineer Command, MTO, (Prov)	AECMTO
Army Air Force Headquarters, MTO	AAFMTO
Army Air Force Service Comd., MTO	ASCMTO

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to be used for brevity in place of the [illegible] transmitted by electrical means.

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Air Force Service Command, XV	XVAFSC
Air Force Training and Replacement Command, XII	XIIAFTRC
Air Support Command Headquarters, XII	XIIASC
Algiers Sub-District Headquarters	ALSDIST
Algiers Garrison Headquarters	ALGAR
Allied Control Commission, Headquarters, Main	FATIMA
Allied Control Commission, Headquarters, Rear	FATIMA REAR
Allied Force Headquarters	FREEDOM
Allied Force Headquarters Advanced Command Post	FAIRBANKS
Allied Force Headquarters Accommodation Detachment	FAIRFIELD
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Hdqrs, Region 6, Allied Control Commission, Sardinia	FABLE
Army Air Force Engineer Command, MTO, (Prov)	AECMTO
Army Air Force Headquarters, MTO	AAFMTO
Army Air Force Service Comd., MTO	ASCMTO
Atlantic Base Section	ABS
Bone Sub-District Headquarters	BONSDIST
Bougie Garrison Headquarters	BOUGAR
British Army Staff Headquarters (In USA)	MILSTAF
British Military Mission, Washington, D.C.	BRITMAN
Canadian Military Force Headquarters (In UK)	CANMIL
Commander-in-Chief, Headquarters, Mediterranean	CINCMED
Commander United States Amphibious Forces Northwest African Waters	COMPHIBNAW
Commander United States Naval Forces Northwest African Waters	COMNAVNAW
Constantino Garrison Headquarters	CONGAR
Eastern Base Section	EBS
Eighth Army Headquarters	EIGHTARMY
European Theater of Operations, Hq., U.S. Army (In UK)	ETOUSA

C O N F I D E N T I A L

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Fifth Army Headquarters	FIVEARMY
First Air Service Area Command	AIRSERV
1st Army Group Headquarters, London	USFAG
Force 133, Adv. Hq., ACMF	FOUNDRY
French Command in Corsica	JUPITER
General Headquarters, Mideast	MIDEAST
G-4 (Mov), AFHQ	FREEMOVES
Gibraltar Headquarters	CHIEF GIBRALTAR
Inter-Services Signals Unit No. 6, BNAF	FELLOWSHIP
Island Base Section	IBS
Joint Rearmament Commission	REARMCO
Malta Headquarters	COMMANDETH MALTA
Mediterranean Allied Air Forces	MAAF
Mediterranean Air Transport Service	MATS
Mediterranean Base Section	MBS
Mediterranean Allied Strategical Air Force Headquarters	MASAF
Mediterranean Allied Tactical Air Force Headquarters	MATAF
Moroccan Sea Frontier Forces, Commander	COMOROCCANSEAFRON
North Africa District Headquarters	NADIST
North African Theater of Operations, U.S. Army	NATOUSA
North African Wing, Hq., ATC, Station No. 1, Tunis	NAFWING
Northern Base Section	NORBASE
Number 1 District Headquarters	DISTONE
Number 2 District Headquarters	DISTWO
Number 3 District Headquarters	DISTHREE
Peninsular Base Section	PENBASE
Persia and Iraq Command	PAIC
Philippeville Garrison Headquarters	FILGAR
Planning Groups from Tactical Units at AFHQ	FORTUNE (Units)
Port Commandant, Algiers	ALEMBARK
Port Commandant, Bone	BONEMBARK
Port Commandant, Bougie	BOUGEMBARK
Port Commandant, Naples	NAPBARK
Port Commandant, Philippeville	FILEMBARK
Port Commandant, Sousse	SOUEMBARK
Port Commandant, Tunis	TUNEMBARK
Prisoner of War - Sub-Commission, Italy	POWCOM
Q(Mov), Algiers	ALMOVES
Q(Mov), Constantine	CONMOVES
Q(Mov), Tunisia	TUNMOVES
Services of Supply, Dakar	AMPLIFIER
Services of Supply, European Theater of Operations, United States Army (In UK)	SOSETOUSA
Services of Supply, North African Theater of Operations, United States Army	SOSNATOUSA
SFAX Garrison Headquarters	SFAGAR
Seventh Army Headquarters	SEVENARMY
Southeast Asia Command Headquarters, New Delhi	COPIR
Special Forces, AFHQ	FIGLEAF
Tactical Bomb Force Headquarters	TBF
Tripoli District Headquarters	TRIPDIST
Tunis Sub-District Headquarters	TUNSDIST

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Malta Headquarters	COMMANDETH MALTA
Mediterranean Allied Air Forces	MAAF
Mediterranean Air Transport Service	MATS
Mediterranean Base Section	MBS
Mediterranean Allied Strategical Air Force Headquarters	MASAF
Mediterranean Allied Tactical Air Force Headquarters	MATAF
Moroccan Sea Frontier Forces, Commander	COMOROCCANSEAFRON
North Africa District Headquarters	NADIST
North African Theater of Operations, U.S. Army	NATOUSA
North African Wing, Hq., ATC, Station No. 1, Tunis	NAFWING
Northern Base Section	NORBASE
Number 1 District Headquarters	DISTONE
Number 2 District Headquarters	DISTWO
Number 3 District Headquarters	DISTHREE
Peninsular Base Section	PENBASE
Persia and Iraq Command	PAIC
Philippeville Garrison Headquarters	FILGAR
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Port Commandant, Naples	NAPBARK
Port Commandant, Philippeville	FILEMBARK
Port Commandant, Sousse	SOUEMBARK
Port Commandant, Tunis	TUNEMBARK
Prisoner of War - Sub-Commission, Italy	POWCOM
Q(Mov), Algiers	ALMOVES
Q(Mov), Constantine	CONMOVES
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Services of Supply, European Theater of Operations, United States Army (In UK)	SOSETOUSA
Services of Supply, North African Theater of Operations, United States Army	SOSNATOUSA
SFAX Garrison Headquarters	SFAGAR
Seventh Army Headquarters	SEVENARMY
Southeast Asia Command Headquarters, New Delhi	COPIR
Special Forces, AFHQ	FIGLEAF
Tactical Bomb Force Headquarters	TBF
Tripoli District Headquarters	TRIPDIST
Tunis Sub-District Headquarters	TUNSDIST
Tunis Garrison Headquarters	TUNGAR
XII Air Support Command Headquarters	XIIASC
United States Armed Forces, Middle East, Cairo	AMSME
United States Army Forces in Mideast, Headquarters	USAFIME
War Department, Washington, D.C.	ACWAR
War Office, London	TROOPERS
West African Service Command, Headquarters	WASCUSAF

By command of Lieut General MACFARLANE:

L. T. MONTANT, Jr.
2nd Lt, AGD
Adjutant

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

16 March 1944

SUBJECT: Italian Liaison Section.

TO : All concerned.

1. The list of the personnel of the Italian Liaison Section, ACC, Rear HQ follows:

Dr. P. Apostolo - Sr. Lieut. R. N. R.

Dr. Count L. V. Grottanelli De Santi - Lieut. Arty.

Dr. A. Pennone - Sgt. Inf.

2. Any member of the Rear HQ ACC Sub-Commissions who desires liaison with the Italian Government and Comando Supremo may call at Room 62 - Telephone extension 40 - and contact one of the members of the Italian Liaison Section according to the following list:

GENERAL.....Lt. Apostolo

Sub-Commissions:

ARMY.....Lt. Grottanelli
NAVY.....Lt. Apostolo
AIR.....Lt. Apostolo
FOREIGN AFFAIRS.....Lt. Grottanelli
INTERIOR.....Lt. Grottanelli
INDUSTRY AND COMMERCE.....Sgt. Pennone
LABOUR.....Sgt. Pennone
PUBLIC SAFETY.....Sgt. Pennone
PUBLIC HEALTH .....Lt. Grottanelli
FINANCE .....Lt. Apostolo
PUBLIC WORKS & MINES.....Sgt. Pennone
AGRICULTURE.....Sgt. Pennone
JUSTICE.....Lt. Grottanelli
EDUCATION.....Lt. Grottanelli
TELECOMMUNICATIONS.....Lt. Apostolo
R. ROADS & CIVIL MOTORIZ.....Lt. Apostolo

By Command of Lieutenant General MACFARLANE:

2754

E. J. CHIOCCA
CWO, USA
Asst Adjutant

OFFICIAL: E. J. Chiocca

E. J. CHIOCCA
CWO, USA
Asst Adjutant

Interior SC - Rear.

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FUNCTIONS OF US STAFF BRANCHES

(with comparative Table of British Staff Branches and Services)

US STAFF	FUNCTIONS	EQUIVALENT BRITISH STAFF & SERVICES
Gen Staff		
Chief of Staff	Coordinates the work of all Staff Branches	Nil
G-1	1. All subjects relating to personnel	A
	2. Morale and discipline	A
	3. Army Postal Service	Q (Maint)
	4. Collection and disposition of stragglers and prisoners of war	A
	5. Relations with Civil Government and civilians in the theatre of operations	G (Ops) & A
	6. Pay)	A
	7. Provost)	
	8. ATS)	
	9. Chaplains)	
	10. Allowances)	
	11. Messes)	
	12. Welfare)	
	13. Canteens)	Q (Maint)
	14. Entertainment and Cinema)	
	15. Courts of Inquiry (US term = Boards of Inquiry))	
	16. Writes off)	
G-2	1. Collection, collation and distribution of information of the enemy etc.)	
	2. Planning, relative to map supply - also aerial photographs)	
	3. Combat intelligence training within the unit)	G (Int)
	4. Censorship and dissemination of information to the public and to our troops)	
	5. Reception and supervision of visitors to the Unit Headquarters)	
	6. Propaganda and counter-propaganda)	
G-3	1. Mobilisation	A
	2. Organisation and equipment of units	G (SD)
	3. Training	G (Trg)
	4. Operations	G (Ops)
	5. Troop movements	G (Ops) and

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	4. Collection and disposition of stragglers and prisoners of war	A
	5. Relations with Civil Government and civilians in the theatre of operations	G (Ops) & A
	6. Pay)	A
	7. Provost)	
	8. ATS)	
	9. Chaplains)	
	10. Allowances)	
	11. Messes)	
	12. Welfare)	
	13. Canteens)	G (Maint)
	14. Entertainment and Cinema)	
	15. Courts of Inquiry (US term = Boards of Inquiry))	
	16. Writes off)	
G-2	1. Collection, collation and distribution of information of the enemy etc.)	
	2. Planning, relative to map supply - also aerial photographs)	
	3. Combat intelligence training within the unit)	G (Int)
	4. Censorship and dissemination of information to the public and to our troops)	
	5. Reception and supervision of visitors to the Unit Headquarters)	
	6. Propaganda and counter-propaganda)	
G-3	1. Mobilisation	A
	2. Organisation and equipment of units	G (SD)
	3. Training	G (Trg)
	4. Operations	G (Ops)
	5. Troop movements	G (Ops) and Q (M)
	6. Establishment and maintenance of liaison with adjacent, higher and subordinate units, supervision of signal communications	G (Ops) and Q (L)
	7. PAD and Fire-Fighting	G (Accn)
G-4	1. All phases of supply	Q (Maint) & G (Ops)
	2. Construction and maintenance of transportation facilities	Q (ops) and RE
	3. Maintenance of equipment	Q (Maint)
	4. /...	

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US STAFF	FUNCTIONS	EQUIVALENT BRITISH STAFF & SERVICES
Gen Staff		
G-4 (cont)	4. Traffic Control	Q (M)
	5. Evacuation and hospitalization of men and animals	Q (Ops) & RAVC
	6. Salvage, including collection and disposal of captured equipment, etc.	
	7. Operational transport)	
	8. Labour in emergency conditions)	Q (Ops)
	9. All questions of accommodation)	
	10. Requisitions)	
	11. Hirings)	Q (Accn)
	12. New construction)	and RE
	13. Works Services (with CE))	
	14. Messes)	
	15. Barrack Services)	Q (Maint)
	16. Catering)	
	17. By-Products)	

SPECIAL STAFF AND SERVICES

Special Staff	Service	Functions	Equivalent British Staff or Service
OPERATIONAL			
Air	Air Support Comd	Coordination between Ground and Air Forces.	G - Air Staff Offrs down to Corps only.
Arty	Arty	Artillery advice to Commander Artillery Coordination	RA
Anti-Aircraft	"	Anti-Aircraft advice to Commander Anti-Aircraft Coordination	RA (no specialist)
Anti-tank	"	Anti-tank advice to Commander Anti-tank coordination	" " "
Engr	Corps of Engrs	Maps and mapping	Svy
"	" (Combat)	Construction, Road maintenance	RE

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9. Air questions of accommodation	)	
10. Requisitions	)	
11. Hirings	)	Q (Accn)
12. New construction	)	and RE
13. Works Services (with CE)	)	
14. Messes	)	
15. Barrack Services	)	
16. Catering	)	Q (Maint)
17. By-Products	)	

SPECIAL STAFF AND SERVICES

Special Staff	Service	Functions	Equivalent British Staff or Service
OPERATIONAL			
Air	Air Support Comd	Coordination between Ground and Air Forces.	G - Air Staff Offrs down to Corps only.
Arty	Arty	Artillery advice to Commander Artillery Coordination	RA
Anti-Aircraft	"	Anti-Aircraft advice to Commander Anti-Aircraft Coordination	RA (no specialist)
Anti-tank	"	Anti-tank advice to Commander Anti-tank coordination	" " "
Engr	Corps of Engrs	Maps and mapping	Svy
"	" (Combat)	Construction, Road maintenance	RE
"	"	Issue of Engineering Equipment	RE Engr Services
"	" (SOS)	Accommodation, provision, construction and maintenance	RE Works Services
Inspector Gen		Inspections on behalf of Commander General especially in regard to interior economy and state of training.	Nil
Sigs	Sigs Corps	Provision and maintenance of communications. Procurement and issue of Signals stores and equipment. Ciphers and Codes.	R Sigs

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Special Staff and Services (Contd)

Special Staff	Service	Functions	Equivalent British Staff or Service.
ADM			
QM	QM Corps	Supply (including clothing and accommodation stores).	RASC (S & T) & RAOC (Ord)
Tn	Tn Corps	Transport	RASC (S & T) & RE (Tn) RAOC (Ord)
Ord	Ordnance Department	Ammunition Supply, Weapons, Maintenance of ordnance equipment	RAOC
-	-	Maintenance, recovery and repair	REME
Surgeon	Med Dept	Medical	Med
Chaplain	Chaplains Corps	Chaplains	Chaplaincy Services
PM	Provost Marshal	Provost	Pro
Finance Offr	Finance Department	Pay	Pmr
-	Corps of Engrs	Lands	Lands
-	-	Salvage	Sal
Adjt-Gen	-	Handles all administrative paper work	-
Postal Offr	Army Postal Service	Post	Postal
JAG	JAG Department	Judge Advocate General	JAG
-	Claims Commission	Claims	Claims
CW	CW Service	Provision of CW weapons, ammunition and equipment (including smoke and [illegible])	G (CW) Staff Offrs down to Divs. Adm functions

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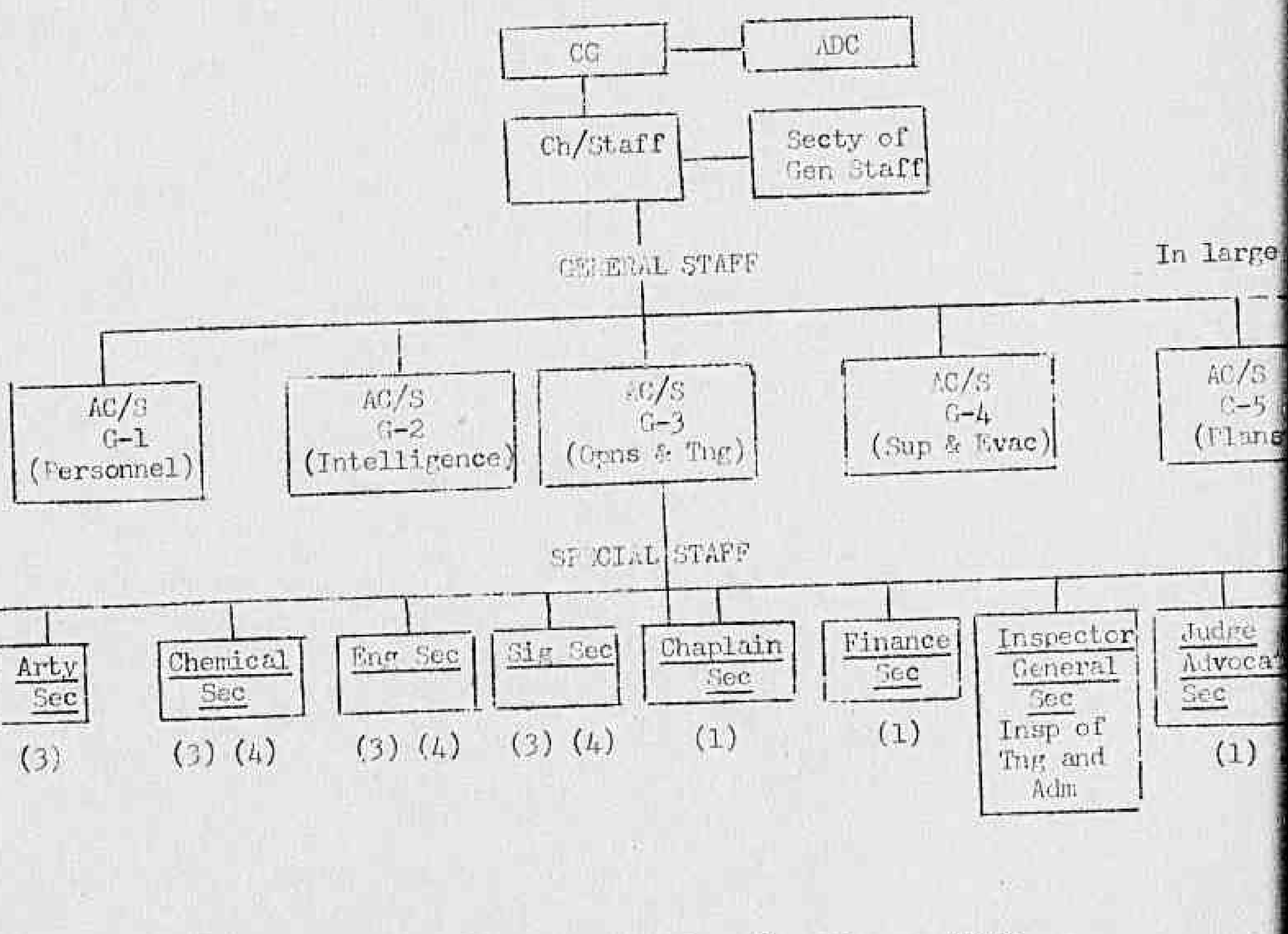
			RAOC (OR)
Ord	Ordnance Department	Ammunition Supply, Weapons, Maintenance of ordnance equipment	RAOC
	–	Maintenance, recovery and repair	REME
Surgeon	Med Dept	Medical	Med
Chaplain	Chaplains Corps	Chaplains	Chaplaincy Services
PM	Provost Marshal	Provost	Pro
Finance Offr	Finance Department	Pay	Pmr
–	Corps of Engrs	Lands	Lands
–	–	Salvage	Sal
Adjt-Gen	–	Handles all administrative paper work	–
Postal Offr	Army Postal Service	Post	Postal
JAG	JAG Department	Judge Advocate General	JAG
–	Claims Commission	Claims	Claims
CW	CW Service	Provision of CW weapons, ammunition and equipment (including smoke and incendiaries) AG Measures. Decontamination	G (CW) Staff Offrs down to Divs. Adm functions by Ord.
Special Services	–	Recreation and Welfare	Welfare
Progress		Keeping of Statistics	Statistics

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US STAFF CHANNELS

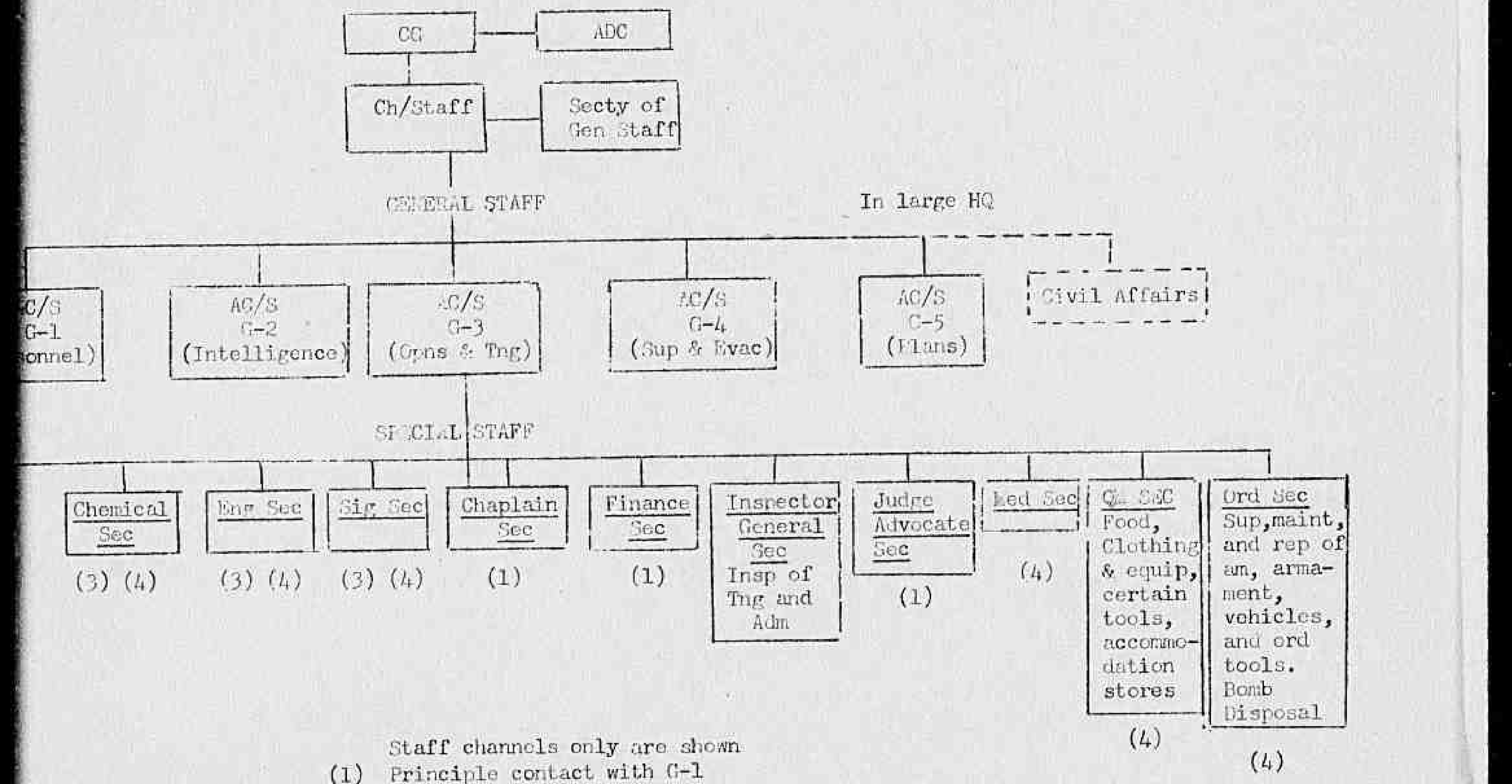


Staff channels only are shown
(1) Principle contact with G-1
(3) Principle contact with G-3
(4) Principle contact with G-4

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US STAFF CHANNELS



Staff channels only are shown
(1) Principle contact with G-1
(3) Principle contact with G-3
(4) Principle contact with G-4

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SPECIAL STAFF AND SERVICES

TN SERVICE

Ops ports
Tpt of personnel and sups ex-ship except tn effected by units
Op and maint mil rlys and inland waterways and procures eqpt

QM SERVICE

Procures, stores and issues:-
- Rations
- Clothing
- POL
- Personal eqpt (less weapons)
- Accn stores.

Post exchange (NAAFI) and sales commissaries
Depots
Op vehs

ORD SERVICE

Procures, issues and maint:-
- Amn
- Weapons
- Tpt and spares (except specialist vehs)

Veh maint.
Rec

MED SERVICE

Med and Dental care
Med Sups

SIG SERVICE

Comns for SOS
Issue and maint of Sig stores and eqpt.
Constr of Sig facilities
Fh eqpt
Codes and Ciphers
Met eqpt

ENGR SERVI

Prepares p for Engr
Provides a
Constr, ma camps, hos warehouses rlys, plan etc.
Mil demoli
Svy and Dr
Small boat landing cr so ordere

PROGRESS DIV

Reports
Statistics
Coord
War Diary

CLAIMS

As for British System

HQ COMMANDANT Camp

SPECIAL SERVICE

Supervises recreation and welfare matters.
Procures recreational eqpt.
Service Clubs
Libraries

SENIOR CHAPLAIN

Chaplaincy Services

PM

Provost
Control of disciplinary barracks
PW

STAFF JAG

Legal
Courts Martial

CHIEF FINANCE OFFICER

Pay and allowances.
Disbursements.

INS GE

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SPECIAL STAFF AND SERVICES

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QM SERVICE

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issues:-
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ss weapons)
n stores.
exchange
FI) and sales
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ORD SERVICE

Procures, issues and maint:-
- Amn
- Weapons
- Tpt and spares (except specialist vehs)

Veh maint.
Rec

MED SERVICE

Med and Dental care
Med Sups

SIG SERVICE

Comms for SOS
Issue and maint of Sig stores and eqpt.
Constr of Sig facilities
Ph eqpt
Codes and Ciphers
Met eqpt

ENGR SERVICE

Prepares plans for Engr Tps
Provides accn, Constr, maint camps, hosps, warehouses, rds, rlys, plants, etc.
Mil demolition
Svy and Engr recce
Small boats and landing craft if so ordered

CW SERVICE

Sup of CW amn and eqpt incl Smoke and Incendiaries
AG
Decn

HQ COMMANDANT Camp

SPECIAL SERVICE

Supervises recreation and welfare matters.
Procures recreational eqpt.
Service Clubs
Libraries

SENIOR CHAPLAIN

Chaplaincy Services

PM

Provost
Control of disciplinary barracks
PW

STAFF JAG

Legal
Courts Martial

CHIEF FINANCE OFFICER

Pay and allowances.
Disbursements.

INSPECTOR GENERAL

Informal inspections with particular ref to interior economy.
Investigation of reports

ADJT GEN

Normal channel for issue of orders and correspondence from all branches (except on orders)
Maint all HQ files
Central Records whole force.
Sales of War Bonds and Location statements.
APO

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ACTION SHEET

9 Jul 1944
Date

Suspense

FROM		TO
	Deputy President	
	Chief of Staff	
	Vice Chief of Staff	
	Public Relations Officer	
	Liaison Section	
	Military Section	
	Political Section	
	Econ. & Admin. Section	
	Communications Section	
✓	Administrative Directorate	
	Economic Directorate	
	Finance Sub-Commission	
	Public Works-Mines Sub-Commission	
	Agric., Forests-Fisheries Sub-Com	
	Legal Sub-Commission	
	Education Sub-Commission	
	Executive Officers	
	G-1	
	G-4	
	Adjutant General	
	Files	
	Personnel	
	Publications	
	Message Center	
	Miscellaneous	
	Pool of Interpreters	
	Archives & Reference Library	
	Hq. Commandant	
	PUBLIC HEALTH	(1) HE
	PUBLIC SAFETY	(2)
→	PROPERTY CONTROL	(3)
	LEGAL	(4)
	INTERIOR	(5)
	asp. MONUMENTS FA INSECTIVES	(6)
FOR:	EDUCATION	(7) NS

Signature
Remarks / Recommendation
Information only ✓ return to
Approval / Disapproval Ad. Sec.
Appropriate Action 2788
Investigation & Report
Dispatch

REMARKS: Return for filing please

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(HMGS, AFHQ)

Holmium See (2) 1946
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THE NATIONAL ARCHIVES

Records Administration Circular No. 5 November 1943

THE ADMINISTRATION OF CURRENT RECORDS IN ITALIAN PUBLIC AGENCIES[1]

By Ernst Posner

As government in the modern state has expanded and intensified its activities, regulating or at least touching upon practically every phase of the life of a nation, the records produced and kept by public agencies have assumed increased importance during armed conflict. The invader has realized that they are essential tools without which he cannot hope to carry on or to control the administration of a subjugated country and to exploit its human and material resources, while the elements of resistance have discovered that in their fight against the conqueror the destruction of records may be a weapon as powerful as the dynamiting of railroads and the blowing up of bridges. That records must play an equally important role when the Allied armies attempt to restore normal life in the liberated countries and to govern those of the enemy is clear enough. It follows that the future administrators of these countries should have available to them information as to the place or places where records, especially current records, are kept in the public agencies of a given country and as to the manner in which such records are arranged and made accessible for purposes of reference.

A study of the administration of current records in a foreign country is surrounded with major difficulties. It should be based on personal observation or, if that is not feasible, on realistic descriptions of prevailing practices and actual conditions. Unfortunately such descriptions are lacking for practically all countries. In their absence, filing manuals and regulatory documents constitute the only types of source material that can be used. It must be kept in mind, however, that they are intended to set standards and to determine procedures and that in using them there is danger of describing not what is done but what ought to be done. In addition to these general difficulties, a study of Italian records administration is hampered by the fact that the more recent administrative documents and pertinent literature are not to be found in American libraries. What is available suffices to give a picture of organization for and procedures of records work that were prescribed for Italian public agencies

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[1]This paper by Dr. Posner, a former archivist at the Privy State Archives in Berlin and now Adjunct Professor of Archival Administration at the American University, was prepared at the request of the Archivist of the United States, for the assistance it might render in the administration of occupied territory. Because it is believed to have value for persons interested in the problems of records administration, it is published in the National Archives series of Records Administration Circulars.

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at the beginning of the twentieth century and that are known to have remained in force down to the early thirties. It is not impossible that during the last decade changes in the organization of records offices and in filing methods have occurred, which, because of the lack of up-to-date information, could not be considered. The following discussion, however, reflects conditions and practices that are believed to have prevailed down to the present war.

In the handling of records, the following steps are distinguished by Italian writers on records administration: (1) The receiving and distributing of incoming communications (apertura del corriere); (2) the registering and classifying of incoming and outgoing communications (registrazione); (3) the preparing of fair copies of outgoing communications (copiatura); (4) the dispatching of outgoing communications (spedizione); and (5) the arranging and preserving of incoming and copies of outgoing communications for purposes of future reference (archiviazione).

This study will be concerned with the registering, classifying, and arranging of an agency's records, which are the major processes in records administration proper. The handling of incoming mail and the preparation and dispatch of outgoing mail will not be discussed, although in smaller agencies one unit or official may be in charge of all the work connected with the handling of records.

The papers received and prepared by an Italian public agency or any other organization and preserved by it for future reference are called its archives (archivio), a distinction being made between current archives (archivio corrente) and storage archives (archivio di deposito). In common parlance, however, archivio without a qualifying adjective has come to mean the current records that are preserved and serviced in the immediate neighborhood of the records-creating offices. The units that are charged with their administration in an Italian public agency are variously designated as office of registration (ufficio di protocollo), office of classification (ufficio d'ordine), archives (archivio), or registry and archives office (ufficio di registratura e di archivio); the last-named term alone brings out the two main functions involved. Accordingly, a person employed in these units is called ufficiale di protocollo, ufficiale d'ordine, or archivista. According to usage in government manuals, the title archivista seems to prevail. In the following discussion the word "records" will be used for the current archives of an Italian agency, "records office" for the unit in which they are administered, and "records officer" or "file clerk" for the person in charge of their administration.

The records offices of a ministry (ministero)—the equivalent of an executive department of the United States Government—and of other central authorities are usually staffed with a chief records officer (archivista capo), a first records officer (primo archivista), records officers (archivisti), file clerks (applicati), and apprentice file clerks (alumni d'ordine). Records offices may be established at the different organizational levels of a ministry. These levels must be explained briefly.

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Each of the 15 Italian ministries is charged with the administration of a main function of government, with the exception of the Ministry of Italian Africa, which carries out various functions with respect to that area. Each ministry is headed by a minister secretary of state (ministro segretario di stato) and an under secretary of state (sotto segretario di stato) as his assistant and substitute. The administrative, clerical, and records personnel that surrounds and aids the minister at the policy-determining level constitutes the office of the minister (gabinetto del ministro segretario di stato), while that of the under secretary forms his special secretariat (secreteria particolare). Within the ministry, the bureau (direzione generale), headed by a director general (direttore generale), is almost invariably the highest unit of organization and is in charge of one of the main branches of service that make up the ministry's jurisdiction. In the Ministry of War (Ministero della Guerra), for instance, there is a Bureau of Artillery (Direzione generale d'Artiglieria), a Bureau of Engineers (Direzione generale del Genio), a Bureau of Logistical Services (Direzione Servizi Logistici), and so on. The central accounting office (ragioneria) of a ministry and the inspection service (ispettorato or servizio) of a technical branch may hold a rank equal to that of a bureau. As a rule each bureau is broken down by subfunctions into divisions (divisioni), headed by a director chief of division (direttore capo divisione), and divisions are divided into sections (sezioni), under a chief of section (capo divisione), who supervises the work of a number of counselors and clerks (consiglieri and segretari). Generally speaking, the organizational breakdown of a ministry is fashioned after the pattern of a French ministry and is decidedly more uniform and more rigidly rational than that of the executive departments of the United States Government.

According to the "Regulations for the Records Offices in the Central Agencies" (Regolamento per gli uffici di registratura e di archivio nelle amministrazioni centrali), approved by royal decree of January 25, 1900, a records office was to be established in each bureau, in major units equivalent to a bureau, such as the office of the minister and the central accounting office, and possibly in the division in charge of personnel administration. Some ministries that in 1900 had records offices attached to the divisions, however, retained them at this level, and study of Italian Government manuals indicates that even many sections have their own records offices, a trend toward decentralization of records administration that is not surprising in view of the increasing amount of paper work. Thus it would appear that records offices may exist at practically any level of organization of an Italian ministry.

In regard to the field offices of the Central Government, records administration in the office of the prefect (prefettura) of the province, the powerful executive organ of the Central Government and of its Ministry of the Interior in particular, warrants a few remarks. It seems that as a rule one unit, staffed with records officers and file clerks, administers the records for the secretariat of the prefect (gabinetto) and for the different divisions of the office, which are staffed by administrative,

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clerical, and accounting personnel. Unless changes have occurred recently, the important office of public security (ufficio di pubblica sicurezza), which, although enjoying a certain autonomy, is subordinate to the office of the prefect, has its own, well-regulated records office.

In the thousands of communes the organization for records work depends, of course, on the size of the commune. In smaller places, the municipal secretary does all the work connected with the handling of incoming and outgoing communications and is the official keeper of the records. Middle-sized cities with a population of from 20,000 to 40,000 have their municipal office (ufficio comunale) organized in a number of divisions, one of which, called secretariat and general affairs, assists the mayor (podestà) in the supervision of all business, administers personnel matters, takes charge of correspondence, and keeps the records. Major cities, finally, have an organizational set-up comparable to that of a Government ministry, which calls for decentralization of records work.

As befits a strongly bureaucratic administration, methods of handling and keeping records have been made the subject of detailed regulations, which were issued for the agencies of the Central Government, for the field offices of the different branches of service, and for the communes. These regulations are all based on the same general principles and have remained in force over long periods of time. Records work of the communes, for instance, is still governed by the "Instructions Concerning the Management of Municipal Records," issued by the Ministry of the Interior on March 1, 1897. Such lack of change in procedures is not surprising. Because of the poverty of the country, funds for salaries of officials and for office maintenance were always small, a situation which undoubtedly became even more acute when fascist Italy embarked upon a policy of military expansion that went far beyond its resources. Under these circumstances, procurement of modern office and filing equipment for Government agencies was certainly out of the question, and such equipment, more than anything else, might have supplied the impetus for adopting improved methods of handling and keeping records. What little steel Italy had went into battleships, tanks, and guns, not into filing equipment.

