

1527

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

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10000/141/537

1528

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

10000/141/537

OFFICE MEMORANDUM
MAY 1944 - JULY 1946

MINUTE SHEET NO. 2.

DATE	PAGE
Feb 9 1945	11
Director Reference No 27. Staff instructed L. 27.	
30 June	27
Chief Clerk Ref. 32 - visit all staff accordingly, Lys	
20 Dec.	39
Sgt.	
For you and stenographer to read - p. 39.	
RR 7.	

4539

Page

Minute sheet No. 1.

Date

- 1 of 7 adj. Please note p. 4 and instruct staff. 6
- 7 Adm. Staff instructed. 14
- July 26 Adm. Staff instructed. 15.
- by 2 Adm. Staff instructed. 19.
- Aug 2 adj. Please inform civilian employees accordingly (Refer p. 15). 24
- Adj. Reference p. 19. This document contains, for all purposes, the system that has been followed in this public commission from the beginning. 25
- Adj. Note: whenever telephone no. to appear. 24
- Noted. 25
- Jan 15 Director. A copy of number 24 is on the "Signal" file in the general office of the staff have been instructed. 24
- Adj. Call. J. L. Banks. 25
- Call. J. L. Banks. 24
- Call. J. L. Banks. 25

⑤



Noted. J. W.

9

⑤

Adm. Sub. T. 6. 1 books
Control officer's my own will. Hence had
25 with great care. see that all
instructions are implicitly obeyed. (10)

10

6. Director. / Aked L
Letter to C.O.S. herewith for signature, please. L

25. 26.

HEADQUARTERS ALLIED COMMISSION
AFC 794
Office of the Executive Commissioner

Ref. 65/30

18 July 1946

OFFICE MEMORANDUM
NUMBER 3

THIS MEMORANDUM CANCELS MEMORANDUM
No. 18 DATED 24 OCTOBER 1944

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commission etc.

1. RECORDING CORRESPONDENCE

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

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

2. FILES

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Executive Commissioner files, EC follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:
 - (i) Alphabetical index.
 - (ii) Numerical index.
 - (iii) Register of date of receipt, and return, of files from other departments.
 - (iv) Register of date of sending out, and return, of own departments' files.

Local 9018
43

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commission etc.

1. INCOMING CORRESPONDENCE

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

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

2. FILES

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Executive Commissioner files, EC follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:
 - (i) Alphabetical index.
 - (ii) Numerical index.
 - (iii) Register of date of receipt, and return, of files from other departments.
 - (iv) Register of date of sending out, and return, of own departments' files.

3. FILE COMPILATION.

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 folios, a file should be closed down and a subsequent volume started.

- 2 -

(c) Minutes will be set out as follows:

"TO: Ex. Com.

TEXT

CAS

5 July

Tel: ext. 123

Signature and appointment"

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

4. CORRESPONDENCE FOR THE SIGNATURE OF THE CHIEF COMMISSIONER OR EXECUTIVE COMMISSIONER.

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

Sufficient copies will be prepared to allow the following distribution:

2 copies Addressee	1 copy to float
1 copy Chief Commissioner	1 " " file
1 " Ex. Com.	1 " " each additional addressee.

(b) Specimen letters for signature by Chief Commissioner and Executive Commissioner are appended at Appendices "A", "B", "C" and "D" hereto.

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

5. DRAFTS FOR THE APPROVAL OF THE COMMISSIONER AND EXECUTIVE COMMISSIONER

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

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

6. OUTGOING CORRESPONDENCE.

ALL OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/23. It will be entered in a register suitably columned to record:

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

4. CORRESPONDENCE FOR THE SIGNATURE OF THE CHIEF COMMISSIONER OR EXECUTIVE COMMISSIONER.

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

6. OUTGOING CORRESPONDENCE.

ALL OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/EC. It will be entered in a register suitably columned to record:

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

BY COMMAND OF REAR ADMIRAL STONE,

NEJ
Brigadier,
Executive Commissioner.

DISTRIBUTION

List "B" Group 1 (less 40 to 47, 51, 55 & 60)

U3A

Appendix "A"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
APO 794

Reference No. of Department of origin
↓ 3 spaces
Subject: Food Supply
↓ 3 spaces
TO : G-5 Section, Allied Force Headquarters.

July 1946
(NB. No date of month to be shown)

↓ 4 or 5 spaces

1. Number paragraphs in the following manner:

- a.
- (1).....
- 2. ,.....

(no complimentary close)

↓ 5 spaces from last line of letter

MELBY W. STONE
Rear Admiral, USNR
Chief Commissioner

N.B. Above style to be used for official letters to higher authorities, for which the signature of Chief Commissioner is required.

1537

Subject: Food Supply

↓ 3 spaces

TO : C-5 Section, Allied Force Headquarters.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner:

a.

(1).....

2. ,.....

(no complimentary close)

↓ 5 spaces from last line of letter

ELIJAH W. STONE
Rear Admiral, USNR
Chief Commissioner

N.B. Above style to be used for official letters to higher authorities,
for which the signature of Chief Commissioner is required.

Appendix "B"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
APO 794

Reference No. of Department of origin.

July 1946
(N.B. no date of
month to be shown)

My dear Mr. Prime Minister:

↓ 2 or 3 spaces only

Indent paragraphs but do not number.

.....

.....

Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter

Yours very truly,

↑ 5 spaces

ELLERY W. STONE
Rear Admiral, USNR
Chief Commissioner

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

NOTE. Above style to be used for all letters
to Prime Minister, Italian Government,
for which the signature of Chief Commissioner
is required.

43 B

Appendix "C"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
APO 794

Reference No. of Department of origin.

July 1946
(A.D. no date of
month to be shown)

Dear Dott. Prunas

↓ 2 or 3 spaces

Ident paragraphs but do not number

.....
.....
.....

Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter

Very truly yours,

↓ 5 spaces

ELLERY T. STONE
Rear Admiral, USNR
Chief Commissioner

Dott. R. PRUNAS
Secretary General to the
Ministry of Foreign Affairs
Italian Government
ROME

NOTE. Above style will be used for all Demi-Official letters, for which the signature of Chief Commissioner is required.

Dear Dott. Prunas

↓ 2 or 3 spaces

Indent paragraphs but do not number

.....

.....

.....

Such letters to be written in the 1st person singular

↓

4 spaces from body of letter

Very truly yours,

↓

5 spaces

ELLERY W. STONE
Rear Admiral, USNR
Chief Commissioner

Dott. R. PRUNAS
Secretary General to the
Ministry of Foreign Affairs
Italian Government
ROME

NOTE. Above style will be used for all Demi-Official letters, for which the signature of Chief Commissioner is required.

4335

Appendix "D"

HEADQUARTERS ALLIED COMMISSION
Office of the Executive Commissioner
APO 794

Ref. :

July 1946
(N.B. no date of
month to be shown)

SUBJECT:

TO :

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

ETC

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

Encls.

NOTES

- (i) Above style will be used for all official letters for which the signature of Executive Commissioner is required.
- (ii) "For the Chief Commissioner" will only be inserted in case of communication with parallel and higher formations.
Correspondence to lower formations will close with the following:
"By Command of Rear Admiral Stone:
Brigadier, "
Executive Commissioner."
- (iii) All paragraphs will be numbered.

10/2/2

ALLIED [REDACTED] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Preparation of documents for
signature.
TO All Sub-Commissions.

FILE No. 3/1.B/CA
9661 AM 87
27th May, 1946

A number of letters leaving this Headquarters recently have been improperly prepared for signature and your attention is drawn to the Instructions on "Office Organization" issued by this Section, particularly to Section "D" amended as per Appendix to this letter.

M. Carr
M. CARR, Brigadier.
VP. CA. Section.

4534

Local fort

9/22

4/20

APPENDIX TO LETTER 3/1 B/CA of
16 May 46

APPENDIX "D" to Civil Affairs Section Instructions on Office
Organisation will be amended as follows:

APPENDIX D

1. A document passing out of this Headquarters to officials of the Italian Government if in demi-official form will be prepared for signature as follows:

"Yours very truly,"

2. Letters (other than D/O) or memoranda sent to the Italian Ministries will be prepared for signature as follows:

"FOR THE CHIEF COMMISSIONER."

(according to importance
of the subject).

Director, (or name and rank)
VP. CA. SECTION.

3. A document passing out of this Headquarters to AFHQ or other Allied Authority not part of A.C. will be prepared for the personal signature of the VP, as follows:

FOR THE CHIEF COMMISSIONER,

Name and Rank,
VP. CA. Section.

4. A letter on a Class A matter addressed to S.C.A.O., AME 13 Corps, Provincial Commissioner, Udine or C.L.O.S. will be prepared for the personal signature of the VP. thus:

BY COMMAND OF REAR ADMIRAL MELERY W. STONE.

4333

Name and Rank,
VP. CA. SECTION.

49B

5. A letter on a Class B matter may be prepared and signed for the VP. CA Section.

A minute to higher authority within the Headquarters will be prepared for the personal signature of the Vice President, thus:

(Name and Rank)
VP. CA. Section.

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HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref: 8764/102/EC

Office Memorandum }
Number 7. } Amendment No. 1.

Instructions for the Preparation Dispatch and
Handling of Outgoing Signal Messages.

Owing to the Handover of AMG Territory to the Italian Government the following amendments will be made to Office Memorandum No. 7 dated 14 December 1945.

(1) Para 4 (c)

Delete all detail and substitute.

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

AFHQ	PIEMONTE	Motor Courier
ALCON 10	LOMBARDIA	Air Courier
" "	VENEZIA	" "
" "	NAPLES	Motor Courier
" "	BOLOGNA	Air Courier

(ii) Reference Appendices 'A', 'B' and 'C' destroy and substitute new Appendices 'A', 'B' and 'C'.

BY COMMAND OF REAR ADMIRAL STONE:

G. J. Leone

G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

Handling of Outgoing Signal Messages.

Owing to the Handover of AMG Territory to the Italian Government the following amendments will be made to Office Memorandum No. 7 dated 14 December 1945.

(1) Para 4 (c)

Delete all detail and substitute.

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

AFHQ	PIEMONTE	Motor Courier
ALCOM	LO	Air Courier
"	"	"
"	LOMBARDIA	"
"	VENEZIA	"
"	NAPLES	Motor Courier
"	BOLOGNA	Air Courier

(11) Reference Appendices 'A', 'B' and 'C' destroy and substitute new Appendices 'A', 'B' and 'C'.

BY COMMAND OF REAR ADMIRAL STONE:


G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

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Appendix 'A'

FROM (A) HQ ALCOM 26 0945 NOV 45

TO (FOR ACTION) (1) ALCOM LO LIGURIA (2) AMG VENEZIA GIULIA
(3) ALCOM LO LIVORNO (4) ALCOM LO BARINO (INFORMATION) (5) ALCOM LO SICILY (6) DISTWO FOR ALCOM LO
(7) ALCOM LO (Th.) ANCONARef. No. 6758 Security Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL

MESSAGES PD

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

GUIDANCE PD

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

13 ALCOM PD

PARA THREE PD NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE
DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSEES PDISTRIBUTION (BY ELS)LOCOM LO Piemonte
LOCOM LO Lombardia
LOCOM LO Venozie
LOCOM LO Naples
LOCOM LO BolognaPRECEDENCE PRIORITY 1-4
ROUTINE 5-7

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

1548

NO (INFORMATION) (5) ALCOM LO SICILY (6) DISTWO FOR ALCOM LO (7) ALCOM LO (Tn.) ANCONA

Ref. No. 6758 Security Classification RESTRICTED

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

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

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

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

- RESTRICTION (BY ELS)
LCOM LO Piemonte
LCOM LO Lombardia
LCOM LO Venezia
LCOM LO Naples
LCOM LO Bologna

PRIORITY 1-4
PRECEDENCE ROUTINE 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. No.: 289

RESTRICTED

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2959

FIELD OFFICE

A.C. CHIEF LIAISON OFFICER LIGURIA
A.C. CHIEF LIAISON OFFICER PIEMONTE
A.C. CHIEF LIAISON OFFICER LOMBARDIA
A.C. CHIEF LIAISON OFFICER VENEZIA
A.C. CHIEF LIAISON OFFICER BOLOGNA
A.C. CHIEF LIAISON OFFICER NAPLES
A.C. CHIEF LIAISON OFFICER LIVORNO
A.C. CHIEF LIAISON OFFICER BARI
A.C. CHIEF LIAISON OFFICER SICILY
A.C. CHIEF LIAISON OFFICER BOLZANO
A.C. LIAISON OFFICER (Tn.) ANCONA
A.C. LIAISON OFFICER NO.2 DISTRICT
A.M.G. VENEZIA GIULIA
A.M.G. UDINE PROVINCE

