

ACC

10000/142/252
(VOL. I)

OFF
APR

10000/142/252
(VOL. I)

OFFICE ADMINISTRATION (OPENED APR 26, 1945)
APR. 1945 - JAN. 1947

file

HEADQUARTERS ALLIED COMMISSION
APO 794
LEGAL DIVISION

300A

AC/4025/L

TW/ns
10 January 1947.

SUBJECT : Pick up of Personal Mail.
TO : Adjutant, 7106 Regt for
Regimental Mail Room.

It is desired that Pvt. Richard A. Jenkins,
16229004, assigned to Legal Division, be permitted
to pick up personal mail for the following officers,
also assigned to this Division.

JOHN K. WARREN
Colonel, Infantry

JAMES J. CARRAS
Col Infantry

GERVAISE E. CHITTICE
Lt. Col. CML C

L.J. GILBRIDE
Major, ID

C.T. KURLAN
Captain.

LIONEL MANN
Major, Infantry.

*all signed except
Capt Kurlan*

Edwards

13 Jan 47

file

OFFICE OF THE ATTORNEY GENERAL
A.G. 794
LEGAL DIVISION

299A

AG/4025/b

LJG/ms
10 January 1947.

SUBJECT : Request for Conference.

TO : Dott. Nicola Canestraro,
Istituto Mondial,
Piazza S. Silvestro 92,
ROMA.

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1. Receipt of your letter dated 9 January 1947, subject as above, is hereby acknowledged.

2. The offices of this Division are open daily for the transaction of current business. Arrangements will be made by the undersigned to talk with you at such time as you wish to make a visit here.

L.J. GILBRIDE,
Major, 100,
Chief Counsel,
for Chief Legal Advisor.

AUT. GOV. N. 218220
C. P. C. N. 93438
C. C. POSTALE 18316

ISTITUTO MONDIAL

INFORMAZIONI BANCARIE - INVESTIGAZIONI PRIVATE
INDAGINI DELICATE - RICERCHE - RINTRACCI
IN TUTTO IL MONDO

Sede Centrale: ROMA - Piazza S. Silvestro, 92 (Palazzo Marignoli)

Roma, li 9 gennaio 1947 -
Telef. 61789

Raccomandata

AL CAPO della SOTTOCOMMISSIONE ITALICA
presso la COMMISSIONE ALLIATA

ROMA
Via Vittorio Veneto -

Il sottoscritto Dott. Nicola CANTUARO, titolare
di questo Istituto chiede di poter essere ricevuto dalla
S.V. Ill.ma per conferire su una pratica riguardante
un dipendente di cedeata Gn. Sottocommissione.

Con osservanza, ringrazia

ISTITUTO "MONDIAL"

IL TITOLARE

(Dott. Nicola Cantuaro)

N. Cantuaro

AL CAPO delle SOTTOCOMMISSIONI LEGALE
PRESSO la COMMISSIONE ALLIATA

R O M A

Via Vittorio Veneto -

Il sottoscritto Dott. Nicola CANTOTRARO, titolare
di questo Istituto chiede di poter essere ricevuto dalla
S.V. Ill.ma per conferire su una pratica riguardante
un dipendente di codesta On. Sottocommissione.

Con osservanza, ringrazia

ISTITUTO "MONDIAL"

IL TITOLARE

(Dott. Nicola Cantotraro)

Nicola Cantotraro

TRANSLATION

The undersigned Dott. Nicola CANESTRARO, chief of this Institute, requests to have a conference with the Chief Legal Advisor of this Division on a matter relating to an employee of this Division.

signed
Dott. Nicola Canestraro *NC*

Istituto Mondial

ROMA / PIAZZA S. SILVESTRO, 92 / ROMA

Raccomanda in



Al Capo della SOTTOCOMMISSIONE ITALIANA
presso la Commissione Alleata



ROMA

152

0119

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

785016

ISTITUTO "MONDIAL",

IL TITOLARE

(Dott. Nicola Canestraro)

4025

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

298A
ADM/FC-1/TO

G-5: 934.43 P

14 November 1946

SUBJECT : Channels of Communication with Governments
of ex-Italian Colonies.

TO : Chief Commissioner,
Allied Commission,
APO 794.

The attached letter AG/4079/L of November 1946 from the Legal Division of the Allied Commission, which it is understood was intended to be addressed to GHQ Middle East Land Forces, has been delivered to this Headquarters.

It is not considered that the Allied Commission is the proper channel for representations on behalf of Italian agencies or individuals to the Governments of ex-Italian colonies. Such representations should be made through Embassy channels.

As you may be aware, the War Office have been asked to ensure that communications from such territories to Italy are similarly routed.

A.L. HAMMES
Colonel, R.S.C.
Assistant Chief of Staff, G-5.

4025
HEADQUARTERS ALLIED COMMISSION

ATO 734

Office of the Executive Commissioner.

Ref. : 16/AD.

7 November 1946

EXECUTIVE MEMORANDUM

NUMBER

10

USE OF ALLIED COMMISSION RECORDS STORED IN ARCHIVES

1. A function of the Archives Division which is of increasing importance is that of searching and supplying files which have been stored in the Archives and are required by Offices of the Allied Commission for reference. The following instructions are designed to establish a procedure which will facilitate immediate and efficient accomplishment of this function.

2. The most important factor in the furnishing of a required file is accurate information as to exactly what is desired. A person initiating a request must prepare an application form. These forms are distributed to all Divisions and Offices of Allied Commission. On this form, in the space indicated, show ¹³⁰ be placed the index or reference number of the file requested. When it is impossible to furnish this number, detailed information such as office of origin, subject, and approximate date of the file in question, should be furnished. Upon completion, this form should be sent by messenger to Archives Division "Enquiries", room 10, first floor.

3. Archives Division, upon finding requested file, will telephone the person initiating the request and notify him that the file is available for issue. Files are issued in room 10, first floor, to qualified personnel only. The person receiving these files will sign for them immediately. All files issued from Archives are loaned for a maximum period of two weeks. When a file is required for a longer period of time it is the responsibility of the person who originally requested the file to apply for a renewal.

2942

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4. It is of the utmost importance that files be returned as soon as possible, since the primary function of the Archives Division, at present, is the processing of all records, and outstanding files constitute a definite hindrance to this processing. When records of a region are actually in final processing preparatory to microfilming files contained therein will not be loaned. Such files may be viewed, in exceptional cases, by personal arrangement with the Officer in charge of the I/T Section, Archives Division.

5. All Sub-Commissions, Divisions, Branches, and Offices have prepared or are in the process of preparing "Master List". These "Master Lists" are a compilation of all records kept by the parent Sub-Commission, Branch, Division, or Office. This compilation includes both files already sent to the Archives and files still in use.

... 2 ...

Each Division, Sub-Commission, Branch, etc., will keep Archives informed as to the whereabouts of all files shown on the "Master Lists", and if and when a Branch, etc., closes it will be responsible for the recovery of all files on external loan.

6. Archives Division's responsibility is -- furnishing the files requested. Individuals initiating requests are responsible for complete data as to the particular file or files desired. Intelligent use of the "Master Lists" will usually indicate the index or reference number of the file containing the reference material desired.

7. Individuals requesting the use of files already sent to the Archives are responsible for the safe custody of such files during the period of the loan. No documents will be removed nor will papers be marked, defaced or altered in any way.

For the Chief Commissioner

Brigadier,
Executive Commissioner.

DISTRIBUTION.
"D"

Archives Division (50 Copies).

ROME AREA ALLIED COMMAND
APO 794 US ARMY

FILE
296

AG 311.2/44

CRM/BL/aa
26 October 1946

SUBJECT: Message Precedence.

TO : Commanding Officer, Each Unit This Command.

1. In many instances, units presently being serviced by Signal and Message Centers, this Headquarters, are violating seriously, established regulations and directives affecting precedences utilize in the transmission of signals. To alleviate these malpractices, the precedences shown in the following chart will be followed;

a. Precedence Chart:

US	BRITISH	Procedure Sign	USE WHEN
DEFERRED	DEFERRED	D	Contents permit delivery morning after day of receipt. <u>Use whenever possible.</u>
ROUTINE	NO INDICATION	R	Contents permit transmission and delivery in sequence of receipt and before "D" messages.
PRIORITY	IMPORTANT	P	Contents require transmission and delivery before waiting "D" and "R" messages. <u>This is the highest precedence that can be given administrative traffic. Will Routine Suffice?</u>
OPERATIONAL PRIORITY	IMMEDIATE	OP	Contents refer to operations only and must be transmitted and delivered before messages of lower precedences. <u>Do Not Use for Administrative Traffic.</u>
URGENT	MOST IMMEDIATE	O	Contents refer to combat, actual or imminent and require immediate transmission before all other messages. <u>Reserve for use in such Emergency by authorized Officers.</u>

b. Only Commanders of separate commands or their specifically designated authorities are authorized use of MOST IMMEDIATE (br) or URGENT (Am) precedence. Unusual isolated examples may be queried to Signal Officer for necessary authorization. It is emphasized that the precedence "URGENT" is an American classification comparable to British "MOST IMMEDIATE".

- 2 -

2. Signal Officer, this Command, has been instructed to bring to personal attention of Commanding Officer, any future violations.

3. Due to present acute shortage of personnel, signals can only be processed efficiently if justifiable precedences are affixed to outgoing messages. In no instance will unwarranted precedence be given to compensate for administrative delays.

4. It is the direct responsibility of Commanding Officer, each Unit, to bring this letter to the personal attention of all Officers and other ranks involved in the handling or processing of outgoing signals.

5. Violations affected by units not under direct control of this Headquarters, will be forwarded to AFHQ, MEOUSA or GHQ CMF for necessary action.

BY ORDER OF COLONEL DASLER:

/s/ C.B. MURPHY
Major AGD
Adjutant General

Distribution:

and
Special

En Com Dist 27-10-46

Heads Adjutant G.
Info Legal Div
Dispers Div
Public Safety Div

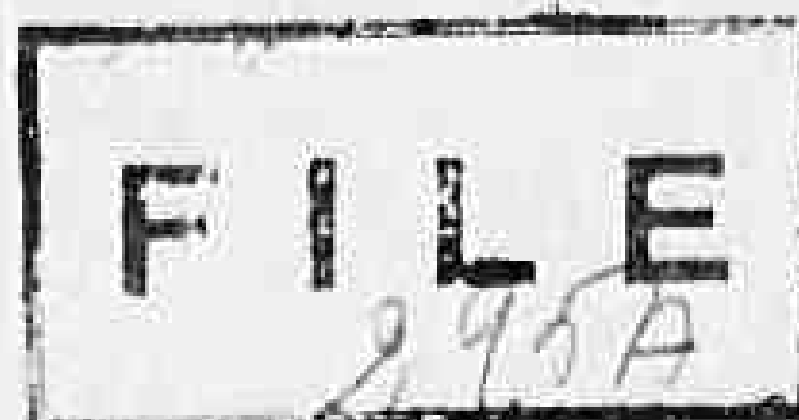
ALL OFFICERS
INITIAL
AS

HA

HA

1-8

CORRECTED COPY

HEADQUARTERS
ALLIED COMMISSION
APO 794

17 October, 1946

SUBJECT: Internal Security.

TO : All Occupants of the Allied Commission Building.

1. During the past month there have been numerous incidents of thefts and unwarranted entrance in the Allied Commission offices at night and on Wednesday and Saturday afternoon and Sundays. On the night of 5-6 October entrance was made into a room on the ground floor and the thief was apprehended on Via Veneto with one typewriter, and investigation showed that he had two more typewriters on the window sill ready for his return trip. His statement in part was: "I saw the window open and it gave me the idea to enter the building and see what I could steal."

2. The present system of internal security is definitely unsatisfactory. There are no Military Police, either British or American, available to assist in this duty, hence the following measures will be instituted effective at 0600 hours, 21 October 1946.

a. All outside doors of Allied Commission building except the main door (glass) will be locked at 1815 hours each evening, Monday through Friday; at 1300 hours on Saturday and all day Sunday and will remain locked until 0800 hours the following morning.

b. The main door (glass) will be locked at 1700 hours each evening; at 1400 hours Saturday and will remain locked on Sunday. It will be necessary for any officer who has essential business to enter the building the time the main door is locked, to contact the Duty Officer, (Phone No. 433) or by bell on main door to admit him at the main door. The key to the main door will be retained in the possession of the Duty Officer, who will personally admit visitors to the building. This responsibility will NOT be delegated. No civilians and no EM or CR's will be permitted to enter the building during the hours the main door is locked unless accompanied by a British or American Officer, except those assigned to definite duty in the building such as Message Center, telephone switchboard, etc. They will have a written pass signed by the Director of the Division for which they work, and will be checked in and out by the Duty Officer.

c. No person will be permitted to remove any article from the building without a signed authority therefor from the Camp Commandant (R), or the Adjutant, 7106th Regiment. (The custom of taking Government typewriters from this building for night work at billets, is hereby discontinued).

d. The old fire regulations requiring that offices be left unlocked are herewith rescinded. Each Division may lock the doors of their offices. However all windows will be closed and locked at the end of the day. Desks will be kept locked during non-duty hours. This is the responsibility of the personnel concerned. When doors are locked necessary arrangements will be made for admitting of cleaning personnel to clean offices by divisions.

c. The post of the Duty Officer will be in the vicinity of the main door during his duty hours and it will be his responsibility to see that the Italian Carabinieri understand and thoroughly carry out these instructions. He will, also, during his tour of duty, by personal inspection, insure that the Carabinieri patrol the different floors in the building, are performing their duties properly.

RE: COMMANDEMENT OF REAR ADMINISTRATION:

M. J. J. J.
Executive Director.

CHIEF OF:

John H. Hays
Major General
Adjutant

ORGANIZATION:

- Chief Commissioner
- Executive Commissioner
- Archives
- Finance and Civil Affairs Sub-Commission
- Legal Sub-Commission
- Displaced Persons Sub-Commission
- Communications Sub-Commission
- Public Relations Sub-Commission
- Land Forces Sub-Commission
- Air Forces Sub-Commission
- Camp Commandant
- Executive Officer (A)
- Executive Officer (B)
- General Staff
- Internal Security
- Russian Representative
- French Representative
- Navy Sub-Commission
- Supply, G-4, G-5
- G-6 Branch
- Transport Branch
- G-7 (G-4) (G-5)
- Public Safety Sub-Commission
- 12 (G-6)
- 1 (G-7)
- 1 (G-8)
- 17 Finance
- 1 (G-9) Depot
- Petroleum Division
- 17

PERSONNEL:

- 1 (G-1)
- 1 (G-2)

4025

File 294A

Fire Plan for Headquarters Allied Commission

1. The individual discovering a fire will immediately phone the Chief Telephone Supervisor on 227, giving the nature of fire, exact location (Floor and Wing) and will then take such action as he can to control the fire with local fire appliances available at nearest fire point.

2. Upon receipt of the report of fire the switchboard will:

- a) Immediately call fire department on 66666.
- b) Set off fire siren.
- c) Warn officers nearest fire by a telephone ring of about 15 seconds duration.
- d) Notify remainder of occupants of floor and rest of building if the fire is serious.

3. Occupants of offices having received the fire ring on the telephone will immediately vacate the building using the stairs nearest their offices away from the fire. This will be accomplished in an orderly manner under the supervision of the senior officer of the section who will conduct his personnel well away from the building.

4. The senior officer of the section will then ascertain what steps have been taken to combat the fire and will insure the blaze is entirely out before allowing personnel to return to their offices.

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Sistema di Protezione Contro Incendi
nel Quartiere Generale della Commissione Allogata

1. La persona che scopre l'incendio telefonerà immediatamente al Capo del Centralino Telefonico al numero 227, indicando il carattere del fuoco ed il luogo esatto (piano ed ali dell'edificio) e farà il possibile per dominare l'incendio con i più vicini mezzi locali a disposizione.

2. Il centralino quando riceve l'avviso di fuoco, dovrà:

- a) Chiamare immediatamente i vigili del fuoco al numero 66666.
- b) Suonare l'apposita sirena d'allarme.
- c) Avvisare gli uffici nell'immediata vicinanza del fuoco a mezzo del telefono, suonando per circa 15 secondi.
- d) Avvisare tutti coloro che si trovano negli uffici di quel piano e, in caso che il fuoco sia grave, gli occupanti l'intero edificio.

3. Quando coloro che si trovano negli uffici avranno ricevuto l'avviso telefonico evacueranno immediatamente l'edificio usando le scale più vicine ai loro uffici e lontane dall'incendio. Ciò avverrà in perfetto ordine e sotto la sorveglianza dell'ufficiale capo della sezione, il quale condurrà il suo personale fuori dell'edificio.

4. L'ufficiale capo della sezione farà delle indagini sui passi compiuti per combattere il fuoco e dovrà assicurarsi che le fiamme siano state completamente estinte prima di permettere che il personale ritorni negli uffici.

4025
 ALLIED [REDACTED] COMMISSION
 INTER-OFFICE MEMORANDUM



FILE No.

OCT 17 1946 194

SUBJECT:

TO

All employees:
 Legal Sub Commission

Please read attached circular, subject
 Internal security, dated 17 Oct 46. After
 reading & understanding all that is contained
 therein, please initial below

after. Wills. Chief Clerk

Officer
 Antonio Pisapia
 dr Andre Kniescha

HEADQUARTERS
ALLIED COMMISSION
LPC 794

17 October 1946

293A

SUBJECT: Internal Security

TO : All occupants of the Allied Commission Building

1. During the past month there have been numerous incidents of thefts and unwarranted entrance in the Allied Commission offices at night and on Wednesday and Saturday afternoon and Sundays. On the night of 5-6 October entrance was made into a room on the ground floor and the thief was apprehended on Via Veneto with one typewriter, and investigation showed that he had two more typewriters on the window sill ready for his return trip. His statement in part was: "I saw the window open and it gave me the idea to enter the building and see what I could steal."

2. The present system of internal security is definitely unsatisfactory. There are no Military Police, either British or American, available to assist in this duty, hence the following measures will be instituted effective at 0800 hours, 21 October 1946.

a. All outside doors of Allied Commission building except the main door (glass) will be locked at 1815 hours each evening; at 1300 hours on Wednesday and Saturday and all day Sunday and will remain locked until 0800 hours the following morning.

b. The main door (glass) will be locked at 1900 hours each evening at 1400 hours on Wednesdays and Saturdays and will remain locked on Sundays. It will be necessary for any officer who has essential business to enter the building during the time the main door is locked, to contact the Duty Officer, (Phone No. 433) or by bell on main door to admit him at the main door. The key to the main door will be retained in the possession of the Duty Officer, who will personally admit visitors to the building. This responsibility will NOT be delegated. No civilians and no EM or OR's will be permitted to enter the building during the hours the main door is locked unless accompanied by a British or American Officer, except those assigned to definite duty in the building, such as Message Center, telephone switchboard, etc. They will have a written pass signed by the Director of the Division for which they work, and will be checked in and out by the Duty Officer.

c. No person will be permitted to remove any article from the building without a signed authority therefor from the Camp Commandant (N), or the Adjutant, 7106th Regiment. (The custom of taking Government typewriters from this building for night work at billets, is hereby discontinued).

d. The old fire regulations requiring that offices be left unlocked are herewith rescinded. Each Division may lock the doors of their offices. However all windows will be closed and locked at the end of the day. Desks will be kept locked during non-duty hours. This is the responsibility of the personnel concerned. When doors are locked necessary arrangements will be made for admitting of cleaning personnel to clean offices by divisions.

e. The post of the Duty Officer will be in the vicinity of

the main door during his duty hours and it will be his responsibility to see that the Italian Carabinieri understand and thoroughly carry out these instructions. He will, also, during his tour of duty, by personal inspection, insure that the GCR who patrol the different floors in the building, are performing their duties properly.

BY COMMAND OF REAR ADMIRAL STONE:

M. Carr Brydner

M. CARR
Brigadier
Executive Commissioner

DISTRIBUTION:

- 5 - Chief Commissioner
- 5 - Executive Commissioner
- 5 - Archives
- 5 - Economics and Civil Affairs Sub-Commission
- 5 - Legal Sub-Commission
- 5 - Displaced Persons Sub-Commission
- 5 - Communications Sub-Commission
- 5 - Public Relations Sub-Commission
- 5 - Land Forces Sub-Commission
- 5 - Air Forces Sub-Commission
- 5 - Camp Commandant
- 5 - Executive Officer (A)
- 5 - Executive Officer (B)
- 5 - Message Center
- 5 - Internal Security
- 5 - Russian Representative
- 5 - French Representative
- 5 - Navy Sub-Commission
- 5 - Hq. Supply, G-4, S-4.
- 5 - GEM Branch
- 5 - 7106th Regiment
- 5 - S-1 & G-4 (B)
- 5 - Public Safety Sub-Commission
- 5 - 12 ELU
- 5 - 1 GCR
- 5 - ASAA
- 4 - 47 Finance
- 5 - Micro-Film Depot
- 5 - Petroleum Division
- 5 - AFA

INFORMATION:

- 5 - UNRPA
- 5 - AJDC

HEADQUARTERS ALLIED COMMISSION
APO 794
LEGAL SUB-COMMISSION

FILE

2987

AC/4025/L.

17 Oct 46.

SUBJECT : Roster.

TO : Adjutant, AC.

In compliance with the daily Bulletin dated 15 October 1946 , enclosed herewith a roster regarding all officers assigned to Legal Sub-Commission.

L. J. GILBRIDE,
Major, I.G.D.,
Chief Counsel.

Incl.

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<u>NAME and NATIONALITY</u>	<u>RANK</u>	<u>ASN</u>	<u>OFFICE LOCATION</u>	<u>OFFICE PHONE NUMBER</u>	<u>BILLET LOCATION</u>	<u>BILLET PHONE & ROOM NUMBER</u>
JOHN K. WEHER (A)	Colonel	O-102751	Room 40 5th floor	489081 Ext. 315	Hotel Excelsior	Room 216
JAMES J. CANNES (A)	Colonel	O-15340	Room 30 5th floor	489081 Ext. 442	Hotel Excelsior	Room 416
G. G. HAMMIFORD (B)	Lt. Col.	102792	Room 32 5th floor	489081 Ext. 221	Via Sassoferato No. 11	
LORENZO D. HOLMES (A)	Lt. Col.	O-108208	Room 25 5th floor	489081 Ext. 586	Hotel Excelsior	Room 136
JOHN R. NYGAARD (A)	Lt. Col.	O-5331	General Conference room 3rd floor	489081 Ext. 348 or 412	Hotel Excelsior	Room 425
PAUL REVERE (A)	Lt. Col.	O203266	" "	" "	Hotel Excelsior	Room 322
D. D. MCCOILM (B)	Major	120733	Room 38 5th floor	-	Hotel Victoria	Room 107
L. B. GILBRIDE (A)	Major	O201613	Room 42 5th floor	489081 Ext. 335	Hotel Excelsior	Room 448

HEADQUARTERS
ALLIED COMMISSION
APO 794

FILE

17 October 1946

SUBJECT: Internal Security

TO : All occupants of the Allied Commission Building

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the main door during his duty hours and it will be his responsibility to see that the Italian Carabinieri understand and thoroughly carry out these instructions. He will, also, during his tour of duty, by personal inspection, insure that the CC&R who patrol the different floors in the building, are performing their duties properly.