The unit that in all Italian agencies is used for purposes of record keeping is the dossier (fascicolo). Each dossier contains the records pertaining to one transaction or case (pratica or affare), and for that reason pratica has become a term frequently used for the dossier itself. A case or transaction is defined as the actions of an agency in the handling of a specific matter falling under its jurisdiction, regardless of whether the initiative has come from the agency or from a person or organization outside. The dossier, accordingly, is composed of the papers (atti) made or received in connection with a single case or transaction.

The arrangement of the dossiers of a records office is determined by a classification scheme (titolario), which reflects the functional, and indirectly the organizational, breakdown of the agency that the records

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office serves. (As an example, a part of the 1901 classification scheme of the Ministry of the Marine is given in Appendix A.) Uniform classification schemes are prescribed for field offices and communes but are not always adhered to in practice. In the records office of a bureau (direzione generale), main headings of the classification scheme are taken from the various functions of the bureau to which, in terms of organization, the divisions correspond. Each main heading falls into a number of classes (classi), which, as a rule, coincide with the various sections of the division, and, within each class, subclasses (sottoclassi) reflect the fields assigned to the officials within the section. Main headings of the classification scheme, classes under each main heading, and subclasses thereunder follow each other in the order of the importance of the units whose records they cover (ordine di autorità). Thus, for instance, the main heading for a division of internal administration and personnel matters would precede all other main headings of the same classification scheme. In addition, the classification scheme is devised in such a fashion that under each main heading the records relating to general and policy matters, to special cases, and to miscellaneous business are brought together.

The classification schemes prescribed for field offices and communes are simpler than those of central agencies. They have main headings (categorie), taken from the major functions of the agency, and these fall into classes that are not further divided.

Within the subclasses (or classes in the case of noncentral agencies) logical arrangement of dossiers is not attempted. Dossiers are either kept chronologically in the order in which they have been constituted, receiving progressive numbers or possibly the permanent registration number of the transaction or are arranged alphabetically according to the names of agencies, organizations, or persons to whose affairs they relate. The position of the dossier in the class or subclass, that of the subclass in the class, and that of the class under the main heading is permanent and expressed by means of a formula or a symbol. The first elements of the formula are the abbreviated titles of the main heading, the class, and the subclass. If a symbol is used, a roman numeral may represent the main heading, a letter the class, and an arabic number the subclass. In either case the exact position of the dossier is indicated by the name of the agency, organization, or person or by the number assigned it.

It seems probable that the principles of classified arrangement, as explained above, have been retained in recent years without major change. As in other countries, application of the Dewey decimal system was apparently discussed, but experts, such as the Italian archivist and writer Casanova, thought it unsuitable to the organization of records.

It should be possible under a system of classified arrangement of dossiers to locate material on the basis of subject matter without using finding aids other than the classification scheme. Italian regulations, however, prescribe the keeping of daily registers and of indexes, which enable the records personnel to control the handling of every single document and to follow it to its place in the files. In central agencies

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a daily register (protocollo) is supposed to be maintained for each main heading (titolo) because, as against a general daily register, separate registers are thought to expedite the process of registration and to facilitate the segregation and transfer of files to another agency, should redistribution of functions make this necessary. In noncentral agencies, all incoming and outgoing communications are registered in one daily register.

The daily register may be of the analytical or of the so-called synthetic type. In the analytical daily register (protocollo analitico), a new registration number is assigned to every incoming communication. Two varieties of the synthetic register (protocollo sintetico) exist: the daily register with fixed registration numbers (protocollo a numero fisso) and the alphabetical daily register (protocollo rubrica). In the former, all communications belonging to the same transaction are listed under a common number, while in the latter entries are made under the names of correspondents, alphabetically arranged. In either case, sufficient space must be left for the registration of a certain number of communications.

As a rule, one register serves for the registration of incoming as well as outgoing communications. The pattern used covers two pages of an open book. The analytical register, for instance, shows in the columns of the lefthand page the following characteristics of the incoming document: Number and date of registration, cross references to earlier or later documents, the name of the sender, the content of the communication, its date, and the number of enclosures. On the right-hand page, the name of the recipient, the content and date of the answer, and the number of enclosures are entered. The column at the extreme right gives the class, subclass, and dossier in which the document is to be found.

The daily register is a bound book and on its back its character, the year, and the registration numbers contained therein are noted. A new register is started each year. Unless the register is of the alphabetical type, it must be supplemented by an alphabetical index (rubrica or indice alfabetico delle registrazioni), which lists under the name of each correspondent the subject matter and the registration number or numbers of all communications exchanged with him and their classification. Separate parts may be provided for agencies and organizations and for private correspondents. (See Appendix B for blank form used in the ministries.) Indexes, too, must be renewed annually with the resulting inconvenience that frequently more than one index must be consulted to trace an extensive correspondence. To remedy this situation, some agencies have replaced the indexes by a permanent alphabetical card catalog of the American type, which had come into use in the more progressive Italian libraries.

Papers that have been properly registered, classified, and indexed are added to the dossiers to which they belong or are made up as dossiers if they pertain to new business. An exception, however, is made for material of temporary value. It is merely assembled in bundles and stored in the neighborhood of the permanent records to which it is related. This is

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intended to facilitate the segregation of material of no permanent value and thus to prevent too rapid a growth of an agency's files.

Within the dossier records are arranged so that the most recent document is on top. Dossiers are protected by cardboard covers (copertina), 0.30 x 0.28 m. (14.2" x 11"), which are of a different color for each main heading of the classification. Noted on the covers are the name of the agency or office whose records the dossier contains, the subject and date of the dossier, the formula or symbol that determines its position in the files, and the single documents that have gone into it. (See Appendix C for blank form of a dossier cover.)

All dossiers in the custody of a records office are listed in inventories, which must be distinguished from the classification scheme. While the latter serves as a guide in classifying papers, the inventory (repertorio dei fascicoli) is a list of dossiers that have actually been created and are to be found on the shelf. Records offices of central agencies are required to have separate inventories for each class or even subclass, while in field offices and communes an inventory may cover all the dossiers of a main heading. (See Appendix D for blank form of an inventory.)

Dossiers are preserved in boxes of strong cardboard (caselle), which are placed vertically on open shelves. The boxes carry on their backs labels in the color of the cover of the dossiers that they contain. Main heading, class, subclass, and dossier numbers are shown on the label. If dossiers are kept in alphabetical order, the label tells the letters of the alphabet contained in the box.

Only current dossiers are preserved in the records office. Those that are noncurrent must be segregated at the beginning of each year and set aside as storage archives (archivio di deposito). The storage archives of a smaller agency remain under the charge of the records personnel that administers the current records. In the ministries and other central agencies, on the other hand, the storage archives are administered by a separate unit, which receives noncurrent records from all the records offices of the agency and administers them through personnel of its own. Although in storage, dossiers are retained in their previous arrangement.

Theoretically noncurrent dossiers are to remain in storage for a period of 10 years, whereupon those lacking permanent value must be eliminated. Permanently valuable records are to be transferred to the archival establishments of the state, those of the ministries and other central authorities to the Archives of the Kingdom in Rome (15 Via degli Astalli), and those of field offices to the state archives of the province in which they are located. In reality, however, this regulation is not always observed. Many provinces do not yet possess archival establishments to which noncurrent records can be removed, and, as a result, they remain with the agencies where, frequently, they are neglected. In the national capital, many ministries and central authorities have retained all or practically all the noncurrent records as, for instance, the Ministries of Foreign Affairs, War, Marine, Aeronautics, Colonies, Justice, and

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Finance. Full-fledged archival establishments to care for the noncurrent records of the Ministries of War, Navy, and Aeronautics have developed. They are under the general staffs of these three branches and are designated as historical offices with a title such as ufficio storico del comando del corpo di stato maggiore. In the Ministry of Foreign Affairs, the Historico-Diplomatic Office (Ufficio Storico-Diplomatico) of the Bureau of General Affairs (Direzione generale degli Affari generali) administers the storage archives as well as the so-called historical archives of the Ministry.

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APPENDIX A

Part of the Classification Scheme of the Ministry of the Marine

(Ministero della Marina)

Approved December 15, 1900

Grandi reparti (Major units)		Titoli (Main headings)	Uffici speciali (Special offices)
Bureau of Naval Construction	1	Construction material service	Div. I. Naval construction
	2	Naval engineering personnel; mechanics, employees, designers; laborers	Ditto
	3	Ship engine service	Div. II. Engines
	4	Machinist personnel with officer rank	Ditto
	5	Accounting and management (of material and labor for the naval construction branch)	Div. III. Accounting for naval construction
Bureau of Artillery and Armament	1	Artillery, portable arms, and ammunition	Div. I. Artillery and ammunition
	2	Naval armament	Ditto
	3	Underwater weapons and diving service	Div. II. Underwater weapons and electrical material
	4	Electrical service (physical and chemical)	Ditto
	5	Personnel and labor (artillery and armament)	Ditto
	6	Accounting and management (of artillery and armament material)	Ditto

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(Classification scheme continued)

Grandi reparti (Major units)		Titoli (Main headings)	Uffici speciali (Special offices)
Bureau of the Merchant Marine	1	Studies of a general character and statistics	Office of General Affairs
	2	Port personnel	Ditto
	3	Maritime police; harbor installations; disbursing offices and fund for disabled seamen	Div. I. Maritime police and disbursing offices for disabled seamen
	4	Beaches; ports; fisheries; salvage; savings bank for the seafaring population	Div. II. Ports and beaches
	5	Compensation for construction; subsidies to shipowners; refunds of duties; maritime fees; consular rights	Div. III. Maritime subsidies and levies.

Note: Classes and subclasses under the different main headings are not included. Frequently two main headings are set aside for the records of one division. Undoubtedly this classification scheme is no longer used by the Ministry of the Marine.

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APPENDIX B

Blank Form of an Index

Direzione generale_____
(Bureau)

Titolo_____ (Main heading)

Classe_____ (Class)

Anno_____ (Year)

Indice delle registrazioni
(Index of registrations)

Parte 1a
(First part)

Persona (Person)	Oggetto (Content)	Numeri (Numbers)	Rubrica (Letter)
			A
			B
			C

Parte 2a
(Second part)

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Ufficio (Office)	Oggetto (Content)	Numeri (Numbers)	Rubrica (Letter)
			A
			B
			C

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APPENDIX C

Blank Form of a Dossier Cover

Comune di_____
(Commune of)

Oggetto (Content)

_____

Anno_____
(Year)

Categoria_____ (Main heading) Classe_____ (Class) Fascicolo N _____ (Dossier number)

Carte e documenti componenti il fascicolo (Papers and documents making up the dossier)				
Data e numero (Date and number)	Data e numero (Date and number)	Data e numero (Date and number)	Data e numero (Date and number)	Data e numero (Date and number)

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX D

Blank Form of an Inventory

Direzione generale_____
(Bureau)

Titolo_____
(Main heading)

Classe_____
(Class)

Anno_____
(Year)

Sommario dei fascicoli (Summary list of dossiers)	Numero ordinale del fascicolo (Number of dossier)	Annotazioni (Remarks)

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RECORDS ADMINISTRATION CIRCULARS

No. 1. Records Management in the National Recovery Administration, by G. Philip Bauer. Dec. 1942. 7 p.

No. 2. Current Aspects of Records Administration: The Archivist's Concern in Records Administration, by Philip C. Brooks; The Control of Records, by Willard F. McCormick; Scheduling the Disposition of Records, by Robert H. Bahmer; War History and Records Activities, by Harry Venneman. Feb. 1943. 19 p.

No. 3. The Functions of Records Officers in the Federal Government, by Philip C. Brooks. Feb. 1943. 3 p.

No. 4. Records Administration in the Construction Organization of the Emergency Fleet Corporation, by Robert Claus. Mar. 1943. 10 p.

No. 5. The Administration of Current Records in Italian Public Agencies, by Ernst Posner. Nov. 1943. 13 p.

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4-30
Capt. Tarpley
Lt. Shanks

36/57

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Administrative Section

310./AS

2 Mar 44

SUBJECT : Office Procedure.

TO : Education Sub-Commission
Interior Sub-Commission
Legal Sub-Commission
Monuments, Fine Arts and Archives Sub-Commission
Property Control Sub-Commission
Public Health Sub-Commission
Public Safety Sub-Commission

Now that incoming letters go direct to the Sub Comm concerned for registration, the VP relies upon Presidents to keep him informed of all matters of which he should have cognizance.

H.R.CRIPPS.
Lt.Colonel.
for VP Adm Sec.

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36/56

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB CONTROL
APO 394

ACC/36/Int

29 February 1944

SUBJECT: Office Hours

TO : Vice President, Administrative Section

1. My opinion on behalf of the Interior Sub-Commission is that office hours should be seasonable. I do not think that at this time of the year officers should be asked to breakfast and enbus before 8:30 AM. The biological problem requires some consideration.

2. We are always prepared to work until 6 PM or until any hour when necessary. It is hoped that staff will be available and that it will not be left to the Acting Director or some other officer to be responsible for putting away papers and to lock up the office.

G. B. SPICER
Lt Colonel
Acting Director
Interior Sub-Commission

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36/55

RETE AUTOMATICA DI SALERNO

Carabinieri Reali - Comando Gruppo - Piazza Matteo Luciani	n.	1313
Comando 145th Reggimento Fanteria	"	1175
Commissione Alleata di Controllo - Palazzo Giustizia Centralino	"	2851
	"	2852
	"	2853
	"	2854
	"	2855
Sottocom. Telecommunicazioni - Sezione Postale (Lt.Col. Prodgers) - Palazzo PP.TT.	"	1225
Direzione Provinciale Poste e Telegrafi - Palazzo PP.TT.		
Direttore Provinciale PP.TT. (Comm.Cusimano)	"	1669
Direttore Circolo Costruzioni (Dott.Porto)	"	1301
Ufficio corrispondenze pacchi	"	1948
Genio Civile - Ing. Capo - Via Indipendenza	"	1212
Guardia di Finanza - Via Duomo	"	1667
Intendenza di Finanza - Via Indipendenza	"	1260
Ministero delle Comunicazioni - Palazzo PP.TT.		
Gabinetto di S.E. il Ministro Prof.Tommaso Siciliani	"	1079
Abitazione di S.E. il Sottosegretario (Ing. Dott. Comm. Mario Fano) - Villa Faldella	"	1126
Segreteria	"	1139
"	"	1074
Servizio VIth	"	1075
Ufficio Telecommunicazioni Comando Supremo	"	1076
Accettazioni fonogrammi	"	1284
Ministero dell'Educazione Nazionale - Palazzo Comunale		
Gabinetto di S.E. il Ministro On.Prof.Giovanni Cuomo	"	1150
Abitazione di S.E. Il Ministro (Prof. Comm. Giovanni Cuomo) - Corso Garibaldi - Palazzo Santoro	"	1127
Ministero degli Esteri - Palazzo Barone		
Gabinetto di S.E. il Segretario Generale,d. Renato Trunas	"	1271
Segreteria	"	1270
Uffici	27/7/1872	
Ministero delle Finanze - Palazzo Economia	"	1199
Gabinetto di S.E. il Ministro Guido Jung	"	1050
Uffici	"	1052
	"	1299
Ministero Grazia e Giustizia (Palazzo di Giustizia)		
Gabinetto di S.E. il Ministro Ettore Casati	"	1091

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Ministero degli Interni - Palazzo Comunale
Gabinetto di S.E. il Ministro On.Prof. Vito Reali no. 1153
Uffici " 1071
" " 1070
Capo Polizia " 1124
Segreteria Particolare " 1123
Ragioneria " 1125

Ministero Industria Commercio e Lavoro - Scuole elementari VIETRI
Gabinetto di S.E. il Ministro Prof. Epicarmio Corbino " 1290
Abitazione di S.E. il Ministro (Prof. Dott. Gran Uff. Corbino) - Villa Tajani " 1176
Segreteria " 1291
Affari Generali e Personale " 1295
Commissariato Alimentazione (Gen. Camera) " 1292
Uffici

Sottosegretario ai Lavori Pubblici: S.E. On.Prof. Raffaele De Caro -Salerno " 1297

Municipio di Salerno - Palazzo Comunale
Commissario Prefettizio " 1252
Abitazione Commissario Prefettizio (Comm.Baratta) Palazzo Edilizia - Via Roma " 1112

Prefettura - Palazzo Edilizia - Via ROMA
Gabinetto di S.E. il Prefetto " 1919
Abitazione di S.E. il Prefetto (S.E.Vacca de Dominicis) " 1920
Capo Gabinetto " 1908

Presidenza del Consiglio dei Ministri - Palazzo Comunale
Gaibnetto Presidenza " 1549
Segreteria Particolare " 1077
Ufficio Legislativo " 1498
Sottosegretario S.E. On.

Protezione antiarea - Ufficio Col. Guidi " 2394

Reparto Autonomo Ministeriale " 1273

Segretria particolare del Capo del Governo - Palazzo Comunale
Gabinetto di S.E. il Capo del Governo " 1100
Segreteria (Cap. Dott. Prof. Trivellini) Via Roma Palazzo Edilizia " 1273
Segreteria - Ufficiale Addetto (Ten. Bruzzese) " 1078
Segreteria - Dott. Montanari " 1049
Segreteria - Ufficiale a disposizione " 1151

Societa' Italiana Condotta Acque - Via Caracciolo " 1604

Societa' Elettrica della Campania " 1339

Societa' Esercizi Telefonici - Corso Garibaldi Palazzo Santoro " 1128
Direzione Agenzia "

27 rr 47

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36/53

Aloi Cav. Rag. Luigi - Abitaz. Via G. Mosca 9	no.	1200
Graziano Cav. Ing. Salvatore - Via Vernieri 24	"	1500
Reclami e guasti	"	1002
Accettazione	"	1000
Vigili del Fuoco	"	2222

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RETE CAVA DEI TIRRENI

(chiamare N. 10000 rete automatica Salerno)

Albergo Impero	No. 110
" Vittoria (Ufficiali A.C.C.)	" 111
Autodrappello - Via Principe Amedeo 64	" 92
Comando Inglese - Palazzo Comunale	" 95
Magazzino Reparto Autonomo Ministeriale - Via Balzino 64	" 93
Villa Ferrari - A.C.C.	" 106
" Formosa - A.C.C.	" 107
" Marchieri- A.C.C.	" 105
" Maria - Comando Supremo	" 108
" Pepe - Cap. Dott. Prof. Trivellini	" 96
" Rende - Comando Supremo (Uffici)	" 109
" Ricciardi - Capo del Governo (A)	" 102
" Scaramella - A.C.C.	" 104
" Talamo - Comando Supremo (Abitazioni)	" 101
" Vitaliano - Segreteria Capo del Governo (A)	" 103

RETE DI RAVELLO

(chiamare 1000 rete automatica Salerno)

Villa di Sangro - Real Casa

Ministro della Marina: S.E. l'Ammiraglio Raffaele de Courten
- Taranto
Ministro dell'Aeronautica: S.E. il Generale Sandalli
- Bari
Ministro della Guerra: S.E. il Generale Taddeo Orlando
- Lecce.

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S E C R E T

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

AG/311.22

17 February 1944.

AMENDMENT NO. 2

SUBJECT: Short Title Unit Designation.

TO : All Concerned.

1. Letter this headquarters, AG/311.22, dated 4 February 1944, subject as above, paragraph 4, is amended as follows:

DELETE:

UNITS	SHORT TITLE	LOCATION
ACC, BRINDISI DET.	FATIMA, REAR	BRINDISI
ACC, PALERMO DET	IBS (outer address)	PALERMO
	IBS FOR ROGERS (inner)	

ADD:

UNITS	SHORT TITLE	LOCATION
ARMY SUB-COMMISSION (MAIN HQ)	FATIMA FOR DUCHESNE	SALERNO
ARMY SUB COMMISSION (REAR HQ)	MMLA	LEQUILE Q5397 (LECCE)

By command of Lieut General MACFARLANE:

Nicholas Piombino

NICHOLAS PIOMBINO
WO(jg), USA
Actg Asst Adj

DISTRIBUTION:
"A" (Internal only)

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S E C R E T

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Interior 36/50

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394
++++++++++++++++++++++++++

13th February 1944.

MEMORANDUM TO: All Officers,
H.Q. A.C.C., Naples.
H.Q. A.C.C., Salerno.

I wish to bring to the notice of every officer personally a few aspects of the internal machinery of this Headquarters with respect to which their help is needed:-

1. Telegrams.

Outgoing telegrams amount to roughly 25 per day. When telegrams reach the Message Centre 4 copies of the literal text have to be typed. The telegram is then translated into telegraphic language of which 6 copies have to be made. The telegram is then sent to P.B.S. where it is enciphered and despatched. The same process is carried out at the receiving end.

It is appreciated that internal communications in this country are bad and that in order to ensure quick receipt and action on instructions, the use of the telegraph service is generally necessary. It is, however, probable that correspondence sent by Air Letter Service for A.F.H.Q. and other formations outside this theatre reaches its destination more speedily than if sent by telegraph and certainly involves far less work and manpower. ✓

An Air Letter Service leaves for A.F.H.Q. daily and I must ask all officers to reduce their external telegraphic correspondence and to employ the A.L.S. Officer in charge of the Message Centre has orders to refer to me telegrams which appear to conflict with this policy. ✓

2. Duplicating.

The average number of foolscap sheets issued by the duplicating office for this month is over 3000 a day, i.e., over 6 reams of paper. This is excessive and if present demands continue, shortage of paper will result in essential distribution being curtailed. The output of paper must be reduced considerably and immediately. The officer in charge has instructions to refer to the Establishment Branch any demands which he considers excessive. ✓

3. Telephone Calls.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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An Air Letter Service leaves for A.F.H.Q. daily and I must ask all officers to reduce their external telegraphic correspondence and to employ the A.L.S. Officer in charge of the Message Centre has orders to refer to me telegrams which appear to conflict with this policy.

2. Duplicating.

The average number of foolscap sheets issued by the duplicating office for this month is over 3000 a day, i.e., over 6 reams of paper. This is excessive and if present demands continue, shortage of paper will result in essential distribution being curtailed. The output of paper must be reduced considerably and immediately. The officer in charge has instructions to refer to the Establishment Branch any demands which he considers excessive.

2773

3. Telephone Calls.

There is one telephone switchboard only, attended by one operator. The operator answers calls ceaselessly. Delay, therefore, is inevitable and must be tolerated until a second switchboard can be instituted next week.

M. S. Lush.

M. S. LUSH,
Brigadier,
Executive Commissioner.

MSL/JC.

P.S. In order to save paper the distribution of this memorandum will be restricted to Heads of Sections and Sub-Commissions who will be responsible for ensuring that it is brought to the notice of all officers under their jurisdiction.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

T.G. 36/29

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

File: ACC/36/Int
PGW/jgt

15 February 1944

SUBJECT: Mail

TO : Adjutant, Room 4

1. In accordance with Daily Bulletin #11, dated 15 February 1944, Sgt Tancredi A. IAPICCA is authorized to collect mail for the following personnel of this Sub-Commission:

AMERICAN

Major John McSweeney
Captain Ralph E. Temple
T/Sgt Joseph G. Trigony
Sgt Tancredi A. Iapicca

BRITISH

Lt Colonel R. C. B. Spicer
Lt W. Vernon M. Lewis
Lt T. Cunningham Shanks
S/Sgt Philip G. Wright

T. Cunningham Shanks Lt RA(Ty)
for R. C. B. SPICER
Lt Colonel
Acting Director
Interior Sub-Commission

Copy to-Postal Clerk
Sgt Iapicca

2712

125

Declassified E.O. 12356 Section 3.3/NND No. 785021

205

Interior
2 copies

36/48

S E C R E T

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

AG/311.22 12 February 1944

AMENDMENT NO. 1

SUBJECT: Short Title Unit Designation.

TO : All Concerned.

1. Letter, this headquarters, AG/311.22, dated 4 February 1944, same subject, paragraph 4, as pertains to ACC, Displaced Persons , Fatima (Rear) (outer address) Brindisi, Fatima (Rear) for Disper (inner) is rescinded.

2. The following non-secret code names is approved to designate the unit above for use in communications by this headquarters for brevity in messages in place of the full name.

UNITS	SHORT TITLE	LOCATION	REMARKS
ACC, DISPLACED PERSONS	DISPER BARI	BARI	

By command of Lieut General MACFARLANE:

Amended by 2d Lt

L. T. Montant, Jr.

L. T. MONTANT, Jr
2nd Lt, AGD
Acting Adjutant

DISTRIBUTION:
"A" (Internal only)

S E C R E T

274

1297

Declassified E.O. 12356 Section 3.3/NND No. 785021

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CENSORSHIP REGULATIONS

For the benefit of C.R.s who have recently arrived at this HQ and seemingly are completely unaware of existing Censorship Regulations, the following is published for information and strict compliance:-

1. It is forbidden to make use of any Civil Postal Service as a means of sending personal mail. Only the facilities of the Army Post Office will be used for posting mail.

2. The use of codes, ciphers and shorthand or any other secret form of writing is forbidden.

3. No reference will be made to any matter which might be of value or comfort to the enemy, be detrimental to the war effort, disparage the forces, or prejudice the foreign relations of the nation. The following list indicates the more important forbidden subject. Common sense will indicate others.

(a) Plans and forecasts, or orders for future operations, whether known or merely surmised.
(b) The location, identity, movement or prospective movements of any troops, formations, ships, aircraft, etc.
(c) Effect of any action of the enemy.
(d) Position or detail of billets, camps, etc.
(e) Reports of atrocities, unless released by appropriate authority.

4. Prohibited Enclosures

(a) Official, Military or Civil documents, orders, reports, maps and enemy documents or items of any kind.
(b) Uncensored or local publications.
(c) Any other enclosures of military value.

5. Additional Regulations at present in force.

(a) It may be stated that the writer is on the mainland of ITALY and general discriptions of scenery and personal life may be given, provided that the locations of units are NOT disclosed in any way, and the movement of troops is NOT mentioned. Units will not be identified with their formations, e.g., it must NOT be said that X Bn is in Y Bde.
(b) Accounts of personal battle experiences are allowed provided that places are NOT mentioned by name.
(c) Green Envelopes will NOT be used for letters which contain accounts of fighting.
(d) It is permitted to forward by post, picture post cards, providing no ITALIAN scenery is depicted.
(e) Clippings from local papers will NOT be forwarded. Local papers do NOT include British or Allied papers published by the Army Authorities, e.g. "Crusader", "Union Jack" which may be forwarded.
(f) Souvenir Italian stamps and currency will NOT be sent above 100 Lire (5s) value.
(g) Snapshots may be sent through the post as long as no ITALIAN scenery is depicted.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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attn: am. Ex M's
File 136/46

DETACHMENT "S"
2675TH REGIMENT
APO 394

9 February 1944

SUBJECT: Billet Inspections

TO: All concerned.

1. A preliminary inspection of billets occupied by American troops revealed certain deplorable conditions - dirty floors, beds not made up, clothing scattered about, shoes not aligned and polished, etc.

2. An inspection will be conducted daily at 1100 hours.

3. It will be the responsibility of the Senior NCO of the squad room to see that the doors are left unlocked and that the rooms are clean and orderly.

4. There will be a reguler Saturday morning inspection, conducted by the Hq Comdt and the CO's of the American and British detachments.

5. Appropriate disciplinary action will be taken in all cases where cleanliness and neatness are found to be not up to required standards.

6. All beds will be tagged with the soldier's name, rank, and ASN.

7. The accompanying diagram will be used as a guide by all concerned.

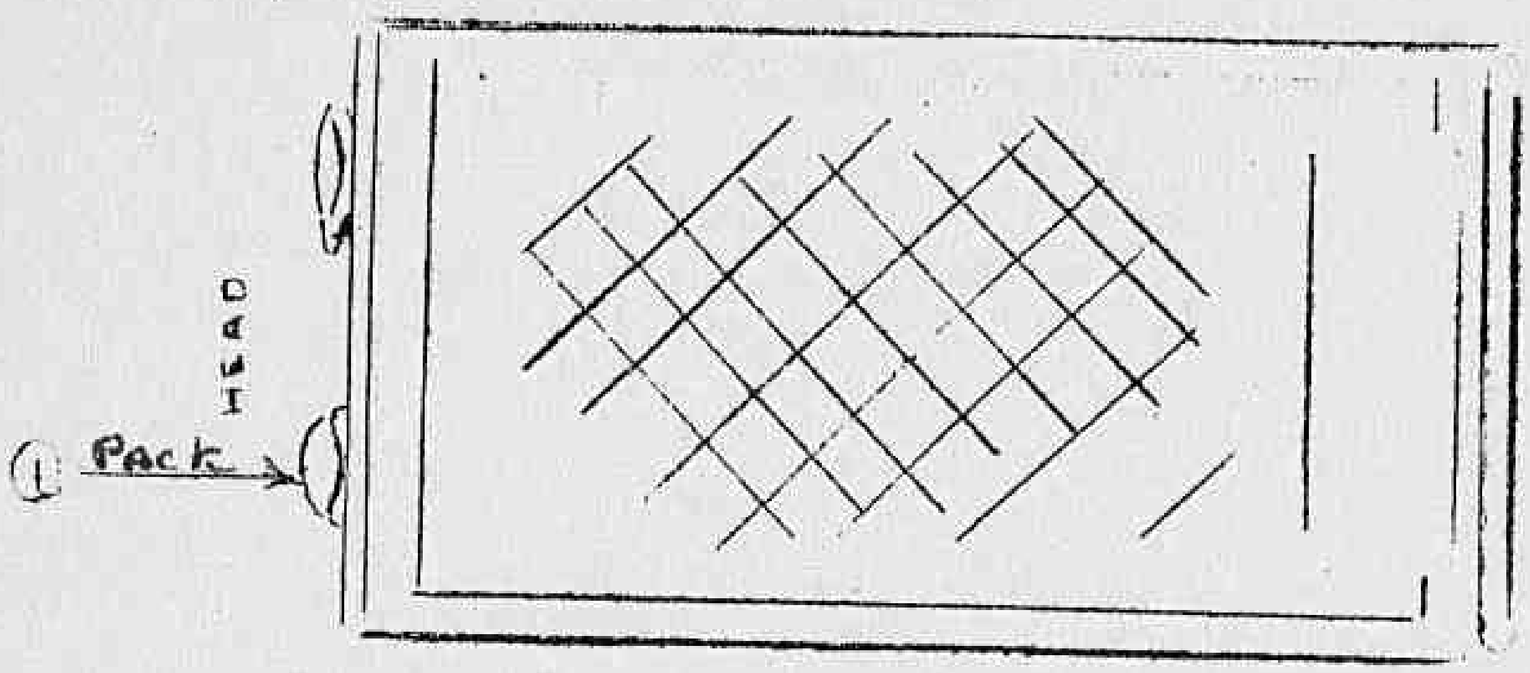
ELIOT J BOCCHINO,
Capt, Inf.,
Commanding.

1294.

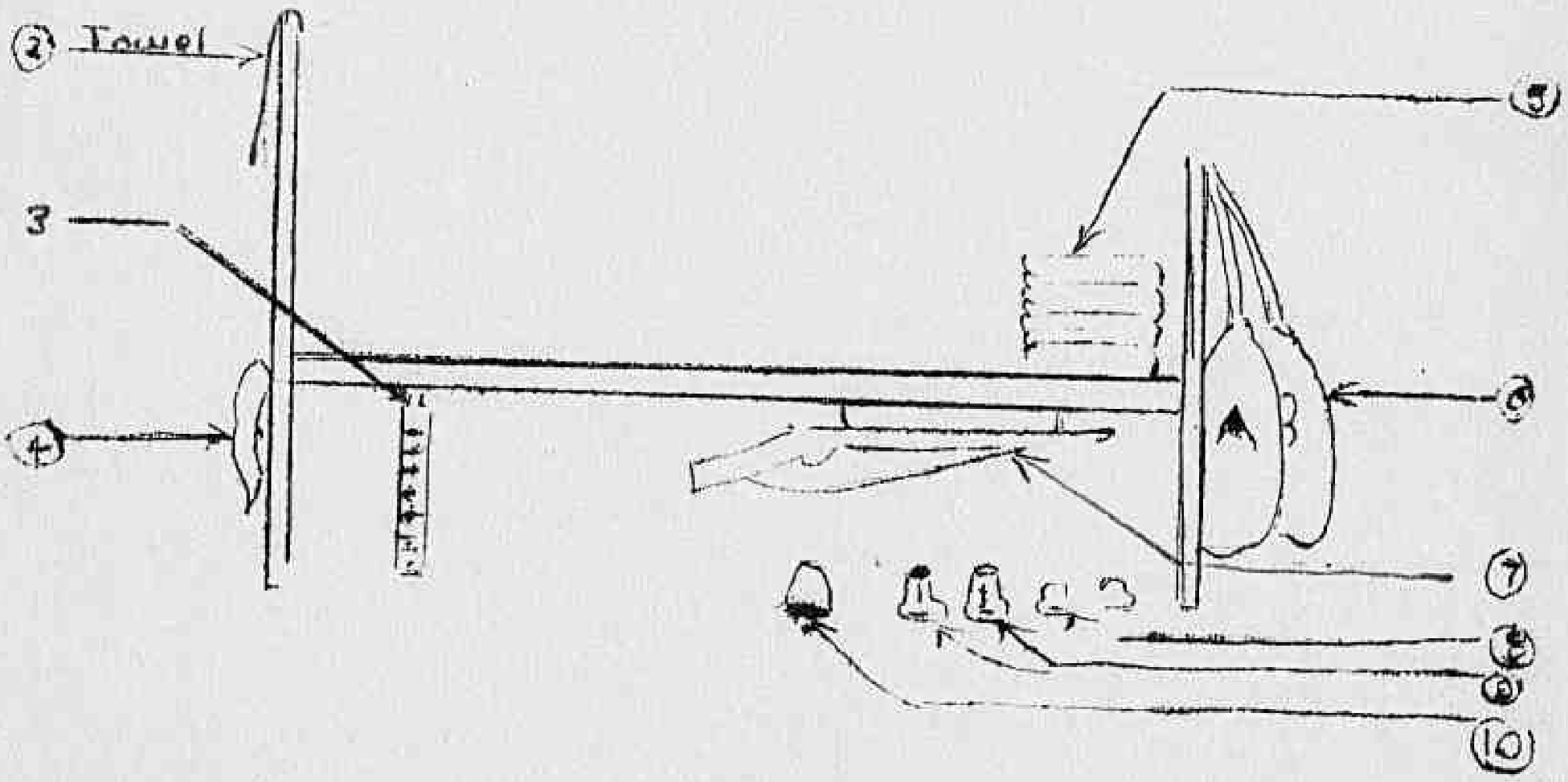
Declassified E.O. 12356 Section 3.3/NND No. 785021

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TOP VIEW



SIDE VIEW



1. Name plate attached to foot of bed w/name, ASN, Grade and No of weapon
2. Clothes to be hung on wall.
3. Rifle Belt
4. Gas Mask (Fastened by cover to bed)
5. Blankets (Folded neatly)
6. 2 Barracks Bags tied off the floor
7. Rifle fastened to bed by cord.
8. Dress shoes
9. Field Shoes
10. Helmet.

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Interp 36/44

S E C R E T

Ex O/RER/ab

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

AG/311.22

4 February 1944

SUBJECT: Short Title Unit Designation.

TO : All Concerned.

1. Letter, this headquarters, 1 Feb 1944, same subject and file numbers is rescinded and the following substituted therefor.

2. The following non-secret code names are approved to designate the units indicated below for use in communications by this headquarters for brevity in messages in place of the full name.

3. In order to preserve uniformity no other non-secret abbreviations should be used for these units. In the preparation of cables, the short title will be used in the text of the message to facilitate the transmission by electrical means. They should not be used in addressing official correspondence.