PHONETICAL ALPHABET

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

Appendix 'B'

ALCOM LO LIGURIA
ALCOM LO PIEMONTE
ALCOM LO LOMBARDIA
ALCOM LO VENEZIA
ALCOM LO BOLOGNA
ALCOM LO NAPLES
ALCOM LO LIVORNO
ALCOM LO BARI
ALCOM LO SICILY
ALCOM LO BOLZANO
ALCOM LO (Tn.) ANCONA
DISTRICT FOR ALCOM LO
AMG VENEZIA GIULIA
AMG UDINE PROVINCE

Appendix 'C'

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

1530

ALCOM LO LIVORNO
ALCOM LO BARI
ALCOM LO SICILY
ALCOM LO BOLZANO
ALCOM LO (TV) ANCONA
DISTWO FOR ALCOM LO
AMG VENEZIA GIULIA
AMG UDINE PROVINCE

Appendix 'C'

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

A.C. CHIEF LIAISON OFFICER LIVORNO
A.C. CHIEF LIAISON OFFICER BARI
A.C. CHIEF LIAISON OFFICER SICILY
A.C. CHIEF LIAISON OFFICER BOLZANO
A.C. LIAISON OFFICER (Th.) ANCONA
A.C. LIAISON OFFICER NO.2 DISTRICT
A.M.G. VENEZIA GIULIA
A.M.G. UDINE PROVINCE

PHONETICAL ALPHABET

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

RESTRICTED

6329

4959

SECRET

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

27 DEC 1945

Ref: X-3730

OFFICIAL MEMORANDUM

HUBER 3)

21 December 1945

CLASSIFIED DOCUMENTS

- 1 The following extracts from the Joint US and British instructions are re-published for information together with comments and directions thereon.
The first paragraph shows the Joint instructions; the second the IC comments.

A. CONCISE PERSONAL ATTENTION MUST BE PAID TO ORIGINATORS AND HOLDERS TO DOWN GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

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

B. Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.
i Plans of future major operations.
ii Very important political documents such as negotiations for an alliance.
iii Documents which would disclose methods of obtaining intelligence or impair secret agents.

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

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

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

- i Letters of personnel and disciplinary nature.

CLASSIFIED DOCUMENTS

1-1002

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

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

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

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

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

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

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

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

RESTRICTED

4523

RESTRICTED

- i Non operational movements.
- ii Training and technical matters.
- iii Aerial photographs of non operational areas.
- iv Non operational strength returns.

3 The successive distinctions should be noted:

- a) exceptionally grave damage.
- b) serious injury
- c) prejudicial or embarrassing
- d) official purposes only.

4 If the examples are pursued, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AG papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AG work is properly classifiable higher than confidential.

5 All AG and AG offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO ARCHIVES CONFIDENTIAL.

6 The following are the regulations as to degrading.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be signed and dated by the officer authorising the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorised to downgrade documents will be not lower than the rank of Lt Col except in an incremental HQ having no officer of that rank when a major may re-classify.

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

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

By Command of Rear Admiral STONE:

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

a) Official purposes only.

4 If the examples are followed, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AG papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AG work is properly classifiable higher than confidential.

5 All AG and AGC offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO ARCHIVES OVER-CLASSIFIED.

6 The following are the regulations as to degrading.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and to signed and dated by the officer authorizing the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorized to downgrade documents will be not lower than the rank of Lt Col except in an independent HQ having no officer of that rank when a higher rank is re-classified.

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By Command of Rear Admiral W/NOE:

J. J. Leome
C. J. LEOME
CWO, USA
Asst Adjutant

CONFIDENTIAL

RESTRICTED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

ARO 394

Office of the Executive Commissioner

7 DEC 1945

Ref: 3761/EC

OFFICE MEMORANDUM

NUMBER 7)

14 December 1945

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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

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

PART I

2. PREPARATION.

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

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

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

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

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

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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

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

PART I

2. PREPARATION.

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

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

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

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

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

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

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

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

(g) desired/....

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Yeb

RESTRICTED

- 2 -

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

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

(h) Precedence priorities are:

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

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONFED
RESTRICTED	RESTD
UNCLASSIFIED	UNCLAS

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

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

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

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

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

PRIORITY (Equals British Important)
 ROUTINE
 DEFERRED

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	REST
UNCLASSIFIED	UNCLAS

All instructions on 'UNCLASSIFIED' Messages are contained in Office Memorandum No. 5 .. 27 July 1948.

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

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

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

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

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

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

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

(o) The usual/...
 4526

RESTRICTED

RESTRICTED

- 3 -

The usual punctuations employed and their abbreviations are as follow:

Full Stop	PD
Comma	CMA
Colon	CLN
Bracket	PAREN

3. AUTHENTICATION.

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

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

(c) The authenticating officer will:

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

4. DISPATCH.

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

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

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

see folio 41

~~1st~~ Piemonte Region	Motor Courier
~~2nd~~ Lombard Region	Air Courier
~~3rd~~ Venetia Region	Air Courier
~~4th~~ Naples Command	Motor Courier
~~5th~~ Bologna	Air Courier

5. HANDLING.

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

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

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

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

see folio 41

~~AFHQ~~	Motor Courier
~~AFHQ~~	Air Courier
~~AFHQ~~	Air Courier
~~AFHQ~~	Air Courier
~~AFHQ~~	Motor Courier
~~AFHQ~~	Air Courier

5. HANDLING.

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

PART II

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

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

(b) Three/...

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RESTRICTED

- 4 -

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

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

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

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

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RESTRICTED

Appendix 'A'

26 0945 NOV 45

FROM (A) HQ ALCOM

(1) AMG LIGURIA REGION (2) AMG VENEZIA ODULIA

TO (FOR ACTION)

(3) AMG LIVORNO ZONE (4) ALCOM LO RARI

(5) ALCOM LO PALERMO (6) DISTHQ FOR ALCOM LO

TO (INFORMATION)

(7) PENBASE FOR ALCOM LO (8) ALCOM LO ANCONA

Security
Classification RESTRICTED

Ref. No. 6753

SUBJECT IS INSTRUCTIONS FOR PREPARATION OF DISPATCH AND HANDLING OF SIGNAL

MESSAGES ED

PARA ONE ED COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSES FOR

GUIDANCE ED

PARA TWO ED APPENDIX BATER TRINETO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR

TELEGRAPHIC PURPOSES ED NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM ED

PARA THREE ED NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES ED

DISTRIBUTION (BY FILE)

AMG Piemonte Region

AMG Lombardia Region

AMG Venezia Region

AMG Naples Command

ALCOM LO Bologna

PRIORITY 1-4
PRECEDENCE ROUTINE 5-8

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

TO (INFORMATION)

- (5) ALCOM LO PATERLO (6) PATERLO FOR ALCOM LO
(7) PATERLO FOR ALCOM LO (8) ALCOM LO ANCONA

Ref. No. 6753

Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION OF DISPATCH AND HANDLING OF SIGNAL

MESSAGES ED

PARA ONE ED COPY OF ABOVE INSTRUCTIONS SENT THIS DATE TO ALL ADDRESSES FOR

GUIDANCE ED

PARA TWO ED APPENDIX BAKER THREE TO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR

TELEGRAPHIC PURPOSES ED NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM ED

PARA THREE ED NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES ED

DISTRIBUTION (BY AIR)

- AMG Piemonte Region
- AMG Lombardia Region
- AMG Venezia Region
- AMG Naples Command
- ALCOM LO Bologna

PRIORITY 1-4

PRECEDENCE

ROUTINE 5-8

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

6-283

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RESTRICTED

Appendix 'B'

<u>FIELD OFFICE</u>	
LIGURIA REGION	AMG LIGURIA REGION
PIEMONTE REGION	AMG PIEMONTE REGION
LOMBARDIA REGION	AMG LOMBARDIA REGION
VENEZIA REGION	AMG VENEZIA REGION
VENEZIA GIULIA	AMG VENEZIA GIULIA
LIVORNO ZONE	AMG LIVORNO ZONE
NAPLES COMMUNE	AMG NAPLES COMMUNE
AC LIAISON OFFICER, BARI	ALCOM LO BARI
AC LIAISON OFFICER, PALERMO	ALCOM LO PALERMO
AC LIAISON OFFICER, NO 2 DISTRICT	DISTRO FOR ALCOM LO
AC LIAISON OFFICER, PES	REMBASE FOR ALCOM LO
AC LIAISON OFFICER, BOLOGNA	ALCOM LO BOLOGNA
AC LIAISON OFFICER, INCOMA	ALCOM LO ANCONA

Appendix 'C'

<u>PHONETICAL ALPHABET</u>	
A - Able	N - Nan
B - Baker	O - Oboe
C - Charlie	P - Peter
D - Doc	Q - Queen
E - Easy	R - Roger
F - Fox	S - Sugar
G - George	T - Tare
H - How	U - Uncle
I - Item	V - Victor
J - Jig	W - William
K - King	X - X-ray
L - Love	Y - Yoke
M - Mike	Z - Zebra

4522

RESTRICTED

LIVORNO ZONE

NAPLES COMMUNE

AC LIAISON OFFICER, BARI

AC LIAISON OFFICER, PALERMO

AC LIAISON OFFICER, NO. 2 DISTRICT

AC LIAISON OFFICER, PES

AC LIAISON OFFICER, BOLOGNA

AC LIAISON OFFICER, ANCONA

AC NAPLES COMMUNE

ALCOM LO BARI

ALCOM LO PALERMO

DISTRICT FOR ALCOM LO

PENBASE FOR ALCOM LO

ALCOM LO BOLOGNA

ALCOM LO ANCONA

Appendix 'O'

PHONETICAL ALPHABET

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

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

4522

RESTRICTED

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 8761/190/33

OFFICE MEMORANDUM
NUMBER : 5)

Amendment No. 1

UNCLASSIFIED Signal Messages

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

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

(i) Para 1.a.

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

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

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

(iv) Reference Appendix "A":

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

BY COMMAND OF REAR ADMIRAL STONE:

4521

Appelone

DEC 1945

14 - DEC 1945

December 1945

10/22

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

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

(i) Para 1.a.

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

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

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

(iv) Reference Appendix "A":

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

BY COMMAND OF REAR ADMIRAL STONE:

4521

G. J. Leone

G. J. LEONE
CWO, USA
Asst Adjutant

5875

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10/52 *Chief*
HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

37
file 10/22.
December 1945

Ref: 8761/16/EC

OFFICE MEMORANDUM)

NUMBER 6)

Signals and Correspondence to AFHQ

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

By Command of Rear Admiral STONE:

Joseph Galluzzo
JOSEPH GALLUZZO
WJUG, USA
Assistant Adjutant

DISTRIBUTION:

'A'

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Appendix "A"Extracted from TM 12-253

14. Channels

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

SUBJECT: Application for transfer

THRU: Commanding General
Fifth Army
Fort Blank, New York

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

15. Address

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

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

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

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

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

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

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

1519

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

(a) To the commander of an unclassified headquarters:

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

(b) To the commander of a classified headquarters:

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

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

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

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

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

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

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

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

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

(b) Addressed to the attention of an individual:

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

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

36
DEC 1945

Ref: 8761/16/EC

December 1945

OFFICE MEMORANDUM)

NUMBER

6)

Signals and Correspondence to AFHQ

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2. All signals on Allied matters intended for Allied Force Headquarters will be addressed to AFHQ. The use of words "for" or "attention of" will be avoided unless the sender wishes the signal handled initially by a particular staff section. It must be understood that the contents of the signal are being sent to SACMED and not to the staff section. The mere fact that the words "for G-3, or G-5" are inserted does not alter the fact that the addressee is actually SACMED. The qualifying clause is wholly to expedite handling.

3. Most AFHQ correspondence is signed by the Adjutant General or an Assistant Adjutant General. He is acting as the official agent of SACMED in so doing and usually is not the interested staff section. In general, correspondence should not be addressed to AFHQ attention AG Section. Such action delays delivery of the correspondence.

