

ACC

10000/143/487

10000/143/487

OFFICE INSTRUCTIONS  
OCT. 1943 - JULY 1944

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESSENTIAL SERVICES BRANCH  
APO 394

*Public Safety*  
*9/11*

29 July 1944

OFFICE MEMORANDUM

NUMBER 14

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

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

2. Flora Hotel.

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

3. Milano, Esperia, and Bella Vista Hotels.

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

4. Villas or apartments.

- a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the Grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein, provided also that the officers who are billeted in such Villas or Apartments, must be designated by the officer responsible for the Villa or

533

a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.

b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.

c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.

d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.

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b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R.C. & M.G. Section).

c. Hq Rome Area Allied Command is the sole authority for the allocation of accommodations within the Rome Area. All requisitions will be processed by the Establishments Branch, through Hq Rome Area Allied Command.

d. In the matter of the requisitioning of accommodations, the principles and instructions contained in Administrative Memorandum No. 29, AFHQ, 8 July 1944 subject "Accommodations in Italy", will be strictly observed.

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



PA 14031 if not

*What is the status of this?*

Follow for action/information

C.S.S.....

D.C.S.S.....

Ex. Officer *FW*.....

Police.....

Prisons.....

Fire & C.D. *FW*.....

Regn. & Licensing.....

Adm. Officer.....

Remarks.....

.....

..... 5534 .....

90A

BY **ARTERS**  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission  
APO 394

Tel. 489081-Ext. 502

Subject : Lunch hour duties.

29 July, 1944

In accordance with para 3 Office Memo No. 7,  
dated 24 July, 1944 Officers will perform lunch  
hour duty. 12.30 - 2 P.M. on date as shown hereunder.

Capt. B. Powell	Sat. 29 July 44
Capt. Mastroianni	Sun. 30 July 44
Maj. Mason	Mon. 31 July 44
Maj. Wilson	Tues. 1 Aug. 44
Lt. Col. Wilcox	Wed. 2 Aug. 44
Col. Meeney	Thurs. 3 Aug. 44
Capt. T. Powell	Fri. 4 Aug. 44
Capt. Mastroianni	Sat. 5 Aug. 44
Maj. Mason	Sun. 6 Aug. 44

*Paul G. Kirk*

PAUL G. KIRK,  
Colonel, Inf.  
Chief, Public Safety  
Sub-Commission.

5530

*Public Safety*

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENT BRANCH  
APO 394

1403  
24 July 1944. (89A)

OFFICE MEMORANDUM  
NUMBER 13)

OFFICIAL MAIL SERVICES

*no copy held* 81A 96A

1. Memorandum Adj 212, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

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

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

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

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

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

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b. In respect of classified packages the following additional re-

OFFICIAL MIL SERVICES

81A  
No Copy held

86A

1. Memorandum 441 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

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AMS Army Headquarters

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

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

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

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

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



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

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

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

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

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

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

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

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

By order of Captain STONE (USNR):

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

DISTRIBUTION:

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

- 6. Without detriment to the needs of security (o.g. see paragraph 4 (b) (1) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.
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- 9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.
- 10. Personal mail will not be sent to the Message Center but delivered direct to the LFO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

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

DISTRIBUTION:

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

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Public Safety

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENT BRANCH  
APO 394

Transfer adm  
Instrs to HQS  
88A

24 July 1944.

OFFICE MEMORANDUM)  
NUMBER 12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONS

ACC ADVANCE HEADQUARTERS

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

<u>Administrative Instruction</u>	<u>New Designation</u>
1A	Office Memorandum No. 8-87A
2	Office Memorandum No. 9-84A
3	Office Memorandum No. 10-85A
4	Office Memorandum No. 11-86A

By order of Captain STONE (USNR):

*E. L. Clough*  
E. L. CLOUGH,  
Colonel, AEC,  
Executive Officer.

5533

DISTRIBUTION:  
"A"

ADVANCE HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
Establishment Branch

*87A*

*New office per 888  
1/18*

14 July 1944.

ADMINISTRATIVE INSTRUCTION  
NUMBER : 1A)

*83A*

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

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

A - Hiring of employees.

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

2. Classified Artisan and Skilled Grades.

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

B - Discharging of employees.

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

C - Payment.

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

*5532*



Headquarters, dated 1 July 1946.

A - Hiring of employees.

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

2. Classified Artisan and Skilled Grades.

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

B - Discharging of employees.

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

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

5532

D - Reclassification.

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

*E. L. Clough*  
 E. L. CLOUGH, Major  
 Colonel, AMB,  
 Executive Officer.

DISTRIBUTION:  
"A"

*Public Safety*  
*Adm Insp 86A*

ADVANCE HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
Establishment Branch

11 July 1944.

ADMINISTRATIVE INSTRUCTION)  
NUMBER 4)

*How office mem  
to H Acc 88K*

*To what?*

AMENDMENT NO. 1

LOCAL MAIL

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

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

5531

DISTRIBUTION:  
"A"

ADVANCE HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APC 394  
Establishment Branch

5 JULY 1944

ADMINISTRATIVE INSTRUCTION)  
NUMBER.....3)

AIR PASSAGES

1. The following instructions relative to the procedure in effect for the securing, screening and booking of air passages are published for the information and guidance of all concerned:
2. The following are the only authorities who may issue a Movement Order for British and American personnel:

- Allied Armies in Italy
- Fifth Army
- Eighth Army
- No 1 District
- No 2 District
- No 3 District
- Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Service.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance HQ, ACC, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army Serial Number or personnel number of the personnel involved, the name of the sub-commission, staff branch or section within ACC to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

a. British officers and civilians will report to Mov 2, HQ, AAI, 66 piazza Esario, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No 34, HQ, AAI, 27 June 1944, as amended by Amendment No. 2, 1 July 1944, Mov 2, AAI, is located in Room 689, HQ, AAI.

b. Upon completion of the screening, per c. above, British officers and civilians will proceed to MATS, 66 piazza Esario, and there book passage.

*[Handwritten signatures and initials, including "WST" and "73A"]*





14031

ADVANCE HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APC 394  
Establishment Branch

84A

5 July 1944

*Mem No 9.*  
*now office see 84A*

ADMINISTRATIVE INSTRUCTION)  
NUMBER.....(2)

SIGNAL PROCEDURE - CABLE PREPARATION

1. The following general rules and requirements for the preparation of outgoing signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.

2. Outgoing signals will be prepared on the appropriate forms, which may be obtained from the Adjutant's Department. Signals prepared on other forms, or in other styles, are not acceptable, and will be returned for revision.

3. The following general rules will be followed in the preparation of messages,

a. All messages will be submitted to the Adjutant in a total of six (6) copies, of which one - the original - will be on the required printed blank, the remaining copies will be on ordinary thin white paper.

b. Opposite "TO" on the message form will be inserted the address of the unit which will actually receive the message, e. g., "AFHQ." No other information will appear there. When both action and information addresses are to be indicated, the following form will be used: AFHQ (ACTION) DISTWO (INFO), when a message is being sent for action to Allied Force Headquarters for action, and to Number Two District for information.

c. Opposite "FROM" on the message form will be inserted the legend "ADC ADVANCE".

d. Opposite "REFERENCE NO" will be inserted the reference number of the message. Reference numbers may be obtained from the Cable Section, Adjutant's Department, by telephoning number 423. No reference numbers other than those provided by the Cable Section, Adjutant's Department, will be used, and no others will be cited in the body of the message, excepting, of course, where it is necessary to refer to a cable which is being replied to.

3320

e. Opposite "DATE AND TIME OF ORIGIN" there will be inserted the date ONLY. This time will be inserted by the Adjutant or Assistant Adjutant at the time

1. The following general rules and requirements for the preparation of outgoing signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.

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b. Opposite "TO" on the message form will be inserted the address of the unit which will actually receive the message, e. g., "AFHQ." No other information will appear there. When both section and information addresses are to be indicated, the following form will be used: AFHQ (ACTION) DISTRO (INFO), when a message is being sent for action to Allied Force Headquarters for action, and to Number Two District for information.

c. Opposite "FROM" on the message form will be inserted the legend "ACC ADVANCE".

d. Opposite "REFERENCE NO" will be inserted the reference number of the message. Reference numbers may be obtained from the Cable Section, Adjutant's Department, by telephoning number 423. No reference numbers other than those provided by the Cable Section, Adjutant's Department, will be used, and no others will be cited in the body of the message, excepting, of course, where it is necessary to refer to a cable which is being replied to. 6328

e. Opposite "DATE AND TIME OF ORIGIN" there will be inserted the date ONLY. The time will be inserted by the Adjutant or Assistant Adjutant at the time the cable is authenticated for transmission.

f. The space opposite the legend "SIGNAL MESSAGE CENTER NO" WILL BE LEFT BLANK.

g. Opposite "CLASSIFICATION" there will be inserted the security classification of the message. Messages are classified as follows:

- TOP SECRET
- SECRET
- CONFIDENTIAL
- RESTRICTED

Messages will NOT be classified as "Clear" or "Key Radio" or "None". Messages not properly classified will be returned for correction to the originator.

Administrative instruction Number 2 4th 5 July 44 cont'd

h. Opposite "PRECEDENCE" will be inserted the degree of urgency of the message. Authorized precedence ratings are as follows:

URGENT  
OPERATIONAL PRIORITY  
PRIORITY  
ROUTINE  
DEFERRED

Originators of signals should bear in mind that, virtually without exception, the two highest classifications (URGENT AND OPERATIONAL PRIORITY) are reserved for combat operations, and should not be used in connection with administrative traffic. PRIORITY is the highest classification which should be given to administrative traffic. The indiscriminate use of higher classifications has been the subject of considerable attention by higher authority. Responsibility for assignment of precedence is the originator's. The authenticating officer will not, except under very unusual circumstances, alter the precedence of a message.

i. Opposite "OFFICE OF ORIGIN" will appear the title of the sub-division, staff branch, or section, from which the signal emanates, i.e., "EXECUTIVE OFFICERS".

j. In the lower left-hand corner of the message form, under "Distributions", will be included all addressees not reached by signal means, i.e., to whom copies of the signal are distributed by hand or by these will not appear in the top or outside address.

4. INSIDE ADDRESS: All messages originating in this headquarters will contain an inside address, which contains details of the headquarters to which the message is directed, and of the originators. Inside addresses are contained in the text of the message, and will be in substantially the following form:

PAREN TO ADV FOR GEORGE FIVE FROM ACC ADVANCE PAREN

OR

PAREN TO ADV FOR ACTION REFD DISITS AND PROCPRS FOR DFO FROM

ACC ADVANCE PAREN

Messages will not, unless essential to the delivery thereof, contain direction either to or from individuals. Messages will be directed to offices or sections, where necessary in the opinion of the originator.

The inside address will include all addressees, including those shown under "Distributions" (See Para 3 j).

5. Other rules for the preparation of messages are:

traffic. Priority is the highest classification which should be given to administrative traffic. The indiscriminate use of higher classifications has been the subject of considerable attention by higher authority. Responsibility for assignment of precedence is the originator's. The authenticating officer will not, except under very unusual circumstances, alter the precedence of a message.

1. Opposite "OFFICE OF ORIGIN" will appear the title of the sub-division, staff branch, or section, from which the signal emanates, i.e., "EXECUTIVE OFFICERS".

2. In the lower left-hand corner of the message form, under "Distribution", will be included all addressees not reached by signal means; i.e., to whom copies of the signal are distributed by hand or DR. These will not appear in the top or outside address.

4. INSIDE ADDRESS: All messages originating in the headquarters will contain an inside address, which contains details of the headquarters to which the message is directed, and of the originators. Inside addresses are contained in the text of the message, and will be in substantially the following form:

PAWEN TO AHHQ FOR GEORGE FIVE FROM ACC ADVANCE PAREN  
OF  
PAWEN TO AHHQ FOR ACTION REFD DISTWO AND TROOPERS FOR INFO FROM

ACC ADVANCE PAREN

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The inside address will include all addressees, including those shown under "Distribution" (See para 3 j).

5. Other rules for the preparation of messages are:

- c. Figures must be spelled out - thus - FIVE - not 5
- b. punctuation will be spelled out - thus - TD CIN CMA - not (.) (:) (\*)

*E. L. Gilmore*  
E. L. Gilmore  
Colonel, AGD  
Executive Officer



*Public Safety*

10031 *JK*

*gpa*

24 July 1944

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENT'S BRANCH  
APO 394

OFFICE MEMORANDUM

NUMBER : 7)

DUTY HOURS

1. Office Hours:

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

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

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

2. Recreation:

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

3. Night Staff Duty Officer:

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

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

1. Office Hours:

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

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2. Recreation:

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

3. Night Staff Duty Officer:

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

b. During the same period there will be an PM/CR to assist the duty officer.

*John J. Abright*  
JOHN J. ABRIGHT,  
Colonel, Infantry,  
Establishments Officer.

DISTRIBUTION: "C"

*Public Safety*

ADVANCE HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
Establishment Branch

14031  
1 81A

8 July 1944

ADMINISTRATIVE INSTRUCTION)  
NUMBER.....(4)

OFFICIAL MAIL SERVICES

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

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

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

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

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

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

4. Air Dispatch Letter Service.

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

5. British and American Postal Services.

5527

OFFICIAL MAIL SERVICES

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

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

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

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

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

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

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery of Confidential, Secret and Top-Secret Official dispatches to major tactical, SOS, and I of O Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply). 5527

5. British and American Postal Services.

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

6. Motor Dispatch Letter Service.

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

IV.

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

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

*E. L. CLOW*  
E. L. CLOW  
Colonel, ASD  
Executive Officer



RESTRICTED *Public Safety*HEADQUARTERS  
FEDERAL CONTROL COMMISSION  
WFO 39414031 *80A*<sup>20.</sup>  
18 July 1944

OFFICE MEMORANDUM

NUMBER 6)

ACC HEADQUARTERS TELEPHONE INSTALLATIONS AND ALLOCATIONS

1. The telephone installation in the Ministry of Corporations Building is considered adequate for the needs of ACC Headquarters. However, there is need for economy in the installation of telephones, as traffic in a Headquarters such as this is heavy, and extensions to existing control office equipment may be difficult of accomplishment.
2. The Headquarters Commandant has therefore made an allotment of telephones to each Section or Independent Sub-Commission. Assignment of telephones from this allotment to individual members of Sections or Independent Sub-Commissions will be made by the Senior Officer of each Section or Independent Sub-Commission.
3. Requests for installation of telephones will be made in duplicate on the attached form, which can be obtained at Room 10, 1st Floor.
4. There are three kinds of telephone service available. All three require use of dial.
  - a. Connection to ACC switchboard - unrestricted service: Can by dialing number desired call any telephone connected to ACC switchboard. By dialing "zero" is connected to Telephone Company network and can then dial any number connected to each network. All incoming calls from outside are handled by the ACC operator.
  - b. Connection to ACC switchboard - restricted: Can make and receive calls to or from any telephone connected to ACC switchboard but cannot make or receive calls from city network.
  - c. Direct connection to Telephone Company Long City system: This permits calling other units whose switchboards have dial numbers or any telephone connected to city network. However, to call a telephone connected to ACC switchboard, the switchboard number must be dialed and operator asked for desired party.
5. All requests for telephone service must be signed by Senior Officer of Section or Independent Sub-Commission or his authorized delegate. (Requests from individuals cannot be accepted). Name of delegated officer should be furnished promptly to the Communications Officer, Room 10, 1st Floor.
6. The number of personnel available to install telephones is limited ~~to 50~~ <sup>5520</sup> that, with the large number of telephones to be installed, it will not be possible to give service as rapidly as may be desired. Every effort will be made to expedite installations.

## RESTRICTED

7. The number of telephones allotted are as follows:

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

*E. L. CLOUGH*  
E. L. CLOUGH,  
Col., AGS,  
Executive Officer.

DISTRIBUTION:

"C" - Modified.

RESTRICTED

14031  
7A  
79A

ADVANCE HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
Establishment Branch

11 July 1964.

ADMINISTRATIVE INSTRUCTION)  
NUMBER 4)

AMENDMENT NO. 1

LOCAL MAIL

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

S. L. CLOUGH,  
Colonel, AOD,  
Executive Officer.

DISTRIBUTION:

RAM

5520

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



Ref/53/122/GA.

5 July 1944.

OFFICE MEMORANDUM )  
NUMBER 5 )

1. It may happen that telegrams are wrongly marked by the Message Centre "For Action" to the Section, Branch or Sub-Commission which is not functionally concerned with the subject matter and "For Info" to the office which should take action.
2. On occasions telegrams are sent "For Info" to all concerned.
3. In these circumstances it is the duty of the office which is functionally concerned with the subject matter to take action regardless of the distribution made by the Message Centre and to inform immediately the Message Centre and the office to which the message may have been (wrongly) sent for action of this intention.
4. This does not absolve the office to which a Signal has been marked "For Action" from either taking action or informing the Message Centre.

*Handwritten signature/initials*

*Handwritten signature/initials*

M. S. LUSH,  
Brigadier,  
Executive Commissioner.

DISTRIBUTION:

"A"

5524



14031/PS

Public Safety

7/2/44

24 Jun 44

SUBJECT : Direct Communication to London (or Washington).

TO : All Admin Sub-Comms.

77A

Reference pro-forma attached to 7/2/44 dated 5 Jun 44.

Please cancel the 1st Ind.

*[Signature]*

5520

S. H. SMITH, Lt Col  
For GCS Adm Sec.

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio *16/17* for action/information

C.P.S. ....

X D.C.P.S. *B* .....

Ex. Officer *W* .....

Police *W* .....

Prisons .....

Fire & C.D. ....

Regn. & licensing .....

Adm. Officer *W* .....

Remarks .....

.....

.....

*PA 7/6*

HEAD HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 358  
ADMINISTRATIVE SECTION

*John Kelly*  
1945  
*[Signature]*  
5 June 44.

7/24/44.

SUBJECT: Direct Communication to London (or Washington).

TO : All A&S C&D-Conditions.

- 1 Direct communication with the War Office London or the War Dept Washington on matters of routine is permitted.
- 2 The expression routine includes technical matters of interest to the various ministries, departments and agencies of the respective governments. It does not include matters of policy, general instructions or directives.
- 3 Two methods are available - by letter signed by the VP and by letter signed by the Director of the Sub-Commission the dispatch of which is authorized by the VP. The use of the latter alternative should be confined to matters purely technical or informative.
- 4 Any communication which Directors may desire to send direct to London or Washington will be addressed in full to the ministry, department or agency concerned and be prepared for signature of the Vice President; or when appropriate, be signed by the Director of the Sub-Commission and submitted to the Vice President for authorization of dispatch.
- 5 When the latter alternative is used, two copies of a covering letter following the attached pro forma will be fastened to the front of the communication for which authority to dispatch is required.

*[Signature]*  
R.J. CHISH,  
Colonel,  
C&D A&S Sec.

766

FOR INFO

Secy Gen.  
H. AGO.

Direct Communication to London (or Washington).

The despatch of the \_\_\_\_\_ Sub Coman's letter (No \_\_\_\_\_) dated \_\_\_\_\_ addressed to \_\_\_\_\_ subject \_\_\_\_\_ which is attached hereto, is hereby authorized. Will you please arrange for it's despatch in accordance with AG 312.3 of 4 Feb 44.

Adm Sec.  
(date A)

SENDER,  
VP Adm Sec.

1st LHM

REL/dfe.

Headquarters, Allied Control Commission, APO 394

(date B)

TO : (full address of addressee)

Forwarded.

By Command of Lieutenant General BELGARIANE.

5524

ROBERT E. DOE,  
Major, AGO,  
Secretary General.

Note - Date B will be two days later than date A.



1898

HEADQUARTERS  
FEDERAL BUREAU OF INVESTIGATION  
Public Safety Sub-Committee

Follow for action/information

C.I. ....

D.C.I. ....

Ex. Officer ....

Police ....

Prisons ....

Fire & C.D. ....

Reg. & Licensing ....

~~Adm. Officer~~ ....

Remarks ....

.....

.....

*[Handwritten signatures and initials, including "S. J. ...", "A. J. ...", and "3/15"]*

14031  
RECEIVED  
744  
AJO/afe

HEADQUARTERS ALLIED CONTROL COMMISSION  
Office of the Secretary General  
APO 394

SG 314.8

22 May 1944

A.C.C. ARCHIVES

1. The examination of a representative cross-section of files has indicated certain directions in which files can be improved from the point of view of their Archive value.
2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.
3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.
  - a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.
  - b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.
  - c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.
  - d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.
  - e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."
4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and volumes of documents which will

75A

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, Good Archives.
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4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.
5. Most offices maintain files for serially numbered documents <sup>5504</sup> which they receive from various sources within the Commission, e.g., Administrative Instructions, Executive Memoranda, General Orders, Daily Bulletins, etc. No files of this kind in respect of documents issued after 31 March 1944 need be sent to Archives by the recipients. Every office producing such material for circulation will be responsible for maintaining a complete file, and for its eventual transmission to Archives. The failure to maintain complete files in the past has made reconstitution of old series very difficult, and any files of such documents compiled prior to 31 March 1944 should be sent to Archives in order that gaps in old series may be filled in.
6. It is necessary to record in all appropriate files, administrative re-organisations involving the transfer of files due to the closure of an office; transfer of work from one sub-commission to another; transfer of territory from

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

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

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

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



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



1900

*Robert E. Doe*

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

74A

File P.A. 14031

See file 14066/1

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

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
(Establishment Branch)

24 May 1944

ESTABLISHMENT MEMORANDUM)

NUMBER :  
16)

TELEPHONE SECURITY

1. It is absolutely necessary that strict security measures be observed in using the telephone, since practically all telephones are linked with civilian exchanges. The following rules will be observed when using the telephone:

- a. Secret matters should never be discussed over the telephone.
- b. Confidential matters should be discussed by reference to file numbers and dates in such a manner as to guard the content.
- c. Care must be exercised in order to avoid indentifying names of telephone exchanges with locations of headquarters or Army units, i.e., if a person wishes to telephone to an Army headquarters or unit, he should ask for the exchange concerned (Fatima, Broadway), and never mention place names.

2. It is directed that all officers and men be notified of these rules.

5810

*John J. Albright*  
JOHN J. ALBRIGHT,  
Colonel, Inf.,  
Estab. Officer.

For the Executive Commissioner

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

Public Safety

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

AGJ: 461.

SUBJECT: Distribution List No. 1

TO : Distribution as below

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

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

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

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

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

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

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

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

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

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

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

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

c. The object of 4 a and b above is to give originators of correspon-

*Cancelled all amts.  
see 1A 2nd cover  
dfr 5 August.*

*73B*

*5000*  
*73A*

*hc*

*18 May 1944.*

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

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

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

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

By command of Lieutenant General MASON MACFARLANE:

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

DISTRIBUTION:  
1 copy to all Serials.



738

HEADQUARTERS  
 ALLIED CONTROL COMMISSION  
 APO 394

DISTRIBUTION LIST

18 May 1944.

NUMBER 1

GROUP I - HQ ACC

- 1. Secretary General (Main Hq)
- 2. Deputy Secretary General (Rear Hq)

Political Section

- 3. Section Hq (Main)
- 4. Section Hq (Rear)

Administrative Section (Rear Hq)

- 5. Hq Administrative Section

- 6. Interior

- 7. Public Safety

- 8. Public Health (Rear Hq)

- 9. Public Health (Main Hq) (incl. Red Cross clothing)

- 10. Property Control

- 11. Legal

- 12. Education (Main Hq)

- 13. Monuments and Fine Arts (Main Hq)

Economic Section

- 14. Hq Economic Section

- 15. Agriculture (Main Hq)

- 16. Agriculture (Rear Hq)

- 17. Industry and Commerce (Main Hq)

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

5017



DISTRIBUTION LIST

NUMBER 2 (Cont'd)

	<u>Economic Section (Cont'd)</u>			
	A	B	C	
26. Transportation	2		1	
27. Shipping	2		1	
28. Finance (Main Hq)	10		1	
29. Finance (Rear Hq)	2		1	
<u>Regional Control &amp; Military Government Section</u>				
30. Pl. to Executive Commissioner	1	1	1	
31. Civil Affairs Branch	2	2	1	
32. Information Division	2	2	2	
33. Establishments Officer	1	1	1	
34. Executive Officers	2	2	2	
35. Displaced Persons (Bari)	3	2	1	
36. Italian Refugees Branch	2	1	1	
37. Security Branch	2	1	1	
38. G-1 (A)	2	3	1	
39. G-1 (B)	2	3	1	
40. G-4 (A)	1	1	1	
41. G-4 (B)	1	1	1	
42. Hq Commandant (Main Hq)	138	4	2	
43. Hq Commandant (Rear Hq)	5	2	2	
44. Adjutant (Main Hq)	4	3	2	
45. Adjutant (Rear Hq)	6	6	2	
46. Postal Officer, APO 394		2		

Regional Control & Military Government Section

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



DISTRIBUTION LISTNUMBER 1 (Cont'd)

	<u>Independent Sub-Commissions, etc. (Cont'd)</u>	<u>A</u>	<u>B</u>	<u>C</u>
55. Communications (Rear Hq)		2	1	1
56. War Material Disposal		1	1	1
57. Public Relations Branch		1	1	1
58. Liaison Officers				
	(Chief Liaison Officer) Lt Col A. C. BOWMAN (C.A. Branch)	1	1	1
	(Port of Naples) Major J. M. ROEMER (Food S.C.)	1	1	1
59. AGO Liaison, Hq AAI		4	2	2
60. Liaison Officer with Russian Representative		1	1	1
61. Major General X. De Sevin		1	1	1

GROUP II - REGIONS & AIR ARMIES

62. Hq Region I	11	2		
63. Hq Region II	8	2		
64. Hq Region III	6	2		
65. Hq Region IV	106	2		
66. Hq Region V	6	2		
67. Hq Region VI	6	2		
68. Hq Region VII	6	2		
69. Hq Region VIII	1	2		
70. Hq Region IX	1	1		
71. AMG 5 Army (Field)	6	2		
72. AMG 5 Army (C.A.S.)	2	2		
73. AMG 8 Army	8	2		

(C.A. Branch)

(Port of Naples) Major J. M. ROMNER (Food S.C.)