4. New short-title names and changes will be announced as received, and the complete list republished periodically.

UNITS	SHORT TITLE	LOCATION	REMARKS
ACC, MAIN	FARCO	NAPLES	
ACC, REAR	FATIMA, FORWARD	SALERNO	Will become Fatima when move is completed.
~~ACC, BRINDISI DET.~~	~~FATIMA, REAR~~	BRINDISI	Will disappear when move is completed.
~~ACC, PALERMO DET.~~	~~IBS (outer address)~~ ~~IBS FOR ROGERS (inner)~~	PALERMO	Shortly closing down.
ACC, DISPLACED PERSONS	FATIMA (REAR) (outer address) FATIMA (REAR) for DISPER (inner)	BRINDISI	
ACC, DISPLACED PERSONS AMG REGION I	DISPER BARI IBS (outer address) IBS FOR AMG REGION I (inner)	BARI PALERMO	
AMG REGION II	DISTWO (outer address) DISTWO FOR AMG REGION II (inner)	MATERA	
AMG REGION III	PENBASE (outer address) PENBASE FOR AMG REGION III (inner)	NAPLES	
ARMY SUB-COMMISSION (Main HQ)	FATIMA FOR DUCHESNE	SALERNO	
ARMY SUB-COMMISSION (REAR HQ)	MMIA	LEQUILE Q5397 (LECCE)	

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S E C R E T

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Interim

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S E C R E T

AG/311.22-Short Title Unit Designation (Cont'd)

UNITS	SHORT TITLE	LOCATION	REMARKS
AMG REGION IV	PENBASE (outer address) PENBASE FOR AMG REGION IV (inner)	NAPLES	
AMG REGION VI	FABLE FOR DUNLOP	SARDINIA	
AMG, 5th ARMY AMG, 8th ARMY	FIVE ARMY FOR AMG EIGHT ARMY FOR AMG		
AFHQ	FREEDOM (outer address) AFHQ (inner)	ALGIERS	
AFHQ (ADV. ADM. ECH) AFHQ (ADV. C.P.) AFHQ MGS	FLAMBO FAIRBANKS FREEDOM (outer address) AFHQ for MGS (inner)	NAPLES ALGIERS	
2675th RECT ACC (REAR ECH) NATOUSA HQ ACMF FIFTH ARMY EIGHTH ARMY NO 1, DISTRICT HQ NO 2, DISTRICT HQ	FREEDOM FOR PARKIN FREEDOM HQ ACMF FIVE ARMY EIGHT ARMY DISTONE DISTWO	TIZI OUZOU ALGIERS	Will move shortly
MEDITERRANEAN BASE SECTION MEDITERRANEAN S.B. ISLAND BASE SECTION ATLANTIC BASE SECTION EASTERN BASE SECTION PENINSULAR BASE SECTION SOS, NATOUSA,	MERIT MEDBO IBS (outer) IBS FOR SOSUS (inner) BEACON EAGLE PENBASE MERIT	ORAN NAPLES PALERMO CASABLANCA BIZERTE NAPLES ORAN	
WAR OFFICE *WAR DEPT	TROOPERS AGWar	LONDON WASHINGTON, D.C.	

*Cables to AGWAR, War Department, Washington D.C., must be addressed through AFHQ for forwarding.

By Command of Lieut. General MACFARLANE:

OFFICIAL:

L. W. STEARNS
Capt. AGD
Asst Adj Gen

L. W. STEARNS
Capt. AGD
Asst Adj Gen

DISTRIBUTION: "A" (Inter[illegible] only) S E C R E T

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/43

NORMAL DISTRIBUTION

AFHQ MGS

HQ AMG Fifth Army - for information

HQ AMG Eighth Army - for information

Region I

Region II

Region III

Region IV

Region V

Region VI

105

36/42

HEADQUARTERS
2675T [illegible]
(FORWARD ECHELON)
ALLIED CONTROL COMMISSION
(Provisional)
APO 394

29 January 1944

MEMORANDUM)
NUMBER 1)

FOURTH WAR BOND DRIVE

Attention: All United States Officers and Enlisted Men.

a. This is the midway point in the Fourth War Loan Drive which terminates 29 February 1944. It is desired that all U.S. military personnel increase their purchases of Class "E" War Bonds, which are sold in denominations of 25, 50, 100, 500 and 1,000 dollars, either on installments (Class B Allotments) or for cash. For obvious reasons no bonds purchased in this theatre may be delivered to the purchaser or other person outside the United States. However, the purchaser may at time of purchase cause the bonds to be registered in his own or some one else's name, may designate a co-owner with himself, may designate a beneficiary, may designate the address within the U.S. to which any such bond may be sent, or may direct that the bonds be retained in the U. S. Treasury for safe keeping and that the receipt therefore be mailed to him at his organization or to any person in the United States.

b. Installment Purchase.

(1) There are eleven (11) plans for purchase of War Bonds by Class "B" payroll deductions, as follows:

Plan 1 -	$ 3.75	monthly	allotment	purchasing	1 -	$ 25	bond	every five (5)	months
" 2 -	$ 6.25	"	"	"	1 -	$ 25	"	" three (3)	"
" 3 -	$ 18.75	"	"	"	1 -	$ 25	"	" one (1)	"
" 4 -	$ 12.50	"	"	"	1 -	$ 50	"	" three (3)	"
" 5 -	$ 37.50	"	"	"	1 -	$ 50	"	" one (1)	"
" 6 -	$ 25.00	"	"	"	1 -	$100	"	" three (3)	"
" 7 -	$ 75.00	"	"	"	1 -	$100	"	" one (1)	"
" 8 -	$150.00	"	"	"	2 -	$100	"	" one (1)	"
" 9 -	$225.00	"	"	"	3 -	$100	"	" one (1)	"
" 10 -	$300.00	"	"	"	4 -	$100	"	" one (1)	"
" 11 -	$375.00	"	"	"	1 -	$500	"	" one (1)	"

(2) However, no new Class "B" allotments for purchase of War Savings Bonds under Plan 1 (Deduction of 3 dollars 75 cents per month) will be accepted, requiring pay deductions starting in or after the month of April 1944. Any such allotments already submitted effective 1 April or later will not be accepted. Allotments already in effect under Plan 1 (3 dollars 75 cents per month) will automatically be discontinued and payroll deductions will be stopped, without need of use of WDAGO Form 30-7 as payments for full bonds are completed, i.e. as of end of month in which

Declassified E.O. 12356 Section 3.3/NND No. 785021

Attention: All United States Officers and Enlisted Men.

a. This is the midway point in the Fourth War Loan Drive which terminates 29 February 1944. It is desired that all U.S. military personnel increase their purchases of Class "E" War Bonds, which are sold in denominations of 25, 50, 100, 500 and 1,000 dollars, either on installments (Class B Allotments) or for cash. For obvious reasons no bonds purchased in this theatre may be delivered to the purchaser or other person outside the United States. However, the purchaser may at time of purchase cause the bonds to be registered in his own or some one else's name, may designate a co-owner with himself, may designate a beneficiary, may designate the address within the U.S. to which any such bond may be sent, or may direct that the bonds be retained in the U. S. Treasury for safe keeping and that the receipt therefore be mailed to him at his organization or to any person in the United States.

b. Installment Purchase.

(1) There are eleven (11) plans for purchase of War Bonds by Class "B" payroll deductions, as follows:

Plan 1 -	$ 3.75	monthly	allotment	purchasing	1 -	$ 25	bond	every	five (5)	months
" 2 -	$ 6.25	"	"	"	1 -	$ 25	"	"	three (3)	"
" 3 -	$ 18.75	"	"	"	1 -	$ 25	"	"	one (1)	"
" 4 -	$ 12.50	"	"	"	1 -	$ 50	"	"	three (3)	"
" 5 -	$ 37.50	"	"	"	1 -	$ 50	"	"	one (1)	"
" 6 -	$ 25.00	"	"	"	1 -	$100	"	"	three (3)	"
" 7 -	$ 75.00	"	"	"	1 -	$100	"	"	one (1)	"
" 8 -	$150.00	"	"	"	2 -	$100	"	"	one (1)	"
" 9 -	$225.00	"	"	"	3 -	$100	"	"	one (1)	"
" 10 -	$300.00	"	"	"	4 -	$100	"	"	one (1)	"
" 11 -	$375.00	"	"	"	1 -	$500	"	"	one (1)	"

(2) However, no new Class "B" allotments for purchase of War Savings Bonds under Plan 1 (Deduction of 3 dollars 75 cents per month) will be accepted, requiring pay deductions starting in or after the month of April 1944. Any such allotments already submitted effective 1 April or later will not be accepted. Allotments already in effect under Plan 1 (3 dollars 75 cents per month) will automatically be discontinued and payroll deductions will be stopped, without need of use of WDAGO Form 30-7 as payments for full bonds are completed, i.e. as of end of month in which 3 dollars 75 cents deduction completes purchase of a full $25.00 bond.

(3) Consequently, military personnel now purchasing bonds under Plan 1 (3 dollars 75 cents per month) deductions who wish to continue to buy bonds by such allotments must increase the allotment to Plan 2 (6 dollars 25 cents per month) or some higher plan to start with the first pay after the current bond is completely paid for.

(4) Military Personnel having no Class "B" allotments for War Bonds and desiring to initiate such allotments with Plan 2 or higher, should do so immediately.

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(5) Military personnel having Class "B" allotments for War Bonds on a Plan 2 or higher and wish to increase such allotment should do so immediately by discontinuance of old allotment and initiating of the new one.

(6) The War Bond officer, this Headquarters, and the War Bond officer for Hq Company will assist purchasing. All purchases by way of Class "B" Allotment must be effected through the Personnel Officer.

c. Cash Purchases.

Military personnel may purchase War Bonds for cash through the nearest A.P.O. using postal money orders or through a finance officer. The War Bond officers of this headquarters and of Hq Company will assist with advice to military personnel, in the cash purchase of War Bonds.

By order of Colonel PARKIN:

L. W. STEARNS
Capt., AGD
Adj.

OFFICIAL:

L. W. STEARNS
Capt. AGD
Adj.

DISTRIBUTION:
"A"

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Military personnel may purchase War Bonds for cash through the nearest A.P.O. using postal money orders or through a finance officer. The War Bond officers of this headquarters and of Hq Company will assist with advice to military personnel, in the cash purchase of War Bonds.

By order of Colonel PARKIN:

6209

L. W. STEARNS
Capt., AGD
Adj.

OFFICIAL:

L. W. STEARNS
Capt. AGD
Adj.

DISTRIBUTION:
"A"

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36/41

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION

BUZZER SYSTEM

1 Ring . . . . . Sgt Impicca (or if not present, Tech/sgt Trigony

2.Rings . . . . . Lieut. Shanks personally, (or if not present, S/Sgt Wright)

3 Rings . . . . . Capt Temple or senior officer present in 115

- - - -

1 Ring for me from General Office if required on the telephone.

R. C. B. SPICER
Lt Col
Acting Director
Int. Sub-Commission

5 February 1944

Declassified E.O. 12356 Section 3.3/NND No. 785021

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S E C R E T

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

AG/LMS/FD/fm

AG/311.22

1 February 1944

SUBJECT: Short Title Unit Designation

TO : All Concerned

1. The following non-secret code names are approved to designate the units indicated below for use in communications by this headquarters for brevity in messages in place of the full name.

2. In order to preserve uniformity no other non-secret abbreviations should be used for these units. In the preparation of cables, the short title will be used in the text of the message to facilitate the transmission by electrical means. They should not be used in addressing official correspondence.

3. New short-title names and changes will be announced as received, and the complete list republished periodically.

UNITS	SHORT TITLE	LOCATION
ACC PISPLACED PERSONS	FATIMA (REAR)(outer address) FATIMA (REAR) FOR DISPER (inner)	BRINDISI
AFHQ	FREEDOM (outer address) AFHQ (inner)	ALGIERS
AFHQ (ADV HQ)	FLAMBO	NAPLES
AFHQ, MGS	FREEDOM (outer address) AFHQ FOR MGS (inner)	ALGIERS
AMG REGION I	IBS (outer address) IBS FOR AMG REGION I (inner)	PALERMO
AMG REGION II	DISTWO (outer address) DISTWO FOR AMG REGION II (inner)	MATERA
AMG REGION VI	FABLE	SARDINIA 2762
ATLANTIC BASE SECTION (ABS)	BEACON	CASABLANCA
EASTERN BASE SECTION (EBS)	EAGLE	BIZERTE
EIGHTH ARMY	EIGHT ARMY	

S E C R E T

Declassified E.O. 12356 Section 3.3/NND No. 785021

AG/311.22-Short Title Unit Designation (Cont'd)

UNITS	SHORT TITLE	LOCATION
FIFTH ARMY	FIVE ARMY	
HQ ACC, FORWARD	FATIMA, FORWARD	SALERNO
HQ ACC, REAR	FATIMA, REAR	BRINDISI
HQ ACMF	HQ ACMF	
HQ AMG (CMF)	FARGO	NAPLES
HQ AMG (FORWARD)	FARGO	NAPLES
HQ AMG (REAR DET)	IBS (outer address) IBS FOR ROGERS (inner)	PALERMO
ISLAND BASE SECTION (IBS)	IBS (outer address) IBS FOR SEARS (inner	PALERMO
MEDITERRANEAN BASE SECTION (MBS)	MERIT	ORAN
MEDITERRANEAN S.B.	MEDBO	NAPLES
NATOUSA	FREEDOM	ALGIERS
SOS, NATOUSA	MERIT	ORAN
*WAR DEPARTMENT	AGWAR	WASHINGTON, D.C.
WAR OFFICE	TROOPERS	LONDON
2675th REGT ACC (REAR ECHELON)	FREEDOM FOR PARKIN	TIZI OUZOU

* Cables to AGWAR War Department, Washington, D. C. must be addressed to AFHQ for forwarding.

By command of Lieut. General MACFARLANE:

L W Stearns

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

1305

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Rear Echelon)
APO 394

1 February 1944

OFFICE MEMORANDUM:

Correspondence
Effective 0001 hours 2 February 1944, all correspondence previously addressed to AMG, ACMF, will be addressed to Main Headquarters, ACC, APO 394.

Cables
Effective 0001 hours, 2 February 1944 all cables for Main Headquarters, ACC will be addressed FARGO.

Office Directory
An office directory has been published and distributed to all Sub-Commissions. It is requested that all Sub-Commissions make a careful check of this directory and report any additions or deletions that should be made to the AG, Room 32.

Post Exchange
A unit Post Exchange has been established at this headquarters for all American officers and enlisted men.

A Post Exchange ration card will be required and will be issued at the time the first purchase is made. The Exchange will be open as follows:

OFFICERS

Tuesdays and Thursdays 1400 to 1700 Hrs.

ENLISTED MEN

Mondays and Wednesdays 1400 to 1700 Hrs.

Post Exchange rations will be on a weekly basis and once the weekly ration is drawn, no further ration will be available until the following week.

The ration week is from Monday to Sunday, and if the ration is not drawn for the previous week, two weeks ration may be drawn for the second week.

In case a ration card is lost the fact will be reported immediately to the Commanding Officer (American Cont.). A duplicate card will be issued only upon the written approval of the Commanding Officer (American Cont.), and no previous rations not drawn will be issued.

New officers and enlisted men reporting for duty with this organization will be issued a ration card when making their first purchases and no previous rations can be claimed.

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OFFICE MEMORANDUM (Contd.)

Organization of AMG/ACC

Administrative order No. 3, Hq. ACC, 31 January 1944, is quoted for the information and guidance of all concerned:

"1. Reference paragraph 3d (2) of Administrative Order Number 6, Hq AMG, dated 25 January 1944. With effect from morning Thursday, February 3, 1944, HQ AMG, ACMF will cease to function and will be absorbed into HQ ACC. HQ ACC will thereafter deal direct with AMG Armies and Regions III and IV. Region VI has not yet been placed under command."

By command of Lieutenant General McFARLANE:

F. J. Slaughter
F. J. SLAUGHTER,
Captain, ACD,
Asst Adj Gen.

DISTRIBUTION:
1- Ea. Sub-commission
1- Hq. Comdnt.
1- File.

2760

Declassified E.O. 12356 Section 3.3/NND No. 785021

Feb 36/38

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB-COMMISSION

3rd February, 1944.

ACC/36/INT.

SUBJECT: Telephone & Office Directory.

TO : Admitant General. (Room 32).

Reference Office Memo dated 27th January 1944, herewith the information desired :

Name		Rank	Branch	Title	Room	Tele.No.
SPICER	R.G.B.	Lt.Col.	Interior.	Acting Director.	116	33
LEWIS	W.V.H.	Lieut.	Interior.	Chief Staff Officer.	116	33
TEMPLE	R.R.	Capt.	Interior.	Executive Officer.	115	33
SHANKS	T.C.	Lieut.	Interior.	Adjutant.	114	33

By command of Col. SPICER,

T. Cunningham Shanks

T. CUNNINGHAM SHANKS. Lt.
adjutant
Interior Sub-Commission.

2759

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1308

Declassified E.O. 12356 Section 3.3/NND No. 785021

137

Interior
36/37

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Rear Echelon)
APO 394

27 January 1944

OFFICE MEMO:

1. Effective this date a number of the subcommissions began functioning at this headquarters as announced in unnumbered memo this date.

2. In the near future other subcommissions will arrive.

16b.
28/1/44

3. All subcommissions requiring the services of civilian clerks and stenographers should submit their requirements to the AG Room 32 in writing not later than 0930 hours, Saturday, 29 January 1944.

4. The Chief of all subcommissions should submit to the Adjutant General, Room 32, at the earliest practicable date the name, rank, branch of service, title, room number, and telephone number of each officer in their section in order that a telephone and office directory may be prepared.

26
28/1/44

5. There is a limited amount of office stationery available. Each section should submit their absolute minimum requirements to the AG.

6. One typewriter will be issued to each subcommission immediately. Additional requirements should be submitted to the AG not later than 1400 hours 28 Jan 1944.

By command of Lieutenant General McFARLANE:

R. J. DAUGHTER,
Captain, AG,
Actg Secretary.

passed 1120 28/1/44

2758

1305

Declassified E.O. 12356 Section 3.3/NND No. 785021

Interior
36/3F

1-4

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Rear Echelon)
APO 394

31 January 1944

OFFICE MEMORANDUM:

1. Effective 1 Feb 44 the office hours for this headquarters will be as follows:

0830 to 1730

2. Transportation will leave the Hotel Vittoria, CAVA, 0830, and the Palace of Justice at 1800 hours.

3. A meeting of all officers will be held in room No. 64, at 1730 hours, 1 Feb 44 for the purpose of electing a Mess Council. All officers of this headquarters are requested to attend.

4. APO- All American officers and EM of this headquarters will use as their address

HQ,
Allied Control Commission,
APO 394
c/o P.M. New York . N.Y.

British personnel of this headquarters will use as their address

HQ.
Allied Control Commission
GMF.

No other address is to be used by the personnel of this headquarters.

5. The clerk on duty at the Information Desk is for the purpose of giving directions and furnishing information as to the location of the offices of this headquarters. All officers will please refrain from requesting this clerk to run errands, as he is not permitted to leave his post of duties.

By command of Lieutenant General McFARLANE:

F. J. SLAUGHTER,
Captain, AGD,
Asst Adj Gen.

27 57

DISTRIBUTION:
1 - Br. sub-commission
1 - Hq. Comdnt.
1 - File.

FOR OFFICIAL USE ONLY
NOT TO BE PUBLISHED

Ltr 36/35

ROUTINE ORDERS

by

Major General J.C.W.CLARK,
Commanding, No.1 District

SERIAL NO: 16 — 2 DEC 43

GENERAL STAFF

NIL

ADJUTANT GENERAL'S BRANCH

142. THE AFRICA STAR AND CLASPS

1. Description

(a) As already announced, His Majesty has been graciously pleased to commemorate the expulsion of the enemy from the Continent of Africa by the institution of the Africa Star, and also clasps for service in the last victorious campaign in North Africa.

(b) The ribbon of the Africa Star is pale buff in colour, with a central vertical red stripe and two other narrower stripes, one dark blue and the other light blue. The background symbolises the desert, the central red stripe stands for the Army, the dark blue stripe for the Naval Forces and Merchant Navy, and the light blue stripe for the Air Force.

(c) There will be two clasps for the Army: a silver emblem in the form of an Arabic "8" for personnel of Eighth Army, and in the form of an Arabic "1" for personnel of the First Army, which will be worn on the ribbon to denote service in the Eighth or First Armies respectively.

2. Conditions of Award

2756

To qualify for an award individuals must have been taken on the strength of a unit of formation in qualifying command within the authorised periods as laid down below.

(a) The Africa Star

Declassified E.O. 12356 Section 3.3/NND No. 785021

Major General J.G.W.CLARK,
Commanding, No.1 District

SERIAL NO: 16 2 DEC 43

GENERAL STAFF

NIL

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2. Conditions of Award 2756

To qualify for an award individuals must have been taken on the strength of a unit of formation in qualifying command within the authorised periods as laid down below.

(a) The Africa Star

The Africa Star is instituted for service in certain operational commands in the Middle East and Africa from the date of the entry of Italy into the war on 10 June 1940 up to the date of cessation of operations against the enemy in North Africa on 12 May 1943 both dates inclusive.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Service in the following will qualify for the award:-

(i) Service in North Africa for any period between 10 June 1940 and 12 May 1943 under A.F.H.Q. and Middle East Command excluding formations not west of the SUEZ CANAL and the RED SEA.

(ii) Service in ABYSSINIA for any period between 10 June 1940 and 27 Nov.1941 (including attacks on MOYALE, ELWAK and KASSALA), ITALIAN SOMALILAND and ERITREA. (All troops in these operations under command of General Cunningham and General Platt).

(iii) Service in BRITISH SOMALILAND for any period between 4 Aug.1940 and 19 Aug.1940.
Service in MALTA for any period between 10 June 1940 and 12 May 1943.

No individual will receive both the Africa Star and the 1939-43 Star. In the Army the Africa Star will have priority of award and no officer or man qualifyng for it will receive the 1939-43 Star.

(b) The Clasp.

(i) This award will be restricted to service in the Eighth or First Armies respectively in the period 23 Oct 42 - 12 May 43.

(ii) Only one clasp will granted to any individual. Where dual qualification exists the clasp of the Army in which the qualifying service was initiated will be worn.

All the above dates are inclusive.

3. ELIGIBILITY

Officers and other ranks of the following classes will be eligible for these Stars:-

(i) All officers and other ranks of the British Dominion, Colonial and Indian Forces.

(ii) Nursing Officers.

(iii) Officers and other ranks of the A.T.S.

(iv) V.A.D. Officers and Members.

4. DRESS

(a) The ribbon will be worn with the dark blue stripe furthest from the left shoulder.

(b) Attention is drawn to A.C.I. 1027/41. The ribbon of the Africa Star will be worn immediately after the ribbons of prior War Medals.

(c) The ribbon will be taken into use as soon as received.

Declassified E.O. 12356 Section 3.3/NND No. 785021

under command of General Cunningham and General Platt).

(iii) Service in BRITISH SOMALILAND for any period between 4 Aug.1940 and 19 Aug.1940.
Service in MALTA for any period between 10 June 1940 and 12 May 1943.

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(b) Attention is drawn to A.C.I. 1027/41. The ribbon of the Africa Star will be worn immediately after the ribbons of prior War Medals.

(c) The ribbon will be taken into use as soon as received.

5. DOCUMENTATION

(a)(i) Immediately upon receipt of this DRO,OsC units will cause all ranks who consider they are entitled to an award to make application for such award on A.F. B.2063 (copy printed herewith as Appendix "A" for reference).

(ii) The CO will complete the certificate at the foot of each of these forms will forward them to G.H.Q. 2nd Echelon.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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(iii) G.H.Q. 2nd Echelon will verify the claim forms received, and will publish in Part II Orders the names of those whose claims have been authenticated.

(b) Publication in Part II Orders is the ONLY authority for the award of either the Africa Star or Clasp.

(c) Straightforward cases only will be authorised by G.H.Q. 2nd Echelon. Instructions regarding doubtful or borderline cases as well as prisoners of war, missing and non-effective personnel will be issued later.

(d) Emblems have not yet been delivered, and will not be immediately available, the Star itself will not be issued till after the war.

(e) The ribbon is at present in short supply and the initial issue, which willnble made as supplies become available, will be one and a quarter inches per man.

7. Alla awards made by virtue of this DRO, which is published in advance of the issue of final conditions, are PROVISIONAL only, and may be rescinded.

Authority:- GRO No.632, Serial No.44 dated 26 Nov.43.

To be repeated in formation and unit orders.

(51/A)

QUARTERMASTER GENERAL'S BRANCH

NIL

CMF.
/JHP.

No.1 District.

2755

Declassified E.O. 12356 Section 3.3/NND No. 785021

3F/32

Appendix "A" to [illegible] No.14[illegible],
Serial No.16 dated 2 Dec.43.

Army Form B 2063

AFRICA STAR

Claim for Award of:- (a) AFRICA STAR
(b) AFRICA STAR WITH FIRST ARMY CLASP
(c) AFRICA STAR WITH EIGHTH ARMY CLASP

(only one of the above categories may be claimed. Delete those categories not applicable)

Award of Africa Star removes all entitlement to the 1939-43 Star

Regiment of Corps .....

Number ..... Rank ..... Name .....

UNIT	PLACE	DATE	
		FROM	TO

Rank held at date of qualification .....

State whether Substantive, War Substantive, Temporary or Acting.

SIGNATURE .....

CERTIFICATE OF C.O. (who will delete sentences not applicable).

(1) I am satisfied that the applicant is entitled to the award stated
(2) I am satisfied that the applicant is NOT entitled to the award claimed for the reasons stated below.
(3) I am unable to satisfy myself of the applicant's claim for the reasons stated below.

2754

[illegible]blished in Part II Orders
[illegible]te stamp of 2nd Echelon.

Date ..... Signature of CO .....

Declassified E.O. 12356 Section 3.3/NND No. 785021

Claim for Award of:- (a) AFRICA STAR
(b) AFRICA STAR WITH FIRST ARMY CLASP
(c) AFRICA STAR WITH EIGHTH ARMY CLASP

(only one of the above categories may be claimed. Delete those categories not applicable)

Award of Africa Star removes all entitlement to the 1939-43 Star

Regiment of Corps .....

Number ..... Rank..... Name .....

UNIT	PLACE	DATE	
		FROM	TO

Rank held at date of qualification .....

State whether Substantive, War Substantive, Temporary or Acting.

SIGNATURE .....

CERTIFICATE OF C.O. (who will delete sentences not applicable).

(1) I am satisfied that the applicant is entitled to the award stated
(2) I am satisfied that the applicant is NOT entitled to the award claimed for the reasons stated below.
(3) I am unable to satisfy myself of the applicant's claim for the reasons stated below.

2754

ublished in Part II Orders
te stamp of 2nd Echelon.

Date..... Signature of CO.....

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/31

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Salerno Detachment)
APO 394
ADMINISTRATIVE HALF SECTION

AHSA/300.6/AD

31 January 1944

MEMORANDUM:

TO: Legal Sub-Commission
Interior Sub-Commission
Property Control Sub-Commission
Public Health Sub-Commission
Public Safety Sub-Commission
Monuments, Fine Arts & Archives Sub-Commission

For information, the name of the visiting RUSSIAN officer on 30 January 1944 is

MAJOR GENERAL SOLOMIKIN

R.F. CURTIS,
Lt. Colonel,
for the Vice President Economic & Admin. Section.

2753

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hdq. 36/13
36/20

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB-COMMISSION

FILE NO. 36 29 January 1944

SUBJECT: Early Mess

TO : HQ Commandant

1. Reference memorandum dated 29 January 1944, the following EM/OR are required to have early mess:

RANK	NAME	SERIAL NO.
T/Sgt	TRIGONY, Joseph G	32721259
S/Sgt	WRIGHT, Philip G	S/6205794
Sgt	IAPICCA, Tancredi A	31038414

By command of Col SPICER:

T. Cunningham Shanks

T. CUNNINGHAM SHANKS, Lt
Adjutent
Interior Sub-Commission

2752

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Declassified E.O. 12356 Section 3.3/NND No. 785021

File 36/14

46

HEADQUARTERS
ALLIED CONTROL COMMISSION
RIEDER KEMPELLEN
APO 794

29 January 1946

MEMORANDUM

TO : All Officers Concerned.

1. Heads of Sections, Sub-Commissions, etc. are reminded that they are responsible for cleaning all mail of those AC and CA's connected with their sections etc. Any such mail placed in the mail box uncensored will be returned to the writers.

2. All American officers who desire to submit pay vouchers for the month of January may have their vouchers prepared in the office of the Cols. U.S. Troops, ground floor, until 1200hrs. Saturday, 29 January.

Done. By 29/1/46

3. All heads of Sections, Sub-Commissions, etc. are requested to turn in immediately the names or numbers of AC/CA's who are required to have early meals. Permanent passes will be issued so other AC/CA's will be permitted to eat early meals unless they obtain a pass from the office of the Headquarter's Commandant. The hours of early meal will be as follows: 1145hrs and 1730hrs."

HEADQUARTERS COMMANDANT:
For the Commanding Officer:

Earl P. Hallville

EARL P. HALLVILLE
Capt., AC
Executive Officer
ASST. HQ. COMDT.

2751

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/28
Feb-36/12

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB-COMMISSION

File No. 36 23 January 1944

CENSORSHIP REGULATIONS

Effective from 30 January 1944, mail of EM/ORs will be censored as follows:

EM's . . . . . Capt. R. R. Temple

OR's . . . . . Week ending 5 February 1944
Lieut Shanks

Week ending 12 February 1944
Lieut Lewis

and alternately thereafter.

T. Cunningham Shanks Lieut

T. CUNNINGHAM SHANKS
Adjutant
Interior Sub-Commission

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/27
36/4

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB-COMMISSION

23 January 1944

BLACK-OUT REGULATIONS

Black out regulations will be strictly observed by members of this Sub-Commission.

Sgt IAPICCA (or, in his absence, T/Sgt TRIGONY) will insure that all precautions have been taken by the approximate time each day.

R. G. B. SPICER
Lt. Col.
Acting Director
Interior Sub-Commission

Declassified E.O. 12356 Section 3.3/NND No. 785021

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45

File 36/10
36/2.6

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Rear Echelon)
APO 394

29 January 1944

OFFICE MEMO:

1. There is at present available for the use of the various subcommissions in the Palace of Justice a conference room marked with No. 56. One conference only can be held in this room at any specified time. Therefore, it is necessary that those interested in the use of this room notify in advance the AG Office giving the date and time when the room is required.

2. A schedule of all future conferences will be kept in the AG Office.

By command of Lieutenant General MCFARLANE:

F. J. SLAGHT,
Captain, AGD,
Asst Adj Gen.

27 & 8

Declassified E.O. 12356 Section 3.3/NND No. 785021

Distribution List:

INTERIOR

Date. 28.1.44 (43)
Please read attached
and initial below:

Lt.Col. Spicer.....
Maj. McSweeney.....
Capt. Elliott. K.R.T.....
Capt. Temple.....
Lt. Lewis.....
Lt. Shanks.....
Lt. Wadleigh.....
.....
.....
.....
.....
.....
.....
.....
.....

Last named to return to
.....for INT.
files.

Fred Shanks

It would be efficient to have
visits prefixed. Two officers
to take with them identities
& to make such entries

I have

effected 29/1/44

1324

Declassified E.O. 12356 Section 3.3/NND No. 785021

43.

36/15

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Rear Echelon)
APO 394

25 January 1944

MEMORANDUM:

TO : All Concerned.

ARRIVALS AND DEPARTURES OF OFFICERS

1. Each officer arriving or departing this Headquarters for a period of more than 24 hours will be required to sign the Register in the Information Booth.

2. All information will be complete, giving full name, rank, serial number, whether Officer is American or British, the Headquarters issuing the travel or assignment order, the paragraph and special order number, and the date of the order.

3. All information will be printed and will be in a clear, legible manner.

4. After the above has been accomplished, billets will be arranged for with G40 VIENNA, located in Room 2, ground floor.

5. When billets have been arranged for, each Officer will report personally to the Adjutant General's Office, Room 32, Mezzanine Floor, presenting a copy of his orders.

6. The above instructions will be strictly complied with.

By command of Lieutenant General McFARLANE:

F. J. SLAUGHTER.
Capt. AGD.
Asst Secretariat.

DISTRIBUTION:

1-Br sub-commission
1-Fr Comdt
1-AG
2-SE's
1-File

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36.
fw

36/124
36/8

R E S T R I C T E D

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Rear Echelon)
APO 394

26 January 1944

MEMORANDUM:

TO : All Concerned.

The following sub-commissions have established offices in the Palace of Justice Building effective this date:

SUB-COMMISSION	CHIEF	ROOMS	PHONE
Adjutant General	Capt F. J. SLAUGHTER	32	45
Navy	Commodore PALMER	63	
Administrative	The Viscount STANSGATE	73	50
Legal	Col UPJOHN	67-70	60,66,67
✓ Interior	Lt Col SPICER	114-116	
Property Control	Lt Col HARRIS	105-107	63
Public Health	Brig PARKINSON	130-133	
Public Safety	Col KIRK	110,111,129-134	
Monuments & Fine Arts	T/5 Defino	48	46

By command of Lieutenant General McFARLANE:

F. J. SLAUGHTER
Capt, AGD,
Asst Secretariat

DISTRIBUTION:
1-Ea sub-commission concd
1-File

2746

R E S T R I C T E D

Declassified E.O. 12356 Section 3.3/NND No. 785021

(36)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
INTERIOR SUB-COMMISSION

21 January 1944

OFFICE MEMORANDUM

SUBJECT: Card index of local government officials.

A. Instructions on Preparation of Cards.

1. For each official listed on the information sheets sent in by liaison officers, two cards shall be prepared as follows:

a. Standard-size Information Card, with blanks filled in to the extent of information available. Normally, this will include name, honorary or professional title, and position held. Subsequent returns from liaison officers will also show date of appointment to present position.

(1) The first, or left hand box, on the card will contain information as to the position held, designated by the appropriate symbol, name of province or commune, and date of appointment, where known. Thus, for the prefect of Matera, appointed 11 November 1943, the entry would be

P - Matera
11/11/43 -

For the sindaco of the commune of Brice, the entry would be

S - Brice C.

(The letter "C" is used to designate a commune, as distinguished from a province)

(2) The second, or right-hand box, will contain information identifying the Region, Province, and the page and line of the information sheet from which the information was obtained. Thus:

II - Matera
1 - b - (2)

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Note: Unless the same name appears on more than one place, cite only the line where it first appears.

b. Half-size Index Card to contain only the information appearing on the first line of the card, and the first line of each box. Thus:

TAMBURRO, Guido, Dott.
P - Matera
II - Matera

When the Information Card contains either full or partial information as to the official's education, career and other qualifications, the notation "Inf"; will be added in the upper right-hand corner of the Index Card.

2. There is attached hereto, as Appendix A, an "Explanation of Symbols" to be used in the preparation, as well as the interpretation, of the cards. These symbols are to be used to designate both the position presently held, and those previously held (shown under the heading "career"). Abbreviations and symbols should be used wherever possible.

3. There are also attached, as Exhibits B and C respectively, sample forms of Information Cards and Index Cards.

4. As further experience is acquired in the summarizing and filling in of biographical data on the Information Cards, it will be possible to arrive at a suitable format which can then be printed on the blanks. Until such time, it will be necessary to continue to make up the blank forms in typewriting.

B. Instructions on Filing of Cards:

2744

1. The Index Cards will be filed in a single complete series, in strict alphabetical sequence.

2. The Information Cards will, for the present, be filed in order by Regions, (with a separate division, designated "L" for the four provinces under the Royal Government).

a. Within each regional division in the file, the following sequence will be followed:

(1) Major subdivisions will be the Provinces of the Region, in alphabetical order.

(2) In each provincial subdivision, officials of the province will be grouped first, followed by the communes of the province in alphabetical order.

(3) Within each provincial or communal grouping,

Declassified E.O. 12356 Section 3.3/NND No. 785021

the cards will be arranged in alphabetical order according to names of the officials.

b. Regional divisions, and provincial and communal subdivisions will be separated by suitably marked dividers- either of wood or of pasteboard.

3. When and if, Regional organization is eliminated under ACC or under the Italian government, all provincial divisions will be arranged in alphabetical order.