4. When referring to previous correspondence, the file number, date and subject are sufficient identification for routing within AFHQ. The fact that correspondence is signed by a representative of SACMED is not an indication that the reply should be addressed to the attention of the signer. In new correspondence the same rule in general applies, but if it is felt that reference to a staff section is desirable such a reference may be used.

By Command of Rear Admiral STONE:

Joseph Galluzzo
JOSEPH GALLUZZO
WOJG, USA
Assistant Adjutant

DISTRIBUTION:

'A'

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Appendix "A" 36 A

Extracted from TM 12-253

14. Channels

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Fifth Army
Fort Blank, New York

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

15. Address

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

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

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

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

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

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

4516

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

(a) To the commander of an unclassified headquarters:

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

(b) To the commander of a classified headquarters:

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

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

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

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

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

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

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

(b) Addressed to the attention of an individual:

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

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref: 8761/155/EC.

OFFICE MEMORANDUM)

NUMBER : 6)

2 August 1945.

TRANSMISSION OF SIGNAL MESSAGES WRITTEN IN ITALIAN.

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

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

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

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

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

By command of Rear Admiral STONE:

1576

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

TRANSMISSION OF SIGNAL MESSAGES
WRITTEN IN ITALIAN.

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

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

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

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

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

By command of Rear Admiral STONE:

Nicholas Piombino

NICHOLAS PIOMBINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:

"A"

Ref: 8761/150/EC

27 July 1945

OFFICE MEMORANDUM

NUMBER

5)

Introduction of UNCLASSIFIED Signal Messages

1. In accordance with AFHQ letter AG 311.5/215 CFI-0, dated 20 July 1945, the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

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

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

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

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

2. Documents as well as messages relating to subjects listed in appendix "A" may similarly be treated as unclassified. Such documents, however, need not bear the instruction "UNCLASSIFIED."

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

By command of Rear Admiral STONE:

4513

NICHOLAS PIONBINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:

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

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

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

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

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

2. Documents as well as messages relating to subjects listed in appendix "A" may similarly be treated as unclassified. Such documents, however, need not bear the instruction "UNCLASSIFIED."

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

By command of Rear Admiral STONE:

4813

Nicholas Piomgino

NICHOLAS PIOMGINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:
1A

349

APPENDIX A

LIST OF SUBJECTS WHICH MAY BE UNCLASSIFIED

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

4512

General.

- Graves registration. Arrangements for burials.
- Below the rank of Brigadier/Brigadier General.
- Routine matters connected with civil administration, civil supply and Displaced Persons.
- Routine correspondence concerning any items covered by this list.
- Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
- Routine correspondence, supplies for.
- And re-engagements.
- Of individuals (providing there is no mention of the nature of the disease).
- Routine administration.
- Individuals, inspections, routine accommodation and stores. (See ACCIDENTS).
- Local employment of civilians.
- General and individual. ~~See GENERAL~~
- Of any units or formations except those under orders to proceed to the Pacific for war.
- Of stores and vehicles, excepted for protected items.
- In ships or shipping movements as mentioned, see SHIPPING.
- Except of protected equipment.
- Awards and decorations after promulgation.
- And DENTAL. Issues of stores and inspections. (See HEALTH).

4512

BURIALS

CASUALTIES

CIVIL AFFAIRS

CORRESPONDENCE

COURTS OF INQUIRY

DISCHARGES

EDUCATION

EFI/PX

ENGAGEMENTS/ENLISTMENTS

ENTERTAINMENT

HEALTH

HOSPITALS

INJURIES

LABOUR

LAKE

LOCATIONS

LOSS

MAILS

MAINTENANCE

MEDALS

MEDICAL

APPENDIX 'A' (cont'd)

Of individuals below the rank of Brigadier General and unless ~~specific instructions are given to~~ proceed to the Pacific for duty.

Rate of pay, allotments, allowances of individuals below the rank of Brigadier/Brigadier General.

Routine postings, assignments, attachments, promotions and transfers, below the rank of Brigadier/Brigadier General.

Postings, assignments, attachments and transfers. Discipline.

Private affairs (except of very personal matters).

Subject to censorship.

Name of Allied PW, administrative arrangements for repatriation. (See MOVEMENTS).

Facilities and training.

~~For level and shipping purposes the area of operations~~

~~zone comprises:~~

~~The North Atlantic, Caribbean, Gulf of Mexico,~~

~~Mediterranean, Black and Red Seas,~~

~~Atlantic Ocean East of 74 degrees West,~~

~~longitude of Cape Town, and the North East Coast,~~

~~Pacific Ocean East of 122 degrees.~~

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

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

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

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

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

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

Non-protected vehicles - damage (other than by

MOVEMENTS

PAY

PERSONNEL

OFFICERS

Oro/EM

PRESS & RADIO

PW

RECREATION

SHIPPING

and whereabouts of warships and merchant ships may be graded undesignified provided there is no strategic or political implications.

STATIONERY

STORES

*)
SUPPLIES (CLOTHING)
EQUIPMENT*

TRAINING

TRANSPORT

Discipline.
Private affairs (except of very personal matters).

PRESS & RADIO

- Subject to censorship.
- Name of Allied PW, administrative arrangements for repatriation. (See MOVEMENTS).
- Facilitation and training.

PW

RECREATION

SHIPPING

all movements and whereabouts of warships and merchant ships may be graded undesignated provided there is no strategic or political implications.

~~for level and shipping purposes for non-operational zone purposes.~~
The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Indian Ocean, South Atlantic, Mediterranean, Black and Red Seas, Atlantic Ocean West of 74 degrees west by longitude of Cape Horn, and the Pacific Ocean East of 120 degrees longitude. Movements, positions, status, and damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 500 troops.

Note (a) Naval security instructions apply to messages about movements of major warships (to include destroyers) and ships suspected of trading with the enemy and warships carrying more than 500 troops in any zone.
(b) Capetown, Aden and Balboa are included in the operational zone.

STATIONERY

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

STORES
SUPPLIES (CLOTHING)
EQUIPMENT

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

TRAINING

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

TRANSPORT

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

UNITS, FORMATIONS & ORGANIZATIONS

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

WELFARE/SPECIAL SERVICE

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 65/13/EC

27 July 1945

OFFICE MEMORANDUM

Amendment No. 2

NUMBER 1/1945

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

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

follows:

PART I

Para (d)

Lines 1 and 2

Delete: "AMG/AC Regional and AMG Army Head-
quarters and AC Liaison Officers."
Substitute: "AMG/AC Offices in the field."

Lines 2 and 3

Delete: "and whether facilities for electric-
al transmission exist."

Para (b)

Line 8

Delete: "IN CLEAR BY ANY MANS"
Substitute: "UNCLASSIFIED"

Lines 9 and 10

Delete completely

PART II

Para (e)

Line 2

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

APPENDIX 'B'

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

4511

DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

P24.

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

PART I

Para (d)

Lines 1 and 2

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

Lines 2 and 3

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

Para (b)

Line 8

Delete: "IN CLEAR BY ANY MEANS"
Substitute: "UNCLASSIFIED"

Lines 9 and 10

Delete completely

PART II

Para (e)

Line 2

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

APPENDIX 'B'

4511

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

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

By command of Rear Admiral STONE:

Amended. 30/7/45

W. H. F. Stone
NICHOLAS FIORINO
CWO, USA
Assistant Adjutant

DISTRIBUTION
1

RESTRICTED

33

10/22

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

27 JUL 1945

Ref: 5601/EC.

27 July 1945.

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

CHANNEL OF COMMUNICATIONS WITH MINISTRY OF MARINE

Office Memorandum No.20, dated 21 December 1944, is amended by the addition of new para 3 as follows:

" 3. Notwithstanding paragraph 2 above, there is no objection to Sections and Sub-Commissions of the Allied Commission contacting representatives of the Ministry of Marine on routine matters of which the Navy Sub-Commission has been made cognizant by the Allied Representatives concerned. In such cases the onus of keeping the Navy Sub-Commission informed of their dealings must remain with the Sections or Sub-Commissions concerned."

By Command of Rear Admiral STONE.

Nicholas Pionino
NICHOLAS PIONINO
CWO USA
Assistant Adjutant

DISTRIBUTION:

"A"

4510

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 5601/EC.

27 July 1945.

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

CHANNEL OF COMMUNICATIONS WITH MINISTRY OF MARINE

Office Memorandum No.20, dated 21 December 1944, is amended by the addition of new para 3 as follows:

" 3. Notwithstanding paragraph 2 above, there is no objection to Sections and Sub-Commissions of the Allied Commission contacting representatives of the Ministry of Marine on routine matters of which the Navy Sub-Commission has been made cognizant by the Allied Representatives concerned. In such cases the onus of keeping the Navy Sub-Commission informed of their dealings must remain with the Sections or Sub-Commissions concerned."

By Command of Rear Admiral STONE.

Nicholas Piombino
NICHOLAS PIOMBINO
CWO USA
Assistant Adjutant

4309

DISTRIBUTION:

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

JUN 1945

29 June 1945

Ref/242/EE.

SUBJECT : Italian Government Correspondence.

TO : Distribution below.

PKT
CWS
H

P31

1. Further to my letter 242/EE, subject as above, dated 25 June 45.
2. Use of the expression "Your Excellency" will be avoided in the address and text of letters addressed to ALL ministers of the Italian Government.

For the Chief Commissioner :

W. E. Miller
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Civil Affairs Section (19) ✓
Economic Section (15)
Establishment Section
Navy Sub Commission
Land Forces Sub-Commission (121A)
Air Forces Sub-Commission
War Material Disposal Sub-Commission
Public Relations Branch.
Communications Sub-Commission.

4503

(9013)

6247/LG

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10/22

31

Headquarters Allied Commission.

APO 394.

Office of Executive Commissioner

98

RET

27 JUN 45

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Ref: 212/EC.

25 June 45.

Subject: Italian Government Correspondence.

To: Distribution below.

P. 18 B

1. Reference Annexe "B" to Office Memorandum No: 18 dated 24 Oct. 44 as amended.

2. In view of the desire of the new President not to be addressed as "Your Excellency", the following standard form of address will be adopted:-

Professor Ferruccio Parri,
The President of the Council of Ministers,
Italian Government,
R o m e.

Noted for

3. Similarly the use of the expression "Your Excellency" will be avoided in the text of any letters addressed to Signor Parri.

For Chief Commissioner:

Fuller D. Co.

Brigadier,
Executive Commissioner.

4507

Distribution:

Civil Affairs Section
Economic Section
Establishment Section
Navy Sub-Commission
Land Forces Sub-Commission (MFA)
Air Forces Sub-Commission.
War Materials Disposal Sub-Commission
Public Relations Branch.

10/22 Local Hunt 30

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 65/11/EC.

14 April 1945

OFFICE MEMORANDUM)
: Amendment No. 1
NUMBER 1/1945)

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

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

1. Part I, para 2 (a):

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

2. Appendix 'B':

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

4806-

HEADQUARTERS ALLIED COMMISSION
APO 394

Office of the Executive Commissioner

Ref: 65/10/EG

16 March 1945

OFFICE MEMORANDUM)
: Amendment No.1
NUMBER 13/1944)

17 MAR 1945

OFFICIAL MAIL SERVICES

Office Memorandum No.13, this Headquarters, dated 24 July 1944, subject as above, is amended as follows:

Para 4a Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Departments are abbreviated addresses in any form will not be used. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

Para 5b Last line: delete "Adjutant's Department (Duplicating Section)" and substitute "Message Centre, Room 26, First Floor".

Para 8 Delete para 8 and substitute:

"All packages containing official mail for delivery by any means within this theatre of operations must be certified by the chief clerk of the originating department as "W.D. ESSENTIAL MAIL". The signature of the certifying individual must be clearly legible. Classified packages addressed for delivery to points outside this theatre and requiring transmission by air, must bear the notation "AIR SERVICE REQUIRED" stamped or typewritten directly to the left of the first line of the address, followed by the legible signature of an officer or warrant officer showing his rank. Unclassified material of an urgent nature requiring air transmission to points outside the theatre must bear the stamped or typewritten endorsement "W.D. ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of a Commissioned officer. If air transmission is not required such material may be certified in the normal manner by the chief clerk of the originating department."