BY COMMAND OF REAR ADMIRAL STONE:

M. Carr

M. CARR
Brigadier
Executive Commissioner

DISTRIBUTION:

- 5 - Chief Commissioner
- 5 - Executive Commissioner
- 5 - Archives
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- 5 - Legal Sub-Commission
- 5 - Displaced Persons Sub-Commission
- 5 - Communications Sub-Commission
- 5 - Public Relations Sub-Commission
- 5 - Land Forces Sub-Commission
- 5 - Air Forces Sub-Commission
- 5 - Camp Commandant
- 5 - Executive Officer (A)
- 5 - Executive Officer (B)
- 5 - Message Center
- 5 - Internal Security
- 5 - Russian Representative
- 5 - French Representative
- 5 - Navy Sub-Commission
- 5 - Hq. Supply, G-4, S-4.
- 5 - CRM Branch
- 5 - 7106th Regiment
- 5 - S-1 & G-4 (B)
- 5 - Public Safety Sub-Commission
- 5 - 12 ELU
- 5 - 1 GCR
- 5 - ASIA
- 4 - 47 Finance
- 5 - Micro-Film Depot
- 5 - Petroleum Division
- 5 - AFA

INFORMATION:

- 5 - UNRRA
- 5 - AJDC

4025

Sgt. Mills.

FILE

OCT 14 1946

L9A

As letters have not infrequently be sent
off without the enclosures, I think it is preferable
that the copy to be enclosed should be attached
the letter when it is sent for signature.

139

In the present case the letter is sent for signature, as
no copy of the letter to be enclosed has yet been made.

12/10

Aunt

RESTRICTEDALLIED FORCE HEADQUARTERS
AFO 512CIRCULAR)
NUMBER 4)

FM.B

23 September 1945

OFFICIAL MAIL

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

1. CHANNELS

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

- (1) United States Army Courier Service
- (2) United States Army Postal Service
- (3) British Army Postal Service
- (4) British Signals Dispatch Service
- (5) Specially Designated Couriers
- (6) Other methods enumerated in AG 360-5, dated 6 March 1946.

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

2. UNITED STATES ARMY COURIER SERVICE

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

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

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

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

1.

RESTRICTED

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AFHQ Circular No. 4 (Cont'd)

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

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

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

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AFHQ Circular No. 4 (Cont'd)

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

f. Receipt and Dispatch -

- (1) If the articles are to be delivered direct to a courier transfer office, they will be listed on Form MAP 25 (Revised) in duplicate and certification at bottom of form completed. (See Annex "A") Forms may be secured from any courier transfer office or they may be reproduced.
- (2) If the articles are to be forwarded through other message channels before reaching a courier transfer office, each accompanying invoice must bear the notation: "The articles listed hereon are classified CONFIDENTIAL or higher, and it is requested they be dispatched to destination by Army Courier Service", followed by the signature of an officer giving name, rank, and unit. All such items received at any message center will be expeditiously delivered or forwarded to the nearest courier transfer office for onward dispatch.

g. Preparation for Dispatch

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

RESTRICTED

AFHQ Circular No. 4 (Cont'd)

- (5) If the contents are such that the article should be in the personal custody of an officer from origin until final delivery to addressee, the notation "Via Officer-Courier" will be placed on the outside cover followed by the signature of an officer, giving name, rank and unit. This certification may be incorporated with the certificate required in subparagraph (4) above. The certification "Via Officer-Courier" will be held to an absolute minimum. Notations such as "Via Courier", "Air Courier", "Courier", "Safe Hand", and similar notations will not be placed on any article to be dispatched by United States Army Courier Service.
- (6) The Army Courier Service will be used for the transmission of official matter only; private matters will not be dispatched by this means. Under no circumstances will explosives, inflammable materials, liquids, or valuables be submitted for transmission by Army Courier Service.

3. UNITED STATES ARMY POSTAL SERVICE

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

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

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

d. Preparation and Dispatch.

- (1) Top Secret matter may not be sent through United States Army Postal Service but may be sent through the Army Courier Service. Top Secret documents will be handled by specifically designated persons only, prepared for dispatch in the same manner as Secret material, but will only be transmitted by officer-courier. It is mandatory that transmission and custody of such matter be covered by a receipt system. (See paragraph 2 preceding for further details).
- (2) Secret and Confidential matter will be prepared for mailing in accordance with paragraphs 26 and 28 of United States AR 380-5 dated 6 March 1946 and will be presented at the

RESTRICTED

AFHQ Circular No. 4 (Cont'd)

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

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

Bolivia
Canada
Chile
Colombia
Costa Rica
Cuba
Dominican Republic

Ecuador
Guatemala
Haiti
Honduras
Mexico
Newfoundland (including Labrador)
Nicaragua

Panama
Paraguay
Peru
Salvador (El)
Uruguay
Venezuela

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

RESTRICTED

AFHQ Circular No. 4 (Cont'd)

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

4. BRITISH ARMY POSTAL SERVICE

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

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

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

d. Preparation for Dispatch - Unregistered Correspondence.

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

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

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

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

5. SIGNALS DISPATCH SERVICE (SDS)a. Definitions

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

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

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

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

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

b. The Signals Dispatch Service Carries:

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

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

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

d. Priorities

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

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

R E S T R I C T E D

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

f. Marking of Dispatches

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

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

- (2) Unregistered Material - Unregistered material will be marked SDS. Originators will insert the following details on all unregistered material.
 - (a) Address (to include, where known, the formation under whose command a unit is).

RESTRICTED

AFHQ Circular No. 4 (Cont'd)

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

5. Size of Dispatches

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

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

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

6. PROTECTION AND SECURITY

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

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

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

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

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

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

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

T. S. AIREY
Major General
Chief of Staff

OFFICIAL:

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

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2 Incls:

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

DISTRIBUTION:

D

R E S T R I C T E D

Annex "A" to AFHQ Circular 4

ARMY COURIER SERVICE
Receipt to MailersTO: Courier Transfer Office _____
(Place)FROM: _____ Date _____
(Headquarters, Unit or Section)

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

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

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

(Name) (Grade) 132

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

(NAP 26 (revised))

R E S T R I C T E DANNEX A
AFHQ Circular No. 4, 1946

R E S T R I C T E D

Annex "B" to AFHQ Circular 4

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

Destination	Limit of weight	Limit of Size	Postages Rates	Registration Fee	Other Conditions
Within theatre, British Empire (except INDIA) Br. Mandated Territory, EIRE IM Ships.	22 lbs	Length 2 feet Width 16 inches Depth 16 inches	FREE	FREE	
INDIA	11 lbs	2'11" in length width and depth combined; greatest dimension not to exceed 23½".	FREE	3d	In the case of letters in roll form the length plus twice the diameter must not exceed 3 feet 3 inches nor the greatest dimension 2 feet 8 inches.
U.S.A.	4 lbs	3 feet in length width and depth combined; greatest dimension not to exceed 2 feet.	Not over 1 ounce 2½d. Each additional ounce, 1d.	3d	
Other Countries	4 lbs	3 feet in length width and depth combined; greatest dimension not to exceed 2 feet.	Not over 1 ounce 3d. Each additional ounce 1½d.	3d	

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2. Parcels.

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

R E S T R I C T E D

ANNEX B

AFHQ Circular No. 4 -- 1946

HEADQUARTERS ALLIED COMMISSION
APO 794
LEGAL SUB COMMISSION

LPPA

AG/4025/L

TW/RS
28 September 1946

SUBJECT : A.C. Passes.

TO : Internal Security.

1. Reference is made to Para 4, Daily Bulletin 224 dated 27 September 1946.

2. The following military personnel assigned to this Sub-Commission are not in possession of an A.C. pass :

Colonel	JOHN K. WEBER	A
Colonel	JAMES J. CARNES	A
Lt.Colonel	G.G. HANNAFORD	B
Lt.Colonel	L.R. HOLMES	A
Lt.Colonel	JOHN R. NYGAARD	A
Major	L.J. GILBRIDE	A
Major	D.D. Mc COLM	B
Sergeant	O.T. WILLS	A
Private	R. Mc GRATH	B

130

L.J. GILBRIDE,
Major, IGD,
Chief Counsel.

FILE

HEADQUARTERS ALLIED COMMISSION
APO 794
LEGAL SUB-COMMISSION

FILE

217A

AC/4025/L.

HM/rm.
5 September 1946.

SUBJECT : A.C. Telephone Directory.

TO : HQ Signal Officer.

Reference your letter dated 3 September 1946.

1. Herewith as requested listings of telephone numbers and locations of all instruments in this Sub-Commission.

L. J. GILBRIDE,
Major, IGD,
Chief Counsel,
for Chief Legal Advisor.

129

LEGAL SUB-DIVISION 5th Floor

Room No.	Name	Appointment	Tel. No.
40	Col. J.R. WEBER (A)	Chief Legal Advisor	315
32	Lt.Col. G.G. HANNAFORD (B)	Deputy Chief Legal Adv.	221
30	Col. J.J. GARNES (A)	Member Review Board	442
28	Lt.Col. L.R. HOLMES (A)	" " "	586
30	Maj. D.B. MC COLM (B)	" " "	442
42	Maj. L.J. GLENIDE (A)	Chief Counsel	335
26	Judge M. THOMAS (B)	Italian Branch	516
44	Chief Clerk		302
34 - 36	Italian Branch - Clerks		274

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SIGNAL SECTION
HEADQUARTERS ALLIED COMMISSION
APC 794

3 September 1944

SUBJECT: AC. Telephone Directory.

TO : Legal Sfc.

It is requested your section submit a sectional listing of telephone numbers and an officers telephone listing including location. This information is required to correct the current telephone directory.

Send listings to Signal Officer, Room 58, 1st Floor Annex.

Marley R. Brown, Jr.
MARLEY R. BROWN, JR.
1st Lt. C.E.
Hq. Signal Officer.

ALLIED COMMISSION	
CHIEF LEGAL ADVISOR	
DEPUTY CHIEF LEGAL ADVISOR	
CHIEF COUNSEL	
STAFF OFFICER	
ITALIAN SECTION	
MEMBERS REVIEW BOARD	
SEP 4 - 1946	

127

4025

HEADQUARTERS ALLIED COMMISSION
APO 179

Civil Affairs Section

FILE

285A

27th August 46

5/7.2/CA

SUBJECT: - Forwarding of Correspondence to AFHQ.

TO : - Legal Sub-Commission.
Public Safety Sub-Commission.
Displaced Persons Sub-Commission.

Instances have occurred in which documents and letters in Italian have been forwarded to AFHQ without a translation.

If at any time Italian correspondence is sent to AFHQ, a translated copy of the correspondence will be sent, or if it is necessary to send the original Italian document, it must be accompanied by a translated copy.

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The above rule will also apply in cases where a letter is sent to an addressee in Italian, and a copy of the letter is sent to AFHQ for information.

Joseph Mella capt

M. CALL, Brigadier,
VP CA Section.

Copy to: - Executive Commissioner.

M.L.

AC. SIGNAL OFFICE
Telephone Service

1085 file

To

Legal

S/K

284H

No. 121

TELEPHONE	No. of MIS.	Type
512	One	S

RECEIVED BY

R. Tavelto, R. 28
for
MILITARY L. BROOKLYN
1st Lt. U.S.
Signal Officer

DATE August 15, 1946

FILE

HEADQUARTERS ALLIED COMMISSION
APO 794
LEGAL SUB COMMISSION

283/A

AC/4025/L

HMG/ns
9 August 1946

SUBJECT : Office Machinery.

TO : G-4 (B) Branch.

1. Reference your letter G-4/103/1/2
dated 6 August 1946.

2. It is confirmed that the office
machinery mentioned is actually in our possession.

L.J. GILBRIDE, 124
Major,
for Chief Legal Advisor.

282A

1025
Tel. No. ROME 489081, Ext. 436.Headquarters
Allied Commission (ITALY)
C.M.F.Ref : G4/103/1/2

6 August 1946.

Subject : Office Machinery - Location.Legal Sub-Commission.

1. It is desired that a physical check be made of Office Machinery in your possession, accountable to G-4 (B) Branch, and which according to our records is as follows:-

W.D. Office MachineryTypewriters

Imperial No. Z.084903 ✓

Purchased Property Office Machinery

NIL

2. Please confirm in writing, not later than 16 August 1946, that the a/m machinery is actually in your possession, or advise what differences exist, if any.

3. Please indicate at the same time if any of this machinery is surplus to your present requirements.

R.M. Green
R.M. GREEN
S. Comd. ATS
DACMG

123

0159

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

785016

FILE

4085
10.00. SIGNAL OFFICE
Telephone Service

TO

Regal Sfc 2 PIA
FILE

106

Telephone	No. of List.	Type
478094 (1)	Two	S
679 (1)		

RECEIVED BY

K. Towles 182 sec.

LAWRENCE R. BROWN Jr.
1st Lt. U.S.
10.01.03.00.00.00

for

August 9, 1946

FILE

4025

ALLIED FORCE HEADQUARTERS
APO 512

FILE

Legal
280A

AG 630 SACS-O

18 July 1946

SUBJECT: Security of Telephone Conversation

TO : Chiefs of all Staff Sections
Commanders of all Major Commands, Separate Units and Installations

1. Recent monitoring of telephone conversations has shown that there is a considerable lack of security on the part of all ranks.

2. It should be noted that due to the release of personnel, civilian operators and installations are being increasingly utilized. It is, therefore, the duty of all personnel to observe all the security precautions and to be just as security minded now as they were during the actual operations.

3. All personnel must realize that the telephone is definitely an unclassified means of communication. An indiscreet telephone conversation in any part of this theater might give rise to unfounded rumors.

4. Unit commanders will include telephone security in the normal security indoctrination of personnel in their units. Special attention will be given to personnel recently arrived in this theater.

5. Disciplinary action will be taken against offenders when a breach of security of this nature is reported in the future.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

DISTRIBUTION:

A & D plus

40 - G(ED)

SUB COM 450

CJO

Chief Counsel

CJO

Italion Section

CL RKS

Capt Bern

JUL 23 1946

121
Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

HEADQUARTERS UNITED COMMISSION

100 704

Office of the Executive Commissioner

100

JUL 18 1946

18 July 1946

Ref. 65/100

OFFICE MEMORANDUM)

NUMBER 8)

THIS MEMORANDUM CARRIES MEMORANDUM

10.18 DATED 24 OCTOBER 1944

CORRESPONDENCE HANDLING

In order to achieve a uniform system for the handling and representation 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. RECEIVING 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.

2/5 ready

tick B

100

0 1 6 2

In order to achieve a uniform system for the handling and representation of correspondence in this Department 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 REGULATION.

- (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"

(HB. 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 initialed, 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 CHIEF COMMISSIONER AND EXECUTIVE COMMISSIONER

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

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

Sufficient copies will be prepared to allow the following distribution:

- | | |
|---------------------------|----------------------------------|
| 2 copies Addressee | 1 copy to fleet |
| 1 copy Chief Commissioner | 1 " " file |
| 1 " Ex. Sec. | 1 " " each additional addressee. |

(b) Specimen letters for signature by Chief Commissioner and Executive Commissioner are appended at appendices "u", "v", "w", "x" and "y" hereto.

(c) Distribution. External distribution only on the top copy will 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 initialed, 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 collated to record:

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

BY COMMAND OF REAR ADMIRAL STONE,

MSM
Brigadier,
Executive Commissioner.

DISTRIBUTION

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

Appendix "A"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
LFO 794

July 1945
(NB. No date of
month to be shown)

Reference No. of Department of origin

↓ 3 spaces

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

ELMER W. STONE
Rear Admiral, USNR
Chief Commissioner

116

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

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

Reference No. of Department of origin.

My dear Mr. Prime Minister:

↓ 2 or 3 spaces only

Indent paragraphs but do not number.

.....
.....

Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter

Yours very truly,

↑ 5 spaces

ELIZABETH W. STONE
Rear Admiral, USNR
Chief Commissioner

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

0.167

785016

.....
.....
Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter
Yours very truly,

5 spaces



WILLIAM W. STONE
Rear Admiral, USNR
Chief 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.

Appendix "C"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
A20 794

Reference No. of Department of origin.

July 1946
(i.e. no date of
month to be shown)

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

MILITARY W. STONE
Rear Admiral, USNR
Chief Commissioner
118

Dott. A. 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

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

MILTY W. STONE
Rear Admiral, USNR
Chief Commissioner

118

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

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

Appendix "D"

HEADQUARTERS ALLIED COMMISSION
Office of the Executive Commissioner
APO 794

Ref. :

July 1946
(N.D. 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:

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.

FILE

HEADQUARTERS ALLIED COMMISSION
APO 794
LEGAL SUB-COMMISSION

21/PA

/mfn.

AC/1023/1.

3 July 1946.

SUBJECT : Return of ORs.

TO : G.A. Section.

Herewith for AGC R 2 in triplicate duly completed together
with animal rolls in support.

JOHN K. WILSON,
Colonel, Infantry,
Chief Legal Advisor.

Encls.

117

HCH

5118

SUBJECT : Nominal roll of British personnel (ORs)
in support of Form ACC R. 2.

/14323202

PUB

McGRATH, HERBERT

RANK

Clerk

HEADQUARTERS
ALLIED COMMISSION
APO 794

28 June 1946

SUBJECT: Allied Commission Duty Officer

TO : All Concerned

1. The following procedure with regard to Duty Officers is effective 1 July 1946:

a. The functions of the various duty officers (Chief Commissioner's, (MMIA, etc), within the Allied Commission will all be performed by one individual, who will be known as the Staff Duty Officer, Allied Commission. Only one officer and one EM/OR will be on duty for each tour, which will be carried out according to a roster.

b. The Staff Duty Officer's tour and the Assistant Adjutant's duty hours will be coordinated so that an official representative, a commissioned officer or warrant officer is on duty within the headquarters building for 24 hours a day. Each officer will therefore remain at his post until relieved in person by his successor. Delays in reporting for duty will be reported immediately in writing to the Adjutant, Allied Commission.

2. All officers below the rank of Lt Col or equivalent and all EM/OR below the rank of Sgt or equivalent are eligible for duty as Staff Duty Officer and Duty Clerk except Motor Transportation Officer (A) Major ARTHUR M MCPHAIL, Motor Transportation Officer (B) Major J. S. LION, Headquarters Company, 2675th Regiment Commanding Officer Capt THOMAS R SWISHER, and Officer in Charge, British Detachment Capt R. V. DUDLEY-CLARKE. Other exemptions from duty will be sanctioned only by the Executive Commissioner, to whom applications should be made in writing through the Executive Officer (A) or (B).

3. Duty rosters will be kept by the Assistant Adjutant, Allied Commission, G-1 (B), G-1 (A), and the Personnel Officers of Navy, Land Forces and Air Forces Sub-Commissions will submit to the Assistant Adjutant each week nominal rolls of all officers and EM/OR assigned or attached to Allied Commission. This procedure is necessary in view of the great reduction in strength of commissioned personnel of the Allied Commission and in order to prevent undue hardship on the part of a few officers.

4. Duty tours for off-duty daylight periods will be on half-day schedules and will be kept as a roster separate from the night duty tour. The post for this tour will be in the office of the Chief Staff Officer to the Chief Commissioner, 3rd Floor, phone Ext. 485. This tour will be as follows:

Wednesdays

1300 -- 1800

2. All officers below the rank of Lt Col or equivalent and all EM/OR below the rank of Sgt or equivalent are eligible for duty as Staff Duty Officer and Duty Clerk except Motor Transportation Officer (A) Major ARTHUR M MCPHAIL, and Duty Clerk except Motor Transportation Officer (B) Major J. S. LYON, Headquarters Company, 2675th Motor Transportation Officer (B) Major J. S. LYON, and Officer in Charge, British Regiment Commanding Officer Capt THOMAS R STISHER, and Officer in Charge, British Detachment Capt R. V. DUDLEY-CLARKE. Other exemptions from duty will be sanctioned only by the Executive Commissioner, to whom applications should be made in writing through the Executive Officer (A) or (B).

3. Duty rosters will be kept by the Assistant Adjutant, Allied Commission, G-1 (B), G-1 (A), and the Personnel Officers of Navy, Land Forces and Air Forces Sub-Commissions will submit to the Assistant Adjutant each week nominal rolls of all officers and EM/OR assigned or attached to Allied Commission. This procedure is necessary in view of the great reduction in strength of commissioned personnel of the Allied Commission and in order to prevent undue hardship on the part of a few officers.

4. Duty tours for off-duty daylight periods will be on half-day schedules and will be kept as a roster separate from the night duty tour. The post for this tour will be in the office of the Chief Staff Officer to the Chief Commissioner, 3rd Floor, phone Ext. 485. This tour will be as follows:

1300 -- 1800

Saturdays

Saturdays	1500	1800
Sundays & Holidays	0830 -- 1300 and 1300 -- 1800	

Officers going on duty on Wednesdays and Saturdays will report to the Assistant Adjutant, Allied Commission, at 1255 hours prior to going on duty. Those going on duty on Sundays will report to the Assistant Adjutant at 1200 hours on the Saturday before. They will be relieved by the night duty officer.

5. Night Duty Tour will be from 1800 to 0830 each night. Post of tour, Room 5, 1st Floor, Ministero delle Corporazioni Building, phone Ext 433. Officers going on night duty will report to the Assistant Adjutant at 1200 hours prior to duty tour. Those taking night duty on Wednesdays, Saturdays and Sundays will take over from the Staff Duty Officer in his office at 1755 hours.

Subj: Allied Commission Duty Officer (Cont'd)

6. The signal officer will see that the duty operators direct calls to the phones indicated in paragraphs 4, 5 and 7.
7. The Assistant Adjutant, Allied Commission is located in Room 32, 6th Floor, phone Ext. 405 or 429.
8. Each individual concerned will arrange his personal and official affairs so that he reports for posting on time. Once on duty he will not leave his post unless so instructed by the Chief Commissioner or the Executive Commissioner. British officers will arrange with the Head Waiter at the Flora Hotel for a special meal to be provided so that they may report for duty punctually at the time stated. Suitable arrangements will be made by US officers at the Excelsior Hotel. Messing will be completed before going on duty. Bedding will be supplied by the individual going on night duty.
9. Detailed instructions will be kept up to date by the Assistant Adjutant and will be presented to the duty officer at the beginning of his tour.

BY COMMAND OF REAR ADMIRAL STONE:



M. S. LUSH
Brigadier
Executive Commissioner

DISTRIBUTION:

All Officers, Allied Commission
Exec O (A) and (B)
Exec Comm
Chief Comm
Signal O(4)
RAC (4)
G-1 (A) and (B)
Navy Sub-Com
Air Forces Sub-Com
Land Forces Sub-Com
All other Sub-Com, Br, & Sec,
ALCOM
Flora Hotel

ding will be supplied by the individual going on foreign duty.
9. Detailed instructions will be kept up to date by the Assistant Adjutant and will be presented to the duty officer at the beginning of his tour.

BY COMMAND OF REAR ADMIRAL STONE:


M. S. LUSH
Brigadier
Executive Commissioner

DISTRIBUTION:

- All Officers, Allied Commission
- Exec O (A) and (B)
- Exec Comm
- Chief Comm
- Signal O(4)
- RAAC (4)
- G-1 (A) and (B)
- Navy Sub-Com
- Air Forces Sub-Com
- Land Forces Sub-Com
- All other Sub-Com, Br, & Sec,
- AJCOM
- Flora Hotel
- Excelsior Hotel
- File

4025
fileSIGNAL SECTION
Telephone Service

60

Telephone	No. of Inst.	Type
478421 (1)	Three	S
478525 (2)		

June 24, 46

T3

Legal S/E 2/84

RECEIVED LT

R Taubert, Vice
for
MARLON W. BROWN JR.
1ST LT. 2nd
US Signal Battalion

ALLIED ~~CONFIDENTIAL~~ COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Preparation of documents for signature. FILE NO. 3/1.B/CA

TO: ALL SUB-COMMISSIONS.

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.

W. H. L. May
M. CAMER, Brigadier.
VP. CA. SECTION.

Legal Sec.

113

4/6

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

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

APPENDIX D

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

"Yours very truly,"

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

"FOR THE CHIEF OF HEADQUARTERS."

(according to importance
of the subject).

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

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

BY THE CHIEF OF HEADQUARTERS,

Name and Rank,
VP. CA. SECTION.

4. A letter on a clean A letter addressed to S.C.A.F., AFM
13 Corps, Provincial Commissioner, Udine or C.I.C.G. will
be prepared for the personal signature of the VP, thus:

BY COMMAND OF YOUR ALIAS, HENRY E. SPICE.