4. A separate major subdivision will be maintained for retired or discharged officials.

a. When information is received that an official is removed or retires from office, the date of termination of service shall be noted in the left-hand box, as follows:

O 2 - Matera
10/20/43
1/15/44

The circumstances of such removal or retirement will be noted on the reverse of the card, under "Remarks".

b. The Information Card itself will be removed from the active file and placed in the "x" file, in alphabetical order by name of official.

c. The notation "x" will be inserted in the upper right-hand corner of the Index Card.

5. When an official is promoted or transferred to another local government office, the new position will be shown in the left-hand box, immediately following the position last held.

S. D. Elliott

S. D. ELLIOTT
Captain
Interior

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX A

EXPLANATION OF SYMBOLS

1. Prefectural Officials:

P:	Prefect	Vet:	Veterinario Provinciale
VP:	Vice-Prefect("Vicario")	DUC:	Director,Ufficio Culti
VPI:	Vice-Prefect Inspector	PaS:	Provveditore agli Studi
C-1:	Councillor,First Grade	CdA:	Controller of Agriculture
C2:	Councillor,Second Grade	Ar-1:	Primo Archivista
S-1:	First Secretary	GC:	Genio Civile
S2:	Secretary	DUL:	Director,Ufficio del Lavoro
S3:	Under-Secretary	Proc:	Procuratore del Re
SP:	Segretario Particolare	PdT:	Presidente del Tribunale
Q:	Questore		
MC:	Maggiore Capo	CP:	Commissario Prefettizio
IF:	Intendente di Finanza	VCP:	Vice-Commissario Prefettizio
Med:	Medico Provinciale	Comr:	Commissario

2. Members of Prefectural Boards:

GPA-C:	Officer member of GPA
GPA-C:	Citizen member of GPA ("effetivo")
GPA-A:	Alternate member of GPA ("sostituto")
CG:	Capo Gabinetto
ME:	Member of Cabinet

3. Provincial Officials:

PP:	President (of Province)
VPP:	Vice-President
DP:	Member of Deputazione Provinciale
A-DP:	Alternate member of Deputazione
SGP:	Secretary General of Provincial Administration

4. Communal Officials:

S:	Sindaco
VS:	Vice-Sindaco
SC:	Segretario Communale

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Declassified E.O. 12356 Section 3.3/NND No. 785021

TAMBURRO	Guido	Dott.	P-Matera	II-Matera 1-a-(1)
Last Name.	First Name.	Hon.or Pref.Title		
1905	San Severo-Matera			
Birth date	Place of birth			

Education: (1) Elementary & Ginnasio, 9 yrs. (2) Liceo-Castellamar- di Stabia, '22-'25. (3) Universita' - Napoli. '25-'29: Diploma in law.

Career: '29-'31, S3-Matera; '32, Com'r, Banzi (Matera); '32-'34, CG-Matera; '34-'36, CG-Cosenza; '36-Jan. '43, C.Div., Matera & erved as Com'r several communes; Jan.'43-Nov.'43, CG-Matera; Sept.'43-Nov.'43, Com'r, Matera City.

Military services:

Publications, awards, decorations, etc:

Declassified E.O. 12356 Section 3.3/NND No. 785021

Comments: Lt.Col.McCaffrey, RCAO,Reg.II 12/16/'43; "He has shown during past 11 weeks a capacity for work, logical thinking and ready cooperation. Despite many years of service in Matera, have received not a single letter of criticism. Known leadres of Anti-fascists endorse him".

Declassified E.O. 12356 Section 3.3/NND No. 785021

Inf

TAMBURRO, Guido, Dott.

P- Matera
II - Matera

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

13 January 1944

MEMORANDUM:

TO : All Concerned.

DISTRIBUTION LIST

1. For the information and guidance of all concerned, the distribution lists now in effect for publications of this headquarters are attached hereto as appendix "A".

2. Distribution "A" covers, in general, the distribution of publications of general application. This category includes the Daily Bulletin, General Orders, and Administrative Memoranda of general application. It should be noted, however, that in the case of publications of limited application, and of a specialized nature, this distribution will not apply.

3. Distribution "B" is used principally in the case of special orders. In addition to the distribution listed thereunder, copies of special orders are forwarded to the individuals concerned, and to their office of assignment, where applicable.

4. Distribution "C" will be used for such documents as concerns only the higher staff officers of this headquarters.

5. The attached distribution is based on the provisional organization of Headquarters, Allied Control Commission and is subject to change as necessary.

6. It is requested that any office desiring to increase or decrease its allotment of publications do so by transmitting such amendments to the Assistant Adjutant General, Miscellaneous Section, Room 6, Mezzanine Floor. All increases in allotments, however, should be based on consideration for the conservation of limited paper stocks.

L. H. Strauch
Capt., AGD
actg asst adj Gen

DISTRIBUTION
"A"

Declassified E.O. 12356 Sec. 3.3/NND No. 785021

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36/21

DISTRIBUTION LIST
ALLIED CONTROL COMMISSION
APO 394

A	B	C	
2	2	1	Deputy President
2	2	1	Chief of Staff
2	2	1	Vice Chief of Staff
1	1	1	Public Relations Officer
2	2	1	Executive Officers
2	2	1	G-1
2	2	1	G-4
1		1	Liaison Section
1		1	Military Section
1			Vice President
1			Deputy Vice President
1			Naval Forces Sub-Commission
1			Land Forces " "
1			Air Forces " "
1			Prisoners of War " "
1			War Material Disposal " "
1		1	Political Section
1			Vice President
1			Deputy Vice President
1			Foreign & Internal Sub-Commission
1			Liaison P.W.B. " "
1			Displaced Persons " "
1		1	Economic & Administrative Section
1			Vice President
1			Deputy Vice President
2		1	Economic Directorate
2			Industry Sub-Commission
2			Commerce " "
2			Labor " "
2		1	Administrative Directorate
2			Interior Sub-Commission
2			Public Safety " "
2			Public Health " "
10			Finance
2			Public Works & Mines Sub-Commission
4			Agric. Forests & Fisheries Sub-Commission
2			Legal Sub-Commission
1			Education Sub-Commission
3		1	Communication Section
1			Vice President
1			Internal Transport Sub-Commission
1			Telecommunication
1			A.C.C. Signals
1	1	1	Adjutant General
1	1		Asst. Adjutant General
1	1		Asst. Adjutant General (Special Services)

2740

2	2	1	G-4
1		1	Liaison Section
1		1	Military Section
1			Vice President
1			Deputy Vice President
1			Naval Forces Sub-Commission
1			Land Forces " "
1			Air Forces " "
1			Prisoners of War " "
1			War Material Disposal " "
1		1	Political Section
1			Vice President
1			Deputy Vice President
1			Foreign & Internal Sub-Commission
1			Liaison P.W.B. " "
1			Displaced Persons " "
1		1	Economic & Administrative Section
1			Vice President
1			Deputy Vice President
2		1	Economic Directorate
2			Industry Sub-Commission
2			Commerce " "
2			Labor " "
2		1	Administrative Directorate
2			Interior Sub-Commission
2			Public Safety " "
2			Public Health " "
10			Finance
2			Public Works & Mines Sub-Commission
4			Agric. Forests & Fisheries Sub-Commission
2			Legal Sub-Commission
1			Education Sub-Commission
3		1	Communication Section
1			Vice President
1			Internal Transport Sub-Commission
1			Telecommunication
1			A.C.C. Signals
1	1	1	Adjutant General
1	1		Asst. Adjutant General
1	1		Asst. Adjutant General (Special Services)
1	1		Asst A.G. Postal Officer (APO 394)
4	4		Asst A.G. Personnel Officer
1	1		Asst A.G. Misc Section
1	1		A.G. Publications
1	1	1	A.G. Archives & Reference Library
1			A.G. Pool of Interpreters
1	1		Hq. Commandant
1	1		Hq. Co. A
1	1		Hq. Co. B
2	2		Mess Officer
1	1		Billeting Officer
1	1		Transportation Officer
1	1		Supply Officer
1	1		Dispensary
1	1		S-4

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Declassified E.O. 12356 Section 3.3/NND No. 785021

A	B	C	
2	2		Internal Security
2			Industrial Planning Staff
1	1		Hq. Commandant (Salerno)
15	5		Hq. Region 1
15	5		Hq. Region 2
5			Hq. Region 3
5			Hq. Region 4
1			Hq. Region 6
12	12		15th Army Group, Hq.
2			5th Army Hq.
2			Cent. Econ. Comm. Adv. AFHQ
2			AFHQ
25			AFHQ - MGS
2			Natousa
2	2		Pen. Base Section
5	5		Advance Comd Post ACC
2	2		No. 1 District Hq
2	2		No. 2 District Hq
2	2		Postal Officer APO 512
1	1		Transportation Sub-Commission (Rear)
1	1		Telecommunication Sub-Commission (Rear)
1	1		Shipping Sub-Commission (Rear)
12			CO Detach. Palermo (Rear)
30	15		Adjutant General (Salerno) for internal distribution at Salerno Hq.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/20

R E S T R I C T E D

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

(36)

13 January 1944

MEMORANDUM:

TO : All Concerned

Preparation of Cables

The following changes will be noted by all concerned in the preparation of cables:

1. Cables prepared for transmission to Hq, ACC, Brindisi will be addressed Fatima, Rear, and those for transmission to Hq, ACC, Salerno, will be addressed Fatima, Forward.

2. Six (6) copies of cables will be prepared in transmission text, four (4) in literal text for AG distribution. Extra copies may be prepared and marked to a particular Section or Sub Commission as required.

3. Cables addressed to "Freedom" will not repeat the code name in the body of the text. The text will show "to AFHQ", "to NATOUSA" (or to such other formation intended by the code "to Freedom") followed by the particular section for which the message is intended, (to AFHQ for MGS).

4. The classification of the message will be shown on top and bottom of sheet.

5. The Fargo cite number will be shown in upper right hand corner. Call Corporal Dionisio, extension 54, for serial number.

6. In the space provided for telephone number, Fargo telephone 10050 will be used.

7. A two-inch line will precede the typed message, which will be used by PBS for their cite number.

8. The correct name and title of the authenticating officer at PBS is:

J. F. NICKEL
Lt. Col., AGD
Adjutant General

2739

FRANK DI GIACOMO
Captain, Infantry
Actg. Asst. Adj. Gen.

DISTRIBUTION
"A" - Modified

R E S T R I C T E D

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/19

(26)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

13 January 1944

MEMORANDUM:

TO : All Concerned.

DISTRIBUTION LIST

1. For the information and guidance of all concerned, the distribution lists now in effect for publications of this headquarters are attached hereto as appendix "A".

2. Distribution "A" covers, in general, the distribution of publications of general application. This category includes the Daily Bulletin, General Orders, and Administrative Memoranda of general application. It should be noted, however, that in the case of publications of limited application, and of a specialized nature, this distribution will not apply.

3. Distribution "B" is used principally in the case of Special Orders. In addition to the distribution listed thereunder, copies of Special Orders are forwarded to the individuals concerned, and to their office of assignment, where applicable.

4. Distribution "C" will be used for such documents as concerns only the higher staff officers of this headquarters.

5. The attached distribution is based on the provisional organization of Headquarters, Allied Control Commission and is subject to change as necessary.

6. It is requested that any office desiring to increase or decrease its allotment of publications do so by transmitting such amendments to the Assistant Adjutant General, Miscellaneous Section, Room 6, Mezzanine Floor. All increases in allotments, however, should be based on consideration for the conservation of limited paper stocks.

Encl: 1

L. W. Stearns
Capt., AGD
actg asst adj Gen

DISTRIBUTION
"A"

4753

1334

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/16

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

(36)

7 January 1944

MEMORANDUM:

TO : All officers, HQ. AMG.

1. Officers of a superior headquarters who visit a subordinate headquarters should remember that their first task is to help the subordinate headquarters. It is particularly important that subordinate headquarters should welcome visits for the help given and should not receive unexpected criticism from a higher headquarters as the result of such a visit. Therefore when a visiting officer finds anything which appears to merit criticism he must, if it is at all possible, discuss the matter on the spot with the responsible officer and also with that officer's immediate superior, before he reports it to higher Headquarters. In this way, it is often possible to put matters right quickly and smoothly. If that cannot be done, at any rate the visiting officer will be able to return to his headquarters with a clear idea of what should be done to put matters right, and will leave behind him a feeling that higher Headquarters are trying to help and not just criticise.

2. In the case of visiting officers who are junior or whose duties do not normally touch such a matter under criticism, it is particularly important to conform to the above procedure.

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

2737

5

Declassified E.O. 12356 Section 3.3/NND No. 785021

3617
3617

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
A.P.O. 512

24 December 1943

MEMORANDUM:

TO : All Concerned

MESSENGER SERVICE

For the information and guidance of all concerned, the attached F.B.S. motor courier and air schedules have been reproduced. In order that this headquarters may obtain maximum benefit from these facilities, the following will be observed:

Outgoing:

Material will be delivered to AMG Message Center 60 minutes prior to the F.B.S. scheduled leaving time. (See Appendix A). It should be noted that material to leave by air per schedule Appendix B must be delivered to AMG Message Center by 1700 hours on the day prior to departure.

Incoming:

AMG messengers will report to F.B.S. Signal Message Center (Finance Bldg.) 30 minutes prior to scheduled arrival time to pick up incoming AMG material. Within 60 minutes of the time of arrival, AMG Message Center will make the necessary distribution.

By order of Colonel STOFFORD:

L. W. STEARNS,
Captain, AGD,
Actg Asst Adj Gen.

L"S/el

2736

36 1116 2nd

APPENDIX "A"

PENINSULAR BASE SECTION
TRFC DIV MSG CEN BRANCH
APO 782 U.S. ARMY

Message Center Memo: 27 November 1943

Number 34

1. Message Center Memos No. 5-A and 18-A, are herewith cancelled and the following courrier schedule adopted until further notice:

(All time is "A" time)

HEADQUARTERS		MOTOR COURRIER SCHEDULES						
		1	2	3	4	5	6	7
Dep. Lv.PBS Signal Message Center (Finance Bldg.)		Ø645	Ø81Ø	[illegible]	103Ø	13[illegible]	1400	1[illegible]3Ø
War Shipping Administration	Annex		Ø815			1315		
Psychological Warfare Bureau	"		Ø821			1321		
Army and Navy Headquarters	"		Ø835			1335		
Mediterranean Air Transport Service	"		Ø843			1343		
Counter Intelligence Corps Headquarters	"		Ø848			1348		
A.S.A.C.	"		Ø853		1Ø5Ø	1353		165Ø
FB Advance Administrative Echelon	"		Ø9ØØ		11ØØ	14ØØ		17ØØ
Hotel	"		Ø92Ø			142Ø		
FB Area Headquarters	"		Ø93Ø		113Ø	143Ø		173Ø
~~Neapolitan District of Naples~~	"		Ø94Ø			1443		
[illegible] ARMY Headquarters (Rear)	"			1Ø15			151Ø	
[illegible] ARMY Headquarters CP (Cable Section AG)	"			1Ø2Ø			1525	
Di Chino Airport (ADLS, CTO & MATS)	"	Ø7Ø5					1615	
Dep.Arr.PBS Signal Message Center (Finance Bldg.)		Ø745	1ØØØ	113Ø	115Ø	15ØØ	1645	175Ø

2. Special runs to any of the above indicated headquarters to effect delivery of traffic bearing a higher precedence than routine will continue to be made on authority of Message Center Duty Officer.

/s/ Russell R. Radford
/t/ Russell R. Radford
Capt. Signal Corps
O.I.C.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX "B"

OUTGOING

	CAPO	FOGGIA	BARI	TARANTO	CATANIA	TUNIS	BIZERTE	ALGIERS
ARRV.		0915	1015	1110			1600	
LEAVE		0930	1030	1210				
ARRV.		0945	1045	1140	1415	1640		
LEAVE	0900	1000	1100	1220	1430			
ARRV.								
LEAVE	0910					1210		1620
						1320		

INCOMING

LEAVE		1440	1340	1245			0740	
ARRV.	1525	1425	1325	1130				
LEAVE		1505	1405	1310	1100	0800		
ARRV.	1550	1450	1350	1255	1010			
LEAVE						1145		0750
ARRV.	1445					1050		

Declassified E.O. 12356 Section 3.3/NND No. 785021

36/45

APPLICATION FOR TRANSPORT

(Transport for all passenger journeys and ALL load carrying transport will be applied for on this form which should be submitted to HQ Commandant, Ground Floor Provincial Building, giving 24 hours notice) for journeys over four hours.

1. Transport is required at Transport Dispatch Office on.....19/4/
at.....hours, to move the following personnel and stores:

Rank.....Name.....Room No.....Tel No.....

Rank.....Name.....Room No .....Tel No.....

Rank.....Name.....Room No.....Tel No.....

Baggage and/or stores.....

Type of Vehicle Desired:.....Passenger or Load Carrying.....

2. Destination.....

3. This transport will return to AMG HQ on (date). ...../4

4. Have necessary complete travel orders, or other orders, been issued to cover proposed move?.....By whom?.....Date...../44

5. Reason for journey and degree of urgency.....

/4
Date of application

Signature of Chief of Staff
Branch or Sub-Commission

/4 APPROVED:
Date of approval

Priority:

C.S.O. Section

Directorate

2733

File - Procedure Index. Interior & Rationing 36/14

HQ

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

(36)

26 November 1943

(15)

MEMORANDUM:

TO : All Concerned

PREPARATION OF CABLES

1. For the information and guidance of all concerned, the following instructions dealing with the preparation and submission of cables is published.

2. a. Preparation: Cables will be typed, and will be submitted to Message Center in a total of FIVE (5) copies, of which three (3) will be on the regular cable form, and two (2) on white tissue. Such other additional carbon copies as are desired for file by the originating office or officer, may be prepared at the same time.

b. Distinguishing Information: All cables submitted for transmission will bear the following distinguishing information:

(1) The name of the originating office and officer, typed in the lower left-hand corner of the sheet.

(2) The "Cite" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "A.M.G. 999".

The purpose of (1) is to enable quick reference to the originating office or either reply or question in connection with the original cable. It is for the protection of the originator.

The purpose of (2) is to facilitate quick reference on the part of the transmitting agency - Island Base Section.

CABLES NOT PREPARED IN CONFORMANCE WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED FOR TRANSMISSION.

c. Authentication by Signature and Initials:

(1) All cables will be authenticated by the initials of the originating officer, placed in the space provided for that purpose in the upper left-hand corner of the blank. Such initials will appear on the third carbon copy only.

(2) All cables will be authorized for transmission by the signature of the Adjutant General of this organization, or of one of his regularly appointed assistants.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

instructions dealing with the preparation and submission of cables is published.

2. a. Preparation: Cables will be typed, and will be submitted to Message Center in a total of FIVE (5) copies, of which three (3) will be on the regular cable form, and two (2) on white tissue. Such other additional carbon copies as are desired for file by the originating office or officer, may be prepared at the same time.

b. Distinguishing Information: All cables submitted for transmission will bear the following distinguishing information:

(1) The name of the originating office and officer, typed in the lower left-hand corner of the sheet.

(2) The "gate" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "T RGO 999".

The purpose of (1) is to enable quick reference to the originating office of either reply or question in connection with the original cable. It is for the protection of the originator.

The purpose of (2) is to facilitate quick reference on the part of the transmitting agency - Island Base Section.

CABLES NOT PREPARED IN COMPLIANCE WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED FOR TRANSMISSION.

c. Authenticating signatures or initials:

(1) All cables will be authenticated by the initials of the originating officer, placed in the space provided for that purpose in the upper right-hand corner of the blank. Such initials will appear on the third carbon copy only.

(2) All cables will be authorized for transmission by the signature of the Adjutant General of this organization, or of one of his regularly appointed assistants.

2732

3. Questions of procedure or information in connection with cables may be referred to the Adjutant General's Section, Miscellaneous Division, Room 45, B. V. Bldg.

By Command of Brigadier General McNARNEY:

J. M. Stanley

J. M. STANLEY
Capt., AGD
Acting Asst. Adjutant General

DISTRIBUTION:

Declassified E.O. 12356 Section 3.3/NND No. 785021

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(26)

36/13

HEADQUARTERS
ALLIED CONTROL COMMISSION.
APO 512

ADMINISTRATIVE DIRECTORATE.

15 November 1943.

SUBJECT: Correspondence.

TO: Distribution Below.

1. It has come to the attention of this office that pertainent parts of Information Memo. No.1, 28 October 1943 and Daily Bulletin No.5, 12 November 1943 para. 4 a, b, c, referring to correspondence, have not always been complied with.

2. In order to maintain uniform headings in correspondence, reference is made to para.4, Daily Bulletin No.5 dated 12 November 1943, which will be complied with.

3. Three copies of all letters prepared for the signature of the Commanding General or his authorized representative will be sent to this office, one copy of which will be filed in the Record Section.

4. Each communication will refer to one subject only for convenience in filing.

5. Uniform sized stationary, 8½" x 11" will be used.

6. All paragraphs or sub-paragraphs will be numbered or lettered consecutively for easy reference.

R.R.CRIPPS,
Lieut. Colonel.
For the Administrative Director.

Distribution: Interior Sub-Commission.
Public Health "
Legal "
Public Safety "
Property Control "
Education "
Monuments, Fine Arts & Archives .

2731

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
INTERIOR SUB-COMMISSION

10 November 1943

SUBJECT: Re-allocation of offices, Headquarters, Allied Control Commission

TO : Executive Officer Administration

1. In accordance with Par. 7 of your memo of 7 November 1943 we submit the following information:

a. Move of this sub-commission completed at 10:30 a.m. this date.

b. The actual occupants of the rooms assigned to us are:

Room 1	Lt. Col. Spicer Lt. Col. Legg Lt. Radleigh
Room 2	Clerks and Interpreters
Room 3	Major McSweeney Lt. Ziegler
Room 4	Capt. Parker Lt. O'Leary
Room 5	P.D.R.

W F Legg

Lt. Col. Legg
For INTERIOR SUB-COMMISSION

HEADQUARTERS
ALLIED CONTROL COMMISSION

(26)

16
36/11

7-11-43

SUBJECT: Re-allocation of offices, Headquarters, Allied Control Commission

TO : All officers concerned

1. Offices will be occupied in accordance with attached Appendix A

2. The move will commence at 0800 hours 10 November 1943 and will be completed by 1800 hours 11 November 1943

3. Office furniture may be moved between offices assigned to branches or Sub-Commissions in these Headquarters (Via Bari) and Piazza D'Italia. Subject to agreement as between the respective Chiefs and the Headquarters Commandant, it may not be moved from one building to the other.

4. Office furniture is now available for the new accommodation.

5. Demands for transportation should be in the Headquarters Commandant's office not later than 0900, 9 November 1943.

6. Spaces other than allotted by these instructions, with the exception of the 4th floor Headquarters, Via Bari, must not be used.

7. Immediately the move is completed, a return will be made to the Executive Officer Administration, showing names of actual occupants of each room.

By command of Brigadier General McSHERRY.

Col. ALBRIGHT
EXECUTIVE OFFICER
ADMINISTRATION

OFFICIAL:

E. L. CLOUGH
Lt.Col. A.G.D.,
Acting Adjutant

DISTRIBUTION:
Deputy President
Brig. Gen. McSherry
Chief of Staff
Deputy Chief of Staff - Operations and Intelligence
Deputy Chief of Staff - Administration
Executive Officer Administration
P.A. to Deputy President
P.A. to Brig. Gen. McSherry
P.A. to Chief of Staff
Adjutant
Staff Officer, G - 1
Staff Officer, G - 4
Administrative Director

for Rutgers - 16 Brigade.

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3. Office furniture may be moved between offices assigned to branches or Sub-Commissions in these Headquarters (Via Bari) and Banca D'Italia. Subject to agreement as between the respective Chiefs and the Headquarters Commandant, it may not be moved from one building to the other.

4. Office furniture is now available for the new accommodation.

5. Demands for transportation should be in the Headquarters Commandant's office not later than 0900, 9 November 1943.

6. Space other than allotted by these instructions, with the exception of the 4th floor Headquarters, Via Bari, must not be used.

7. Immediately the move is completed, a return will be made to the Executive Officer Administration, showing names of actual occupants of each room.

By command of Brigadier General McSHERRY.

for Letters - 16 Eagles.

OFFICIAL:

E. L. CLOUGH
Lt.Col. A.G.D.,
Actg Adjutant

Col. ALBRIGHT
EXECUTIVE OFFICER
ADMINISTRATION

DISTRIBUTION:
Deputy President
Brig. Gen. McSherry
Chief of Staff
Deputy Cheif of Staff - Operations and Intelligence
Deputy Chief of Staff - Administration
Executive Officer Administration
P.A. to Deputy President
P.A. to Brig. Gen. McSherry
P.A. to Chief of Staff
Adjutant
Staff Officer, G - 1
~~Staff Officer, G - 4~~
Administrative Director
Economic Director
Security Intelligence
Public Relations Officer
Chief of Legal Sub Commission
Chief of Finance Sub Commission
Chief of Information Sub Commission
Chief of Industry and Commerce (Foreign Trade) Sub Commission
Chief of Internees and Displaced Persons Sub Commission
Chief of Interior Sub Commission
Chief of Labor Sub Commission
Chief of Agriculture, Forests and Fisheries Sub Commission
Chief of Fuel Sub Commission
Chief of Public Works and Utilities Sub Commission
Chief of Communications Section

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Declassified E.O. 12356 Section 3.3/NND No. 785021

DISTRIBUTION: (Cont.)
Chief of Tel. Communications Sub Commission
Chief of Internal Transportation Sub Commission
Chief of Shipping Sub Commission
Chief of Postal Services Sub Commission
Chief of Industrial Planning
Chief of Public Health Sub Commission
Chief of Public Safety Sub Commission
Chief of Property Control Sub Commission
Chief of Education Sub Commission
Chief of Fine Arts Sub Commission
Chief of Political Intelligence Sub Commission ?
Secretary Intelligence Committee
Headquarters Commandant
Supply Officer A (for information)
Transport Officer A
Transport Officer B
HQ Co Commander A (For Information)
Headquarters Co. Commander B (For information)
Q.M. British (for information)
Billeting Officer (for information)
Air and Sea Transport Officer (for information)
Mess Officer (for information)
Medical Officer (for information)
Internal Security Officer

File
Spares (...)

Declassified E.O. 12356 Section 3.3/NND No. 785021

Appendix A

HEADQUARTERS
ALLIED CONTROL COMMISSION
8 Via Boncompagni (First Floor)

Deputy President (1 officer)	Rooms	25
General McSherry (1 officer)	"	26
Chief of Staff (1 officer)	"	27
Deputy Chief of Staff (Operations & Intelligence) (1 officer)	"	22
Staff officers to Deputy Chief of Staff (O & I) (2 officers)	"	23
Staff officers to Deputy Chief of Staff (O & I) (2-3 officers)	"	24
P.A. to Deputy President (1 officer)	"	21
P.A. to Chief of Staff (1 officer)	"	28
G-4 (3 Officers)	"	29
Executive Officer Administration (1 officer)	"	20
G-1 (2 Officers)	"	30
Legal (2 officers)	"	31
Legal (2 officers)	"	32
Legal (clerks)	"	33
Legal (2 officers)	"	34
Legal (2 officers)	"	35
Admin. Directorate (4 officers)	"	36
Admin. Directorate (2 officers)	"	37
Admin. & Econ. (clerks)	"	38
Economic Directorate (4 officers)	"	39
Economic Directorate (4 officers)	"	40
Conference Room	"	42
Finance (4 officers)	"	45
" (2 officers)	"	6
" (1 officer)	"	7
" (2-4 officers)	"	8-10
A. C.	"	11
P.A. to General McSherry (1 officer)	"	12

8 Via Boncompagni (Second Floor)

Security Intell.	(2 officers)	Rooms	28
" "	(2 officers)	"	29
" "	(1 officer)	"	29A
Legal (Clerks)		"	43
" (1 officer)		"	29B
Finance (2 officers)		"	41
" (4 officers)		"	44
" (Clerks)		"	46
" (2 officers)		"	2
" (2 officers)		"	4
" (2 officers)		"	46
" (2 officers)		"	47
" (1 officer)		"	48
" (Clerks)		"	49
" (2 officers)		"	50
" (8 officers)		"	57

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Declassified E.O. 12356 Section 3.3/NND No. 785021

[illegible] officers to Deputy Chief of [illegible]	"	26
to Deputy President (1 officer)	"	27
to Chief of Staff (1 officer)	"	28
G-4 (3 Officers)	"	29
Executive Officer Administration (1 officer)	"	30
G-1 (2 Officers)	"	31
Legal (2 officers)	"	32
Legal (2 officers)	"	33
Legal (clerks)	"	34
Legal (2 officers)	"	35
Legal (2 officers)	"	36
Admin. Directorate (4 officers)	"	37
Admin. Directorate (2 officers)	"	38
Admin. & Econ. (clerks)	"	1
Economic Directorate (4 officers)	"	2
Economic Directorate (4 officers)	"	3
Conference Room	"	4
Liaison (4 officers)	"	5
" (2 officers)	"	6
" (1 officer)	"	7
" (2-4 officers)	"	8-10
A. C.	"	11
P.A. to General McSherry (1 officer)		

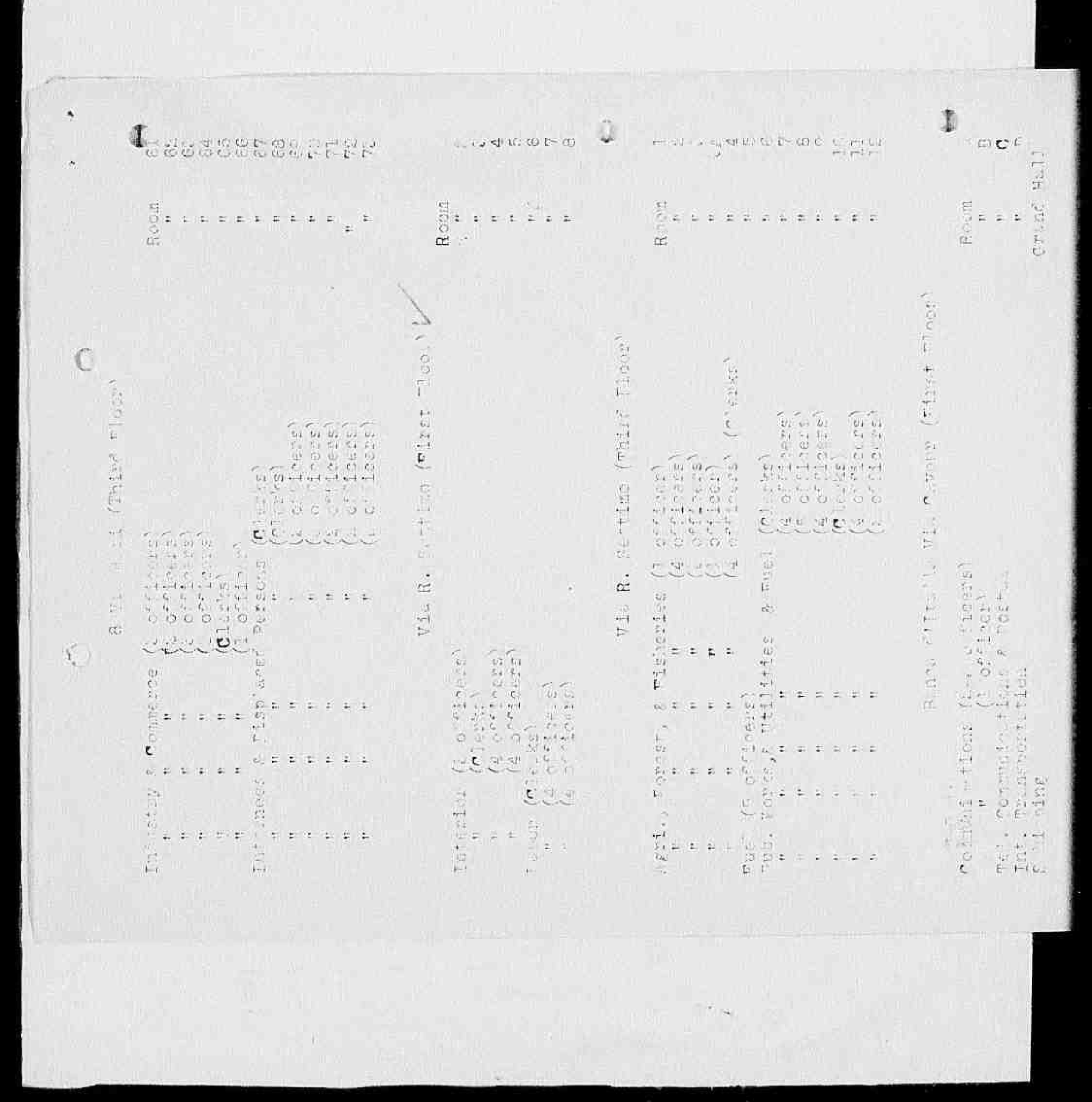
8 Via Boni (Second Floor)

	(2 officers)	Room 28
Security Intel.	(2 officers)	" 29
" "	(1 officer)	" 29A
" "		" 40
Legal (Clerks)		" 40A
" (1 officer)		" 41
Finance (2 officers)		" 42
" (4 officers)		" 43
" (Clerks)		" 44
" (2 officers)		" " 46
" (2 officers)		" " 47
" (2 officers)		" " 48
" (2 officers)		" " 49
" (Clerks)		" " 50
" (2 officers)		" " 57
" (2officers)		" " 56A
" (Clerk)		" " 56
Information (2 officers)		" " 56A
" (Clerks)		" " 58
P. P. O. (2 officers)		" " 59
Secretary Israeli Committee	(2 officers)	" 60
Industry & Commerce (2 officers)		" 60A
" " (1 officer)		

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" " " " (1 officer) " 7

Via R. Cattaneo (First Floor)

Interior (1 officer) Room
" (Clerks) "
" (2 officers) "
" (4 officers) "
Labor (Clerks) "
" (2 officers) "
" (4 officers) "

Via R. Settimo (Third Floor)

Agri., Forest, & Fisheries (1 officer) Room
" " " " (4 officers) "
" " " " (1 officer) "
" " " " (1 officer) "
" " " " (4 officers) (Clerks) "
Fuel (5 officers) "
Pub. Works, Utilities & Fuel (Clerks) "
" " " " (4 officers) "
" " " " (5 officers) "
" " " " (4 officers) "
" " " " (Clerks) "
" " " " (4 officers) "
" " " " (2 officers) "

Piano d'Italia Via Cavour (First Floor)

Communications (1-4 officers) Room
" (1 officer) "
Tel. Communications & Post " "
Int. Transportation
Training Grand Hall

Piano d'Italia Via Cavour (Second Floor)

Industrial Planning Room
Public Works "
Reserved "
Public Health "
" " "
" " "
" " "

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Uffici Vicino (Third Floor)

Prov. Control	(4 officers)	Room 1
" "	(4 officers)	" 2
Pub. Safety	(4 officers)	" 4
" "	(1 officer)	" 5
" "	(2 officers)	" 6
" "	(4 officers)	" 7
" "	(2 officers)	" 8
" "	(4 officers or clerks)	" 9
" "	(4 officers or clerks)	" 10
Misc. Control	(4 officers)	" 11
" "	(4 officers or clerks)	" 12
Reserved		

Giù Via Marsala

Information	First Floor, Center
Fine Arts	First Floor, left wing

Centro Pel Favore Via Roma

A. L. I. ... Finance	Basement
	First Floor

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(5)

(26)

U.S. RESTRICTED
(Equals BRITISH RESTRICTED)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

5 November 1943

NON-SECRET
SHORT TITLE UNIT DESIGNATIONS

1. The following non-secret short titles are approved to designate the units indicated below for use in all communications in this theater where brevity of the transmitted material is a paramount consideration. They will not be used under any circumstances in lieu of secret code words assigned to corresponding units. (This list insofar as security pertains is similar to a telephone directory).

2. For the purpose of uniformity and to avoid confusion, no other non-secret abbreviations, code words or short titles for these units or installations will be used in preparation of communications or other documents. These short titles are to be used for the purpose of electrical transmission only and under no circumstance will they be used in addressing official correspondence.