59. ACC Liaison, Hq AAI	1	1	1	1
60. Liaison Officer with Russian Representative	4	2	2	2
61. Major General X. De Sevin	1	1	1	1

GROUP II - REGIONS & AMB ARMIES

62. Hq Region I	11	2		
63. Hq Region II	8	2		
64. Hq Region III	6	2		
65. Hq Region IV	104	2		
66. Hq Region V	6	2		
67. Hq Region VI	6	2		
68. Hq Region VII	6	2		
69. Hq Region VIII	1	1		
70. Hq Region IX	1	1		
71. AMG 5 Army (Field)	6	2		
72. AMG 5 Army (G.A.S.)	2	2		
73. AMG 8 Army	8	2		

316

GROUP III - OUTSIDE AUTHORITIES

74. AFHQ - G-5	25	3		
75. NATOUSA	2	2		
76. Hq AAI (Attention: AG, U.S. Contingent)		3		
77. L.O. 1 District	2	2		
78. L.O. 2 District	2	2		
79. L.O. 3 District	2	2		

DISTRIBUTION LIST

NUMBER 1 (Cont'd)

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

82. P.H.B. (Executive Memoranda only)

83. Directory Section, AFO 790

2

2





*718 Refers*

*PA 140*

*Public Safety  
72A  
1-3-41*

HEAD HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
ADMINISTRATIVE SECTION

*[Signature]*

4/38/AS

15 May 44

SUBJECT : Archives.

TO : All Admin Sub-Comms.

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

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

*[Signature]*

R.R. CHIPPE,  
Lieut. Colonel,  
CSO Admin Section.

Copy to Archives Branch.

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
ADMINISTRATIVE SECTION

14031  
71A  
16 May 44.

3/1.7/AS.

SUBJECT : Office Filing Routine.

To : Legal, Public Health, Public Safety  
and Property Control Sub-Commissions.

- 1 It is reported that 15 Army Gp files were handed over for safe custody as shown below. Will you please have any of their files in your custody looked out with a view to handing them over to the Archive Officer who will be visiting this HQ on Monday 22 May 44 for the purpose of receiving them.
- 2 If you require any of these files for frequent reference they may be retained but if for only very occasional reference they should be handed over as they will be kept available for your requirements.
- 3 If you have any other files in your custody which were the property of some body or branch no longer existant they also will be handed over.
- 4 Any of your own files which are no longer required should first be weeded all duplicates, drafts, office instructions etc being removed. Matters of purely transient interest (i.e. Routine) e.g. Reference between branches will also be removed.
- 5 All files will be bundled. List of contents of each bundle will be prepared in duplicate; one will be attached to the bundle the other will be receipted by the Archivist and retained.

*S.H. White*  
S.H. WHITE.  
Major,  
for CMO Adm Sec.

File numbers of 15 Army Gp files alleged to be in possession of Sub Comms -

- Legal - 200/238 208/A.B.C.D.& G. 627 AL/21.
- PH. - 500/520
- PH (Supplies) 137.
- PS. - 400/469. 1
- Prop. - 600/4

515  
5514

All numbers are inclusive - A list of file titles is available and may be inspected if desired up to Thursday after which it will be returned.

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio 70<sup>A</sup> for action/information.

~~C.P.S.~~.....

D.C.P.S. *[Signature]*.....

Ex. Officer *[Signature]*.....

Police *[Signature]*.....

Fire & C.D. *[Signature]*.....

Regn. & Licensing *[Signature]*.....

Adm. Officer *[Signature]*.....

REMARKS.....

.....

.....

8  
0

4485  
13 MAY 1944  
14031  
70A  
PS  
13 May 1944

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

Ref/196/3/CA

8 May 1944

SUBJECT: "I Grand del Popolo".

TO : R.C.'s. Regions I, II, III, IV, V, VI and VII.  
Copies attached for Provincial Commissioners.  
S.C.A.C.'s. 5th & 8th Armies.

1. Because of connotations which it is desired to minimize, use of the word "ammasso" and all its derivatives will be discontinued at once.
2. Official grub-collecting agencies will in future be referred to by the above subject title, and the word "collect" or other appropriate expression will be used in place of the English verb "ammass".
3. You are requested to bring this matter promptly to the attention of all concerned.

*Norman E. Fiske*  
NORMAN E. FISKE  
Colonel  
Deputy Executive  
Commissioner

Copy to:  
R.C.'s Regions VIII, and IX.  
Admin. Section (3)  
Economic Section (3)



REAR HEADQUARTERS  
LIED CONTROL COMMISSION  
Public Safety Sub-Commission

File 14031  
69A

8 May 1944.

ACC/14031/PS

OFFICE MEMORANDUM

FROM: D.C.P.S.

TO : All officers of P.S. Sub-Commission.

Under no circumstances will any correspondence file be locked away by any officer, at any time. Any file in use in Room 104, or which for Security reasons should not be left on desks while the office is unoccupied during the lunch hour or at similar times, should be handed to the clerk on duty.

The orderly will make a final clearance of files from offices at 1730 hours daily, and has been instructed to Collect All Office Files.

*Al Young*

A. E. YOUNG, Colonel,  
Deputy Chief, Public  
Safety Sub-Commission.

To be read and signed by:

Col. Meeny *Meeny*

Major Wilcox *W. Wilcox Major*

Major Mason *Mason*

Capt. Ballance *W.C. Ballance*

Capt. Mastroianni *M. Mastroianni*

Capt. Young *A.Y. Jr*

Capt. Powell *Powell Capt.*

*Public Safety*  
RECEIVED ADJ  
GSA  
HEADQUARTERS  
ALIED CONTROL COMMISSION  
AFG 394  
1403  
12 May 1944

RESTRICTED

HEADQUARTERS  
ALIED CONTROL COMMISSION  
AFG 394

OFFICE MEMORANDUM  
NUMBER :  
2)

"PROVISION AND USE OF SIGNAL FACILITIES"

GENERAL

I.

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

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

Telephones

- (a) Telephone calls will be initiated only as a necessity and not as matter of convenience.
- (b) Telephone conversations will be kept short.
- (c) R/T technique and discipline must be known and practiced now by all concerned without noticeable increase of R/T traffic on the air.

Telegrams

- (d) Will be carefully drafted to exclude all redundant words.
- (e) Abuses of priorities must be eliminated.
- (f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

GENERAL

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

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Telegrams

- (a) Will be carefully drafted to exclude all redundant words.
- (c) Abuses of priorities must be eliminated.
- (f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

Express Letter Service

- (E) Nothing will be sent by ELS where it can just as well be handled by the Army Postal Service.
- (h) Liaison officers, travelling from one headquarters to another, will invariably help Signals by taking any outstanding despatches, which might otherwise have to be sent by Special Despatch Rider.

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

- 1 -  
R E S T R I C T E D

591

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

TELEPHONE PRACTICE

II.

INFORMATION

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

DEFINITION

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

METHOD

3. EQUIVALENT CLASSIFICATIONS

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

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

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

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

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

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

5. OPERATING PROCEDURE

The classification of calls is as follows:



METHOD

3. EQUIVALENT CLASSIFICATIONS

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

- (a) CLEAR THE LINE OR (CLEAR THE LINE EMERGENCY AIR) and URGENT OR (OPERATIONAL PRIORITY) classification; reserved for only such calls as must be rushed through with a minimum delay.
  - (b) PRIORITY classification will be used only for such calls which cannot be classified as URGENT (CLEAR THE LINE) but which warrant precedence over ROUTINE calls in order to reach the addressee in time for effective action.
  - (c) All other calls will be considered as ROUTINE.
4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.
- (a) BRITISH regulations will apply to the classification of calls originated by BRITISH formations and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.

5. OPERATING PROCEDURES

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

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

- (a) CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT AND OPERATIONAL PRIORITY CALLS.
  - Cells of the above classification will take precedence over all calls of lower classification and will be "rushed" through with a minimum of delay.

2  
REF ID: A61118

REBILITER

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

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

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

(b) PRIORITY CALLS

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

(ii) All priority calls will be recorded as provided in para 5 (a) (1) above.

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

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

(c) ROUTINE CALLS

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

By command of Lieutenant General HASON MACFARLANE:

*E. L. Clough*  
E. L. CLOUGH,  
Lt Col, ACP,  
Executive Officer.

DISTRIBUTION:  
"A"

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

(b) PRIORITY CALLS

- (i) Take precedence over and will be established in advance of all routine calls.
- (ii) All priority calls will be recorded as provided in para 5 (a) (i) above.
- (iii) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.
- (iv) Routine calls will not be broken down to establish priority calls except that when a priority call is held waiting for a circuit occupied by a routine call for more than five minutes, the operator will notify the talking parties that a priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

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

By command of Lieutenant General HILSON MACPHERLANE:

*E. L. O'LOUGH*  
 E. L. O'LOUGH,  
 Lt Col, AGD,  
 Executive Officer.

DISTRIBUTION:  
"A"

551

RESTRICTED

Public Safety  
Scapes 1/11/17

6 MAY 1944

67A

14031

4 May 1944

SECRET

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Jeb 394

OFFICE MEMORANDUM

SUBJECT: 1.)

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

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

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

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

San Francisco - 1 word  
 Manhattan - 1 word.

- d. Dashes like stop, comma, and period when written out, count as one word.
- e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or function bar, transmitted as the request of the sender is counted as one word.
- f. Recs. used abbreviations such as, P.M., P.O. or P.O.B. are single words.
- g. Words of four letters, letters or figure groups of over five digits count as two characters; words; for example:  
 Transcontinental - 1 letters - (2 words)  
 678201 - (2 words)

- 4. Punctuated words or parts thereof together in the text or address are known as words but will not reduce the word count; for example:  
 ADDRESS - (2 words)

1. The indicator NLT (Night Letter) last member of the first word of the address and is checked for.

50



4. Effective 1 May 1944, sender's composition radio service is limited (stated, via RCA station, Naples) are inaugurated for U.S. Military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available (via V. O. No 1047). So far's composition messages (50%) will be restricted to night letter telegrams (NLT), and will be filled with unit RTT sensors in the same manner as EN.

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

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

SANFRANCISCO - 1 word  
 NEWARK - 1 word

- d. Expressions like stop, comma, and period when written out, count as one word.
- e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or function bar, transmitted at the request of the sender is counted as one word.
- f. Repeated abbreviations, such as, FBI, COB or FOB are single words.
- g. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; for example:  
 Transcontinental - 1 letters - (2 words)  
 67221 - (2 words)

- h. Run-in words or parts thereof together in the text or address are counted as one word and will not reduce the word count; for example: **50**  
 ADDRESS - (2 words)
- i. The indicator NLT (Night Letter) must appear as the first word of the message and is charged for.
- j. An address written:

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

An example of a complete address follows:

NLT Mary Jones 225 W. 54th Street  
 New York City - (3 words).

- k. Here is an example of how a message would be counted:  
 NLT MARY JONES 48 RIDGE STREET RICHMOND VA.  
 SALE OF HOUSE APPROVED LATELY TO BEAR BROTHER WILL ALL MY  
 LOVE DICK

JOHN E DOE

The foregoing totals 29 chargeable words. If this does not exceed the maximum of 25 words, the charge for the above would be \$2.50, which is what an NLT would cost to Virginia.

REFLECTED

- 2 -

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

5. All other existing regulations and instructions contrary to the provisions herein are hereby nullified. Comorbidity regulations governing the use of cable and radio services conform generally with those applicable to postal communications. Circular Number 32, HQ, H. POWERS, CO, (US Military Comorbidity Regulations), referring primarily to postal communications remains in effect and will be applied in conjunction with these regulations.

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

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

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

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

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

9. Prohibited Situations;

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

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

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

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

- a. Official business
- b. Press attachments or other matter intended for publication
- c. Money transactions
- d. Orders for firearms, munitions, or other materiel

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

9. Prohibited Statements;

- a. The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages, each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and those the subject to restrictions in addition to those placed on postal communications. Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10, Circular #72, H. MATWICK, et).
- b. "Sensational statements" as listed in paragraph 10 a, Circular Number 72, H. MATWICK, et, are prohibited in ordinary cables. The following are also prohibited in ordinary cables:

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

SECRET

RESTRICTED

-3-

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

BY COMMAND OF Lieutenant General HAGON McFARLANE:

*E. L. Clough*  
 E. L. CLOUGH,  
 Lt Col, AGC,  
 Executive Officer.

DISTRIBUTION:  
0/11



5500

By command of Lieutenant General GILSON MUSTAPLANE:

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

DISTRIBUTION:  
1/1

RECEIVED

REAR HEADQUARTERS  
 ALLIED CONTROL COMMISSION  
 APO 394  
 ADMINISTRATIVE SECTION

*Handwritten:* 669  
 44031

3/17/44.

30 Apr 44.

SUBJECT : Filing Systems.

TO : All Adm Sub Comms.

- 1 There is high level criticism of the diverse filing systems in use by Sub Comms and instructions have been given that a greater degree of uniformity must be obtained throughout HQ ACC.
- 2 The filing system outlined in the memo issued to Adm Sub Comms at the beginning of March has been commended.
- 3 Attention has been drawn to the following common faults.
  - a Non-separation of policy - routine and action papers.
  - b The filing of related subjects on one file.
  - c The retention on files of working papers used as a step towards a decision or document but unnecessary thereafter.
- 4 Main HQ intends to send an officer to see the filing systems of sub Comms with a view to giving guidance and advice. It is desired to ensure that as little as possible shall be open to criticism before this visit takes place.
- 5 Each Adm Sub Comm will appoint an officer (if possible one with knowledge of modern office system) to be responsible for its office procedure with power to impose essential alterations.
- 6 A meeting of these officers and Chief Clerks will be held in Room 71 at 14.00 hrs on Wednesday, 3 May to discuss the steps to be taken to obtain greater uniformity and to eradicate from the files practices to which objection has been taken.

*Handwritten signature:* R.R. Griffs

R.R. GRIFFS,  
 Lt. Colonel,  
 GSO Adm Sec.

5502

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio for action/information

C.P.S.....

D.C.P.S..... *AS*

Ex. Officer..... *AN*

Police..... *APL*

Prisons.....

Fire & C.D.....

Regn. & Licensing..... *AS*

Adm. Officer..... *AS*

REMARKS.....

.....

.....

*AS*

RESTRICTED

ALLIED FORCE HEADQUARTERS  
AFQ 512

RHF/bar/ak

AC 312.4-1 SIC-0

22 April 1944

SUBJECT: Use of Abbreviations and Short Title Unit Designations.

TO : All Concerned.

1. Letter this headquarters, file as above, subject: "Non-Secret Short Title Unit Designations", dated 29 February 1944, is rescinded. Effective this date the use of non-secret short title unit designations is discontinued. In the future, either the full designation or an authorized abbreviation, as listed below, will be used in the heading and texts of messages to be transmitted by electrical means as well as in correspondence.
2. The list below is not intended to include all headquarters and units in the theater. It has been restricted to those to which traffic is particularly heavy and whose designation lends itself to an intelligible abbreviation. The list must be kept short enough to permit complete familiarity by all personnel who must use it. Therefore, additions to the list will be kept to the minimum.
3. The following abbreviations are authorized only in the interests of brevity. For convenience, the list is published in two parts; Part I lists units or organizations alphabetically, and Part II lists the abbreviations numerically.

PART I

ABBREVIATION

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

550



SUBJECT: Use of Abbreviations and Short Title Unit Designations.

TO : All Concerned.

1. Letter this headquarters, file as above, subject: "Non-Secret Short Title Unit Designations", dated 29 February 1944, is rescinded. Effective this date the use of non-secret short title unit designations is discontinued. In the future, either the full designation or an authorized abbreviation, as listed below, will be used in the heading and texts of messages to be transmitted by electrical means as well as in correspondence.
2. The list below is not intended to include all headquarters and units in the theater. It has been restricted to those to which traffic is particularly heavy and whose designation lends itself to an intelligible abbreviation. The list must be kept short enough to permit complete familiarity by all personnel who must use it. Therefore, additions to the list will be kept to the minimum.

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

UNIT

- Air Commander, Corsica
- Air Force, Twelfth
- Air Force, Fifteenth
- Air Force Service Command, XII
- Air Force Service Command, XV
- Air Service Command, Patterson Field, Ohio
- Allied Administrative Officer, Corsica
- Allied Armies in Italy
- Allied Armies in Italy Administrative Echelon (Rear)
- Allied Control Commission, Main
- Allied Control Commission, Rear
- Allied Force Headquarters
- Allied Force Headquarters Advanced Command Post
- Allied Garrison Commander, Sardinia
- Army Air Force, Mediterranean Theater of Operations
- Army Air Force Service Command, MTO
- Atlantic Base Section
- Commander-in-Chief, Mediterranean
- Eastern Base Section
- European Theater of Operations, US Army (In UK)
- First Army Group, London
- Flag Officer, Taranto

ABBREVIATION

- ACCORS
- XILF
- XV.F
- XILAFSC
- XVAFSC
- ASCPFO
- AAO CCGSIC
- AWI
- AWIAE
- ACC MAIN
- ACC REAR
- AFHQ
- AFHQ ADV CP
- ACC SARDINIA
- AAFTO
- AAFSOMTO
- ABS
- CINCOMED
- EBS
- ETOUS
- FUS.G
- FOTALI

2500

RESTRICTED

**RESTRICTED**

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

PART I (Cont'd)

<u>INIT</u>	<u>ABBREVIATION</u>
King Officer, Western Italy	POWIT
French Commander, Corsica	FC CORSICA
French Expeditionary Corps	FEC
General Headquarters, Mideast	MIDEAST
Gibraltar	GIB
Island Base Section	IBS
Mediterranean Air Transport Service	MATS
Mediterranean Allied Air Forces	MAAF
Mediterranean Allied Coastal Air Force	MACAF
Mediterranean Allied Photo Reconnaissance Wing	MAPRW
Mediterranean Allied Strategic Air Forces	MASAF
Mediterranean Allied Tactical Air Force	MATAF
Mediterranean Base Section	MBS
Military Mission, Italian Army	MMAA
North Africa District	N.A.D
North African Theater of Operations, U.S. Army	N.A.T.O.U.S.A
Northern Base Section	NORB.S
Number 1 District	DISTONE
Number 2 District	DISTNO
Number 3 District	III STHREE
Peninsular Base Section	PEB.S.E
Perals and Iraq Command	P.I.C
Services of Supply, North African Theater of Operations, United States Army	S.O.S.N.A.T.O.U.S.A
Special Operations, MTO	S.O.M.T.O
Supreme Headquarters, Allied Expeditionary Force	SHAEF
United States Army Forces in Mideast	USAFIME
United States Naval Forces, Northwest African Waters	COMNAVIANW
War Department, Washington, D. C.	AGRAR
War Office, London	TROOPERS
Western District, NATCUSA	WEINAT

ABBREVIATION

A.A.F.T.O	Army Air Forces, MTO
A.F.S.C.M.T.O	Army Air Force Service Command, MTO
A.M.I	Allied Armies in Italy
A.M.I.A.M.F	Allied Armies in Italy, Administrative Echelon (Rear)
A.M.O.C.O.R.S.I.C.A.	Allied Administrative Officer, Corsica
A.B.S	Atlantic Base Section
A.C.C.M.A.T.N	Allied Control Commission, Main
A.C.C.R.E.L.R	Allied Control Commission, Rear
A.C.C.O.R.S	Air Commander, Corsica
A.F.H.Q.	Allied Force Headquarters

PART IIINIT

(Rear)

French Commander, Corsica  
 French Expeditionary Corps  
 General Headquarters, Mideast  
 Gibraltar  
 Island Base Section  
 Mediterranean Air Transport Service  
 Mediterranean Allied Air Forces  
 Mediterranean Allied Coastal Air Force  
 Mediterranean Allied Photo Reconnaissance Wing  
 Mediterranean Allied Strategic Air Forces  
 Mediterranean Allied Tactical Air Force  
 Mediterranean Base Section  
 Military Mission, Italian Army  
 North Africa District  
 North African Theater of Operations, U.S. Army  
 Northern Base Section  
 Number 1 District  
 Number 2 District  
 Number 3 District  
 Peninsular Base Section  
 Persian and Iraq Command  
 Services of Supply, North African Theater of Operations, United States Army  
 Special Operations, MTO  
 Supreme Headquarters, Allied Expeditionary Force  
 United States Army Forces in Mideast  
 United States Naval Forces, Northwest African Waters  
 War Department, Washington, D. C.  
 War Office, London  
 Western District, NATOUSA

TO CORSIKA  
 FEC  
 MIDEAST  
 GIB  
 TBS  
 MATS  
 MACAF  
 MAPRW  
 MASAF  
 MATAF  
 MBS  
 MALIA  
 NAD  
 NATOUSA  
 NORBS  
 DISTONE  
 DISTWO  
 DISTREE  
 PERBASE  
 PAIC  
 SOENATOUSA  
 SOWTO  
 SHAIF  
 USAFIME  
 ComNavAW  
 AGWAR  
 TROOPERS  
 WEINAT

PART II

<u>ABBREVIATION</u>	<u>UNIT</u>
AFAFMO	Army Air Forces, MTO
AFAFCMTO	Army Air Force Service Command, MTO
AAI	Allied Armies in Italy
AAI ADMAP	Allied Armies in Italy, Administrative Behalon (Rear)
AAO CORSICA	Allied Administrative Officer, Corsica
ABS	Atlantic Base Section
ACC MAIN	Allied Control Commission, Main
ACC REAR	Allied Control Commission, Rear
ACC OPS	Air Commander, Corsica
AFHQ	Allied Force Headquarters
AFHQ ADV CP	Allied Force Headquarters Advanced Command Post
ACC SARDINIA	Allied Garrison Commander, Sardinia
AGWAR	War Department, Washington, D. C.
ACCTPO	Air Service Command, Patterson Field, Ohio
CINCMED	Commander-in-Chief, Mediterranean

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

ABBREVIATION	UNIT
COMNAV NAM	United States Naval Forces, Northwest African Waters
DISTARIE	Number 3 District
DISTONE	Number 1 District
DISTNO	Number 2 District
EBS	Eastern Base Section
ETOLSA	European Theater of Operations, US Army (In UK)
FC OCEANICA	French Commander, Corsica
FES	French Expeditionary Corps
FOTALI	Flag Officer, Taranto
FOMIT	Flag Officer, Western Italy
FUSLAC	Third Army Group, London
GIB	Gibraltar
IBO	Island Base Section
MAAF	Mediterranean Allied Air Forces
MACAF	Mediterranean Allied Coastal Air Forces
MAIRW	Mediterranean Allied Photo Reconnaissance Wing
MASAF	Mediterranean Allied Strategic Air Forces
MATAF	Mediterranean Allied Tactical Air Forces
MATF	Mediterranean Air Transport Service
MBS	Mediterranean Base Section
ADMST	General Headquarters, Mideast
AMIA	Military Mission, Italian Army
MAF	North Africa District
MATOC&A	North African Theater of Operations; U. S. Army
WAFS	Northern Base Section
PAJO	Persia and Iraq Command
FEWBS	Peninsular Base Section
SHAF	Supreme Headquarters, Allied Expeditionary Force
SCAF	Special Operations, HQ
SOEMATOUSA	Services of Supply, North African Theater of Operations
TROOPERS	War Office, London
TCAFM	United States Army Forces in Mideast
XIIAF	Air Force, Twelfth
XIIAFSC	Air Force Service Command XII
XVAF	Air Force, Fifteenth
XVAFSC	Air Force Service Command XV
WESTAF	Western District, NATO/BA

By command of General WILSON

/s/ H. V. ROBERTS,

(t/ H. V. ROBERTS



PAGE II (Cont'd)

ABBREVIATION

COMNAV	United States Naval Forces, Northwest African Waters
DISTRICT	Number 3 District
DISTRICT	Number 1 District
DISTRICT	Number 2 District
EBR	Eastern Base Section
ETOWEA	European Theater of Operations, US Army (In UK)
FC CORCORAN	French Commander, Corsica
FEC	French Expeditionary Corps
FOTAFI	Flag Officer, Toronto
FOTAF	Flag Officer, Western Italy
FUBAC	First Army Group, London
GIB	Gibraltar
INS	Island Base Section
MAT	Mediterranean Allied Air Forces
MCAF	Mediterranean Allied Combat Air Forces
MCAF	Mediterranean Allied Photo Reconnaissance Wing
MCAF	Mediterranean Allied Strategic Air Forces
MCAF	Mediterranean Allied Tactical Air Forces
MCAF	Mediterranean Air Transport Service
MIDWEST	Mediterranean Base Section
MIL	General Headquarters, Midwest
MIL	Military Mission, Italian Army
MIL	North Africa District
MIL	North African Theater of Operations, U. S. Army
MIL	North African Base Section
MIL	Persia and Iraq Command
MIL	Peninsular Base Section
MIL	Suez Canal Headquarters, Allied Expeditionary Force
MIL	Special Operations, MGO
MIL	Services of Supply, North African Theater of Operations
MIL	War Office, London
MIL	United States Army Forces in Middle East
MIL	Air Force, Twelfth
MIL	Air Force Service Command, XII
MIL	Air Force, Fifteenth
MIL	Air Force Service Command, XV
MIL	Western District, NATOUSA

By command of General WILSON

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

250a

DISTRIBUTION:

Reproduced at Rear HQ, DC 27 April 1944

RESTRICTED

MEMORANDUM  
ALLEN DUNN COMMISSION  
Public Safety Sub-Commission

Re: Folio 644 - Per ~~union~~ investigation

C.F.S. .... *PK* .....