Name and Rank,
VP. CA. SECTION.

112

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.

LEGAL

7130
274A

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

G-5: 312.3-1

13 May 1946

SUBJECT: Office Routine

TO : Headquarters, Allied Commission
APO 394

On several occasions recently this Headquarters has had forwarded to it, by the Legal Sub-Commission of your Headquarters, letters in Italian. Owing to the difficulty of, and the delay caused by, obtaining translations in this Headquarters, you will please submit either a translation or paraphrase of Italian documents which have to be communicated to this Headquarters.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

A. L. HAMBLIN
Brigadier General, G.S.C.
Assistant Chief of Staff, G-5.

LEGAL SUB-COMMISSION	
→	CLO
→	DCLO
→	Chief Counsel
	CJO
→	Italian Section
	CLERKS
14 May 46	

HEADQUARTERS ALLIED COMMISSION
AFC 394
CIVIL AFFAIRS SECTION

243A

Ref. 3/7.3/CA.

10 April 46

SUBJECT : Signals - Secret and Top Secret

TO : All Sub Commissions
Civil Affairs Section

Sub Commissions are reminded that Secret and Top Secret Signals must not be handled by civilian personnel.

Copy note!
gaw

W. Carr, Maj
W. CARR, Maj.
VP CA Section.

LEO SUB.COMMISSION

CLO

DCLO

Chief Counsel

CJO

Italian

CI SK

10 May 46

212A

ALLIED FORCE HEADQUARTERS
APO 512

46 311.5-0

4 May 1946

SUBJECT: Downgrading of Classified Documents

TO : Commanders of Major Commands and Separate Installations
Chief of Staff Sections

1. The documents listed below, published by this headquarters, have been downgraded from SECRET to RESTRICTED:

Description of Document	Date
G-2 Intelligence Reports	11 September 1942
Torch Operation Memos	September, October 1942
Torch Operation	September, October 1942
New Material on Torch Operation	September, October 1942.

2. The documents listed below, published by this headquarters, have been downgraded from SECRET to UNCLASSIFIED:

Description of Document	Date
Torch Cover Plan Solo Tac	16 September 1942
Torch Exercises	September 1942, October 1942.

3. All holders of documents listed above will downgrade all copies in their possession.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Dille
RALPH C. DILLE
Colonel, AGD
Adjutant General

DISTRIBUTION:"A"
"D"

108

241A

SIGNAL SECTION
HEADQUARTERS ARMED COMMISSION
NO 774

7 May 1946

SIGNAL SECTION

TO : LEGAL SUB-COMMISSION

1. Congestion on telephone lines within the AC building has become serious and is interfering communications from Headquarters. This has been brought to the attention of most subscribers by their inability to get an outside line when calling 608.

2. There are two reasons for this congestion. One is the large number of unofficial calls, particularly by civilians. The other, and most important, is the excessive number of lines on the AC building. A reduction of 50 percent of lines now operating is necessary for proper traffic flow.

3. The AC telephone exchange has two blocks of lines. One, the unrestricted (200-599), all subscribers can call all numbers in the building, and he can also call all numbers available to the AC exchange by calling 608. The other block, the restricted (600-799), can call all three digit numbers in the building, but cannot call outside. 107

4. It is requested that you release unrestricted numbers in your section least urgently needed, and have telephone carrying a high percentage of inter-building, to be changed to restricted numbers.

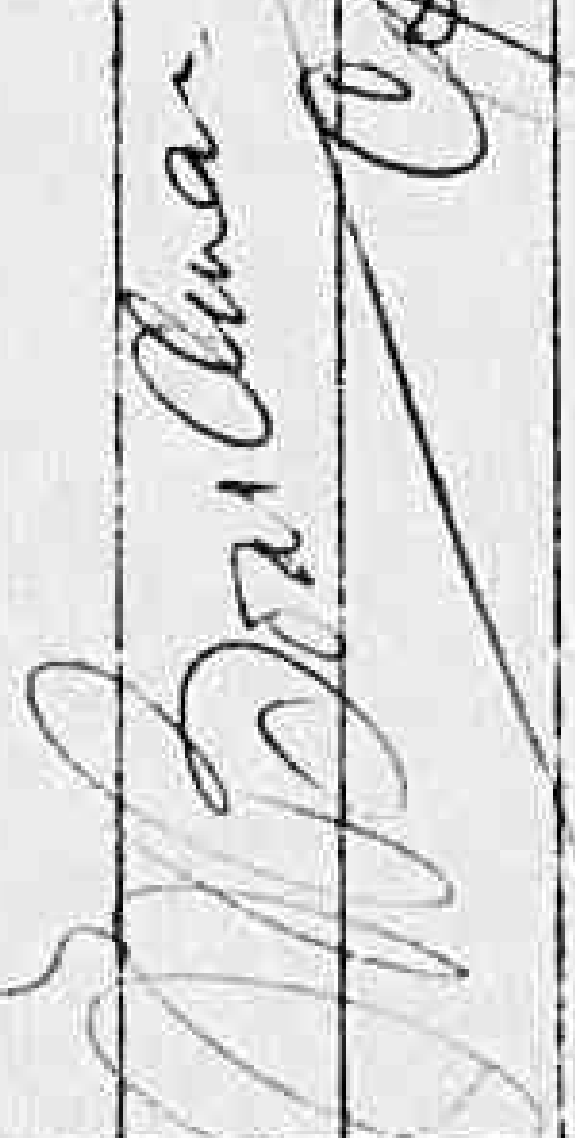
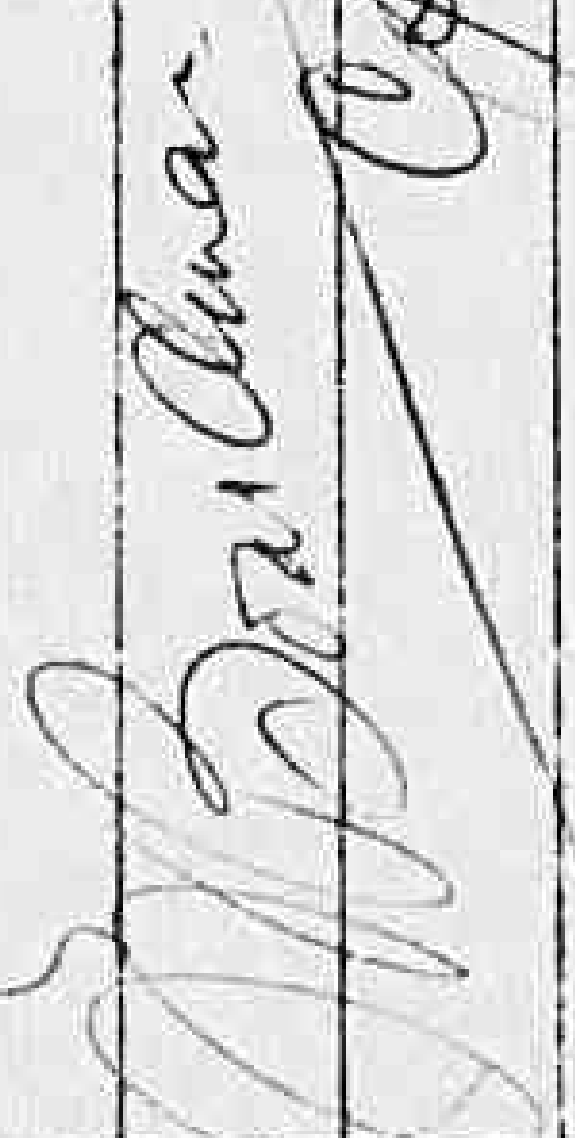
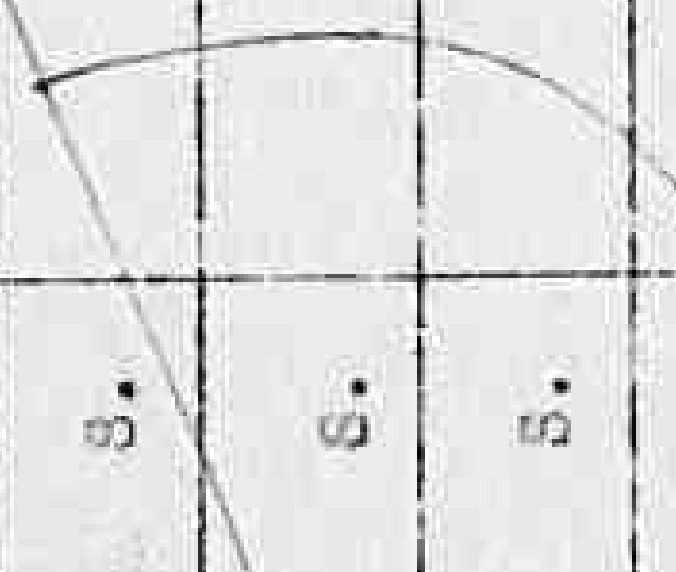
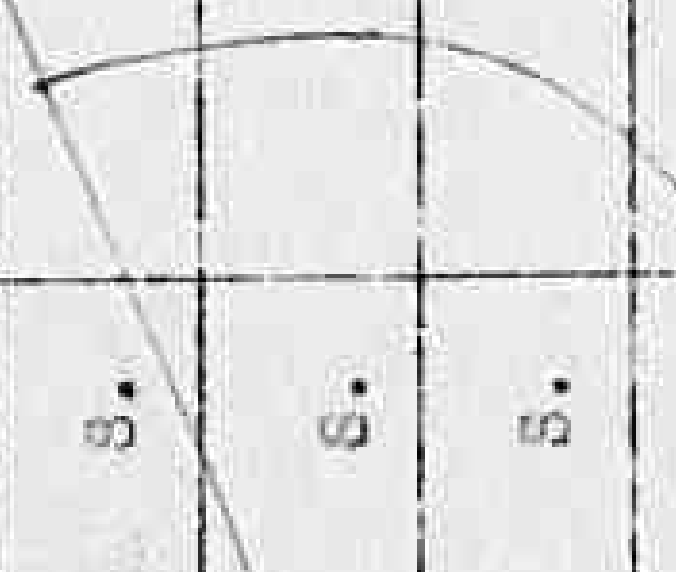
Marley R. Brown
Major E. Brown, Jr.
1st Lt. C. L.
Sg. Signal Officer.

5.

May 46

LEGAL SUB-COMMISSION

ANALYTICAL DATA

Telephone	Instructions	Type	Sign	REMOVED
512	one	S.		
586	one	S.		
221	one	S.		
302	one	S.		
~~478335~~	one	S.		
478094	one	S.		
478421	one	S.		
478525	two	S.		
				106

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2694

Ref. 1/17.1/CA

30 Apr. 46

SUBJECT : Duty Officer
TO : Legal S/C
Public Safety S/C

Reference this Section's letter 1/17.1/CA of 10
Apr. 1946, delete Major Nugent and substitute Captain Ellis,
5 May, 46.

W. Carr

M. CARR, Brig.
VP CA Section.

105

Copy to CSO to ex Com

LEO	UB COMMISSION
CLO	
DCLO	
Chief Counsel	
CJ	
It's	Section

→ Capt Rein
2 May 46

HEADQUARTERS ALLIED COMMISSION

APO 394

PUBLIC RELATIONS BRANCH

Ref. 406/PRB

15 April 1946

SUBJECT : Desk Mail to Italy

TO : See Distribution.

It is requested that Sub-Commissions, Branches, Liaison Offices, etc, who have copies of Desk Mail to Italy not in use in their offices, please return them earliest to Public Relations Branch in order to supply urgent needs elsewhere.

John P. Leach

JOHN P. LEACH,
Major,
NMB,
Director,
Public Relations Branch.

Distribution:-

Office of Executive Commissioner
Messing Centre
VP Civil Affairs Section
Displaced Persons S/C
Local Government S/C
Public Safety S/C
Security Division
Public Health S/C
Legal S/C
Education S/C
Monuments & Fine Arts S/C
Historical S/C
Signal Messing Center

G - 4 (A)
G - 4 (B)

HQ Commandant
Adjutant, AC
CO 2675 Regt.
OC British Detachment
CO HQ Coy 2675th Regt.
Navy S/C
Land Forces S/C
Air Forces S/C
Communications S/C
Signal Messing Center

104

John P. LeMason
 JOHN P. LEASON,
 Major, AMB,
 Director,
 Public Relations Branch.

104

Distribution:-

Office of Executive Commissioner
 Reserve Centre

VP Civil Airline Section

Displaced Persons S/C

Local Government S/C

Public Safety S/C

Security Division

Public Health S/C

Legal S/C

Education S/C

Monuments & Fine Arts S/C

Italian P.C.W. S/C

VP Economic Section

Acquisition Branch

Agriculture & Food S/C

Industry & Utilization S/C

Commerce & Foreign Trade S/C

Finance S/C

Labor S/C

Surplus & Special Material Br.

Transportation & Shipping S/C

Executive Offices (A)

Executive Offices (B)

G - 1 (A)

G - 1 (B)

Chief Counsel

CJO

Italian Section

CL RKS

G - 4 (A)

G - 4 (B)

HQ Commandant

Adjutant, AC

CO 2675 Regt.

OC British Detachment

CO HQ Coy 2675th Regt.

Navy S/C

Land Forces S/C

Air Forces S/C

Communications S/C

Signal Messengers Center

Civil Censorship Group

A.C. CJO Naples

" " Livorno

" " Bologna

" " Liguria

" " Piemonte

" " Lombardia

" " Bergamo

" " Veneto

" " Sicily

" " Bari

A.M.G. 13 Corps

A.M.G. Udine

24 Mar.	Capt. KNISLEY.	Ex Commr.
31 "	Capt. SAVIGNON.	G-4 (B).
7 Apr.	—	Legal S/C.
14 "	1st Lt. NUGENT.	G-1 (A).
21 "	Capt. CALVIN.	Ex Commr.
28 "	Maj. HIND-SMITH.	G-1 (B).
	Capt. SAVILL.	
5 May.	—	Legal S/C.
12 "	Capt. HEIN.	S-1 (A).
19 "	Capt. CARPENTER.	Ex Commr.
26 "	Capt. TURKARD.	HQ Comdt.
	Maj. BENFLEY.	

3. Officers may exchange duties provided they inform the Chief Staff Officer to the Executive Commissioner.

4. The Duty Officer will sit in the office of the Chief Staff Officer to the Chief Commissioner.

5. Duty Officers for Wednesday and Saturday afternoons will continue to be the responsibility of each Section or Branch.

4/18/46

Chief Staff Officer,
To the Executive Commissioner.

DISTRIBUTION:

1 cc 0 cond
1 CSO to CC
1 CSO to Ex C
1 VP, CA Sec
1 Ex 0 (A)
1 Ex 0 (B)
1 Adj
1 HQ Comdt

LEG SUB COMMISSION	
CLO	
DCLO	
Chief Counsel	<i>Ph</i>
CJO	
Italian Section	
CL RKS	

24 Mar 46

4025

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2667

Ref: 3/15.2/2

30 March 46

SUBJECT: Duty Personnel-CA Section

TO: All CA Sub-Commission

Herewith duty roster of officers & clerks of CA section from
3rd to 20th April 1946.

Tue 3 April	L/Col. Marshall	(P.S.)
Sat 6 "	Capt. Sampson	(PM S/O)
Tue 10 "	Capt. Ellis	(P.S.)
Sat 13 "	Sgt. Robinson	(P.S. S/O)
Tue 17 "	Major Bond	(P.S.)
Sat 20 "	Cpl. Boardman	(Legal S/O)

102

There will be no duty personnel on Sundays. Duty personnel will remain in Room 50, 5th Floor, tel. No 478104 and 489081 - Ext 525.

In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

M. J. P. Mason

M. J. P. Mason, Brig.
VP CA Section

300

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB COMMISSION

165A

AC/4025/-

WB/ns
29 March 1946.

SUBJECT : Telephone directory.

TO : Signal Section HQ. AC.

The following are the particulars required by
your Section re telephone directory.

	Room	Floor	Telephone	Ext.
Col. J.A. WALKER	40	5th	478094	~~577~~
Lt. Col. G.W. HANCOCK	32	5th		221
Lt. Col. R.J. ATKINSON) Maj. A.P. HUGLINT	42	5th	~~478094~~	335
Lt. Col. HOLMES	46	(3rd floor Annex)		586
Capt. L.C. BERN	38	5th		101512
Mr. EDGAR V. THOMAS	25	5th	478421	
Italian Branch	34	5th	478525	
Chief Clerk	44	5th		302

LESTER C. BERN,
Capt. Inf.,
for Chief Legal Advisor.

SIGNAL SECTION
HEADQUARTERS ALLIED COMMISSION
APO 394

27 March 1946

SUBJECT: Telephone Directory.

TO : LEGAL SUB-COMMISSION

1. Request a section directory listing location and telephone number of all officers in section and a listing for all telephones in section.
2. This information is necessary to correct present directory.

100

LEG. SUB-COMMISSION	
CLO	
DCLO	
Chief Counsel	
CJO	
Italian Section	
CLERKS	
→ Capt Ben 29 March 46	

MAPLEY P. BROWN,
1st Lt. CG.
Hq. Signal Officer.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

22 Mar 46

Ref : 1/17.1/CA

SUBJECT : Duty Officer

TO : Legal Sub-Commission

- 1 The Sunday duty officer for the Chief Commissioner's office will in future be provided by personnel from the CC's office, the Executive Commissioner's office, CA Section and Establishment Section.
- 2 The following officers will be on duty on the dates shown:
Major HUGENT Sunday 7 April
Capt BERN Sunday 5 May
- 3 Officers may exchange duties provided they inform the Chief Staff Officer to the Executive Commissioner.
- 4 The duty officer will sit in the office of the Chief Staff Officer to the Chief Commissioner.

M. Carr
for M. CARR, Brig,
VP CA Section

LEG SUB-COMMISSION

CLO

DCLO

→ Chief Counsel *AM*

CJO

Italian Section

CLERKS

→ *Capt Bern*
25 March 46

276

HEADQUARTERS ALLIED COMMISSION
APO 594
LEGAL SUB-COMMISSION

264A

/nda.

AC/4025/L.

25 March 1946.

SUBJECT : Reduction of telephones.
TO : Office of Headquarters Comdt.

1. Reference your letter subject telephones of
22 March 1946.

2. In addition to outside line No. 478815 in Room 29
set out in our letter 19/3/46, telephone outside line No. 478191 in
Room 40 may be removed.

3. This reduces us to 3 outside lines which are necessary
because no other lines are in those offices.

38

ANTHONY P. HUGENT,
Major, AUS,
Chief Counsel,
for Chief Legal Advisor.

4025
✓
HEADQUARTERS ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

APO 394

264A

1100 C

SUBJECT: Telephones

TO: Legal S/C

See 259
22 March 1946

At present your office has the 5 outside lines. It is proposed that these now be reduced to 3. Please let me know by return the numbers most suitable to you to give up.

For your information it is the intention to remove the telephone instruments. The only difference will be that to get an outside number you will require to dial "0". Incoming calls will go through Hdqs Exchange.

→
Legal Counsel
23 March 46

A. G. Graham Lt. Col.
A.G. GRAHAM, M.C.
Hq. Commandant.

y7

HEADQUARTERS ARMED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 67/48/EC.

March, 1946.

SUBJECT: Duty Officers.

TO : Distribution below.

1. The Sunday duty officer for the Chief Commissioner's office will in future be provided by personnel from the Chief Commissioner's office, Executive Commissioner's office, Civil Affairs Section, and Establishment Section.

2. The following is the roster for Sunday duty until the end of May 1946.

24 Mar.	Capt. KNISLEY.	Ex Comr.
31 "	Capt. SAVIGNON.	G-4 (B).
7 Apr.	Maj. NUGENT.	Legal S/C.
14 "	Capt. GALLIN.	G-4 (A).
21 "	Maj. HIND-SMITH.	Ex Comr.
28 "	Capt. SAVILL.	G-4 (B).
5 May.	Capt. FIELD.	Legal S/C.
12 "	Capt. CAMPBELL.	S-4 (A).
19 "	Capt. TURNER.	Ex Comr.
26 "	Maj. BENTLEY.	Hq Comdt.

3. Officers may exchange duties provided they inform the Chief Staff Officer to the Executive Commissioner.

4. The Duty Officer will sit in the office of the Chief Staff Officer to the Chief Commissioner.

5. Duty Officers for Wednesday and Saturday afternoons will continue to be the responsibility of each Section or Branch.

1. Chief Staff Officer,

Ex Comar.
G-4 (B).
Legal S/O.
G-4 (A).
Ex Comar.
G-4 (B).
Legal S/O.
3-4 (A).
Ex Comar.
HQ Comdt.

96

Capt. KIVISSELY.
Capt. SAVINOR.
Maj. NUGENT.
Capt. GALETH.
Maj. HIND-SMITH.
Capt. SAVILL.
Capt. HEARN.
Capt. CAMPBELL.
Capt. TURNARD.
Maj. BENTLEY.

24 Mar.
31 "
7 Apr.
14 "
21 "
28 "
5 May.
12 "
19 "
26 "

3. Officers may exchange duties provided they inform the Chief Staff Officer to the Executive Commissioner.

4. The Duty Officer will sit in the office of the Chief Staff Officer to the Chief Commissioner.

5. Duty Officers for Wednesday and Saturday afternoons will continue to be the responsibility of each Section or Branch.

Handwritten signature

Chief Staff Officer,
To the Executive Commissioner.

DISTRIBUTION:

- 1 en C enod
- 1 CSO to CC
- 1 CSO to Ex C
- 1 VP, CA Sec
- 1 Ex O (A)
- 1 Ex O (B)
- 1 Adj
- 1 HQ Comdt

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

25919

/nda.

AC/4025/L.

19 March 1946.

SUBJECT : Reduction of telephones.

TO : Office of Headquarters Comdt.

Ref. your letter HQ.C.o. dated 15 March 1946.

All the telephones now in use by this Sub-Commission are essential. The one holding No. 478815 in Room 29 on the fourth floor will be declared surplus in roughly two weeks time.

478815

95

ANTHONY P. NUGENT,
Major, AUS,
Chief Counsel,
for Chief Legal Advisor.

HEADQUARTERS ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

APO 394

15 March 1946

HQC O

SUBJECT: Reduce of telephones.

TO: Legal S/C.

Your offices have the enclosed list of outside telephones. As it is desired that as many as possible should now be given back for use by the Italians, would you please let me know by return which of these outside lines you do not now require.