3. The non-secret short title unit designation of this HQ, it will be noted, is FARGO.

UNIT	NON-SECRET SHORT TITLE UNIT DESIGNATION
WAR OFFICE, LONDON	TROOPERS
WAR DEPARTMENT, WASHINGTON	AGWAR
GENERAL HEADQUARTERS, MIDEAST	MIDEAST
HEADQUARTERS EUROPEAN THEATER OF OPERATIONS UNITED STATES ARMY (In U.K.)	ETOUSA
HEADQUARTERS SERVICES OF SUPPLY EUROPEAN THEATER OF OPERATIONS UNITED STATES ARMY (In U.K.)	USSOSETOUSA
ALLIED FORCE HEADQUARTERS	FREEDOM
ALLIED FORCE HEADQUARTERS ADVANCED COMMAND POST	FAIRFIELD
ALLIED FORCE HEADQUARTERS ADVANCED ADMINISTRATIVE ECHELON	FLAMBO
ALLIED FORCE CAMP (NEAR 15 Army Group)	FAIRWAY
HEADQUARTERS 1ST ARMY GROUP, LONDON	USFAG
HEADQUARTERS 15 ARMY GROUP (MAIN)	FILPOT
HEADQUARTERS 15 ARMY GROUP (TAC)	FIDEAT
HEADQUARTERS 15 ARMY GROUP (REAR)	FAITOX
COMMANDER UNITED STATES NAVAL FORCES NORTHWEST AFRICAN WATERS	COMNAVNW 2726
COMMANDER UNITED STATES AMPHIBIOUS FORCES NORTHWEST AFRICAN WATERS	COMPHIBNAW
HEADQUARTERS MEDITERRANEAN AIR COMMAND	MAC

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UNIT	NON-SIGNAT SHORT TITLE UNIT DESIGNATION
HEADQUARTERS COMMANDER-IN-CHIEF, MEDITERRANEAN	CINCMED
HEADQUARTERS SEVENTH ARMY	SEVENTHARMY
HEADQUARTERS FIFTH ARMY	FIVTH ARMY
HEADQUARTERS EIGHTH ARMY	EIGHTHARMY
HEADQUARTERS EIGHTH AIR FORCE (U.S.) (In U.K.)	USAAFE
HEADQUARTERS NORTHWEST AFRICAN TRAINING COMMAND	NATC
HEADQUARTERS NORTHWEST AFRICAN AIR FORCE	NAAF
HEADQUARTERS NORTHWEST AFRICAN TACTICAL AIR FORCE	NATAF
HEADQUARTERS NORTHWEST AFRICAN COASTAL AIR FORCE	NCAF
HEADQUARTERS NORTHWEST AFRICAN PHOTO RECONNAISSANCE WING	NAPRW
HEADQUARTERS NORTHWEST AFRICAN AIR FORCE SERVICE COMMAND	NAAFSC
HEADQUARTERS TACTICAL BOMB FORCE	TBF
HEADQUARTERS UNITED STATES ARMY FORCES IN MIDEAST	USAFIME
HEADQUARTERS WEST AFRICAN SERVICE COMMAND	WASCUSAF
HEADQUARTERS NORTHWEST AFRICAN STRATEGICAL AIR FORCE	NASAF
HEADQUARTERS CANADIAN MILITARY FORCE (In U.K.)	CANMIL
AIR FORCE MATERIEL COMMAND, DAYTON, OHIO (U.S.A.)	AFMAC
SERVICES OF SUPPLY, DAKAR	AMPLIFIER
UNITED STATES ARMED FORCES, MIDDLE EAST, CAIRO	AMSED
BRITISH MILITARY MISSION, WASHINGTON, D.C.	BRITMAN
COMMANDER MOROCCAN SEA FRONTIER FORCES	COMOROCCANSEAFRON
AIR SERVICE COMMAND, PATTERSON FIELD, OHIO (U.S.A.)	ASCPFO
HEADQUARTERS SOUTHEAST ASIA COMMAND, NEW DELHI	COPIR
HEADQUARTERS BRITISH ARMY STAFF (In U.S.A.)	MILSTAF
HEADQUARTERS, GIBRALTAR	CHIEF GIBRALTAR
HEADQUARTERS, MALTA	COMGANDETH MALTA
HEADQUARTERS PERSIA AND IRAQ COMMAND	PAIC
HEADQUARTERS TRIPOLI DISTRICT	TRIPDIST
HEADQUARTERS NUMBER 1 DISTRICT	DISTONE
HEADQUARTERS NUMBER 2 DISTRICT	DISTWO
HEADQUARTERS NORTH AFRICAN THEATER OF OPERATIONS, U.S. ARMY	NATOUSA
HEADQUARTERS SERVICES OF SUPPLY NORTH AFRICAN THEATER OF OPERATIONS, UNITED STATES ARMY	SOSNATOUSA
HEADQUARTERS TWELFTH AIR SUPPORT COMMAND	12ASC
HEADQUARTERS ATLANTIC BASE SECTION	ABS
HEADQUARTERS MEDITERRANEAN BASE SECTION	MBS
HEADQUARTERS EASTERN BASE SECTION	EBS
HEADQUARTERS ISLAND BASE SECTION	IBS
HEADQUARTERS NORTH AFRICAN DISTRICT	NADIST
HEADQUARTERS BONE SUB-DISTRICT	BONSDIST
HEADQUARTERS ALGIERS SUB-DISTRICT	ALSDIST
HEADQUARTERS TUNIS SUB-DISTRICT	TUNSDIST
HEADQUARTERS ALGIERS GARRISON	ALGAR
HEADQUARTERS BOUGIE GARRISON	BOUGAR
HEADQUARTERS BONE GARRISON	BONGAR
HEADQUARTERS PHILIPPEVILLE GARRISON	FILGAR
HEADQUARTERS CONSTANTINE GARRISON	CONGAR

Declassified E.O. 12356 Section 3.3/NND No. 785021

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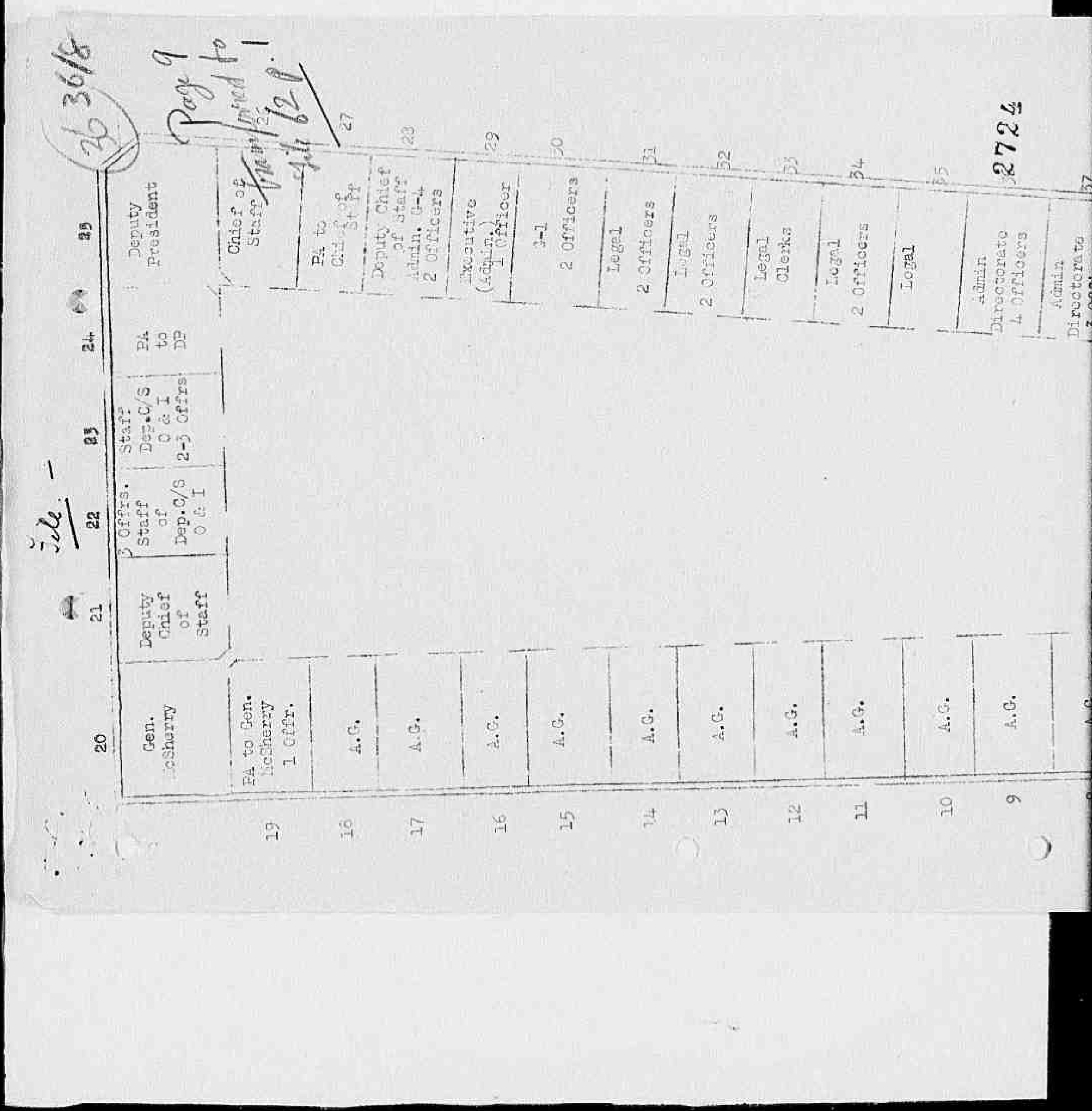
UNIT	NON-SECRET SHORT TITLE: UNIT DESIGNATION
HEADQUARTERS TUNIS GARRISON	TUNGAR
HEADQUARTERS SOUSSE GARRISON	SOOGAR
HEADQUARTERS SFAX GARRISON	SFAGAR
PLANNING GROUPS FROM TACTICAL UNITS AT ALLIED FORCE HEADQUARTERS	(Unit) FORTUNE -FARGO-
HEADQUARTERS ALLIED MILITARY GOVERNMENT, SICILY	FABLE
HEADQUARTERS ALLIED MILITARY GOVERNMENT, SARDINIA	FATIMA
HEADQUARTERS ALLIED MILITARY MISSION, ITALY	FAKIR
HEADQUARTERS ALLIED MILITARY MISSION, CORSICA	SARDEPOT
HEADQUARTERS 2665th QUARTERMASTER BASE DEPOT (ALLIED GROUND FORCES AND SERVICE TROOPS IN SARDINIA)	CORFORCE
HEADQUARTERS SENIOR ALLIED COMMANDER, CORSICA	FREEMOVES
G-4 (MOV) AFHQ	ALMOVES
Q(MOV) ALGIERS	CONMOVES
Q(MOV) CONSTANTINE	TUNMOVES
Q(MOV) TUNISIA	ALLYBARK
PORT COMMANDANT, ALGIERS	BONEBARK
PORT COMMANDANT, BONE	BOUGIEBARK
PORT COMMANDANT, BOUGIE	PHILIBARK
PORT COMMANDANT, PHILIPPEVILLE	TUNISBARK
PORT COMMANDANT, TUNIS	SOUSSEBARK
PORT COMMANDANT, SOUSSE	

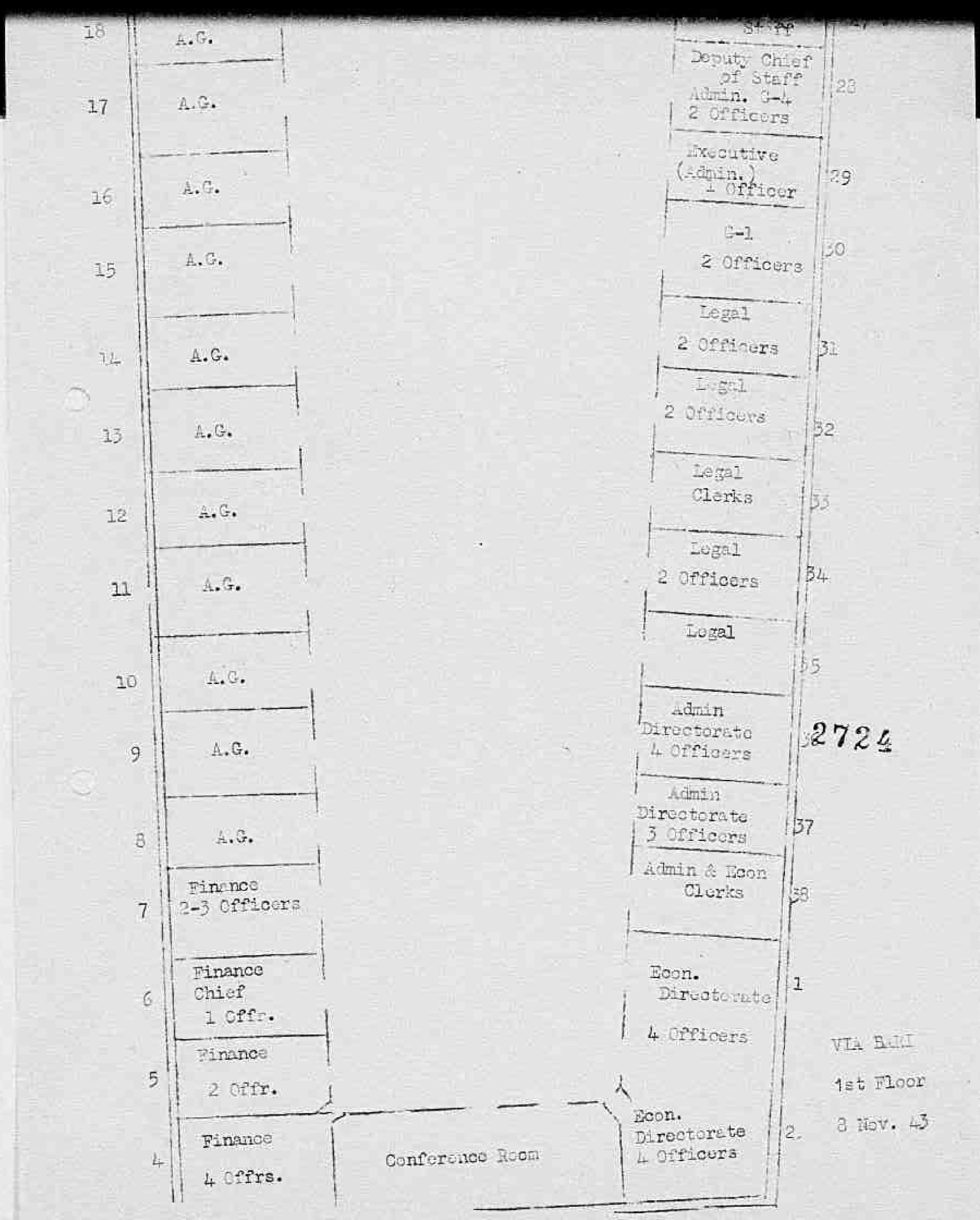
By command of Brigadier General Frank J. McSHERRY:

E. L. Clough
E. L. CLOUGH,
Lt. Col., A.G.D.
Adjutant

U. S. RESTRICTED
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Page 1
Deputy President
Chief of Staff
Deputy Chief of Staff
Executive (Admin.) Officer
Legal
Legal
Legal
Admin
Admin
Gen. Cherry
Deputy Chief of Staff
Staff of Dep. C/S
Dep. C/S
Dep. C/S Staff
A.G.
A.G.
A.G.



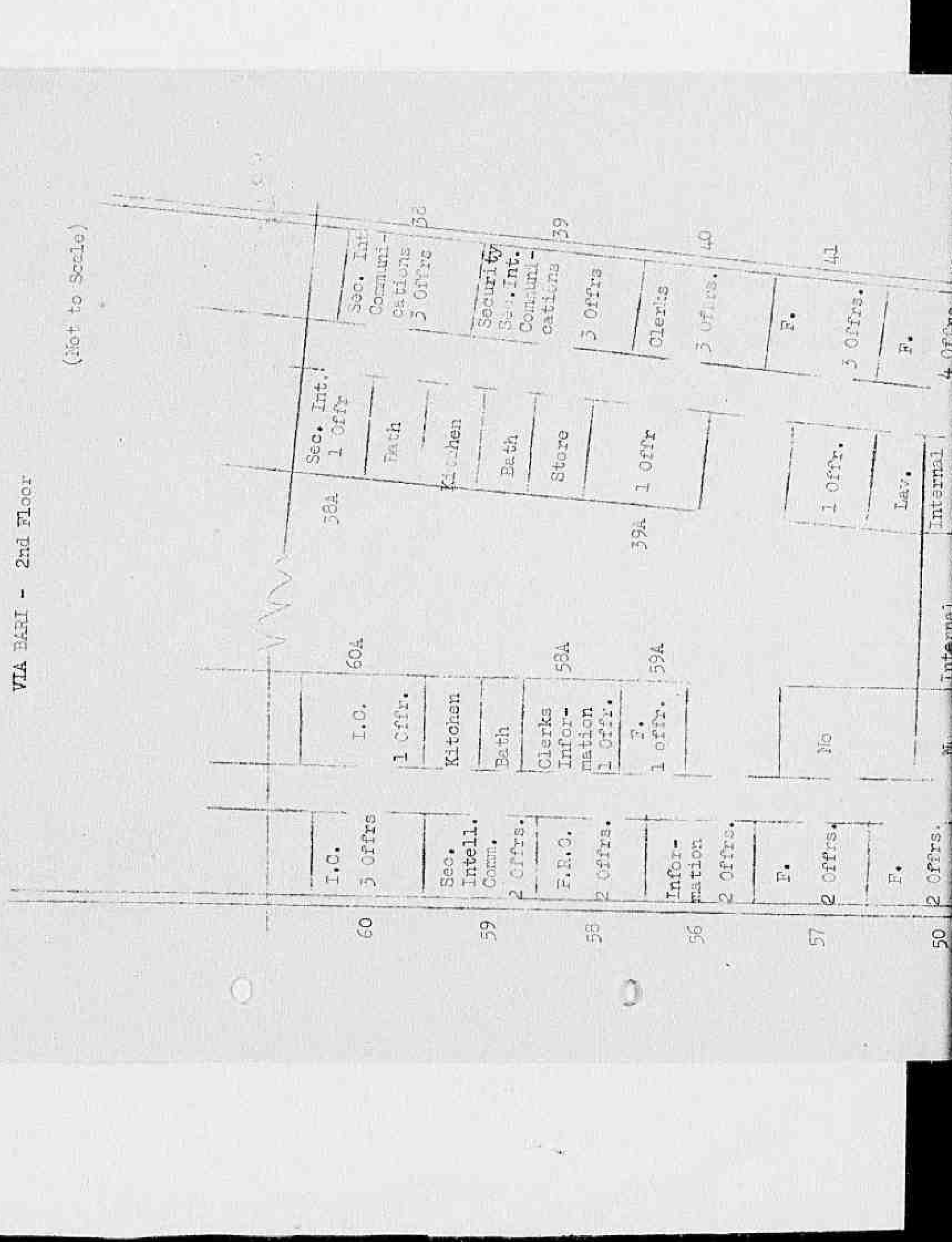
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8 Nov 43

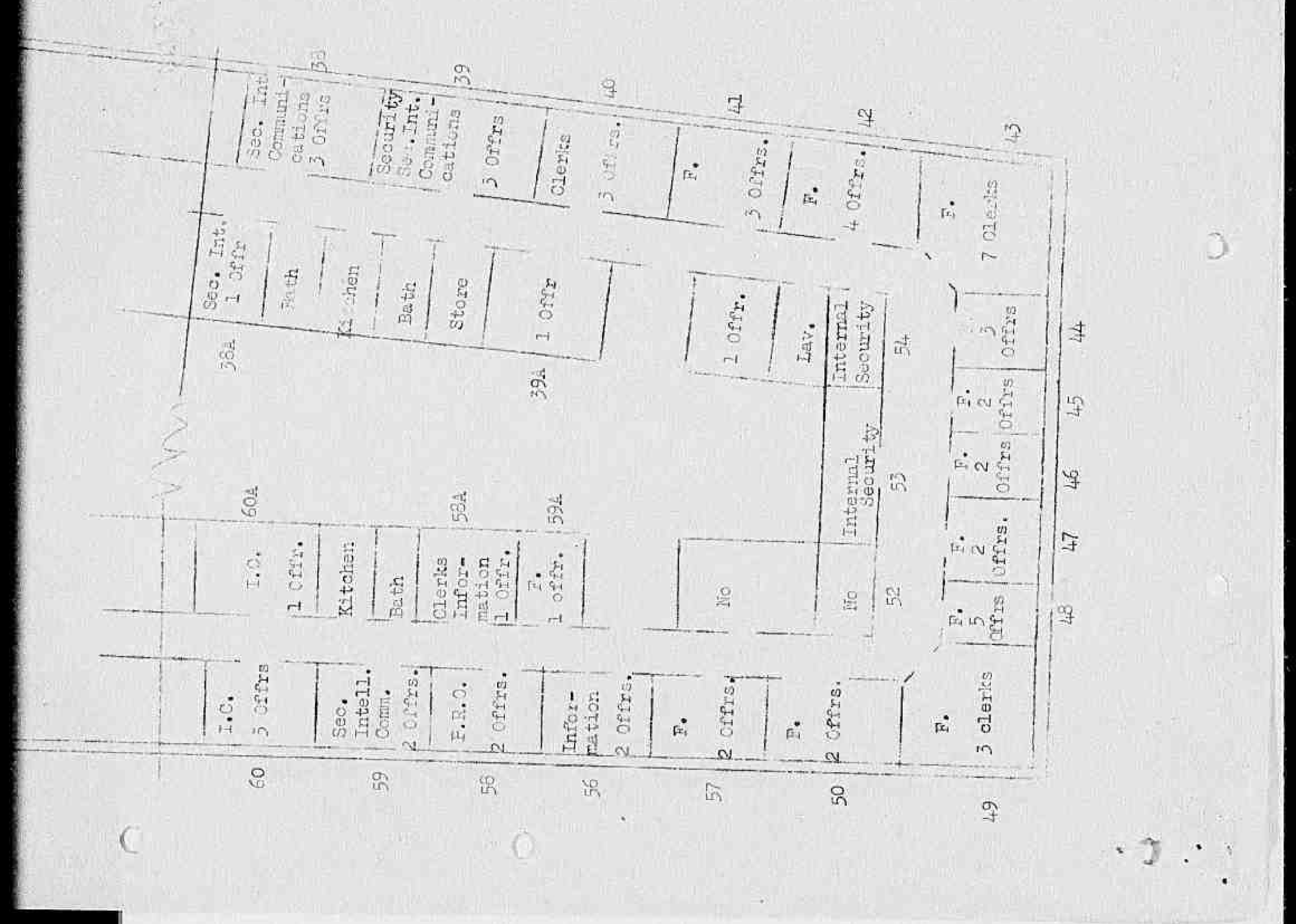
(Not to Scale)

VIA RAF - 2nd Floor

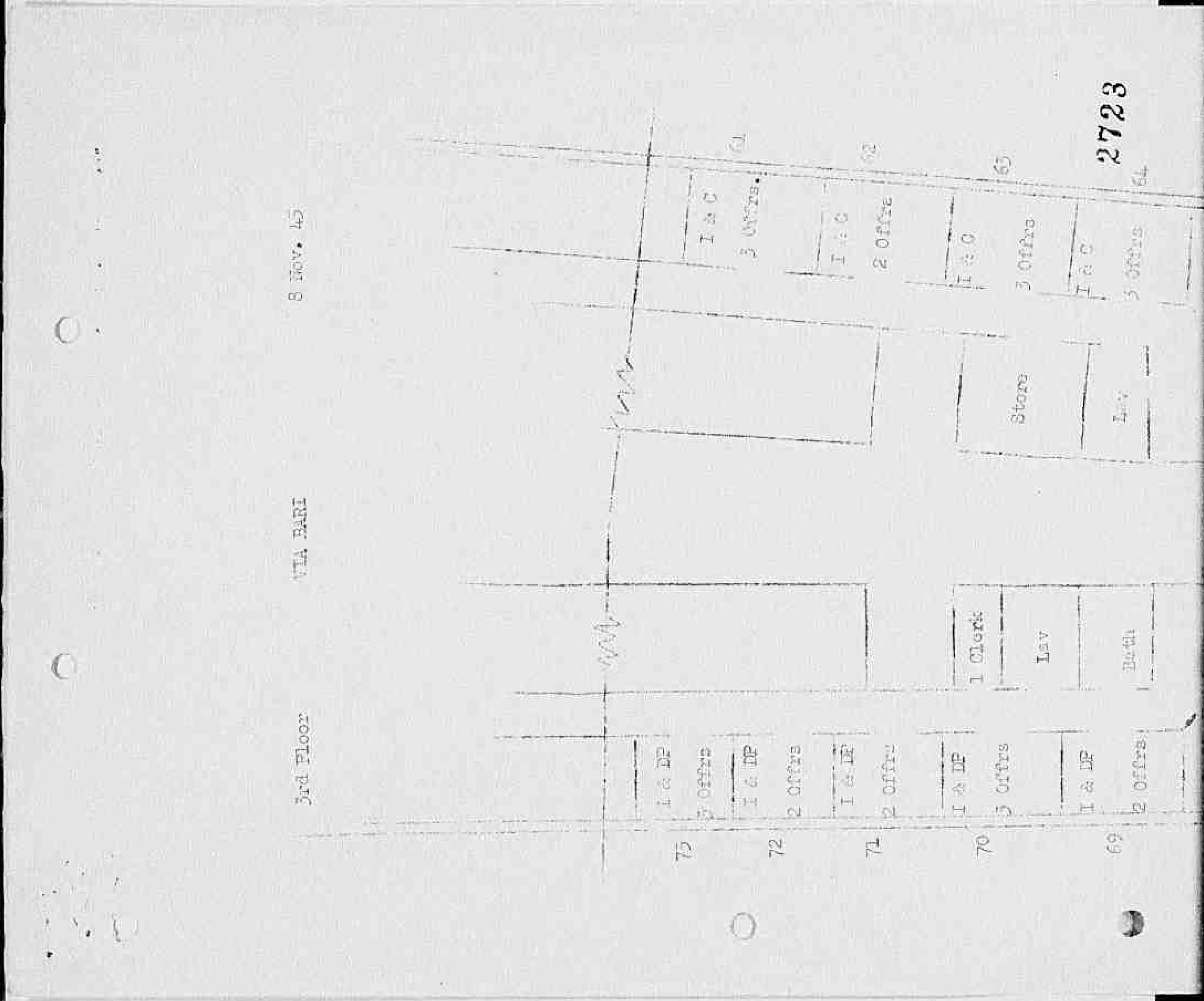


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SECRET

The following is a list of headquarters with the designated code/

HEADQUARTERS	CODE	DECODED
HQ AMG (REAR PARTY)	IBS FOR GEARS FOR ROGERS	PALERMO
APHQ	FREEDOM	ALGIERS
NATOUSA	FREEDOM	EXECUTIVE
SOS, NATOUSA	MERIT	
MBS	MERIT	
ABS	BEACON	
EBS	EAGLE	
IBS	GEARS	
5TH ARMY	LIGHTNING	
CG ACC	PATINA	BRINDISI
CG 15TH ARMY GROUP	PILPOT	BARI
HQ AMG (C.M.F.)	FARGO	NAPLES
APHQ (ADV HQ)	FLAMBO	NAPLES
AMG REGION VI	FABLE	SARDINIA
MEDITERRANEAN S.B.	PEDRO	
AMG REGION I	IBS FOR GEAR FOR AMG REGION I	PALERMO
AMG REGION II	PILPOT FOR REGION II	MATERA

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SECRET

File

1 NW 46

#65

3616

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

(36)

October 31, 1943.

SUBJECT: Re-allocation of offices HQ AMG

TO : All officers concerned.

1. Offices will be occupied in accordance with attached Appendix A.

2. The move will be completed by 1800 hours 3 Nov. 1943.

3. Office furniture may be moved within branches or Sub-Commission in these HQ's (Via Bari) and Banca D'Italia - Subject to agreement as between the respective Chiefs, it may not be moved from one building to the other.

Sufficient office furniture is now available for the new accommodation.

4. Demands for Transport should be in HQ's Commandants office not later than 0900, 2 Nov. 1943.

5. Space other than alloted by these instructions, with the exception of 4th floor HQs Via Bari, must not be used.

6. When the move is completed, a return will be made to HQ commandant, giving names of actual occupants of each room.

By command of Brig. General MCSHERRY:

Brigadier E. GUETERSOCK
Chief of Staff

Distribution:

Deputy President
Vice President Economics and Admin.
Chief of Staff
Chief Staff Officer
Secretary General
PAs to DP and COFS
Economic Director
Adjutant General and G 1
Secretary Intelligence
Chief of Legal
Chief of Industry and Commerce
Chief Industrial Planning Staff
Chief of Finance
Chief Fine Arts
Chief Education
Chief Labor
Billeting Officer
HQ Commandant
Supply Officer
Transport Officer
Staff Officer Tel Communications
Chief Public Health
Chief Public Safety
Chief Property Control
Chief Agriculture, Forests & Fisheries
Chief Information and Public Relations

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Declassified E.O. 12356 Section 3.3/NND No. 785021

1. Offices will be occupied in accordance with attached Appendix A.

2. The move will be completed by 1300 hours 3 Nov. 1945.

3. Office furniture may be moved within branches or Sub-Commission in these HQ's (Via Bari) and Banca D'Italia - Subject to agreement as between the respective Chiefs, it may not be moved from one building to the other.

Sufficient office furniture is now available for the new accommodation.

4. Demands for Transport should be in HQ's Commandants office not later than 0900, 2 Nov. 1945.

5. Space other than alloted by these instructions, with the exception of 4th floor HQs Via Bari, must not be used.

6. When the move is completed, a return will be made to HQ commandant, giving names of actual occupants of each room.

By command of Brig. General MOSHERRY:

Brigadier E. GUETERBOCK
Chief of Staff

Distribution:

Deputy President
Vice President Economics and Admin.
Chief of Staff
Chief Staff Officer
Secretary General
PAs to DP and COFS
Economic Director
Adjutant General and C 1
Secretary Intelligence
Chief of Legal
Chief of Industry and Commerce
Chief Industrial Planning Staff
Chief of Finance
Secretariat
Admin. Director
PA to VP
Chief Fuel
Chief Foreign Trade
Chief Internees and Displaced Persons
Chief Interior
Chief Public Works and Utilities
Chief Fine Arts
Chief Education
Chief Labor
Billeting Officer
HQ Commandant
Supply Officer
Transport Officer
Staff Officer Tel Communications
Chief Public Health
Chief Public Safety
Chief Property Control 2721
Chief Agriculture, Forests & Fisheries
Chief Information and Public Relations
Camp Commandant
HQ Coy Commander (American) (for information)
GM (British) (for information)
Chief Internal Transportation
Chief Shipping
Files
Spares (20)

Declassified E.O. 12356 Section 3.3/NND No. 785021

"APPENDIX A"

AMG Via Bari

(36)

First Floor

Room 20	Vice President Economics and Administration
21	Chief Staff Officer
22	Visiting Staff Officer
23	Secretary General
24	PAs to DP and C of S(V)
25	Deputy President
26	Chief of Staff
27	Economic Directors
28	" "
29	Clerks to Econ and Admin Directors
30	Adj. General and G1
31	Secretary Intelligence
32	Legal
33	"
34	"
35	"
36	"
37	"
38	"
1	"
2	"
3	Conference Room
4	Industrial Planning
5	Finance
6	Finance
7	Finance
8	Secretariat
9	Secretariat
10	Secretariat
11	Secretariat
12	Secretariat
13	Secretariat
14	Secretariat
15	Secretariat
16	Secretariat
17	Admin Directors
18	Admin Directors
19	PA to VP

2nd Floor

Room 38	Industry and Commerce
39	Industry and Commerce
40	Industry and Commerce
41	Industry and Commerce
42	Industry and Commerce
43	Industry and Commerce

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Declassified E.O. 12356 Section 3.3/NND No. 785021

26	Chief of Staff
27	Economic Directors
28	" "
29	Clerks to Econ and Admin Directors
30	Adj. General and G1
31	Secretary Intelligence
32	Legal
33	"
34	"
35	"
36	"
37	"
38	"
1	"
2	"
3	Conference Room
4	Industrial Planning
5	Finance
6	Finance
7	Finance
8	Secretariat
9	Secretariat
10	Secretariat
11	Secretariat
12	Secretariat
13	Secretariat
14	Secretariat
15	Secretariat
16	Secretariat
17	Admin Directors
18	Admin Directors
19	PA to VP

2nd Floor

Room 38	Industry and Commerce
39	Industry and Commerce
40	Industry and Commerce
41	Industry and Commerce
42	Industry and Commerce
43	Industry and Commerce
44	Reserved
45	Fuel
46	Fuel
47	Foreign Trade
48	Foreign Trade
49	Internees and Displaced Persons (Temporarily-To be vacated as soon as possible)
50	Internees and Displaced Persons
57	Internees and Displaced Persons
56	Internees and Displaced Persons
58	Interior
59	Interior
60	Interior
60A	Internees and Displaced Persons
58A	Interior
59A	Interior

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3rd Floor
Room 61 Public Works and Utilities
62 Public Works and Utilities
63 Public Works and Utilities
64 Public Works and Utilities
65 Public Works and Utilities
66 Public Works and Utilities
67 Fine Arts
68 Fine Arts
69 Fine Arts
70 Labor
71 Labor
72 Labor
73 Labor

Ground Floor - These HQ
Room 01 Billeting Officer
02 H.Q. Commandant
03 Supply Office
04 Transport Office

Banca d'Italia, Via Cavour
1st Floor
Room A Staff Officer Tel. Communications Section
B Asst. In. or Tel. Comm.
C Tel. Comm.
D Internal Transportations
Grand Hall Shipping

2nd Floor
Room S Public Health
T " "
U " "
V " "
W " "
Z " "
Y " "

3rd Floor
Room 1 Property Control
2 " "
3 Public Safety
4 " "
5 " "
6 " "
7 " "
8 " "
9 " "
10 Property Control

Declassified E.O. 12356 Section 3.3/NND No. 785021

71 Labor
72 Labor
73 Labor

Ground Floor - These HQ
Room 01 Billeting Officer
02 H.Q. Commandant
03 Supply Office
04 Transport Office

Banca d'Italia, Via Cavour
1st Floor
Room A Staff Officer Tel. Communications Section
B Asst. Tn. or Tel. Comm.
C Tel. Comm.
D Internal Transportations
Grand Hall Shipping

2nd Floor
Room S Public Health
T " "
U " "
V " "
W " "
Z " "
Y " "

3rd Floor
Room 1 Property Control
2 " "
3 Public Safety
4 " "
5 " "
6 " "
7 " "
8 " "
9 " "
10 Property Control
11 " "
12 Reserved

Palazzo Randazzo, 173 Via R. Settimo
3rd Floor
Room 1 Agriculture
2 "
3 "
4 "
5 "
6 Information & Public Relations
7 Information and Public Relations
8 " " "
9 Reserved
10 G-1, G-2, G-3 Clerks
11 G-2, G-3
12 G-1

Banca Del Lavoro (AMFA Building)

Room Allocations according to instructions of S-F Commission.

Declassified E.O. 12356 Section 3.3/NND No. 785021

President - Allied C in C.
Deputy - Pol Adv Lawyer
Chief of Staff - Brig Lucas-Tooth

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(8)

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

(2)

STAFF ORGANIZATION & CHANNELS OF COMMUNICATIONS
(PROVISIONAL)

1. The Deputy President, Vice-Presidents and Directors of the Allied Commission have each a staff. In the case of the Deputy President, his senior staff officer is known as the "Chief of Staff". In all other cases the senior staff officer is known as the "Executive officer".

2. The Chief of Staff is responsible to the Deputy President for the efficient working of the Allied Commission as a whole. The orders of the Deputy President are issued in his name by the Chief of Staff or by officers to whom he may delegate this authority.

3. The Chief of Staff is responsible in particular for the direction of the work of (a) the Secretary General through whom he controls the Public Relations Staff (b) the Assistant Chief of Staff (c) the Industrial Planning Staff and (d) any committees the chairmanship of which he may assume. He will be responsible for the appointment of Chairmen of all other committees.

