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OFFICE INSTRUCTIONS
AUG. 1944 - DEC. 1946

HEADQUARTERS ALLIED COMMISSION
Public Safety Division
APC 794

AC/14031/PS

30 December 1946

SUBJECT : Hq. Duty Roster.

TO : Adjutant, Hq. A.C.

In accordance with para VI of Daily
Bulletin 296 of 23 December 1946, the undermentioned
are eligible to perform duty as in respect of this
Division:

Capt. A. H. ELLIS,

Cpl. R. D. KIDDER
Pte. W. TEW.

E. J. Bye
E. J. BYE, Colonel
Director.

ELK/ae

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HEADQUARTERS ALLIED COMMISSION
AEC 734
Office of the Executive Commissioner.

Ref. : 16/42.

18 NOV 1945

14-031

EXECUTIVE MEMORANDUM

NUMBER

10

7 November 1945

USE OF ALLIED COMMISSION RECORDS STORED IN ARCHIVES

1. A function of the Archives Division which is of increasing importance is that of weeding and supplying files which have been stored in the Archives and are required by Offices of the Allied Commission for reference. The following instructions are assigned to establish a procedure which will facilitate immediate and efficient accomplishment of this function.
2. The most important factor in the furnishing of a required file is accurate information as to exactly what is desired. A person initiating a request must prepare an application form. These forms are distributed to all Divisions and Offices of Allied Commission. On this form, in the space indicated, should be placed the index or reference number of the file requested. When it is impossible to furnish this number, detailed information such as office of origin, subject, and approximate date of the file in question, should be furnished. Upon completion, this form should be sent by messenger to Archives Division "Inquiries", room 10, first floor.
3. Archives Division, upon finding requested file, will telephone the person initiating the request and notify him that the file is available for issue. Files are issued in room 10, first floor, to qualified personnel only. The person receiving these files will sign for them immediately. All files issued from Archives are loaned for a maximum period of two weeks. When a file is required for a longer period of time it is the responsibility of the person who originally requested the file to apply for a renewal.
4. It is of the utmost importance that files be returned as soon as possible, since the primary function of the Archives Division is to maintain the files in the Archives.

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

2. The most important factor in the furnishing of a required file is accurate information as to exactly what is desired. A person initiating a request must prepare an application form. These forms are distributed to all Divisions and Offices of Allied Commission. On this form, in the space indicated, should be placed the index or reference number of the file requested, when it is impossible to furnish this number, detailed information such as office of origin, subject, and approximate date of the file in question, should be furnished. Upon completion, this form should be sent by messenger to Archives Division "Inquiries", room 19, first floor.

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

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

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

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

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

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

For the Chief Commissioner

Brigadier,
Executive Commissioner.

DISTRIBUTION.

"J"

Archives Division (50 Copies).

14231 558
ADPS *[Signature]*

CHANGE OF LOCATION - BOLZANO LIAISON OFFICER, A.O.

The offices of the A.C. Liaison Officer in the Istituto Tecnico
Cesare Battisti, Bolzano, closed with effect from 2359 hrs 9 October
1946 and opened in offices on the first floor of the Villa Oberrauch,
Via S. Giovanni, Bolzano.

The following telephone nos. will be in operation w.e.f. 10 Oct. 46:

C.L.O. 1793

P.S.O. 3722

Admin. O. 1517

5890

Executive Committee Dist: 10/10/46

To Econ Sec for GEM.

Ex O (B)

Public Safety %.

HEADQUARTERS
ALLIED COMMISSION
APO 794

21 OCT 1946
DPS

14031

24 October 1946

SUBJECT: Allied Commission Information Roster
TO : All Officers, Allied Commission

1. Distribution has been made, this date of an Allied Commission Information Roster to all Offices, Divisions and Officers of Allied Commission.
2. It is requested that this roster be closely scrutinized and that any errors or omissions noted be reported to the Adjutant, in writing, so that corrections may be made. Corrections will be made by publishing of new pages for insertion.
3. Officers being transferred should be reported for deletion.