CLO

DCLO

Chief

CJO

A. G. Graham Lt. Col.
A. G. GRAHAM, M.C.
Hq. Commandant.

y's

Religion

CL RNS

→ Capt Ber.
16 Mar 46

LEGAL S/C

2 weeks

Neugent A.P.	Maj.	Chief C.	5/42	478094	
Vecchiolla F.L.	Maj.	Counsel for AC	4/29	478815	X
Weber J.K.	Col.	Chief I.Ad.	5/40	478191	
Thomas M.	Judge	Ita. Br.	5/25	478421	93
Italian Branch			5/34	478525	

LEGAL S/C

Neugent A.P. Maj. Chief C. 5/42 478094
Vecchiolla F.L. Maj. Counsel for AC 4/29 478815 X
Weber J.K. Col. Chief L.Ad. 5/40 478191
Thomas M. Judge Ita. Br. 5/25 478421 93
Italian Branch 5/34 478525

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

9 Mar 46

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

- 1 Letter 3/15.2/CA of 1 Mar 46 is cancelled and the following list of duty personnel substituted:

Sat 9 Mar	Major WILLIAMS	(LG S/C)
Wed 13 "	Sgt EZZELL	(LG S/C)
Sat 16 "	Major NUGENT	(Legal S/C) <i>24</i>
Wed 20 "	L/Cpl REEVE	(PH S/C)
Sat 23 "	Capt HERN	(Legal S/C) <i>24</i>
Wed 27 "	Pfc WILLS	(Legal S/C) <i>24</i>
Sat 30 "	Major ANSON	(CA Sec)

- 2 There will be no duty personnel on Sundays. Duty personnel will remain in Room 58, 5th Floor, tel No 478104 and 489081 - Ext 525.
- 3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

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

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

256A

Ref : 3/15.2/CA

1 Mar 46

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

- 1 Reference CA letter 3/15.2/CA of 7 Feb 46, herewith Duty Roster of Officers and Clerks of CA Sec from Sun 3 Mar to Wed 30 Mar 46:

DATE	OFFICERS	CLERKS
Sun 3 Mar	Maj. REAKES (CA Sec)	E/Sgt NICHOLSON (PS S/C)
Wed 6 "	Lt. Col WILSON (PS S/C)	L/Cpl THOMSON (CA Sec)
Sat 9 "	Maj. WILLIAMS (IG S/C)	Sgt IZELL (IG S/C)
Sun 10 "	Maj. RUGENT (Legal S/C)	Cpl BOARDMAN (Legal S/C)
Wed 13 "	Capt. BLEN (Legal S/C)	Sgt MANSFIELD (IG S/C)
Sat 16 "	Maj. HARVEY (PS S/C)	L/Cpl PERVE (PS S/C)
Sun 17 "	Maj. ANSON (CA Sec)	Pfc WILLS (Legal S/C)
Wed 20 "	Capt. ELLIS (PS S/C)	Sgt ROBINSON (PS S/C)

- 2 The duty Officer will remain in Room 56, 5th Floor (Tel. No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel. 489081 - Ext 437).

- 3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

LEGAL SUB-COMMISSION

CLO

DCLO

→ Chief Clerk

CJO

Italo

Capt Barn

Cpl Boardman

Pfc Wills.

[Signature]
for M. CARR, Brig,
VP CA Section

Seen

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2557

Ref : 3/15.2/CA

15 Feb 46

SUBJECT : Duty Personnel - CA Section.

TO : ~~Public Safety S/C~~
Legal S/C

Reference this HQ letter 3/15.2/CA of 7 Feb.

L/Cpl MARSHALL (Security Division) will do duty on Sat 23 Feb, Pte
WILLS (Legal S/C) on Wed 27 Feb, and Sgt ROBINSON (Public Safety S/C) on Sat
2 March.. instead of the dates shown in the a/m letter.

This is due to Pte REEDER , MEPA, leaving Station.

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

90

RESTRICTED

ROME AREA ALLIED COMMAND
APO 794, US Army

TEP/CBM/eph
14 February 1946

AG 463.8

SUBJECT: Electricity

TO : See Distribution

1. Reference is made to this HQ's circular subject as above dated 18 Jan 46.

2. It is advised that four hourly interruptions will be made in the supply of power to all users forthwith until further notice.

3. The following information is given in order that Formations Units may be advised the daily timings of these interruptions:

a. The City of ROME is supplied with electricity by 2 companies known as SRE and ACSEA.

b. Users on the SRE will be effected as follows:

i. Supply from Tor di Quinto Sub Station will be cut off from 0500 - 1030 hrs daily.

ii. Supply from Lonte Mario Sub Station will be cut off from 0815 - 1230 hrs daily.

iii. Supply from Tiburtina and Torpignattara Sub Station will be cut off from 1000 - 1400 hrs daily.

iv. Supply from San Paolo Sub Station will be cut off from 1300 - 1700 hrs daily.

c. Users on the ACSEA:

i. Users on preferential cables will be cut off from 0800 - 1200 hrs daily.

ii. Users on non preferential cables

89

3. The following information is given that Formations Units may be advised the daily timings of these interruptions:

a. The City of Rome is supplied with electricity by 2 companies known as SRE and ACRA.

b. Users on the SRE will be effected as follows:

Low:

i. Supply from Tor di Quinto Sub Station will be cut off from 0500 - 1030 hrs daily.

84

ii. Supply from Lonte Mario Sub Station will be cut off from 0815 - 1230 hrs daily.

iii. Supply from Tiburtina and Torpignattara Sub Station will be cut off from 1000 - 1400 hrs daily.

iv. Supply from San Paolo Sub Station will be cut off from 1300 - 1700 hrs daily.

c. Users on the ACRA:

i. Users on preferential cables will be cut off from 0800 - 1200 hrs daily.

ii. Users on non preferential cables will be cut off from 1200 - 1600 hrs daily.

4. The above timings are the maximum daily periods of interruption and Formations/Units are advised that dependant upon a reasonable fall of rain these periods may be reduced from time to time.

5. Any interruption of supply other than as stated above will be due to technical failures.

LEGAT SUBCOM BY COMMAND OF BRIGADIER GENERAL DASHER:

CLO

→ DCL
DISTRIBUTION

Chief Counsel

(US and British)

Italian Section

CL RKS

18-2-46

RESTRICTED

C.B. MURPHY

C.B. MURPHY

Major, AGD

Adjutant General

785016

LEGAL

HEADQUARTERS ALLIED COMMISSION:
AND 394
CIVIL AFFAIRS SECTION

193A

SUBJECT: VP's Tour.

8 Feb 46.

TO: All Sub-Commissions, CA Section.

- 1 The Vice President, Civil Affairs Section, will be away on tour in the GENOA-MILAN-TURIN area from 9 Feb 46 until approximately 17 Feb 46.
- 2 During this period the usual procedure of channelling files and correspondence through the VP's staff will continue.
- 3 On important matters, however, Heads of Sub-Commissions may contact the Executive Commissioner's Office direct but in appropriate cases they should keep the VP's staff informed of developments.

88

McKenzie

M. CARR, Brig.,
V CA Section.

Copy to: Executive Commissioner.

18-00000

→ Old

Old

Chief Counsel

CIO

Indian Section

CL RKS

8.2.46.

HEADQUARTERS ALLIED COMMISSION
AFO 394
CYBER AFFAIRS SECTION

Legal

2/5/46

7 Feb 46

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

- 1 Reference CA Letter 3/15.2/CA of 19 Jan 46, herewith Duty Roster of Officers and Clerks of CA Sec from Wed 13 Feb to Sat 2 March 1946:

DATE	OFFICERS	NS/OR's
Wed 13 Feb	Capt. BUSH (Legal S/C)	T/Sgt NICHOLSI (IS S/C)
Sat 16 "	Capt. ELLIS (IS S/C)	Cpl BOARDMAN (Legal S/C)
Sun 17 "	Maj. PELL (MFA S/C)	Sgt REILL (Loc Govt S/C)
Wed 20 "	Maj. REARSE (CA Sec)	Sgt WICKFIELD (Loc Govt S/C)
Sat 23 "	Maj. JONCH (CA Sec)	Pte REEDER (MFA S/C)
Sun 24 "	Maj. VINCULO (2d S/C)	1/Cpl BRIVE (IS S/C)
Wed 27 "	Maj. WED (IS S/C)	1/Cpl MARSHALL (Sec. Div.)
Sat 2 March	Capt. WELIA (IS S/C)	Pte WILIS (Legal S/C)

- 2 The duty officer will remain in Room 56, 5th Floor (Tel No 47810, and 489081 - Ext 525) and the duty clerk will remain in Room 54, 5th Floor (Tel 489081 - Ext 457).

- 3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previous. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

H. GARR, Brig,
VP CA Section

Sec. RB.

Sec. (7)

→ Capt. Ben. 103

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB COMMISSION

LCB/na

7 February 1946.

AO/4025/L

SUBJECT : Reduction of telephones.

TO : Communications Sub Commission (Attn: Signal Officer)

1. Reference your ADM 195.48.03 dated 31 January 1946.

2. In accordance with the proposal to reduce the direct exchange lines allotted to this Sub Commission, the following telephone may be disconnected :

No. 478524 located in Room 38, 5th Floor.

86

3. May an unrestricted internal line please be substituted therefor, since a telephone is essential in the above mentioned office.

LESTER C. BERN.
Captain, Inf..
for Chief Legal Advisor.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/GA

19 Jan 46

SUBJECT: Duty Personnel - CA Section.

TO: All CA Sub-Commissions.

- 1 Ref CA Sec letter 3/15.2/GA of 29 Dec 45, herewith duty roster of officers and clerks of CA Sec from Wed 23 Jan to Sun 10 Feb 1946:

DATE	OFFICERS	EM/OR
Wed 23 Jan	Maj ANSON (CA Section)	T/Sgt NICOLOSI (PS S/C)
Sat 26 "	Maj VESDELO (Ed S/C)	T/5 EZELL (Loc Govt S/C)
Sun 27 "	Maj BOND (PS S/C)	Sgt MANSFIELD (Loc Govt S/C)
Wed 30 "	Capt VELLA (Ed S/C)	Cpl BOARDMAN (Legal S/C)
Sat 2 Feb	Maj NUGENT (Legal S/C)	Pte REEDER (MFAA)
Sun 3 "	Maj WILLIAMS (Loc Govt S/C)	L/Cpl MARSHALL (Sec. Div)
Wed 6 "	Lt. Col HANNA FORD (Legal S/C)	Pte WILIS (Legal S/C)
Sat 9 "	Capt RUSSELL (Loc Govt S/C)	Sgt ROBINSON (PS S/C)
Sun 10 "	Capt GAMPSON (PH S/C)	L/Cpl THOMSON (CA Section)

- 2 The duty officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel 489061 - Ext 437).

- 3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

H.E. ANSON, Major,
for CSD CA Sec.

Chief Counsel

CJO

Hogan Section

CL RKS

Recd 21 Jan 46

Seen. W. Brantman

Seen. W. Brantman

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

949A

12 Jan 46

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section.

TO : LEGAL S/C
SECURITY Division.

Ref. 3/18.2/CA of 29 Dec. 45.

L/Cpl. J.E. MARSHALL (Sec. Div.) will now do duty on Saturday 19 Jan,
vice Cpl BOARDMAN who is now on duty on Saturday 12 Jan 45.

H.E. Anson 84

H.E. ANSON Maj.
for CSO CA Section.

5025-1-0
File
HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

248A

Ref : 3/15.2/CA

8 Jan 46

SUBJECT : Duty Personnel - CA Section

TO : Legal S/C
MFAA S/C

Reference 3/15.2/CA of 29 Dec 45.

Pte WILLS (Legal S/C) will now do duty on Sunday 20 Jan - Pte REEDER
(MFAA S/C) will do duty on Sunday 13 January.

H.E. Anson

H.E. ANSON, Major,
for CSO CA Section

Seen by Richillo
102
8 JAN 1946

UNITED STATES COMMISSION

APC 394

Office of the Executive Commissioner.

Re: 1/AB.

EXECUTIVE MEMORANDUM

NUMBER

7.

5 January 1946.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

- FUNCTION.** 1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.
- REVIEW.** 2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.
- POLICY & ACTION FILES.** 3. All communications relating to questions of policy on special files, Action or Routine documents will not be filed in Policy files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file requires reference to previous correspondence is unnecessary, a continuation covering the original number may be opened.
- DUPLICATES.** 4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.
- DIRECTIVES.** 5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.
- TRANSFER.** 6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-
- If it appears that the matter in action will be closed within two or three weeks, that particular matter will be continued on the under the reference number of the original file, entered only by the substitution of the identifying letters of the new office.
 - Where the matter appears likely to continue beyond this period, a new file will be opened and the cover consequently unchanged:-

FILES. the subject of such a file should be destroyed other than duplicates of
pendence is unnecessary, a continuation cover for the original number may be
opened.

4. No correspondence or documents will be destroyed other than duplicates of
printed matter, copies of which are in the appropriate file.

5. Reference files containing only directives, orders or similar circulars which
originated in other offices will NOT be sent to Archives. Archives Branch will see
that the record copy of such documents is on the appropriate file of the
originator.

6. Where any office has made dated or undated or any functions are trans-
ferred to another office, policy files may be retained as long as necessary.
Action and routine files shall be dealt with as follows:-

a. If it appears that the matter in question will be closed within two or
three weeks, that particular series will be completed on and under the reference
number of the original file. A new only by the substitution of the identifying
letters of the new office.

b. Where the matter open, such the or continuing beyond this period, a new
file will be opened and the cover conspicuously endorsed:-

"Continued from (file)..... office....."

As soon, therefore as the matter is independent, the original will be sent
to Archives. If it appears for an office to sent files belonging to another
office.

7. When any Branch or files is closing down or is absorbed, a complete list
showing the disposition of all files containing files that Branch will be forwarded
to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch
before an office or Branch closes or is absorbed, so that an Archives representative
can call at that office to discuss any question relating to this procedure.

8. In no circumstances will files or individual papers be transferred to any
outside body. Any files which are temporarily essential to the efficient working
of an outside body may be loaned to such a body for a period not exceeding three
months. The officer borrowing the files will receipt a list of these and will
forward this to the Archivist who will take steps to see these are returned on
the stated date. (see Exhibit A attached)

ENDING. 5

LISTING.

.....

9. Lists in quadruplicate (see Exhibit "a" attached) will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a return envelope inside the crate to which the files belong, and the other three sent to Archives under separate cover. A receipt will be obtained.

DISPATCH.

10. Files transmitted to Archives will be securely tied in bundles not exceeding 12" in height. Files from different offices or branches will not be included in the same bundle. These will be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

For the Chief Commissioner.

-1152614

Brigadier,
Executive Commissioner.

DISTRIBUTION.

List "a"
Archives Branch (50 copies)

MINUTE
RECEIPT

.....
Office, Branch or Sub-Commission.

Received from the Archives Branch of Allied
Commission the following:-

_____ bundles, numbered _____
_____ files, numbered _____

Date _____
..... 81.....

Authorising Officer:

EXHIBIT "B"

ALLIED COMMISSION.

ARCHIVE GROUP..... (leave blank)

HEADQUARTERS OR REGION..... SUB-COMMISSION or Region or Province.... Files relating to
.....

FILE NO.	REFLECTIONS	REMARKS.
----------	-------------	----------

not opened,
whether

Date 81.....

Authorising Officer

EXHIBIT 'B'

ARMED COMMISSION.

ARCHIVE GROUP..... (leave blank)

HEADQUARTERS OR REGION..... SUB-COMMISSION OR REGION OR PROVINCE..... Files relating to
.....

COMMENTS.

ORIGINALS FILED.

FILE NO.

Such remarks as the number of volumes, whether
file was ever changed, if file was not opened,
and if file was destroyed, etc.

HEADQUARTERS ALLIED COMMISSION
APO 374
CIVIL AFFAIRS SECTION

Ref : 3/1B/CA

5 Jan 45

SUBJECT : Reports and Returns

TO : All CA Sub-Commissions

Attached please find complete and up-to-date list of returns due to this Section.

H. E. Anson 80

H. E. ANSON, Major,
for CSO CA Section

CCO

CCIO

Chief Counsel

CIO

Italian Section

CL RKS

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/CA

29 Dec 45

SUBJECT: Duty Personnel - CA Section

TO: All CA Sub-Commissions

- 1 Herewith Duty Roster of Officers and Clerks of CA Section from Sat 5 Jan to Sun 20 Jan 1946 :-

Sat 5 Jan	Capt	BERN	(Legal S/C)	T/5	EZELL	(Loc Govt S/C)
Sun 6 "	Capt	RUSSEL	(Loc Govt S/C)	Sgt	MANSFIELD	(Loc Govt S/C)
Wed 9 "	Capt	ELLIS	(PS S/C)	Pte	HEYWARD	(Sec Div)
Sat 12 "	Maj	HARVEY	(PS S/C)	Sgt	WHITE	(Legal S/C)
Sun 13 "	Capt	SAMPSON	(PH S/C)	Pte	WILLS	(Legal S/C)
Wed 16 "	Maj	BELL	(MFAA S/C)	S/3gt	CHIFFERTON	(Sec Div)
Sat 19 "	Maj	BEAKES	(CA Sec)	Cpl	BOARDMAN	(Legal S/C)
Sun 20 "	Lt Col	WILSON	(PS S/C)	Pte	REXNER	(MFAA S/C)

- 2 The duty officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel No 489081 - Ext 437).

- 3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

LEG
CLO
DCLO
Chief Counsel
CJO
Italian Section
CL RKS
30 DEC 1945
Capt Bern. KCPK

H. E. ANSON, Major,
for CJO CA Section

407.5
m/cHEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

League 7c

244A

3/3.4/CA

21 Dec 45

SUBJECT : Pay during holiday period - Civilian personnel.

TO : All CA Sub-Commissions

- 1 The only holidays for which pay will be issued to civilian personnel will be Dec 25 and Jan 1. 78
- 2 On Dec 26 and Jan 2 they will only receive pay if attending for duty with their Section or Sub-Commission. It should be noted that Dec 26 and Jan 2 are both Wednesdays ($\frac{1}{2}$ days).
- 3 Monday 24 Dec is an unofficial holiday and the same applies for this as in para 2 except that it is not a half day.

H.E. Anson

H.E. ANSON, Major,
CA Section.

LEG	UB COMMISSION
CLO	☒
DCLO	☒
Chief Counsel	☐
CJO	☐
Italian Section	☐
CL RKS	☐
1 DEC	☐

785016

[illegible]

705 007
APR 20 1964
HISTORICAL JOURNAL COLLECTION

Effect of the Incentive Compensation

100

21 December 1945

[illegible]

1997

SOCIETY OF ENVIRONMENTAL ECONOMISTS

The figure merely shows the total institutions; the second the 10 counties.

0.0002 percent. Theoretically, this would cause exceptionally grave damage to the nation.

1. $\mathcal{L}(\mathbf{y}|\mathbf{x}) = \prod_{i=1}^n \mathcal{L}(y_i|\mathbf{x})$ independent observations.

and that the Government of the United States is not bound to accept of any other.

CONFIDENTIAL - SECURITY INFORMATION - EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

2. The vast mass of information connected with planning for operations which have taken place, or are no longer in progress, should be downgraded. The objective to be attained is to restrict classification to the least category consistent with security. There are four categories and their definitions are repeated for information together with one example in a table.

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

- 3. Plans of future major operations.
- 4. Very important political documents such as negotiations for an alliance.
- 5. Documents which would disclose methods of obtaining intelligence or important secret agents.

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

- 6. Operations other than those, including major operations in progress.
- 7. Plans of future.
- 8. Vital information of important interest.
- 9. Reports on operations of vital interest to the enemy.
- 10. Documents which would disclose methods of obtaining intelligence or important secret agents.

Confidential. Documents whose disclosure would not compromise national security, but would be prejudicial to the interests or prestige of the Nation or to an individual or cause financial damage, embarrassment or difficulty or be of advantage to a foreign power.

- 11. Matters of personal and disciplinary nature.
- 12. Documents which would not contain information of vital interest to the Nation.
- 13. Documents of internal security.
- 14. Documents of internal security in theaters of war.
- 15. Documents of internal security.
- 16. Documents of internal security.

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

CONFIDENTIAL - SECURITY INFORMATION

- 1 Non operational movements.
- 2 Training and technical activities.
- 3 Aerial photographs of non operational areas.
- 4 Non operational strength returns.
- 5 The successive distinctions should be noted:
 - a) exceptionally grave damage.
 - b) serious injury.
 - c) unjustified or exaggerated
 - d) official purposes only.
- 6 In the examples are shown, 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 those dealing with the Peace Treaty. Unsurprisingly little of its work is properly classified to higher than confidential.
- 7 All AG and AG officers 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 LEFT TO ARCHIVE (NLS-CLASSIFIED).
- 8 The following are the regulations as to marking.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be 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 record documents will be not lower than the rank of Lt Col except in an instance of giving no officer of that rank when a higher one is readily.
- 9 It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the action copy of any such signal is addressed to another office AG that the copy is unnecessary for the use of retaining of the file and in particular that no action on the file arises therefore, the information copies should be destroyed and the "letters in" register noted accordingly.
- 10 In AG AG Secret and Top Secret letters for instructions will be passed to the Security Officer to be dealt with in accordance with his instructions.

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 recordings.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be signed and dated by the officer authorizing the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorized to remove documents will be not lower than the rank of Lt Col except in an independent 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 or originals circulated "for information". Where it is clear that the original copy of any such document is addressed to another officer and that the copy is unnecessary for the use 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 AC Secret and Top Secret letters for destructions will be presented to the Security Officer to be dealt with in accordance with his instructions.

by Command of Rear Admiral STONE:

JE

7/11/77 17/11/77

G. J. LPOB
CWO, USA
Asst Adjutant

DISCONTINUED

RETRACTED

4025

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

242A

20 Dec 45

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

Herewith revised list of Duty Officers and Duty Clerks for period
Sat 22 Dec to Mon 31 Dec.

Sat 22 Dec.	Major MURPHY (Legal S/C)	Pte. HEYWARD (Sec. D)
Sun 23 Dec.	Capt. ELLIS (PS S/C)	Sgt. VAITE (Legal S/C)
Mon 24 Dec.	Capt. VILLA (Ed S/C)	Cpl. FARLEY (PS S/C)
Sat 29 Dec.	Lt. SAMPSON (PH S/C)	L/Opl THOMSON (CAS)
Sun 30 Dec.	Major HARVEY (PS S/C)	Opl. ROBINSON (PS S/C)

N.B. Mon 24 Dec will be a holiday and Duty Officer's hours will be as for Sunday.
Following days will also be holidays and 1 duty officer will be detailed for the whole of AG:

Tues 25 Dec
Wed 26 Dec
Tues 1 Jan
Wed 2 Jan



H.E. ANSON, Maj,
CA Section.

241A

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

AC/4025/L.

/pa.
20 Dec 45.

SUBJECT : Officers' Billet address and telephone number.

TO : CA Sec.

75

1. Reference your 3/1B/CA of 17 December 1945 herewith as requested,
above returns in respect of this Sub-Commission.

LESTER C. BERN,
Capt,
for Chief Legal Adviser.

Incl.

<u>Name of Officer</u>	<u>Rank</u>	<u>Nationality</u>	<u>Appointment</u>	<u>Billet Address</u>	<u>Billet</u>
WEBER John K.	Colonel	A	CLIA	Grande Hotel Via delle Terme Via Sasse Ferrate, 11	
HARTFORD G.G.	Lt.Col.	B	ICLA		
NUGENT Anthony P.	Major	A	Chief Counsel	Flora Hotel Via Veneto	
BETIN Lester C.	Capt	A	Legal Officer	Flora Hotel Via Veneto	
THOMAS Musgrave	Mr.	B	Italian Branch	Flora Hotel Via Veneto	

56

<u>Nationality</u>	<u>Appointment</u>	<u>Billet Address</u>	<u>Billet telephone No.</u>
A	CLIA T S A	Grande Hotel Via delle Terme	478565
B	DCIA	Via Sasso Ferrato, 11	870078
A	Chief Counsel	Flora Hotel Via Veneto	478141
A	Legal Officer	Flora Hotel Via Veneto	478141
B	Italian Branch	Flora Hotel Via Veneto	478141

H025

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

240A

Ref : 3/1B/CA

17 Dec 45

SUBJECT : Officers - Billet address and Telephone Number.

TO : All CA Sub-Commissions

All Sub-Commissions will submit to this Section a nominal roll of All officers (including those away on temporary duty, sick, LIAP etc) showing the following:

- a) Billet address
- b) Billet Telephone Number



H.E. ANSON, Major,
for CSO CA Section

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 3761/33

14 December 1945

OFFICE MEMORANDUM

NUMBER

7)

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

71

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

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

PART I2. PREPARATION.

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

(b) Seven copies of outgoing messages (excepting TOPSECRET - 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 ALCON.

(d) (1) In the 'TO' section and information spaces will be inserted only

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 TOPSECRET - see PART II) are required by Message Centre, plus one extra copy for each addressee, not reached by electrical means (see sub para (1) 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 ALCON.

(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/....

RESTRICTED

RESTRICTED

- 2 -

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

23 November 1945 at 1501
is given as:
231501 Nov 45.

(h) Precedence priorities are:

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

70

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	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

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.