4. Each Executive Officer is responsible for:

(a) the co-ordination of work within his Section and between his Section and other Sections so as to ensure that there are no gaps or overlaps and that work is carried out in accordance with superior authorities' orders.

(b) the initiation and, if applicable, conduct of conferences between Sections, Subcommissions etc. and the direction of the work of any Committees within the Section.

(c) seeing that the problems of Subcommissions are adequately studied.

(d) sifting and analising all material proceeding from Subcommissions to higher authority.

(e) issuing orders, through the A.C. if necessary, in accordance with the wishes of the head of his Section and to further the work of the Commission.

(f) Co-ordinated advice to the head of his Section, regarding the functioning of the Section.

(g) the organisation of intelligence work within his Section.

(h) the organisation of his office and the transmission of correspondence therein.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

known as the Executive Officer".

2. The Chief of Staff is responsible to the Deputy President for the efficient working of the Allied Commission as a whole. The orders of the Deputy President are issued in his name by the Chief of Staff or by officers to whom he may delegate this authority.

3. The Chief of Staff is responsible in particular for the direction of the work of (a) the Secretary General through whom he controls the Public Relations Staff (b) the Assistant Chief of Staff (c) the Industrial Planning Staff and (d) any committees the chairmanship of which he may assume. He will be responsible for the appointment of Chairmen of all other committees.

4. Each Executive Officer is responsible for:

(a) the co-ordination of work within his Section and between his Section and other Sections so as to ensure that there are no gaps or overlaps and that work is carried out in accordance with superior authorities' orders.

(b) the initiation and, if applicable, conduct of conferences between Sections, Subcommissions etc. and the direction of the work of any Committees within the Section.

(c) seeing that the problems of Subcommissions are adequately studied.

(d) sifting and canalising all material proceeding from Subcommissions to higher authority.

(e) issuing orders, through the A.C. if necessary, in accordance with the wishes of the head of his Section and to further the work of the Commission.

(f) Co-ordinated advice to the Head of his Section, regarding the functioning of the Section.

(g) the organization of intelligence work within his Section.

(h) the organization of his office and the transmission of correspondence therein.

(i) the allocation of duties to, and the supervision of the work of his staff and clerks, and ensuring that they keep themselves informed on subjects which effect them.

(j) recommendations to the head of his Section regarding the upgrading, downgrading or re-assignment etc. of his own staff or other office personnel, and the appropriate action in the case of corresponding matters regarding personnel of subordinate subcommissions.

5. In every case in Para. 4, "Section" includes "Directorate" (or Sub-Section).

6. It is the duty of other staff officers to assist their Executive Officer in the performance of his duties.

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7. All matters of policy and, in addition, important questions affecting more than one Subcommission will be dealt with through staff channels.

8. Chiefs of Subcommissions will however, be responsible for discussing problems with other Subcommissions concerned and for drawing the attention of the Staff to questions of policy or to questions affecting other Subcommissions.

9. Correspondence between the Allied Commission or any portion of it and higher or parallel authority or the Italian Government will be dealt with through the Secretary-General, other than routine correspondence with A.F.H.Q. regarding internal administration of the Allied Commission. Such correspondence will be dealt with through the Adjutant General.

10. Correspondence between the HQ Allied Commission and its subordinate Regions will be dealt with through the A.G., unless it is a technical matter which concerns only one Section of the Commission.

11. Functional correspondence between one Section of the HQ Allied Commission and subordinate Regions will be dealt with through the staff of that section unless it is a purely technical matter concerning one Subcommission only. In such a case, the Subcommission will correspond direct, except in the case of Economic or Administrative Subcommissions which will correspond in all cases through the Staff of their Directorate.

12. In personal contacts, staff officers should in general deal with opposite numbers of their own rank. But an Executive Officer will always have right of access to his next superior Chief Staff Officer.

13. A chief of a Subcommission will not deal with his Vice President or Director, or their deputies, on any matter of principle or policy without first informing the Executive Officer or the Vice-President of Director concerned.

14. These instructions will apply also to Headquarters, Allied Control Commission when it is officially set up.

By Command of Brigadier General McSHERRY:

E. HUETHWOCK
Brigadier
Acting Chief of Staff

Declassified E.O. 12356 Section 3.3/NND No. 785021

File

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT

28 October 1945.

INFORMATION
MEMORANDUM
NO. 1

1. The following information regarding the operation of the Adjutant's section of this Headquarters is published for the guidance of all concerned.

2. The section is divided into six sub-sections as follows:

a. Miscellaneous - here incoming mail is received, routed, and dispatched to other officers within the Headquarters.

b. Officers - in this sub-section are maintained all records pertaining to officers, such as vouchers, rosters, and personnel records.

c. OR/EM - maintains all records of enlisted men.

d. Publications - this sub-section operates the stenographic pool, typing pool, translating pool, and does all mimeographing and printing.

e. Records - operates the general files of the Headquarters.

f. Communications - operates the message center and APO, all couriers, dispatch riders, and messengers for distribution of correspondence within and without the Headquarters.

3. Incoming correspondence - is registered, a "buck-slip" is attached indicating the Sub-Commission or officer to whom the document should go and whether it is for information or action. If the officer who handles the correspondence needs further information or background material he sends to the Records sub-section for the files on the subject. This may be done by messenger or by writing a buck-slip requesting the files.

4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:

a. Drafts will be submitted to the Adjutant for approval prior to dispatch.

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b. Sufficient copies will be prepared to allow one copy for filing in the Records Sub-section and one with the pertinent file of the Sub-Com-

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1. The following information regarding the operation of the Adjutant's section of this Headquarters is published for the guidance of all concerned.

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e. Records - operates the general files of the Headquarters.

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4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:

a. Drafts will be submitted to the Adjutant for approval prior to dispatch. ✓

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b. Sufficient copies will be prepared to allow one copy for filing in the Records Sub-section and one with the pertinent file of the Sub-Commission. ✓

c. All communications will go forward in duplicate. ✓

d. Replies will be made in the form of indorsements on the basic communication.

e. Correspondence addressed to subordinate headquarters, of a routine nature, will be prepared for the signature of the head of the Sub-Commission originating the correspondence, using the phrase "By command of Brigadier General McSHERRY" (See model attached).

f. All correspondence other than that referred to in "e" will use the phrase: "For the Commanding General". ✓

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g. List all inclosures on the face of the letter, below the body and at the left margin of the page.

h. All correspondence addressed to a higher headquarters will be prepared for the signature of the Commanding General.

i. Correspondence ruling on questions of policy will be prepared for signature of ~~Executive Officer~~ Chief of - Secretariat.

j. Each letter should refer to only one subject.

k. Stationery of uniform size will always be used.

5. Officers of the Secretariat are available for advice on the form and preparation of correspondence. Consult them at any time.

6. Bulletins and Memoranda will be published from time to time for the information of the command. Matters of general interest will be forwarded to the Adjutant for publication therein.

7. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

8. OUTGOING CABLES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.G., I.B.S.

Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's numbers, should be included in the text. Cables must NOT be signed. This will be done by A.G., I.B.S. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:

Colonel C. M. SPOFFORD
Lt. Colonel CLAUGH
Major J. R. McDOUGALL
Captain A. S. FARRAR

The following is an example of how a message should be prepared for authentication:

Office of Origin H.Q. AMG Date _____

Classification Restricted (Restricted-Confidential-Secret) Precedence: Routine (Deferred-Routine-Priority-Urgent)

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j. Each letter should refer to only one subject.

k. Stationery of uniform size will always be used.

5. Officers of the Secretariat are available for advice on the form and preparation of correspondence. Consult them at any time.

6. Bulletins and Memoranda will be published from time to time for the information of the command. Matters of general interest will be forwarded to the Adjutant for publication therein.

7. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

8. OUTGOING CABLES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.G., I.B.S.

Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's numbers, should be included in the text. Cables must NOT be signed. This will be done by A.G., I.B.S. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:

Colonel C. M. SPOFFORD
Lt. Colonel CLOUGH
Major J. R. McDOUGALL
Captain A. S. FARMER

The following is an example of how a message should be prepared for authentication:

Office of Origin H.Q. AMG Date _____

Classification Restricted (Restricted-Confidential-Secret) Precedence: Routine (Deferred-Routine-Priority-Urgent)

To: A.F.H.Q.

Wheat now available all area PAREN From IBS to AFHQ cite HQ. AC. PAREN Present supplies will last 2 weeks ref your 268 of 25 Aug.

Unless cables are despatched in the correct manner they will be returned by A.G. Section, I.B.S., thus causing considerable delay.

The following stereotyped phraseology will not be used at the beginning or ending of messages, nor will they be used as a complete message in themselves:

Unclassified E.O. 12356 Section 3.3/NND No. 785021

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ACKNOWLEDGE	PLEASE
ADVANCE	RECEIPT
ADVISE	RECEIVED
ARRIVE	RECOMMEND
ATTENTION	REFER
CITE	REFERENCE
CONFIRM	REPORT
DEPART	REQUEST
ENEMY	REWARD
FOLLOWING	SOURA
FOR	END
FROM	END OF MESSAGE
IN REPLY	PERIOD
NUMBERS "1", "2", "3", etc.	REPLY
OUR	REQUESTED
PARAPHRASE	SIGNED (INCLUDING NAMES)
TITLES "COMMANDING GENERAL", etc	STOP

Messages will only be prepared on the official form, a specimen of which is attached. A supply of these can be obtained on application to the Chief Clerk.

E. L. CROUGH,
Lt. Col., A.G.D.
Chief of Secretariat

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M O D E L

(36)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

201.10 28 October 1943.

Subject : Transfer of Personnel

To : Headquarters Region 1

1. Body of letter.

Number each paragraph.

2.

By command of Brigadier General McSHERRY:

2 Incls-
Incl 1 - Officers Qualification Card
Incl 2 - Letter of Commendation

JOHN R. SMITH,
Captain, A.G.D.
Adjutant.

DISTRIBUTION:
Commissions (2)
Sub-Commissions (2)
All Regions (6)

Interior 3000

36/3

LIST OF ARMISTICE C.C. FILES AS AT
29 SEPTEMBER 1943.

(36)

NO. ACC/	TITLE
1000	Security
1000/1	Security - Temporary Passes.
1000/2	Security - Permanent Passes Returned.
1000/4	Security - Pass Register.
1000/7	Security - Courier Service.
1001	Office Organization and Procedure.
1001/1	Office Procedure - Forwarding of Documents.
1001/2	Office Procedure - Transmittal of Documents
1002	Stencils.
1003	Receipts.
1004	Public Safety.
1004/1	Public Safety - Restriction of Movement.
1004/2	Public Safety - Registration.
1004/3	Public Safety Division - Organization.
1004/4	Public Safety - Civil Defense.
1004/5	Public Safety - Prisons.
1005	Conferences - P.H.
1005/1	Conferences - A.C.C.
1006	Personnel - Provision - General.
1006/1	Personnel - Provision Officers.
1006/2	Personnel - Provision R.M./C.R.
1006/3	Personnel - Provision - Coal Mining R.6.
1006/4	Personnel - Provision Interview of Officers

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1000/6	Security - Pass Register.
1000/7	Security - Courier Service
1001	Office Organization and Procedure.
1001/1	Office Procedure - Forwarding of Documents.
1001/2	Office Procedure - Transmittal of Documents
1002	Stencils.
1003	Receipts.
1004	Public Safety.
1004/1	Public Safety - Restriction of Movement.
1004/2	Public Safety - Registration
1004/3	Public Safety Division - Organization.
1004/4	Public Safety - Civil Defense.
1004/5	Public Safety - Prisons.
1005	Conferences - P.H.
1005/1	Conferences - A.C.C.
1006	Personnel - Provision - General.
1006/1	Personnel - Provision - Officers.
1006/2	Personnel - Provision F.M./C.R.
1006/3	Personnel - Provision - Coal Mining P.6.
1006/4	Personnel - Provision Interviews of Officers
1006/5	Personnel - Provision Employment of Women.
1007	T/O AND W/E - General.
1008	Greetings.
1009	Code Assignment - Officers.
1010	Finance - Headquarters Armistice [illegible]
1011	Finance Sub-Commission General.
1011/1	Finance Sub-Commission Organization
1011/2	Finance - Currency Requirements.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

NO. ACC/	TITLE
1011/3	Finance - Accountancy.
1011/4	Financial - Control of Financial Institutions.
1011/5	Finance - AMFA.
1011/6	Finance - Blank Forms.
1012/1	Foreign Trade - Sub-Commission Organization.
1013	Property Control.
1013/1	Property Control - Planning Directives.
1013/2	Property Control - Intelligence.
1013/3	Property Control - Security.
1014	Planning Directives.
1014/1	Planning Directives - M.G.S.
1014/2	Planning - Cor-ord with instructions at the Mil. Govt. School.
1014/3	Planning - Visits to Sicily.
1014/4	Planning - Misc. Requirements and Points.
1014/5	Planning - Visiting Officers.
1015	Civil Affairs - General.
1016	Armistice Control - General Policy and Organization.
1016 (Duplicate)	Armistice Control.
1016/2	Armistice Control - Organization of Sections and Sub-Commissions - Consequential Transfers of Personnel.
1016/3	Armistice Control - Functions of Sub-Commission.
1017	Sub-Committee - Region 7.
1017/1	Advance Party - Armistice C.C.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

1013	Property Control.
1013/1	Property Control - Planning Directives.
1013/2	Property Control - Intelligence.
1013/3	Property Control - Security.
1014	Planning Directives.
1014/1	Planning Directives - M.G.S.
1014/2	Planning - Cor-ord with instructions at the Mil. Govt. School.
1014/3	Planning - Visits to Sicily.
1014/4	Planning - Misc. Requirements and Points.
1014/5	Planning - Visiting Officers.
1015	Civil Affairs - General.
1016	Armistice Control - General Policy and Organization.
1016 (Duplicate)	Armistice Control.
1016/2	Armistice Control - Organization of Sections and Sub-Commissions - Consequential Transfers of Personnel.
1016/3	Armistice Control - Functions of Sub-Commission.
1017	Sub-Committee - Region 7.
1017/1	Advance Party - Armistice C.C. (Connecting File - ACC/1017).
1018	Draft Armistice Terms (Functions and Powers of Regions - Control Officers under A.C.C.
1020	Move of Military Govt. School.
1022	Telecommunications.
1023	Transportation Division.
1023/1	Transportation and Communications Division - Reorganization.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

NO. ACC/	TITLE
1024	Intelligence - General.
1024/1	Intelligence - Biographical Information.
1024/2	Intelligence - Italian Nationals. ("By permission" file)
1025	Intelligence Reports - General.
1025/1	Intelligence Reports - Economics.
1025/2	Intelligence Reports - Political.
1025/2 (Duplicate)	Intelligence Reports - Political.
1025/3	Intelligence - Cositintrep's.
1025/3 (Duplicate)	Intelligence - Cositintrep's.
1025/4	Intelligence Reports - Air Operational.
1026/1	Political Situation Reports - Southern Italy.
1026/2	Situation Reports - Sardinia.
1028	Liaison Division.
1030	Region 3 Staff - Officers and Men.
1036	Region 3 - T/BA.
1037/3	Region 3 - T/O - W/E.
1056	Republic of San Marino - General Matters.
1067	Region 6 - T/O - W/E.
1067/1	Region 6 - T/O - W/E - Advance Party.
1070	Information - Sub-Commission.
1070/1	Information - Propaganda.
1073	Assignments - E.M. & O.R's.
1074	Appointments - Officers - General.
1074/1	Appointments - Officers No Suitable

Declassified E.O. 12356 Section 3.3/NND No. 785021

1025/1	Intelligence Reports - Economics.
1025/2	Intelligence Reports - Political.
1025/2 (Duplicate)	Intelligence Reports - Political.
1025/3	Intelligence - Cositintrep's.
1025/3 (Duplicate)	Intelligence - Cositintrep's.
1025/4	Intelligence Reports - Air Operational.
1026/1	Political Situation Reports - Southern Italy.
1026/2	Situation Reports - Sardinia.
1028	Liaison Division.
1030	Region 3 Staff - Officers and Men.
1036	Region 3 - T/BA.
1037/3	Region 3 - T/O - W/E.
1056	Republic of San Marino - General Matters.
1067	Region 6 - T/O - W/E.
1067/1	Region 6 - T/O - W/E - Advance Party.
1070	Information - Sub-Commission.
1070/1	Information - Propaganda.
1073	Assignments - E.M. & O.R's.
1074	Appointments - Officers - General.
1074/1	Appointments - Officers No Suitable Employment. ("By permission" file)
1074/1/1	Appointments - Officers - No Suitable Employment - (.....)
1074/2	Appointments - Officers Promotions and Transfers.
1074/3	Officers - Absence, Sickness, Personal, etc.
1074/5	Officers - Transfers - To and From Sicily and Mainland.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

NO. ACC/	TITLE
1075	Agriculture, Forest and Fisheries Sub-Commission.
1075/1	A.F.F. - Agriculture.
1076.	Library.
1076/1	Maps.
1076/2	Maps - Artistic & Historia Monuments.
1078	Education and Arts Sub-Commission.
1078/1	Education - Sub-Commission - Monuments and Arts.
1078/2	Education - Readjustments.
1090	Region 9 - Move.
1091	Allied Nationals in Italy.
1096.	Operations.
1096/1	Operations - Movement by Water.
1097	A.M.G. Administration.
1100.	Military Supply - General.
1101	Locations - Offices & Personnel.
1101/1	Locations - Guard Mobile Building.
1101/2	Locations - Telephones, Directory. Priorities, etc.
1102	Tables of Equipment.
1103	Stationery and Publications.
1104	Supply - Printing - Special Forms.
1105	Supply - Headquarters Commandant.
1106	Supply - Vehicles.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

1076/1	Maps.
1076/2	Maps - Artistic & Historia Monuments.
1078	Education and Arts Sub-Commission.
1078/1	Education - Sub-Commission - Monuments and Arts.
1078/2	Education - Readjustments.
1090	Region 9 - Move.
1091	Allied Nationals in Italy.
1096.	Operations.
1096/1	Operations - Movement by Water.
1097	A.M.G. Administration.
1100.	Military Supply - General.
1101	Locations - Offices & Personnel.
1101/1	Locations - Guard Mobile Building.
1101/2	Locations - Telephones, Directory. Priorities, etc.
1102	Tables of Equipment.
1103	Stationery and Publications.
1104	Supply - Printing - Special Forms.
1105	Supply - Headquarters Commandant.
1106	Supply - Vehicles.
1107	Supply - Estimates.
1108	Supply - Accommodation.
1108/1	Office Accommodations.
1110/1	NATOUSA Circulars.
1110/2	General Orders.
1110/3	Special Orders.
1110/4	Directives.

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NO. ACC/	TITLE
1110/5	Daily Bulletin.
1110/6	Alert Orders for Officers.
1110/7	Duty Officer.
1110/8	Belletin Board.
1120	Organization - General.
1120/1	Organization - Special Divisions.
1120/2	Organization - Identification.
1120/4	Organization - Region 4.
1120/6	Organization - Region 6.
1121	Regions at Mil. Govt. School. Administration and Direction.
1130	Postal and Baggage Arrangements.
1140	Public He alth.
1140/1	Public Health - Venereal Disease. Brothels. Prostitution. Prophyla s Early Treatment Clinics.
1140/2	Public Health - Medical Supplies.
1140/3	Public Health - Relief.
1140/5	Public Health - Epidemics.
1140/4	Public Health - Organization.
1145	Civilian Requirements Estimates General.
1145/1	Civilian Requirements Estimates Agriculture.
1145/2	Civilian Requirements Estimates

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1120	Organization - General.
1120/1	Organization - Special Divisions.
1120/2	Organization - Identification.
1120/4	Organization - Region 4.
1120/6	Organization - Region 6.
1121	Regions at Mil. Govt. School. Administration and Direction.
1130	Postal and Baggage Arrangements.
1140	Public He alth.
1140/1	Public Health - Venereal Disease. Brothels. Prostitution. Prophyla. s Early Treatment Clinics.
1140/2	Public Health - Medical Supplies.
1140/3	Public Health - Relief.
1140/5	Public Health - Epidemics.
1140/4	Public Health - Organization.
1145	Civilian Requirements Estimates General.
1145/1	Civilian Requirements Estimates Agriculture.
1145/2	Civilian Requirements Estimates Mining.
1145/3	Civilian Requirements Estimates Shipping.
1150.	Industry and Commerce - General.
1150/2	Economics - Civil Requirements.
1150/3	Industry and Commerce - Rationing.
1150/4	Industry and Commerce - Metallurgy.
1150/8	Industry and Commerce - Industry.

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NO. ACC/	TITLE
1152/1	Resources - Recovery and Salvage.
1152/2	Re sources - Region 6.
1155	Public Works and Utilities.
1160	Labour.
1160/1	Labour - Wages.
1165	Food Distribution and Rationing.
1170	Censorship.
1190.	Legal.
2000	War Diary.

R. T. Mabee

MAJOR.
O i/c Central Registry.

Distribution "A", plus 14 (Advance Party).

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1160	Labour.
1160/1	Labour - Wages.
1165	Food Distribution and Rationing.
1170	Censorship.
1190.	Legal.
2000	War Diary.

W. T. Hibbert

MAJOR.
C i/c Central Registry.

Distribution "A", plus 14 (Advance Party).

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RESTRICTED

U.S. Restricted
BRITISH Confidential

WAR DEPARTMENT

HEAD QUARTERS, ARMY SERVICE FORCES

WASHINGTON 25, D. C.

LIST OF ALL ASSIGNED SHIPPING DESIGNATORS

(Effective 15 September 1943)

NOTE:

(1) Classification of shipping designators has been reduced from "confidential" to "restricted" by War Department letter, AG 400.161(28 August 1943) OB-S-SPMOT-M, dated 29 August 1943, subject: "Re-positioning and Marking Supplies for Overseas Shipment." However, their meanings will be limited to those agencies who have a specific need therefor.

(2) On this list, there appear unassigned four letter words, meanings of which will be assigned at a later date, when the need therefor arises. When such assignment has been made, the holder of the attached list will indicate the meaning immediately following the shipping designator in question. Thus a master list can be maintained during a much greater period of time.

(3) Shipping designators assigned to the final zones in the North African Theater of Operations will become effective for all shipments of supplies to be set up to arrive at ports after 21 September 1943. After that time, shipments of supplies will be made to the area rather than to specific ports, and shipping designators presently assigned to ports in the North African Theater of Operations will not be used.

SECTION 1
ALPHABETICAL LIST OF SHIPPING DESIGNATORS

ABAM - - BONE, ALGERIA

ABBA - - HOFN, ICELAND

ABDB - - CAPE HAITIEN, HAITI

ADL - - ADELAIDE, AUSTRALIA

ADEN - - CAIRO, EGYPT

ADTN - - FREMANTLE, AUSTRALIA

ADUL - - BEIRA, PORT.

AFOD - -

AFRO - - LIBERIA, WEST AFRICA

AGAL - - U.S.COAST & GEO. SURVEY PROJECT FOR VENEZUELA

AHOY - - HAMILTON, BERMUDA

AIDO - - ST. CROIX, VIRGIN ISLANDS

AIRA - - FORT CHIPEWYAN, CANADA

AIRV - - RIVERVIEW, NOVA SCOTIA

Declassified E.O. 12356 Section 3.3/NND No. 785021

NOTE:

(1) Classification of shipping designators has been reduced from "confidential" to "restricted" by War Department letter, AG 600.161(28 August 1943) OB-S-SPMOT-M, dated 29 August 1944, subject: "Requisitioning and Marking Supplies for Overseas Shipment." However, their meanings will be limited to those agencies who have a specific need therefor.

(2) On this list, where appear unassigned four letter words, meanings of which will be assigned at a later date, when the need therefor arises. When such assignment has been made, the holder of the attached list will indicate the meaning immediately following the shipping designator in question. Thus a master list can be maintained during a much greater period of time.

(3) Shipping designators assigned to the four zones in the North African Theater of Operations will become effective on all shipments of supplies to be set up for arrival at ports after 21 September 1943. After that time, shipments of supplies will be made to the zones rather than to specific ports, and shipping designators presently assigned to ports in the North African Theater of Operations will not be used.

SECTION 1

ALPHABETICAL LIST OF SHIPPING DESIGNATORS

ABAN - - BOUGIE, ALGERIA

ABBA - - HOFN, ICELAND

ABEB - - CAPE HAITIEN, HAITI

ABPE - - ADELAIDE, AUSTRALIA

ACAI - - CAIRO, EGYPT

ACTS - - FREMANTLE, AUSTRALIA

ADAL - - ADABA, BRAZIL

ADXE - - UPERNIVIK, GREENLAND
(72°47'N - 56°10'W)

AJAS - - SURINAM, DUTCH GUIANA

AKGE - - KINGSTON

AKID - -

AKOD - -

ALBA - - LIBERIA, WEST AFRICA

ALCA - - U.S.COAST & GEO. SURVEY PROJECT TOLOVANA, ALASKA

ALEX - - ALEXANDRIA, EGYPT

ALGA - - ST. CROIX, VIRGIN ISLANDS

ALJX - - FORT CHILO, CANADA

ALLI - - THE GOVERNOR, USS PALOS CANAL

ALZO - - LAUTOKA, (VITI LEVU) 2709
FIJI ISLANDS

AMAD - - MADAGASCAR, DEPOT

AMBA - - CASABLANCA, MOROCCO

AMCT - - CAPETOWN, UNION OF SOUTH AFRICA

AMCY - - GUADALCANAL, SOLOMON ISLANDS

RESTRICTED

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ALPHABETICAL LIST OF SHIP'S CALL SIGNATURES

ATAC - - U.S. ARMY AIR FIELD (ACCRA, GOLD COAST)

ATLP - -

ATOH - - TONGATABU ISLAND (175°W - 21°S)

ATRA - - ATAFU BAY, [illegible]

BLCK - - BATTLE ISLAND (159°45'W - 19°50'S)

BALB - - BALBOA, PANAMA CANAL ZONE

BATH - - PHILIPPEVILLE, ALGERIA

BAUS - - BIMINI ISLAND, BAHAMAS

BAUD - - BONDOUAI, FRANCE

BLUE - - BOTWOOD, IDAHO

BNEO - - FAUCONSTEA, TEXAS (35°7'N - 35°50'W)

BAYA - - PUERTO RICO

BATH - - PUNTO MEDIO, COSTA RICA

BRAZ - - CORUMBROCK, NEWFOUNDLAND

CAMD - - CAMARA, CELTA, AFRICA

CASH - - CADIZ-PUERTO REAL, SPAIN

CAVI - - BIZERTE, TUNISIA

CHAP - - MADAGASCAR, BRITISH, AFRICA

CHAR - - CHACORS, ARGENTINA

BIHO - - ORO BAY, NEW GUINEA

BIOT - - CASABLANCA, MOROCCO

BONA - -

BOMA - -

[illegible] - - DOUALA, FRENCH GUINEA

BRO - - CHURCHILL, MANITOBA

USO - - U.S. COAST AND GEODETIC SURVEY (CHILE)

BULD - - ATLANTIC RADIO STATION (Extends from the Mediterranean Base Section to the Atlantic coast, from Spanish Morocco south to & including Safi.)

CUTC - - HAVANA, CUBA

CABS - - ADEN, ARABIA

CAYS - - BELEM, BRAZIL

CAEF - - DAKAR, SENEGAL, AFRICA

CAOP - - KAUAI IS., HAWAII

DIEL - - SIERRA POINT, CHARLESTOWN, SOLOMON ISLANDS

DIGO - - ALCAMO, SICILY

DIVI - - DIEGO GARCIA, INDIA

DUKO - - DURBAN, NATAL

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...CH - - ...TTLE E ISLAND
(159°45'... - 18°50'S)

BADJ - - BA BOA, ...A GRAN...
...DE

BA'U - - P'HILIP ...ILLE, AU...RALIA

BA'S - - BELL... ISL... D, ...

BAYD - - ...OLOMAI ISL... D

B... G - - ...ONDUR... REE...D

BAYO - - TORQUISTA, CLAUS
(35°7'N - 33°34'E)

BAR... - - PUERTO RICO

BATT - - PUERTO LIMON, COSTA RICA

BEA... - - COLCHESTER, ...SSEX, ENGLAND

C...D - - ...NDASA, KE...A, AFRICA

C...H - - ST...TSFOUR, ...NGLAND

CAVI - - BIZERTE, TU...ISIA

CHAP - - MANGAIA, ...OCIETY...S, AFRICA

CHEN - - ...NOURS, ...RANCE

CLY - -

CLU - -

CLA... - - ARATU, BRAZIL

CURG - - ...URAÇAO, ...UTCH ...ST IN...

...RCI - - ...ARABIL, ...NTON ...LAND

...SH - - ...EAN, I...DIA

...DOBURA, K... CHILE

...RCHILL, AU...RIA

...S.C... ...T ...P...S, ...ROJECT ...O. C...

...TLANTIC ...AST C...IO...
(Extends from the Mediterranean base section to the Atlantic coast, from Spanish Morocco south to & including Safi.)

...AVA..., CUBA

...ADEN, ARABIA

...ELÉM, BRAZIL

...R ES SALAAM, AFRICA

...UAI IS., HAWAII

...LMA POINT, GUAM...N, ...OLO O' ISLA...DS

...

...ERMO, SICILY

...ITE BEDDEL, ALGERIA

...ENTAS, SPAIN

...TAS, MADEIRA

RESTRICTED

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ALPHABETICAL LIST OF SHORE RADIO STATIONS

DABU - - AKUREYRI, ICELAND

DAFT - - NAGASSALIK, GREENLAND

DAHO - - BASRA, IRAQ

DAKV - - FREETOWN, SIERRA LEONE, AFRICA

DARO - -

DATI - - CARTHAGE, TUNISIA

DAUB - - KARACHI, INDIA

DEBT - - MACKENZIE BAY, GREENLAND

DECK - - PRESTWICK, SCOTLAND

DEFV - - CAPE TOWN, AFRICA

DEGV - - VUNA POINT, (VITI LEVU IS.), FIJI ISLANDS

DEMP - - LYTTELTON, NEW ZEALAND

DFCH - - KIRIWINA ISLAND, TROBRIAND ISLANDS

DFOG - - MADRAS, INDIA

FACH - - ANTIGUA, EAST INDIES

FAIC - - BORA BORA ISLAND (151°30'W - 16°30'S)

FAIG - -

FAKI - - FORTALEZA, BRAZIL

FAST - - KHARTAUM, SUDAN

FEAR - - RECIFE (PERNAMBUCO), BRAZIL

JEE - - ESPIRITU SANTO ISLAND, NEW HEBRIDES (167°E - 15°S)

JEUS - - SFAX, TUNISIA

JCHO - - SYDNEY, AUSTRALIA

JCOP - - ARZEW, ALGERIA

JFAB - - SAO LUIZ, BRAZIL

JJLR - -

JENK - - ABADAN, IRAN

JFAS - - ALGIERS, ALGERIA

JFIB - - UMMAK, GREENLAND (70°40'N - 52°W)

JFPG - - ALEXANDRIA, EGYPT

JGPC - - NOUMEA, NEW CALEDONIA

GABA - - TARANTO, ITALY

GABI - - ADEN, BRITISH WEST INDIES

GACL - - BERMUDA

GADA - - BONE, ALGERIA

GAFA - -

GAKI - - GODHAVN, GREENLAND

GAFT - - JOHNSTON ISLAND

GALO - - NAIROBI, KENYA, AFRICA

GBAD - - STRUTAY ISLAND, GREENLAND

GBLA - - ORAN, ALGERIA

GBUK - - GREAT BRITAIN (ZONE II)

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OAUB - - KARACHI, INDIA

DEBT - - MACKENZIE BAY, GREENLAND

DECK - - PRESTWICK, SCOTLAND

DENY - - CAPETOWN, AFRICA

DUH - - VUNDA POINT, (VITI LAVU IS.), FIJI ISLANDS

DZEA - - LYTTELTON, NEW ZEALAND

DZOH - - KIRIMATI ISLAND, TRO-MELAND ISLANDS

ESTO - - MADRAS, INDIA

FACE - - ANTIGUA, WEST INDIES

FAOA - - BORA BORA ISLAND (151°30'W - 16°30'S)

FAUG - -

FAZA - - FORTALEZA, BRAZIL

FEAST - - KJARTALIK, GREENLAND

FNAR - - RECIFE (PERNAMBUCO), BRAZIL

FOBY - - SOUSSE, TUNISIA

FOLT - - BUDAREYRI, ICELAND

FOXT - - LA PEL, CUBA

FRUA - - BELEM, BRAZIL

FOLD - - TULAGI ISLAND, SOLOMON ISLANDS

FRUT - - SWAN ISLAND, CARIBBEAN

FROG - - RUNIA, GUADALCANAL, SOLOMON ISLANDS

FUND - - WOODLARK ISLAND

DEIC - - ANNAMI, IRAQ

DEJS - - ALGIERS, ALGERIA

DEUB - - UMANAK, GREENLAND (70°40'N - 52°W)

DPAC - - ALEXANDRIA, EGYPT

DPIC - - NOUMEA, NEW CALEDONIA

GAOA - - TORINO, ITALY

GAU - - ARUBA, BRITISH WEST INDIES

GAUL - - BERMUDA

GAUR - - BONE, ALGERIA

GETA - -

GEUI - - GODHAVN, GREENLAND

GIFT - - JOHNSTON ISLAND

GILD - - NAIROBI, KENYA, AFRICA

GNUD - - SUKUTAK ISLAND, GREENLAND

GLOR - - ORAN, ALGERIA

GLUA - - GREAT BRITAIN (ZONE II)

GOPA - - TUFI, NEW GUINEA

GOWI - - CAIRNS, AUSTRALIA

GUGI - -

GULI - -

GUVA - - KRIPSAKO, GREENLAND

HADO - - MOSTAGANEM, ALGERIA

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SECRET

ALPHABETICAL LIST OF SHIPPING DESIGNATIONS

HAIL - -

HAND - - CAPE VERDE ISLANDS

HARE - - ESKIMONEES, GREENLAND

HAWK - - SCORESBYSUND, GREENLAND

HAZY - - TAKORADI, GOLD COAST, AFRICA

HBR - - KANGERDLUGSSUAK, GREENLAND (68°07'N - 31°30'W)

HEDE - - CANOCAS, BRAZIL

HOAX - - CIENFUEGOS, CUBA

HOL - - PARAMARIBO, DUTCH GUIANA

HOUR - - UPOLU ISLAND, SAMOA ISLANDS

HULK - - SAFI, MOROCCO

HUNG - -

HUR - - PORT ARTHUR, SICILY

HURL - - FUNA FUTI, ELLICE ISLANDS

HUSH - - BENI SAF, ALGERIA

IDOT - -

ICAN - - VIZAGAPATAM, INDIA

IDIG - - RIO DE JANEIRO, BRAZIL

JERK - - SPITSBERGEN, NORWAY

JERK - - WELLINGTON, NEW ZEALAND

JET - -

JIHO - - EMETK, GREENLAND, U.S. ARMY AIR FIELD

IDDA - - ACCRA, GOLD COAST, AFRICA

IDEL - - ASCENSION ISLAND

IEED - - MEDITERRANEAN BASE SECTION (comprises that area from the Eastern Base Section west to a line running southward from Bowd (34° 45'N - 4°07'W on the south border of Spanish Morocco) through Taza to Outat-el-Hadj.)

IEAV - - PUERTO LIMON, COSTA RICA

IIAN - - CIVITAVECCHIA

IIOS - - DUNEDIN, NEW ZEALAND

IIPS - - BRITISH GUIANA

IION - - LONDON, ENGLAND

IIOA - - KOLA KOPA, NEW GUINEA

IPOD - - SALVADOR (S.O-S.P), BAHIA, BRAZIL

IRAT - - NEW CALEDONIA, PACIFIC OCEAN

IROH - - OAHU ISLAND, HAWAII

ITAM - -

IZOC - - FROBISHER BAY, CANADA

JACK - - BAHAMA ISLANDS

JADE - - PERTH, AUSTRALIA

LADY - - CHRISTMAS ISLAND (157°E-2°N)

LAID - - GOTHAAB, GREENLAND

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HIDE - - CANOCAS, BRAZIL

HOLX - - CIENFUEGOS, CUBA.