D.C.P.S. .... *B* .....

Police .... *AM* .....

Prisons .... *H.Y. SR* .....

Fire & C.D. .... *SR* .....

Regn. & Licensing .... *SR* .....

Adm. Officer .... *SR* .....

Remarks:  
.....  
.....  
.....  
.....

*PK*

REAR HEADQUARTERS  
ALLIED CONTROL COMMISSION  
AFO 394

AG-311.5

Adjutant Section

11 April 1944

WAR DEPARTMENT CODE NAMES AND ABBREVIATIONS

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

- a. Government agencies in the United States have contacted the War Department for information concerning alphabetical abbreviations used in communications and other official documents emanating from overseas theaters. In the majority of these instances it has been found that these abbreviations were not authorized by Army Regulations.
- b. To avoid unnecessary delays which inevitably follow, it is requested that in communications issued by United States forces or by combined United States and British forces, the words, for which no abbreviation is authorized by FM-21-30 and AR 850-150, be spelled out in full the first time they appear in each and every communication, followed by the abbreviation in parentheses.

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

MISCELLANEOUS

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

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

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

b. Abbreviations may be used singly or in groups. Combinations of abbreviations are authorized; thus, Chief, Army Exchange Service, is abbreviated C A EX Serv; adjutant general can be abbreviated AG or Adj Gen; private, first class, can be abbreviated pvt 1cl or pfc; The adjutant general's Office is abbreviated Adjutant General and for office, abbreviate...

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

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

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

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

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

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

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



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

2. Abbreviations and symbols.

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

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

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

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

arsenal  
 article of war  
 artificer  
 artillery  
 assigned  
 assignment  
 assistant  
 Assistant Chief of Staff  
 Personnel Division  
 Military Intelligence Division  
 Operations and Training Division  
 Supply Division  
 Operations Division  
 War Plans Division  
 Assistant Secretary of War  
 Assistant Secretary of War for Air  
 attached  
 attack  
 at the rate of  
 authorities  
 automatic  
 auxiliary  
 average  
 aviation

ar  
 ars  
 art  
 artif  
 arty  
 esgd  
 usgmt  
 asst  
 .Cofs  
 .Cofs, C-1  
 .Cofs, C-2  
 .Cofs, C-3  
 .Cofs, C-4  
 .Cofs, OIU  
 .Asst Sec War  
 .Asst Sec War  
 .Asst Sec War (Air)  
 atchd  
 atk  
 e/r  
 auth  
 auto  
 aux  
 av  
 avn

3

bachelor officers' quarters  
 bakery  
 balloon  
 Balloon Barrage Training Center  
 barracks  
 barracks and quarters  
 battalion  
 battery  
 bombardier  
 bombardment  
 branch  
 branch assignment  
 branch material  
 brigade  
 brigade headquarters  
 brigadier general  
 bugler  
 bulletin  
 Bureau of the Budget  
 by direction of the President

BOQ  
 bkry  
 bln  
 BBTC  
 bks  
 B&Q  
 bn  
 btry  
 bmdr  
 bomb  
 br  
 BA  
 BI  
 brig  
 BHC  
 brig gen  
 bglr  
 Bull  
 BB  
 DF

caliber  
 camouflage  
 cal  
 cam

0

5500



captain----- capt  
casual----- cas  
Cavalry----- Cav  
central----- cen  
certificate----- cert  
certificate of disability for discharge----- CDD  
changes----- C  
Chaplain----- Ch  
character----- char  
chauffeur----- cfr  
chemical----- cml  
Chemical Warfare Service----- CWS  
chief----- C  
Chief of----- Cof  
Chief of Staff----- CofS  
Chief Signal Officer----- CofSO  
Chief warrant officer----- CWO  
circuler----- Cir  
Citizens' Military Training Camp----- CMC  
civil (or civilian)----- civ  
civil authorities----- C Auth  
class----- cl  
clerk----- cler  
clerical----- clk  
clerk----- clo  
clothing----- Clo  
Coast Artillery Corps----- CAC  
coast defense----- CD  
college----- colg  
colonel----- col  
color----- colr  
colored----- colrd  
Command and General Staff School----- CGSS Sch  
Commandant----- cmdt  
commander----- comdr  
commanding----- comds  
commanding General----- CG  
commanding officer----- CO  
command post----- CP  
command post exercise----- CPE  
commissary----- com  
communication----- com  
commutation----- comtn  
company----- co  
compilation----- com  
concentration----- con  
conference----- conf  
confined----- conf  
confinement----- conf  
conscientious objection----- conobjtr  
conscientious objector----- conobjtr

chief of----- Cof  
Chief of Staff----- CofS  
Chief Signal Officer----- CofS  
chief warrant officer----- CWO  
circuiar----- Cir  
Citizens' Military Training Camp----- CMC  
civil (or civilian)----- civ  
civil authorities----- C Auth  
class----- cl  
clerical----- cler  
clerk----- clk  
clothing----- clo  
Coast Artillery Corps----- CA  
coast defense----- CD  
college----- colg  
colonel----- col  
color----- colr  
colored----- cld  
command----- cmd  
Command and General Staff School----- CGSS Sch  
commandant----- cmdt  
commander----- cmdr  
commanding----- cmdg  
commanding general----- CG  
commanding officer----- CO  
command post----- CP  
command post exercise----- CPX  
commissary----- com  
communication----- com  
computation----- comtn  
company----- co  
compilation----- com  
concentration----- con  
conference----- conf  
confined----- conf  
confinement----- conf  
conscientious objector----- con objtr  
construction----- cons  
continui----- contd  
contract----- cont  
control----- ctrl  
convenience----- convn  
cook----- ck  
corporal----- cp  
Corps of Engineers----- CE  
Corps of Military Police----- CMP  
court-martial----- CM  
current----- cur  
current series----- CS

D

defense-----  
 delinquent account-----  
 delivered or delivery-----  
 dental-----  
 Dental Corps-----  
 department-----  
 deposit-----  
 depot-----  
 Deputy Chief of Staff-----  
 deserted or desertion-----  
 detached enlisted men's list-----  
 detached officers' list-----  
 detached service-----  
 detachment-----  
 director-----  
 disability-----  
 discharge or discharged-----  
 disciplinary-----  
 discontinued-----  
 dishonorable or dishonorably-----  
 dismissed-----  
 dismounted-----  
 disgraced-----  
 Distinguished-Flying Cross-----  
 Distinguished-Service Cross-----  
 Distinguished-Service Medal-----  
 district-----  
 district engineer officer-----  
 division-----  
 division headquarters-----  
 document-----  
 dropped-----  
 duty-----  
 duty officer-----  
 DO-----

echelon-----  
 electrical or electrician-----  
 embarkation-----  
 emergency-----  
 engineer-----  
 enlisted-----  
 enlisted man or man-----  
 Enlisted Reserve Corps-----  
 enlistment-----  
 evacuation-----  
 eob-----  
 elec-----  
 emb-----  
 energ-----  
 engr-----  
 enl-----  
 EM-----  
 ETC-----  
 enlmt-----  
 evnc-----

E

5502

detached officers' list ..... DOL  
 detached service ..... IG  
 detachment ..... det  
 director ..... dir  
 disability ..... disab  
 discharge or discharged ..... disch  
 disciplinary ..... dis  
 discontinued ..... discontd  
 dishonorable or dishonorably ..... dishon  
 dismissed ..... dismd  
 dismounted ..... dsmtd  
 disgraced ..... dsr  
 Distinguished-Flying Cross ..... DFC  
 Distinguished-Service Cross ..... ISC  
 Distinguished-Service Medal ..... LSM  
 district ..... dist  
 district engineer officer ..... DEO  
 division ..... div  
 division headquarters ..... DHC  
 document ..... doc  
 dropped ..... drpd  
 duty ..... dy  
 duty officer ..... DO

E

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



F

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

G

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

H

harbor-----har  
 harbor defense-----HD  
 harbor defense command-----HDC  
 headquarters-----HHC

1st class-----  
 fiscal-----  
 fiscal year-----  
 flight-----  
 forfeit-----  
 forward echelon-----  
 fraudulent-----  
 from-----  
 furlough-----  
 furnished-----  
 furnish-----

G

General-----  
 General court martial-----  
 General dispensary-----  
 General Headquarters-----  
 General hospital-----  
 General orders-----  
 General service schools-----  
 General staff-----  
 General Staff Corps-----  
 Government-----  
 Grade-----  
 Graduate-----  
 Group-----  
 Guard-----  
 Gunner-----  
 Gunner-----  
 Gen.-----  
 Gen-----  
 Gen Disp-----  
 GHQ-----  
 Gen Hosp-----  
 GO-----  
 GSS-----  
 GS-----  
 GSC-----  
 Govt-----  
 gr-----  
 grad-----  
 Sp-----  
 gd-----  
 Gen.-----

H

harbor-----  
 harbor defense-----  
 harbor defense command-----  
 headquarters-----  
 heavy-----  
 high explosive-----  
 honor or honorable-----  
 hospital-----  
 howitzer-----  
 her-----  
 HD-----  
 HHC-----  
 Hq-----  
 hv-----  
 HE-----  
 hon-----  
 hosp-----  
 how-----

I

inch-----  
 in-----

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

J

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

K

killed----- kd  
 kitchen----- k1

L

laboratory----- lab  
 laundry----- ldry  
 leader----- ldr  
 leave----- lv  
 legislative----- Leg  
 letter----- ltr  
 licison----- ln  
 lieutenant----- lt  
 lieutenant colonel----- lt col  
 lieutenant general----- lt gen  
 light----- l  
 light machine gun----- LMG  
 limited service----- ltd serv  
 line of duty----- LD  
 line of duty status----- LLS

international-----  
intn  
interpreter-----  
intpr  
inventory and inspection report-----  
I&I R

J

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

K

killed-----  
kd  
kitchen-----  
ki

L

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

550

M

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



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

National Guard Bureau ----- NGB  
 net control station ----- NCS  
 noncommissioned officer ----- NCO

0

observation ----- obsn  
 observer ----- obsr  
 officer, officer, order, or orders ----- O  
 Office of The Quartermaster General ----- OQM  
 officer candidate ----- OC

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

N

National Guard Bureau-----NGB  
 net control station-----NCS  
 noncommissioned officer-----NCO

O

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

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

P

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

520

550

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

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

R

radio-----rad



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

S

salvage	salv
same date	sd
sanitary	sn
scheduled	scd
school	sch
searchlight battery	SL Btry
Secretary of War	Sec War

regiment----- regt  
 regimental orders----- RO  
 regular----- reg  
 Regular Army----- RA  
 Regular Army Reserve----- R.A.R.  
 Regulating station----- R Sta  
 rejoined----- rejd  
 relieved----- rel  
 remount----- rmt  
 repair----- rep  
 replacement----- repl  
 replacement training center----- RTC  
 report----- rpt  
 report of survey----- R/S  
 requalified----- requal  
 requirements----- reqnt  
 requisition----- req  
 rescinded----- resc  
 Reserve----- Res  
 Reserve Officers' Training Corps----- ROTC  
 resigned----- resgd  
 resources----- rcs  
 retired----- ret  
 retirement----- retms  
 returns----- rets  
 revolutions per minute----- rpm

S

salvage----- salv  
 same date----- /sd  
 sanitary----- sn  
 scheduled----- scd  
 school----- sch  
 searchlight battery----- SL Btry  
 Secretary of War----- Sec War  
 section----- sec  
 Selective Service----- SS  
 sentence----- sent  
 sentenced----- sentd  
 separate----- sep  
 sergeant----- sgt  
 service----- serv  
 service command----- Serv C  
 service record----- 3/R  
 Service of Supply----- SOG

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

5790

569

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

T

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



technician----- techn  
 telegram----- telg  
 telegraph----- tg  
 telephone----- tp  
 teletypewriter exchange (message)----- TX  
 temporary----- temp  
 The Adjutant General----- TAG  
 theater of operations----- T of Ops  
 topographical----- top  
 torpedo----- tor  
 tractor----- trac  
 train----- tn  
 trainee----- trne  
 training----- tng  
 training circular----- TC  
 training film----- TF  
 training unit----- TU  
 transferred----- trfd  
 Transportation Corps----- TC  
 transportation request----- T/R  
 transport or transportation----- T  
 travel by officer or his dependents by privately  
 owned automobile is authorized. DS for officer's  
 travel is authorized, AR 605-120.----- TP.  
 travel directed is necessary in the military service----- TIN  
 troop----- tr  
 truck----- trk

U

Unassigned----- unassd  
 Under Secretary of War----- U Sec War  
 United States Engineer Office----- USEO  
 United States Marine Corps----- USMC  
 United States Military Academy----- USMA  
 United States Navy----- USN  
 United States Property and Disbursing Officer----- USPDO  
 unsatisfactory----- unset

V

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

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

U

Unassigned----- unassd  
 Under Secretary of War----- U Sec War  
 United States Engineer Office----- USEO  
 United States Marine Corps----- USMC  
 United States Military Academy----- USMA  
 United States Navy----- USN  
 United States Property and Disbursing Officer----- USP&DO  
 unconvict----- unconv

V

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

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

Women's Army Auxiliary Corps  
wrecker

Y  
yard

Z  
zone of interior

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

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

By Command of Lt General ELSON MACFARLANE;

*E. J. Chiocca*  
E. J. CHIOCCA  
CWO USA  
Asst Adj

5490

5490

the following code abbreviations will be used:

- Receipt acknowledged-----REACK
- Ship immediately-----SHIFIM
- Advise by teletype-----AUTELP
- Extracted for action-----EXFORACT
- Extract of requisition-----EXREQ
- Supply authorized-----SOK
- Authority granted-----AUTGR
- Reference telephone conversation-----REFPHONE
- Travel chargeable to applicable allotment authority  
under Finance Service Army-----FS4

By Command of Lt General MASON MACFARLANE:

*E. J. Chicon*  
 E. J. CHICON  
 CWO USA  
 Asst Adj



HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Volio 630 for ~~1~~ information

- C.P.S. ....
- D.C.P.S. ....
- Police .....
- Prisons .....
- Fire & C.D. ....
- Regn. & Licensing .....
- Adm. Officer W.M. .....

Remarks:  
..... 1/20/48 .....  
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P.H.

P Safety (63A)  
3 copies  
14031

RESTRICTED

REL-R HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

Adjutant Section

11 April 1944

In reply refer to 211.1

SUBJECT: Official Mail Dispatch.

TO : All Concerned.

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

a. NATOUSA Circular # 12 18 February 1943

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

b. NATOUSA Circular # 145 30 July 1942

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

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

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

c. NATOUSA Circular # 8 18 January 1944

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

ABBREVIATIONS

d. Originators should, wherever possible, avoid the use of abbreviations in addresses. Hundreds of letters are delayed daily because they are insufficiently addressed. Examples of use of abbreviations in addresses with an incorrect result: (CC) Allied Control Commission; Allied Censorship Control; Army Catering Corps.

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

a. W.TOUS. Circular # 12 13 February 1943

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

b. W.TOUS. Circular # 145 30 July 1943

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

- e. TOP SECRET
- b. SECRET
- c. CONFIDENTIAL
- d. EXTREMELY URGENT

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c. W.TOUS. Circular # 8 13 January 1944

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ABBREVIATIONS

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

CERTIFICATION

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

RESTRICTED

EXPLICIT

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

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

1.

ADDRESSING

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

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

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

By Command of Lieut Colonel HAZEN B. COLEMAN:

*Robert D. Darby*  
 ROBERT D. DARBY  
 1st Lt, ACD  
 Adjutant



ADDRESSING

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

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

By Command of Lieut Colonel W. S. H. [Name]

*Roger B. Henry*  
ROGER B. HENRY  
1st Lt, AGD  
Adjutant

RESTRICTED

Copy on 14024/ps

62A  
14031  
JR

RESTRICTED

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

ESTABLISHMENT MEMORANDUM

28 March 1944.

NUMBER

CLASSIFICATION OF DOCUMENTS

The combined Chiefs of Staff have approved an agreement made between the American and British Services on the definition, classification and handling of matters to be safeguarded. Procedures, Memos, Definitions and handling hereinafter set forth are to be put into effect by all United States Army and British Army Headquarters on 0001, 15 Mar 44.

Instructions to the same effect are being issued for the same effective date by the United States Navy, Royal Navy and Royal Air Force.

U.S. Army Regulations 380-5 and "Classification and Handling of Protected Documents" are being revised.

From 15 Mar 44 to date of receipt of these revisions the policy hereinafter outlined will be followed by all concerned. No change in the classification of existing documents is necessitated by this agreement.

Categories: Official matter requiring classification shall be examined and graded under one of the following categories:

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

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

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which, while NOT endangering the national security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, i.e., ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

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

The United States regards TOP SECRET as a sub-division of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. Although this difference of terminology is recognized, it is immaterial to this agreement under which working uniformity is established by the adoption of agreed definitions, examples, and rules of treatment, for the benefit of all concerned.

The combined Chiefs of Staff have approved an agreement made between the American and British Services on the definition, classification and handling of matters to be unclassified. Procedures, Names, Definitions and handling hereinafter set forth are to be put into effect by all United States Army and British Army Headquarters on 0001, 15 Mar 44.

Instructions to the same effect are being issued for the same effective date by the United States Navy, Royal Navy and Royal Air Force.

U.S. Army Regulations 300-5 and "Classification and Handling of Protected Documents" are being revised.

From 15 Mar 44 to date of receipt of these revisions the policy hereinafter outlined will be followed by all concerned. No change in the classification of existing documents is necessitated by this agreement.

Categories: Official matter requiring classification shall be examined and graded under one of the following categories:

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

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

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which, while NOT endangering the national security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, i.e., ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

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

The United States regards TOP SECRET as a sub-division of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. Although this difference of opinion is recognized, it is immaterial to this agreement under which working uniformity is being achieved by the adoption of agreed definitions, examples, and rules of treatment, for the handling of all classified matter.

- GRADING:
1. The designation of persons responsible for grading and regrading will be a function of the proper authorities.
  2. Each document should be graded according to its own content and not necessarily to its relationship to another document. This also applies to extracts from graded documents.
  3. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

REGRADING: It is the obligation of all authorities to keep classified matter constantly under review and to downgrade it as soon as conditions permit.

HANDLING (treatment): No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.



Establishment Memorandum No. 10

SECRET matter will be handled in accordance with the following rules:

1. The highest grade cryptographic systems available will be used for the transmission of SECRET messages.
2. SECRET documents will be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorized representative. Where officially designated courier service is NOT available, SECRET documents may be transmitted by registered mail service or mail service superior to Registered Mail Service, if the service is completely within national control.
3. Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.
4. SECRET messages will not be transmitted by electrical means in the clear, except over approved circuits and provided that there is no violation of the rule that messages which have been or are to be transmitted in a high grade cryptographic system of one nation will NOT be relayed by the other nation between point of origin and destination by electrical means in clear language or unapproved "SCRAMBLER" system or low grade cryptographic system.
5. It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

TOP SECRET matters will be handled in accordance with the above rules, with additional safeguards as follows:

1. Under no circumstances will such matters be transmitted by registered mail or by electrical means in the clear.
2. It is mandatory that transmission and custody of such matter be covered by a receipt system.
3. TOP SECRET documents will be handled only by persons specifically designated and may NOT be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL matters will be handled in accordance with the following rules:

1. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.
2. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that proper appropriate security precautions are taken at all times.

RESTRICTED matter will be handled in accordance with the following rules:

1. RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security.
2. Registered RESTRICTED documents will be transmitted from foreign countries in the same manner as registered SECRET documents.



covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

4. SECRET Messages will not be transmitted by electrical means in the clear, except over approved circuits and provided that there is no violation of the rule that messages which have been or are to be transmitted in a high grade cryptographic system of one nation will NOT be relayed by the other nation between point of origin and destination by electrical means in clear language or unapproved "SECRET" system or low grade cryptographic system.

5. It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

TOP SECRET matters will be handled in accordance with the above rules, with additional safeguards as follows:

- 1. Under no circumstances will such matters be transmitted by registered mail or by electrical means in the clear.
- 2. It is mandatory that transmission and custody of such matter be covered by a receipt system.
- 3. TOP SECRET documents will be handled only by persons specifically designated and may NOT be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL matters will be handled in accordance with the following rules:

- 1. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.
- 2. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that proper appropriate security precautions are taken at all times.

RESTRICTED matter will be handled in accordance with the following rules:

- 1. RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security.
- 2. Registered RESTRICTED documents will be transmitted from foreign countries in the same manner as registered SECRET documents.

By command of Lt. Col. General IRSON MACBARIANE:

*John S. Albright*  
 JOHN S. ALBRIGHT  
 Colonel, Inf.,  
 Establishment Officer.

14031/PS PS-61A

HEADQUARTERS ALLIED CONTROL COMMISSION  
APO 394

AJC/GJE

Ref. 59 34.3

25 March 1944

MEMORANDUM TO: All Concerned.

ACC ARCHIVES

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

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

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

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

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

6. It is hoped that the archives may be of real assistance to sections, etc., in a number of ways: notably in enabling them to relieve pressure on their space by elimination of papers not of permanent value, and by taking over files which are no longer required for current work.

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

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

5/92

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

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

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

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

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

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

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

M S. Lusk  
5490  
M. S. LUSH,  
Brigadier,  
Executive Commissioner.

DISTRIBUTION:

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

*File 14031*

21 MAR 1944

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

*File 3/11/AS*

Radio *for action/information*

G.P.S. *cyk* .....

D.C.P.S. ....

Police ....

Prisons *H.L.S.R.* .....

Fire & CD .....

Regn. & Licensing *Wch.* .....

Attn. Officer *Wch.* .....

Remarks:

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



HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio, for action/information

C.F.S. .... *[Signature]* .....

D.C.F.S. .... ..

Police .... ..

Prisons .... ..

Fire & C.D. .... ..

Regn. & Licensing .... ..

Adm. Officer .... ..

Remarks:

..... *So long as the Reading* .....

..... *Room is at NAPLES & this* .....

..... *S.C. is at SALERNO it is, I* .....

..... *suspect of no value to us* .....

..... *Rushy* .....

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
R.C. & M.G. SEC.

*Public Safety*  
2153/INFO  
March 14

PA 10831

SUBJECT: Reading Room

TO : Sub Commissions

It would be appreciated if this Division could be supplied with details of what Reports the Sub Commissions would consider most useful to be made available in the Reading Room.

*Chamberlain*  
f  
NORMAN E. FISKE  
Colonel, Cavalry  
Deputy Executive Commissioner

549

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio 59<sup>a</sup> for assembly information

C.P.S. .... PPK

D.C.P.S. ....

✓ Police *mm* .....

Prisons *W.Y. SE* .....

✓ Fire & CD .....

Regn. & Licensing *WPA* .....

✓ Adm. Officer .....

Remarks:

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

*PA*

CONFIDENTIAL

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

AG 312.4-1 SIG-AGM

SUBJECT: Non-Secret Short Title Unit Designations.

TO : All Concerned.

1. The following non-secret short titles have been approved by AFHQ for use in this Theater. These short titles are not secret code words for units, but are merely to be used for brevity in place of the full name of the organization when messages are transmitted by electrical means.

2. For uniformity and to avoid confusion, no other non-secret abbreviations or short titles will be used. The short title is to be used in the text of the message in place of the whole name of a unit or installation and are not to be used in addressing official correspondence. All new short title names or changes in non-secret short titles will be approved and announced by AFHQ.

UNIT

Administration Movement Control, N.A. Dist.  
Air Commander, Corsica  
Air Force, Twelfth  
Air Force, Fifteenth  
Air Force Service Command, All  
Air Force Service Command, XV  
Air Force Training and Replacement Command, All  
Air Support Command Headquarters, XII  
Algiers Sub-District Headquarters  
Algiers Garrison Headquarters  
Allied Control Commission, Headquarters, Main  
Allied Control Commission, Headquarters, Rear  
Allied Force Headquarters  
Allied Force Headquarters Advanced Command Post  
Allied Force Headquarters Accommodation Detachment  
Allied Force Camp (Near ACMF)  
Allied Force Headquarters ADV ADM Echelon  
Allied Central Mediterranean Force Headquarters (Main)  
Allied Central Mediterranean Force Headquarters (Rear)  
Allied Central Mediterranean Force Headquarters (Tac)  
Allied Garrison Commander, Sardinia  
Allied Ground Forces and Service Troops in Sardinia  
Headquarters, 2605th Quartermaster Base Depot  
Hdors, Region 6, Allied Control Commission, Sardinia  
Army Air Force Engineer Command, MTO, (Prov)

NON-SECRETSHORT TITLE UNIT DESIGNATION

NAMOVE  
ACCORS  
12AF  
15AF  
XII AFSC  
XVAFSC  
XIIASTHC  
XIIASC  
ALMIST  
ALMAR  
FATIMA  
FATIMA REAR  
FREEDOM  
FAFRANKS  
FAIRFIELD  
FAIRWAY  
FLAMEO  
FILPOI  
FANTOX  
FINBAT  
FALCON

SARDEPOT  
FABLE  
ACMTO

5490

14 March 1944

Cybernetics

590



to be used for brevity in place of the full name of the organization when messages are transmitted by electrical means.