By Command of Rear Admiral STONE:

4305

OFFICIAL MAIL SERVICES

Office Memorandum No. 13, this Headquarters, dated 24 July 1944,
subject as above, is amended as follows:

Para 4. Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Abbreviated addresses in any form will not be used. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

Para 5b. Last line: Delete "Adjutant's Department (Duplicating Section)" and substitute "Message Centre, Room 26, First Floor".

Para 8. Delete para 8 and substitute:

"All packages containing official mail for delivery by any means within this theatre of operations must be certified by the chief clerk of the originating department as "W.D. ESSENTIAL MAIL". The signature of the certifying individual must be clearly legible. Classified packages addressed for delivery to points outside this theatre and requiring transmission by air, must bear the notation "AIR SERVICE REQUIRED" stamped or typewritten directly to the left of the first line of the address, followed by the legible signature of an officer or warrant officer showing his rank. Unclassified material of an urgent nature requiring air transmission to points outside the theatre must bear the stamped or typewritten endorsement "W.D. ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of a commissioned officer. If air transmission is not required such material may be certified in the normal manner by the chief clerk of the originating department."

By Command of Rear Admiral STONE:

4003

Amended. 17/3/45 JFW.

DISTRIBUTION:

"A"

RESTRICTED

N. W. DRAGNETT
Lt. Col. AGD
Adjutant

5276

1592

08 10/22 08 *Facal Hart* 28
RESTRICTED

copy on file 6/4 (34)

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

Lo.
2 FEB 1945
26 February 1945.

OFFICE MEMORANDUM)

NUMBER

4)

SIGNAL TRAFFIC

1. Authority has been given by A.F.H.Q. for telegrams up to the classification of RESTRICTED to be dealt with in clear text by the Italian Posts and Telegraphs Department.
2. Messages of higher classification will continue to be dealt with as at present, i.e. by Allied ciphers where available, by Italian ciphers to Regional Headquarters, or by courier, etc., services.
3. Much of the Allied Commission message traffic can properly be classified 'IN CLEAR' or 'RESTRICTED', but care must be taken that under-classification of confidential or secret matters is avoided.
4. Movements of shipping will NOT be dealt with IN CLEAR over Italian circuits.

BY COMMAND OF REAR ADMIRAL STONE:

Nicholas Piccino
NICHOLAS PICCINO,
CWO, USA,
Asst Adjutant.

DISTRIBUTION:
"4"

RESTRICTED

4504

5118

10/22/45
RESTRICTED
17

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

QW
FEB 1945
18 February 1945

Ref: 65/CCS

OFFICE MEMORANDUM
NUMBER 3)

SHORT TITLES

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

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

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

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

- Acting President.....ACAPR
- Chief Commissioner.....ACSCC
- Executive Commissioner.....ACENC
- Civil Affairs Section.....ACCAAS
- Displaced Persons & Repatriation Subcommission.....ACDPR
- Local Government Subcommission.....ACLGCT
- Patriots Branch.....ACPAT
- Public Safety Subcommission.....ACPSF
- Security Division.....ACSEC
- Public Health Subcommission.....ACPEH
- Legal Subcommission.....ACLEG
- Education Subcommission.....ACEDN
- Monuments, Fine Arts & Archives Subcommission.....ACMFA
- Economic Section.....ACECO
- Requisition Division.....ACREQ
- Agriculture Subcommission.....ACAGR

SHORT TITLES

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

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

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

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

Acting President.....ACAPR

Chief Commissioner.....ACSCC

Executive Commissioner.....ACEXC

Civil Affairs Section.....ACGAS
Displaced Persons & Repatriation Subcommittee.....ACDPR
Local Government Subcommittee.....ACIGT
Patriots Branch.....ACPAT
Public Safety Subcommittee.....ACPSF
Security Division.....ACSEC
Public Health Subcommittee.....ACPEH
Legal Subcommittee.....ACLEG
Education Subcommittee.....ACEDW
Monuments, Fine Arts & Archives Subcommittee.....ACMFA

Economic Section.....ACECO
Requisition Division.....ACREQ
Agriculture Subcommittee.....ACAGR
Industry Subcommittee.....ACIDY
Mining Division.....ACMNG
Commerce Subcommittee.....ACCOM
Finance Subcommittee.....ACFIN
Property Control Division.....ACPYC
Labor Subcommittee.....ACLAB
Food Subcommittee.....ACFOD
Public Works & Utilities Subcommittee.....ACPWU
Transportation Subcommittee.....ACTPT
Shipping Subcommittee.....ACSPG

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

Establishment Section.....ACEST
G-1 (American).....ACG1A
G-1 (British).....ACG1B
G-4 (American).....ACG4A
G-4 (British).....ACG4B
Executive Officer (American).....ACXOA
Executive Officer (British).....ACXOB
2675th Regiment.....ACREG
Deputy Assistant Military Secretary
Political Section.....ACPOL

Independent Subcommissions

Navy Subcommission.....ACNAV
Land Forces Subcommission (MIA).....ACLND
Air Forces Subcommission.....ACAIR
Public Relations Branch.....ACPRO
Communications Subcommission.....ACCMN
War Materials Disposal & Italian POW Subcommission.....ACWPD

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

By command of Rear Admiral STONE:

W. W. Dragnoff

W. W. DRAGNEFF
Lt Col, AGD
Adjutant

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Independent Subcommissions

Navy Subcommission.....ACNAV
Land Forces Subcommission (MMA).....ACLAND
Air Forces Subcommission.....ACAIR
Public Relations Branch.....ACPRO
Communications Subcommission.....ACCOM
War Materials Disposal & Italian POW Subcommission.....ACWMD

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By command of Rear Admiral STONE:

W. W. Dracheff
N. W. DRACHEFF
Lt Col, AGD
Adjutant

DISTRIBUTION:

'A'

RESTRICTED

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(26)

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/10/22/LG.

Tel: 478107

SUBJECT : Grading and handling of Classified Material.

8 February 1945

TO : COS.

1. Reference Daily Bulletin Number 39, and Office Memorandum No. 2 - para 3 (a);

2. The name of the "Top Secret Control" officer is :-

Captain T. C. SHANKS.

R.G.B. SPICER,
Colonel,
Director,
Local Government Sub Commission.

4502

8213

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HEADQUARTERS ALLIED COMMISSION

APO 334

Office of the Chief of Staff

+++++

Ref: 65/COS

OFFICE MEMORANDUM

NUMBER

2)

15 February 1945

5 FEB 1945

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL1. INTRODUCTION

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

2. CLASSIFICATION

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

The following classification definitions and examples will be of assistance:

A. TOP SECRET

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

Examples:

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

(b) Establishment of Classification: It will be the duty of officers authorized

10/22

Secret

25

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

- 1 -

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B. SECRET

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

Examples:

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

C. CONFIDENTIAL

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

Examples:

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

3. HANDLING OF TOP SECRET DOCUMENTS AND FILMS

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

- (ii) Plans or operations under TOP SECRET.
- (iii) Certain reports of operations containing information of vital interest to the enemy.
- (iv) Adverse reports on general morale affecting major operations.
- (v) Certain development projects.

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

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

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

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

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

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

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

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

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

5. GENERAL

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

locked up by the sender. The inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memorandum No. 13.

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

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5. GENERAL

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

- 3 -

RESTRICTED

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RESTRICTED

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

By command of Rear Admiral STONE:

N. W. Dragoneff
N. W. DRAGONEFF
Lt Col, AGE
Adjutant

DISTRIBUTION:

'A'

1505

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

W. H. Drachett
W. H. DRACHETT
Lt Col, AGO
Adjutant

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- 4 -

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HEADQUARTERS ALLIED COMMISSION

AFO 394

Office of the Chief of Staff

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Ref: 65/COS

OFFICE MEMORANDUM)

NUMBER 1)

Tel: 289

12 January 1945.

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

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

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

PART I

2. PREPARATION.

- (a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8"x10" size paper may be used as a measure of economy.
- (b) Seven copies of outgoing messages (excepting TOPSEC - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para. (c) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.
- (c) In the 'TO' space will be inserted only those addresses to whom the signal can be transmitted by electrical means. Additional local addressees or those to whom the signal cannot be transmitted by electrical means will be listed at the bottom left hand corner immediately above the line forming the office of origin space. (See specimen at appendix 'A').
- (d) At Appendix 'B' is a list of the AGC/AG Offices in the field Headquarters, showing abbreviated addresses for telegraphic purposes and facilities for electrical transmission exist.
- (e) Reference numbers are obtained from the Message Centre - Tel Ext 420.

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(d) At Appendix 'B' is a list of the MR/AC Officers in the field
Headquarters showing abbreviated addresses for telegraphic purposes ~~and other~~
~~facilities for electrical transmission exist.~~

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

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

5 December 44 NOT 5.12.44

(g) Precedence/....

R E S T R I C T E D

1808

RESTRICTION

-2-

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

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

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

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

The degrees of classification are:

- TOPSEC (that is, TOP SECRET)
- SECRET
- CONFIDENTIAL
- RESTRICTED
- ~~IN CLEAR BY ANY NAME UNCLASSIFIED~~

~~Signals to clear outside the Headquarters theatre of operations will be classified not lower than RESTRICTED.~~

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

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

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

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

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

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

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

Only one third numbered degree of priority will be used, not the British equivalents. Only in most exceptional circumstances will a precedence higher than PRIORITY be used in this Headquarters.

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

The degrees of classification are:

TOP SECRET (that is, TOP SECRET)
SECRET
CONFIDENTIAL
RESTRICTED
~~UNCLASSIFIED~~

Signals to ~~be placed outside the Headquarters~~ ~~theatre of operations~~ will be classified not lower than ~~confidential~~.

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

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

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

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

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

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

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

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

Full stop	FD
Comma	CM
Colon	CL
Bracket	BR

3. AUTHENTICATION/.....

UNCLASSIFIED

RECEIVED

-3-

3. AUTHENTICATION.

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

(b) All messages (excepting TOPSEC - see PART II) will be authenticated by the Adjutant, or, after 1200 hours, by the Duty Officer.

(c) The authenticating officer will :

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

(ii) That the number of copies is correct.

(iii) Sign the top and third copies.

4. DISPATCH.

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

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

5. HANDLING.

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

PART II

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

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

(b) Three copies full text and two copies in "skelaton" form will be prepared. The "skelaton" copy will be identified with the top copies of the message, except that the whole of the text message will be omitted.

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

4. DISPATCH.

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

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- (a) TOP SECRET messages will not be authenticated by the Adjutant but by the originating officer.
- (b) Three copies full text and two copies in "skelaton" form will be prepared. The "skelaton" copies will be identified with the main copies of the message, except that the whole of the text message will be omitted.
- (c) One copy full text will be retained by the office of origin of a TOP SECRET file.
- (d) The second copy full text will be enclosed in an envelope marked with wax, marked "TOP SECRET" message for dispatch on both sides of the envelope, and with one of the skelaton copies attached to the outside of the envelope will be delivered to the Signal Message Centre where a receipt will be obtained for it.

(e) The third/.....

CONFIDENTIAL

RECEIVED

-4-

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

By command of Rear Admiral STONE:

D. W. Augner
D. W. AUGNER
Major, ASD
Adjutant

DISTRIBUTION:

141

1613

At all stages in preparation and transmission of SECRET messages will be handled by Allied military or Allied civilian personnel only.