HOLL - - PARAMARIBO, DUTCH GUIANA

HOUR - - UPOLU ISLAND, SAMOA ISLANDS

HULK - - SAFI, MOROCCO

HUNG - -

HUR - - PORT LAPALOOCLA, SICILY

HURL - - FUNA FUTI, ELLICE ISLANDS

HUSH - - BENI SAF, ALGERIA

IBOT - -

ICAN - - VIZAGAPATAM, INDIA

IDIG - - RIO DE JANEIRO, BRAZIL

JEAN - - SEKHUTAKSTROMFJORD, GREENLAND

JERT - - WELLINGTON, NEW ZEALAND

JET - -

JIHO - - INGLEK, GREENLAND, U.S. ARMY AIR FIELD

JOGO - - ACCRA, GOLD COAST, AFRICA

JOLE - - FERNANDO de NORONHA ISLAND

JUGS - -

JUIP - - PORT PURVIS, FLORIDA IS., SOLOMON ISLANDS

KALE - -

IRAV - - CIVITAVECCHIA

IDOS - - DUNEDIN, NEW ZEALAND

IEPS - - BRITISH GUIANA

IHCH - - LONDON, ENGLAND

INGA - - KANA KOPA, NEW GUINEA

IPOD - - SALVADOR (SAO-SAL), BAHIA, BRAZIL

IULT - - NEW CALEDONIA, PACIFIC OCEAN

IHON - - OAHU ISLAND, HAWAII

ITAM - -

IZOC - - FROBISHER BAY, CANADA

JACK - - BAHAMA ISLANDS

JADE - - PERTH, AUSTRALIA

LADY - - CHRISTMAS ISLAND (157°E-2°N)

LAID - - GODTHAAB, GREENLAND

LAMB - - MATADI, BELGIAN CONGO, AFRICA

LAUR - - ST. LUCIA, BRITISH WEST INDIES

LAWS - -

LAFF - - BRISBANE, AUSTRALIA

LEMO - -

LEVY - - CAGLIARI, SARDINIA

LICK - - PUERTO BARRIOS, GUATEMALA

LIMB - - SAMOA ISLAND

RESTRICTED

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ALPHABETICAL LIST OF SHIPPING DESIGNATIONS

KEGS - - FREDERICKSHAVEN, GREENLAND

KEPT - - FREDERIKSTAD, GREENLAND

KERU - - BRINDISI, ITALY

KESO - -

KIFO - - MARACAIBO, VENEZUELA

KINA - -

KITE - - PANAMA RAILROAD CO.

KIVU - -

KIRU - - PORT SAID, EGYPT

KITE - -

MOAH - - EASTERN BASE SECTION (comprises that area from Libia west to a line running south from Port Gueydon, Algeria (36°55'N - 4°25'E), through Naillan to Ouled-Djellal,)

MOPA - -

MULE - - SUVA, FIJI ISLANDS

NAJE - -

NELP - -

NLMT - - GOOSE BAY (Lake Melville), LABRADOR

NICE - - SONDRESTROMFJORD, GREENLAND

NIXI - - LOBITO - BENGUELA, ANGOLA, AFRICA

NODI - - SUNDERTOPPEN, GREENLAND (65°24'06"N - 52°52'09"W)

LISP - - PORT AU PRINCE, HAITI

LOUD - - ST. THOMAS ISLAND

MAZZ - - MELBOURNE, AUSTRALIA.

NEED - - NORFOLK ISLAND (30°S-170°E)

NUSH - - PORT SUDAN, AFRICA.

NILD - - CANTON ISLAND (170°W - 3°S)

OCUP - -

OHAR - - BARI, ITALY

OHIT - - TRUJILLO, DOMINICAN REPUBLIC

OILY - - REYKJAVIK, ICELAND

ONRA - - TOWNSVILLE, AUSTRALIA.

OLUN - - U.S.A.F. PROJECT FOR AIR MISSION IN CHINA.

OMCA - - TUNIS, TUNISIA.

ONIL - - JULIANEHAAB, GREENLAND (69°13'N - 51°03'W)

ONUG - - BUKA, NEW GUINEA.

OTEM - -

OUCH - - RUSSEL ISLANDS

OVAT - - TALARA, PERU

OWLS - - PUNTARENAS, COSTA RICA.

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KEVU - -

MIRU - - PORT SAID, EGYPT

MITE - -

MOET - - EASTERN BASE SECTION
(comprises that area from Libia west to a line running south from Port Gueydon, Algeria (36°55'N - 4°25'E), through Naillan to Ouled-Djellal,)

MOPA - -

MULE - - SUVA, FIJI ISLANDS

NALE - -

NELP - -

NEMT - - GOOSE BAY (Lake Melville), LABRADOR

NICE - - SONDRESTROMFJORD, GREENLAND

NIXI - - LOBITO - BENGUELA, ANGOLA, AFRICA

NODI - - SUNDARTOPPEN, GREENLAND (65°24'06"N - 52°52'09"W)

NOFO - SKOLDUNGEN, GREENLAND

NOMI - TRIPOLI, LIBYA

NORM - - CAMAGUEY, CUBA

NTSH - - Port Sudan, Sudan

NTTD - - CANTON ISLAND (170°W - 3°S)

OCUP - -

OHAM - - BARI, ITALY

OHIT - - TRUJILLO, DOMINICAN REPUBLIC

OILY - - REYKJAVIK, ICELAND

OKRA - - TOWNSVILLE, AUSTRALIA

OLUM - - ....F. PROJECT FOR AIR MISSION IN CHINA

ONOA - - TUNIS, TUNISIA

ONR - - JACOBSHAVN, GREENLAND (69°13'N - 51°03'W)

ONUG - - BUIA, NEW GUINEA

OTEN - -

OUCH - - RUSSEL ISLANDS

OVAT - - TACNA, PERU

OVLS - - PUNTARENAS, COST. RICA.

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PACT - CHUNGKING, CHINA

PADU - - PORT AJACCIO, CORSICA

RESTRICTED

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ALPHABETICAL LIST OF SHIPPING DESIGNATORS

PAGE - - FANNING ISLAND (159°W - 4°N)

PAWL - - IVIGTUT, GREENLAND

PEAK - - MAUI ISLAND, HAWAII

PHON - - SAMOA ISLANDS, PACIFIC OCEAN

PIXO - - DUSHIRE, IRAN

PILU - - MILLIGOBI, AUSTRALIA

PITH - - TRINIDAD BY ARMY TRANSPORT SERVICE

PLOD - - KEFLAVIK, ICELAND

PLUG - - NUEVITAS, CUBA

POJA - - GUTLIGSSAT, GREENLAND (70°05'N - 52°51'W)

PROD - - MACAIO, BRAZIL

PUGO - - LA GUAIRA, VENEZUELA

PUJA - - NADI, FIJI ISLANDS

PUMO - -

PYKO - -

RAIL - - PORT HASTIE, CORSICA

RANK - - COCOS ISLAND (87° - 5°N)

REAF - - FIJI ISLANDS

SELF - - SANTIAGO, CUBA

SEZU - - ANGMAGSSALIK, GREENLAND

SHAG - - MUNDA, NEW GEORGIA ISLAND, SOLOMON ISLANDS (8°20'S - 157°16'E)

RELY - - JAMAICA, WEST INDIES

RENT - - PALMYRA ISLANDS

RETO - -

RICH - - THULE, GREENLAND

RIND - - GIBRALTAR

ROLP - - FREDERIKSDAL, GREENLAND

RUFA - - AGADIR, MOROCCO (30°26'N 9°30'W)

RUHL - - PERSIAN GULF AREA

RUNT - - SAIPAN, KWAI ISLAND, NEW GUINEA

RUVI - - GUANTANAMO, CUBA

SAC: - - CRISTOBAL, PANAMA

SAIT - - POINT NOIRE, FRENCH EQUATORIAL AFRICA

SATS - - TRINIDAD BY COMMERCIAL VESSELS THRU MOBILE

SAVE - - ST. JOHNS, NEWFOUNDLAND

SCAB - - SOUTH SEYMOUR ISLAND, GALAPAGOS

SCOT - - TONGAREVA ISLAND (Penrhyn (158°W - 9°S)

SCUL - - LAGOS, NIGERIA, AFRICA

TRIO - - SYDNEY, BRETON IS., NOVA SCOTIA

TRUB - - TAMPICO, MEXICO

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PITH - - TRINIDAD BY ARMY TRANSPORT SERVICE

PLOD - - REYKJAVIK, ICELAND

PLUG - - NUEVITAS, CUBA

POJA - - GODTHAAB, GREENLAND (70°05'N - 52°51'W)

PROD - - MACAIO, BRAZIL

PUGO - - LA GUAIRA, VENEZUELA

PUJA - - NANDI, FIJI ISLANDS

PUMO - -

PYKO - -

RAL - - PORT BASTIA, CORSICA

RANK - - COCOS ISLAND (87° - 5°N)

REAP - - FIJI ISLANDS

SELF - - SANTIAGO, CUBA

SEZU - - SCORESBYSUND, GREENLAND

SHAG - - MUNDA, NEW GEORGIA ISLAND, SOLOMON ISLANDS (8°20'S - 157°16'E)

SIPA - - CAYENNE, FRENCH GUIANA

SIRO - -

SKID - - DAKAR, FRENCH WEST AFRICA

SOXO - - GREAT BRITAIN (Zone I)

STAB - - BATHURST, GAMBIA, AFRICA

SUKA - - COZUMEL, ISLAND OFF COAST QUINTANAROO

RUFA - - AGADIR, MOROCCO (30°26'N 9°30'W)

RUAL - - PERSIAN GULF AREA

RUAT - - SALAMAI, KIWAI ISLAND, NEW GUINEA

RUWI - - GUANTANAMO, CUBA

SACH - - CRISTOBAL, PANAMA

SAIT - - PORT NOLLY, FRENCH EQUATORIAL AFRICA

SATS - - TRINIDAD BY COMMERCIAL VESSELS THRU MOBILE

SAVE - - ST. JOHNS, NEWFOUNDLAND

SCAB - - SOUTH SEYMOUR ISLAND, GALAPAGOS

SCOT - - TONGAREVA ISLAND (Penrhyn (158°W - 9°S)

SCUH - - LAGOS, NIGERIA, AFRICA

TRIO - - SYDNEY, BRITON IS., NOVA SCOTIA

TRUE - - TAMPICO, MEXICO

UGLY - - GREAT BRITAIN (entire area)

UHOP - -

UJAI - - ITAJAI, BRAZIL

UKAB - - SOUTHAMPTON ISLAND, CANADA

ULNA - - PORT ELIZABETH, UNION OF SOUTH AFRICA

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ALPHABETICAL LIST OF SHIPPING DESIGNATORS

SUXE - - VILLE HARBOR, EFATE ISLAND

T.GO - - MERCAN, QUEBEC, CANADA

T.LC - - COLOMBO, CEYLON

TE.K - - PORT MORESBY, NEW GUINEA

TH.N - - STEPHENVILLE, NEWFOUNDLAND

TILL - - TORGILSBU, GREENLAND

TOME --- SICILY (entire island)

TOME - - GAVUTU, FLORIDA ISLAND, SOLOMON ISLANDS

TOS. - -

V.VA - - BARRANQUILLA, COLOMBIA

VERB - - MIDWAY ISLAND

VID. - - KHORRAMSHAHR, IRAQ

VISI - - U. S. COAST DEFENSE PROJECT FOR PORT

WAGE - - HAWAII (Island)

.AIF - - MOGADISCIO, ITALIAN SOMALILAND, AFRICA

WALK - - PORT DARWIN, AUSTRALIA

WARD - - SOLOMON ISLANDS, PACIFIC OCEAN

WICO - - TANUMA, IRAQ (known as Ras Tanura)

.IND - - CARMEN, MEXICO

WIPE - -

UALS - - VERACRUZ, MEXICO

UBEN - - BANDAR SHAPUR, IRAN

UBID - - MUSCAT (MASQAT) OMAN ARABIA

UBAF - - ANCON

UVIS - - NOLI POINT, GUADALCANAL, SOLOMON ISLANDS

V.CO - -

V.UP - - SALINAS, ECUADOR

V.ZY - - SUEZ, EGYPT

WOB. - - HOLSTAMBORG, GREENLAND (66°55'09"N- 57°40'13"W)

ZEPA - - PELOPIS ISLAND, CANADA

ZOT. - - CHITUAL, QUETTA-PECO

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THLN - - STEPHENVILLE, NEWFOUNDLAND

TILL - - TORGILSBU, GREENLAND

TOMB --- SICILY (entire island)

TOPL - - GAVUTU, FLORIDA ISLAND, SOLOMON ISLANDS

TOSA - -

VAV - - BARRANQUILLA, COLOMBIA

VERB - - MELVAY ISLAND

VID - - MHORADSHUR, IRAQ

VISI - - U. S. COAST DEFENSE PROJECT FOR PERU

WAGE - - HAWAII (Island)

WAIF - - MOGADISCIO, ITALIAN SOMALILAND, AFRICA

WALK - - PORT DARWIN, AUSTRALIA

WARD - - SOLOMON ISLANDS, PACIFIC OCEAN

WICO - - TENUMA, IRAQ
(known as Ras Tanura)

WIND - - CARMEN, MEXICO

WIPE - -

YAML - - CURACAO

YELP - - AUCKLAND, NEW ZEALAND

VACO - -

VAIP - - SALINAS, ECUADOR

VARY - - SUEZ, EGYPT

ZOBI - - HOLSTENBORG, GREENLAND
(66°55'09"N- 53°40'13"W)

ZORI - - RADLOPED ISLAND, CANADA

ZOTA - - CHITTURAL, QUINTALLOO

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RESTRICTED

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SECTION II
ALPHABETICAL LIST OF GEOGRAPHICAL LOCALITIES

A.A.F. PROJECT FOR AIR MISSION IN CHILE - - - - - OLUM

ABADAN, IRAN - - - - - - - ELIK

ACCRA, GOLD COAST, AFRICA - ACGO

ADELAIDE, AUSTRALIA - - - - ADET

ADEN, ARABIA - - - - - - - CABS

AGADIR, MOROCCO - - - - - RUFA

AITUTAKI ISLAND(159°45'W - 18°50'S)- - - - - - - - - RACK

AKUREYRI, ICELAND - - - - DABU

ALEXANDRIA, EGYPT- - - - - HERG

ALGIERS, ALGERIA - - - - - MEAS

ANAPA, BRAZIL - - - - - - - ADAL

ANCON - - - - - - - - - - - URAF

ANGMAGSSALIK, GREENLAND - AAFT

ANTIGUA, WEST INDIES - - FACI

ARATU, BRAZIL - - - - - - CLAN

ARGENTIA, NEWFOUNDLAND - EACH

ARUBA, BRITISH WEST INDIES-CAIN

ARZEW, ALGERIA - - - - - DOOP

ASCENSION ISLAND - - - - - IDLA

ATLANTIC BASE SECTION - - BUAP
(Extends from the Mediterranean Base Section to the Atlantic Coast, from Spanish Morocco south to & including Safi).

AUCKLAND, NEW ZEALAND - - - YELP

BATHURST, GAMBIA, AFRICA - - - - -STAB

BELEM, BRAZIL - - - - - - - - - - CAFE

BELTERRA, BRAZIL - - - - - - - FIKE

BENGASI, LIBYA - - - - - - - - - BRAD

BENI SAF, ALGERIA - - - - - - - - HUSH

BERMUDA - - - - - - - - - - - - - GALE

BIZERTE, TUNISIA - - - - - - - - - CAVI

BOMBAY, INDIA - - - - - - - - - - EARL

BONE, ALGERIA - - - - - - - - - - - GAMA

BORA BORA ISLAND (151°30'W-16°30'S)- - - - - - - - - - - - - - FAKE

BOUGIE, ALGERIA - - - - - - - - - ABAN

BRINDISI, ITALY - - - - - - - - - KERU

BRISBANE, AUSTRALIA - - - - - - - LEFT

BRITISH GUIANA, SOUTH AMERICA - - IMPS

BUDAREYRI, ICELAND - - - - - - - FELT

BULL., NEW GUINEA - - - - - - - - ONUG

BUSHIRE, IRAN - - - - - - - - - - PEXO

CAGLIARI, SARDINIA - - - - - - - - LEVY

CAIRNS, AUSTRALIA - - - - - - - - GOAT

CAIRO, EGYPT - - - - - - - - - - ACHE

CALCUTTA, INDIA - - - - - - - - - BANT

CAMAGUEY, CUBA - - - - - - - - - -NORM

CANGOCIM, BRAZIL - - - - - - - - HIDE

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ADEN, ARABIA - - - - - - - - CIBS

AGADIR, MOROCCO - - - - - - RUFA

AITUTAKI ISLAND(159°45'W - 18°50'S)- - - - - - - - - - BACK

AKUREYRI, ICELAND - - - - DABU

ALEXANDRIA, EGYPT- - - - - MPAG

ALGIERS, ALGERIA - - - - - MEAS

ALTA, BRAZIL - - - - - - - DAL

ANCONA - - - - - - - - - - URAF

ANGMAGSSALIK, GREENLAND - DAFT

ANTIGUA, WEST INDIES - - FACH

ARATU, BRAZIL - - - - - - CLAN

ARGENTIA, NEWFOUNDLAND - FACH

ARUBA, BRITISH WEST INDIES-GAIN

ARZEW, ALGERIA - - - - - DCOP

ASCENSION ISLAND - - - - - IDLO

ATLANTIC BASE SECTION - - BUSP
(Extends from the Mediterranean Base Section to the Atlantic Coast, from Spanish Morocco south to & including Safi).

AUCKLAND, NEW ZEALAND - - - YELP

BAHAMA ISLANDS, WEST INDIES-JACK

BALBOA, PANAMA CANAL ZONE - BADE

BANDAR SHAPUR, IRAN - - - - UBEK

BARI, ITALY - - - - - - - - OHIM

BARRANQUILLA, COLUMBIA - - -VAVA

BASRA, IRAQ - - - - - - - - DAGO

BERMUDA - - - - - - - - - - - GALE

BIZERTE, TUNISIA - - - - - - - CAVI

BOMBAY, INDIA - - - - - - - - - KARL

BONE, ALGERIA - - - - - - - - - GAHA

BORA BORA ISLAND (151°30'W-16°30'S)- - - - - - - - - - - - - - FAKE

BOUGIE, ALGERIA - - - - - - - - ABAM

BRINDISI, ITALY - - - - - - - - KERU

BRISBANE, AUSTRALIA - - - - - - - LEFT

BRITISH GUIANA, SOUTH AMERICA - - DAPS

BUDAREYRI, ICELAND - - - - - - - FELT

BUEA, NEW GUINEA - - - - - - - - ONUG

BUSHIRE, IRAN - - - - - - - - - - PEXO

CAGLIARI, SARDINIA - - - - - - - - LEVY

CAIRNS, AUSTRALIA - - - - - - - - GOAT

CAIRO, EGYPT - - - - - - - - - - - ACHE

CALCUTTA, INDIA - - - - - - - - - KANT

CAMAGUEY, CUBA - - - - - - - - - -NORM

CANOCHI, BRAZIL - - - - - - - - - HIDE

CANTON ISLAND (170°W-3°S) - - - - MILD

CAPE HARRISON, LABRADOR - - - - - - ABEB

CAPETOWN, AFRICA - - - - - - - - - DEFY

CAPE VERDE ISLANDS - - - - - - - - HAND

CARMEN, MEXICO - - - - - - - - - - WIND

CASABLANCA, MOROCCO - - - - - - - - RLOT

CAYENNE, FRENCH GUIANA - - - - - - SIPA

RESTRICTED

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RESTRICTED

ALPHABETICAL LIST OF GEOGRAPHICAL LOCALITIES

CHURCHILL, ALBERTA - - - - - - - - BROW

CHETUMAL, QUINTANAROO - - - - - - ZOTA

CHRISTMAS ISLAND (157°E - 2°N)- LADY

CHUNGKING, CHINA - - - - - - - - - FACT

CIENFUEGOS, CUBA - - - - - - - - - HOAX

CIVITAVECCHIA - - - - - - - - - - ILLK

CLEVELANDIA, BRAZIL - - - - - - - DUCK

COCOS ISLAND (87°W - 5°N) - - - RANK

COLOMBO, CEYLON - - - - - - - - - TALC

CORNERBROOK, NEWFOUNDLAND - - - BAMA

COZUMEL, ISLAND OFF COAST QUINTANAROO - - - - - - - - - - - SUKA

CRISTOBAL, PANAMA CANAL ZONE - SAGE

CURACAO - - - - - - - - - - - - - YAWL

DAKAR, FRENCH WEST AFRICA - - - SKID

DAR ES SALAAM, AFRICA - - - - - - CALF

DEVERSOIR, EGYPT - - - - - - - - ALPS

DOBODURA, NEW GUINEA - - - - - - BRAM

DUNEDIN, NEW ZEALAND - - - - - - EMOS

EASTERN BASE SECTION - - - - - - MOAN
(Comprises that area from Libia west to a line running south from Port Gueydon, Algeria (36°55'N -

FAIRBANKSHAVEN, GREENLAND - - -KEYS

FAMAGUSTA, CYPRUS (35°7'N - 33°54'E) - - - - - - - - - - - - -RAPO

FANNING ISLAND (159°W - 4°N) - -PAGA

FERNANDO de NORONHA ISLAND - - -JOLL

FIJI ISLANDS - - - - - - - - - - -REAP

FORTALEZA, BRAZIL - - - - - - - -FAIR

FORT CHIMO, CANADA - - - - - - - -AJAX

FREDERIKSDAL, GREENLAND - - - -ROMP

FREDERIKSHAAB, GREENLAND - - - -KEPT

FREETOWN, SIERRA LEONE, AFRICA -RAIN

FREMANTLE, AUSTRALIA - - - - - - -ACTS

FROBISHER BAY, CANADA - - - - - -IZOC

FUNAFUTI, ELLICE ISLANDS- - - -HURL

GABES, TUNISIA - - - - - - - - - -RAIN

GAVUTU, FLORIDA IS., SOLOMON ISLANDS - - - - - - - - - - - -TOKE

GIBRALTAR - - - - - - - - - - - -RAID

GODHAVN, GREENLAND - - - - - - - -GAIN

GODTHAAB, GREENLAND - - - - - - -LAID

GOOSE BAY (LAKE MELVILLE), LABRADOR - - - - - - - - - - - - -MEAT

GREAT BRITAIN (entire area)- - -UGLY

GREAT BRITAIN (ZONE I) - - - - - -SOKO

GREAT BRITAIN (ZONE II) - - - - -GLUE

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CIVITAVECCHIA - - - - - - - - - - ILK

CLEVELANDIA, BRAZIL - - - - - - - DUCK

COCOS ISLAND (87°W - 5°N) - - - RANK

COLOMBO, CEYLON - - - - - - - - TALC

CORNERBROOK, NEWFOUNDLAND - - BAMA

COZUMEL, ISLAND OFF COAST QUINTANARCO - - - - - - - - - - - SUK

CRISTOBAL, PANAMA CANAL ZONE - SAG

CURACAO - - - - - - - - - - - - - YAWL

DAKAR, FRENCH WEST AFRICA - - - SKID

DAR ES SALAAM, AFRICA - - - - - - CALF

DEVERSOIR, EGYPT - - - - - - - - ALPS

DOBODURA, NEW GUINEA - - - - - - BRUT

DUNEDIN, NEW ZEALAND - - - - - - INOS

EASTERN BASE SECTION - - - - - - MOAN
(Comprises that area from Libia west to a line running south from Port Gueydon, Algeria (36°55'N - 4°25'E), through Naillan to Ouled-Djellal.)

EGEDESMINDE, GREENLAND - - - - - -SEZU

ELL. ISLAND, GREENLAND - - - - - BAGS

ESKIMONAES, GREENLAND - - - - - - HARE

ESPIRITU SANTO ISLAND, NEW HEBRIDES (167° E - 15°S) - - - EBON

FIJI ISLANDS - - - - - - - - - - -REAT

FORTALEZA, BRAZIL - - - - - - - -FARM

FORT CHIMO, CANADA - - - - - - - -NJAX

FREDERICKSDAL, GREENLAND - - - - -ROMP

FREDERIKSHAAB, GREENLAND - - - - -KEPT

FREETOWN, SIERRA LEONE, AFRICA -DARK

FREMANTLE, AUSTRALIA - - - - - - -ACTS

FROBISHER BAY, CANADA - - - - - -IZOO

FUNA FUTI, ELLICE ISLANDS- - - - -HURL

GABES, TUNISIA - - - - - - - - - -DAIR

GAVUTU, FLORIDA IS., SOLOMON ISLANDS - - - - - - - - - - - - - -TOWN

GIBRALTAR - - - - - - - - - - - -RIND

GODHAVN, GREENLAND - - - - - - - -GAGE

GODTHAAB, GREENLAND - - - - - - -LAND

GOOSE BAY (LAKE MELVILLE), LABRADOR - - - - - - - - - - - - -MART

GREAT BRITAIN (entire area)- - - -UGLY

GREAT BRITAIN (ZONE I) - - - - - -SOXO

GREAT BRITAIN (ZONE II) - - - - -GIBE

GUADALCANAL, SOLOMON ISLANDS - - -BOMY

GUANTANAMO, CUBA - - - - - - - - -RUMI

HAMAII (ISLAND) - - - - - - - - -MACE

HOFN, ICELAND - - - - - - - - - - -ABEL

HAVANA, CUBA - - - - - - - - - - -BUTO

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ALPHABETICAL LIST OF GEOGRAPHICAL LOCALITIES

HOLSTEINBORG, GREENLAND (66°55' 09"N - 53°40'18"W) - - - - - - - ZOBE

IKATEK, GREENLAND, U.S. ARMY AIR FIELD - - - - - - - - - - - JIHO

IVIGTUT, GREENLAND - - - - - - PAWL

J.KOBSHAVN, GREENLAND (69°13'N-51°03'W)- - - - - - - - - - - ONHA

JAMAICA, WEST INDIES - - - - RELY

JOHNSTON ISLAND - - - - - - - - GIFT

KJARTALIK, GREENLAND - - - - - FAST

KANA KOPA, NEW GUINEA - - - - INGA

KANGERDLUGSUAK, GREENLAND (68°07'N - 31°30'W) - - - - - - HEPA

KARACHI, INDIA - - - - - - - - - DAUB

KAUAI ISLAND, HAWAII - - - - CAMP

KEFLAVIK, ICELAND - - - - - - PLOD

KHORRAMSHAHR, IRAQ - - - - - VIDA

KLPISAKO, GREENLAND - - - - - GUVA

KIRIWINA ISLAND - - - - - - - - ETCH

KOLI POINT, GUADALCANAL, SOLOMON ISLANDS - - - - - - - - UVIS

LIBERIA, WEST AFRICA - - - - - - - - AGED

LOBITO-BENGUELA, ANGOLA - - - - - - NIXI

LONDON, ENGLAND - - - - - - - - - - INCH

LUNGA POINT, GUADALCANAL, SOLOMON ISLANDS - - - - - - - - - - DILL

LYTTLETON, NEW ZEALAND - - - - - DSEP

MACEIO, BRAZIL - - - - - - - - - - - PROD

MACKENZIE BAY, GREENLAND - - - - - DEBT

MADRAS, INDIA - - - - - - - - - - ETOG

MARACAIBO, VENEZUELA - - - - - - - - KIFO

MARRAK, GREENLAND, U. S. ARMY AIR FIELD - - - - - - - - - - - - - AMLG

MASSAUA, ERITREA, AFRICA - - - - - - CHIP

MATADI, BELGIAN CONGO, AFRICA - - - LAND

MAUI ISLAND, HAWAII - - - - - - - - PALK

MEDITERRANEAN BASE SECTION - - - - IFED
(Comprises that area from the Eastern Base Section west to a line running southward from Bowed (34°45'N - 4°07'W on the south border of Spanish Morocco) through Taza to Outat-el-Hadj.)

MELBOURNE, AUSTRALIA - - - - - - - - MAZE

MERAUKE, NEW GUINEA - - - - - - - - CURB

MIDWAY ISLAND - - - - - - - - - - - -VERB

MILNE BAY, NEW GUINEA - - - - - - - - ATLR

MILLINGIMBI, AUSTRALIA - - - - - - - PILU

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JAKOBSHAVN, GREENLAND (69°13'N-51°03'W)- - - - - - - - - - - - OWHA

JAMAICA, WEST INDIES - - - - KEIY

JOHNSTON ISLAND - - - - - - - - GIFT

KAJARTALIK, GREENLAND - - - - FAST

KANA KOPA, NEW GUINEA - - - - INGA

KANGERDLUGSUAK, GREENLAND (68°07'N - 31°50'W) - - - - - - HEPA

KARACHI, INDIA - - - - - - - - DAUB

KAUAI ISLAND, HAWAII - - - - CAMP

KEFLAVIK, ICELAND - - - - - PLOD

KHORRAMSHAHR, IRAQ - - - - - VIDA

KIRISAKO, GREENLAND - - - - - GUVA

KIRIWINA ISLAND - - - - - - - ETCH

KOLI POINT, GUADALCANAL, SOLOMON ISLANDS - - - - - - - - UVIS

KUKUM, GUADALCANAL, SOLOMON ISLANDS - - - - - - - - - - - FROG

LA FE, CUBA - - - - - - - - - - FERN

LAGOS, NIGERIA - - - - - - - - SCUM

LA GUAIRA, VENEZUELA - - - - - PUGO

LAUTOKA, FIJI ISLANDS (VITI LEVU ISLAND) - - - - - - - - - BAZO

MACEIO, BRAZIL - - - - - - - - - - - PROD

MACKENZIE BAY, GREENLAND - - - - - DEBT

MADRAS, INDIA - - - - - - - - - - ETOC

MARACAIBO, VENEZUELA - - - - - - - - KIFO

NARSARSUAK, GREENLAND, U. S. ARMY AIR FIELD - - - - - - - - - - - - - NUUG

NASSAU, BRITISH AFRICA - - - - - - CHIP

NATADI, BELGIAN CONGO, AFRICA - - - LAMB

NAUI ISLAND, HAWAII - - - - - - - PALK

NEDITERRANEAN BASE SECTION - - - - IFLD
(Comprises that area from the Eastern Base Section west to a line running southward from Bowed (34°45'N - 4°07'W on the south border of Spanish Morocco) through Taza to Outat-el-Hadj.)

MELBOURNE, AUSTRALIA - - - - - - - - MAEL

MERAUKE, NEW GUINEA - - - - - - - - CURB

MIDWAY ISLAND - - - - - - - - - - - -VERB

MILNE BAY, NEW GUINEA - - - - - - - ATAR

MILLINGIMBI, AUSTRALIA - - - - - - - PILU

MINGAN, QUEBEC, CANADA - - - - - - - TAGO

MOGADISCIO, ITALIAN SOMALILAND, AFRICA - - - - - - - - - - MAIF

MOLOKAI ISLAND, HAWAII - - - - - - - BAID

MOMBASA, KENYA, AFRICA - - - - - - - CAED

MOSTAGANEM, ALGERIA - - - - - - - - HADO

MUNDA, NEW GEORGIA ISLAND, SOLOMON ISLANDS - - - - - - - - - - SHAG
(8°20'S - 157°16'E)

MUSCAT (MASQAT) OMAN - - - - - - - - UMID

RESTRICTED

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ABBREVIATED

ALPHABETICAL LIST OF GEOGRAPHICAL LOCALITIES

NAIROBI, KENYA AFRICA - - - - - - - -GILD

NANDI, FIJI ISLANDS - - - - - - - - -NUJA

NARSARSSUAK, GREENLAND - - - - - - -NHOY

NATAL, BRAZIL - - - - - - - - - - -UJAW

NEMOURS, ALGERIA - - - - - - - - -CHEM

NEW CALEDONIA, PACIFIC OCEAN - - - IRST

NORFOLK ISLAND (30°S - 170°E)- - - MEND

NORTHERN IRELAND - - - - - - - - - BAIC

NOUMEA, NEW CALEDONIA - - - - - - IPIC

NUEVITAS, CUBA - - - - - - - - - - PLUG

NAPLES, ITALY - - - - - - - - - - DUKO

OAHU ISLAND, HAWAII - - - - - - - IROW

ORAN, ALGERIA - - - - - - - - - - GLEN

ORO BAY, NEW GUINEA - - - - - - - BIHO

PALOPEMO ISLAND, CANADA - - - - - ZOR.

PALERMO, SICILY - - - - - - - - - DIZO

PALMYRA ISLANDS - - - - - - - - - KENT

PANAMA RAILROAD CO., PANAMA - - - KITE

PARAMARIBO, DUTCH GUIANA - - - - - HOL.