BY COMMAND OF REAR ADMIRAL STONE:

John R. Hayes
JOHN R. HAYES
Maj AGD
Adjutant

5695

14031
HEADQUARTERS ALLIED COMMISSION

APC 794

DISPLACED PERSONS DIVISION

DPR/3-2/ADM

Tel. 489081 Ext 414

24 October 1946

ADMINISTRATIVE INSTRUCTION NO. 16

Recd. 25/10

Re-designation Displaced Persons and Rehabilitation Sub-Commission.

1. INFORMATION.

H.Q. Displaced Persons and Repatriation Sub-Commission will be re-designated w.e.f. 21 October 1946 to H.Q. Displaced Persons Division, Allied Commission. (Authority H.Q. Executive Order No. 36 dated 14 October 1946).

2. INTERCOMMUNICATION.

Location H.Q. D.P. Division:

H.Q. A.O. Rome, 6th Floor.

Postal address:

H.Q. D.P. Division,
Allied Commission,
C.M.F. A.P.C. 794.

Telegraphic address:

ALCOM Rome for Disper.

3. The following D.P. Organisations will be similarly re-designated:

Nos: 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 18 D.P.R.S.O. Centres
change to:

Nos: 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 18 D.P. Centres.

H.Q. Central Italy Group D.P.R.S.O.

change to: H.Q. Central Italy D.P. Group.

D.P.R.S.O. Representative Northern Italy.

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Re-designation Displaced Persons and Rehabilitation Sub-Commission.1. INFORMATION.

H.Q. Displaced Persons and Repatriation Sub-Commission will be re-designated W.C.F. 21 October 1946 to H.Q. Displaced Persons Division, Allied Commission. (Authority H.Q. Executive Order No. 36 dated 14 October 1946).

2. INTERCOMMUNICATION.

Location H.Q. D.P. Division:

H.Q. A.C. Rome, 6th Floor.

Postal address:

H.Q. D.P. Division,
Allied Commission,
C.M.F. A.P.O. 79+.

Telegraphic Address:

ALCOM Rome for Disper.

3. The following D.P. Organisations will be similarly re-designated:

Nos: 2,3,4,6,7,8,9,10,11,12,13,14 and 18 D.P.R.S.C. Centres
change to:

Nos: 2,3,4,6,7,8,9,10,11,12,13,14 and 18 D.P. Centres.

H.Q. Central Italy Group D.P.R.S.C.

change to: H.Q. Central Italy D.P. Group.

D.P.R.S.C. Representative Northern Italy.

change to: D.P. Representative Northern Italy.

S. & T. Office, D.P.R.S.C. Riccione.

changes to: S. & T. (DP) Office, Riccione.

For the Director:

For Distribution see over.

569+

B. Woodcock
B. WOODCOCK
Major
C. i/c ADM.

- 2 -

DISTRIBUTION:

Lists "A" and "B" D.P. Division.
 Executive Commissioner, H.Q. A.C.
 H.Q. 7106 Regt (and).
 Public Safety Division, A.C.
 Food and Agriculture Division, A.C.
 A.S.A.A.
 I.G.C.R.
 A.J.D.C.
 P.A. & D.P. Div., H.Q. A.C.
 H.Q. M.K.I.A. A.C.
 "A" Branch, G.H.Q., C.M.F. (3).
 A.F.H.Q., G-5. (2)
 H.Q. B.R.C.S.
 H.Q. 3 District C.M.F.
 H.Q. 217 Area, C.M.F.
 H.Q. Naples area.
 British Embassy, Rome.
 U.S. Consul, Rome.
 No. 7 composite P. & S.S. Unit B.F.A.
 Ministero Assistenza Post Bellica.
 Ministry of Foreign Affairs.
 Ministry of Interior.
 Delegate of Representative C.M., U.S.S.R., Rome.
 Greek Military Mission.
 Belgian Military Mission.
 Yugoslav Delegation, A.C.I., Rome.
 A.F.A.

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 794

AC/14030/PS

15 October 1946

SUBJECT : Allied Commission Information
Roster.

TO : Adjutant, Allied Commission.

Reference para IV of Daily Bulletin 238 of
14 October 1946.