By command of Rear Admiral SAGNER:

W. D. Angeruff
W. D. ANGERUFF
Major, ASD
Adjutant

DISTRIBUTION:

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RESTRICTED

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RESTRICTED

Appendix 14f

TO: FOR ACTION ALCOM SICILIA REGION PERASE FOR ALCOM SOUTHERN REGION
ALCOM SARDEGNA REGION AMG TOSCANA REGION AMO EMILIA REGION
EIGHTHARY REAR FOR AMF VENEZIA REGION EIGHTHARY REAR FOR AMT
FIVEHARY FOR AME HFTD AFHQ

2890

1 January 45

ROUTINE

RESTRICTED PD

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

PAREN TO FOR ACTION ALCOM SICILIA REGION CMA PERASE FOR ALCOM SOUTHERN REGION

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

EIGHTHARY REAR FOR AMF VENEZIA REGION CMA EIGHTHARY REAR FOR AMO CMA

FIVEHARY FOR AMT HFTD AFHQ FOR GEORGE DASH FIVE FROM HQ ALCOM PAREN

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

PARA TWO PD APPENDIX BAKER THERETO CONTAINS LIST OF ABBREVIATED ADDRESSES

FOR TELEGRAPHIC PURPOSES WHICH WILL BE ADOPTED BY ALL ADDRESSEES PD NOTE THE
ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS HQ ALCOM PD

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

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

HEADQUARTERS PD

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR PREPARATION OF TOPSEC MESSAGES

DISTRIBUTION (BY ELS):

Lazio-Umbria Region
Abruzzi-Marche "
Liguria Region
Piemonte "

RESTRICTED PD

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

PARA ONE TO FOR ACTION ALCON SICILIA REGION CMA. REFERENCE FOR ALCON SOUTHERN REGION

CMA ALCON SARDENIA REGION CMA. 00 0000.00. REGION. CMA. 15 0000.00. REGION CMA

EIGHTHLY REAR FOR ALCON VENEZIA REGION CMA. EIGHTHLY REAR FOR ALCON CMA

FIFTEENTHLY FOR ALCON REPTD ALCON FOR GEORGE DASH FIVE FROM HQ ALCON PAREN

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

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

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

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

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR PREPARATION OF TOPSEC MESSAGES

DISTRIBUTION (BY ELS):

Lesio-Umbria Region
Abruzzi-Marche "
Liguria Region
Piemonte "
Lombardia "

Office of the Chief of Staff

289

NICHOLAS PICKERING,
CWO, USA,
Asst Adjutant.

RESTRICTED

4689

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R E S T R I C T E DAPPENDIX 'B'FIELD OFFICEABBREVIATED ADDRESS

LIGURIA REGION

AMG LIGURIA REGION

PIEMONTE REGION

AMG PIEMONTE REGION

LOMBARDIA REGION

AMG LOMBARDIA REGION

VENEZIE REGION

AMG VENEZIE REGION

~~ALLIED COMMISSION LIAISON OFFICER - BOLOGNA~~
~~EMILIA REGION~~~~ALCOM LO BOLOGNA~~
~~AMG EMILIA REGION~~

VENEZIA GIULIA

AMG VENEZIA GIULIA

LIVORNO ZONE

AMG LIVORNO ZONE

~~ALLIED COMMISSION LIAISON OFFICER - ANCONA~~
~~ANCONA COMMUNE~~~~ALCOM LO ANCONA~~
~~AMG ANCONA COMMUNE~~

NAPLES COMMUNE

AMG NAPLES COMMUNE

AC LIAISON OFFICER, BARI

ALCOM LO BARI

AC LIAISON OFFICER, PALERMO

ALCOM LO PALERMO

AC LIAISON OFFICER, CATANIA

ALCOM LO CATANIA

AC (MMIA) LIAISON OFFICER, SARDEGNA

MMIA LO SARDEGNA

AC LIAISON OFFICER, NO 2 DISTRICT

DISTWO FOR ALCOM LO

AC LIAISON OFFICER, PBS

PENBASE FOR ALCOM LO

R E S T R I C T E D

4496

6618

RESTRICTED

Appendix 'D'

Electrical Facilities

Abbreviated Address

Region/Army

~~PROVINCIAL REGION~~	~~ALCOM SARDEGNA REGION~~	~~YES~~
~~CENTRAL REGION~~	~~GENERAL FOR ALCOM SARDEGNA REGION~~	~~YES~~
~~VALLE D'AOSTA REGION~~	~~ALCOM VALLE D'AOSTA REGION~~	~~NO~~
~~UMBRINA- MARCHE Region~~	~~ANG UMBRIA- MARCHE Region~~	~~NO YES~~
~~SARDEGNA REGION~~	~~ALCOM SARDEGNA REGION~~	~~YES~~
TOSCANA Region	ANG TOSCANA REGION	YES
EMILIA Region	ANG EMILIA REGION	YES
LIGURIA Region	ANG LIGURIA REGION	NO
PIEMONTE Region	ANG PIEMONTE REGION	NO
LOMBARDIA Region	ANG LOMBARDIA REGION	NO
VENEZIA Region	EIGHTH ARMY HEAD FOR ANG VENEZIA REGION	YES
ANG FIFTH ARMY	FIVE ARMY FOR ANG	YES
ANG EIGHTH ARMY	EIGHTH ARMY HEAD FOR ANG	YES
CIVIL AFFAIRS Sec 15 ARMY GROUP	15 ARMY GROUP CIVIL AFFAIRS	YES
" AC Liaison Officer, PALERMO	ALCOM LO PALERMO	YES
AC Liaison Officer, CATANIA	ALCOM LO CATANIA	YES
ANG NAPLES Commune	EMBASSY for ANG NAPLES	YES
AC Liaison Officer, BARI	ALCOM LO BARI	YES
AC Liaison Officer, SARDEGNA	MMIA LO SARDEGNA	YES "

5577

POST-IT NOTE

8897

~~AMIA-UMBRIA REGION~~	~~AMIA-UMBRIA REGION~~	~~YES~~
UMBRIA-UMBRIA REGION	UMBRIA-UMBRIA REGION	YES
Region	Region	
~~AMIA-UMBRIA REGION~~	~~AMIA-UMBRIA REGION~~	~~YES~~
TOSCANA Region	AMIA-UMBRIA REGION	YES
EMILIA Region	AMIA-UMBRIA REGION	YES
LIGURIA Region	AMIA-UMBRIA REGION	NO
PILICONTI Region	AMIA-UMBRIA REGION	NO
LOMBARDIA Region	AMIA-UMBRIA REGION	NO
VENEZIA Region	AMIA-UMBRIA REGION	YES
AMIA-UMBRIA REGION	AMIA-UMBRIA REGION	YES
AMIA-UMBRIA REGION	AMIA-UMBRIA REGION	YES
CIVIL AFFAIRS SEC	15 AMIA GROUP CIVIL AFFAIRS	YES
15 AMIA GROUP		

Appendix 'C'

PHONETIC ALPHABET

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

4495

RESTRICTED

1620

RR 95

10/22

REQUIREMENTS ALL THE COMMISSION
410 384
CIVIL AFFAIRS SECTION

Q

3 JAN 1945

4/13/45

2 Jan 45

SUBJECT: Instructions for the following up of action.

TO: All 4 Sub-Commissions.

Reference para 3 of Office Memorandum 21 of 23 Dec 44.

- 1 One or two cases have arisen lately where failure to take appropriate follow up action has led to unnecessary delay or inaction.
- 2 The Director of each Sub-Commission is responsible for ensuring that correct follow up action is taken, and accordingly each Director will examine the system in operation in his office.
- 3 The standard system on the reverse hereof is put out for information and guidance. It will be introduced unless a system of satisfactory is already in operation.

[Handwritten signature]

R.F. BRIDGES, Col
CSO JA Section

4494

43/18

1621

Subject: Instructions for the following up of action.

TO : All U. S. Sub-Commissions.

Reference para 3 of Office Memorandum 21 of 20 Dec 44.

1. One or two areas have arisen lately there failure to take appropriate follow up action has led to unnecessary delay or inaction.
2. The Director of each Sub-Commission is responsible for ensuring that correct follow up action is taken, and accordingly each Director will examine the system in operation in his office.
3. The standard system on the reverse hereof is set out for information and guidance. It will be introduced unless a system as satisfactory is already in operation.

[Handwritten signature]

W. F. WILKINS, Col
USO 04 Section

4494

43/15

8247

21st). If a reply is not received in reply with the letter of, please this be omitted and the file will be returned to the officer concerned for completion. If a reply is received, letters signed by an officer to return to the Sub-3, or to a Sub-3, should not be returned by the sending officer to sent to the appropriate officer in the Sub-3, or to be done.

we do this locally, the following result on $\mathbb{R}^n$

Environ Biol Fish (2015) 98:1011–1020

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Let's $\rightarrow$ CHARTER[illegible]

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Chief of Staff

Ref: 65/008

OFFICE MEMORANDUM

NUMBER

21

28 December 1944.

STAFF PROCEDURE.

The attention of all members of the Commission is drawn to the following:-

1. AFHQ, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.
2. All important telephone conversations, with any Headquarters whatever, will be:
 - (a) confirmed in writing or by signal as soon as possible;
 - (b) recorded on a brief memorandum and attached to the relevant documents.

Endless trouble can be caused by not following this "drill". It applies particularly to action taken by Duty Officers and Officers deputising for their Seniors.

3. Sections and Independent Sub-Commissions of this Headquarters are responsible for keeping track of all correspondence. The Vice-Presidents of Sections and Directors of Independent Sub-Commissions will be held responsible for any delay occurring in their offices; and unless they can produce evidence that they have taken steps to "follow up" they will also be held responsible for delay in the other Headquarters with which they are dealing.
4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

4493

STAFF PROCEDURE.

The attention of all members of the Commission is drawn to the following:-

1. AFHQ, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

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4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

Brigadier,
Chief of Staff.

DISTRIBUTION
"A"

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Handwritten signature
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IP/ja

21

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
(Adjutant's Department)
APO 394

21 DEC 1944

Handwritten signature
21 December 1944

OFFICE MEMORANDUM)
NUMBER 20)

Channel of Communication with Ministry of Marine

1. The Navy Sub-Commission has been informed that various offices of the Ministry of Marine are receiving directly an increasing number of requests for information and assistance from Allied Organizations.
2. In the interest of obtaining such information for Allied representatives in a rapid manner, and to permit the Navy Sub-Commission to have knowledge of the material that is disseminated by the Italian Navy, it is requested that all Sections and Sub-Commissions submit their requirements to the Ministry of Marine through the Navy Sub-Commission.

By command of Rear Admiral STONE:

Handwritten signature: Nicholas Fimbino
NICHOLAS FIMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
"A"

RESTRICTED

4458
4481

HEADQUARTERS, ALLIED COMMISSION
APO 394
Office of the Chief of Staff.

Ref: 65/59/305.

2 December 1944

OFFICE MEMORANDUM

NUMBER 19

A - DEC 1944

Orders & Directives issued by Headquarters
Allied Commission

1. The following is published in order to clarify the contents, manner and scale of issue of the various types of instructions issued by this HQ.
2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of AMG officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three:

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are applications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

- (c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders: they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommittee concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.

4. Of the second class, (B), there are also three:

4491

scale of issue of the various types of instructions issued by this HQ.

2. Orders and directives of general application which are usually issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of AMG officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three :

(a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.

(b) General Orders - these are amplifications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

(c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders; they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommittee concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.

4491

4. Of the second class, (B), there are also three:

(a) Executive Orders - lay down the fundamental framework of the Allied Commission, carry out major changes in its organization and are a means of announcing major appointments; these include all senior administrative positions of the Commission, the appointment of Vice Presidents and Heads of Sections, Subcommittees, Regional and Provincial Commissioners. They are prepared by the Establishment Section and issued on Distribution "A". As a matter of general policy, only those orders which announce the creation of a new Section or Subcommittee, the appointment of Heads of Sections, Subcommittees, and Regional Commissioners will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a Subcommittee or the appointment of Provincial Commissioners, will be authenticated by the Adjutant in the normal manner.

(b) /
4298

(b) Establishment Memoranda - effect minor changes in the organization of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DCS, Establishment Section, on Distribution "A".

(c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

By command of Commodore STONE:

N. W. Dragnett
N. W. DRAGNETT
Major, AGD
Adjutant

DISTRIBUTION

" A "

3941

C.C.

Local Government 19

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

2 NOV 1944

Ref 65/42/CSS

1 November 1944

OFFICE MEMORANDUM)

NUMBER 18)

AMENDMENT NO. 1

1. In the letterhead of the Memorandum and of Annex "B" delete "GMP" and substitute "APO 394". ✓
2. Reference Note (141) Annex "B". Telephone numbers will appear on the correspondence of all departments, excepting the Office of the Chief Commissioner. ✓

H. M. ...
for
Brigadier,
Chief of Staff.

DISTRIBUTION:

- "B" Group I (less 42 to 50, and 58)
- "B" Group II (for information)

4490

HEADQUARTERS
ARMED CONTROL COMMISSION
NOV 190394
Office of the Chief of Staff

Local Foot 18

2 NOV 1944

24 October 1944

Ref: 65/41/CCS.

OFFICE MEMORANDUM)
NUMBER 18)

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in: all Sections, Sub-Commissions and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE.