PERSIAN GULF AREA - - - - - - - - RUMA

PERTH, AUSTRALIA - - - - - - - - - JADE

PHILIPPEVILLE, ALGERIA - - - - - - BEW

PORT MORESBY, NEW GUINEA - - - -TWAK

PORT PURVIS, FLORIDA IS., SOLOMON ISLANDS - - - - - - - - JUMP

PORT SAID, EGYPT - - - - - - - - MIEU

PORT SUDAN, AFRICA - - - - - - - MESH

PRESTWICK, SCOTLAND - - - - - - - DECK

PUERTO ARMUELLES, COSTA RICA - - IGAV

PUERTO BARRIOS, GUATEMALA - - - LICK

PUERTO LIMON, COSTA RICA - - - - BATH

PUERTO RICO - - - - - - - - - - - BARN

PUNTARENAS, COSTA RICA - - - - - OWLS

QUTLIGSSAT, GREENLAND (70°03'N - 52°51'W)- - - - - - - - - - - - - POOL

RECIFE (PERNAMBUCO), BRAZIL - - FAIR

REYKJAVIK, ICELAND - - - - - - - OILY

RIO DE JANEIRO, BRAZIL - - - - - IDIG

RUSSEL ISLANDS - - - - - - - - - OUCH

ST. CROIX, VIRGIN ISLANDS - - - -IDS

ST. JOHNS, NEWFOUNDLAND - - - - SAVE

ST. LUCIA, BRITISH WEST INDIES - -AIM

ST. THOMAS ISLAND - - - - - - - LOUD

NORFOLK ISLAND (30°S - 170°E)- - - MEMD

NORTHERN IRELAND - - - - - - - - - - RING

NOUMEA, NEW CALEDONIA - - - - - - - MPIC

NULVITAS, CUB. - - - - - - - - - - - PLUG

NAPLES, ITALY - - - - - - - - - - - DUKO

OAHU ISLAND, HAWAII - - - - - - - - IRON

ORAN, ALGERIA - - - - - - - - - - - GLEN

ORO BAY, NEW GUINEA - - - - - - - - BIHO

PADLOPING ISLAND, CANADA - - - - - - ZORA

PALERMO, SICILY - - - - - - - - - - DIZO

PALMYRA ISLANDS - - - - - - - - - - RENT

PANAMA RAILROAD CO., PANAMA - - - - KITE

PARAMARIBO, DUTCH GUIANA - - - - - - HOLA

PERSIAN GULF AREA - - - - - - - - - RUBA

PERTH, AUSTRALIA - - - - - - - - - - JADE

PHILIPPEVILLE, ALGERIA - - - - - - - RAFU

POINT NOIRE, FRENCH EQUATORIAL AFRICA - - - - - - - - - - SALT

PORT AJACCIO, CORSICA - - - - - - - RADU

PORT AU PRINCE, HAITI - - - - - - - LISP

PORT BASTIA, CORSICA - - - - - - - - RALA

PORT DARWIN, AUSTRALIA - - - - - - - WALK

PORT ELIZABETH, UNION OF SOUTH AFRICA - - - - - - - - - - - - ULLA

PORT EMADOCLE, SICILY - - - - - - - HURA

PUERTO ARMUELLES, COSTA RICA - - - IGAV

PUERTO BARRIOS, GUATEMALA - - - - LICK

PUERTO LIMON, COSTA RICA - - - - - BATH

PUERTO RICO - - - - - - - - - - - - BARN

PUNTARENAS, COSTA RICA - - - - - - OWLS

QUTLIGSSAT, GREENLAND (70°03'N - 52°51'W)- - - - - - - - - - - - - - POLA

RECIFE (PERNAMBUCO), BRAZIL - - - FAIR

REYKJAVIK, ICELAND - - - - - - - - ONLY

RIO DE JANEIRO, BRAZIL - - - - - - IDIG

RUSSEL ISLANDS - - - - - - - - - - OUCH

ST. CROIX, VIRGIN ISLANDS - - - - - AIDS

ST. JOHNS, NEWFOUNDLAND - - - - - - SAVE

ST. LUCIA, BRITISH WEST INDIES - - - LARI

ST. THOMAS ISLAND - - - - - - - - - LOUD

SAFI, MOROCCO - - - - - - - - - - - HULK

SALINAS, ECUADOR - - - - - - - - - YARD

SALVADOR (BAHIA - S.S.), BAHIA, BRAZIL - - - - - - - - - - - - - - - LPOD

SAMARAI ISLAND - - - - - - - - - - - LIED

SAMARAI, KIRATI IS., NEW GUINEA - - - - - - - - - - - - - - - - - - RUNT

SAMOA, PACIFIC OCEAN - - - - - - - - MOON

SANTIAGO, CUBA - - - - - - - - - - - SELF

SAO LUIZ, BRAZIL - - - - - - - - - - - DEAD

RESTRICTED

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ALPHABETICAL LIST OF GEOGRAPHICAL LOCALITIES

SCORESBYSUND, GREENLAND - - - - HAWK

SEYDISFJORDUR, ICELAND - - - - CASH

SFAX, TUNISIA - - - - - - - - - - LEUS

SICILY (entire island)- - - - - TOMB

SIMIUTAK ISLAND, GREENLAND - - GLAD

SIMIUTAKSTROMFJORD, GREEN-
LAND - - - - - - - - - - - - - JEAN

SKJOLDUNGEN, GREENLAND - - - - NOFO

SOLOMON ISLANDS, PACIFIC OCEAN -WARD

SONDRESTROMFJORD, GREENLAND - - NICE

SOUSSE, TUNISIA - - - - - - - - FOBY

SOUTHAMPTON ISLAND, CANADA - - UKASE

SOUTH SEYMOUR ISLAND,
GALAPAGOS - - - - - - - - - - - SCAB

STEPHENVILLE, NEWFOUNDLAND - - TILE

SUEZ, EGYPT - - - - - - - - - - VARY

SUKKERTOPPEN, GREENLAND
(65°24'06"N - 52°52'09"W) - - - NODI

SURINAM, DUTCH GUIANA - - - - - ALES

SUVA, FIJI ISLANDS - - - - - - MULE

SWAN ISLAND, CARIBBEAN - - - - FRET

SYDNEY, AUSTRALIA - - - - - - -ECHO

SYDNEY, BRETON ISLAND, NOVA
SCOTIA - - - - - - - - - - - - -TRIO

TAKORADI, GOLD COAST -- - - - -HAZY

TALARA, PERU- - - - - - - - - - OVAT

TORGILSBU, GREENLAND - - - - - - TIDE

TOWNSVILLE, AUSTRALIA - - - - - OKRA

TRINIDAD BY ARMY TRANSPORT
SERVICE - - - - - - - - - - - - PITH

TRINIDAD BY COMMERCIAL VESSELS
THRU PORTS - - - - - - - - - - - SATS

TRIPOLI, LIBYA - - - - - - - - - HOMI

TRUJILLO, DOMINICAN REPUBLIC - - OHIT

TUTUILA/PAGO PAGO - - - - - - - GORA

TULAGI IS., SOLOMON ISLANDS - - - FOLD

TUNIS, TUNISIA - - - - - - - - - ONCE

ULIMAK, GREENLAND (70°40'N - 52°W)LENIN

ULKENIVIK, GREENLAND (72°47'N-
56°10'W) - - - - - - - - - - - - ADOT

UTOLU ISLAND, SAMOA ISLANDS - - HOUR

U.S. COAST DEFENSE PROJECT
FOR CHILE - - - - - - - - - - - - BUJO

U.S. COAST DEFENSE PROJECT
FOR PERU - - - - - - - - - - - - VISI

U.S. COAST DEFENSE PROJECT
FOR VENEZUELA - - - - - - - - - AGER

VERACRUZ, MEXICO - - - - - - - - UTAS

VILA HARBOR, EFATE ISLAND - - - SUKE

VIZAGAPATAM, INDIA - - - - - - - ICAN

WIDE BAY, NEW BRITAIN

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SKJOLDUNGEN, GREENLAND - - - - NOFO

SOLOMON ISLANDS, PACIFIC OCEAN -WARD

SONDRESTROMFJORD, GREENLAND - - NICE

SOUSSE, TUNISIA - - - - - - - - FEBY

SOUTHAMPTON ISLAND, CANAD. - - UKIB

SOUTH SEYMOUR ISLAND,
GALAPAGOS - - - - - - - - - - - SCAB

STEPHENVILLE, NEWFOUNDLAND - - TELA

SUEZ, EGYPT - - - - - - - - - - V.RY

SUNDERTOPPEN, GREENLAND
(65°24'06"N - 52°52'09"W) - - - NODI

SURINAM, DUTCH GUIANA - - - - - ALES

SUVA, FIJI ISLANDS - - - - - - MULE

SWAN ISLAND, CARIBBEAN - - - - FRET

SYDNEY, AUSTRALIA - - - - - - -ECHO

SYDNEY, BRETON ISLAND, NOVA
SCOTIA - - - - - - - - - - - - -TRIO

TAKORADI, GOLD COAST - - - - -HAZY

TALARA, PERU- - - - - - - - - - OVAT

TAMPICO, MEXICO - - - - - - - - TRUE

TARANTO, ITALY - - - - - - - - GARA

TEBES, ALGERIA - - - - - - - - -DUMB

TEKUNA, IRAQ (known as Was
Tanura) - - - - - - - - - - - - WICO

THE GOVERNOR, THE PANAMA CANAL - AKEY

THULE, GREENLAND - - - - - - - RICH

TRANSMIT BY COASTAL VESSELS
THRU MOBILE - - - - - - - - - - - SATS

TRIPOLI, LIBYA - - - - - - - - - HOMI

TRUJILLO, DOMINICAN REPUBLIC - - OHIT

TUFI VIA GUELL - - - - - - - - - GOPA

TULAGI Is., SOLOMON ISLANDS - - - FOLD

TUNIS, TUNISIA - - - - - - - - - ONCE

UMANAK, GREENLAND (70°40'N - 52°W)ENIB

UMANIVIK, GREENLAND (72°47'N-
56°10'W) - - - - - - - - - - - - ADOT

UPOLU ISLAND, SAMOA ISLANDS - - HOUR

U.S. COAST DEFENSE PROJECT
FOR CHILE - - - - - - - - - - - - BUJO

U.S. COAST DEFENSE PROJECT
FOR PERU - - - - - - - - - - - - VISI

U.S. COAST DEFENSE PROJECT
FOR VENEZUELA - - - - - - - - - AGER

VERACRUZ, MEXICO - - - - - - - - UALS

VILA HARBOR, ETATE ISLAND - - - SUKE

VILLACABATAI, LUZON - - - - - - - ICAN

VUNDA POINT, VITI LEVU IS.,
FIJI ISLANDS - - - - - - - - - - -ARUM

WELLINGTON, NEW ZEALAND - - - - - JERK

WOODLARK ISLAND - - - - - - - - - FUND

RESTRICTED

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THE FOLLOWING SHIPPING DESIGNATORS WHICH HAVE BEEN PREVIOUSLY ASSIGNED AND SUBSEQUENTLY DELETED ARE FURNISHED IN ORDER THAT SHIPMENTS ADDRESSED THEREUNDER INADVERTENTLY MAY BE IDENTIFIED:

ABLE - - - BANDAR SHAPUR, IRAN

ACID - - - VILA HARBOR, ERATE ISLAND

CURA - - - MOOSONEE, CANADA

DULE - - - VANCOUVER, CANADA

EDIT - - - TONGATABU ISLAND (175°W - 21°S)

HAUL - - - NORTHWEST RIVER, LABRADOR

KANO - - - MIDWAY ISLAND

KICK - - - ICELAND

KING - - - NATAL, BRAZIL

KUTI - - - SHAP ISLAND

MICA - - - SOLOMON ISLANDS, PACIFIC OCEAN

OBEY - - - NEW CALEDONIA, PACIFIC OCEAN

ROZO - - - PRINCE RUPERT, C.N.R.

TAPE - - - GREENLAND

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MAUL - - - NORTH WEST RIVER, LABRADOR

KANO - - - MIDWAY ISLAND

KIOK - - - ICELAND

KING - - - NATAL, BRAZIL

KOTI - - - SAIPAN ISLAND

MIOL - - - SOLOMON ISLANDS, PACIFIC OCEAN

OBEY - - - NEW CALEDONIA, PACIFIC OCEAN

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

CIRCULAR)
: 15 May 1943
NUMBER 86)

U. S. MILITARY CENSORSHIP REGULATIONS

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A COPY OF THIS CIRCULAR WILL BE POSTED ON EACH HEADQUARTERS AND UNIT BULLETIN BOARD

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I - GENERAL PROVISIONS.

1. Foreword: This circular is based on Training Circular No. 15, War Department, 16 February 1943 (Military Censorship). All other existing regulations and instructions contrary to the provisions herein, are rescinded and the following substituted therefor. (Specifically, Section III, Circular No. 28; Circular No. 39; Section II, Circular No. 52; Section II, Circular No. 55; and Section II, Circular No. 64, all this headquarters, cs, are rescinded). No subordinate commander will issue orders at variance with, or more restrictive than the instructions contained herein.

2. Purpose: The purpose of this circular is to furnish a set of instructions establishing uniform procedure for the conduct of U. S. Military Censorship. It is intended that the provisions contained herein be applied with common sense and an appreciation of the fact that enemy intelligence gains much invaluable information from improperly censored mail. These regulations are much less restrictive that those which would be warranted for untrained and uninstructed troops and must therefore be applied in accordance with previous security training and an appreciation of the danger to which careless correspondence subjects writers and their associates.

3. Responsibility: Military censorship is a function of command and is the direct responsibility of the Theater Commander, exercised through the Information and Censorship Section (INC), AFHQ, except that U. S. Army mail censorship and Prisoner of War mail censorship is exercised through this headquarters. Military censorship will be conducted in accordance with the provisions herein and any supplementary instructions promulgated by the War Department and the Theater Commander.

4. Jurisdiction: Military censorship will be effected over all private communications to and from all personnel in this theater under U. S. Military jurisdiction, to include all civilians (War Correspondents, Red Cross Representatives, etc.,) accompanying or serving with this command in this theater.

5. Definitions.

a. Base Censorship: Censorship as effected by a detachment specifically organized and responsible for the censorship and supervision of the censorship of all private communications to and from troops served by the nearest Army Base Post Office and all civilians controlled by those troops.

b. Base Censorship Detachment: A detachment of military personnel organized to effect Base Censorship.

c. Unit Censorship: Censorship as effected by commanders of small units such as companies, batteries and similar detachments.

d. Unit Censor: An officer of a company or similar unit designated to effect Unit Censorship.

e. Theater Censor: An officer responsible for censorship where two or more Base Censorship Detachments operate under one command.

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Censorship Regls. contd.

f. Chief Base Censor: An officer designated by this headquarters, for the censorship of all private communications to and from troops served by the nearest Army Base Post Office and all civilians controlled by those troops, and for the supervision and administration of such personnel required for the execution of those functions.

g. U. S. Army Examiner Stamp: The authorized stamp used by a Unit Censor.

h. Blue Envelope: WD AGO Form 911, used by soldiers as the cover for a letter relating to private or family matters, to be censored by the Chief Base Censor, and not by a Unit Censor.

i. Comment Sheets: WD AGO Form 912a, used by the Chief Base Censor for quoting extracts from, making comments on, and indicating disposition of a particular communication.

6. Authorized Channels for Private Communications.

a. Private communications originating in, or destined for, this theater of operations will be transmitted only by means of authorized systems of communications, such as the Army Postal Service, approved telephone, telegraph, cable, or radio systems. They will not under any circumstances be dispatched from this theater of operations by any means other than those authorized by the Theater Commander. Persons guilty of using unauthorized means of communications, thus evading censorship, will be disciplined, as will those who act as unauthorized messengers conveying such communications to another.

b. All personnel governed by this circular, on leaving this theater, may be required to sign a certificate in duplicate as follows:

"I hereby certify that I am not carrying out of this theater any personal communications or documents which have not been passed by a Chief Base Censor. I further certify that all such matter carried bears the impression of the official base censorship stamp."

The original of the certificate will be retained by the signer, and the duplicate will be filed with the Security Officer at the port or airport of departure.

c. It is forbidden to make use of the civil postal service as a means of sending personal mail. Only the facilities of the U.S. Army Post Office will be used for posting mail and buying money orders.

d. Personal telegrams, cablegrams, and radiograms originating in, or destined for, this theater have not yet been approved, except as provided in Circulars No. 66 and 77, this headquarters, cs. As soon as adequate transmission facilities are available, the necessary instructions will be issued. However, messages of an urgent nature may now be handled through the American Red Cross, in accordance with the provisions of Circular No. 28, this headquarters, cs.

7. Explanation of Regulations: Each organization and detachment commander will fully explain the provisions of this circular to all officers, civilian

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ons under military jurisdiction and enlisted men of this unit within forty-eight (48) hours after receipt thereof. Regimental and similar commanders will be responsible that this explanation is made to all units and personnel newly arrived in this theater.

II - INSTRUCTIONS TO PERSONNEL

1. General:

a. With few exceptions all private correspondence will be in plain English. Permission to write letters in a foreign language must be obtain from the Unit Commander. Such permission will be granted by him at his discretion. The Unit Commander will immediately notify the Chief Base Censor that permission has been granted, giving the name of the soldier and the language authorized. Personnel authorized to write in a foreign language will indicate in pencil the language of the communication on the face of the envelope.

b. The use of codes, ciphers and shorthand, or any other forms of secret writing in private correspondence is forbidden. Crosses, X's and other marking of a similar character in the text or at the end of a letter or on the envelope will not be permitted.

c. All articles and photographs, including those of a non-service nature which it is desired to dispatch for publication in the press will be forwarded, properly enveloped addressed in an outer cover to Censorship Branch (INC).

d. The press frequently publishes information which is generally prohibited in personal correspondence. This is possible since all press material is censored before dispatch and it is practicable to exercise day to day control which is impossible in troop mail. An item concerning a certain unit or high ranking officer may be released one day while shortly afterwards secrecy may prevent any mention of this same unit or individual.

2. Guidance:

a. Conditional Statements: Under no circumstances will either open or hidden reference be made in private or unofficial correspondence, or in private records, to any matter which might be of value or comfort to the enemy, be detrimental to the war effort, or disparage the forces or prejudice the foreign relations of the United States or her Allies. The following list indicates some subjects, the mention of which should be made only after careful consideration of the above:

(1) Information concerning military or naval forces of the U.S. or any Ally.
(2) Military, naval or aircraft armament or equipment. (No new designs should be mentioned until publicity has been given in the press).
(3) Description of billets, bivouacs or camps; location of groups of soldiers, troops or supply movements.

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Censorship Regls cont'd.(Equals British CONFIDENTIAL)

(4) Specific information as to names or numbers of casualties or desertions. (Numbers are of value to the enemy - names may distress relatives.)

(5) The military status of any person in transit, or the fact of his movement. (Possible future military operations might be revealed by identifying an individual known for a specialized activity.)

(6) Reference to the presence in this theater of any officer of the rank of full colonel or higher if such information links him with a unit or an assignment. Officers whose names have been released in the press may be mentioned. Care will be taken not to disclose their present location.

(7) Unauthenticated or false reports or misleading statements.

(8) Troops of units in actual combat may state in their private mail addressed to the continental United States or United Kingdom that their unit has been in action in a certain sector on a certain date. Such information must be at least two weeks old at the time of writing and must refer to sectors only, and not to well defined small localities. Unit Censors will be held responsible for adherence to the two week limitation and for an intelligent interpretation of the above.

b. Prohibited Statements: Under no circumstances will reference be made to the following:

(1) The exact geographical location of any unit, or the revelation of the geographical location of the Army Post Office number which is assigned to that particular base or force. Location at which a unit or individual is stationed may be disclosed only as "SOMEWHERE IN NORTH AFRICA" in letters to the United States or the United Kingdom, to an address in this theater, or to other personnel under U. S. Military jurisdiction. Letters addressed to persons not in the U. S. Military Service in locations outside the continental limits of the United States (except to an address in this theater or the United Kingdom) will disclose no location whatever.

(2) The location, identity, movement or prospective movement of any U. S. or Allied naval or merchant vessel or of any U. S. or Allied naval, military or commercial aircraft.

(3) Distinguishing signs used for identity of organizations or their transportation or baggage.

(4) Plans and forecasts, or orders for future operations, whether known or merely surmised.

(5) The use, condition or probable extension of roads, air routes railways, bridges, utilities or other transportation facilities.

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Censorship Regls cont.

(6) The effect of enemy operations to material suffered by the U.S. or any Ally previous to the official publication of such information.

(7) Statements criticizing or disparaging the effort of the Allies of the United States or causing a disunity between members of the Allied nations thereby retarding the successful prosecution of the war.

(8) Reports of atrocities, unless released by appropriate authority

3. Enclosures:

a. To send or to attempt to send to any person or agency, otherwise than in the course of official business, any of the following is forbidden:

(1) Official documents, or classified documents.

(2) Documents captured from the enemy or found in places occupied by the enemy, or containing information about the enemy.

(3) Official documents belonging to civil authorities in allied or enemy territory.

b. In addition, none of the following will be enclosed in private communications unless specifically permitted below. Parenthetical explanations are included to clarify restrictions:

(1) Local newspapers. This restriction does not apply to the publications "Yank", "Stars and Stripes" (weekly), and "Union Jack". Clippings from local newspapers may be sent if they do not indicate the location of a unit. (The daily "Stars and Stripes" contains many local announcements, hence discloses unit locations and may not be mailed.)

(2) Organization publications or news bulletins. (These are not press censored.)

(3) Postage stamps except in small numbers. (All stamps are examined for coded messages.)

(4) Phonograph records. (These cannot be censored in the theater

(5) Blank sheets of paper, including envelope linings. (All have to be thoroughly examined for possible coded messages).

(6) Foreign currency or coins except in small numbers and denominations. (Export control of currency.)

(7) Drawings, sketches, music manuscript and paintings, except when submitted directly to the Chief Base Censor for censorship. These submissions will not be accompanied by correspondence and will be wrapped ready for mailing.

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(e) Private Diaries and Memoranda.

(a) In general, the preparing of private diaries and memoranda will be discouraged.

(b) Private diaries kept by officers, enlisted men, or civilians may contain information of value to the enemy and their dispatch through the regular mail is forbidden while censorship is in effect.

(c) The writers of such diaries frequently keep them in their pockets or in kits where they are liable to capture by the enemy, thus becoming a source of danger. To minimize such risks, private diaries and memoranda will be collected periodically by regiments, or separate battalions and similiar organizations and sent to the Chief Base Censor, where they will be stored. Before being dispatched, diaries will be enclosed in sealed covers marked as follows: "Private Diary of_____(giving name, grade and organization), date_____. Upon release to be mailed to _____(Give exact address)". Diaries will be released when censorship is no longer in effect, or after censorship.

(d) Staff officers will dispose of notebooks containing notes and records of their duties as directed by their Chiefs of Section

4. Addresses.

a. Incoming: The correct address of all personnel governed by this circular to be used by their correspondents is as follows:

(1) Sender's name and address in upper left corner.

(2) Grade, first name in full, middle initial, and last name of person addressed, followed by his Army serial number.

(3) Letter or number of the company or other similar organization to which the addressee is assigned or attached.

(4) Designation of the regiment or separate battalion, if any, to which the company is assigned or attached.

(5) The APO number, care of the postmaster of the city assigned by the Army Postal Service as a mail address.

(6) Example:

From: John R. Roe
205 W. State St.,
Boston, Mass.

Pvt. Willard S. Roe, 1024396
Company F, 167th Infantry
APO 304, c/o Postmaster,
New York City, New York.

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b. Outgoing: Return address on personal mail from all personnel governed by this circular will appear in the upper left corner of the envelope and will conform to the form and conditions prescribed for addressing mail outlined above.

(1) One-half inch margin will be left blank along the left edge of envelopes to facilitate resealing after Base Censorship.

(2) Example:

From: Pvt Willard J. Roe, 1024896,
Company F, 167th Infantry
APO 304, c/o Postmaster,
New York City, New York

John R. Roe
205 W. State St.,
Boston, Mass.

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c. Exceptions:

(1) The initials "NATOUSA", "AFHQ", "ABS", "EBS", "MBS", MAY be used as part of the addresses of personnel governed by this circular who are assigned or attached to such headquarters. The appropriate staff section will be used in lieu of paragraph a(3) above, and the appropriate initials in lieu of paragraph a(4) above

(a) Example:

Sgt. Harold V. Roberts, 1967535,
Ordnance Section, Hq. MBS,
APO 666 c/o Postmaster,
New York City, New York.

(2) Communications originating in and destined for this theater of operations and the communications between this theater of operations and the British Isles will be addressed as outlined in a and b above, except that the term "U. S. ARMY" will be substituted for "c/o Postmaster, New York City, New York".

(3) A military return address will not be used anywhere on or in any communication intended for a neutral, enemy or enemy-occupied country. Such mail must be sent through a friend or relative residing in the continental United States. The friend of relative may forward such mail using a domestic civilian return address. It is cautioned that communications to Allied prisoners of war fall into this category.

d. Private addresses will not be used.

e. Official, hotel or other headed, printed or embossed stationery will not be used for private correspondence in such a manner as to disclose the exact geographical location of the writer, his unit or an APO number.

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f. All personnel governed by this circular will advise their correspondents to address mail to them in accordance with the applicable provisions outlined above.

5. Picture Postcards

a. Picture postcards will be subject to the same censorship regulations as applicable to ordinary mail. Particular care will be taken by senders and Unit Censors to insure that postcards do not disclose a unit location or link an APO with a geographical location.

b. Any reference in communications to postcards previously sent, or to be sent which, when considered with the postcard or separately, violates military censorship regulations, is prohibited.

6. Blue Envelopes

a. Enlisted Military personnel in this theater are authorized the use of blue envelopes for the transmission of letters relating to private or family matters only.

b. The purpose of the blue envelope is to offer more privacy to the sender and to protect him from possible embarrassment. Communications so sent are subject to censorship by the Chief Base Censor only.

c. Each blue envelope will contain no inner cover, only one letter, and will be addressed directly to the addressee.

d. Enlisted men will not be induced or compelled to send their letters in blue envelopes. The rate of issue and use will not exceed two per man in any one month.

e. Blue envelopes will not be initated without written approval from the Chief Base Censor for a specified number.

f. Letters sent in blue envelopes and not justifying the use of blue envelopes will be returned to the sender.

7. Mail of Officers and Civilians under Military Jurisdictions.

a. The provisions of this circular apply to the mail of officers and civilians under military jurisdiction as well as to all other types of mail.

b. Mail of officers and civilians under military jurisdiction will not be unit censored nor stamped with the unit censorship stamp, but will be subject to censorship by the Chief Base Censor. Officers and civilians under military jurisdiction will sign their name without rank on the lower left corner of the envelope. When using V-Mail, they will sign their name on the inside of the form in the space provided for the "Censor's Stamp" in addition to signing it on the lower left corner of the "envelope". The signature certifies that they have read, understood and

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complied with military censorship regulations. Violations of military censorship regulations by officers and civilians under military jurisdiction will subject them to disciplinary action, including trial by courts-martial.

8. Method of Posting.

a. Enlisted Men.

(1) All mail of enlisted men will be deposited in mail boxes in company, battery or similar unit orderly rooms, unsealed and ready for mailing. Blue Envelope mail will be deposited sealed.

(2) Registered and insured mail, not being subject to Unit Censorship, will be deposited direct with the Army Postal Service.

b. Officers and Civilians: All mail of officers and civilians under U.S. military jurisdiction will be deposited in Army Post Office channels sealed and ready for mailing.

9. Handling of Violations.

a. Mail and other communications which do not strictly conform to the instructions contained in this circular will not be forwarded and need not be returned to the writer, but are liable to such disposition as the Theater Censor or Chief Base Censor may direct.

b. Persons revealing information prohibited by this circular, other than in the course of official business, will be subject to disciplinary action.

III - UNIT CENSORSHIP REGULATIONS.

1. General: Unit Censorship will be conducted in accordance with the provisions of Section I and II of this circular supplemented by the following regulations:

2. Responsibility:

a. The company or similar unit commander is responsible for the censorship of all mail (see excertions, paragraph b below) of enlisted personnel of his command. The company or unit commander may designate officers of his command, such as platoon leaders, to examine the mail of the enlisted personnel of the unit.

b. The censorship of Officers' mail, blue envelope mail, registered and insured mail, mail to Allied prisoners of war, and mail to neutral, enemy or enemy-occupied countries, is the responsibility of the Chief Base Censor.

3. Duties of Censorship Officers.

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Censorship Regls Cont.

a. All communications subject to Unit Censorship will be examined and censored by commissioned officers or warrant officers in the U. S. Army.

b. Censorship officers will respect and observe the confidential nature of information which comes into their possession. THEY WILL NEVER DISCUSS OR DIVULGE ANY SUCH MATTERS EITHER IN PUBLIC OR PRIVATE EXCEPT WHEN THE INTERESTS OF THE PUBLIC SERVICE REQUIRE A REPORT TO A HIGHER AUTHORITY. Any violation of this trust by a censorship officer will subject that officer to prompt disciplinary action.

c. An enlisted man who delivers his mail for Unit Censorship has performed his duty. The Unit Censor is responsible for seeing that violations are corrected before the communication is passed. Letters containing violations will normally be returned to the sender for rewriting. The censor is responsible for any violations contained in communications passed by him.

4. Censorship Stamps.

a. All censorship stamps will be issued and registered by the Military Intelligence Division, War Department, Washington, D.C. The Chief Base Censor will re-issue and assign U. S Army Examiner censorship stamps to the commanding officers of companies, similar organizations and detachments for use by Unit Censors in any cases where such stamps have not been previously issued.

b. One authorized U. S. Army Examiner Stamp will be issued to each company or similar detachment and written receipt therefor given by the Unit Censor. U. S. Army Examiner Stamps are regarded as CONFIDENTIAL material and will be safeguarded in accordance with the provisions of AR 380-5.

c. Organizations not regularly issued censorship stamps are authorized to request them from the Chief Base Censor, having jurisdiction over the territory in which they are stationed. Such requests will include the following information: Organization, strength, name of nearest organization holding a censorship stamp and distance thereto, distance to nearest Army Post Office, if detached, probable duration of detachment and any other pertinent information.

d. A censorship stamp will be used only by duly appointed censors. The impression of the censorship stamp will be placed on the left-hand side of the cover and clear of the address. When V-mail is used, the impression will, in addition, be placed on the inside of the form in the space provided. Impressions of the censorship stamp on empty, unaddressed envelopes or other unaddressed material and on undeveloped film will not be made.

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e. Upon relinquishing duties as a censorship officer, an officer holding a censorship stamp will transfer it to his successor. A written receipt showing the transfer will be forwarded to the Chief Base Censor for file.

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f. Every precaution will be taken to prevent a censorship stamp from falling into improper hands or being lost. If it should be lost, an immediate report will be made to the Chief Base Censor. Any information obtained concerning the use of an unauthorized censorship stamp will be reported immediately to the Chief Base Censor who will cause an investigation to be made and any necessary disciplinary action to be taken.

5. Instructions for Postal Censors.

a. Examination of Letters

(1) Detection of the use of secret writing in correspondence is sometimes very difficult. Nevertheless, all censorship officers should be aware of the possibilities and should be alert to detect th use of such methods.

(2) A physical examination to detect the presence of secret writing will be made of the letter, the envelope and all enclosures. Any communications suspected of containing secret writing, codes, or ciphers, will be sent immediately to the Chief Base Censor for action.

b. Parcels: All parcels, including luggage, will be examined carefully to prevent the transmission of concealed messages. After examination, parcels must be securely packaged prior to dispatch, and they will be handled by censorship personnel only, until placed in the custody of postal authorities.

c. Communications from Unknown Persons.

(1) Communications to and from unknown persons, including "penpal" letters, will be referred by unit censors to the Chief Base Censor who will normally condemn the communication.

(2) Replies to advertisements or trade circulars or to letters of congratulation from unknown persons, or letters in acknowledgement of gifts from unknown persons, will be referred to the Chief Base Censor.

(3) Advertisements or letters for publication inviting correspondence with unknown persons are forbidden and will be condemned by censorship officers.

d. Official Mail: Official correspondence is not subject to censorship, but the address and return address will be checked to insure that no classified information is revealed. Censorship officers, however, must be alert to detect possible evasion of censorship by use of franked envelopes for personal correspondence.

6. Outgoing Mail:

a. Officers' mail and blue envelopes will be transmitted to the Army Post Office without being opened by unit censors.

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b. The following types of mail will be forwarded in a covering envelope by the Unit Censor to the Chief Base Censor as official mail:

(1) Foreign language correspondence which cannot be translated by the unit censor.

(2) Mail enclosing communications to Allied prisoners of War.

(3) Mail enclosing communications to persons in neutral, enemy or enemy-occupied countries.

c. All other mail, subject to Unit Censorship, including parcels, will be examined by Unit Censors and one of the following actions taken:

(1) Pass: If the letter or parcel does not violate any censorship regulations, it will be passed. The examiner will replace the contents in the cover, seal it and after sealing the cover, sign his name and rank on the lower left corner. Parcels will also be signed with the censor's name and rank on the lower left corner of the face of the package, and will show a list of contents on the outside of the package. Signed mail will then be forwarded to the officer holding the United States Army Examiner Stamp for the censorship impression. Censorship stamp impressions will appear only on the front left-hand side of an envelope. Stamped mail will then be forwarded to the Army Post Office. Unauthorized persons will not be permitted to handle mail that has been sealed and signed. V-Mail letters of enlisted men will bear the censor's signature with rank and the United States Army Examiner's Stamp impression both on the lower left corner of the "envelope" and on the inside of the form in the space provided; therefore, they will be forwarded unsealed (after proper signing by the examiner) to the officer holding the United States Examiner Stamp who will seal them after executing the proper impressions.

(2) Condemn: If the letter or parcel contains a violation of censorship regulations, it will be returned to the sender or condemned by the examining officer without notice to the sender, depending upon the nature of the violation. Normally a letter or parcel will be condemned only when it is believed the original will be needed for evidence. When a unit censor believes that a letter or parcel should be condemned, he will prepare an informal recommendation indicating such action and stating the reason or reasons therefor. The recommendation, together with the letter or parcel concerned, will be forwarded direct to the Chief Base Censor.

(3) Return to Sender: Letters and parcels containing minor violations of censorship regulations will normally be returned to the sender with a notation on an enclosed Form (MC 3) indicating the nature of the violation. The censor, if practicable, will discuss personally with the offender the nature of the violation, instead of using Form (MC 3). It is expected that the number of letters to be returned to the senders will grow progressively smaller as time goes on owing to

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the fact that from this procedure individuals should learn what will and what will not be passed by the censor.

(4) Excise: Excessive mutilation of mail by excisions is never warranted. If a letter contains a word or short phrase violating censorship regulations but is not otherwise objectionable, the examining officer will excise the objectionalbe word or phrase using a sharp knife or other cutting instrument. When necessary excisions are so extensive as to destroy the sense of the message, the letter will be returned to the sender for revision. Excisions will be sufficiently complete to prevent restoration of the original meaning of the excised portions by the addressee. Under no circumstances will Unit Censors delete information by lining out or covering words or phrases using a pencil, ink, paint, or similar material, except in the case of V-Mail. All V-Mail deletions will be made by completely obliterating censorable portions with black ink.

(5) Recommend Photograph or Photostat: If it appears desirable that a letter or parcel go forward but a record is needed for evidence, or future reference, the letter or parcel should be forwarded to the Chief Base Censor with an informal recommendation that it be photographed or photostated before being passed. The Unit Censor will state the reason or reasons for his recommendations.

(6) Note Missing Enclosures: When reference is made in a letter to an enclosure which cannot be found, the omission will be called to the attention of the sender in person if feasible. If the sender cannot readily be reached for reference, the examining officer will prepare duplicate copies of Form (MC 2), "Notification of Missing Enclosure". Both the original and the duplicate will be initialed by the examiner. The original will be placed in the letter and the communication returned to the sender. If local conditions render such action impractical, the letter will be passed. The duplicate copy of Form MC 2 will be retained by the examining officer for his own protection, after noting on the reverse side thereof the following information:

(a) Date of examination.

(b) Name and address of addressee.

(c) Name of sender.

7. Incoming Mail: Incoming mail will be spot-checked by the Chief Base Censor and not normally examined by the Unit Censor. However, the Unit Censor will furnish the Chief Base Censor with the names of individuals under his jurisdiction in cases where it is desirable or necessary that their incoming mail be examined.

8. Forms: The following are samples of MC 2 and MC 3 and will be produced locally by the Unit Censor when needed:

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MC FORM 2

NOTIFICATION OF MISSING ENCLOSURE

The enclosure mentioned in this correspondence

was found to be missing when the letter was opened by the censor.

MC 2 (EXMR)

MC FORM 3

RETURN OF LETTER TO SENDER

This letter is returned to sender because_____

MC 3 (EXMR)

IV - FILM CENSORSHIP.

1. General.

a. In this theater, the use of privately owned cameras has been authorized for all personnel, except those in combat zones.

b. Photographers will familiarize themselves with film censorship regulations. No picture will be taken that contains information of aid or comfort to the enemy.

2. Photographic Information to be Suppressed.

a. In addition to the information prohibited by paragraph 1, 2 and 3 of Section II of this circular, the following classes of information are not to be released for export from this theater, except in the course of official business or with the written approval of this headquarters.

(1) All aerial photographs and films of friendly territory.

(2) High angle views showing military installations, possible military objectives, or landscape where prominent features would disclose location.

(3) All views of plant operations engaged in Allied war manufacture, assembly or repair of material used for furtherance of the Allied cause. Close-up views of machinery or technical equipment.

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(4) Pictures which could be distorted by the enemy and used as propaganda against the war effort.

(5) Pictures which might focus attention on training, personnel, or equipment from which the character of future operations might be determined. Also pictures which show state of training or morale of troops.

(6) Pictures revealing general location of such equipment as planes, tanks, large guns, combat cars, etc.

(7) Pictures of all classified equipment.

(8) Pictures indicating a quantity or the presence of, a particular type of equipment in any general locality.

(9) Pictures indicating route, type of aircraft, nature of cargoes and installations of the Air Transport Command.

b. Any reference in communications to photographs previously sent or to be sent which, when considered with the photographs or separately, violates military censorship regulations, is prohibited.

c. Photographs or films furthering the objectives of enemy propaganda will not be imported into this theater.

d. Particular attention will be given to backgrounds. Frequently the principal subject in the foreground of a picture is not objectionable while the background will reveal information to be suppressed.

3, Instructions for Handling Photographic Material.

a. Photographic material exposed by amateur photographers may be processed locally but only by firms approved by the respective Base Sections.

b. Since local developing facilities are very limited, provisions have been made for developing negatives in the United States without cost to the photographer. To take advantage of these facilities, the following procedure will be followed:

(1) The address of the sender plus the name and address of a person in the United States to whom the developed negatives are to be sent will be indicated on a slip of paper securely tied to each roll of undeveloped film.

(2) Such rolls will be classified "CONFIDENTIAL" and will be transmitted as official mail to the Chief Base Censor for handling and disposition.

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(3) The negatives of such rolls cannot be mailed to this theater by the developing agency in the United States.

c. Anyone using unauthorized facilities will be subject to disciplinary action.

d. All negatives and prints not passed by the censor will become the property of the United States Government and will be disposed of as directed by the War Department, Washington, D. C., or by the Theater Commander.

By command of the Theater Commander:

E. L. FORD
Colonel, G.S.C., Chief of Staff

OFFICIAL:

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

Reproduced, Hq. Peninsular Base Section,
APO 782, 29 November 1943.

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