2. For uniformity and to avoid confusion, no other non-secret abbreviations or short titles will be used. The short title is to be used in the text of the message in place of the whole name of a unit or installation and are not to be used in addressing official correspondence. All new short title names or changes in non-secret short titles will be approved and announced by AFHQ.

NON-SECRET  
SHORT TITLE UNIT DESIGNATION

Administration Movement Control, M.A. Dist.	NAMOVE
Air Commander, Corsica	ACCORS
Air Force, Twelfth	12AF
Air Force, Fifteenth	15AF
Air Force Service Command, XII	XII AFSC
Air Force Service Command, XV	XVAFSC
Air Force Training and Replacement Command, XII	XIIAFTRC
Air Support Command Headquarters, XII	XIIASC
Algiers Sub-District Headquarters	ALGDIS
Algiers Garrison Headquarters	ALGGR
Allied Control Commission, Headquarters, Main	FATIMA
Allied Control Commission, Headquarters, Rear	FATIMA REAR
Allied Force Headquarters	FREEDOM
Allied Force Headquarters Advanced Command Post	FAIRBANKS
Allied Force Headquarters Accommodation Detachment	FAIRFIELD
Allied Force Camp (Near ACMF)	FAIRWAY
Allied Force Headquarters ADV ADM Echelon	FLAMBO
Allied Central Mediterranean Force Headquarters (Main)	FILPOT
Allied Central Mediterranean Force Headquarters (Rear)	FANTOX
Allied Central Mediterranean Force Headquarters (Tac)	FINDAT
Allied Garrison Commander, Sardinia	FALCON
Allied Ground Forces and Service Troops in Sardinia Headquarters, 2665th Quartermaster Base Depot	SARDEPOT
Army Air Force Engineer Command, MTO, (Prov)	FABLE
Army Air Force Headquarters, MTO	ACOMTO
Army Air Force Service Comd., MTO	RAFMTO
Atlantic Base Section	ASCOMTO
Bone Sub-District Headquarters	ABS
Bougie Garrison Headquarters	BONSDIST
British Army Staff Headquarters (In USA)	BOUGAR
British Military Mission, Washington, D.C.	MILSTAF
Canadian Military Force Headquarters (In UK)	BATHAN
Commander-in-Chief, Headquarters, Mediterranean	CANNIL
Commander United States Amphibious Forces Northwest African Waters	CINCOMED
Commander United States Naval Forces Northwest African Waters	COMPHENAN
Constantino Garrison Headquarters	COMNAVNAW
Eastern Base Section	CUNGAR
Eighth Army Headquarters	EBS
European Theater of Operations, Hq., U.S. Army (In UK)	EIGHTARMY
	ETCUSA

5490

COMPIENTIAL

A.S.C. Intercom 7 Displaced Persons Sub Comm.

Bafu - Bari

## C O N F I D E N T I A L

Fifth Army Headquarters  
 First Air Service Area Command  
 1st Army Group Headquarters, London  
 Force 233, Adv. Hq., ACMF  
 French Command in Corsica  
 General Headquarters, Mideast  
 G-4 (Mov), AFHQ  
 Gibraltar Headquarters  
 Inter-Services Signals Unit No. 6, RMF  
 Island Base Section  
 Joint Rearment Commission  
 Malta Headquarters  
 Mediterranean Allied Air Forces  
 Mediterranean Air Transport Service  
 Mediterranean Base Section  
 Mediterranean Strategic Air Force Headquarters  
 Mediterranean Allied Tactical Air Force Headquarters  
 Moroccan Sea Frontier Forces, Commander  
 North Africa District Headquarters  
 North African Theater of Operations, U.S. Army  
 North African Wing, Hq., ATC, Station No. 1, Tunis  
 Northern Base Section  
 Number 1 District Headquarters  
 Number 2 District Headquarters  
 Number 3 District Headquarters  
 Peninsular Base Section  
 Persia and Iraq Command  
 Philippeville Garrison Headquarters  
 Planning Groups from Tactical Units at AFHQ  
 Port Commandant, Algiers  
 Port Commandant, Bonn  
 Port Commandant, Benghazi  
 Port Commandant, Naples  
 Port Commandant, Philippeville  
 Port Commandant, Sousse  
 Port Commandant, Tunis  
 Prisoner of War - at-Commission, Italy  
 Q(Mov), Algiers  
 Q(Mov), Constantine  
 Q(Mov), Tunisia  
 Services of Supply, Dakar  
 Services of Supply, European Theater of Operations,  
 United States Army (In UK)  
 Services of Supply, North African Theater of  
 Operations, United States Army  
 SPAA Garrison Headquarters  
 Seventh Army Headquarters  
 Southeast Asia Command Headquarters, New Delhi  
 Special Forces, AFHQ  
 Tactical Bomb Force Headquarters

FIVEARMY  
 AIRSERV  
 USFAG  
 FOURDAY  
 JUPITER  
 MIDEAST  
 FREEMOVES  
 CHIEF GIBRALTAR  
 FELLOWSHIP  
 IRS  
 RUMMO  
 COMMANDETH MALTA  
 MA.F  
 MATS  
 MBS  
 MASAF  
 MALAF  
 COMORCCOANSEAFRON  
 NADIST  
 NAFUSA  
 NAFWING  
 NORBASE  
 DISTONE  
 DISTWO  
 DISTHRES  
 PIMBASE  
 PALC  
 PILLAR  
 FORTUNE (Units)  
 ALBARARK  
 BONNEBARK  
 BOUGHBARK  
 HAFBARK  
 FIBERBARK  
 SOUQBARK  
 TUNEBARK  
 PUVTON  
 ALMOVES  
 COMOVES  
 TUNMOVES  
 AMPLIFIER  
 SOSETUSA  
 SOSMOTUSA  
 SEAGAR  
 SEVENARMY  
 COPIR  
 FIGLMAF  
 TRF  
 TRIPDISI

Mediterranean Air Transport Service  
 Mediterranean Base Section  
 Mediterranean Allied Strategic Air Force Headquarters  
 Mediterranean Allied Tactical Air Force Headquarters  
 Moroccan Sea Frontier Forces, Commander  
 North Africa District Headquarters  
 North African Theater of Operations, U.S. Army  
 North African Wing, HQ, ATO, Station No. 1, Tunis  
 Northern Base Section  
 Number 1 District Headquarters  
 Number 2 District Headquarters  
 Number 3 District Headquarters  
 Peninsular Base Section  
 Persia and Iraq Command  
 Philippeville Garrison Headquarters  
 Planning Groups from Tactical Units at AFHQ  
 Port Commandant, Algiers  
 Port Commandant, Bizerte  
 Port Commandant, Bougie  
 Port Commandant, Naples  
 Port Commandant, Philippeville  
 Port Commandant, Sousse  
 Port Commandant, Tunis  
 Prisoner of War - Det-Commission, Italy  
 Q(Mov), Algiers  
 Q(Mov), Constantine  
 Q(Mov), Tunisia  
 Services of Supply, Dakar  
 Services of Supply, European Theater of Operations,  
 United States Army (In UK)  
 Services of Supply, North African Theater of  
 Operations, United States Army  
 SFAA Garrison Headquarters  
 Seventh Army Headquarters  
 Southeast Asia Command Headquarters, New Delhi  
 Special Forces, AFHQ  
 Tactical Bomb Force Headquarters  
 Tripoli District Headquarters  
 Tunis Sub-District Headquarters  
 Tunis Garrison Headquarters  
 XII Air Support Command Headquarters  
 United States Armed Forces, Middle East, Cairo  
 United States Army Forces in Middle East, Headquarters  
 War Department, Washington, D.C.  
 War Office, London  
 West African Service Command, Headquarters

MBS  
 MESA  
 MAFAP  
 COMOROCCANSTAFF  
 MADIST  
 MAFOUSA  
 MAFWING  
 MGRBASE  
 DISTONE  
 DISTWO  
 DISTTHREE  
 PINEBASE  
 PAIC  
 PAFBARK  
 FORTUNE (Units)  
 ALEMBARK  
 BONEBARK  
 BOUGIEBARK  
 NAFBARK  
 FILEBARK  
 SOUEBARK  
 TUNEBARK  
 PONTON  
 ALMOVES  
 CONMOVES  
 TOMOVES  
 AMPLIFIER  
 SOSETCUSA  
 SOSMADUSA  
 SFAGAR  
 SEVENARMY  
 COPIR  
 FICLCAF  
 TRF  
 YRIPDIST  
 TUNSDIST  
 TRNGAR  
 XILASC  
 AMSME  
 USAFIME  
 ACWAR  
 TROOPERS  
 WASCUSAF

*L. T. Montant, Jr.*  
 L. T. MONTANT, Jr.  
 2nd Lt, AGD  
 Adjutant

By command of Lieut General MACFARLANE:

DISTRIBUTION:  
 "A" - Modified

5-8A P.Y.K.

PA 1403/PS

REAR HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 398  
Administrative Section

310./AS

2 Mar 44

SUBJECT : Office Procedure.

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

Now that incoming letters go direct to the Sub Comm concerned for registration, the VP relies upon Presidents to keep him informed of all matters of which he should have cognizance.

*[Signature]*  
A.R. CRIPPS,  
Lt. Colonel,  
for VP Adm Sec.

PA 9/3 5496



144031 57A

REAR HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

Administrative Section

310./AS

1 Mar 44.

SUBJECT : Office Organisation

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

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

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

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

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

5 Sub Comms will keep the following records:

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

6 The present file organisation of Sub Comms will continue.

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

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

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  - Register of Secret Letters IN.
  - Register of Secret Letters OUT.
  - Register of Letters IN.
  - Register of Letters OUT.
  - File index numerical.
  - Index to files alphabetical.
  - File transit register.
- 6 The present file organisation of Sub Comms will continue.
- 7 The separation of Policy from Routine matters (see memorandum on office organisation) when filing is important. Questions of policy and the action taken thereon are then not lost in a mass of routine papers. File A should be kept very strictly to a minimum of the policy decisions and to the actual instructions issued so as to be a clear picture unobscured by any other papers whatsoever. Correspondence about the instructions and what they do or do not mean should be on file B. Particular cases or reports should be confined to consecutively numbered files. An example of such numbering would be 67/3A 67/3B 67/3.1 67/3.2 67/3.3 etc. The files most likely to move out of the branch would be the A files.
- 8 All internal correspondence will be conducted on minute sheets in accordance with the attached memorandum, and files will pass between Sub Comms and between Sub Comms and Adm Sec.
- 9 Working papers personal to a branch which merely lead to a result which is recorded on the file and are not essential to any further action need not be circulated with the file.
- 10 A file which does not circulate between branches need not have a minute sheet unless so desired.
- 11 While there is no present intention of making any changes in the systems of filing or registration in use in Branches it is nevertheless necessary, as branch registries work as part of the Adm. Sec

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

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

*H. R. Collins*  
*V. H. M. S.*

H. R. COLLINS,  
Lt Col  
for Vp Adm Sec.

The Minutes System for Internal Correspondence

- 1 All communications INTERNAL to the headquarters will be conducted on minute sheets attached to the left hand side of the open file. These minutes will be consecutively numbered.
- 2 To the right hand of the opening will be affixed only letters passing in or out of the Headquarters, reports, proposed drafts of documents or other exhibits referred to in the minutes. These documents will be numbered according to the number of the minute which refers to them, followed by a letter a b c according to the number of documents referred to by that minute.
- 3 The LOWER two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed "TO" "DATE" to control the movement of the file. When the file is to be sent to another branch the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.
- 4 As no copies of minutes are required (the original always being at hand when the file is under consideration) a great saving of paper is affected.
- 5 As it takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing it is usual for staff officers to write the minutes in their own hand, this effects a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require altering in draft.
- 6 As no letters pass internally, the number of documents to be filed is most substantially reduced. The amount of time spent filing is also greatly reduced.

H.R. SMITHS,  
Lt Col  
for VP Adm Sec.

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- 4 As no copies of minutes are required (the original always being at hand when the file is under consideration) a great saving of paper is effected.
- 5 As it takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing it is usual for staff officers to write the minutes in their own hand, this effects a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require alterations in draft.
- 6 As no letters pass internally, the number of documents to be filed is most substantially reduced. The amount of time spent filing is also greatly reduced.
- 7 The system depends for its success and flexibility on the subdivision of subjects to the smallest detail, every slightest change of subject should have its own cover. Every single application or case should be treated separately and the papers put away as each case is finished. It is quite impracticable to have the papers of related subjects on a file and then find that when you want to deal with paper "f" that the file is with another branch to whom paper "e" has been referred. The maxim is to keep the files SMALL and EXCLUSIVE.
- 8 A disadvantage of the system is the number of file covers needed, but a cover for a file that is not likely to run to more than a dozen or so papers can conveniently be improvised from a stout sheet of paper of foolscap size folded in half.



ADMINISTRATIVE MEMO.

OFFICE ORGANIZATION AND CONTENTS.

General

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

2. Classification of work

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

bb. Class 1 consists of matters where any letter to be written will express or deal with

- i. A Question of policy.
- ii. Views of the Branch Head.
- iii. A Recommendation
- iv. A formal report or Explanation especially asked for
- v. A reprimand or expression of official disapproval.

c. Class 2 includes all other matters.

3. Signature of letters

a. Where any letter of Class 1 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 letter is so urgent that it cannot await his return and his vic. has already been obtained or is known, the letter may be signed on his behalf by the next senior staff officer to fill superior below the description of the officer for whom he is signing, "absent on duty" or as the case may be.

b. Where any letter of Class 2 is addressed on the S.M.A. level, it is customary and desirable that the letter should be signed by the Head of the branch but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation.

cc. Where any letter of Class 1 is addressed to a L.M.A. formation, it will normally be signed by the next senior officer "for" the branch head.

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.

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

- i A Question of Policy.
- ii Views of the Branch Head.
- iii A Recommendation
- iv A formal report or Explanation especially asked for
- v A reprimand or expression of official disapproval.

c Class 3 includes all other matters.

3 Signature of Letters

a Where any letter of Class A is addressed to HIGHER authority, it must be signed by the senior officer of the branch putting forward the opinion, recommendation, etc. If he is absent on duty and the matter is so urgent that it cannot await his return and his view has already been obtained or is known, the letter may be signed on his behalf 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.

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

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

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

4 Grade of Staff Officers

- Grade 1 Colonels and Lieut. Colonels.
- Grade 2 Majors.
- Grade 3 Captains and Lieutenants.

5 Work of the various Grades (For correspondence other than US Secret and British Post Secret and Priority Codes). Branch Heads may wish to depart from

The following is for guidance. These are technical matters.

Grade III

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

Grade II

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

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

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

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

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

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

Grade I

will deal with all Class A matters.

Channels of Communication

a. All branches for part of one head quarters. Branches are not separate columns which will be together, but part of one whole. Communication will be horizontal (that is from an officer in any branch to another branch, to an officer in the same grade in another branch of the same HQ), as well as vertically (that is between senior and junior).

b. Intercommunication horizontally only takes place between officers of the same grade in the same HQ.

Class 3 matters (unless outside his powers, or, a financial limit for approval of expenditure) will be dealt with by him completely except when he desires to call in the light of a more senior officer's signature.

Class 4 matters he will prepare for his next senior.

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

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

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

Grade 1

will deal with all Class 5 matters.

Principles of Communication

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

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

c HQ is a part of the HQ and any therefore correspondence direct with branches of that HQ should necessarily arise.

d HQ and the HQ are the proper channel for communication with the HQ sections of various and regions though sub-Commissions may correspond direct with those on technical matters.

Addressing of Communications within the HQ (other than HQ secret or British post secret).

It is sufficient to address letters and letters to the Section or Sub-Commission without the addition of any office. It is the recipient's responsibility to see that it gets to the right hands. (When a particular HQ leader of a matter is required.....)



-3-

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

8 Drafting and Termination of Letters

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

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

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

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

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

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

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

STANSGATE,  
VP Adm. Sec.

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

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

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

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

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

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

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

STANSGATE,  
VP Adm. Sec.

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

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

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

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

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

It is not used in controversial matters which must be settled in normal matter. Examples are given in the appendix.

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

c If some slight variation, correction, gloss or emphasis is required an appropriate minute may be added but if a major difference is involved the first minute forwarded to "X" but back to the

5480

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

10 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.

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

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

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

11 Telephone Extensions

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

*R.R. Criffs*  
 R.R. CRIFFS,  
 Lt Col  
 for VP Adm Sec.

## APPENDIX.

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

## 1 Channels of Communication (para 6).

- a HEALTH may desire to know the existing scale of food rationing in a particular province. This being a mere enquiry for information is a Class B matter, a Grade 11 officer may address the question to FOOD and a Grade 11 officer may reply to HEALTH direct. There is no need to go through Grade 1 to the Head of the Sub-Commission, to Adm Sec to Econ Sec down through the head to the officer concerned, losing possibly one day at each stop up and down, both on the enquiry and reply.
- b If LEGAL wish to know if the Snooks can be traced so that he can give evidence. The channels of communication are open, first to H. ADM and down through military channels to the unit, or to the Region direct and through them to the local CAO who will contact the local military HQ. In most cases the HQ channel will probably be found the more satisfactory. In either case the enquiry can be initiated on a Grade 11 level.
- c EDUCATION may require consent to the expenditure of a sum within the powers of the CFO no question of policy being involved having been previously decided. The EDUCATION Sub-commission may make its request direct and the reply may be sent direct, on a Grade 1 level.
- d If IFA and A wish to complain that some existing regulation is not being observed by the Army and wish to ask that matters may be tightened up. The proper course is for IFA and A to draft a letter to H. ADM for signature by the VP Adm Sec. That is VP level.
- e If INTERIOR wish to raise a question of policy, their course is to make a recommendation to the VP Adm Sec. If the proposal is approved, Adm Sec will forward the recommendation to higher authority. That is purely vertical.

## 2 Passages of Minutes (para 9).

- a PROPERTY CONTROL, having discussed certain financial arrangements with FINANCE, desires to obtain LEGAL advice, they can properly pass their minute to LEGAL through FINANCE. To do so, shows to FINANCE that the discussion has been properly understood and is fairly put for aml. It shows to LEGAL that FINANCE has been consulted and concurs with the minute.
- b Again INTERIOR have after consultation with LEGAL drafted a letter for signature by the VP, they can properly forward their draft to VP Adm Sec through LEGAL. To do so shows that LEGAL has been



- b If LEGAL wish to know if its Snooks can be traced so that he can give evidence. Two channels of communication are open, first to HQ ACMF and down through military channels to the unit, or to the Regt. direct and through them to the local CAO who will contact the local military HQ. In most cases the HQ channel will probably be found the more satisfactory. In either case the enquiry can be initiated on a Grade 11 level.
- c EDUCATION may require consent to the expenditure of a sum within the powers of the CFO no question of policy being involved having been previously decided. The EDUCATION Sub-commission may make its request direct and the reply may be sent direct, on a Grade 1 level.
- d If LFA and A wish to complain that some existing regulation is not being observed by the Army and wish to ask that matters may be tightened up. The proper course is for LFA and A to draft a letter to HQ ACMF for signature by the VP Adm Sec. That is VP level.
- e If INTERIOR wish to raise a question of policy, their course is to make a recommendation to the VP Adm Sec. If the proposal is approved, Adm Sec will forward the recommendation to higher authority. That is purely vertical.
- 2 Passage of Minutes (para 9)
- a PROPERTY CONTROL, having discussed certain financial arrangements with FINANCE, desire to obtain LEGAL advice, they can properly pass their minute to LEGAL through FINANCE. To do so, shows to FINANCE that the discussion has been properly understood and is fairly put forward. It shows to LEGAL that FINANCE has been consulted and concurs with the minute.
- b Again INTERIOR have after consultation with LEGAL drafted a letter for signature by the VP, they can properly forward their draft to VP Adm Sec through LEGAL. To do so shows that LEGAL has been consulted and concurs with the draft and will save reference to LEGAL.

HEADQUARTERS  
ARMED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio 56A for ~~pages~~ information

- C.P.S. ....
- D.C.P.S. ....
- Police .....
- Prisons .....
- Fire & CD .....
- Regn. & Licensing .....
- Adm. Officer .....

Remarks:

.....

.....

.....

.....

PAI  
5/19/2

56A

SECRETHEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

B/F 10031

AG/311.22

17 February 1944.

AMENDMENT NO. 2

SUBJECT: Short Title Unit Designation.

TO : All Concerned.

50A

1. Letter this headquarters, AG/311.22, dated 4 February 1944, subject as above, paragraph 4, is amended as follows:

DELETE:UNITS  
ACC, BRINDISI DET.  
ACC, PALERMO DETSHORT TITLE  
FATIMA, REAR  
IBS (outer address)  
IBS FOR ROGERS (inner)LOCATION  
BRINDISI  
PALERMO1. Headquarters  
by 5.20ADD:UNITS  
ARMY SUB-COMMISSION  
(MAIN HQ)  
ARMY SUB COMMISSION  
(REAR HQ)SHORT TITLE  
FATIM FOR DUCHESNE  
EMIALOCATION  
SALERNO  
LEQUILE Q5397  
(LECCE)

By command of Lieut General MACFARLANE:

*Nicholas Picmbino*NICHOLAS PICMBINO  
WO(JG), USA  
Actg Asst Adj50A amended  
accordingly.  
\$ 19/2

565e

DISTRIBUTION:

"A" (Internal only)

SECRET

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio            Seen by: *JK*

CFS .....  
*DCPS*  
CIVIL POLICE:

Col. MEANEY.....  
*Meane*

~~Capt. WEAVER~~.....

SPECIAL POLICE

Lt. Col. FICKERING.....  
*FB*

Capt. ROMMIE.....  
*R*

~~Lt. PERRY~~.....

Lt. MASTROIANNI.....

PRISONS:  
*Capt Young H.Y. Sr*.....

FIRE & CD:  
*del*

Maj. SHEPHERD.....

Maj. MASON.....  
*Sk*

REGISTRATION & LICENSING:  
*del*

Capt. DALLANCE.....  
*del*

ADM OFFICER

Capt. POWELL.....  
*5480*

PA. 14031  
\$16/2.



Public Supply  
SSA

HEADQUARTERS,  
ALLIED CONTROL COMMISSION,  
APO 394

13th February 1944.

MEMORANDUM TO: All Officers,  
H.Q. A.C.C., Bayles,  
H.Q. A.C.C., Salerno.

I wish to bring to the notice of every officer personally a few aspects of the internal machinery of this Headquarters with respect to which their help is needed:-

1. Telegrams.

Outgoing telegrams amount to roughly 25 per day. When telegrams reach the Message Centre 4 copies of the literal text have to be typed. The telegram is then translated into telegraphic language of which 6 copies have to be made. The telegram is then sent to P.H.S. where it is enciphered and despatched. The same process is carried out at the receiving end.

It is appreciated that internal communications in this country are bad and that in order to ensure quick receipt and action on instructions, the use of the telegraph service is generally necessary. It is, however, probable that correspondence sent by Air Letter Services for A.P.H.S. and other formations outside this theatre reaches its destination more speedily than if sent by telegraph and certainly involves far less work and manpower.

As Air Letter Services leaves for A.P.H.S. daily and I must ask all officers to reduce their external telegraphic correspondence and to employ the A.L.S. Officer in charge of the Message Centre has orders to refer to me telegrams which appear to conflict with this policy.

2. Duplicating.

The average number of foolscap sheets issued by the Duplicating office for this month is over 3000 a day, i.e., over 6 reams of paper. This is excessive and if present demands continue, shortage of paper will result in essential distribution being curtailed. The output of paper must be reduced considerably and immediately. The officer in charge has instructions to refer to the Establishment Branch any demands which he considers excessive.

3. Telephone Calls.

subject of the internal machinery of this Headquarters with respect to which their help is needed:-

1. Telegrams.  
Outgoing telegrams amount to roughly 25 per day. When telegrams reach the message Centre 4 copies of the literal text have to be typed. The telegram is then translated into telegraphic language of which 6 copies have to be made. The telegram is then sent to R.S.S. where it is enciphered and despatched. The same process is carried out at the receiving end.

It is appreciated that internal communications in this country are bad and that in order to ensure quick receipt and action on instructions, the use of the telegraph service is generally necessary. It is, however, probable that correspondences sent by Air Letter Service for A.F.H.Q. and other formations outside this theatre reaches its destination more speedily than if sent by telegraph and certainly involves far less work and manpower.

As Air Letter Service leaves for A.F.H.Q. daily and I must ask all officers to reduce their external telegraphic correspondence and to copy the A.L.S. officer in charge of the Message Centre his orders to refer to no telegrams which appear to conflict with this policy.

2. Duplicating.  
The average number of foolscap sheets issued by the duplicating office for this month is over 5000 a day, i.e., over 6 reams of paper. This is excessive and if present demands continue, shortage of paper will result in essential distribution being curtailed. The output of paper must be reduced considerably and immediately. The officer in charge has instructions to refer to the Establishment Branch by boards which he considers excessive.

3. Telephone Calls.  
There is one telephone switchboard only, attended by one operator. The operator answers calls carelessly. Delay, therefore, is inevitable and must be tolerated until a second switchboard can be instituted next week.

*M. S. Lush*  
M. S. LUSH,  
Brigadier,  
Executive Commissioner.

MSL/JS.