Return for this S/C is as follows:-

<u>NAME</u>	<u>NATIONALITY</u>	<u>RANK</u>	<u>ASN</u>	<u>OFFICE LOCATION</u>	<u>OFFICE PHONE NO</u>	<u>BILLET LOCAT.</u>	<u>BILLET ROOM NO.</u>
BYE, E.J.	Br	Col.	279390	5th floor Room 8	416 & 686	Victoria Hotel	66
GREEN, F.C.	Br	LtCol.	287733	1st floor Room 22	313	"	130 (x)
ELLIS, A.W.	Br	Capt.	291648	5th floor Room E.2	517	"	120

(x) - Attached to C.E.M. Branch.

E. J. Bye
E. J. BYE, Colonel
Acting Director.

ER/ao

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COPY

GHQ DISTRIBUTION CENTRE

Office Copy

TO: HQ ALLIED COMMISSION

27-9-46

12031

51A

With effect from 30th September 1946, GHQ GEF will be situated at Padua therefore all mail for M.T.O.U.S.A. or ANHQ should be forwarded to AG-MAD, ANHQ, and not included in envelopes addressed to GHQ. For your information, the following branches are situated in ANHQ

G-5

G-2

MR. Polad

U.S. Polad

S.A.C.S.

Liaison

G-3

G-4

Mail for GHQ 2nd Echelon should be sent apart from GHQ mail, because GHQ 2nd Echelon is not situated with GHQ.

ADPS [Signature]
Noted [Signature]

G. CANTWRIGHT CPL
GHQ Distribution Centre

5692

RESTRICTEDALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)

NUMBER 4)

OFFICIAL MAIL

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

1. CHANNELS

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

- (1) United States Army Courier Service
- (2) United States Army Postal Service
- (3) British Army Postal Service
- (4) British Signals Dispatch Service
- (5) Specially Designated Couriers
- (6) Other methods enumerated in AR 380-5, dated 6 March 1946.

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

2. UNITED STATES ARMY COURIER SERVICE

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

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

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

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

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R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

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

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

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AFHQ Circular No. 4 (Cont'd)

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

F. Receipt and Dispatch -

- (1) If the articles are to be delivered direct to a courier transfer office, they will be listed on Form MAP 26 (Revised) in duplicate and certification at bottom of form completed. (See Annex "A") Forms may be secured from any courier transfer office or they may be reproduced.
- (2) If the articles are to be forwarded through other message channels before reaching a courier transfer office, each accompanying invoice must bear the notation: "The articles listed hereon are classified CONFIDENTIAL or higher, and it is requested they be dispatched to destination by Army Courier Service", followed by the signature of an officer giving name, rank, and unit. All such items received at any message center will be expeditiously delivered or forwarded to the nearest courier transfer office for onward dispatch.

G. Preparation for Dispatch

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

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AFHQ Circular No. 4 (Cont'd)

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

3. UNITED STATES ARMY POSTAL SERVICE

- a. Definition of Service - An administrative service in the Adjutant General's Department for the supervision and coordination of mail operations throughout the military establishment.
- b. Definition of Official Mail - Official mail is defined as any matter which is mailed by allied military or other government agencies under penalty envelopes or labels, and matter in penalty return envelopes furnished by them for reply. Penalty envelopes and labels are to be used for official business only.
- c. Locations - - - U.S. Army Post Offices serve every United States Headquarters and unit in this theater. Official British mail addressed to American installations will normally be delivered thru United States Army Postal Channels.
- d. Preparation and Dispatch.
- (1) Top Secret matter may not be sent through United States Army Postal Service but may be sent through the Army Courier Service. Top Secret documents will be handled by specifically designated persons only, prepared for dispatch in the same manner as Secret material, but will only be transmitted by officer-courier. It is mandatory that transmission and custody of such matter be covered by a receipt system. (See paragraph 2 preceding for further details).
 - (2) Secret and Confidential matter will be prepared for mailing in accordance with paragraphs 26 and 28 of United States AR 380-5 dated 6 March 1946 and will be presented at the

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AFHQ Circular No. 4 (Cont'd)

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

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

Bolivia
Canada
Chile
Colombia
Costa Rica
Cuba
Dominican Republic

Ecuador
Guatemala
Haiti
Honduras
Mexico
Newfoundland (including Labrador)
Nicaragua

Panama
Paraguay
Peru
Salvador (El)
Uruguay
Venezuela

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

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AFHQ Circular No. 4 (Cont'd)

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

1. BRITISH ARMY POSTAL SERVICE

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

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

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

d. Preparation for Dispatch - Unregistered Correspondence.