(1) 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	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. (See

(j) All messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A'). Each paragraph will be numbered and commence on a new line. (See Appendix 'A').

(1) 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.

(c) The usual/...

R E S T R I C T E D

RESTRICTED

- 3 -

The usual punctuations employed and their abbreviations are as follow:

Full Stop	ED
Comma	CM
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.

JFHQ

Adj. Elements

Motor Courier

by the Adjutant, or, after 1800 hours, by the Duty Officer.

69

(c) The authenticating officer will:

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

4. DISPATCH.

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

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

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 AMHQ:

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

(b) Three/...

RESTRICTED

RESTRICTED

- 4 -

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

- (f) The second copy in 'skeleton' form will be delivered to cryptists, 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.

RESTRICTED

RESTRICTED

Appendix 'A'

FROM (A) HQ ALCOM 26 0945 NOV 45

TO (FOR ACTION) (1) AMG LIGURIA REGION (2) AMG VENEZIA GIULIA
(3) AMG LIVORNO ZONE (4) ALCOM LO BARI

TO (INFORMATION) (5) ALCOM LO PALERMO (6) DISTWO FOR ALCOM LO
(7) PENBASE FOR ALCOM LO (8) ALCOM LO ANDONA

Ref. No. 6753

Security
Classification RESTRICTED

67

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

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

GUIDANCE TO

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

HQ ALCOM TO

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

DISTRIBUTION (BY HHS)

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

PRIORITY 1-4

MESSAGES ED

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

GUIDANCE ED

PARA TWO ED APPENDIX BAKER THERETO 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 THIS INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES ED

DISTRIBUTION (BY HIS)

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

PRIORITY 1-4

PRECEDENCE ROUTINE 5-8

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

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

LIGURIA REGION

PIEMONTE REGION

LOMBARDIA REGION

VENEZIA REGION

VENEZIA GIULIA

LIVORNO ZONE

NAPLES COMBINE

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

AMG LIGURIA REGION

AMG PIEMONTE REGION

AMG LOMBARDIA REGION

AMG VENEZIA REGION

AMG VENEZIA GIULIA

AMG LIVORNO ZONE

AMG NAPLES COMBINE

ALCOM LO BARI

ALCOM LO PALERMO

DISTWO FOR ALCOM LO

PENBASE FOR ALCOM LO

ALCOM LO BOLOGNA

ALCOM LO ANCONA

HEADQUARTERS ALLIED COMMISSION,
APO 394
Office of the Executive Commissioner

December 1945

Ref: 8761/190/3

OFFICE MEMORANDUM
: Amendment No. 1
NUMBER 5)

UNCLASSIFIED Signal Messages

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-0, dated 20 July 1945 should apply world wide and that there should be no "operational zone".

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

- (i) Para 1.a.
Delete from "outside" in line 1 to "Area" in line 2 and from "The" in line 3 to "America" in line 5.
- (ii) Delete all detail existing in para 1.b.
- (iii) Redesignate existing paras 1.c. and 1.d. to read paras 1.b. and 1.c. respectively.
- (iv) Reference Appendix "A":
 - (1) AIRCRAFT: Delete "in the non-operational zone".
 - (2) LEAVE: Delete "(See SHIPPING)".
 - (3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".
 - (4) MALES: 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

(i) Para 1.a.

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

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

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

(iv) Reference Appendix "A":

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

BY COMMAND OF REAR ADMIRAL STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

4025 ✓ *Free*

237A

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

8 Dec 45

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

The Roster of Duty Officers and Duty Clerks for CA Section from
24 Dec until 31 Dec is as follows:

Wed 26 Dec	Lt Col KENNY (PH S/C)	Cpl FARLEY (PS S/C)
Sat 29 Dec	Lt. SAMFSON (PH S/C)	L/Cpl THOMSON (CA Sec)
Sun 30 Dec	Maj HARVEY (PS S/C)	Cpl ROBINSON (PS S/C)

N.B.

Mon 24 Dec is a working day

Tues 25 Dec - 1 officer will be on duty for the whole of AC

Wed 26 Dec - will be a holiday for British personnel.

LEGAL SUB-COMMISSION	
CLO	
DOLO	
Chief Counsel	
CJO	
Italian Section	
CL RKS	<i>ML</i>
8 DEC 1945	

H.E. Anson
H.E. ANSON, Maj,
for CSO CA Section

HEADQUARTERS ALLIED COMMISSION
APC 394
Office of the Executive Commissioner

236A

Ref: 8761/16/B3

December 1945

OFFICE MEMORANDUM)

NUMBER

6)

Signals and Correspondence to AFHQ

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

By Command of Rear Admiral STONE:

DISTRIBUTION:

'A'

CLO
DCLO
Chief Counsel
CJO
Hellen
CL RXS
DEC 1945

Joseph Galluzzo
JOSEPH GALLUZZO
WOJG, USA
Assistant Adjutant

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

62

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, AMF
Washington 25, D. C.
ATTENTION: Colonel Richard B. Marsh

0249

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

785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Legal

235A

3 Dec 45

44-25
Ref: 3/1.B/CA

SUBJECT : Office Hours.

TO : All CA Sub-Commissions

Will all Sub-Commissions please call the attention of officers and clerks to the fact that office hours on Sundays are from 0930 - 1230 and 1400 - 1730 hours.

CLO

DCLO

Chief Clerk

Sgt. Penn

Keller

CL RK

DEC 1945

S.H. WHITE Lt Col,
A/VP CA Section.

60

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

27 Nov

Ref : 3/25.2/CA

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

- 1 The Roster of Duty Officers and Duty Clerks for CA Section up to 23 Dec is as follows::

DATE	OFFICER	EM/OR
Wed 28 Nov	Lt Col. HANNAFORD (Legal S/C)	Cpl. FARLEY (PS S/C)
Sat 1 Dec	Capt. RUSSEL (LOCGov S/C)	Sgt. STARKISS (Loc Gov S/C)
Sun 2 Dec	Capt. BRADFORD (MFAA S/C)	S/Sgt. LEISHMAN (CA Sec)
Wed 5 Dec	Capt. VELLA (Ed S/C)	Cpl. WILLARD (MFAA S/C)
Sat 8 Dec	Major. BOND (PS S/C)	Pfc. FROOM (Ed S/C)
Sun 9 Dec	Capt. EDDINGS (PS S/C)	Cpl. WILSON (CA Sec)
Wed 12 Dec	Major. BELL (MFAA S/C)	Sgt. MANSFIELD (Loc Gov S/C)
Sat 15 Dec	Capt. HAYES (Sec Div)	Cpl. CARR (LOC Gov S/C)
Sun 16 Dec	Capt. WILSON (PS S/C)	Sgt. WHITE (Legal S/C)
Wed 19 Dec	Major. NUGENT (Legal S/C)	L/Cpl. BOARDMAN (Legal S/C)
Sat 22 Dec	Capt. EDDINGS (PS S/C)	Pte. HEYWARD (Sec Div)
Sun 23 Dec	Capt. ELLIS (PS S/C)	Sgt. PAPPS (Legal S/C)

- 2 The duty officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel 489081 - Ext 437).

- 3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

CEO	
DELO	
Chief Counsel	
CJO	
Relief Section	
CL RKS	
27 NOV 1945	

H.E. ANSON, Maj,
for CSO CA Section

0251

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

785016

4025 file

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

233A

27 Nov 45

3/15.2/CA

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

Reference this Section letter 3/15.2/CA of 27 Nov 45.

Duty Officer for Sunday 2 Dec will be Capt. L.C. BERN, Legal S/C
vice Capt BRADFORD.

SUB COMMISSION	
CIO	
~~CIO~~ Capt Bern	←
Chief Counsel	
CIO	27 NOV 1945
Italian Section	

H.E. Anson

H.E. ANSON, Major,
for CSO CA Section.

58

232A

4028

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15-2/0A

25 Oct 45

SUBJECT : Sunday Duty Personnel - CA Section

TO : See Distribution

- 1 The Roster of Duty Officers and Duty Clerks for Civil Affairs Section for November is as follows:-

Date	Duty Officer	Duty Clerk
4 Nov	Major WILLIAMS - L.G. S/C	L/Cpl LISSERS - PS S/C
11 Nov	Capt HAYES - PS S/C	L/Cpl THOMSON - CA Sec
18 Nov	Major BOND - PS S/C	L/Cpl BOARDMAN - Legal S/C
25 Nov	Major HUGENT - Legal S/C	E/Sgt HARRISON - PH S/C

- 2 The Duty Officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081, Ext 525) and the Duty Clerk will remain in Room 31, 5th Floor (tel No 489081, Ext 437). Tour of duty is from 0930 hrs until 1900 hrs.

- 3 In the event of an officer or clerk not being available for duty as stated the Sub-Commission concerned will notify this Section at least 3 days beforehand. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

S.E. WHITE Lt Col,
CEO CA Section.

DISTRIBUTION: - Education S/C
Legal S/C
Local Govt S/C
Public Health S/C
Public Safety S/C
AFSA S/C
D/W Division
Security Division

LEGAL SUB COMMISSION

CEO

DCLO

Chief Clerk

CLO

Italian

CI RKS

20 OCT 1945

59

231A

E1025 ✓

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

20 Nov 45

SUBJECT : Duty Personnel on Wednesday afternoon.

TO : All CA Sub-Commissions

Reference our 3/15.2/CA of 29 Oct 45.

Major H.E. ANSON will discontinue doing duties on Wednesdays and the following will take his place:

Wed 21 Nov - Lt Col KENNY PH S/C
Wed 28 Nov - Lt Col HAINFORD Leg S/C



H.E. ANSON, Maj,
for CSO CA Sec.

LEGAT SUB COMMISSION	
CLO	
DCLO	✓
Chief Counsel	
CJO	
Italian Section	
CL RKS	
20 NOV 1945	

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HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

MC/1025/L.

21 November 1945

SUBJECT : Telephones.

TO : Signal Office, Room 43, 1st Floor Annex.

1. Reference Daily Bulletin No. 306, para 2, of 10 November 1945, herewith requested return in respect of this Sub-Commission.

LEGAL SUB-COMMISSION	Floor-Room	Internal	External
Chief Legal Advisor.....	5-40	679	4781
Deputy Chief Legal Advisor.....	5-32	221	-
Chief Counsel.....	5-42	-	4780
Chief Judicial Officer.....	5-40	679	4781
OID Italian Branch.....	5-32	221	-
Italian Branch.....	5-36 & 36	-	4785
Staff Officer.....	5-38	-	4785
Chief Clerk.....	5-46	302	-

NAME	RANK	NAT	SECTION OR SUB-COM.	Floor-Room	Internal	External
WEBER, JOHN E.	Col.	A	Legal	5-40	679	4781
HARRINGTON G.O.	Lt. Col.	B	"	5-32	221	-
HUGHES ANTHONY P.	Major.	A	"	5-42	-	4780
BERNARD LESTER C.	Capt.	A	"	5-38	-	4785

2. The delay in submitting this information is regretted.

LESTER C. BERN,
Capt. Infantry,
for Chief Legal

1

230 A

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

/nda

21 November 1945

, Room 43, Int Floor Annex.

see Daily Bulletin No. 308, para 8, of 10 November 1945, herewith requested
the Sub-Commission.

MISSION	Floor-Room	Internal	External
Advisor.....	5-40	679	478191
Legal Advisor.....	5-32	221	-
.....	5-42	-	478094
Chief Officer.....	5-40	679	478191
Branch.....	5-32	221	-
.....	5-31 & 36	-	478525
.....	5-38	-	478524
.....	5-44	302	-

RANK	RAT	SECTION OF SUB-COM.	Floor-Room	Internal	External
Col.	A	Legal	5-40	679	478191
Lt. Col.	B	"	5-32	221	-
Major	A	"	5-42	-	478094
Capt.	A	"	5-38	-	478524

any in submitting this information is regretted.

LESTER C. BORN,
Capt. Infantry,
for Chief Legal Advisor.

9025 file

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Regel 9

229A

20 Nov 45

Ref : 3/15.2/CA

SUBJECT : Duty Personnel for Thursday 22 Nov.

TO : All CA Sub-Commissions

- 1 Duty Officer and EM/OR for Thursday 22 Nov will be Maj. H.E. ANSON,
CA Section and Pte L.H. HEYWARD, Security Division,
- 2 Tour of duty will be as for Sundays.

H.E. Anson

H.E. ANSON, Maj,
for CSO CA Section

228A

HEADQUARTERS ALLIED COMMISSION
A/C 394
CIVIL AFFAIRS SECTION

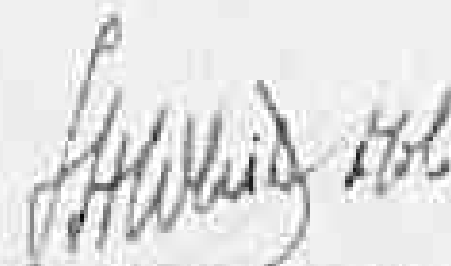
Ref: 3/1 B/CA.

16 Nov 45.

SUBJECT: Typing of Letters.

TO: See Distribution Below.

- 1 ~~The~~ friction between this Section and the Executive Commissioner's staff and unnecessary work is being caused because letters typed for the Chief Commissioner's signature do not meticulously comply with the instructions laid down as to the form in which they will be prepared.
- 2 Letters are ~~also~~ being returned for re-typing because certain phrases are typed two spaces out of the place laid down.
- 3 The current instructions are contained in 615/41/CCS of 24 Oct 45. Much trouble will be saved if Sub-Commissions will ensure that letters submitted for signature strictly comply with these instructions.



S.H. WHITE, Lt Col,
A/VP CA Section.

DISTRIBUTION: Displaced Persons S/C,
Education S/C,
Legal S/C. —
Local Government S/C,
Monuments, Fine Arts & Archives S/C,
Public Health S/C,
Public Safety S/C.

LEGAL SUB-COMMISSION	
CLO	
CL	53
CL RK5	
16 NOV 1945	

HEADQUARTERS ARMED COMMISSION
APO 394,
CIVIL AFFAIRS SECTION

3/15.2/CA

9 Nov 45

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

Duty Officer & HM/OR for Monday 12 Nov, will be Major H.E. BRILL,
Monuments and Fine Arts S/C and Sgt. R. STARNISS, Local Government S/C.
Tour of duty will be as for Sundays.

S.H. White
S.H. WHITE Lt Col,
OSO CA Section.

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File *4025* *226A*

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/1B/CA

26 Oct 45

SUBJECT : Telephone Numbers

TO : All CA Sub-Commissions

Owing to the many changes which have taken place in Officers and telephone numbers, this AC telephone directory is in many respects out of date. Sub-Commissions are therefore requested to complete and return the attached pro-forma. The pro-forma should disclose the name and telephone numbers of all their Officers (giving appointments) and their Chief Clerk.

Phewer May
J.S. REAKES, Maj,
for CBO CA Section

PRO FORMA OF TELEPHONE INFORMATION

Sub-Commission

NAME & RANK	APPOINTMENT	FLOOR/ROOM	PHONE NO	
			INT	EXT
Col. John K. WEBER	{ Chief Legal Advisor and Chief Judicial Officer }	5-40	679	478191
Lt. Col. G. G. HANNAFORD	{ Deputy Chief Legal Advisor and of the Italian Branch }	5-32	221	
Major A. P. NUGENT	Chief Counsel	5-42		478094
Captain L. C. BERN	Staff Officer	5-38		478524
Mr. Musgrave THOMAS	Italian Branch.	5-25		478421
MR. NICHOLAS F. LOPES	COUNSEL	4-9	273	478815
~~Sgt. E. PAPPS~~	Chief Clerk	5-44	302	~~202~~
MAJOR F. L. VECCHIOLA	COUNSEL	4-9	273	478815

225A

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

27 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. Insofar as operational requirements permit, Sundays, holidays, Wednesday afternoons, and Saturday afternoons will be considered off duty hours for all personnel of the Allied Commission, including Italian staff.

2. Skeleton staffs will be maintained in all Sections during the above mentioned periods and personnel so retained are to be given off-duty time commensurate with periods they are on duty.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN
Colonel, Infantry
Actg Vice President.

J. L. Jones
OFFICIAL:

J. L. JONES
Colonel
Executive Officer (B).

DISTRIBUTION:

"A"
Groups I and II

R E S T R I C T E D

50

IMMEDIATE

224A

4025 ✓
HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

27 Oct 45

SUBJECT : Office Personnel on Wednesday and Saturday Afternoons.

TO : See Distribution

Reference our letters 3/1.E/CA of 28 Aug and 1/17.2/CA of 26 Sep 45.

- 1 As from to-day all Civilian personnel will now have Wednesday and Saturday afternoons off in addition to Sunday. One duty officer and one duty EM/OR only will remain on duty for the whole CA Section on these afternoons.
- 2 This office letter 3/15.2/CA of 25 Oct 45 detailing Sunday Duty Personnel for November remains unchanged.
- 3 A separate Duty Roster for Wed & Sat afternoons is being prepared, Duty Officer for this afternoon is Major R.E. ANSCH, Duty Clerk, S/Sgt G.A. LEISHMAN.

H.R. D. Pusey

tr S.H. WHITE Lt Col,
CSO CA Section

DISTRIBUTION :-

Education S/C
Legal S/C
Local Govt S/C
Public Health S/C
Public Safety S/C
MFAA S/C
DPR S/C
IPW Division
Security Division

27 OCT 1945

*all personnel
informed*

223A

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/1B/CA

10 Oct 45

SUBJECT : Correspondence

TO : Education S/C
Legal S/C
PI S/C
PS/ S/C

Reference G-1 W/302/1/0 dated 10 Oct.

Please reply to the above to this Section (copy to G-1 (B), reference, etc).
Similar action will be taken on all general matters on which letters are
addressed to Sub-Commissions direct instead of through this Section.

S.H. White
S.H. WHITE Lt Col,
CSO CA Sec.

47

4025
Tel. Ext. 573P. 1945
MEMORANDUM

222A

REFERENCE : G-1B/201/2/0

25 September 1945

SUBJECT : Staff duties

TO : Civil Affairs Section (2)

27 SET. 1945

FROM : G-1 (B) HQ A.C.

Reference this HQ signal 5813 of 21 Sep 45 (copy attached).

1. This signal is the result of a long series of personal negotiations between the Legal Sub-Commission and the War Office concerning the posting of officers. In view of the resulting confusion Legal Sub-Commission were asked in the above signal not to communicate direct with the War Office.
2. G-1 (B) then began to sort the matter out with A.F.H.Q. in consultation with Legal Sub-Commission, who agreed that this was the correct course. However the latter's signal to Troopers 5941 of 24 Sep (copy attached) showed that even yet no proper appreciation of the correct procedure had been made by the Sub-Commission.
3. Will you please inform Legal Sub-Commission that all future communications with higher Authority on British personnel questions will be made through G-1 (B).

S. Coulson May

J. L. JONES,
Colonel
Executive Officer (B).

✓ C. L. A.

/mg

Please ensure no further ^{official} communications are sent direct to the W. Office & that the procedure laid down at para 3 above is adhered to.

27/9/45

M. Carr.

Buy. V.P.C.A.S.



221A

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Tel. Ext. 525

Ref: 1/17.2/CA.

26 Sep 45.

SUBJECT: Duty Personnel - C A Sec.

TO: See Distribution below.

Reference the Duty Roster for Civil Affairs Section contained in 1/17.2/CA dated 20 Sep 45.

- 1 Duties on Wednesday and Saturday afternoons are cancelled. Sunday duties remain and Officers and EN/Cs will report as detailed on the a/m Roster.

[Signature]
S.E. WHITE, Lt. Col.,
CSO CA Section.

DISTRIBUTION: Education S/C,
Legal S/C, ✓
Local Government S/C,
Patriots Branch
Monuments, Fine Arts & Archives S/C
Public Health S/C
Public Safety S/C
Security Division,
Italian Prisoners of War S/C.

HEADQUARTERS ALLIED COMMISSION
APO 324
CIVIL AFFAIRS SECTION

220A

Ref: 1/17.2/CA.

Tel. Ext. 525

24 Sep 45.

SUBJECT: Duty Personnel, CA Section

TO: See Distribution Below.

Reference the attached letter of even reference and date.

- 1 In the event of an officer or clerk not being available for duty as stated in letter under reference the Sub-Commission will notify this Section at least 3 days beforehand. If they fail or are unable to do so, they will find a relief and inform this Section.

DISTRIBUTION:

Education S/C.

Legal S/C.

Local Government S/C.

Patriots Branch.

Italian Prisoners of War S/C, Security Division.

Monuments, Fine Arts & Archives S/C

Public Health S/C

Public Safety S/C.

S.H. WHITE, Lt. Col.,
CSO CA Section.

46

3637

HEADQUARTERS ALLIED COMMISSION
APO 994
CIVIL AFFAIRS SECTION

Tel. Ext. 525

24 Sep 45.

Ref: 2/27, 2/54

SUBJECT: Duty Personnel - CA Section

TO: See Distribution Below.

- 1 The Roster of Duty Officers and Duty Clerks for Civil Affairs Section for Sept/October is as follows;

DATE	DUTY OFFICER	DUTY CLERK
Wed. 26 Sep 45	Maj. GORDON, G.F. 474	Pte. HAYWARD, L.H.
Sat. 29 Sep 45	Maj. REMES, J.S.	Pfc. TORWINDSA
Sun. 30 Sep 45	Maj. TEMPLE, R.R.	Sgt. CHIPPERTON
Wed. 3 Oct 45	Lt. Col. KENNY	Pte. MASSENVCOLE
Sat. 6 Oct 45	Maj. HARVEY, S.J.	Pte. WILSON, D.M.
Sun. 7 Oct 45	Lt. Col. HAMFORD, G.O.	Sgt. SWILES, B.M.
Wed. 10 Oct 45	Lt. Col. WILSON, F.J.	S/Sgt. HANUSON, A.
Sat. 13 Oct 45	Lt. FERR, C.	T/Sgt. GALL, D.
Sun. 14 Oct 45	Maj. PALLINI, E.L.	S/Sgt. PRINCIPALINO, R.L.
Wed. 17 Oct 45	Capt. MAXSE, F.H.J.	S/Sgt. BROWN
Sat. 20 Oct 45	Maj. SAVAGE, P.S.	L/Cpl. BOARSHAW
Sun. 21 Oct 45	Maj. HOLLSCHER, J.F.	Cpl. WILSON, J.
Wed. 24 Oct 45	Lt. Col. MESSERNEY, J.	Pfc. PLATT, H.J.
Sat. 27 Oct 45	Capt. WILSON	S/Sgt. INISHMAN, G.A.
Sun. 28 Oct 45	Maj. HUTTON, R.T.	Cpl. WILLARD, E.N.
Wed. 31 Oct 45	Capt. ELLES	L/Cpl. LEBBING, J.

- 2 The Duty Officer will remain in Room 58, 5th Floor (Tel. No. 478194 and 489081 Ext. 525) and the Duty Clerk will remain in Room 31, 5th Floor. (Tel. No. 489081 Ext. 437.)