P.S. In order to save paper the distribution of this memorandum will be restricted to Heads of Sections and Sub-Commissioners who will be responsible for ensuring that it is brought to the notice of all concerned under their jurisdiction.

54A

REAR HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission  
APO. 394

*File 14031*

15 February, 1944.

Subject : Mail Clerks.

To : Adjutant.

para. 3. Reference Daily Bulletin No. 10 dated 14 February, 1944.

The following CG and SM are designated as mail clerks for this sub-Commission:

- Pfc. George Marinelli
- Pfc. J.S. Lieberg.

W.O.H.  
Chief Clerk.

Copy to: Postal Clerk.

2003

Headquarters  
Allied Control Commission  
Public Safety Sub-Commission

Folio for *PK* information

C.P.S. ....

D.C.P.S. .... *PK*

~~Civil Police~~ .....

Special Police .....

Prisons .....

Fire & CB .....

~~Regn. & Licensing~~ .....

Adm. Officer .....

Remarks .....



2064

File 14031/PS  
53A

Administrative Section

10/1/54

X

- 1. Operational reports.
- 2. Financial reports.
- 3. Reports, etc. from the various sub-commissions.
- 4. Legal sub-commission.
- 5. The Safety sub-commission.
- 6. Public Health sub-commission.
- 7. Property Control sub-commission.
- 8. Interior sub-commission.

Operational reports are not being received in the file may be seen in the O.D. office on request.

By *[Signature]*

*[Signature]*  
Special Agent

for the Vice President, Administrative Section.

5483

2005

Headquarters  
Allied Control Commission  
Public Safety Sub-Commission

- Radio 52A for ~~information~~ information
- C.S.S. ....
- D.S.P.S. .... *Russell*
- Civil Police. .... *William J. ...*
- Special Police. .... *W. H. ...*
- Prisons. .... *W. T. ...*
- Fire & C.D. .... *John ...*
- Reg. & Licensing. .... *1591*
- Gen. Officer. .... *W. J. ...*
- Records ..

PA *[Signature]*

5484

Public Safety  
2 copies  
14031 52A

Amend all copies

SECRET

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

AG/311.22

12 February 1944

AMENDMENT NO. 1

SUBJECT: Short Title Unit Designation.

To: All Concerned.

1. Letter, this headquarters, AG/311.22, dated 4 February 1944, same subject, paragraph 4, as pertains to ACC, Displaced Persons, Fatima (Rear) (outer address) Brindisi, Fatima (Rear) for Disper (inner) is rescinded.

2. The following non-secret code name is approved to designate the unit above for use in communications by this Headquarters for brevity in message in place of the full name.

<u>UNITS</u>	<u>SHORT TITLES</u>	<u>LOCATION</u>	<u>REMARKS</u>
ACC, DISPLACED PERSONS	DISPER MAIL	HERI	

By command of Lieut General MACFARLANE:

*L. T. Montant, Jr.*  
L. T. MONTANT, Jr  
2nd Lt, ACC  
Acting Adjutant

DISTRIBUTION:  
"R" (Internal only)

5454

SECRET

*PK 4031*

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio *51A/B* Seen by:

*CPS*  
*Lt. Col. Martin* *[Signature]*  
CIVIL POLICE:

Col. MEANEY *[Signature]*

Capt. WEAVER

SPECIAL POLICE

Lt. Col. FICKERING *[Signature]*

Capt. RONNIE

~~Lt. PHILBY~~

Lt. MASTROIANNI *[Signature]*

PRISONS:

*Capt. Young* *[Signature]*

FIRE & CD:

*[Signature]*  
Maj. SHEPHERD

Maj. MASON

REGISTRATION & LICENSING:

~~Maj. TAYLOR~~

*[Signature]*  
Capt. BALLANCE

ADM OFFICER

*[Signature]*  
Capt. POWELL



HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Rear Echelon)  
APO 394

51A

1 February 1944

OFFICE MEMORANDUM:

Correspondence

Effective 0001 hours 2 February 1944, all correspondence previously addressed to AME, AGME, will be addressed to Main Headquarters, ACC, APO 394.

Cables

Effective 0001 hours, 2 February 1944 all cables for Main Headquarters, ACC will be addressed WAGO.

Office Directory

An office directory has been published and distributed to all Sub-Commissions. It is requested that all sub-commissions make a careful check of this directory and report any additions or deletions that should be made to the AG, Room 32.

attached 51B

Post Exchange

A unit Post Exchange has been established at this headquarters for all American officers and enlisted men.

A Post Exchange ration card will be required and will be issued at the time the first purchase is made. The Exchange will be open as follows:

OFFICERS

Tuesdays and Thursdays 1400 to 1700 Hrs.

ENLISTED MEN

Monday and Wednesdays 1400 to 1700 Hrs.

Post Exchange rations will be on a weekly basis and once the weekly ration is drawn, no further ration will be available until the following week.

The ration week is from Monday to Sunday, and if the ration is not drawn for the previous week, two weeks ration may be drawn for the second week.

In case a ration card is lost the fact will be reported immediately to the Commanding Officer (American Cont.). A duplicate card will be issued only upon the written approval of the Commanding Officer (American Cont.) and no previous rations not drawn will be issued.

New officers and enlisted men reporting for duty with this organization will be issued a ration card when making their first purchases and no previous rations can be claimed.

OFFICE MEMORANDUM (Contd.)

Organization of AMG/ACC  
Administrative order No. 3, Hq. ACC, 31 January 1944, is quoted for the information and guidance of all concerned:

"1. Reference paragraph 38 (2) of Administrative Order Number 6, HQ AMG, dated 25 January 1944. With effect from morning Thursday, February 3, 1944, HQ AMG, AGMP will cease to function and will be absorbed into HQ ACC. HQ ACC will thereafter deal direct with AMG Armies and Regions III and IV. Region VI has not yet been placed under command."

By command of Lieutenant General McFARLANE:

*F. J. Slaughter*  
F. J. SLAUGHTER, *MC*  
Captain, AGD,  
Asst Adj Gen.

DISTRIBUTION:

- 1- Es, sub-commission
- 1- Hq. Comdnt.
- 1- File.

(51B)

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Rear Echelon)  
APO 994

DIRECTORY - SALEM MO

			<u>Room</u>	<u>Tel.</u>
<u>ADJUTANT GENERAL</u>				
Blughter, F. J.	Capt.	(A)	32-33	45
<u>CLERKS</u>				
105				
<u>C. S. G. ADMINISTRATIVE SECTION</u>				
Cripps, R. R.	Lt. Col.	(B)	73	50
Persoll, R. A.	Maj.	(A)	73	50
<u>HEADQUARTERS COMMANDANT</u>				
Drage, B. L.	Capt.	(B)	28	78
<u>INTERIOR</u>				
Adjutant & Clerical Staff			114	---
Shanks, Y. G.	Lt.	(B)	114	---
Spicer, R. G. R.	Lt. Col.	(B)	116	---
Temple	Capt.	(A)	115	---
<u>LABOUR</u>				
Albright, J.	Capt.	(A)	---	---
5476				
<u>LEGAL</u>				
Behrens, W. E.	Lt. Col.	(B)	68	67

Contd.

IRREGULAR - SALERS

LEGAL (Contd.)

Grossman, Marc,	Maj.	(A)	70	67
Hennsford, G.	Maj.	(A)	Hall	—
Howe, Mark	Maj.	(A)	70	—
Palmeri, Edward	Maj.	(A)	Hall	—
Pollock, George	Col	(B)	68	67
Thackrah, A. H.	Maj.	(B)	Hall	—
Thompson, Lockwood,	Capt.	(A)	70	67
Upjohn, Gerald, R.	Col.	(B)	69	60
Wilmer, Richard A.	Lt. Col.	(A)	69	60

MONUMENTS & FINE ARTS

Defino	T/S	(B)	48	45
--------	-----	-----	----	----

NAVY

Howell, R. R.	P.M.N.H.	(B)	63	63
Palmer, J. S.	Comodore	(B)	63	63

POLITICAL SECTION

Caccio, Harold		(B)	36	42
Pearson, J. H.	<i>Capt.</i>	(B)	36	42
Reber, Samuel		(A)	36	42

PROPERTY CONTROL

Barnet, J.	Lt. Col.	(B)	107	—
Cavanaugh, G. E.	Capt.	(A)	106	—
Evans, E. B.	Maj.	(B)	106	—
Glenn, H. R.	Lt. Col.	(A)	107	—

5470



Contd.

LECTURE - SALARY

PROPERTY CONTROL (Contd.)

Room

Tel

Harris, C. A. D.	Lt. Col.	(B)	107	---
Hewitt, G. H.	Capt.	(A)	106	---
King, E. G.	Maj.	(A)	106	---
Sanocco, T. A.	Maj.	(A)	106	---
Sirota, W.	Capt.	(A)	106	---

PUBLIC HEALTH

Earnest, J. G.	Capt.	(A)		
Frisalle, G. H.	Maj.	(B)		
Manselli, M. A.	Lt. Lt.	(A)	(130-131-132-133)	---
Parkinson, J. B.	Brig.	(B)		
Silveira, R. E.	Capt.	(A)		

PUBLIC SAFETY

Hallano, W. G.	Capt.	(B)		
Kirk, Paul G.	Col	(A)		
Keeney, Martin H.	Col.	(A)		
Mastroianni, O. G. A.	Lt.	(A)		
Pickering S.	Lt. Col.	(B)	(129 & 134)	---
Powell, B. R.	Capt.	(B)		
Roanis, W.	Capt.	(B)		
Shepherd, K. G.	Maj.	(B)		

5475

REFUGEES & DISPLACED PERSONS

Contd.

DIRECTORY - SALES

REFUGEES & DISPLACED PERSONS (Contd.)

			<u>Room</u>	<u>Tel.</u>
Rloomfield, Eric A.	<del>1st.</del> Lt.	(B)	43	43
Bowman, A. G.	Lt. Col.	(A)	43	43
Bump, G.	Capt.	(A)	43	43
Davis, John G.	2nd. Lt.	(A)	43	43
Dewing, L. G.	Maj.	(A)	43	43
Dismant, Gerald	2nd. Lt.	(A)	43	43
Earl, H. E.	Capt.	(A)	43	43
Henderson, W. L.	Maj.	(A)	43	43
Loapp, D. F.	Maj.	(A)	43	43
McFarland, Frank H.	Lt. Col.	(A)	43	43
O'Neill, J. J.	Capt.	(A)	43	43
Triggs, Clayton, E.	Capt.	(A)	43	43
Washer, W. M.	Capt.	(A)	43	43

TELE-COMMUNICATION

Ayers, R.	Capt.	(A)	102	—
Henderson, J. L.	Col.	(B)	102	—
Messina, S. J.	Lt.	(A)	102	—

VICE-PRESIDENT

Kerker, P.	Capt.	(A)	75	5474 59
Lord Stansgate	Rt. Hon.	(B)	75	59

PA 14031

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio            Seen by: *plyk*

CPS.....  
*Lt Col. Martin*.....  
CIVIL POLICE:

Col. MEANEY.....  
*Blas Meany*

~~Capt. [unclear]~~.....

SPECIAL POLICE

Lt. Col. FICHERING.....  
*W. F.*

Capt. RONNIE.....

~~Lt. PHILBY~~.....

Lt. MASTROIANNI.....  
*W. A.*

PRISONS:

*Capt. Young*.....

FIRE & CD:

Maj. SHEPHERD.....  
*W. S.*

Maj. MASON.....

REGISTRATION & LICENSING

~~Maj. TAYLOR~~.....

Capt. BALLANCE.....  
*W. J.*

ADM OFFICER:

Capt. POWELL.....  
*W. P.*

*[Signature]*  
*[Signature]*

**SECRET**

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APC 394

Ex O/RSS/ab

*50A*

AG/311.22

4 February 1944

SUBJECT: Short Title Unit Designation.

TO : All Concerned.

1. Letter, this headquarters, 1 Feb 1944, same subject and file numbers is rescinded and the following substituted therefor.
2. The following non-secret code names are approved to designate the units indicated below for use in communications by this headquarters for brevity in messages in place of the full name.
3. In order to preserve uniformity no other non-secret abbreviations should be used for those units. In the preparation of cables, the short title will be used in the text of the message to facilitate the transmission by electrical means. They should not be used in addressing official correspondence.
4. New short-title names and changes will be announced as received, and the complete list republished periodically.

<u>UNITS</u>	<u>SHORT TITLE</u>	<u>LOCATION</u>	<u>REMARKS</u>
ACC, MAIN	FARGO	NAPLES	
ACC, REAR	FATIMA, FORWARD	SALERNO	Will become Fatima when move is completed.
<del>ACC, REAR</del>	<del>FATIMA, REAR</del>	<del>SALERNO</del>	<del>Will disappear</del>
<del>Army Sub-Commission (RearHQ)</del>	<del>FATIMA FOR DUCHESNE</del>	<del>SALERNO</del>	<del>Will disappear</del>
<del>Army Sub-Commission (RearHQ)</del>	<del>MMIA</del>	<del>LEQUILE Q5397 (Lece)</del>	<del>Will disappear</del>
ACC, DISPLACED PERSONS	<del>DISPER BARI</del>	<del>BARI</del>	
AMG REGION I	IBS (outer address)	PALERMO	
	IBS FOR AMG REGION I (inner)		
AMG REGION II	DISTWO (outer address)	MATERA	
	DISTWO FOR AMG REGION II (inner)		
AMG REGION III	PENBASE (outer address)	NAPLES	
	PENBASE FOR AMG REGION III (inner)		

*Rescinded by 52A*  
*Added by 56A Army Sub-Commission (RearHQ)*  
*Deleted Army Sub-Commission (RearHQ) by 56A*  
*Amended by 52A*

*5470*

**SECRET**



SECRET

219

AC/311.23-Short Title Unit Designation (Cont'd)

<u>UNITS</u>	<u>SHORT TITLE</u>	<u>LOCATION</u>	<u>REMARKS</u>
AMG REGION IV	PENBASE (outer address) PENBASE FOR AMG REGION IV (inner)	NAPLES	
AMG REGION VI	PABLE FOR DUNLOP	SARDINIA	
AMG, 5th ARMY AMG, 8th ARMY	FIVE ARMY FOR AMG EIGHT ARMY FOR AMG		
AFHQ	FREEDOM (outer address) AFHQ (inner)	ALGIERS	
AFHQ (ADV. ADM. BCH) AFHQ (ADV. O.R.) AFHQ MGS	FLAMEO FAPBRANKS FREEDOM (outer address) AFHQ for MGS (inner)	NAPLES ALGIERS	
2675th REGT AGC (REAR BCH) MATOUSA HQ ACME FIFTH ARMY EIGHTH ARMY NO 1, DISTRICT HQ NO 2, DISTRICT HQ	FREEDOM FOR PARKIN FREEDOM HQ ACME FIVE ARMY EIGHT ARMY DISTONE DISTWO	TIZI OUZOU — Will move shortly ALGIERS	
MEDITERRANEAN BASE SECTION MEDITERRANEAN S.B. ISLAND BASE SECTION	MERIT MEDBO ISS (outer) ISS FOR SEAS (inner)	ORAN NAPLES PALERMO	
ATLANTIC BASE SECTION EASTERN BASE SECTION PENINSULAR BASE SECTION SOC. NATSUSA.	HEXCON EAGLE PENBASE MERIT	CASABLANCA BIZERTE NAPLES ORAN	
WAR OFFICE *WAR DEPT	PROOFERS AGWAR	LONDON WASHINGTON, D.C.	

\*Cables to AGWAR, War Department, Washington D.C., must be addressed through AFHQ for forwarding.

By Command of Lieut. General MACFARLANE:

OFFICIAL:

*L. W. Stearns*  
L. W. STEARNS  
Capt. AGD  
Asst Adj Gen

L. W. STEARNS  
Capt. AGD  
Asst Adj Gen

- 2 -

DISTRIBUTION: "A" (Internal only) SECRET

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio      Seen by: ✓

CPS .....  
*at Col Martin Rung*  
CIVIL POLICE:

Col. MEANEY *Mearney 2/24* .....

~~Capt. ...~~ .....

SPECIAL POLICE

Lt. Col. PICKERING .....  
*PK*

Capt. RONNIE.....

M. PHILBY.....

Lt. MASTROIANNI *MA*.....

PRISONS:

*Capt. Young* .....

FIRE & CD:

Maj. SHEPHERD.....

Maj. MASON.....  
*Mason*

REGISTRATION & LICENSING.

~~Maj. PATTER~~.....

Capt. BALLANCE.....

ADM OFFICER

Capt. POWELL.....  
*W*

*cc. Have 4 copies  
of this typed on small  
sheet of paper - one side*

50B

SECRET

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

AG/LWS/PD/IM

AG/311.22

1 February 1944

SUBJECT: Short Title Unit Designation  
TO : All Concerned

1. The following non-secret code names are approved to designate the units indicated below for use in communications by this headquarters for brevity in messages in place of the full name.
2. In order to preserve uniformity no other non-secret abbreviations should be used for these units. In the preparation of cables, the short title will be used in the text of the message to facilitate the transmission by electrical means. They should not be used in addressing official correspondence.
3. New short-title names and changes will be announced as received, and the complete list republished periodically.

<u>UNITS</u>	<u>SHORT TITLE</u>	<u>LOCATION</u>
ACC DISPLACED PERSONS	FATIMA (REAR) (outer address) FATIMA (REAR) FOR DISPER (inner)	BRINDISI
AFHQ	FREEDOM (outer address) AFHQ (inner)	ALGIERS
AFHQ (ADV HQ)	FLAMBO	NAPLES
AFHQ, MGS	FREEDOM (outer address) AFHQ FOR MGS (inner)	ALGIERS
AMG REGION I	IBS (outer address) IBS FOR AMG REGION I (inner)	PALERMO
AMG REGION II	DISTWO (outer address) DISTWO FOR AMG REGION II (inner)	MATERA
AMG REGION VI	FABLE	SARDINIA
ATLANTIC BASE SECTION (ABS)	BEACON	CASABLANCA
EASTERN BASE SECTION (EBS)	EAGLE	BIZERTE
EIGHTH ARMY	EIGHT ARMY	

5472

SECRET

49A

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

Folio      Seen by: *PHC*

CPS. ....  
*Lt Col. Martin Smith*  
CIVIL POLICE:

Col. MEANEY *Meaney* .....

Capt. ~~MEANEY~~ .....

SPECIAL POLICE

Lt. Col. PICHERING *Pichering* .....

Capt. RONNIE .....

~~Mr. HINLEY~~ .....

Lt. MASTROIANNI *Mastroianni* .....

PRISONS:

*Capt. Young N.Y.S.R.* .....

FIRE & CD:

Maj. SHEPHERD *Shepherd* .....

Maj. MASON *Mason* .....

REGISTRATION & LICENSING

~~KAY~~ *KAY* .....

Capt. BALLANCE *Ballance* .....

ADM OFFICER:

Capt. POWELL *Powell* .....

*PA  
93*



HEADQUARTERS  
 ALLIED CONTROL COMMISSION  
 (Forward Station)  
 APO 394

49A

January 1944

OFFICE MEMORANDUM:

1. DAILY BULLETIN: Beginning tomorrow, 5 Feb 44, there will be issued a daily bulletin from the AG Office. All sub-commissions desiring to have information published in this bulletin should submit same to the AG not later than 1030 hours daily.
2. DEPT OFFICER: Dy O for 4 Feb 44: 2nd Lt. Salvatore J. Messina. Dy O can be reached in Room 29, Phone: Ex-73.
3. Dy O for 5 Feb 44: 2nd Lt. Leo H. Judits.
4. MAIL SERVICE SALERNO-NAPIES: The regular courier service between Salerno and Naples leaves in accordance with the following schedule:

LEAVE SALERNO HQ  
 1000 Hrs.  
 1500 "

LEAVE NAPIES HQ  
 1000 Hrs.  
 1500 "

All communications for delivery from one headquarters to the other should be in the Message Center on or before 0930 and 1430 hours in order to insure pickup for the above schedule of departures.

5. CIVILIAN RESTAURANTS: The following is extracted from PMS Bulletin No. 29, dated 29 Jan 44, for the information and guidance of all:

"Circular 16, PMS, 23 Jan 44, places all restaurants out of bounds to all personnel of the Allied Forces, except those establishments 'organized and controlled by the Allied Forces themselves'. This in effect prohibits the patronage by military personnel of all civilian owned and civilian operated eating places. Bars at which no foodstuffs are sold are not included in this category."

By command of Lieutenant General McFARLANE:

DISTRIBUTION:

- 1 - AG File
- 1 - Hq Comdt
- 1 - C & O Adm Sect
- 1 - Labour sub-com
- 1 - Legal "
- 1 - Navy "
- 1 - Mon. & Fine Arts
- 1 - Political sub-com

- 1 - Property Control
- 1 - Public Health
- 1 - Public Safety
- 1 - Refugees & Dis Pers.
- 1 - Lt Col. Bensmore

*[Signature]*  
 C. S. SLIGHTER,  
 Captain, AGC,  
 Asst Adj Gen.  
 1 - Insp & Com.  
 1 - Inspection  
 1 - Finance  
 1 - Vice-Proc  
 1 - Tel-Com.

5472

2021

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission

48A.

Relia. Seen by:  
OPS *[Signature]*

71  
140

CIVIL POLICE:  
Col. MEANEY *[Signature]*  
*[Signature]*

SPECIAL POLICE:  
Lt. Col. Pickering *[Signature]*  
Capt. Roman *[Signature]*  
*[Signature]*

Lt. MASTROCIANNI  
*[Signature]*

PRISONS:  
*[Signature]*  
*[Signature]*

STAB & CO  
Maj. Shepherd *[Signature]*  
*[Signature]*

REGISTRATION & LICENSING  
*[Signature]*  
Capt. BALLANCE *[Signature]*

ADM OFFICER:  
Capt. POWELL *[Signature]*

*[Signature]*  
*[Signature]*  
*[Signature]*

60/31

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Rear Echelon)  
APO 394

487A

28 January 1944

OFFICE MEMO:

1. There is at present available for the use of the various subcommissions in the Palace of Justice a conference room marked with No. 64. One conference only can be held in this room at any specified time. Therefore, it is necessary that those interested in the use of this room notify in advance the AG Office giving the date and time when the room is required.

2. A schedule of all future conferences will be kept in the AG Office.

By command of Lieutenant General MOPARLANE;

*F. J. [Signature]*  
E. J. [Signature]  
Captain, AGO,  
Asst Adj Gen.

5470

*File 47A*

HEADQUARTERS  
ARMED MILITARY GOVERNMENT  
APO 594  
Public Safety Division

19 January 1944

Subject : Lunch Period

To : All Officers, Public Safety Division

Reference Daily Bulletin No. 18 of 18 January 1944  
para 4.

With effect from 31 January, 1944, lunch period will  
be staggered as follows:

1200 - 1300 hrs

Lt.-Col Pickering  
Capt Ballance  
Lt. Mastroianni  
Capt Powell  
Capt Burke

1300 - 1400 hrs

Col Murray  
Maj Sawyer  
Maj Shepherd  
Maj Mason

PAUL C HIRK  
Colonel, Infantry  
Chief  
Public Safety Division

540



Public Safety Division

Routing Slip

Enclon. <sup>#1-13</sup> *16* for ~~information~~ information

- G.P.S. .... *PK*
- D.C.P.S. ....
- Civil Police .....
- Special Police .....
- Fire & CD .....
- Prisons .....
- Reg. & Licensing .....
- Gen. Officer .....

Remarks : .....

..... *PAK*

.....

HEADQUARTERS  
 UNITED STATES CONTROL COMMISSION  
 APO 394

13 January 1944

MEMORANDUM:

TO : All Concerned.

DISTRIBUTION LIST

1. For the information and guidance of all concerned, the distribution lists now in effect for publications of this headquarters are attached hereto as appendix "a". — 46B — 46B

2. Distribution "A" covers, in general, the distribution of publications of general application. This category includes the Daily Bulletin, General Orders, and administrative memoranda of general application. It should be noted, however, that in the case of publications of limited application, and of a specialized nature, this distribution will not apply. — 46B

3. Distribution "B" is used principally in the case of Special Orders. In addition to the distribution listed hereunder, copies of Special Orders are forwarded to the individuals concerned, and to their office of assignment, where applicable. — 46B

4. Distribution "C" will be used for such documents as concerns only the higher staff officers of this headquarters.

5. The attached distribution is based on the provisional organization of headquarters, United States Control Commission and is subject to change as necessary.

6. It is requested that any office desiring to increase or decrease its allotment of publications do so by transmitting such amendments to the assistant adjutant general, Miscellaneous Section, Room 9, Messing Floor. All increases in allotments, however, should be based on consideration for the conservation of limited paper stocks.

*L. W. Stearns*  
 L. W. Stearns  
 Capt., AGC  
 Actg Asst Adj Gen

5460

DISTRIBUTION

"A"

Public Safety Division

Routing Slip

Encl. for action/information

- C.P.S. *PK* .....
- a/D.C.P.S. *1/10/48 Milton* .....
- Civil Police *How* .....
- Special Police *How* .....
- Fire & CD *How* .....
- Prisons *How* .....
- Regn. & Licensing *How* .....
- Attn. Officer *How* .....

Remarks : .....  
.....  
.....