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

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AFHQ Circular No. 4 (Cont'd)

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

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

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

5. SIGNALS DISPATCH SERVICE (SDS)

a. Definitions

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

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

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

- (2) AFHQ Dispatch Letter Service (AFHQ-ADLS) - For the fast safe delivery of all official dispatches warranting a No. 1 Air Priority to major headquarters within this theater. 5680

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AFHQ Circular No. 4 (Cont'd)

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

b. The Signals Dispatch Service Carries:

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

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

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

d. Priorities

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

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

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

f. Marking of Dispatches

- (1) Registered Material - Originators will insert the following details on the outer cover of all dispatches which they intend to be registered.
 - (a) Address (to include, where known, the formation under whose command a unit is).
 - (b) Originator's number (bottom left)
 - (c) Originator's address including the formation under whose command unit is e.g., 3 PD PD COY RE, Y SUB AREA (to be inserted immediately below the originator's number).
 - (d) Officer's signature (bottom right)
 - (e) The marking REGISTERED SDS (top right, below priority).
 - (f) In the case of TOP SECRET packages addressed to the United Kingdom, NOT BY POST will be marked on the top right hand corner of the outside envelope underneath the marking REGISTERED SDS.

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

- (2) Unregistered Material - Unregistered material will be marked SDS. Originators will insert the following details on all 5681
unregistered material.

- (a) Address (to include, where known, the formation under whose command a unit is).

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

G. Size of Dispatches

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

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

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

6. PROTECTION AND SECURITY

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

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

R E S T R I C T E D

AFHQ Circular No. 4 (Cont'd)

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

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

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

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

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

T. S. AIREY
Major General
Chief of Staff

OFFICIAL:

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

2 Incls:

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

DISTRIBUTION:

D

5686

R E S T R I C T E D

Annex "A" to AFHQ Circular 4

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

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

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

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

(Date) (Hour)

(Name) (Grade)

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

(NAF 26 (revised))

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

5685

R E S T R I C T E D

Annex "B" to AFHQ Circular 4

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

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

2. Parcels.

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

R E S T R I C T E D

PUBLIC SAFETY MISSING FILES

*file 1A
14031. 49A*

14018/1	<i>With Public Safety</i>
14043	<i>Archives</i>
14506/2	"
14625	"
703/4/4 C.S.I.	"
14027	VOL. 2 " " "
14091	" 2 <i>Not opened</i>
14083/1	<i>Passed to Public Relations</i>

5650

SIGNAL OFFICE
HEADQUARTERS ALLIED COMMISSION
APO 794

14051
3 September 1946

SUBJECT: AC. Telephone Directory.

TO :

Public Safety

PA
Sent 6/9
14031

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

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

M. Brown
MARLEY E. BROWN, JR.
1st Lt. C.E.
Hq. Signal Officer.

including: Security Division.

5682

HEADQUARTERS ALLIED COMMISSION

AFC 479

Civil Affairs Section

44A
A.D.P.S.

27th August 46

Recd. 27/8

3/1.2/CA

SUBJECT: - Forwarding of Correspondence to AFHQ.

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

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

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

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

Touffville capt
M. CARR, Brigadier,
VP CA Section.

Copy to: - Executive Commissioner.
File.