Handwritten signature

2

Wed. 26 Sep 45
 Sat. 29 Sep 45
 Sun. 30 Sep 45
 Wed. 3 Oct 45
 Sat. 6 Oct 45
 Sun. 7 Oct 45
 Wed. 10 Oct 45
 Sat. 13 Oct 45
 Sun. 14 Oct 45
 Wed. 17 Oct 45
 Sat. 20 Oct 45
 Sun. 21 Oct 45
 Wed. 24 Oct 45
 Sat. 27 Oct 45
 Sun. 28 Oct 45
 Wed. 31 Oct 45

DUTY OFFICER

— Maj. GOWEN, G.F. 4 1/2
 Maj. REAKES, J.S.
 Maj. FEEBLE, R.R.
 Lt. Col. KENNY
 — Maj. HARVEY, S.J.
 Lt. Col. HANAFORD, G.G.
 Lt. Col. HILSON, F.J.
 Lt. PIER, C.
 Maj. FARMER, E.L.
 Capt. HANSEN, F.H.J.
 Maj. SAVAGE, P.S.
 Maj. HONIGSMAN, F.F.
 Lt. Col. KESSELY, J.
 Capt. HILSON
 Maj. NEWTON, R.T.
 Capt. ELLIS

DUTY CLERK

Pte. HAYWARD, L.H.
 Pte. TORMING, S.A.
 Sgt. CHIFFERT, M.
 Pte. WASSERVOGEL
 Pte. HILSON, D.M.
 Sgt. SMILES, B.M.
 S/Sgt. HARRISON, A.
 T/Sgt. GALL, D.
 — S/Sgt. PRINCIPLE, R.L.
 S/Sgt. BROWN
 — L/Cpl. BOURMAN
 Cpl. NICHOL, J.
 Pte. PLAUT, R.J.
 S/Sgt. LEISHMAN, G.A.
 Cpl. WILLARD, E.N.
 L/Cpl. LISHING, J.

The Duty Officer will remain in Room 58, 5th Floor (Tel. No. 478104 and 489081 Ext. 525) and the Duty Clerk will remain in Room 51, 5th Floor, Tel. No. 489081 Ext. 437.)

DISTRIBUTION:

Education S/C
 Legal S/C

Local Government S/C

Patriots Branch

Monuments, Fine Arts & Archives S/C

Public Health S/C

Public Safety S/C

Italian Prisoners of War S/C

Security Division

S.R. WHITE, Lt. Col.,
 OSC CA SEC 1, 5

RECOMMENDATION

CIO

DCIO

CHIEF

CLT

11/11/45
 12/11/45

25

Copy of Book 1111
 1111

HEADQUARTERS ALLIED COMMISSION
APO 334
Establishment Section

Ref/77/63/EST

24 September 1945

SUBJECT: Office Hours

TO : See Distribution

1. Headquarters Allied Commission will operate six full days per week. On Sunday only such skeleton staffs and duty officers as the heads of offices consider necessary will be on duty.

2. Time off will be taken as follows:

a. Locally employed civilian personnel will take off on Sundays only. Current AFHQ directives specify that locally-employed civilians will work a 6-day, 48-hour week. Time off, other than Sunday, will result in corresponding deductions from pay.

b. FEA personnel will work a maximum of 44 hours. One afternoon off per week is mandatory. A second afternoon off is permissible, work loads permitting. Overtime must be paid for all time in excess of 40 hours weekly, and it is therefore desired that this working week be considered standard.

c. Allied military personnel and other allied civilian employees will, work loads permitting, be given two afternoons off per week in addition to Sunday.

Vice Presidents, Directors of Sub-Commissions, and Section Chiefs will confine their time taken off to Sundays, and Wednesday and Saturday afternoons. On Wednesday and Saturday

219A

2. Time off will be taken as follows:

- a. Locally employed civilian personnel will take off on Sundays only. Current AFHQ directives specify that locally-employed civilians will work a 6-day, 48-hour week. Time off, other than Sunday, will result in corresponding deductions from pay.
- b. FEA personnel will work a maximum of 44 hours. One afternoon off per week is mandatory. A second afternoon off is permissible, work loads permitting. Overtime must be paid for all time in excess of 40 hours weekly, and it is therefore desired that this working week be considered standard.
- c. Allied military personnel and other allied civilian employees will, work loads permitting, be given two afternoons off per week in addition to Sunday.

Vice Presidents, Directors of Sub-Commissions, and Section Chiefs will confine their time taken off to Sundays, and Wednesday and Saturday afternoons. On Wednesday and Saturday afternoons, only such Allied staff will remain on duty as is, in the opinion of the responsible officer, necessary adequately to supervise the civilian employees. This skeleton staff will be given Tuesday and Thursday afternoons off.

12

C. N. PARKIN,
Colonel, Inf.,
Actg Vice President.

DISTRIBUTION

"A"

REG. SUBCOMMISSION	
CLO	
DCLO	
Chief of Staff	
CFO	
Personnel Section	
CL RGS	
2 SEP 1945	
kept from	

W. N. Parkin by all clerks.

RESTRICTED

LEGAL S/C

RHF/wp

218A

ALLIED FORCE HEADQUARTERS
APO 512

AG 311.5/229 GHI-O

8 September 1945

SUBJECT: Security After Defeat of Japan.

TO: All Concerned.

1. Attention is called to the fact that, although the war has been won with the final surrender of Japan and therefore security regulations can be generally relaxed, it is imperative that it be kept in mind that there are matters which will still require application of security measures.

2. Such matters are those on which information has not been already relaxed or is not in the future released.

a. Details of special methods of deceiving the enemy and enemy wireless traffic interception.

b. (1) Methods of and organization of intelligence and counter intelligence including sabotage, political warfare, escape organizations and the work of agents with resistance groups and on intelligence duties.

(2) Premises, locations, formations, personnel, training and equipment and communication system used in such activities.

(3) Resulting achievements of such activities.

c. Cipher information (those of foreign governments included).

d. Other than in the normal course of overseas drafts and reliefs, troop movements to airport or seaport of embarkation and thence overseas.

e. Location of vital military material stocks other than those open to public view.

f. Experimental establishments and scientific research and the problems which are being investigated for service use (trials included).

g. New equipment and weapons.

h. Technical details and performance of army aircraft weapons and equipment (operational employment included), manufacturing processes and production methods.

i. Extent of information of ex-enemy equipment, weapons or tactics. (Also any research or development relating thereto.)

RESTRICTED

RESTRICTED

Ltr, AFHQ, AG 311.5/229 GHI-O,
 dtd 8 September 1945 (Cont'd)

3. Until declassified by proper authority under Joint Chiefs of Staff directives and War and Navy Department regulations, classified information in regards to past operations, tactics, intelligence, methods and equipment will remain in classified status.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

DISTRIBUTION:

"D"

311 SUB COMMISSION	
SO	
DCIO	
Chief of Staff	<i>W</i>
CIO	<i>W</i>
Adj	<i>A</i>
Q. R.	
11 SEP 1945	
Capt. Ream.	<i>1013</i>

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217H

HEADQUARTERS ALLIED COMMISSION
AFC 394
CIVIL AFFAIRS SECTION

Ref 3/1 A/CA

10 Sep 45

SUBJECT : Organisation of CA Section

TO : All CA Sub-Commissions

- 1 In view of the time which has elapsed since the Original Office instructions were issued and the many subsequent changes of staff both officer and clerical, it has been decided as a matter of convenience to republish the instructions in a consolidated form.
- 2 All Officers and clerks will make themselves acquainted with and follow these instructions. They will be brought to the attention of personnel hereafter appointed to Sub-Commissions.

S. H. White Lt Col

S. H. WHITE Lt Col,
CSO CA Section

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CIVIL AFFAIRS SECTION

OFFICE ORGANISATION

1 Organisation of Office.

CA Sec and its Sub-Comms work as one unit for Registry and Filing purposes. For these purposes each Sub-Comm constitutes a branch of the CA Registry and will keep the following records:

Register of SECRET letters IN
Register of SECRET letters OUT
File Index - numerical
File Index - alphabetical

Register of letters IN
Register of letters OUT
File Transit Register
Follow up Index

Civil Affairs Section will open no files on subjects dealt with on Sub-Comms files. Incoming correspondence on matters to be dealt with by the Sub-Comms will be passed direct to and registered by the appropriate Sub-Comm. Directors of Sub-Comms are responsible for ensuring that the VP is kept in the picture. Papers passing inside CA Sec (i.e. between Sub-Comms or between Sub-Comms and CA Sec) will be passed direct by hand at the earliest possible moment and not through the Message Centre.

2 Filing.

The separation of policy matters from routine matters when filing is important. Questions of policy should be on a separate file which should be kept very strictly to a minimum of the policy decisions and to the actual instructions issued so as to be a clear picture unobscured by any other papers whatsoever. Correspondence about the instructions should be on a Routine File. In addition to Policy and Routine Files, Action files should be opened. Separate action files should be opened for different questions or of different phases. Bulky files should be avoided and any evidence of insufficient sub-division. A description of a suitable filing system is at Annex A.

3 Classification of Staff Work.

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

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

- (i) Recommendations
- (ii) Opinions
- (iii) Policy
- (iv) Explanation called for
- (v) Reply

b) Class B includes all other matters.

4 Allocation of Staff Work.

When dealing with correspondence other than that of the Staff Centre, reference is

important. Questions of policy should be on a separate file which should be kept very strictly to a minimum of the policy decisions and to the actual instructions issued so as to be a clear picture unobscured by any other papers whatsoever. Correspondence about the instructions should be on a Routine file. In addition to Policy and Routine files, Action files should be opened. Separate action files should be opened for different questions or of different phases. Bulky files should be avoided and no evidence of insufficient sub-division. A description of a suitable filing system is at Annex A.

3 Classification of Staff Work.

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

- a) Class A consists of matters where any letter to be written will express or deal with:
 - (i) Recommendations
 - (ii) Cautions
 - (iii) Policy
 - (iv) Explanation called for
 - (v) Reply
- b) Class B includes all other matters.

4 Allocation of Staff Work.

When dealing with correspondence other than Top SECRET Correspondence or Priority Signals, the following is the normal division of work but Branch Heads may depart from these on technical matters.

- a) Grade III officers (Captains and Lieutenants) are normally engaged on compilation of statistics, collection and collation of returns, preparation and maintenance of records, returns, graphs, tables, plans, maps etc. They will deal with Grade I and II officers, hunting up facts and figures for them, deliver SECRET papers and act as liaison officers etc. A Grade III officer may also be allotted routine files to work.
- b) Grade II officers (Majors) normally deal with all branch files which will be allotted among them according to subjects. All incoming papers will normally go first to the Grade II officer concerned and he will deal with them as follows:
 - (i) Class B matters (unless outside his powers, e.g. a financial limit for approval of expenditure) he will normally deal with completely except when he desires to obtain the weight of a more senior officer's signature.
 - (ii) Class A matters he will prepare for his next senior.

- (a) If the action is obvious, he will have the letter typed ready for his senior's signature, consulting him if necessary beforehand.
- (b) If the action is not obvious but the matter simple, he will submit the arguments and a recommendation for his senior's decision (this may be done personally and need not be in writing). He will then prepare the letter unless his senior prefers to do so.
- (c) If the matter is complex, he will prepare a statement of the case flagging the documents referred to, show the courses open, make a recommendation (which may take the form of a draft letter) and submit any arguments (for and against) his recommendation which should be before the officer making the decision.

c) Grade I officers (Capt and Lt Col) will deal with all Class A matters.

5 Channels of Communication.

All branches form part of one headquarters. Branches are not separate commands working together, but part of one whole. Communications may be made horizontally (that is from one branch to another branch of the same HQ), as well as vertically (that is between senior and junior). Intercommunication horizontally takes place between officers of the same grade and the appropriate level must be chosen. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in Annex "B".

6 Addressing of Communication within the HQ.

Letters will NOT normally pass between branches but internal correspondence will be conducted on Minute Sheets in accordance with the procedure described in Annex "C" and the files will pass between Sub-Comms and between Sub-Comms and CA Sec. Working papers personal to a branch which merely lead to a result which is recorded on the file and are not essential to any further action need not be circulated with the file. Minutes and letters (other than Top Secret) should be addressed to the Section or Sub-Comm and not to any officer either by name or appointment. It is the recipient branch's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major YZ" at the head of the minute.

7 Drafting of Letters.

Where a matter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is the Section's, even though the letter may be concerned with a technical point of one of the Sub-Commissions. Just as Grade II staff officer should, when possible, write the reply for his senior's signature, so a Sub-Comm originating a matter to go higher should put their recommendation in the form of a letter to the appropriate quarter for the VP's signature (see below as to wording). In cases of doubt, a letter can be sent to the VP for his signature.

6 Addressing of Comm. actions within the HQ.

Letters will NOT normally pass between branches but internal correspondence will be conducted on Minute Sheets in accordance with the procedure described in Annex "C" and the filer will pass between Sub-Comms and between Sub-Comms and HQ Sec. Working papers personal to a branch which merely lead to a result which is recorded on the file and are not essential to any further action need not be circulated with the file. Minutes and letters (other than Top Secret) should be addressed to the Section or Sub-Comm and not to any officer either by name or appointment. It is the recipient branch's responsibility to get that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major YZ" at the head of the minute.

7 Drafting of letters.

Where a matter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is the Section's, even though the letter may be concerned with a technical point of one of the Sub-Commissions. Just as Grade II staff officer should, when possible, write the reply for his senior's signature, so a Sub-Comm originating a matter to go higher should put their recommendation in the form of a letter to the appropriate quarter for the VP's signature (see below as to wording). In cases of doubt a draft can be limited to him for his approval, any other branches when the proposal may affect should be consulted and their views noted on the file before the draft is submitted to the VP. The final decision as to wording is that of the VP who has to take into consideration the effect on and views of other Sub-Commissions.

8 Signature of letters.

- a) Where any letter of Class A is addressed to HIGHER authority, it MUST be signed by the senior officer of the branch putting forward the opinion, recommendation, etc. If he is absent on duty and the matter is so urgent that it cannot await his return and his view has already been obtained or is known, the letter may be signed on his behalf by the next senior staff officer who will subscribe below the description of the officer for whom he is signing, "absent on duty" or as the case may be. Where any letter of Class A is addressed on the SAME level, it is customary and desirable that the letter should be signed by the Head of the branch, but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation. (For this purpose RSs are regarded as being on the same level as Sections). Where any letter of class A is addressed to a LOWER formation, it will normally be signed by the next senior officer "for" the Branch Head.
- b)
- c)
- d) All letters of Class B may be signed by the Staff Officer dealing with

the file whatever his grade provided that no limitations have been placed on his powers, (e.g. a financial limit for approval of expenditure). When a limit has been imposed the officer appropriate according to the limitation will sign. If the letter is going upwards he will sign "for" the Head of the Branch.

Instructions as to the way in which letters will be typed and ended are contained in the annexures to Office Memo No 10. Documents for signature by the VP will be prepared for signature as in Appx D.

- 9 Package of Minutes or Letters to "X" through "Y"
This is not a method of submission of a question to higher authority.

It's normal use is:

- a) to keep an interested branch acquainted with progress, or
- b) to obtain concurrence with a course proposed.

It is not used in controversial matters which must be settled in normal manner. Examples are given in Appendix B.

The usual form of acknowledgement by the Branch through which the minute is passed is to place a tick through the words "through Y" adding initials and date.

If some slight variation, correction, gloss or emphasis is required, an appropriate minute may be added, but if a major difference is discovered, the minute will not be forwarded to "X" but back to the originator with the necessary comment and only forwarded to "X" when the difference is solved.

- 10 Top Secret

Instructions for the recording and handling of Classified material are contained in Office Memo No 2; the further instructions of this Section as regards Top Secret letters are contained in Appx E hereof. These instructions will be strictly adhered to.

- 11 Follow up System.

The standard system described in Appx F will be used in every office.

- 12 Abbreviations.

Authorized abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to separate recognized abbreviations by full stops, e.g. HQ AC is correct.

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

Vice-President Civil Affairs Section	(36)	VP CA Sec	(9)
Civil Affairs Section	(21)	CA Sec	(6)
Sub-Commission for Public Safety	(32)	PS S/C	(6)

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

If some slight variation, correction, gross error or appropriate minute may be added, but if a major difference is discovered, the minute will not be forwarded to "X" but back to the originator with the necessary comment and only forwarded to "Y" when the difference is solved.

10 Top Secret

Instructions for the recording and handling of classified material are contained in Office Memo No 2; the further instructions of this Section are re: a. Top Secret letters are contained in Appx B heretof. These instructions will be strictly adhered to.

11 Follow up System.

The standard system described in Appx B will be used in every office.

12 Abbreviations.

Authorized abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to separate recognized abbreviations by full stops, e.g. W AC is correct.

The following are examples of time and labour saved shown in typing units:
Vice President Civil Affairs Section (36) VP CA Sec (9)
Civil Affairs Section (24) CA Sec (6)
Sub-Commission for Public Safety (32) PS S/S (6)

Consistent use of reasonable and understandable abbreviations in letters as well as in minutes aggregate to an appreciable saving of time in a day's work.

13 Telephone Extensions.

The writers' telephone will be indicated on minutes or letters. This saves search should a telephone conversation be necessary on receipt of the letter. TX-50, at the bottom left hand corner of a minute is a sufficient indication as the change is known. When there is any choice of telephone number, a six figure number should be shown on letters passing outside this HQ.

14 Signal Messages.

Instructions are contained in Office Memo No 1, 3, 4 and amended.

W. H. Mc
S. H. WHIM, Lt Col,
for VP CA Section.

APPENDIX "A"

A. MAIN INDEX AND EFFICIENT FILING SYSTEM

- 1 The requirements of every branch are different but the following system can readily be adopted to any requirements.
- 2 Analyse the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.
- 3 To every subject which falls within the head allot a sub number e.g. if the number 57 is allotted to the mainhead "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.
37/ Italian Officials
1 Appointments
2 Transfers etc.
- 4 Policy file, which will contain nothing but the discussion with higher authority of questions of policy, the Decisions reached and the instructions actually issued, may be distinguished by the addition of a letter A (or P for Policy is preferred) e.g. 57/1A. A special coloured cover is an advantage.
- 5 A Routine file which will contain all correspondence about the carrying out of the policy, enquiries and other routine administrative matters related to the subject may be distinguished by the addition of a letter B (or R for Routine is preferred). A special coloured cover is an advantage.
- 6 Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith, Brown, Jones and Robinson, the first would be numbered 57/1.1 57/1.2, 57/1.3, 57/1.4, and so on. Action files deal with particular incidents, they do not generally live very long, often not more than a few weeks.
- 7 Files are most conveniently stored vertically. If there are not filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the boxes make the office more mobile. Action files die quickly, dead ones must be stored in separate boxes so that only live files are behind the main head cards. This is important. When dead action files have not been needed for reference for three months they should no. ally be sent to Archives.
- 8 Records. Each mainhead is given an index card. The sub heads are written on successive lines and are followed by the letters of the policy or routine files opened, and the number (in pencil so that it can be kept up to date) of the action files which have been opened.

The main Index Cards relating to Italian Officials might therefore look as follows

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

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

7 Files are most conveniently stored vertically. If there are not filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the cases into the office more mobile. Action files die quickly, dead ones must be stored in separate boxes so that only LIVE files are behind the main head cards. This is important. When dead action files have not been needed for reference for three months they should no. ally be sent to archives.

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

9 The main Index Cards relating to Italian Officials might therefore look as follows:

57/ ITALIAN OFFICIALS	
1 Appointments	A B 27
2 Transfers	B 7
3 Promotions	11
4 Misconduct	3
5 Dismissal	3
6 PC's release of	4 B 17
7 Retaining	2 B 35
8 Complaints	1 B 15

These figures are an index to 129 files.

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

11 A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Most Sub-Indexes will find 20/30 main heads sufficient if judiciously chosen, to carry all their files. Users will quickly get to know these so well that they have no need to refer to any index except the sub index cards.

APPENDIX "B"

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

1 Channels of Communication (para 6).

- a) HEALTH may desire to know the existing scale of food rationing in a particular province. This being a mere enquiry for information in a Class 3 matter, a Grade II Officer may address the question to POCB and a Grade II Officer may reply to HEALTH direct. There is no need to go through Grade I to the Head of the Sub-Commission, to Civil Affairs Sec to Economic Section down through the head to the Officer concerned, losing possibly one day at each stop up and down, both on the enquiry and reply.
- b) If HEALTH wish to know if Pte Snooks can be traced so that he can give evidence. Two channels of communication are open, first to AFHQ and down through military channels to the unit, or to the Region Direct and through them to the local CIO who will contact the local military HQ. In most cases the AFHQ channel will probably be found the more satisfactory. In either case the enquiry can be initiated on a Grade II level as it is a Class 2 matter.
- c) EDUCATION may require consent to the expenditure of a sum within the powers of the CMC. If no new question of policy is involved, Education may make its request and the reply may be sent direct, on a Grade I level as it involves a recommendation.
- d) If NSA wish to complain that some existing instruction is not being observed by the Army and wish to ask that matters may be tightened up. The course is for NSA to draft a letter to AFHQ for signature by the VP. That is VP level.
- e) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to make a recommendation to G. Section generally in the form of a letter to the Italian Authority for the VP's signature. If the proposal is approved, G. Sec will forward the recommendation. That is purely vertical.

2 Passage of Minutes (para 10).

- a) HEALTH having discussed certain financial arrangements with FINANCE, desire to obtain HEALTH advice, they can properly pass their minute to HEALTH through FINANCE. To do so, shows to FINANCE that the discussion has been properly understood and is fairly put forward. It shows to HEALTH that FINANCE has been consulted and concurs with the minute.
- b) LOCAL GOVERNMENT after consultation with HEALTH, have drafted a letter for signature by the VP, they can properly forward their draft to G. Section through HEALTH. To do so shows that HEALTH has been consulted and concurs with the draft and will save reference to HEALTH.

through military channels to the unit, or to the Regional Director in charge, then to the local CMO who will contact the local military HQ. In most cases the CMO command will probably be found the more satisfactory. In either case the inquiry can be initiated on a Grade III level as it is a Class B matter.

- c) EDUCATION may require consent to the expenditure of a sum within the powers of the C.O. If no new question of policy is involved, Education may make its request and the reply may be sent direct, on a Grade I level as it involves a recommendation.
- d) If HIA wish to complain that some existing instruction is not being observed by the Army and wish to ask that matters may be tightened up. The course is for HIA to draft a letter to AFHQ for signature by the VP. That is VP level.
- e) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to make a recommendation to GA Section generally in the form of a letter to the Italian Authority for the VP signature. If the proposal is approved, GA Sec will forward the recommendation. That is purely vertical.

2. Passage of Minutes (para 10).

- a) HIAH having discussed certain financial arrangements with FINANCE, desire to obtain HIAH advice, they can properly pass their minute to LEGAL through FINANCE. To do so, shows to FINANCE that the discussion has been properly understood and is fairly put forward. It shows to LEGAL that FINANCE has been consulted and concurs with the minute.
- b) LOCAL GOVERNMENT after consultation with LEGAL have drafted a letter for signature by the VP, they can properly forward their draft to GA Section through LEGAL. To do so shows that LEGAL has been consulted and concurs with the draft and will have reference to LEGAL.

APPENDIX "C"The Minutes System for Internal Communication.

- 1 All communications internal to the Headquarters will be conducted on Minute Sheets attached to the left hand side of the open file. These minutes will be consecutively numbered.
- 2 On the right hand side of the opening will be affixed only letters ranging in or out of the Headquarters, reports, proposed drafts of documents or other exhibits referred to in the minutes. These documents will be numbered, followed by a letter a, b or c according to the number of documents referred to by that minute. The numbering of documents on a file is not a "rating", it is a reference. Numbers need not be consecutive and a document even of several pages only gets one reference.
- 3 The LOWER two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed, TO, FROM to control the movement of the file. When the file is to be sent to another branch, the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.
- 4 It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hand, this affords a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require altering in draft.

APPENDIX "D"

- 1 A document passing out of the HQ to Officials of the Italian Govt will be prepared for signature thus:
- 2 A document passing out of the HQ to AMHQ or other Allied authority not part of HQ will be prepared for the personal signature of the VP thus:

Yours very truly

For the Chief Commissioner

H. CARE, JRLS,
VP-CA Sec.

APPENDIX "D"

write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hand, this affords a considerable saving of typing time. The only exceptions are lengthy minutes which require careful consideration and may require altering in draft.