*W*  
*PK*  
*14031*  
*3*

2027

W/F 14031  
46B

DISTRIBUTION LIST  
ALLIED CONTROL COMMISSION  
APO 394

A	B	C	
2	2	1	Deputy President
2	2	1	Chief of Staff
2	2	1	Vice Chief of Staff
1	1	1	Public Relations Officer
2	2	1	Executive Officers
2	2	1	G-1
2	2	1	G-4
1	1	1	Liaison Section
1	1	1	Military Section
1	1	1	Vice President
1	1	1	Deputy Vice President
1	1	1	Naval Forces
1	1	1	Land Forces
1	1	1	Air Forces
1	1	1	Prisoners of War
1	1	1	War Material Disposal
1	1	1	Political Section
1	1	1	Vice President
1	1	1	Deputy Vice President
1	1	1	Foreign & Internal Sub-Commission
1	1	1	Liaison P.W.B.
1	1	1	Displaced Persons
1	1	1	Economic & Administrative Section
1	1	1	Vice President
1	1	1	Deputy Vice President
1	1	1	Economic Directorate
1	1	1	Industry Sub-Commission
1	1	1	Commerce
1	1	1	Labor
1	1	1	Administrative Directorate
1	1	1	Interior Sub-Commission
1	1	1	Public Safety
1	1	1	Public Health
10	10	10	Finance
2	2	2	Public Works & Mines Sub-Commission
4	4	4	Agric. Forests & Fisheries Sub-Commission
2	2	2	Legal Sub-Commission
1	1	1	Education Sub-Commission
1	1	1	Communication Section
1	1	1	Vice President
1	1	1	Internal Transport Sub-Commission
1	1	1	Telecommunication
1	1	1	A.C.C. Signals
1	1	1	Adjutant General
1	1	1	Asst. Adjutant General

5406



546

1	1	Military Section	
1	1	Vice President	
1	1	Deputy Vice President	Sub-Commission
1	1	Naval Forces	" "
1	1	Land Forces	" "
1	1	Air Forces	" "
1	1	Prisoners of War	" "
1	1	War Material Disposal	" "
1	1	Political Section	
1	1	Vice President	
1	1	Deputy Vice President	
1	1	Foreign & Internal Sub-Commission	
1	1	Liaison P.W.B.	" "
1	1	Displaced Persons	" "
1	1	Economic & Administrative Section	
1	1	Vice President	
1	1	Deputy Vice President	
1	1	Economic Directorate	
2	2	Industry Sub-Commission	
2	2	Commerce "	" "
2	2	Labor "	" "
2	2	Administrative Directorate	
2	2	Interior Sub-Commission	
2	2	Public Safety "	" "
2	2	Public Health "	" "
10	10	Finance	
2	2	Public Works & Mines Sub-Commission	
4	4	Agric. Forests & Fisheries Sub-Commission	
2	2	Legal Sub-Commission	
1	1	Education Sub-Commission	
3	3	Communication Section	
1	1	Vice President	
1	1	Internal Transport Sub-Commission	
1	1	Telecommunication	
1	1	A.C.C. Signals	
1	1	Adjutant General	
1	1	Asst. Adjutant General	
1	1	Asst. Adjutant General (Special Services)	
1	1	Asst A.G. Postal Officer (APO 394)	
4	4	Asst A.G. Personnel Officer	
1	1	Asst A.G. Misc Section	
1	1	A.G. Publications	
1	1	A.G. Archives & Reference Library	
1	1	A.G. Pool of Interpreters	
1	1	Hq. Commandant	
1	1	Hq. Co. A	
1	1	Hq. Co. B	
1	1	Mess Officer	
1	1	Billeting Officer	
1	1	Transportation Officer	
1	1	Supply Officer	
1	1	Dispensary	
		S-4	

A B C

2	2	Internal Security
2	2	Industrial Planning Staff
1	1	Hq. Commandant (Salerno)
15	5	Hq. Region 1
15	5	Hq. Region 2
5		Hq. Region 3
5		Hq. Region 4
1		Hq. Region 6
12	12	15th Army Group, Hq.
2		5th Army Hq.
2		Cent. Econ. Comm. Adv. AFHQ
2		AFHQ
25		AFHQ - MCS
2		Natoussa
2	2	Pen. Base Section
5	5	Advance Comd Post iCC
2	2	No. 1 District Hq
2	2	No. 2 District Hq
2	2	Postal Officer iPO 512
1	1	Transportation Sub-Commission (Rear)
1	1	Telecommunication Sub-Commission (Rear)
1	1	Shipping Sub-Commission (Rear)
12		CO Detach. Palermo (Rear)
30	15	Adjutant General (Salerno) for internal distribution at Salerno Hq.

SECRET

Subject :- Regional Mail Services.  
To :- H.Q. Salerno Province.  
Matera " "  
Potenza " "  
Cosenza " "  
Catanzaro " "  
Reggio " "

Ref. Tptn 2/5

454

AMG. H.Q. REGION 2.

Dec. 13. 43.

(1) Mail services to and from this H.Q., and Provincial H.Q.'s, will be operated as hereunder:-

(a) SALERNO TO BARI (H.Q. District 2 Signals Office)  
AMG; D.R.L.S.  
BARI TO NAPLES AIR LETTER SERVICE.  
NAPLES TO SALERNO (94 Sub Area Signals Office)  
D.R.L.S. (Sigs)

DAILY EX MATERA 0900 hrs.

(b) REGGIO MATERA TO BARI AMG., D.R.L.S.  
BARI TO CATANIA AIR LETTER SERVICE.  
CATANIA TO REGGIO (Signals Office) D.R.L.S. (Signals)

(c) POTENZA MATERA TO POTENZA. AMG., D.R.L.S., 0900hrs Ex Region  
2 H.Q. 1300hrs. Ex Potenza.

MONDAY, WEDNESDAY AND SATURDAY

(d) MATERA H.Q. REGION 2 TO MATERA, AMG., D.R.L.S. } DAILY  
(Provincial H.Q.) 1600 hrs; Ex Region 2 H.Q.  
1630 hrs. Ex Provincia, H.Q. SUNDAYS EXCEPTED

(e) COSENZA MATERA TO COSENZA. AMG. E.L.S.  
0700 hrs; Ex Region 2 H.Q., Tuesday and Friday  
0700 hrs; Ex Cosenza, WEDNESDAY AND SATURDAY.

(f) CATANZARO All mail from this H.Q., for Catanzaro, will be  
dispatched on the COSENZA., E.L.S.  
S.C.A.O. Cosenza will dispatch and collect  
CATANZARO Mail.

(2) Large packages and mail bags for Salerno will be dispatched direct  
by road from this H.Q., as and when required.  
S.C.A.O. Salerno will make similar arrangements for reverse direction.

(3) Similarly, packages (as quoted in para 2) for Reggio, will be dis-  
patched from this H.Q., by E.L.S. TO COSENZA  
S.C.A.O. Cosenza will dispatch same to Reggio.

By order of the R.C.A.O.  
J.F.D. HALSTEAD, Lt., R.A.S.C.

Regional Transportation Officer (Roads). 5460

DRLS = DISPATCH Rider Letter Service  
ELS = Express Letter Service.

17/12/43  
44A  
T.M.M.

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
A.P.O. 512

24 December 1943

MEMORANDUM:

TO : All Concerned

MESSENGER SERVICE

For the information and guidance of all concerned; the attached T.B.S. motor courier and air schedules have been reproduced. In order that this headquarters may obtain maximum benefit from these facilities, the following will be observed:

Outgoing:

Material will be delivered to AMG Message Center 60 minutes prior to the T.B.S. scheduled leaving time. (See Appendix A). It should be noted that material to leave by air per schedule Appendix B must be delivered to AMG Message Center by 1700 hours on the day prior to departure.

44 B

- 44B

Incoming:

AMG messengers will report to P.B.S. Signal Message Center (Finance Bldg.) 30 minutes prior to scheduled arrival time to pick up incoming AMG material. Within 60 minutes of the time of arrival, AMG Message Center will make the necessary distribution.

By order of Colonel STOFFORD:

L. V. STEARNS  
Captain, AGD,  
Actg Asst Adj Gen.

LWS/el

5480



## APPENDIX "A"

PENINSULAR BASE SECTION  
TRFC DIV MSG CEN BRANCH  
APO 782 U.S. ARMY

27 November 1943

Message Center Memor

Number 34

1. Message Center Memos No. 5-A and 18-A, are herewith cancelled and the following courier schedule adopted until further notice:

(All time is "A" time)

HEADQUARTERS	MOTOR COURRIER SCHEDULES						
	1	2	3	4	5	6	7
Av. PBS Signal Message Center (Finance Bldg.)	: 0615	: 0810	: 0900	: 1030	: 1315	: 1400	: 1630
Shipping Administration	Arrive	: 0815	:	:	: 1315	:	:
Psychological Warfare Bureau	"	: 0821	:	:	: 132	:	:
Joint Army and Navy Headquarters	"	: 0835	:	:	: 1335	:	:
Mediterranean Air Transport Service	"	: 0843	:	:	: 1343	:	:
Water Intelligence Corps Headquarters	"	: 0848	:	:	: 1348	:	:
A.S.A.C.	"	: 0853	:	: 1057	: 1353	:	: 165
Advance Administrative Echelon	"	: 0900	:	: 1107	: 1400	:	: 170
Hotel	"	: 0920	:	:	: 1420	:	:
Area Headquarters	"	: 0930	:	: 1130	: 1430	:	: 173
<del>Metropolitan District of Naples</del>	<del>"</del>	<del>: 0940</del>	<del>:</del>	<del>:</del>	<del>: 1440</del>	<del>:</del>	<del>:</del>
AVN Army Headquarters (Rear)	"	:	: 1015	:	: 1410	:	:
AVN Army Headquarters CP (Cable Section AG)	"	:	: 1030	:	: 1425	:	:
Chino Airport (ADLS, CPO & MATS)	"	: 1035	:	:	: 1615	:	:
Av. PBS Signal Message Center (Finance Bldg.)	: 0745	: 1000	: 1130	: 1150	: 1500	: 1645	: 175

2. Special runs to any of the above indicated headquarters to effect delivery bearing a higher precedence than routine will continue to be made on authority of Motor Duty Officer.

/s/ Russell R. Radford  
/t/ Russell R. Radford  
Capt. Signal Corps  
O.I.C.

## APPENDIX "A"

PENINSULAR BASE SECTION  
TRFC DIV MSG CEN BRANCH  
APO 782 U.S. ARMY

27 November 1943

Center Memor

1. Message Center Memos No. 5\_A and 18-A, are herewith cancelled and the courier schedule adopted until further notice:

(All time is "A" time)

HEADQUARTERS	MOTOR COURRIER SCHEDULES						
	1	2	3	4	5	6	7
PBS Signal Message Center (Finance Bldg)	: 0615	: 0810	: 0900	: 1030	: 1310	: 1400	: 1530
Eng Administration	Arrive	: 0815	:	:	: 1310	:	:
Medical Warfare Bureau	"	: 0821	:	:	: 1320	:	:
Navy Headquarters	"	: 0835	:	:	: 1330	:	:
Medium Air Transport Service	"	: 0843	:	:	: 1343	:	:
Intelligence Corps Headquarters	"	: 0848	:	:	: 1348	:	:
I.C.	"	: 0853	:	: 1050	: 1353	:	: 1650
Finance Administrative Echelon	"	: 0900	:	: 1100	: 1400	:	: 1700
Headquarters	"	: 0920	:	:	: 1420	:	:
Headquarters	"	: 0930	:	: 1130	: 1430	:	: 1730
Headquarters	"	: 0940	:	:	: 1440	:	:
Headquarters (Rear)	"	:	:	: 1015	:	: 1510	:
Headquarters CP (Cable Section AG)	"	:	:	: 1030	:	: 1525	:
Wino Airport (ADLS, CTO & MATS)	"	: 0715	:	:	:	: 1615	:
PBS Signal Message Center (Finance Bldg.)	: 0745	: 1000	: 1130	: 1150	: 1500	: 1645	: 1750

2. Special runs to any of the above indicated headquarters to effect delivery of bearing a higher precedence than routine will continue to be made on authority of Message Officer.

/s/ Russell R. Radford  
/t/ Russell R. Radford  
Capt. Signal Corps  
O.I.C.

44C

APPENDIX "B"

OUTGOING

	CAPCO	FOGGIA	BARI	TARANTO	CATANIA	TUNIS	BIZERTE	ALGIERS
ARRV.		0915	1015	1110			1600	
LEAVE		0930	1030	1210				
ARRV.		0945	1045	1140	1415	1640		
LEAVE	0900	1000	1100	1220	1430			
ARRV.								
LEAVE	0910					1210 1320		1620

INCOMING

LEAVE		1440	1340	1245			0740	
ARRV.	1525	1425	1325	1130				
LEAVE		1505	1405	1310	1100	0800		
ARRV.	1550	1450	1350	1255	1010			
LEAVE						1145		0750
ARRV.	1445					1050		

5460

RESTRICTED

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
APO 512

13 January 1944

MEMORANDUM:

TO : All Concerned

Preparation of Cables

The following changes will be noted by all concerned in the preparation of cables:

1. Cables prepared for transmission to Hq, ACC, Brindisi will be addressed Fatima, Rear, and those for transmission to Hq, ACC, Salerno, will be addressed Fatima, Forward.
2. Six (6) copies of cables will be prepared in transmission text, four (4) in literal text for AG distribution. Extra copies may be prepared and marked to a particular Section or Sub Commission as required.
3. Cables addressed to "Freedom" will not repeat the code name in the body of the text. The text will show "to AFHQ", "to NATOUSA" (or to such other formation intended by the code "to Freedom") followed by the particular section for which the message is intended, (to AFHQ for MGS).
4. The classification of the message will be shown on top and bottom of sheet.
5. The Fargo cite number will be shown in upper right hand corner. Call Corporal Dianisio, extension 54, for serial number.
6. In the space provided for telephone number, Fargo telephone 10050 will be used.
7. A two-inch line will precede the typed message, which will be used by PBS for their cite number.
8. The correct name and title of the authenticating officer at PBS is:

J. F. NICKEL  
Lt. Col., AGD  
Adjutant General

5462  
FRANK DI GIACOMO  
Captain, Infantry  
Actg. Asst. Adj. Gen.

DISTRIBUTION  
"A" - Modified

RESTRICTED



2038

42A

UNITED STATES  
ARMED MILITARY GOVERNMENT  
APO 514  
(FORM NO 8-54)

5 January 1944

POSTAL SERVICE - ACC and AMG

1. For the information and guidance of all concerned, the following information relative to the planned operation of APO 594 is published.

2. Mail ADDRESSES: The following mail addresses are specified for the personal mail of all personnel assigned to these organizations:

- Hq, Forward Detachment, AMG: FORWARD DETACHMENT, Hq, 2675th Regt, ACC, APO 594, New York
- Region I, AMG: Company A, 2675th Regt, ACC, APO 594, New York
- Region II, AMG: Company B, 2675th Regt, ACC, APO 594, New York
- Region III, AMG: Company C, 2675th Regt, ACC, APO 594, New York
- Region IV, AMG: Company D, 2675th Regt, ACC, APO 594, New York
- Region V, AMG: Company E, 2675th Regt, ACC, APO 594, New York
- Region VI, AMG: Company F, 2675th Regt, ACC, APO 594, New York
- Region VIII, AMG: Company H, 2675th Regt, ACC, APO 594, New York
- Region IX, AMG: Company I, 2675th Regt, ACC, APO 594, New York
- 15th Army Group, AMG: Company G, 2675th Regt, ACC, APO 594, New York

United Control Commission Hq, Allied Control Commission,

5461

1. For the information and guidance of all concerned, the following information relative to the planned operation of APO 394 is published.

2. MAIL ADDRESSES:

The following mail addresses are specified for the personnel mail of all personnel assigned to these organizations:

Hq, Forward Detachment, AMG:	FORWARD DETACHMENT, Hq, 2675th Regt, APO 394, New York
Region I, AMG:	Company A, 2675th Regt, APO 394, New York
Region II, AMG:	Company B, 2675th Regt, APO 394, New York
Region III, AMG:	Company C, 2675th Regt, APO 394, New York
Region IV, AMG:	Company D, 2675th Regt, APO 394, New York
Region V, AMG:	Company E, 2675th Regt, APO 394, New York
Region VI, AMG:	Company F, 2675th Regt, APO 394, New York
Region VII, AMG:	Company G, 2675th Regt, APO 394, New York
Region VIII, AMG:	Company H, 2675th Regt, APO 394, New York
Region IX, AMG:	Company I, 2675th Regt, APO 394, New York
15th Army Group, AMG:	Company J, 2675th Regt, APO 394, New York
Hq, Allied Control Commission:	Hq, Allied Control Commission, APO 394, New York

3. APO 394 will be located at *Amles* in the near future, effective at that time, it will commence operation along the same lines as Division APO in respect to directory search and maintenance. A full stamp, money-order, and EM (Expeditionary Forces Message) service will be afforded subordinate units. However, in the case of subordinate units which are located at some distance from the parent APO, full discretion will be allowed responsible commanders to arrange for such services through the APO from which mail is picked up.

5401

4. Changes of assignment of APO and AAG personnel:

To enable the Postal Officer to post his Directory files, all special orders published by Allied Central Commission, Allied Military Government, and 2575th Regiment, will be sent to the Postal Officer, APO 394. In addition, all units are asked to inform the Postal Officer, APO 394, of any changes in location of personnel under their jurisdiction FROM ONE REGION TO ANOTHER. It is also asked that prompt notification be made of the assignment or relief of any officer or enlisted man transferred by higher authority, such as AFM or MATOUSa.

Effective immediately, all units of 2575th Regiment should commence the establishment of a thorough and complete directory of all personnel within their unit. It will be the responsibility of such units, upon receipt of mail in bulk from APO 394, to separate such mail by convenient geographic locations, and to arrange for the delivery thereof.

5. AFM (Expeditionary Forces Address) address:

The AFM address of 2575th Regiment, APO 394 is A M U S 394.

AFM service will be afforded, where convenient, by APO 394. In the case of units located some distance away, the provisions of Part 3, above will govern.

By order of Colonel SCOTTID:

*L. W. STEAKS*

L. W. STEAKS  
Capt., AGC  
Asst. Adj. Gen.

In bulk from APO 394, to separate such mail by convenient geographic locations, and to arrange for the delivery thereof.

5. EFM (Expeditionary Forces Messages) address:

The EFM address of 2675th Regiment, APO 394 is A M U 3 B n.

EFM service will be afforded, where convenient, by APO 394. In the case of units located some distance away, the provisions of Par 3, above will govern.

By order of Colonel STEWART:

*L. W. STEWART*

L. W. STEWART  
Capt., USAF  
Asst Adj Gen.



*Col Runk PYK 417*

HEADQUARTERS  
 ARMY MILITARY GOVERNMENT  
 APO 512

7 January 1945

MEMORANDUM:

TO : All Officers, HQ. AGS.

1. Officers of a superior headquarters who visit a subordinate headquarters should remember that their first task is to help the subordinate headquarters. It is particularly important that subordinate headquarters should welcome visits for the help given and should not receive unexpected criticism from a higher headquarters as the result of such a visit. Therefore when a visiting officer finds anything which appears to merit criticism he must, if it is at all possible, discuss the matter on the spot with the responsible officer and also with that officer's immediate superior, before he reports it to higher headquarters. In this way, it is often possible to put matters right quickly and smoothly. If that cannot be done, at any rate the visiting officer will be able to return to his headquarters with a clear idea of what should be done to put matters right, and will leave behind him a feeling that higher headquarters are trying to help and not just criticize.

2. In the case of visiting officers who are junior or whose duties do not normally touch such a matter under criticism, it is particularly important to conform to the above procedure.

By order of Colonel SPOFFORD:

*[Signature]*  
 L. H. Spofford  
 Capt., AGS  
 Asst. Adj. Gen.

*PA 14031  
 Copy on 14004*

5480

Procedure to be adopted when applying  
for Travel Orders and Transport

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40A

1. A travel order should be obtained for all journeys involving absence of more than 24 hours.
2. Request for travel order should be made to A-3 (in the case of this Division, through Adm Directorate) as long in advance as possible, with a copy to G-4. G-4's copy should be accompanied by an 'Application for Transport' form in duplicate. Request for travel order should contain the following information :-
  - a. Name, Rank, ASN, assignment and nationality of officer or G/M for whom journey is authorized.
  - b. Destination
  - c. Whether on temporary duty or permanent transfer
  - d. Approximate duration of trip
  - e. Date desired to commence journey
  - f. Type of vehicle required, or mode of travel (air, rail, road and/or water).
3. Requests for transport for journeys of a local nature should be submitted in duplicate on an 'Application for Transport' form, to the RQ Commandant (through Adm Directorate), at least 24 hours in advance.

54.8

Public Safety Division

Routing Slip

Enclos. **39A** For ~~Review~~/information

G.P.S. .... *PTA*

*1/2* P.C.B.S. .... *WPM*

✓ Civil Police .... *WPM*

Special Police *AP* .... *WPM*

✓ Fire & CD *WPM* .... *WPM*

✓ Prisons *WPM* .... *WPM*

✓ Regn. & Licensing *WPM* .... *WPM*

✓ Adm. Officer *WPM* .... *WPM*

REMARKS : .....

..... *PTA*  
..... *WPM*  
..... *WPM*

14031/PS

39A

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
APO #12

*H*  
5 January 1946

SUBJECT: Contact with Regions I and II

TO : Chiefs of all Staff Divisions, Directorates  
and Subcommissions

1. It is considered essential for these Headquarters to keep in close touch with Headquarters, Region I and II. In order to do this and at the same time to assist personnel in these Headquarters and in Regional Headquarters to handle problems requiring action by the other most expeditiously, personal liaison will be maintained periodically between these Headquarters and the Regions.
2. Major Lewis Van Eusen will visit Region I and Captain Ivan Tabbet will visit Region II for the present.
3. The number and character of the trips will depend on the use which can be made of these officers while they are performing this duty.
4. It is requested that officers in these Headquarters desiring to secure action from Regional Headquarters through the above liaison officers should keep in touch with them to ascertain when they will make their periodic visits. The first visits are planned for early in the week of January 9.
5. It is emphasized that the work of these officers will be in addition to, and not instead of, the ordinary channels of communication and liaison.

*[Signature]*  
CHARLES E. SPOTTS  
Colonel, U.S.C.  
D.C.C.A.O., AMC, HQ.

5488



38A

EXTRACT FROM DAILY BULLETIN NO. 21 DATED 28 NOVEMBER 1943

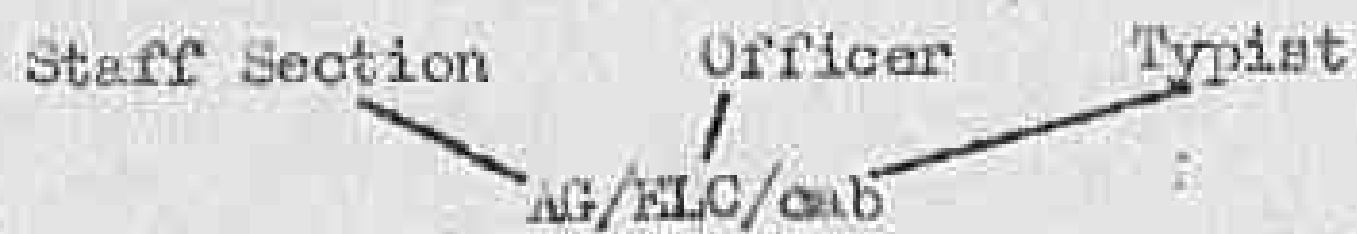
4. OUTGOING CABLES: Effective immediately all cables will have typed in the extreme upper right hand corner the "CITE" symbol with serial number.  
Example: "FARGO 999". (AG)

5401

37A

EXTRACT FROM DAILY BULLETIN NO. 23 DATED 30 NOVEMBER 1943

1. IDENTIFICATION OF LETTERS, INDORSEMENTS, ETC: All correspondence, indorsements, memos, drafts, etc., turned into the Adjutant General's office will bear proper identification as to office of origin, officer initiating and typist initials. For example:



No papers will be accepted without proper identification. (AG)

5456

36A

EXTRACT FROM DAILY BULLETIN NO. 25 DATED 2 DECEMBER 1943

3. TYPEWRITER REPAIRS: Effective immediately, typewriter repairs will be handled as follows: Each office will deliver the machine to be repaired to Sgt Strazzini, (Room 8, No. 8, Via Bari,) who will be responsible for having the work completed. Effective this date, no bills for typewriter repair work done by outside sources will be honored. (G-4)

5450

EXTRACT FROM DAILY BULLETIN NO. 26 DATED 3 DECEMBER 1943.

4. CORRESPONDENCE: For the information and guidance of all concerned, the following extract from para. 11, Section II, AR 340-15 is reproduced:

"General. - Communications relating to the initiating of new or changes in existing policies and regulations or those requiring decision or action affecting the command as a whole, will be routed through normal military channels of command. Communications other than the above, routine in nature, whether from a subordinate to a superior or vice versa, may bypass intermediate headquarters whenever it is apparent that intermediate headquarters are not interested and no action by them is required. Communications will not be routed through a headquarters which has no interest in the matter and which is not expected to intervene therein. Direct communication is encouraged whenever it is obvious that such procedure will result in expediting action. (AG)

5454



File 14031

34A

EXTRACT FROM DAILY BULLETIN NO. 26 DATED 3 DECEMBER 1945

5. IMMEDIATE ACTION TAGS: Red Immediate action tags are being distributed to various offices of this headquarters today. They will be used only in cases of real and extreme urgency. Utmost discrimination will be exercised in their use. Common use of these tags will render their intended purpose ineffective. Any office found abusing this system will have these tags withdrawn. (AG)

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PA 14033

33A

HEADQUARTERS  
ARMED MILITARY GOVERNMENT  
APO 512

1 December 1943.

DAILY BULLETIN

NUMBER 24

OFFICIAL

1. STENOGRAPHERS AT WORK: Due to the acute shortage of typists, stenographers, etc, inter-office communications in long hand will be used as much as possible until further notice.

by command of Brigadier General [Name]

L. WITTEBOCK  
Brigadier  
Acting Chief of Staff

OFFICIAL:

*[Signature]*  
B. FIGGINS  
WO(jg), USA  
Acting Asst. Ad. Gen.