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

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

2. FILES.

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Chief of Staff files, CCS follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:

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

3. FILE COMPILATION.

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 folios, a file should be closed down and a second volume started.

4489

Correspondence will be adopted forthwith in all Sections, Sub-Commissions and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE.

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

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

2. FILES.

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Chief of Staff files, COS follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:
 - (i) Alphabetical index.
 - (ii) Numerical index.
 - (iii) Register of date of receipt, and return, of files from other departments.
 - (iv) Register of date of sending out, and return, of own departments' files.

3. FILE COMPILATION.

- (a) Correspondence will be secured to right hand side of file: 4423
a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 folios, a file should be closed down and a second volume started.
- (c) Minutes will be set out as follows:

To: C.O.S.

T E X T

C.A.S.
18 Oct 44
Tel: Ext. 123

Signature and appointment.

(RE. For the attention of a particular officer or Sub-Commission of a Section may be inserted if desired)

-2-

4. CORRESPONDENCE FOR THE SIGNATURE OF THE ACTING CHIEF COMMISSIONER OR CHIEF OF STAFF.

- (a) All correspondence will be submitted, suitably minuted, on a file with relevant references prominently flagged.
- (b) Two extra copies are required for the C.O.S. Office.
- (c) Specimen letters for signature by Acting Chief Commissioner and Chief of Staff are appended at Annexures "A", "B", "C" and "D" hereto.
- (d) The original with file and all copies (except the two for C.O.S. Office) will be returned to the department of origin, who will arrange despatch.

5. DRAFTS FOR THE APPROVAL OF ACTING CHIEF COMMISSIONER AND CHIEF OF STAFF.

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

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

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/COS. It will be entered in a register suitably columned to record:

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

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

1/8/72

Brigadier,
Chief of Staff.

DISTRIBUTION:

"B" Group I (less 42 to 50 & 58)

Chief of Staff are appended at Annexures "A", "B", "C", "D" and "E" hereto.

- (d) The original with file and all copies (except the two for C.O.S. Office) will be returned to the department of origin, who will arrange despatch.

5. DRAFTS FOR THE APPROVAL OF ACTING CHIEF COMMISSIONER AND CHIEF OF STAFF.

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

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

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

1/8/62

Brigadier,
Chief of Staff.

DISTRIBUTION:

- "B" Group I (less 42 to 50 & 58)
- "B" Group II (for information)

1633

18A

ANNEX "A"

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

AFO 394

Reference No. of Department of origin.

23 October 1944

↓ 3 spaces

Subject: Food Supply

↓ 3 spaces

TO : C-5 Section, Allied Force Headquarters, AFO 512.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner

a.

(1)

2.

(no complimentary close)

↓ 3 spaces from last line of letter

ELLERY W. STONE
Commodore, USNR
Acting Chief Commissioner

NOTE: Above style to be used for official letters to higher authorities, for which the signature of Acting Chief Commissioner is required.

18A

ANNEX "A"

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

AEQ 394

23 October 1944

Reference No. of Department of origin.

↓ 3 spaces

Subject: Food Supply

↓ 3 spaces

TO : G-5 Section, Allied Force Headquarters, APO 512.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner

a.

(1)

2.

(no complimentary close)

↓ 3 spaces from last line of letter

ELERY W. STONE
Commodore, USNR
Acting Chief Commissioner

NOTE: Same style to be used for official letters to higher authorities, for which the signature of Acting Chief Commissioner is required.

18B

ANNEX "B"

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Chief Commissioner

AO 394

23 October 1945

Reference No. of Department of origin.

My dear Mr. Prime Minister:

2 or 3 spaces only

Indent paragraphs but do not number.

.....

("Your Excellency" not to be used in text.)
See page 31

4 spaces from body of letter

Yours very truly,

5 spaces

ELDERY W. STONE
Commodore, USNR
Chief Commissioner

Professor Ferruccio Parri
The President of the Council of Ministers
Italian Government

His Excellency Ivanoe Bonomi
The President of the Council of Ministers
Italian Government
Rome

4483

NOTE: Above style to be used for all letters to
Prime Minister, Italian Government, for
which the signature of Acting Chief
Commissioner is required.

ANNEX "D"

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 344
Office of the Chief of Staff

Tel: 478735

Date

Ref:

SUBJECT:

TO :

1. Text of first paragraph.

2. Text of second paragraph.

ETC.

For the Acting Chief Commissioner.

Brigadier,
Chief of Staff.

Encs.

NOTES

- (i) Above style will be used for all official letters for which the signature of Chief of Staff is required.
- (ii) For the Acting Chief Commissioner' will only be inserted in case of communication with parallel and higher formations (see Office Memorandum No.17, dated 13 Oct 44, para.5).
- (iii) External telephone numbers will be used on outgoing correspondence; internal telephone numbers will be used on inter-office correspondence.
- (iv) All paragraphs will be numbered.

4486

ANNEX "C"

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

AFO 394

Reference No. of Department of origin.

23 October 1944

Dear Marchese Visconti Venosta:

2 or 3 spaces

Indent paragraphs but do not number.....

.....
.....
.....

4 spaces from body of letter

Very truly yours

5 spaces

ELLERY W. STONE
Commander, USNR
Acting Chief Commissioner

His Excellency Marchese Giovanni Visconti Venosta
Undersecretary of State for Foreign Affairs
Italian Government
Rome

NOTE: Above style will be used for all Demi-Official letters, for which the signature of Acting Chief Commissioner is required.

4485

HEADQUARTERS
ALLIED CONTROL COMMISSION

CHIEF

Office of the Chief of Staff.

Ref: 65/1/CSS.

OFFICE MEMORANDUM

NUMBER

17

10 OCT 1944

13 October 1944

INSTRUCTION ON ROUTING AND PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups:

- Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
Group C. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner:

- (i) Correspondence in Group A will be forwarded to the Chief of Staff Office.
 (ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
 (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

- (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
 (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
 (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4484

INSTRUCTION ON ROUTING AND PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups :

- Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
- Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
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2. Incoming Correspondence.

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- (ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

4484

- (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups A and B will be signed by the Regional Commissioner, his Executive Officer, or an officer deputed by him.

Correspondence issuing from Headquarters Allied Control Commission will in all cases be addressed to the Regional Commissioner and if necessary marked for the attention of the appropriate Division of his Headquarters.

5. Correspondence to parallel and higher formations :

C.C. HQ A.A.I.
A.E.H.C.
Diplomatic and Consular Missions.

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff " for the Chief Commissioner", or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission " for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub Commission or Branch " for the Chief Commissioner".

6. Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub Commission or Branch.

7. Correspondence between Sub Commissions:

This will be done in the form of inter departmental minutes. Sub Commissions will not correspond with each other by letter.

8. Preparation for signature.

American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend " for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend " by command of Comodoro Stone" will appear at the bottom of the letter above the signature.

DISTRIBUTION :

" 5 "
Less 42-50 & Group III.

718 / 15h

Brigadier,
Chief of Staff,

- 2 -

5. Correspondence to parallel and higher formations:

c.c. HQ A.A.I.
A.F.H.Q.

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- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff "for the Chief Commissioner", or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission "for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub Commission or Branch "for the Chief Commissioner".

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DISTRIBUTION:

"B"

Less 42-50 & Group III.

Brigadier,
Chief of Staff,

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Interior

RESTRICTED

2 SEP 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

20 September 1944.

OFFICE MEMORANDUM)

NUMBER 9) AMENDMENT NO. 1

1. The following amendment and addition to Office Memorandum No. 9 (originally published as Administrative Instruction No. 2 Adv Hq, 5 July 1944), is published for the information and guidance of all concerned.

2. In accordance with Signal Instructions from Allied Force Headquarters, the following additional instructions are published for the guidance and compliance of originators of outgoing cables:

a. Originators will include the security classification as the first word of the text of all classified messages, i.e., Restricted, Confidential, Secret and Top Secret (TOPSEC).

b. Messages franked "In clear by any means" will not have those words as the first groups of the text, but "In clear by any means" will be shown in the normal position in the heading of the message.

3. Sections and Sub-Commissions will receive all incoming cables with the security classification shown as the first group or groups of the text, whether the cables are classified or not. This function will be performed by the Adjutant's Department in the processing and distribution of incoming cables.

Staff for attention action
22/9/44 B.
Noted JGW.
22/9/44.

E. L. Clough
E. L. CLOUGH,
Col, AGD,
Asst Estab Officer.
for the Establishments Officer.

DISTRIBUTION:
"A"

4483

RESTRICTED

Ref/55/34/CA.

OFFICE MEMORANDUM)

NUMBER 16)

HEADQUARTERS

ALLIED CONTROL COMMISSION

P.C. & P.C. SECTION

APO 394.

25 August 1944

ERJ

HANDLING OF CLASSIFIED DOCUMENTS
BY CIVILIANS

1. It is undesirable that civilians handle any classified documents.
2. "Civilian" for the purpose of this memorandum is any civilian other than properly authorised Allied personnel.
3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the discretion of their supervising officers.
4. To eliminate as far as possible this Security risk, the following safeguards will be observed:
 - (a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.
 - (b) When it occurs that "Confidential" and "Restricted" correspondence cannot be handled by military personnel, then only those civilians whose bonds fides have been established and who have shown themselves worthy of trust will be entrusted with such matters. Care will be taken to impress on those concerned the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.
 - (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
 - (d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course whenever possible.

5. For guidance it is pointed out that the French equivalents of English language expressions as applied to Confidential and Secret communications are as follows:

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret
Ultra Secret

4483

6. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

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6. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

TOP SECRET: (Signal abbreviation - TOPSEC): Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, i.e. PLANS OF FUTURE MAJOR OPERATIONS.

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

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which while NOT endangering the National Security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause administrative

1847

- 2 -

nistrative embarrassment or difficulty or be of advantage to a foreign nation, i.e. ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

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

Handwritten:
M.S. LUSH
Brigadier
Executive Commissioner

M.S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

"C"

G-1 (A)/LWS/ja

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

1 August 1944

OFFICE MEMORANDUM)

NUMBER : 15)

CIVILIAN PERSONNEL(Employment and Payment Procedure)

- I -

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

- II -

Recruitment Procedure

Recruitment at the present time is divided into three categories:

- (1) Response to newspaper advertising
- (2) Casual applicants
- (3) Those referred by sections and subcommissions.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommissions) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommissions having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

- III -

Hiring

All sections and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests

1648

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- III -

Hiring

All sections and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests will be made in writing, giving adequate job description -- that is, the type of work to be performed, the language requirements, and any other information that is pertinent to the position to be filled. Civilian Personnel will refer one or more qualified applicants for interview and final selection by the section or subcommission concerned. After the interview, the applicants will be returned to Civilian Personnel. Those who are accepted will be screened by the Security Officer and placed on the civilian payroll. All civilian employees will be formally cleared through Civilian Personnel. In those cases where the individual is recruited independently of Civilian Personnel, the section or subcommission concerned will send the individual together with a letter requesting employment to Civilian Personnel. This letter should include a job description sufficiently complete to justify the recommended classification and salary. Civilian Personnel will approve the employment and establish the rate of pay. Disagreements will be

- 1 -

referred to the Civilian Personnel Policy Board. At present the section is interviewing an average of ninety (90) applicants (less than 10% qualified) per day. From this source there is being built up a reserve of potentially qualified civilians for future placement in Allied Control Commission.

- IV -

Rates of Pay

The following rates of pay are extracted from amendment No. 5, AFHQ, Adv Adm Echelon Adm Instr No. 24, dated 17 July 44. They are reproduced here for the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

	Min Lire	Max Lire	per month
Accountant	2,100	4,500	" "
Assistant Purchasing Agent	3,000	5,500	" "
Bookkeeper (male)	2,000	4,000	" "
Bookkeeper (female)	1,800	3,500	" "
Cashier, Chief (male)	2,500	3,500	" "
Clerk, Office (male)	70	110	per day
Clerk, Office, (female)	60	90	" "
Draughtsman, Chief	2,500	4,500	per month
Draughtsman	2,000	4,000	" "
Executives, business analysis, exporters, etc.	5,000	9,600	" "
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	" "
Junior administrative assistants, Clerk Supervisors	2,100	4,500	per month
Professional Man (doctor, lawyer, dentist, civil mechanical engineer, construction)	4,000	9,600	" "
Senior administrative assistants, sub-professional workers, junior executive officers, etc.	3,600	6,000	" "
Telephone Operator, English-speaking (female)	70	110	per day
Telephone Operator, Non-English-speaking (female)	55	75	" "
Typist (male)	70	110	" "
Typist (female)	60	90	" "
Typist, shorthand, (steno), English-speaking (male or female)	80	120	" "

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, maximum 9600 lire per month.