- 1 A document passing out of the HQ to officials of the Italian Govt will be prepared for signature thus:

Yours very truly

- 2 A document passing out of the HQ to AFHQ or other Allied authority not part of AC will be prepared for the personal signature of the VP thus:

For the Chief Commissioner

M. Caffa, Brig,
VP CA Sec.

- 3 A letter on a class A matter addressed to the HQ will be prepared for the personal signature of the VP thus:

By command of the Chief Commissioner

M. Caffa, Brig,
VP CA Sec.

- 4 In a class A matter a minute to higher authority within the HQ will be prepared for the personal signature of the Vice President thus:

M. Caffa, Brig,
VP CA Sec.

- 5 In a class B matter the letter will be prepared for signature by the CIO of the Section "For VP CA Sec" thus:

S.H. WHITE Lt Col,
For VP CA Sec.

APPENDIX "E"

- 1 Top Secret files will be kept in the custody of an officer of rank not lower than Lt Col. Officers of rank lower than Lt Col will not normally have access to any Top Secret files. The only officers who shall 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.
- 2 The file itself will be graded according to the most highly classified document. But 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 Top Secret documents which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category.
- 3 Clerks including Chief Clerks 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.
- 4 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. 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 as soon as the typescript is passed, they will be destroyed. Stencil copies if of necessity they have to be used, they will be destroyed and all copies will be run off under supervision of the confidential typist 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 Memo No 13.
- 5 The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.
- 6 A receipt will be obtained from the addressee or message centre as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgment of the addressee is received.
- 7 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 will not be filed on the Top Secret file.
- 8 This instruction is issued as a matter of convenience, it does not supersede the official pamphlet issued, by the Combined Chiefs of Staff entitled "The Handling of Protected Documents 1944" with which the authority

being letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

4. Top Secret matter will be typed only by a special confidential clerk who will while so engaged not work in a room in which any persons not entitled to see Top Secret papers. The responsible officer will certify himself that all carbon copies (including spoils) are received by him and properly disposed of. Shorthand 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 typist 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 Memo No 13.
5. The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.
6. A receipt will be obtained from the addressee or message centre as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgment of the addressee is received.
7. 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 will not be filed on the Top Secret file.
8. This instruction is issued as a matter of convenience, it does not supersede the official pamphlet issued, by the combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1942" with which all officers should be familiar and to which they are referred as the authority on this subject and ignorance of which will not be accepted as an excuse for failure to carry out the instructions therein contained.

APPENDIXFOLLOW UP SYSTEM

As to files retained in the Sub-Commission:-

- 1 On the foot of the file copy (of the first page if of more than one page) of all letters signed in the Sub-Comm which require a reply, the Staff Officer signing the letter will note the date on which the file will be brought to his notice if the reply is not previously received (e.g. if 21 = bring forward 21st). If a reply is not required he will mark the letter HR. Should this be omitted the file will be returned to the officer concerned for compliance. Files containing letters signed by higher authority will on their return to the Sub-Comm if a 27 date has not been noted by the signing officer be sent to the appropriate staff officer in the Sub-Comm for this to be done.

- 2 The date fixed will not be the date by which a reply can first be expected but that by which a reply could be overdue. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to allow are for a reply from any body in Rome (Except as below) 7 days
from Regions 14 days
from APHQ and Italian Govt Departments 21 days

- 3 There will be kept in the Clarke office a series of cards about 3" x 5" numbered 1 to 31. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.

- 4 Each day the files to be brought forward, as entered on the card of that date, will be inspected. Those on which the expected replies have not been received will be sent in to the staff officer noted with the folio which he should see. Where a reply has been received, the clerk will strike out the note at the foot of the carbon copy and replace the file. The file numbers on the cards will be struck out.

As to files leaving the Sub-Commission:-

- 5 The register of files will contain four columns for dates - date "in", date "out", date "due" back, date "received" back (see suggested problem below). The clerk keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (some own files always have to be). If so he will enter in the "due" column a date normally not less than 3 days nor more than 5 days after the date out.

- 6 The Chief Clerk will inspect the Register daily to ascertain that files "due" have not been received; he will then enquire from the Chief Clerk of the Sub-Comm etc to which the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate

numbered 1 to 31. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.

4. Each day the files to be brought forward, as entered on the card of that date, will be inspected. Those on which the expected replies have not been received will be sent in to the staff officer noted with the folio which he should see. Where a reply has been received, the clerk will strike out the note at the foot of the carbon copy and replace the file. The file numbers on the cards will be struck out.

As to files leaving the Sub-Commission:-

5. The register of files will contain four columns for dates - date "in", date "out", date "due" back, date "received" back (see suggested proforma below). The clerk keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (cases can files always have to be). If so he will enter in the "due" column a date normally not less than 3 days nor more than 5 days after the date out.
6. The Chief Clerk will inspect the Register daily to ascertain that files "due" have not been received; he will then enquire from the Chief Clerk of the Sub-Commission etc to which the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.
7. If a file has to go to two or more Sub-Comms successively, the register will be marked with a date "due" according to the number of offices to which it has to go, the several addresses will also be noted in their appropriate order.

Suggested proforma:-

File No	Subject	Date - January		
		from	to	in out due recd

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

40250 ✓
3/12/CA

Liquid
215A
7 Sep 45

SUBJECT : Office Routine

TO : All CA Sub-Commissions.

- 1 The top copy of Travel Order requests submitted for signature will be countersigned by an officer in the bottom left hand corner to signify
 - 1) that the journey is necessary in the interests of AC;
 - 2) that the particulars entered on the form are true.
- 2 Forms as received at present may have been prepared and submitted by any unauthorized person.

✓

7 SEP 1945

S.M. White
35
S.M. WHITE Lt Col,
CSO CA Section

4825

214A

HEADQUARTERS ALLIED COMMISSION
APO 304
CIVIL AFFAIRS SECTION

Ref: S/1 B/CA.

31 Aug 45

SUBJECT: Duty Personnel.

TO: Legal S/C
Local Government S/C
Monuments, Fine Arts & Archives S/C

- 1 The following changes in the duty roster are notified:

Sunday 2 Sept 45

Delete "Capt. CUNNINGHAM, W.I."
Insert "Capt. BEXCO, L.C."

LeB

Wednesday 3 Sep 45

Delete "Cpl. WILLARD, E.N."
Insert "S/Sgt. GREEN, E."

A

- 2 It is very much regretted that these changes are made at short notice. Notifications of necessity for changes to be made were only received by this office today.

H. H. S. Hartley

H. H. S. HARTLEY, Col.,
CSO CA Section.

Copy to: Displaced Persons S/C
Education S/C,
Patriots Branch
Public Health S/C
Public Safety S/C.

36

Sent

Hein

213A

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 212/204/EC.30 August 1945.

SUBJECT: Staff Procedure.

TO : Distribution below.

INTERNAL DISTRIBUTION.

1. I have noted several instances recently where insufficient attention has been paid to internal distribution on correspondence and signals emanating from this Headquarters.
2. It is essential that outgoing material be copied to other Sections, Sub-Commissions and Branches interested, and that such distribution be stated on the correspondence or signal. This is of the utmost importance and is the personal responsibility of the originating officer.

For the Chief Commissioner:

Fuller
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Group I: List 'C'.

✓	Chief Counsel
	Chief Clerk
	Chief of Staff
	Chief of Communications
	Chief of Finance
	Chief of Personnel
	Chief of Training
	Chief of Administration
	Chief of Security
	Chief of Public Relations
	Chief of Legal Affairs
	Chief of Medical Affairs
	Chief of Dental Affairs
	Chief of Veterinary Affairs
	Chief of Quarantine
	Chief of Sanitation
	Chief of Food Service
	Chief of Lodging
	Chief of Transportation
	Chief of Communications
	Chief of Finance
	Chief of Personnel
	Chief of Training
	Chief of Administration
	Chief of Security
	Chief of Public Relations
	Chief of Legal Affairs
	Chief of Medical Affairs
	Chief of Dental Affairs
	Chief of Veterinary Affairs
	Chief of Quarantine
	Chief of Sanitation
	Chief of Food Service
	Chief of Lodging
	Chief of Transportation

33

30 AUG 1945

HEADQUARTERS ALLIED COMMISSION
AFC 994
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA.

28 Aug 45

SUBJECT: Duty personnel on Wednesday and Saturday Afternoons.

TO: See Distribution below.

The following procedure will be adopted by the Civil Affairs Section on Wednesday and Saturday afternoons, which are to be half days off for recreation as well as Sundays.

- 1 One duty officer and one duty EW/OR will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The officer will remain in Room 58, 5th Floor (Tel. Nos. 489081 Ext. 525 and 478104). The duty EW/OR will remain in Room 23, 5th Floor (Tel. No. 489081 Ext. 437). (Please note that Sunday Duty Officers will also remain in Room 58, 5th Floor.)
- 2 Duty Officers and EW/ORs will be nominated by the CSO CA Section.
- 3 Until further instructions are issued Italian personnel will also be given Wednesday and Saturday afternoons off.
- 4 The Roster for the next four weeks is as follows:

DATE	DUTY OFFICER	DUTY CLERK
Wed. 29 Aug 45	J/Cdr. HARVEY, J.C.*	Sgt. WHITE, E.C.
Sat. 1 Sep	Maj. NUGENT, A.P.*	S/Sgt. MIGHT, P.C.
Wed. 5 Sep	Capt. BRENNAN, R.	Cpl. WILLARD, E.N.
Sat. 8 Sep	Maj. WILLIAMS, C.O.R.	Cpl. ROBINSON, E.
Wed. 12 Sep	Maj. PALMER, E.L.	Pfc. BROOM, W.P.
Sat. 15 Sep	Capt. HAYES, C.	L/Cpl. REEVES, J.

officer will remain in Room 50, 5th Floor (Tel. and 478104). The duty officer will remain in Room 33, 5th Floor (Tel. No. 489081 Ext. 437). (Please note that Sunday Duty Officers will also remain in Room 50, 5th Floor.)

2 Duty Officers and EW/ONS will be nominated by the CSO CA Section.

3 Until further instructions are issued Italian personnel will also be given Wednesday and Saturday afternoons off.

4 The Roster for the next four weeks is as follows:

DATE	DUTY OFFICER	DUTY CLERK
Wed. 29 Aug 45	J/Cdr. HARVEY, J.O. *	Sgt. WHITE, L.O.
Sat. 1 Sep	Maj. HUGGETT, A.P. *	S/Sgt. WHITE, P.O.
Wed. 5 Sep	Capt. FREEMAN, R.	Cpl. WILLARD, E.N.
Sat. 8 Sep	Maj. WILLIAMS, C.O.R.	Cpl. ROBINSON, E.
Wed. 12 Sep	Maj. PALMER, E.L.	Pfc. FROOM, W.F.
Sat. 15 Sep	Capt. HAYES, C.	L/Cpl. REMVES, 30
Wed. 19 Sep	Capt. BUSHARD, S.E.F.	Cpl. WILSON, 36
Sat. 22 Sep *	Capt. BEN, L.C.	L/Cpl. GABAN, S.M.

DISTRIBUTION:

Education S/C
 Legal S/C
 Local Government S/C
 Patriots Branch
 Monuments, Fine Arts & Archives S/C
 Public Health S/C
 Public Safety S/C

W.M. S. R. & Co.

H.B.S. HATLEY, Col.,
 CSO CA Section.

COMMISSION

C/O
 C/O
 Chief
 C/O
 Station on 1st
 Capt. R. 1st
 9 AUG 1945

4025 Ex file

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

211A

Ref: 3/1 B/CA.

28 Aug 45.

SUBJECT: Duties - Amendment

TO: Public Health Sub-Commission.

Reference our 3/1 B/CA of even date.

- 1 Please delete the name of Capt. RUSHARD and amend to read:
red. 19 Sep 45 Duty Officer: Lt. Col. RUSHMORE.
- 2 The name of the Duty Clerk remains the same.

for *Leathemeyer Mdr*
H. H. S. HARTLEY, Col.,
CSO CA Section.

Copy to: Education S/C,
Legal S/C,
Local Government S/C,
Patriots Branch,
Monuments, Fine Arts & Archives S/C,
Public Health S/C,
Public Safety S/C.

785016

210A

HEADQUARTERS ALLIED COMMISSION
APO 334
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA.

25 AUG 45

SUBJECT: Duty Roster.

TO: Public Health S/C.

Reference our 9/1 B/CA of even date.

Please send to read:

Duty Officer

Under Clerk

23 September

Capt. T.V. VILIA

T-4 E.G. ANTONIO

Leatherstocking

M. R. B. HARTLEY, Col.,
CSO CA Section.

DISTRIBUTION:

Displaced Persons S/C.
Education S/C.
Legal S/C. —
Local Government S/C.
Patriots Branch
Public Safety S/C
Monuments, Fine Arts & Archives S/C.

File
4025 ✓

HEADQUARTERS ALLIED COMMISSION
APC 394
CIVIL AFFAIRS SECTION

209A

Ref: 3/1 E/CA.

25 AUG 45

SUBJECT: Duty Personnel on Sundays.

TO: Public Health S/C,
Education S/C,
Monuments & Fine Arts S/C.

206A

- 1 Further to our 3/1 E/CA of 11 Aug 45, the duty roster for the next three weeks of officers and EM/CRs for Civil Affairs Section will be as follows:

	<u>Duty Officer</u>	<u>Duty Clerk</u>
9 September	MAJ. P.R. Savage	S/Sgt. B.M. Peables.
16 "	Capt. F.H.J. Maxse	Sgt. T. Rizzuto
23 "	Capt. T.V. Vella	S/Sgt. A.R. Harrison.

H.H.S. Hartley

H. H.S. HARTLEY, Col.,
CSO CA Section.

Copy to: Displaced Persons S/C
Legal S/C
Local Government S/C
Patricks Branch
Public Safety S/C.

LEGAL SUB-COMMISSION	
CLO	
DCLO	
Chief Counsel	
CJO	
Legal Section	
25 AUG 1945	
Leapt Barn.	

24

208A

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

24 AUG 45

3/1 E/CA

SUBJECT : Duty Personnel on Sundays
TO : See Distribution Below

LOA

Reference 3/1 E/CA of 11 August.

Please amend para 1 to read :

The Officer will remain in Room 58, 5th floor. Telephone Nos
remain the same.

H.H.S. HARTLEY

H.H.S. HARTLEY,
Colonel,
CSO CA Section

DISTRIBUTION :

DP & R S/C
Education S/C
Legal S/C
Local Government S/C
Patriots Branch
Public Health S/C
Public Safety S/C
RFA & A S/C

Executive Commissioner
HQ Commandant
Information Desk
Message Centre

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA

18 AUG 45

SUBJECT: Signatures of Correspondence.

TO: See Distribution Below.

- 1 As from today's date all letters to be signed by the Vice President Civil Affairs Section will be made out for signature as follows:

M. CARR,
Brigadier,
VP CA Section.

- 2 The name of the SA to the VP CA Section is now Lt. Anthony C. De Bellis and all Travel Orders should be made out for signature as follows:

For the VP CA Section,

Lt. Anthony C. De Bellis,
for CSO CA Section.

H. H. S. Bartley
H. H. S. BARTLEY, Col.,
CSO CA Section.

DISTRIBUTION: Displaced Persons & Repatriation S/C,
Education S/C,
Legal S/C,
Local Government S/C,
Patriots Branch,
Monuments, Fine Arts & Archives S/C,

27
Public Health S/C.
Public Safety S/C.

HEADQUARTERS ALLIED COMMISSION
APO 3M4
CIVIL AFFAIRS SECTION

2064
IMMEDIATE

Ref 3/1 B/CA

11 August 45

SUBJECT : Duty Personnel on Sundays

TO : See Distribution below

The following procedure will be adopted in the Civil Affairs Section on Sundays:

- 1 One Duty Officer and one Duty EM/OR will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The Officer will remain in Room 60, 5th Floor - Tel. Nos. 489081 Ext 525 and 478104. The Duty EM/OR will remain in Room 33 5th Floor - Tel. No. 489081 Ext. 437.
- 2 Although it is not necessary for any other officer to remain on duty in the HQ building, each Sub-Commission will leave with the Chief Clerk CA Section by Saturday evening, the telephone number of one officer who can be located in an emergency from 0930 hrs to 1230 and from 1400 to 1800 hours.
- 3 Duty Officers and EM/ORs will be nominated by the CSO, CA Section.
- 4 The roster for the next four weeks is as follows:

Date	Officer	EM/OR
12 Aug	Col H.H.-S. BARTLEY	S/Sgt LEISHMAN G.A.
19 Aug	Maj S.J. HARVEY	S/Sgt WRIGHT P.G.
26 Aug	Capt J.P. KILLIAN	Sgt RAPPS M.A.
2 Sep	Capt W.I. CUNNINGHAM	PRC FARLEY J.

H.H.-S. Bartley
H.H.-S. BARTLEY
Colonel,
CSO CA Section

DISTRIBUTION:

DP & R S/C
Education S/C
Legal S/C
Local Govt S/C
Patriots Branch
NFAS S/C
Public Health S/C
Public Safety S/C

Executive Commissioner
Hq Commandant
Information Desk
Message Centre

205A

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 212/195/EC.

9 August 1945.

SUBJECT: Office Hours.

TO : Distribution below.

The following amendment is made to this Office letter
* 212/194/EC of even date.

For "All Officers, EM/ORs and Civilian Personnel..."
read "All Officers, EM/ORs and Allied Civilian Personnel..."

For the Chief Commissioner:

[Signature]
Brigadier,
Executive Commissioner.

Distribution:

Dist 'A' less Gp III (1 copy each serial)

* This is the
two days a week
memo.

EEC	ALLIED COMMISSION
CLU	
DELO	25
Chief Counsel	
CIO	
Religion Section	
CL RKS	

10 AUG 1945

HEADQUARTERS ALLIED COMMISSION
APO 394Office of the Executive Commissioner
*****Ref: 212/194/EC.9 August 1945.

SUBJECT: Office Hours.

TO : Distribution below.

1. The office hours of the Commission, both at Headquarters and in the Regions, are as follows:-

0830 hrs to 1800 hrs, with 1½ hrs for lunch.

2. On Sundays and scheduled holidays, offices will retain minimum skeleton staffs.

3. In order to provide time off for recreation and exercise, effective immediately, all Officers, IN/ORs and Civilian Personnel of this Headquarters and of the Regions will be allowed, in addition to Sundays and scheduled holidays, one day off per week.

For the Chief Commissioner:

Enallwa
Brigadier,
Executive Commissioner.

Distribution:

Dist 'A' less Gp III (1 copy each serial)

*Cape Bern**organize list.*

HEADQUARTERS ALLIED COMMISSION
APO 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 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 H/S 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 equivalent.

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 H.S. 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."

23

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"

RESTRICTED

HEADQUARTERS ARMED 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 IPara (d)Lines 1 and 2

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

Lines 2 and 3

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

Para (h)Line 8

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

Lines 9 and 10

Delete completely

PART IIPara (e)

202A

PART IPara (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 (h)Line 8

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

Lines 9 and 10

Delete completely

PART IIPara (e)Line 2

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

22

APPENDIX 'B'

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

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

By command of Rear Admiral STONE:

Nicholas Flomberg
 NICHOLAS FLOMBERG
 CWO, USA
 Assistant Adjutant

DISTRIBUTION
 14

RESTRICTED

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

<u>FIELD OFFICE</u>	<u>ABBREVIATED ADDRESS</u>
LIGURIA REGION	AMG LIGURIA REGION
PIEMONTE REGION	AMG PIEMONTE REGION
LOMBARDIA REGION	AMG LOMBARDIA REGION
VENEZIA REGION	AMG VENEZIA REGION
EMILIA REGION	AMG EMILIA REGION
VENEZIA GIULIA	AMG VENEZIA GIULIA
LIVORNO ZONE	AMG LIVORNO ZONE
ANCONA COMMUNE	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

21

40 JUL 1949

HEADQUARTERS ALLIED COMMISSION
APO 394

Office of the Executive Commissioner

Ref: E761/150/EO

27 July 1945

OFFICE MEMORANDUM

MURKIN

5)

Introduction of UNCLASSIFIED Signal Messages

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

a. Effective immediately, outside the zone of operations in Pacific-Far East Area certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by Longitude 60 degrees west 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

201A

operational zone is defined as the area bounded on the west by Longitude 60 degrees west 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:

Nicholas Pionino 20

NICHOLAS PIONINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:
1A

20 JUL 1945

APPENDIX A

LIST OF SUBJECTS WHICH MAY BE UNCLASSIFIED

ASSEMBLIES	
ACCIDENTS	- Traffic; injuries to personnel.
ACCOMMODATION	- Requisitioning, billeting, inspection.
ACCOUNTS	- Unit and Regimental.
AIRCRAFT	- Movements of individual aircraft in the non-operational zone (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	
EPI/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.

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

RFI/PX

- Routine correspondence, supplies for.

ENGAGEMENTS/ENLISTMENTS

- Anti 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.

LEAVE

- General and individual. (See SHIPPING)

LOCATIONS

- Of any units or formations except those under orders to proceed to the Pacific-Far East area.

LOSS

- Of stores and vehicles, excepted for protected items.

MAILS

- If ships or shipping movements are mentioned, see SHIPPING.

MAINTENANCE

- Except of protected equipment.

MEDALS

- Awards and decorations after promulgation.

MEDICAL

- And DENTAL. Issues of stores and inspections. (See HEALTH).

APPENDIX I (Contd)

- Of individuals below the rank of Brigadier/Brigadier General and units except those under orders to proceed to the Pacific-Ter East area.

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

PERSONNEL OFFICERS

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

ORG/EM

- Postings, assignments, attachments and transfers, Discipline, Private Affairs (except of very personal matters).

PRESS & RADIO

- Subject to censorship.

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

PW

RECREATION

- Facilities and training.

SHIPPING

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

The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas, Mediterranean, Black and Red Seas, South Atlantic Ocean East of 74 degrees West to Longitude of Capetown, and the North and South Pacific Oceans East of 82 degrees West.

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

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

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

STATIONERY

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

STORES

- Demands for all commodities and non-protected and spare parts required for

For Naval and Shipping purposes, zone comprises:
The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas, South Mediterranean, Black and Red Seas, West to Atlantic Ocean East of 74 degrees West to Longitude of Capetown, and the North and South Pacific Oceans East of 82 degrees West.
Movements, positions, arrivals, departures, damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.
Notes (a) Naval security instructions apply to messages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.
(b) Capetown, Aden and Balboa are included in the operational zone.

SHIPPING

STATIONERY

STORES
SUPPLIES (CLOTHING)
EQUIPMENT

TRAINING

TRANSPORT

UNITS, FORMATIONS &
ORGANIZATIONS

WELFARE/SPECIAL SERVICE

- Non-protected documents, books, army forms and printed matter.
- Defense 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 enemy action), defects, movements, repairs, and replacements.
- 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.

4025

(0200A)

To: Chief Clerk
Legal Subcommittee

Your attached
note, brought to
attention of officers in
this division, and I assure
you all will be done
to comply with your request.

Sincerely

Scarpetti
Chief Clerk
Legal

Legal Sub-Commission

HQ AG.

21 July 45

To: Chief Clerk, Piemonte Region
Legal Division.

It would assist this sub-commission greatly
if you would kindly ensure that all letters
sent by you to this sub-commission bear, where
appropriate, the reference number of this office
file.

Regards,



Chief Clerk
Legal S/C

17

0316

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

785016



Rec'd HQ Fremont
Legal Division on

23-7445

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 212/179/EC

27 July 1945.

SUBJECT: Correspondence addressed to
Ministry of Foreign Affairs.

TO : Distribution below.

1. Reference my 212/177/EC dated 23 July 45, subject as above.
2. All correspondence will be delivered to Marchese Cittadini-Cesi
IN DUPLICATE.

[Signature]
For Chief Staff Officer, TOA
To Executive Commissioner.