DISTRIBUTION:

5454

Chief of Public Affairs  
32A

26 November 1943

14031/PS  
FRH

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
AFG 512

ADMINISTRATIVE MEMORANDUM

NUMBER

OFFICE ORGANIZATION & PROCEDURES

1. GENERAL.

The object of this Memorandum is to ensure that:

a. Papers are referred with the minimum of delay to the correct section, section or staff officer who should deal with them.

b. Papers are then circulated to all who should see them. (Copyist being made when necessary - see par. 5 below)

c. Routine and comparatively unimportant matters are not referred direct to senior officers.

d. Matters are dealt with according to urgency.

e. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. GENERAL CHARACTERISTICS OF PAPERS.

a. An incoming letter or cable will be referred by the AG in the first instance, as follows:-

- (1) If it affects the Communication Section, the Economic Directorate, or the Administrative Directorate: - To the AG or the Section of Directorate concerned.
- (2) If it affects the Political Section: - To the Staff of the Deputy C. of S. (P. & S.I.)
- (3) If it affects more than one section or (until the formation of the Economic and Administrative Section) both Directories: - to the Staff of the Deputy C. of S. (P. & S.I.)
- (4) If it affects the Department of the Deputy C. of S. (Admin.): - to S-2 or S-4 according to the subject matter; in cases of doubt, to the Executive Officer.
- (5) In no case will a paper be referred initially to a Sub-Commission.
- (6) If the AG is in doubt as to the officer to whom a paper should be initially referred, having referred to (2) above, he will consult the Executive Officer.

343

b. All papers will be marked with the file number.

- 4. Papers are referred with the minimum of delay to the correct branch, section or staff officer who should deal with them.
- 5. Papers are then circulated to all who should see them. (Copies being made when necessary - See par. 5 below)
- 6. Positive and comparatively unimportant matters are referred direct to senior officers.
- 7. Matters are dealt with according to priority.
- 8. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. INITIAL DISTRIBUTION OF PAPERS.

- a. An incoming letter or cable will be referred by the AC in the first instance, as follows:-
  - (1) If it affects the communication section, the Economic Directorate, or the Administrative Directorate: - To the HQ of the section or Directorate concerned.
  - (2) If it affects the Political Section: - To the Staff of the Deputy G. of S. (G. & S.I.)
  - (3) If it affects more than one Section or (until the formation of the Academic and Administrative Section) both Directorates to the Staff of the Deputy G. of S. (G. & S.I.)
  - (4) If it affects the Department of the Deputy G. of S. (Adm.): - To 3-1 or 4-4 according to the subject matter, in cases of doubt, to the Executive Officers.
  - (5) In no case will a paper be referred initially to a sub-Commission.
  - (6) If there is any doubt as to the officer to which a paper should be initially referred, having referred to (1) above, the officer should be consulted.

541

- b. All papers will be marked with the following notes:-
  - 1. The names in which a letter or cable is addressed are frequently on the margin of its initial reference. For instance, letters are often addressed, "Chief of Staff" and cables, "Chief of the Bureau". Attention will be paid to such address - letters and cables will be referred as directed in (a) above. The only exception to this rule is (1) a letter addressed personally by name to an officer. (This does not include a letter addressed to the G.O., G.O. of Staff, etc.) For the attention of a named officer.
  - (2) A cable normally the name of the officer to whom it is referred is above - this copy will be marked with the name of the officer received.



2. with administrative instructions, and other matters pertaining to processing several branches, which several copies are received, and to insure on a regular distribution basis must be made known by the 31st day of the month, and branches. The same applies to general administrative instructions, Ballot, etc., issued by this HQ.

3. Additional copies of cables will be required and instructions will be action will already have been taken on the original.

4. ADMINISTRATIVE MATTERS FOR CONSIDERATION AT HEADQUARTERS

It is the duty of every Service and subordinate, HQ and staff branches, under the provisions of paragraph 2 of this section, to ensure that all necessary instructions are issued in the form of a letter, which specific orders are required or which will insure that all instructions are issued in the form of a letter.

5. ADMINISTRATIVE MATTERS FOR CONSIDERATION AT HEADQUARTERS

In the case of important matters or cables requiring immediate action, the HQ will mark the paper "Immediate Action" or "Red Line". The HQ will not be advised, it will be required for early urgent matters, and such matters will be taken immediately to the responsible officers under the provisions of paragraph 2 of this section.

6. ADMINISTRATIVE MATTERS FOR CONSIDERATION AT HEADQUARTERS

A. The officer in charge of the HQ will be responsible for the HQ and staff branches under the provisions of paragraph 2 of this section, and HQ.

(1) In the case of important matters or cables requiring immediate action, the HQ will mark the paper "Immediate Action" or "Red Line". The HQ will not be advised, it will be required for early urgent matters, and such matters will be taken immediately to the responsible officers under the provisions of paragraph 2 of this section.

(2) It is the duty of every Service and subordinate, HQ and staff branches, under the provisions of paragraph 2 of this section, to ensure that all necessary instructions are issued in the form of a letter, which specific orders are required or which will insure that all instructions are issued in the form of a letter.

B. The HQ will be responsible for the HQ and staff branches under the provisions of paragraph 2 of this section, and HQ.

7. ADMINISTRATIVE MATTERS FOR CONSIDERATION AT HEADQUARTERS

A. The HQ will be responsible for the HQ and staff branches under the provisions of paragraph 2 of this section, and HQ. It is the duty of every Service and subordinate, HQ and staff branches, under the provisions of paragraph 2 of this section, to ensure that all necessary instructions are issued in the form of a letter, which specific orders are required or which will insure that all instructions are issued in the form of a letter. It is the duty of every Service and subordinate, HQ and staff branches, under the provisions of paragraph 2 of this section, to ensure that all necessary instructions are issued in the form of a letter, which specific orders are required or which will insure that all instructions are issued in the form of a letter.

4. INTERNAL SECURITY - RACIAL MATTERS

In the case of important items or cables requiring urgent action the AD will mark the paper "Immediate Action" or "Red Line It". This marking will not be abused, it will be reserved for really urgent matters. AD shall ensure that the paper immediately to the responsible officer under sec. 2-5-5 above.

5. INTERNAL SECURITY - POLITICAL MATTERS

2. The officer to whom a paper is initially referred under par. 2 and 3 above, and not the AD, will be responsible for direct circulation and control.

- (1) In the case of important papers, personally through reports or notes to the Senior Officer of his branch or section, the AD will give instructions for action.
- (2) He will ensure that the paper is circulated to all branches who should see it. Circulation by post shall only be adequate if it may be necessary to have copies prepared and distributed. In the latter case, he will arrange to do so. In distributing copies he must be made aware by means of a covering memo or otherwise when branch is taking action and what action if any is required by other branches and sections.

3. Papers shall be finally disposed of by being filed in the files of one branch or section to which they pertain.

6. INTERNAL SECURITY - POLITICAL MATTERS

4. Officers dealing with papers will call for the Subject File (the number of which will be specified in the case - see par. 2 (b) above) if and who, required, from the AD's office.

5. It is essential that the subject files should contain copies of all important policy papers in proper order of date, which belong to it, and the AD will ensure that this is done. Under no circumstances will an officer remove any paper from an of AD's file. Files will be promptly returned to AD.

6. The circulation and/or distribution of a paper (see par. 5 above) must be apparent from the office copy in the branch or section file, (see par. 5 (b) above) or from the office copy on (important) internal security matters which must be filed with the subject to which it refers.

7. An important paper referred to in para 5(b) must be retained in original and must be accompanied by all relevant previous correspondence. This is the duty of the branch or section to which the paper was initially referred for action.

8. Control of Information Control Committee

15. INTERNAL SECURITY - POLITICAL MATTERS

*[Handwritten signature]*  
16. INTERNAL SECURITY - POLITICAL MATTERS

17. INTERNAL SECURITY - POLITICAL MATTERS

324

SECRET

SECRET

1. ALL REGIMENT ACU IS BEING REMOVED TO THE RECORDS SECTION OF THE DEFENSE INFORMATION ADMINISTRATIVE AGENCY AND IS NO LONGER TO BE MAINTAINED IN THE REGIMENT ACU FILES.

15 November 1969

1. ALL REGIMENT ACU IS BEING REMOVED TO THE RECORDS SECTION OF THE DEFENSE INFORMATION ADMINISTRATIVE AGENCY AND IS NO LONGER TO BE MAINTAINED IN THE REGIMENT ACU FILES.

2. The 267561 Regiment ACU has been removed to the 267561 (Company) Group and will continue to use the 267561 (Company) Group ACU. The 267561 (Company) Group ACU will continue to use the 267561 (Company) Group ACU. The 267561 (Company) Group ACU will continue to use the 267561 (Company) Group ACU.

TO BE MAINTAINED IN THE REGIMENT ACU FILES

Regiment 29  
The 267561  
Regiment I  
Regiment II  
Regiment III  
Regiment IV  
Regiment V  
Regiment VI  
Regiment VII  
Regiment VIII  
Regiment IX  
Regiment X  
Regiment XI  
Regiment XII  
Regiment XIII  
Regiment XIV  
Regiment XV  
Regiment XVI  
Regiment XVII  
Regiment XVIII  
Regiment XIX  
Regiment XX  
Regiment XXI  
Regiment XXII  
Regiment XXIII  
Regiment XXIV  
Regiment XXV  
Regiment XXVI  
Regiment XXVII  
Regiment XXVIII  
Regiment XXIX  
Regiment XXX

ADDRESS TO BE USED

1. REGIMENT ACU IS BEING REMOVED TO THE RECORDS SECTION OF THE DEFENSE INFORMATION ADMINISTRATIVE AGENCY AND IS NO LONGER TO BE MAINTAINED IN THE REGIMENT ACU FILES.

FOR EXAMPLE: (1) (Company) Group

(Company) Group

(Company) Group

(Company) Group

SECRET

SECRET

SECRET

... the 257th...  
... will continue to use the...  
... used by...

FOR INFORMATION:

- 1. The 257th...
- 2. The 257th...
- 3. The 257th...
- 4. The 257th...
- 5. The 257th...
- 6. The 257th...
- 7. The 257th...
- 8. The 257th...
- 9. The 257th...
- 10. The 257th...

Addresses to be Used

- 1. The 257th...
- 2. The 257th...
- 3. The 257th...
- 4. The 257th...
- 5. The 257th...
- 6. The 257th...
- 7. The 257th...
- 8. The 257th...
- 9. The 257th...
- 10. The 257th...

For information...

(Bellevue 10)

(East 1000)

(Section 11)

5450

Distribution:

File 5450



326

RESEARCH  
DATE: 11/10/00  
BY: [illegible]

26 October 1968

TO: 5. All Concerned

1. For the information and guidance of all concerned, the distribution lists are in effect for publications of this Institute for the United States of America.

2. Distribution "A" covers, in general, the distribution of publications of general interest. This category includes the following: General Delivery and Administrative Publications of general distribution. It pertains to the following: (a) that it is of national or international interest; (b) that it is of specialized nature; (c) that it is of general interest.

3. Distribution "B" covers, in general, the distribution of publications of special interest. This category includes the following: (a) that it is of special interest; (b) that it is of general interest; (c) that it is of specialized nature; (d) that it is of general interest.

4. A number of copies of each issue of this journal are to be made available to the United States of America. These publications shall normally be distributed by air transportation if it is deemed appropriate to do so.

5. It should be noted that the distribution lists are subject to change and should be revised as circumstances require.

6. It is requested that you advise the appropriate authorities of any change in the distribution lists of this Institute for the United States of America. In your response, an attention should be given to the following: (a) that it is of national or international interest; (b) that it is of specialized nature; (c) that it is of general interest; (d) that it is of general interest.

BY: [illegible] (Typed Name)

4/11/80  
[illegible]  
DATE: 11/10/00  
BY: [illegible]

For the information and guidance of all concerned, the distribution lists are in effect for publications of this nature...

1. Distribution of copies, in addition to the distribution of publications of official information, into our own/ includes the daily edition, general delivery and administrative correspondence of official publications...

2. Distribution of copies, in addition to the distribution of publications of official information, into our own/ includes the daily edition, general delivery and administrative correspondence of official publications...

3. It should be noted in using that the channels mentioned are tentative, and subject to change, each copy of a given publication will be published in accordance with the instructions...

4. It is requested that any official wishing to increase or decrease the amount of publications be contacted by the Bureau...

5. It is requested that any official wishing to increase or decrease the amount of publications be contacted by the Bureau...

By Command of Brigadier General [Name]

Handwritten signature and date: 11/27

DELETED COPY



3039

5400

- CG 7th Army
- CG 1st Army
- CG 9th Army
- CG 10th Army
- CG 11th Army
- CG 12th Army
- CG 13th Army
- CG 14th Army
- CG 15th Army
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- CG 96th Army
- CG 97th Army
- CG 98th Army
- CG 99th Army
- CG 100th Army





PUBLIC SAFETY DIVISION.

ROUTING SLIP.

TO SEE :- *31A PJK*

~~C.P.S.....~~

~~D.C.P.S.....~~

~~PRISON SECTION.....~~

CIVIL POLICE SECTION.....

FIRE AND CIVIL DEFENCE SECTION.....

LICENSING AND REGISTRATION SECTION.....

*Amid  
cc  
a/c*

*2/1/6*

Chief of Public Safety  
31A

MEMORANDUM  
FOR THE CHIEF OF POLICE  
ALSO 5/2

MF 14031  
BAP

26 November 1943

TO : All Concerned

PREPARATION OF CABLES

1. For the information and guidance of all concerned, the following instructions do hereby advise the preparation and submission of cables in accordance with the following instructions:

2. Preparation: Cables will be typed, and will be submitted to the Chief of Police in triplicate (5) copies, as number above (3) will be on the regular cable form, and two (2) on milk stamps. Such other additional copies as may be desired for file by the originating office or officer, may be prepared at the same time.

3. Classification and Distribution: All cables submitted for transmission will bear the following designations and distribution:

(1) The top of the original office or officer, typed in the lower left-hand corner of the sheet.

(2) The "CLASS" tabulation of the cable, typed in the right-hand corner of the sheet, as follows: 2000 9999.

The purpose of (1) is to enable wide reference to the original office or officer ready or question in connection with the original cable. It is for the protection of the organization.

The use of (2) is to facilitate quick reference on the part of the transmission agency - Field and Base Station.

CABLES ARE PREPARED BY THE CHIEF OF POLICE AND SUBMITTED TO THE CHIEF OF POLICE FOR TRANSMISSION.

4. Authentication and Signature:

5446

(1) All cables will be authenticated by the Chief of Police and signed by him, and will be typed in triplicate (5) copies, as number above (3) will be on the regular cable form, and two (2) on milk stamps. Such other additional copies as may be desired for file by the originating office or officer, may be prepared at the same time.

(2) All cables will be authorized for transmission by the signature of the authorized officer in triplicate (5) copies, as number above (3) will be on the regular cable form, and two (2) on milk stamps. Such other additional copies as may be desired for file by the originating office or officer, may be prepared at the same time.

4. Disposition: Files will be typed, an all in addition to  
Media Center in 1952 (5) copies of which three (3) will be of the  
regular cable form and one (1) in plain. Such other sectional portion  
copies as are desired for file by the operating office or office, may be pre-  
pared at the same time.

5. Transmission: Instructions: All cables submitted for trans-  
mission will bear the following instructions: Classification:

(1) The name of the originator office and address, typed in  
the lower left-hand corner of the sheet.

(2) The "OS" number of the cable, typed in the extreme  
upper right-hand corner of the sheet. Example: "7 0000 9999".

The purpose of (1) is to enable quick reference to the origin-  
ator office of either copy or question in connection with the enclosed cable.  
It is to be understood that the originator office is the office which  
is to be transmitted.

The purpose of (2) is to facilitate quick reference on the  
part of the transmission agency - Bureau of the Bureau.

COPIES OF PREPARED BY SUBMITTERS WITH THESE REQUIREMENTS WILL  
NOT BE ACCEPTED FOR TRANSMISSION.

6. Information on the structure of cables:

(1) All cables shall be identified by the initials **5446**  
originator office, placed in the space provided for that purpose in the  
upper right-hand corner of the cable. Such initials will appear on the third  
carbon copy only.

(2) All cables will be authorized for transmission by the  
signature of the Adjutant General of this organization, or of one of his regularly  
appointed assistants.

7. Questions of procedure or information in connection with cables  
may be referred to the Adjutant General's Section, Miscellaneous Division,  
Room 15, B, West Wing.

By Command of Brigadier General (S):

*W. Stewart*  
Adjutant General  
Signal Corps  
ASST. ADJ. GEN. (S)

STANDARD FORM NO. 64



IMMEDIATE ACTION

30A  
14031

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
APO 512

26 November 1943

SUBJECT: Change in Office Hours and Free Time.

TO : All Concerned this Headquarters.

1. Effective as of 27 November 1943, the office hours this headquarters will be:

FULL SEVEN DAY WEEK

Weekdays 0830 - 1830  
Sundays 0930 - 1800  
(1 hour allowed for Monday meal)

2. Working Force on Duty during Lunch Period.

*Already  
being done*

All offices will be kept open from 0830 to 1800 hours. At least one clerk will be left on duty in each office during the noon period. Rotation rosters will be maintained so that noon duty does not fall continually on any one. Offices in which there is only one enlisted man assigned, are exempt from the provisions of this order.

3. Full Day Holiday Per Week.

*Monday  
has  
leave*

All personnel this headquarters will be required to take one full free day per week. Each chief of sub-commission and staff section will insure that every officer and OR/EM has a free day weekly and that a sufficient working force is on duty daily (including Sunday). Offices in which only one officer or OR/EM is on duty will comply through arrangement with the A.C.

4. Duty Officer and Clerk.

There will be an officer and clerk on duty in this Headquarters between the hours of 1800 and 0830. In addition to the above, there will be a clerk typist on duty each night between the hours of 1800 and 2100.

By Command of Brigadier General McFERRY:

*E. L. Clough*  
E. L. CLOUGH,  
Lt. Col., A. G. D.,  
Actg. Adjutant General

DISTRIBUTION:  
'A'

IMMEDIATE ACTION

PA 2.29/11

2065

29A

Extract from Daily Bulletin No. 15, 22 November 1943

2. CIVILIAN LABOUR: For reasons of security the following procedure for the employment of all civilians with the HQ's will be as follows:  
The Staff branch, Section or Commission wishing to employ civilian labour will make its demand through the office of the HQ COMMANDANT. (HQ Comm.)

54

28A

EXTRACT FROM DAILY BULLETIN NO. 14 dated 21 November 1943.

4. PASSES: a. Occasional visitors must have visitor's slip (obtained at 'Information and Billeting Office', 8 Via Bari) to enter AMG offices. These slips may be used only once, being relinquished on exit. Officer visited must sign the slip and indicate time of departure. Processing through 'Information and Billeting Office' is not only desirable from security standpoint but eliminates many unnecessary visits. Please keep that office informed when you are not receiving visitors, or of visiting hours, if you have them (telephone Ext. 40).

b. Regular visitors, employees, enlisted men, or other ranks should have "permanent" AMG pass, which may be obtained in person and with officer-signed request at Internal Security Office, 8 Via Bari. Officers may obtain AMG pass from same office, although use of British Identity Card or W.D., A.G.O. Form 65-1 is preferred.

c. When an employee is discharged, or when military personnel leave this Hq., on permanent change of station - pass must be returned to Internal Security Office.

d. Loss of pass must be immediately reported to Internal Security Office. (Int. Secu.)

5448

27A

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
Public Safety Division

AMG/14031/PS

*file*

November 21, 1945.

SUBJECT : Procedure on Cables and Telegrams.  
TO : Secretariat.

Reference Bulletin No. 5 dated October 31, 1943, para. 4.

1. The name of Col. Martin H. MEANEY should be added to those already submitted as being authorized to initiate cables or telegrams in this Division. The requisite specimen initials are attached.
2. Col. A.E. YOUNG should be deleted, as he has now been assigned to Security Intelligence Division.

*103*

PAUL G. KIRK  
Colonel, Infantry,  
Chief, Public Safety  
Division.

Encls:  
(1) Specimen initials of  
Col. Martin H. MEANEY.

*PA*  
*for 22/11*

*5448*



27 B

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
Public Safety Division

Specimen Initials of  
Col. Martin H. BEAHM

*MH*.....

5471

25A

EXTRACT FROM DAILY BULLETIN NO 9 dated 16 November 1943

2. URGENT TRAVEL ORDERS: Requests for IMMEDIATE ACTION (requiring performance of travel prior to 1530, day of request) orders for travel of personnel of this headquarters will be so indicated on such requests so that Extract Orders can be published immediately. Request for travel or re-assignment orders which are not urgent will be included in the consolidated Special Orders which close at 1530 daily. Requests for immediate action orders received after this hour will be published as letter orders. (A.G.)

544v

EXTRACT FROM DAILY BULLETIN NO 3 dated 10 November 1943

2AA

1. PROCEDURE FOR OBTAINING TRAVEL ORDERS: All travel orders issued requiring travel by Motor, Rail or Military Aircraft for officers of this Hq will be sent directly to the Air Transportation Officer. Officers will pick up their travel orders and make necessary arrangements for transportation with the Transportation Officer on the ground floor AMG Hq, 8 Via Bari.

5420

23A

EXTRACT FROM DAILY BULLETIN NO 3 dated 10 November 1943.

2. PROCEDURE CONCERNING SPECIAL ORDERS: All Section Heads, Sub-Commissions, Officers and Offices of this Headquarters requesting orders for travel, re-assignment, etc, will submit their request with complete information at least twenty-four hours in advance whenever possible to Warrant Officer NICHOLAS PIOMBINO, Room 13, this Headquarters. Orders requiring immediate action will be published as extracts of the day's Special Order. The day's Special Order will be closed at 1530 daily. Immediate action requests received after this hour will be issued as letter orders.

5430



22A

EXTRACT FROM DAILY BULLETIN NO 2 dated 9 November 1943

4. PROCEDURE ON TRAVEL ORDERS. All Section Heads, Officers, Sub-Commissions, and other officers applying for Travel Orders, Special Orders, etc., will include the first names, ranks, serial numbers, and branch of service of the officer involved in the order when submitting applications for such orders.

5437

21A

EXTRACT FROM DAILY BULLETIN NO. 11 dated 18 November 1943.

4. LUGGAGE ALLOWANCE - AIR TRANSPORT: Officers traveling on regularly scheduled flights are allowed 125 lbs. of luggage when making a temporary change of station, and 200 lbs. when making a permanent change of station. Officers must not exceed these limits.

The senior officer of any party proceeding to Brindisi, or vicinity, by plane, is automatically appointed as courier, and will report to Col JOHN J. ALBRIGHT for instructions. Movement orders for such a party should state the weight of documents carried by the courier. (Hq Comdt.)

5430

File 20A

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT  
Public Safety Division

AMG/14031/PS

November 19, 1943.

MEMO TO ALL OFFICERS, PUBLIC SAFETY DIV., AMGOT

1. Pending receipt of instructions from higher authority, the authority to classify documents originating within the Public Safety Division, AMGOT, is delegated as follows :-

- SECRET or MOST SECRET - Chief, Public Safety and Deputy or Acting Deputy.
- CONFIDENTIAL - Superintendents of Divisions, or in their absence, Asst. Superintendents.
- RESTRICTED - Other Officers.

2. Authority to classify in one category implies authority to classify in any lower category.

3. Overclassification will be avoided.

By Order of Colonel Kirk,

*[Signature]*  
B. R. POWELL,  
Capt.,  
Admin. Officer.

Copy to:  
Admin. Directorate.

*see RA*

5434

19A

EXTRACT FROM DAILY BULLETIN NO 7 dated 14 November 1943 .

2. MILITARY CLASSIFICATIONS: Military classifications are well established and covered by regulations (see AMG Security Manual, 4 November 1943); in addition AMG-ACC handles information which should be kept from the public and yet which must be shown to native public officials (who are not entitled to military classified information). For this purpose AMG-ACC classification "FOR OFFICIAL USE ONLY" will be used. Such information may be divulged to natives who need it in their official capacity; they will be warned that it is not to be communicated to persons not requiring said information. (Internal Security).

5430



18A

EXTRACT FROM DAILY BULLETIN NO 4 dated 30 October, 1943.

4. The following will be used as a guide in classifying documents:
  - a. May be classified as "RESTRICTED" those documents which "
    - (1) Are for official use only
    - (2) Should have limited distribution for reasons of administrative privacy.
    - (3) Should be denied the general public.
  - b. Should be classified as "CONFIDENTIAL" those documents:
    - (1) Which would be of advantage to enemy nations
    - (2) Whose disclosure would be prejudicial to the interest or prestige of the Allied.
  - c. Should be classified as "SECRET" (U.S.) those documents whose disclosure:
    - (1) Might endanger Allied Security.
    - (2) Would be of great advantage to enemy country.
    - (3) Would inflict serious injury to the prestige or interest of the Allies.

5. Over classification will be avoided since it causes unnecessary delay in the transmission of messages and depreciates the importance of classified information in the minds of handling personnel. Assign the least restrictive classification consistent with proper safeguarding of information.