In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for dismissal.

for examination in the Civilian Personnel Office.

	Min Lire	Max Lire	
accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	" "
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In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Passes, badges, and other papers of ACC identification will be picked up by Civilian Personnel on clearance of the final payroll.

- VI -

Payment Procedure

Employees will be paid twice a month through the civilian paymaster, Headquarters Commandant's Office. Payrolls will be submitted to Headquarters

- 2 -

(112A)

Headquarters, AGO
Office Memo 15, 1 Aug 44, cont'd

Commandant as of the fifteenth and last day of each month on the standard payroll form which will be obtained from the paymaster, Headquarters Commandant. The dates for submission and payment will be announced in the Daily Bulletin. It is the responsibility of the section or subcommission concerned that payrolls show proper classification, that salaries are in accordance with Amendment No. 5 to AFHQ Adv Adm Echelon Adm Instr No. 24, dated 17 July 44, and that all employees have been cleared through Civilian Personnel. Civilian Personnel will post-audit payrolls and will also be prepared to pre-audit on request any rough-draft payroll to insure that salaries and classifications are correct.

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH *W. J. G. V.*
Colonel, AGO
Executive Officer

DISTRIBUTION:
"C" - Modified

4480

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

OFFICE MEMORANDUM

NUMBER 14)

29 July 1944

8 JUL 1944

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

- a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.
- b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.
- c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.
- d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.
- e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Control Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

2. Flora Hotel.

- a. Officers of the grade of Commander/Lt Commander (Navy), Lieut Colonel/Major (Army), and officials of equivalent grade or position, will be billeted in the Flora Hotel.

3. Milano, Esperia, and Bella Vista Hotels.

- a. Officers of the grade of Lieutenant (Navy), Captain (Army), and below, will be billeted in the Milano, Esperia, and Bella Vista Hotels.

4. Villas or apartments.

- a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein, provided also that the officers who are billeted in such Villas or Apartments, rank immaterial, have been designated by the officer responsible for the Villa or Apartment.
- b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R.C. &

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443

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- b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R.C. & M.C. Section).
- c. Hq Rome Area Allied Command is the sole authority for the allocation of accommodations within the Rome Area. All requisitions will be processed by the Establishments Branch, through Hq Rome Area Allied Command.
- d. In the matter of the requisitioning of accommodations, the principles and instructions contained in Administrative Memorandum No. 29, AFHQ, 8 July 1944 subject "Accommodations in Italy", will be strictly observed.

John J. Albright

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

1839

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

26 JUL 1944

Staff for attention
for action 27 July 44

OFFICE MEMORANDUM

NUMBER 13)

OFFICIAL MAIL SERVICES

1. Memorandum Adj 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

2. BEFORE delivery to the Message Center, departments will envelope all correspondence for dispatch outside Headquarters ACC, with the exception of unclassified material to the following formations:

- AFHQ (G-5)
- Headquarters AAI
- AWC/ACC Regional Hqs.
- AWC Army Headquarters

Many departments correspond with the formations mentioned above, and all dispatches are transmitted from the Message Center in bulk under one cover. Enveloping of unclassified material is therefore not only uneconomical but unnecessary.

3. Classified material will be delivered to Message Center enclosed in one envelope only in accordance with the detailed instructions at paragraph 4 below.

4a. "Every package must bear a complete address and return address" 4478

The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a new envelope, which will be sealed and marked with the security category

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Headquarters LMI
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AMG Army Headquarters

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requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a new envelope, which will be sealed and marked with the security category of the enclosure; if TOP SECRET it will also be marked "To be opened personally by...." the holder of an appointment or the individual named.

(ii) CONFIDENTIAL communications will be enclosed in an envelope marked CONFIDENTIAL, but need not be sealed.

(iii) RESTRICTED and other unclassified communications will be dispatched in accordance with paragraph 4(a) above.

c. Classified material will be enclosed in a second envelope or cover by Message Center personnel. No envelopes will therefore now be received at Message Center with the colored cross thereon, which was formerly necessary to identify the contents as classified material.

1. Memorandum Adj 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

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AMC Army Headquarters

Many departments correspond with the formations mentioned above, and all dispatches are transmitted from the Message Center in bulk under one cover. Enveloping of unclassified material is therefore not only uneconomical but unnecessary.

3. Classified material will be delivered to Message Center enclosed in one envelope only in accordance with the detailed instructions at paragraph 4 below.

4. a. Every package or envelope must be fully addressed with the reference number in the top left hand corner but not less than one inch and a half the top edge. In the space above the number, Message Center will impress return address. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference of each enclosure. A suffix or prefix identifying the department of which will always form part of the reference on the envelope. Failure to comply with these instructions will only result in delay in transmission.

b. In respect of classified packages the following additional requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a new envelope, which will be sealed and marked with the security category of the enclosure; if TOP SECRET it will also be marked "To be opened personally by...." the holder of an appointment or the individual named.

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Office Memorandum #13, this Hq, dtd 24 July 44 (Cont'd)

5. a. The Message Center will give and take receipts for all TOP SECRET, SECRET, and CONFIDENTIAL packages. Receipts will NOT be given for packages or documents below CONFIDENTIAL classification.

b. Departments should enclose with, and attach to, all TOP SECRET communications a receipt for signature and return by the recipient. Receipts may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Assistant Department (Duplicating Section). *Message Center, Room 26 First Floor.*

6. Without detriment to the needs of security (e.g. see paragraph 4 (b) (i) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.

7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the ad-

8. "All packages containing official mail for delivery by any means within this theatre of operations must be certified by the chief clerk of the originating department as "W.D. ESSENTIAL MAIL". The signature of the certifying individual must be clearly legible. Classified packages addressed for delivery to points outside this theatre and requiring transmission by air, must bear the notation "AIR SERVICE REQUIRED" stamped or typewritten directly to the left of the first line of the address, followed by the legible signature of an officer or warrant officer showing his rank. Unclassified material of an urgent nature requiring air transmission to points outside the theatre must bear the stamped or typewritten endorsement "W.D. ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of a Commissioned officer. If air transmission is not required such material may be certified in the normal manner by the chief clerk of the originating department."

E. L. CLOUGH
Col, ASD
Executive Officer

DISTRIBUTION:

Group 1 "C"
Group 2 1 copy ea (for info)

Records may be obtained on application to the Adjutant General's Department (Department of Defense). Message Centre, Room 20, First Floor.

6. Without detriment to the needs of security (e.g. see paragraph 4 (b) (i) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.

7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.

8. All packages addressed as in preceding paragraph also all packages containing unclassified mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as "WD ESSENTIAL MAIL".

9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.

10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

E. V. Clough
E. L. CLOUGH
Col, AGD
Executive Officer

DISTRIBUTION:

Group 1 "C"
Group 2 1 copy ea (for info)

1660

1842

Interior (11)

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

24 July 1944.

OFFICE MEMORANDUM)

NUMBER 12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONSACC ADVANCE HEADQUARTERS

Administrative Instructions Numbers 1 to 4, ACC Advance Headquarters, are hereby redesignated as Office Memoranda of Headquarters ACC and numbered as below:

<u>Administrative Instruction</u>	<u>New Designation</u>
1A	Office Memorandum No. 8
2	Office Memorandum No. 9
3	Office Memorandum No. 10
4	Office Memorandum No. 11 ✓

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

DISTRIBUTION:

"A"

5

4476

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

15 JUL 1944

11 July 1944.

OFFICE MEMORANDUM
(ADMINISTRATIVE INSTRUCTION)

NUMBER

11. -4)

AMENDMENT NO. 1

LOCAL MAIL

1. Unclassified mail intended for local civilian addressees will be delivered through civilian mail channels.
2. Such mail will be put through the normal message center channels and will be delivered to the Central Post Office by Dispatch Rider.
3. No postage is required, and the mail will not be subject to censorship.
4. This mail should be addressed on the face of the envelope, and regulation US or British WD envelopes should be used.

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

DISTRIBUTION:
"A"

noted B

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ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

19 JUL 1944

8 JULY 1944

OFFICE MEMORANDUM
ADMINISTRATIVE INSTRUCTION

NUMBER.....(11...4)-

OFFICIAL MAIL SERVICES

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mails are set forth for the information, guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADLJ (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

a. Articles to be forwarded by Army Courier Service will show both a complete address and return address. Articles will not be addressed to an individual. If they require the special attention of a particular officer at a headquarters, or unit, the notation "Attention _____" may appear in the address.

b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret Official Dispatches to major tactical, SOS, and I of G Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Per 3a & b also apply).

5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by MDLS will be handled in the same manner as previously.

ly.

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2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADLS (Air Dispatch Letter Service)
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5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by MDS will be handled in the same manner as previously.

7. The restrictions set out above do not apply to material sent by ACC courier.

8. Heavy and bulky material may not be sent by courier. Within the established weight and size limits, such material may be sent through Army Postal channels.

E. L. CLOTH
Colonel, ASD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Establishment Branch

1132

OFFICE MEMORANDUM
ADMINISTRATIVE INSTRUCTION

NUMBER

8 1A

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

The following instructions supersede Administrative Instruction #1, this Headquarters, dated 1 July 1944.

A - Hiring of employees.

1. Clerical and Supervisory Grades.

- (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
- (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
- (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisan and Skilled Grades.

- (a) A letter of request is sent to the Headquarters Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employees accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

D - Reclassification.

1. When reclassification of civilian employee status is desired, a letter will be sent to the Employment Officer for approval with a job description.

14 July 1944.

the following instructions supersede Administrative Instruction #1, Headquarters, dated 1 July 1944.

A - Hiring of employees.

1. Clerical and Supervisory Grades.

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- (b) Same procedure as outlined in preceding paragraph.

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D - Reclassification.

1. When reclassification of civilian employee status is desired, a letter will be sent to the Employment Officer for approval with a job description.

DISTRIBUTION:
"A"

noted L.

66-4473
E. L. CLOUGH, AGD,
Executive Officer.

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

1 JUL 1944

1 JULY 1944

OFFICE MEMORANDUM
(ADMINISTRATIVE INSTRUCTION)

NUMBER 8.1

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

A - Hiring of employees.

1. Clerical and Supervisory Grades.
 - (a) A letter of request must be sent to British G-1 for approval or disapproval.
 - (b) When approved a copy is forwarded to the employment section for the procurement of the requested clerical or technical help.
 - (c) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.

2. Classified Artisan and Skilled Grades.

- (a) A letter of request is sent to the HQ Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employees accompanied by a member of section to the Internal Security Section of the HQ Commandant for proper clearance of civilian pass and identification badge.
3. It is responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to HQ Commandant on the dates asked for by the HQ Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

D - Reclassification.

1. When reclassification of civilian employee status is desired, a letter will be sent to British G-1 for approval.

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 - (a) A letter of request must be sent to British G-1 for approval or disapproval.
 - (b) When approved a copy is forwarded to the employment section for the procurement of the requested clerical or technical help.
 - (c) The employment section will send one or more applicant to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
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 - (b) Same procedure as outlined in preceding paragraph.

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3. It is responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

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1. When reclassification of civilian employee status is desired, a letter will be sent to British G-1 for approval.

Div Procedure noted

L. 11 July 44

E. L. Clough
E. L. CLOUGH
Colonel, AGO
Executive Officer

APPROVED BY HQ G-1 10/1/44
Page 2

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

25 JUL 1944

OFFICE MEMORANDUM)

NUMBER : 7)

25 July 1944

DUTY HOURS

1. Office Hours:

a. Office hours of 0830 to 1800 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

2. Recreation:

Officers and EM/ORs will devote one day each week to exercise and recreation. A roster of the officers and EM/ORs assigned to each Section, Sub-Commission or office will be maintained, showing the day per week to be devoted to exercise and recreation. Not more than 50% of the assigned strength of any office will select Sunday as the day off for exercise and recreation. The roster may be changed without notice to meet the work requirements of the office. Directors of Sub-Commissions and Heads of Offices will insure that the Sub-Commission or Office is in charge of the second in command or some other qualified officer during their absence. Personnel required to be on duty on Sunday will be permitted sufficient time to attend church services if they so desire.