DISTRIBUTION:

Civil Affairs Section (10)
Economic Section (15)
Establishment Section
Navy Sub-Commission
Land Forces Sub-Commission (MIA)
Air Forces Sub-Commission
Communications Sub-Commission
War Material Disposal & IPW Sub-Commission
Message Centre
Marchese Cittadini-Cesi (for information)

16

973

4525

Leyce S/e

198A

CBM/DJM/wv

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
NAPLES COMMUNE
APO 394

R/6230

25 July 1945

SUBJECT: Distribution List.

TO : See Distribution.

1. The attached distribution list is forwarded to you for your information. It will be noted that

Distribution "A" is a light internal distribution for this Headquarters,

Distribution "B" is used for this Headquarters' Daily Bulletin,

Distribution "C" is used for a full distribution, including this Headquarters and other Headquarters concerned,

Distribution "D" is used in Communal Orders in the English and Italian languages.

By order of Colonel FENNYCUICK:

DANIEL J. MAHONEY
Major, CMT,
Adjutant.

15

DISTRIBUTION
"C"

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
NAPLES COMZONE
APO 394

25 July 1945

DISTRIBUTION LIST

	"A"	"B"	"C"	"D"
1. Commissioner	1	1	1	1
2. Deputy Commissioner	1	1	1	1
3. Adjutant	1	1	1	1
4. Sergeant Major	1	1	1	1
5. Chief Clerk	1	1	1	1
6. Chief Clerk (civilian)	1	1	1	1
7. Mail Clerk	1	1	1	1
8. Bulletin Board	1	1	1	1
9. Reception Clerk (Civilian)	1	1	1	1
10. Commerce Division	3	3	3	3
11. Supply Accountant	3	3	3	3
12. Finance Division	3	3	3	3
13. Legal Division	2	2	2	2
14. Public Health Division	3	3	3	3
15. Public Safety Division	2	2	2	2
16. Public Works & Utilities Division	2	2	2	2
17. Purchasing & Contracting O.	1	1	1	1
18. Transportation Division	2	2	2	2
19. H.Q. British Detachment	1	1	1	1
20. Lancia Garage - 3 Via Cuna	1	1	1	1
21. Officers' Mess No. 1	1	1	1	1
22. Officers' Mess No. 2	1	1	1	1
23. Duty Officers-EM/ORS listed in Bulletin	1	1	1	1
24. Adjutant - HQ Allied Commission	1	1	1	1
25. Exec. Commissioner - HQ Alcom	1	1	1	1
26. Deputy Exec. Comr. - HQ Alcom	1	1	1	1

	"A"	"B"	"C"	"D"
34. Liaison Officer, Palermo			1	1
35. Liaison Officer, Catania			1	1
36. Liaison Officer, Reggio Calabria			1	1
37. Liaison Officer, Bari			1	1
38. Liaison Officer, Cagliari			1	1
39. CO, Southern District PBS		1	1	1
40. Provost Marshal, Southern District PBS			1	5
41. Signal C, Southern District PBS		1		1
42. H.Q. 56 Area		1	1	1
43. GS-1, 3 District		1	2	2
44. Civil Censorship - Posts	1	1	1	1
45. UNRRA - Naples	1	4	1	1
46. British Information Office	1	1	1	1
47. Port Liaison Officer & Whse Officer	2	2	2	2
48.				
49.				
50.				
51.				
52.				
53.				
54.				
55.				
File	8	5	10	25
Total	45	60	60	85

0 3 2 2

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

785016

8	5	10	25
—	—	—	—
45	60	60	85

DISTRIBUTION:
"C"

- 2 -

4025

Segas/c

197A

24 LUG 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner
+++++

REF : 212/177/EC

23 July 1945

SUBJECT : Correspondence addressed to
Ministry of Foreign Affairs.

TO : Distribution below.

For your information and compliance all correspondence from this Headquarters addressed to the Ministry of Foreign Affairs will in future be delivered to the office of Marchese Cittadini-Cesi, representative of Ministry of Foreign Affairs, Room 39, 3rd Floor.

[Signature]
Chief Staff Officer
To Executive Commissioner.

DISTRIBUTION:

Civil Affairs Section (10)
Economic Section (15)
Establishment Section
Navy Sub-Commission
Land Forces Sub-Commission (MFA)
Air Forces Sub-Commission
Communications Sub-Commission
War Material Disposal & ITW Sub-Commission
Message Centre
Marchese Cittadini Cesi (for information).

13

716

4025

Clegg's

197A

24 LUG 1945

HEADQUARTERS ALLIED COMMISSION
 APO 394
 Office of the Executive Commissioner
 ++++++

REF : 212/177/EC

23 July 1945

SUBJECT : Correspondence addressed to
 Ministry of Foreign Affairs.

TO : Distribution below.

For your information and compliance all correspondence from this Headquarters addressed to the Ministry of Foreign Affairs will in future be delivered to the office of Marchese Cittadini-Cesi, representative of Ministry of Foreign Affairs, Room 39, 3rd Floor.

[Signature]
 for Chief Staff Officer
 To Executive Commissioner.

DISTRIBUTION:

Civil Affairs Section (10)
 Economic Section (15)
 Establishment Section
 Navy Sub-Commission
 Land Forces Sub-Commission (PMMA)
 Air Forces Sub-Commission
 Communications Sub-Commission
 War Material Disposal & PW Sub-Commission
 Message Centre
 Marchese Cittadini Cesi (for information).

13

Legal S/c

196A

Allied Commission

APO 394

Office of the Executive Commissioner

Ref: 204/90/EC.

21 July 1945.

SUBJECT: Distribution List No.4.

TO : Distribution as below.

1. Attached Distribution List No.4 supersedes Distribution List No.3 (and all amendments thereto) forwarded under letter, this Headquarters, 204/9/COS dated 14 November 1944, which is hereby cancelled.
2. Amendments to Distribution List No.4 will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies or notification of any other desired amendment(s) will be made to the Office of the Executive Commissioner, this Headquarters.
3. The following information concerning the Distribution List is furnished for the guidance of all concerned:
 - (a) List "A" provides the normal distribution for all technical and administrative publications of the Allied Commission.
 - (b) List "B" provides a limited distribution for Headquarters, AC, Regions, and other AC/ACG offices, and certain outside authorities. (This list is used for distribution of Special Orders).
 - (c) List "C" is a limited internal distribution for HQ AC only.
 - (d) List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials 77 and 84 in Group III. (This is used for Daily Bulletin).
4. (a) The lists have been divided into the following three groups:
 - (i) Group I consisting of all Sections, Sub-Commissions, and Branches of HQ AC.

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

- (a) List "A" provides the normal distribution for all technical and administrative publications of the Allied Commission.
 - (b) List "B" provides a limited distribution for Headquarters, AC, Regions, and other AC/ALG offices, and certain outside authorities. (This list is used for distribution of Special Orders).
 - (c) List "C" is a limited internal distribution for HQ AC only.
 - (d) List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials 77 and 84 in Group III. (This is used for Daily Bulletin).
4. The lists have been divided into the following three groups: ¹²
- (i) Group I consisting of all Sections, Sub-Commissions, and Branches of HQ AC.
 - (ii) Group II consisting of the Regions and other AC/ALG offices in the field.
 - (iii) Group III consisting of the outside authorities with which the Allied Commission principally deals.
- (b) A serial number has been allotted to each recipient.
 - (c) The object of 4(a) and (b) above is to give originators of correspondence an easy means of restricting the distribution to what is actually necessary.

[Signature]
Chief Staff Officer,
to the Executive Commissioner.

DISTRIBUTION:

1 Copy each Serial.

HEADQUARTERS ALLIED COMMISSION
APO 594
Office of the Executive Commissioner

21 July 1945.

DISTRIBUTION LIST No. 4

A - B - C - D

Serial
No.

GROUP I.

X 1.	Chief Commissioner	1	1	1	1
X 2.	Executive Commissioner	2	2	2	4
3.	Deputy Executive Commissioner (Milan)	1	1	1	1
4.	Liaison Division.	1	1	1	3
5.	Archives	1	1	1	1
6.	Message Centre	1	1	1	3

CIVIL AFFAIRS SECTION.

X 7.	VP, Civil Affairs Section	2	1	2	2
X 8.	Displaced Persons S/C	3	2	1	3
X 9.	Local Government S/C	2	1	1	2
X 10.	Patriots Branch	1	1	1	1
X 11.	Public Safety S/C	2	1	1	3
X 12.	Security Division	2	1	1	3
X 13.	Public Health S/C	2	1	1	4
X 14.	Legal S/C	2	1	1	2
X 15.	Education S/C	2	1	1	2

11

5.	Archives	1	1	1	3
6.	Message Centre				
<u>CIVIL AFFAIRS SECTION.</u>					
X 7.	VP, Civil Affairs Section	2	1	2	2
X 8.	Displaced Persons S/C	3	2	1	3
X 9.	Local Government S/C	2	1	1	2
X 10.	Patriotic Branch	1	1	1	1
X 11.	Public Safety S/C	2	1	1	3
X 12.	Security Division	2	1	1	3
X 13.	Public Health S/C	2	1	1	4
X 14.	Legal S/C	2	1	1	2
X 15.	Education S/C	2	1	1	2
X 16.	Monuments & Fine Arts S/C	2	1	1	2

ECONOMIC SECTION.

X 17.	VP, Economic Section	6	1	3	9
X 18.	Recruitment Branch	1	1	1	1
X 19.	Agriculture S/C	3	1	1	3
X 20.	Industry S/C	4	1	2	6
X 21.	Mining Division	1	1	1	1
X 22.	Commerce S/C	4	1	2	5
X 23.	Coal Division	1	1	1	1
X 24.	Finance S/C	10	1	1	10

-2-

Serial No.		A	B	C	D
X 25.	Property Control Division.	2	1	1	2
X 26.	Labour S/C	2	1	1	2
X 27.	Food S/C	3	2	1	6
X 28.	Public Works & Utilities S/C	3	1	1	4
X 29.	Transportation S/C	4	1	4	7
<u>ESTABLISHMENT SECTION</u>					
30.	V2, Establishment Section	1	1	1	1
31.	Executive Officer (A)	1	1	1	1
32.	Executive Officer (B)	1	1	1	1
33.	G-1 (A)	1	3	1	2
34.	G-1 (B)	2	5	1	4
35.	G-4 (A)	2	1	1	2
36.	G-4 (B)	1	1	1	1
37.	HQ Commandant	6	6	2	11
38.	Adjutant, AC.	1	1	1	1
39.	CO, 2675th Regiment.	8	8	4	8
40.	CO, British Detachment.	-	2	-	2
41.	CO, HQ Coy 2675th Regiment.	-	2	-	2
42.	Maintenance Group	5	5	1	5
43.	Postal Officer, APO 394.	-	2	-	2
44.	British Post Office	-	1	-	1

31.	Executive Officer (A)	1	1	1	1	1
32.	Executive Officer (B)	1	3	1	1	2
33.	G-1 (A)	2	5	1	1	4
34.	G-1 (B)	2	1	1	1	2
35.	G-4 (A)	1	1	1	1	1
36.	G-4 (B)	6	6	2	2	11
37.	IQ Commandant	1	1	1	1	1
38.	Adjutant, AC.	8	8	4	4	3
39.	CO, 2675th Regiment.	-	2	-	-	2
40.	CO, British Detachment.	-	2	-	-	2
41.	CO, HQ Coy 2675th Regiment.	5	5	1	1	5
42.	Maintenance Group	-	2	-	-	2
43.	Postal Officer, APO 394.	-	1	-	-	1
44.	British Post Office	-	1	-	-	1
45.	MTO, American (Super Garage)	-	1	-	-	1
46.	MTO, British (Super Garage)	-	1	-	-	1
47.	Dispensary (American)	-	1	-	-	1
<u>INDEPENDANT SUB-COMMISSIONS.</u>						
48.	✓ Navy S/C	2	2	2	2	2
49.	✓ Land Forces S/C (AMIA)	1	1	1	1	1
50.	✓ Air Forces S/C (ROME)	1	1	1	1	1
51.	✓ Air Forces S/C (RARI)	1	1	1	1	1
52.	✓ Communications S/C	2	1	1	1	2
53.	HQ Communications Officer	1	1	-	-	1
54.	✓ Signal Message Centre	-	-	-	-	3

-3-

Serial
No.

A - B - C - D

55. ☒ Civil Censorship Group
 56. ☒ War Material Disposal & IPW S/C
 57. ☒ Public Relations Branch
 58. ☒ Information Division
 59. ☒ I.G.C.R.
 60. ☒ U.M.R.R.A.

GROUP II.

61.	LIGURIA Region	6	3	-	2
62.	PISMONTE Region	10	5	-	5
63.	LOMBARDIA Region	10	3	-	6
64.	VENEZIA Region.	18	2	-	2
65.	EMILIA Region	10	3	-	3
66.	SCAO, VENEZIA GIULIA	12	2	-	2
67.	ANG, LIVORNO Zone.	3	2	-	3
68.	ANG, ANCONA Commune	3	2	-	2
69.	ANG, NAPLES Commune	4	4	-	4
70.	AC Liaison Officer, BARI	1	1	-	1
71.	AC Liaison Officer, PALERMO.	3	1	-	3
72.	AC Liaison Officer, CATANIA	1	1	-	1
73.	AC (MILIA) Liaison Officer, SARDINIA	1	1	-	1
74.	AC Liaison Officer, Questura, ROME.	1	1	-	1
75.	AG Liaison Officer, No.2 District	1	1	-	1
76.	AC Liaison Officer, P.B.S.	1	1	-	1

10

62.	PIEMONTE Region	10	5	-	5
63.	LOMBARDIA Region	10	3	-	6
64.	VENEZIA Region.	13	2	-	2
65.	EMILIA Region	10	3	-	3
66.	SCIO, VENEZIA GIULIA	12	2	-	2
67.	AMG, LIVORNO Zone.	3	2	-	3
68.	AMG, ANCONA. Comune	3	2	-	2
69.	AMG, NAPLES Comune	4	4	-	4
70.	AC Liaison Officer, BARI	1	1	-	1
71.	AC Liaison Officer, PALERMO	3	1	-	3
72.	AC Liaison Officer, CATANIA	1	1	-	1
73.	AC (GALLA) Liaison Officer, SARDINIA	1	1	-	1
74.	AC Liaison Officer, Questura, ROME.	1	1	-	1
75.	AC Liaison Officer, No. 2 District	1	1	-	1
76.	AC Liaison Officer, F.B.S.	1	1	-	1
<u>GROUP III</u>					
77.	AMHQ, G-5 Section	30	3	-	3
78.	MTOUN.	2	2	-	-
79.	XIII Corps.	2	-	-	-
80.	No. 1 District	2	-	-	-
81.	No. 2 District	2	-	-	-
82.	No. 3 District	2	-	-	-
83.	Perinular Base Section.	2	-	-	-
84.	Rome Allied Area Command	3	-	-	3

HEADQUARTERS ALLIED COMMISSION
AFO 394
Office of the Executive Commissioner

18 July 1945

1.33/ES

SUBJECT: CAL/LAC Cable Series.

TO : See Distribution below.

1. Headquarters Allied Commission has officially been placed on the distribution list for all communications in the CAL/LAC series. This action has been initiated to insure that the Allied Commission is fully informed as to Washington's views on all matters involved in subject cables.

2. No Branch, Division or Sub-Commission of the Allied Commission will enter into any communication other than with AFHQ, on any matters arising in the CAL/LAC series.

3. The CAL/LAC cable series is used for communications between AFHQ and Washington on Civil Supply matters, such as exports, imports, civilian relief supplies, etc. CAL cables originate in Washington, are addressed to AFHQ for action and repeated to Troopers and ALCOM for information. LAC cables originate in AFHQ, are addressed to Washington for action and repeated to Troopers and ALCOM for information.

[Signature]
Brigadier,
Executive Commissioner.

DISTRIBUTION: "A" Group I
Serials 1-28
49-53 & 57

[Handwritten: 7/23/45]

4025
✓

194A

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 517/73/EC.

14 July 1945.

SUBJECT: Liquidation of AMG Eighth Army.

TO : Distribution below.

1. HQ AMG, Eighth Army having closed 12 July 1945, the instruction contained in my letter 517/68/EC dated 25 June 1945, that copies of important correspondence be sent to SCAO Eighth Army, has been rendered ineffective.
2. My letters 517/63/EC dated 19 May 1945 and 517/68/EC dated 25 June 1945 will now be considered completely cancelled.

For the Chief Commissioner:

J. F. Miller
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Regional Commissioners,
LOMBARDIA Region
PIEMONTE Region
LIGURIA Region
VENEZIA Region
EMILIA Region
SCAO Fifth Army

SCAO IV Corps
SCAO Venezia Giulia

List "C" - Group I.

8

✓

4025 ✓ file 0

30 GIU 1945
193A
LegueHEADQUARTERS ALLIED COMMISSION
APC 394
Office of the Executive Commissioner

Ref/212/EC.

29 June 1945

SUBJECT : Italian Government Correspondence.

TO : Distribution below.

1. Further to my letter 212/EC, 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 :

30 JUN 1945

/s/ E. Walker
Brigadier,
Executive Commissioner.DISTRIBUTION:

Civil Affairs Section (10)
 Economic Section (15)
 Establishment Section
 Navy Sub Commission
 Land Forces Sub-Commission (MPHA)
 Air Forces Sub-Commission
 War Material Disposal Sub-Commission
 Public Relations Branch.
 Communications Sub-Commission.

7

4013

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

ES/20.02; 310 RE.

25 June 1945

SUBJECT: Requisition Procedure

TO : See Distribution Below

1. It has come to the attention of this Headquarters that numerous officers of the Allied Commission have presented requisitions to the Peninsular Base Section for supplies and equipment for civilian use not previously authorized by AFHQ.

2. In this connection, your attention is drawn to AFHQ letter, AC-400.312/031 GEC-0 of 28 February 45, subject, "Requisitions for Civil Supplies", para 6 of which states:

"All requisitions from lower echelons will be submitted through country (e.g., Italy, Greece, etc.) agency or Headquarters (32R) channels where they will be reviewed, consolidated, and coordinated, having regard to the maximum use of overall local resources. Requisitions will then be forwarded to this Headquarters for attention of Assistant Chief of Staff, G-5".

3. All concerned are directed to comply fully with the foregoing letter covering requisitions for civil supplies.

BY COMMAND OF REAR ADMIRAL STONE:

E.P. McKinley
E.P. MCKINLEY
Brigadier General, USA
Acting Vice President

Distribution:

LEGAL SUB-COMMISSION

tions to the remainder use civilian use not previously authorized by AFHQ.

2. In this connection, your attention is drawn to AFHQ letter, AC-400.312/031 GEG-0 of 26 February 45, subject, "Requisitions for Civil Supplies", para 6 of which states:

"All requisitions from lower echelons will be submitted through country (e.g., Italy, Greece, etc.) agency or Headquarters (S&R) channels where they will be reviewed, consolidated, and coordinated, having regard to the maximum use of overall local resources. Requisitions will then be forwarded to this Headquarters for attention of Assistant Chief of Staff, G-5".

3. All concerned are directed to comply fully with the foregoing letter covering requisitions for civil supplies.

BY COMMAND OF REAR ADMIRAL STONE:

E.D. McKinley
E.D. McKINLEY
Brigadier General, USA
Acting Vice President

6

Distribution:

AC HQ, List A

LEGAL SUB-COMMISSION	
CLO	<i>(initials)</i>
DCLO	
Chief	
CIC	

29 JUN 1945

4025

Headquarters Allied Commission.

APO 394.

Office of Executive Commissioner

Legal 191A

Ref: 212/EC.

25 June 45.

Subject: Italian Government Correspondence.

To: Distribution below.

1. Reference Annexes "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.

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:

Enrico Lillo
Brigadier,
Executive Commissioner.

Distribution:

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

LEGAL SUB-COMMISSION	
CLO	3
DCLO	1
Chief Counsel	1
CJO	1
Italian Section	
CL RKS	
27 JUN 1945	

Note d'info

190A

HEADQUARTERS ALLIED COMMISSION
APO 594
Office of the Executive Commissioner

Ref: 517/68/EC.

25 June 1945.

SUBJECT: Channels of Communication.

TO : Regional Commissioners,
LOMBARDIA Region
PIEMONTE Region
LIGURIA Region
VENETIE Region
EMILIA Region
SCAO XIII Corps

1. The direction in paragraph 1 of letter 517/63/EC dated 19 May 1945 as to the channel of communication between Headquarters, Allied Commission and Regional Commissioners is hereby cancelled.
2. The channel of communication is now from the Allied Commission direct to Regional Commissioners and vice versa, with copies of important correspondence to (a) S.C.A.O. Fifth Army and S.C.A.O. IV Corps, or (b) S.C.A.O. Eighth Army, as required.

For the Chief Commissioner:

DISTRIBUTION:

SCAO Fifth Army
SCAO Eighth Army
SCAO IV Corps

List "C" - Group I.

LEGAL SUB-COMMISSION	
CLO	lw
DCLO	
Chief Counsel	
CJO	
Relief	
CLIC	noted
20 JUN 1945	

W. Brigadier,
Executive Commissioner.

4025 ✓

189A

HEADQUARTERS
PIEMONTE REGION
ALLIED MILITARY GOVERNMENT
APO 394

Office of the Regional Legal Officer

6 June 1945.

PR/LE/202

SUBJECT: Correspondence.

TO : Hq. A.C. for Legal Sub-Commission.
(Attn. Italian Branch).

1. This office has received several letters from Lt. Col. Thackrah, each of which requested action which must be taken by another office or individual.

2. Each of these letters has been forwarded by this office to the office or individual indicated with an indorsement ordering or requesting compliance.

3. This leaves this office with no record of the contents of the letters and no information upon which to follow up or to advise what or when action was taken by this office.

4. Copies could be made by this office of each of such letters, but we have not sufficient personnel to do that job.

5. If such letters could be sent to this office with carbon copy we would be better able to serve you and assure ourselves that your instructions were carried out by those to whom they were passed.

For the Regional Commissioner.

An extra copy will be sent of all letters
EJM/AR.

Edwin J. Mercer
Edwin J. Mercer
Lt. Col., Ord.
Regional Legal Officer.

41 JUN 1945

4025

188A

HEADQUARTERS ALLIED COMMISSION
APO 201
CIVIL AFFAIRS SECTION

Ref: 3/18/CA.

5 May 45.

SUBJECT: Addressing of Correspondence.

TO: Public Health Sub-Commission,
Public Safety Sub-Commission,
Legal Sub-Commission,
Local Government Sub-Commission,
Displaced Persons & Repatriation Sub-Commission.

Will you please take note that directions to technical specialist officers in Southern Italy should be addressed to the AGO Commissioner, MAPLE, and the AG LO's (for attention to Div) in the same way as communications are addressed to Regional Commissioners.

A.D. Bonham-Carter
A.D. BONHAM-CARTER,
Lt. Colonel,
CSC CA Section.

	LEGAL SUB-COMMISSION	
	CLO	
→	DCLO	W
	Chief Clerk	
→	CIT	
→	HO	✓
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5 MAY 1945

7168

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

187A

Ref 3/1B/CA

26 April 45

SUBJECT : Letter for signature of Chief Commissioner

TO : Directors, All CA Sub-Commissions

Sub-Commissions are asked to note the following:

- 1 The Chief Commissioner will not sign letters which have the smallest erasure or typing error in them.
It is useless to submit letters for his signature unless they are perfect.
The lay out of letters MUST conform to that laid down in Office Memo 18 of 24 Oct 44.
- 2 Letters addressed to Rome Area Allied Command must be addressed to
Commanding General
Rome Area Allied Command
RAAC is not a recognised abbreviation.

A. D. Bonham-Carter

A.D. BONHAM-CARTER Lt Col
CSO CA Section

LEGAL SUB-COMMISSION
CLO
DCLO
Chief Counsel
CJO
Italian Section
CL RKS
25 APR 1945
Barker

Sgt. Baynes
to see
all letters have been
seen

10.9

0 3 4 3