6. Words "RESTRICTED" "CONFIDENTIAL" "SECRET" and "MOST SECRET" should be conspicuously stamped (or at least type written) on top and bottom of each sheet of document bound by a staple or paper clip.

7. Classification may be changed only by originator or higher authority. Originator should notify all interested parties when classification is changed as result of compromise or when necessity for that particular classification ceases.

see JOA

5436

17A

HEADQUARTERS  
ALLIED CONTROL COMMISSION.  
ATO 512

ADMINISTRATIVE DIRECTORATE.

15 November 1943.

SUBJECT: Correspondence.  
TO: Distribution Below.

*15A-1400*

1. It has come to the attention of this office that pertinent parts of Information Memo. No.1, 28 October 1943 and Daily Bulletin No.5, 12 November 1943 para. 4 a, b, c, referring to correspondence, have not always been complied with.
2. In order to maintain uniform headings in correspondence, reference is made to para.4, Daily Bulletin No.5 dated 12 November 1943, which will be complied with. *7A*
3. Three copies of all letters prepared for the signature of the Commanding General or his authorized representative will be sent to this office, one copy of which will be filed in the Record Section.
4. Each communication will refer to one subject only for convenience in filing.
5. Uniform sized stationary, 8 1/2" x 11" will be used.
6. All paragraphs or sub-paragraphs will be numbered or lettered consecutively for easy reference.

H.R. CRIPPS,  
Lieut. Colonel.

For the Administrative Director.

Distribution:	Interior	Sub-Commission.
	Public Health	"
	Legal	"
	Public Safety	"
	Property Control	"
	Education	"
	Monuments, Fine Arts & Archives .	

*5431*

16A

EXTRACT FROM DAILY BULLETIN NO 7 dated 14 November 1943.

5. RECORD OF EVENTS: The Adjutant General is maintaining a record of important events occurring at this headquarters. All staff heads, sub-commission chiefs, etc will send memos to the AG of all important events with date that should be entered in the record. Initial date of this record is 10 November 1943 (A.G.)

5430

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
Public Safety Sub-Commission.  
APO. 512

File 14031 15A

November 13, 1943.

SUBJECT: Office Instructions No. 2.

In future, CR's/EM will be allowed Sunday afternoon off duty in addition to the normal half-day at present allowed, subject to the following provisions:

- (1) One clerk and one typist will remain on duty on Sunday afternoon, as detailed by the Chief Clerk.
- (2) The privileges mentioned above must be regarded as being subject to the amount of work on hand and may be waived as and when considered necessary.

*H*  
Captain  
for  
Chief, Public Safety  
Sub-Commission.

428



14A

EXTRACT FROM DAILY BULLETIN NO 6 dated 13 November 1943

1. NOTICES FOR DAILY BULLETIN : All items for publication in the Daily Bulletin will be submitted to Warrant Officer NICHOLAS PIOMBINO, Room 12, Headquarters AMG, 8 Via Bari, prior to 1100 on the date of publication. All items submitted for publication will be in the correct grammatical form, brief as possible and will be signed by the head of the section or office, or his duly authorised representative. (A.G.)

5420

BA

HEADQUARTERS ALLIED CONTROL COMMISSION  
AND  
HEADQUARTERS ALLIED MILITARY GOVERNMENT  
Public Safety Sub-Commission  
A.P.O. 322

*file*

12 November 1943

AM/14031/PS

SUBJECT: Procedure on Cables & Telegrams

TO: Secretariat

*14031/PS*

Reference Bulletin No. 5, para 4, dated 31 October 1943.

The name of Capt. E. R. Powell should be added to those already submitted as being authorized to initiate cables or telegrams in this Sub-Commission. The requisite specimen initials are attached.

*14B*

PAUL G. NISK,  
Colonel, Infantry,  
Chief Public Safety  
Sub-Commission

*PK*  
*12/11*

Enclos:

Specimen initials  
of Capt. E. R. POWELL

5421

2082

13B

Name of Officer

Captain A. A. Powell

Initials

APW

5426

HEADQUARTERS  
UNITED STATES ARMY GOVERNMENT

12A

9 November 1943.

AMG/14031/PS

*File*

SUBJECT: Office Instructions.

TO : Secretariat

1. It is requested that all directives and instructions affecting this Sub-Commission as a whole be issued to us on a scale of six copies, for distribution down to Sub-Divisions.

2. It is also requested that an order to this effect be issued to all Sub-Commissions for their compliance in connection with documents issued by them.

*Howell*

Captain,  
For Chief, Public Safety Sub-Commission.

PA. ~~P.~~  
10/11

542



U.S. RESTRICTED  
(Equals BRITISH RESTRICTED)

HEADQUARTERS  
ALLIED MILITARY GOVERNMENT

11A  
Roy 461

5 November 1943

NON-SECRET  
SHORT TITLE UNIT DESIGNATIONS

1. The following non-secret short titles are approved to designate the units indicated below for use in all communications in this theater where brevity of the transmitted material is a paramount consideration. They will not be used under any circumstances in lieu of secret code words assigned to corresponding units. (This list insofar as security pertains is similar to a telephone directory).
2. For the purpose of uniformity and to avoid confusion, no other non-secret abbreviations, code words or short titles for these units or installations will be used in preparation of communications or other documents. These short titles are to be used for the purpose of electrical transmission only and under no circumstance will they be used in addressing official correspondence.
3. The non-secret short title unit designation of this HQ, it will be noted, is FARSO.

<u>UNIT</u>	<u>NON-SECRET SHORT TITLE UNIT DESIGNATION</u>
WAR OFFICE, LONDON . . . . .	TROOPERS
WAR DEPARTMENT, WASHINGTON . . . . .	AKWR
GENERAL HEADQUARTERS, MIDWEST . . . . .	MIDWEST
HEADQUARTERS EUROPEAN THEATER OF OPERATIONS . . . . .	
UNITED STATES ARMY (In U.S.) . . . . .	DTUSA
HEADQUARTERS SERVICES OF SUPPLY EUROPEAN THEATER OF . . . . .	
OPERATIONS UNITED STATES ARMY (In U.S.) . . . . .	USSOSDTUSA
ALLIED FORCE HEADQUARTERS . . . . .	FIRELON
ALLIED FORCE HEADQUARTERS ADVANCED COMMAND POST . . . . .	FAIRFIELD
ALLIED FORCE HEADQUARTERS ADVANCED ADMINISTRATIVE ESCHELON . . . . .	FLAMEO
ALLIED FORCE CAMP (NEAR 15 Army Group) . . . . .	FAIRWAY
HEADQUARTERS 1ST ARMY GROUP, LONDON . . . . .	USEAG
HEADQUARTERS 15 ARMY GROUP (M.III) . . . . .	WILPOT
HEADQUARTERS 15 ARMY GROUP (TAG) . . . . .	PINNET
HEADQUARTERS 15 ARMY GROUP (NEAR) . . . . .	PANTOX
COMMANDER UNITED STATES NAVAL FORCES NORTHWEST . . . . .	
AFRICAN WATERS . . . . .	COMNAVAF
COMMANDER UNITED STATES AMPHIBIOUS FORCES NORTHWEST . . . . .	
AFRICAN WATERS . . . . .	COMPHIBAF
HEADQUARTERS MEDITERRANEAN AIR COMMAND . . . . .	MIC

Seen by  
C. J. [unclear]  
PA 439/11

U. S. RESTRICTED  
(Equals BRITISH RESTRICTED)

NON-SECRET

SHORT TITLE UNIT DESIGNATION

UNIT

HEADQUARTERS COMMANDER-IN-CHIEF, MEDITERRANEAN . . . . .	CINCOMED
HEADQUARTERS SEVENTH ARMY . . . . .	SEVENTH ARMY
HEADQUARTERS FIFTH ARMY . . . . .	FIFTH ARMY
HEADQUARTERS EIGHTH ARMY . . . . .	EIGHTH ARMY
HEADQUARTERS EIGHTH AIR FORCE (U.S.) (In U.K.) . . . . .	USAF8
HEADQUARTERS NORTHWEST AFRICAN TRAINING COMMAND . . . . .	NATC
HEADQUARTERS NORTHWEST AFRICAN AIR FORCE . . . . .	NWAF
HEADQUARTERS NORTHWEST AFRICAN TACTICAL AIR FORCE . . . . .	NATAF
HEADQUARTERS NORTHWEST AFRICAN COASTAL AIR FORCE . . . . .	NACAF
HEADQUARTERS NORTHWEST AFRICAN PHOTO RECONNAISSANCE WING . . . . .	NAPRC
HEADQUARTERS NORTHWEST AFRICAN AIR FORCE SERVICE COMMAND . . . . .	NWAFSC
HEADQUARTERS TACTICAL BOMB FORCE . . . . .	TBF
HEADQUARTERS UNITED STATES ARMY FORCES IN MIDDLE EAST . . . . .	USAFIE
HEADQUARTERS WEST AFRICAN SERVICE COMMAND . . . . .	WASCSAF
HEADQUARTERS NORTHWEST AFRICAN STRATEGICAL AIR FORCE . . . . .	NASAF
HEADQUARTERS CANADIAN MILITARY FORCE (In U.K.) . . . . .	CAJML
AIR FORCE MATERIEL COMMAND, DAYTON, OHIO (U.S.A.) . . . . .	AFMAC
SERVICES OF SUPPLY, DAKAR . . . . .	AMPLIFER
UNITED STATES ARMED FORCES, MIDDLE EAST, CAIRO . . . . .	AMSME
BRITISH MILITARY MISSION, WASHINGTON, D.C. . . . .	BRITMAN
COMMANDER MOROCCAN SEA FRONTIER FORCES . . . . .	COMORCCOINSEAFRON
AIR SERVICE COMMAND, PATTERSON FIELD, OHIO (U.S.A.) . . . . .	ASCFCS
HEADQUARTERS SOUTHEAST ASIA COMMAND, NEW DELHI . . . . .	COPIR
HEADQUARTERS BRITISH ARMY STAFF (In U.S.A.) . . . . .	MILSTAF
HEADQUARTERS, GIBRALTAR . . . . .	CHIEF GIBRALTAR
HEADQUARTERS, MALTA . . . . .	COMUSDIRM ALITA
HEADQUARTERS PERSIA AND IRAQ COMMAND . . . . .	PLIC
HEADQUARTERS TRIPOLI DISTRICT . . . . .	TRIPDIST
HEADQUARTERS NUMBER 1 DISTRICT . . . . .	DISTONE
HEADQUARTERS NUMBER 2 DISTRICT . . . . .	DISTWO
HEADQUARTERS NORTH AFRICAN THEATER OF OPERATIONS, U.S. ARMY . . . . .	NATOSA
HEADQUARTERS SERVICES OF SUPPLY NORTH AFRICAN THEATER OF . . . . .	
OPERATIONS, UNITED STATES ARMY . . . . .	SOSINATOSA
HEADQUARTERS TWELFTH AIR SUPPORT COMMAND . . . . .	12ASO
HEADQUARTERS ATLANTIC BASE SECTION . . . . .	ABS
HEADQUARTERS MEDITERRANEAN BASE SECTION . . . . .	MBS
HEADQUARTERS EASTERN BASE SECTION . . . . .	EBS
HEADQUARTERS ISLAND BASE SECTION . . . . .	IBS
HEADQUARTERS NORTH AFRICAN DISTRICT . . . . .	NADIST
HEADQUARTERS BONE SUB-DISTRICT . . . . .	BONSDIST
HEADQUARTERS ALGIERS SUB-DISTRICT . . . . .	ALSDIST
HEADQUARTERS TUNIS SUB-DISTRICT . . . . .	TUNSDIST
HEADQUARTERS ALGIERS GARRISON . . . . .	ALGAR
HEADQUARTERS BONE GARRISON . . . . .	BOUGAR
HEADQUARTERS PHILIPPEVILLE GARRISON . . . . .	PHUGAR
HEADQUARTERS CONSTANTINE GARRISON . . . . .	CONGAR

U. S. RESTRICTED  
(Equals BRITISH RESTRICTED)

U. S. RESTRICTED  
(Equals BRITISH RESTRICTED)

<u>UNIT</u>	<u>NON-SECRET</u> <u>SHORT TITLE UNIT DESIGNATION</u>
HEADQUARTERS TUNIS GARRISON . . . . .	TUNGLAR
HEADQUARTERS SOUSSE GARRISON . . . . .	SOGLAR
HEADQUARTERS Sfax GARRISON . . . . .	SFXGLAR
PLANNING GROUPS FROM TACTICAL UNITS AT ALLIED FORCE HEADQUARTERS . . . . .	(Unit) FORTUNE
HEADQUARTERS ALLIED MILITARY GOVERNMENT, SICILY . . . . .	-FARGO-
HEADQUARTERS ALLIED MILITARY GOVERNMENT, SARDEGNA . . . . .	FAELE
HEADQUARTERS ALLIED MILITARY MISSION, ITALY . . . . .	FATIMA
HEADQUARTERS ALLIED MILITARY MISSION, CORSICA . . . . .	FARIR
HEADQUARTERS 2665th QUARTERMASTER BASE DEPT (ALLIED GROUND FORCES AND SERVICE TROOPS IN S. MEDIT.) . . . . .	SARDEPOT
HEADQUARTERS SENIOR ALLIED COMMANDER, CORSTRA . . . . .	CORFORGE
G-4 (MOV) ALGER . . . . .	ALMOVES
Q(MOV) ALGIERS . . . . .	ALMOVES
Q(MOV) CONSTANTINE . . . . .	CONMOVES
Q(MOV) TUNISIA . . . . .	TUNMOVES
PORT COMMANDANT, ALGIERS . . . . .	ALPARK
PORT COMMANDANT, BONE . . . . .	BONPARK
PORT COMMANDANT, BOUGIE . . . . .	BOUGPARK
PORT COMMANDANT, PHILIPPEVILLE . . . . .	PHILPARK
PORT COMMANDANT, TUNIS . . . . .	TUNPARK
PORT COMMANDANT, SOUSSE . . . . .	SOUSPARK

By command of Brigadier General Frank J. McSHERRY:

*E. L. Clough*  
E. L. CLOUGH,  
Lt. Col., A.C.D.  
Adjutant

U. S. RESTRICTED  
(Equals BRITISH RESTRICTED)

5423

*file - specimens*

10A

SUBJECT : Telegraphi address

A. S. H. Q.

4 November 1943

TO : Chief Clerk, Public Health  
Property Control  
T.C.U.  
Shipping

Will you please note that new telegraphic address is now  
"Sears for Fargo" instead of "Sears for Anget".

*A.*

542

Chief Clerk,  
Public Safety Sub-Commission.



9A

EXTRACT FROM DAILY BULLETIN NO. 14 dated 21 November 1943

2. WASTE PAPER: a. In 8 Via Bari it will be taken to Central Registry Room 12, before offices are closed for the night.
- b. In other AMG buildings, each sub-commission will be responsible for the daily burning of all waste paper either locally or at 8 Via Bari. Co-ordinated collection and burning between occupants of same building is recommended.
- c. In all cases classified waste must not be left unguarded. (Int. Secu)

8A

EXTRACT FROM DAILY BULLETIN NO. 11 dated 18 November 1943.

3. CHANGE OF OFFICIAL HEADING: The use of the heading, HEADQUARTERS ALLIED CONTROL COMMISSION on letters, memoranda, etc., emanating from this headquarters will be discontinued as of this date.

Only the heading, HEADQUARTERS ALLIED MILITARY GOVERNMENT will be used. (A.G.)

7A

EXTRACT FROM DAILY BULLETIN NO. 11 dated 18 November 1943.

5. CORRESPONDENCE WITH APULIA: All correspondence with Apulia will be addressed as follows:

ADVANCE COMMAND POST  
ALLIED CONTROL COMMISSION  
CMP

(A.G.)

5410

6A

EXTRACT FROM DAILY BULLETIN NO 10 dated 17 November 1943.

3. LOCAL PURCHASES OF STATIONERY AND OFFICE SUPPLIES: Effective immediately, NO STATIONERY or office supplies will be purchased or contracted for, locally, by offices of this headquarters, without the prior written approval of G-4. (G-4).

5417



EXTRACT FROM DAILY BULLETIN NO 10 dated 7 November 1943

4. CABLES AND RADIO MESSAGES: Effective at once, all offices originating cable or radio messages will insert, at the foot of the form, the name of the officer and office from which the message originates. (A.G.)

5A  
5410

4A

EXTRACT FROM DAILY BULLETIN NO 3 dated 10 November 1943.

3. OFFICE SUPPLIES: Drawing of office supplies will be from 0900 to 0930 Mondays Wednesdays and Fridays only, in Room 13, this Headquarters.

5410

EXTRACT FROM DAILY BULLETIN NO 6 date 13 November 1943.

3A

3. PUBLICATIONS.; All typing and mimeograph work must be submitted to Lt PANELLI, Room 8, for approval first. (A.G.)

5414

EXTRACT FROM DAILY BULLETIN NO 3 dated 10 November 1943.

2A

5. STENOGRAPHIC AND TYPING POOL:

a. Due to the acute shortage of typists, stenographers, etc., inter-office communications in long hand will be used as much as possible until further notice.

b. All necessary typing requests will be cleared through the Adjutant who will determine priority.

5418



File 14031/ps / A

HEADQUARTERS  
ARMY MILITARY GOVERNMENT

acc Bulletin 6 for a 4  
14031/ps  
14031/ps

28 October 1945.

INFORMATION  
MEMORANDUM  
NO. 1

1. The following information regarding the operation of the Adjutant's section of this Headquarters is published for the guidance of all concerned.

2. The section is divided into six sub-sections as follows:

a. Miscellaneous - here incoming mail is received, routed, and dispatched to other offices within the Headquarters.

b. Officers - in this sub-section are maintained all records pertaining to officers, such as vouchers, rosters, and personnel records.

c. O/P/M - maintains all records of unlisted men.

d. Publications - this sub-section operates the stenographic pool, typing pool, transmitting pool, and does all mimeographing and printing.

e. Records - operates the General files of the Headquarters.

f. Communications - operates the message center and APO, all couriers, dispatch riders, and messengers for distribution of correspondence within and without the Headquarters.

3. Incoming correspondence - is registered, a "tick-slip" is attached indicating the Sub-Commission or officer to whom the document should go and whether it is for information or action. If the officer who handles the correspondence needs further information or background material he sends to the Records sub-section for the file on the subject. This may be done by messenger or by writing a tick-slip requesting the files.

4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:

a. Drafts will be submitted to the Adjutant for approval prior to dispatch.

b. Sufficient copies will be prepared to allow one copy for filing in the Records Sub-section and one with the pertinent file of the Sub-Commission.

2. The section is divided into six sub-sections as follows:

- a. Miscellaneous - here incoming mail is received, routed, and dispatched to other offices within the Headquarters.
- b. Officers - in this sub-section are maintained all records pertaining to officers, such as vouchers, returns, and personnel records.
- c. CB/EM - maintain all records of enlisted men.
- d. Publications - this sub-section operates the stenographic pool, typing pool, translating pool, and does all mimeographing and printing.
- e. Records - operates the general files of the Headquarters.
- f. Communications - operates the message center and APO, all couriers, dispatch riders, and messengers for distribution of correspondence within and without the Headquarters.

3. Incoming correspondence - is registered, a "Track-slip" is attached indicating the Sub-Commission or officer to whom the account should go and whether it is for information or action. If the officer who handles the correspondence needs further information or background material he sends to the Records sub-section for the file on the subject. This may be done by messenger or by writing a back-slip requesting the files.

4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:

- a. Drafts will be submitted to the Adjutant for approval prior to dispatch.
- b. Sufficient copies will be prepared to allow one copy for filing in the Records Sub-section and one with the pertinent file of the Sub-Commission. 5412
- c. All communications will go forward in duplicate.
- d. Replies will be made in the form of indorsements on the basic communication.
- e. Correspondence addressed to subordinate headquarters, of a routine nature, will be prepared for the signature of the head of the Sub-Commission originating the correspondence, using the phrase "By command of Brigadier General McSHERRY" (See model attached).
- f. All correspondence other than that referred to in "e" will use the phrase: "For the Commanding General".

- 6. List all inclosures on the face of the letter, below the body and at the left margin of the page.
- 7. All correspondence addressed to a higher headquarters will be prepared for the signature of the Commanding General.
- 8. Correspondence relating on questions of policy will be prepared for signature of ~~the Chief of Staff~~ <sup>Chief of Staff</sup> - Secretariat.
- 9. Each letter should refer to only one subject.
- 10. Stationery of uniform size will always be used.
- 11. Officers of the Secretariat are available for advice on the form and preparation of correspondence. Consult them at any time.
- 12. Bulletins and Memoranda will be published from time to time for the information of the command. Matters of general interest will be forwarded to the Adjutant for publication therein.

see 11A

1. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

6. OUTGOING CABLES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.C., I.B.S.

Cables must NOT include steno-typed phrases either at the beginning or at the end of the message. The address to and from including the originator's numbers, should be included in the text. Cables must NOT be signed. This will be done by A.C., I.B.S. The last copy, A.C. the fourth copy, of the cable will be authenticated by one of the following officers:

- Colonel C. M. SPENCER
- Lt. Colonel GLOUGH
- Major J. R. McDUGALL
- Captain A. S. BARRAR

10A  
5A1  
see 11A1

The following is an example of how a message should be prepared for authentication:

Office of Origin N.S. 1240 Date \_\_\_\_\_

Classification Restricted Precedence: Routine

(Restricted-Confidential-Secret) (Deferred-Routine-Priority-Urgent)

5. Officers of the Secretariat are available for advice on the form and preparation of correspondence. Consult them at any time.

6. Bulletins and Memoranda will be published from time to time for the information of the command. Matters of general interest will be forwarded to the Adjutant for publication therein.

7. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

8. OUTGOING CABLES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.C., I.B.S.

Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's numbers, should be included in the text. Cables must NOT be signed. This will be done by A.C., I.B.S. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:

- Colonel C. M. SPENCER
- Lt. Colonel BLOUGH
- Major J. R. McDUGALL
- Captain A. S. BARRIE

104  
5A1  
all 11A1

The following is an example of how a message should be prepared for authentication:

Office of Origin H.Q. AMC Date \_\_\_\_\_

Classification Restricted Precedence: Routine

(~~Restricted-Confidential-Secret~~) (~~Deferred-Routine-Priority-Urgent~~)

To: A.F.H.Q.

What now available all area taken from IBS to AFHQ cite HQ.  
AS. PAREN Present supplies will last 2 weeks ref your 268 of 25 Aug.

Unless cables are despatched in the correct manner they will be returned by A.C. Section, I.B.S., thus causing considerable delay.

The following stereotyped phraseology will not be used as the beginning or ending of messages, nor will they be used as a complete message in themselves:



PLEASE  
RECEIPT  
RECEIVED  
RECOMMEND  
REFER  
REFERENCE  
REPORT  
REQUEST  
REWARD  
TOWNS  
END  
END OF MESSAGE  
PERIOD  
REPLY  
REQUESTED  
SIGNED (INCLUDING NAMES)  
STOP

ACKNOWLEDGE  
ADVANCE  
ADVISE  
APPROVE  
ATTENTION  
DIVE  
CONFIRM  
DEPART  
ENEMY  
FOLLOWING  
FOR  
FROM  
IN REPLY  
NUMBERS "1", "2", "3", etc.  
OUR  
PARAPHRASE  
TITLES "COMMANDING GENERAL"  
. etc

Messages will only be prepared on the official form, a specimen of which is attached. A supply of these can be obtained on application to the Chief Clerk.

*E. L. GLOUGH*  
E. L. GLOUGH  
Lt. Col., A.O.D.  
Chief of Secretariat

FROM  
IN REPLY  
NUMBERS "1", "2", "3", etc.  
OUR  
PARAPHRASE  
TITLES "COMMANDING GENERALLY  
STOP  
etc

Messages will only be prepared on the official form, a specimen of which is attached. A supply of these can be obtained on application to the Chief Clerk.

*E. L. GLOUGH*  
E. L. GLOUGH,  
Lt. Col., A.G.D.  
Chief of Secretariat

5411

1B

MODEL

HEADQUARTERS  
ARMED MILITARY GOVERNMENT

201.10

28 October 1943.

Subject : Transfer of Personnel

To : Headquarters Region 1

- 1. Body of letter.
- 2. Number each paragraph.

By command of Brigadier General KOSHERY:

- 2 Incls-
- Incl 1 - Officers Qualification Card
- Incl 2 - Letter of Commendation

JOHN R. SMITH,  
Captain, A.G.D.  
Adjutant.

DISTRIBUTION

- Commissions (2)
- Sub-Commissions (2)
- All Regions (6)

HO 7<sup>th</sup> ARMY OFFICIAL BUSINESS  
OUTGOING MESSAGE

1c

Office of origin	(section)	Date	
Classification	(Restricted - Confidential - Secret)	Initials Of	(Originating officer)
		Precedence	(Routine - Priority - Urgent)

To:

Time Signed:

Content and classification

authenticated by

3400



2104

Declassified E.O. 12356 Section 3.3/NND No. 785016

MINISTERO DELLE CORPORAZIONI



SECRETARIATO DELLE CORPORAZIONI

Ufficio Speciale Economia e Sostituzione Metalli

TITOLO

2105

Declassified E.O. 12356 Section 3.3/NND No. 785016

Ufficio Speciale Economia e Sostituzione Metalli

TITOLO



FASCICOLO

2-6 - Tip. Anon. Roma - 1942 - 2105



2106