3. Night Staff Duty Officer:

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. During the same period there will be an EM/OR to assist the duty officer.

John J. Williams

a. Office hours of 0830 to 1800 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

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b. During the same period there will be an EM/OR to assist the duty officer.

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer.

4481

DISTRIBUTION: "C"

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

12 July 1944

OFFICE MEMORANDUM)

NUMBER 6)

ACC HEADQUARTERS TELEPHONE INSTALLATIONS AND ALLOCATIONS

1. The telephone installation in the Ministry of Corporations Building is considered adequate for the needs of ACC Headquarters. However, there is need for economy in the installation of telephone, as traffic in a Headquarters such as this is heavy, and extensions to existing control office equipment may be difficult of accomplishment.
2. The Headquarters Commandant has therefore made an allotment of telephones to each Section or Independent Sub-Commission. Assignment of telephones from this allotment to individual members of Sections or Independent Sub-Commissions will be made by the Senior Officer of each Section or Independent Sub-Commission.
3. Requests for installation of telephones will be made in duplicate on the attached form, which can be obtained at Room 10, 1st Floor.
4. There are three kinds of telephone service available. All three require use of dial.
 - a. Connection to ACC switchboard - unrestricted service:
Can by dialing number desired call any telephone connected to ACC switchboard. By dialing "zero" is connected to Telephone Company network and can then dial any number connected to each network. All incoming calls from outside are handled by the ACC operator.
 - b. Connection to ACC switchboard - restricted: Can make and receive calls to or from any telephone connected to ACC switchboard but cannot make or receive calls from city network.
 - c. Direct connection to Telephone Company Rome City system: This permits calling other units whose switchboards have dial numbers or any telephone connected to city network. However, to call a telephone connected to ACC switchboard, the switchboard number must be dialed and operator asked for desired party.
5. All requests for telephone service must be signed by Senior Officer of Section or Independent Sub-Commission or his authorized delegate. (Requests from individuals cannot be accepted). Name of delegated officer should be furnished promptly to the Communications Officer, Room 10, 1st Floor.
6. The number of personnel available to install telephones is limited, so that, with the large number of telephones to be installed, it will not be possible to give service as rapidly as may be desired. Every effort will be made to expedite installations.

RESTRICTED

RESTRICTED

7. The number of telephones allotted are as follows:

SECTION OR SUB-COMMISSION	"A" UNRES- TRICTED	"B" RE- STRICTED	"C" HOME CITY	NAME OF AUTHORIZED DELEGATE
Headquarters Commandant	5	3	5	
Adjutant	13	7	13	
RC & IG	48	25	42	
Navy & Air	7	4	7	
Communications	7	4	7	
Administrative	18	10	18	
Economic	35	15	35	
Army	17	9	17	

E. L. Clough
E. L. CLOUGH,
Col., ASD,
Executive Officer.

DISTRIBUTION:

"C" - Modified.

RESTRICTED

7 - JUL 1944

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

Ref/53/122/CA.

5 July 1944

OFFICE MEMORANDUM)

NUMBER

5)

7 JUL 1944

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.

The Staff
M. S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

"A"

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RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

4 May 1944

OFFICE MEMORANDUM

NUMBER 5X

"PROVISION AND USE OF SIGNAL FACILITIES"GENERAL

I.

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

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

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:

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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

- (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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RESTRICTED

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

TELEPHONE PRACTICE

II.

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 I. 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	Equivalent to	URGENT	URGENT
or			or
CLEAR THE LINE EMERGENCY AIR			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

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

The operator will not question the classification designated by the

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

<u>BRITISH</u>		<u>AMERICAN</u>
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or		or
CLEAR THE LINE EMERGENCY AIR		OPERATIONAL PRIORITY
PRIORITY	Equivalent to	PRIORITY
ROUTINE	Equivalent to	ROUTINE

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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.

RESTRICTED

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RECEIVED

Office Memo #2, Hq ACC, dated 4 May 1944. (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
E. L. CLOUGH,
Lt Col, ACE,
Executive Officer.

DISTRIBUTION:
"A"

PRIORITY calls are of equal importance and one will not take precedence over the other.

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

DISTRIBUTION:
"A"

- 3 -
RESTRICTED

4463

DECLASSIFIED

HEADQUARTERS
ALLIED CONTROL COMMISSION
AFG 594

OFFICE MEMORANDUM

NUMBER 4 ()

4 May 1944

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 WARCEN 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 NLT censors in the same manner as NLT.

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:

San Francisco Cal - 1 word
New Orleans La - 1 word.

- d. Depressions 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 evasions and will not reduce the word count; For example:
ALLBET - (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).

1. The following information in regards to SCA Radio Service to the United States from Italy is extracted from WBS Circular Number 52 dated 30 April 1944, and MATOSCA 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 TFM censors in the same manner as TFM.

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:
San Francisco Cal .. 1 word
New Orleans La .. 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, ECE, 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 evasions and will not reduce the word count; for example:
ALLIED - (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 79th Street
New York City - (8 words).
k. Here is an example of how a message would be counted:
NLT MARY JONES 48 RIDGE STREET RICHMOND VA
SALE OF HOUSE APPROVED HAPPY TO HEAR MOTHER WILL ALL MY
LOVE DEAR

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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-1-
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DECLASSIFIED

- 2 -

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

5. All other existing regulations and instructions contrary to the provisions herein are repealed. Censorship regulations governing the use of cable and radio services conform generally with those applicable to postal communications. Circular Number 32, HQ. MATOUSA, CS, (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 APC 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 ITM 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. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10b, Circular #32, HQ. MATOUSA, CS).
- b. Conditional statements as listed in paragraph 10 c, Circular
- c.

6. Address. Cables will be directed to normal, clear addressed, code or registered addressee will not be used. Abbreviated addresses or addressee 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 AIC 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 transmission of urgent personal business, family affairs, greetings not sufficiently covered by RYM 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. Presse sketches 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. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10b, Circular #32, Hq. MATCUSA, cs).
- b. "Conditional statements" as listed in paragraph 10 a, Circular Number 32, Hq. MATCUSA, cs, are prohibited in ordinary cables. 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.)
- c.
- d.

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-3-

- (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 HASON McFARLANE:

[Signature]
D. L. CLOUGH,
Lt Col, AGS,
Executive Officer.

DISTRIBUTION:
"A"

are prohibited.

- (5) Movement or prospective movement of any high government official.

By command of Lieutenant General MASON MACFARLANE:

E. L. Clouch
E. L. CLOUCH,
Lt Col, AGD,
Executive Officer.

DISTRIBUTION:
"4"

RESTRICTED

4465

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

4 May 1944

OFFICE MEMORANDUM)

NUMBER 1)

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 NATOUSL 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 ECM censors in the same manner as EPL.

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:
San Francisco - 1 word
New Orleans - 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 evasions and will not reduce the word count; for example:
ALIBEST - (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 79th Street
New York City - (8 words)

Note: How is an example of how a message would be counted.

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 RFM 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, 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 evasions and will not reduce the word count; for example:
 ALIBEST - (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 79th Street
 NewYorkCityNY - (3 words)
 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.

- 1 -

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RESTRICTED

4. NAME, ADDRESS, TEXT AND SIGNATURE WILL BE PRINTED TO INSURE 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. MATOUSA, cs. (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 RFM 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 those are subject to restrictions in addition to those placed on postal communications.
- b. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10b, Circular #32, Hq. MATOUSA, cs).
- c. "Conditional Statements" as listed in paragraph 10 a, Circular Number 32, Hq. MATOUSA, cs, 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

6. Address. Cables will be directed to normal, clear addressees or registered addressees 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 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. "Conditional Statements" as listed in paragraph 10 a, Circular Number 32, Hq. MATOUSA, cs, are prohibited in ordinary cables.
- c. 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 Joan", may reveal location if addressee can be assumed to know location of persons mentioned.)

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-3-

- (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:

/s/ E. L. Clough
E. L. CLOUGH,
Lt Col, AGD
Executive Officer.

DISTRIBUTION:

A true and correct copy.

Roger B. Derby
ROGER B. DERBY
Capt, AGD
Adjutant

* Rear Hq, AGC, comment; 1. The approximate time required for delivery (for cables of this type to any U. S. City with an RCA office from soldiers at this Hq is 24 - 48 hours)--providing cables are received in Post Office, Room # 6, Palazzo di Giustizia, between 0830 and 0900 hours.

2. Method of figuring the cost of messages is shown on the reverse side of the sheet.

1890

/s/ E. L. Clough
E. L. CLOUGH,
Lt Col, AGD
Executive Officer.

DISTRIBUTION:
#1

true and correct copy.

Roger B. Derby
ROGER B DERBY
Capt, AGD
Adjutant

* Rear Hq, AGC, comment; 1. The approximate time required for delivery (for cables of this type to any U. S. City with an RCA office from soldiers at this Hq is 24 - 48 hours) --providing cables are received in Post Office, Room # 6, Palazzo di Giustizia, between 0830 and 0900 hours.

2. Method of figuring the cost of messages is shown on the reverse side of the sheet.

4463

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By command of Lieutenant Colonel

1691

11.....FROM RCA IN TO UNITED STATES.....

RATE SHEET

Destination	Min 25 words	Per Add'l words	Destination	Min 25 words	Per Add'l words
Alabama	2.59	.10-1/3	Montana	2.84	.11-1/3
Arizona	3.09	.12-1/3	Nebraska	2.84	.11-1/3
Arkansas	2.84	.11-1/3	Nevada	3.09	.12-1/3
California	3.09	.12-1/3	New Hampshire	1.88	.07-1/2
Colorado	2.84	.11-1/3	New Jersey:		
Connecticut	1.88	.07-1/2	Hoboken	1.88	.07-1/2
Delaware	2.25	.09	Jersey City	1.88	.07-1/2
Dist of Columbia	2.25	.09	North Bergen	1.88	.07-1/2
Florida:			Weehawken	1.88	.07-1/2
Key West	3.09	.12-1/3	West New York	1.88	.07-1/2
Pensacola	2.59	.10-1/3	Union City	1.88	.07-1/2
Other places	2.84	.11-1/3	Other places	2.25	.09
Georgia	2.59	.10-1/3	New Mexico	2.84	.11-1/3
Idaho	3.09	.12-1/3	New York:		
Illinois	2.59	.10-1/3	New York City	1.88	.07-1/2
Indiana	2.59	.10-1/3	Yonkers	1.88	.07-1/2
Iowa	2.84	.11-1/3	Other Places	2.25	.09
Kansas	2.84	.11-1/3	North Carolina	2.59	.10-1/3
Kentucky	2.59	.10-1/3	North Dakota	2.84	.11-1/3
Louisiana:			Ohio	2.59	.10-1/3
New Orleans	2.59	.10-1/3	Oklahoma	2.84	.11-1/3
Other places	2.84	.11-1/3	Oregon	3.09	.12-1/3
Maine	1.88	.07-1/2	Pennsylvania	2.25	.09
Maryland	2.25	.09	Rhode Island	1.88	.07-1/2
Massachusetts	1.88	.07-1/2	South Carolina	2.59	.10-1/3
Michigan	2.59	.10-1/3	South Dakota	2.84	.11-1/3
Minnesota:			Tennessee	2.59	.10-1/3
Duluth	2.59	.10-1/3	Texas	2.84	.11-1/3
Minneapolis	2.59	.10-1/3	Utah	3.09	.12-1/3
St. Paul	2.59	.10-1/3	Vermont	1.88	.07-1/2
So. St. Paul	2.59	.10-1/3	Virginia	2.59	.10-1/3
St. Paul Stockyards	2.59	.10-1/3	Washington (State)	3.09	.12-1/3
Winona	2.59	.10-1/3	West Virginia	2.59	.10-1/3
Other places	2.84	.11-1/3	Wisconsin	2.59	.10-1/3
Mississippi	2.59	.10-1/3	Wyoming	2.84	.11-1/3
Missouri:					
St. Louis	2.59	.10-1/3			
Other places	2.84	.11-1/3			

(When calculating total cost of message any fraction will be carried to next even cent.)

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