5681

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 734

Tel: 489031-502

8 August 1946

AG/14054/PS

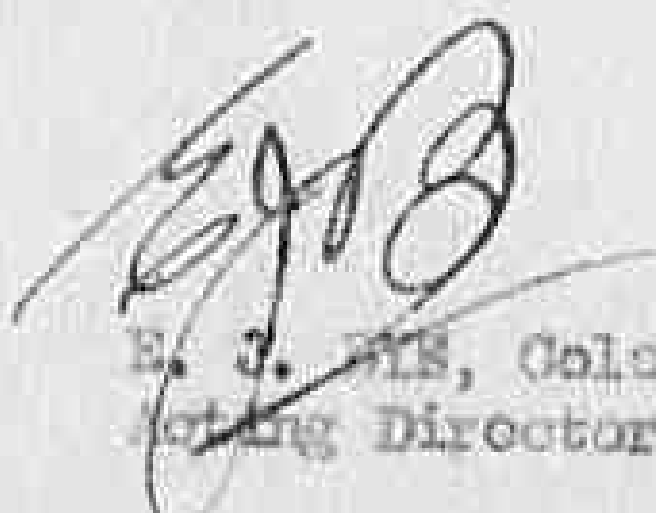
SUBJECT : Care and Custody of Allied
Commission Records.

TO : Archives Branch.

Executive Memorandum No. 2 dated 17 May 1946 refers.

Col. Bye will be the Records Officer for this Sub-
Commission w.o.f. 8 Aug 1946.

EX/20


E. J. WIS, Colonel
Acting Director.

5450

HEADQUARTERS ALLIED COMMISSION
APO 794
Office of the Executive Commissioner

Ref. : 212/EC

14031
8 August 1946.

SUBJECT: ADAPS Commission Liaison Groups Postal Addresses.

TO : ADAPS
British Postal Directorate
C/o 15 Base APO
CIT

With reference to recent correspondence under even reference.

All Allied Commission Liaison Groups have now closed with the following exceptions:

- a) TENDA Det. which will remain open for an indefinite period and whose address is o/o B.L.U;
- b) A.C.L.O. to 86 Area whose address is o/o 86 Area.

All mail for the remainder of the Liaison Groups should now be forwarded to this HQ for disposal.

AG Udine and Venezia Giulia are remaining as at present.

For the Chief Commissioner:

Walter Kuschy
Brigadier,
Executive Commissioner.

Copy to: ACLO 86 Area
" " TENDA
SCAO Venezia Giulia
P.C. Udine

Int. Dist.: Group 1 List A.

2.8
ADPS/EPD 45A
rd.
5673

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES BRANCH

Ref. : 15/AB/PRO
SUBJECT : Disposal of Secret Files of PRB.
TO : Public Relation Branch.

1 August 1946

Reference your letter of 30 July 46 the contents is duly noticed.

Will you please obtain receipt for files transferred under para 3 and 4 and forward same to this Branch.

N.M. Harrison
N.M. HARRISON,
Major,
Chief Archives Officer.

Copies to: Public Safety S/C
Executive Commissioner (File 4063/23).

56.0

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

ROME AREA ALLIED COMMAND
APO 794, US ARMY

AG 311.3/47

SUBJECT: Telephone Service

TO : All Units

CBF/BL/aa
8 July 1946

1. Under provisions of new Civil Affairs Agreement entered into by Allied Forces in Italy with the Italian Government, the Allied Forces will be responsible for payment of all telephone services rendered, by actual dollar and pound credits.

2. In view of above policy and in accordance with current directives, drastic reductions in existing telephone services will be affected. Most important amongst these are outlined hereunder for the information of all concerned:

a. Military-requisitioned Hotels to have one (1) military telephone, to be located in the Hotel Manager's Office to be used by military personnel for transaction of Official Business, both local and long distance. Each person using telephone for outgoing calls will be required to sign roster maintained by Hotel Manager, listing name and telephone number of person called. Personal calls made by residents of Hotels from room-extension telephones, will be furnished by the Civil Management of the Hotel, through their regular civilian facilities. Any charge for these calls will be by agreement between the civilian management and individual subscribers, based upon standard rates.

b. Discontinuance of the following services:

- (1) Billet telephones, except as authorized, in accordance with paragraph 3, page iii, current RAAC Telephone Directory.
- (2) Telephones in Officers', EM's, Sgts' or OR's messes.
- (3) Access of press correspondents to military long distance service.

3. Signal Officer, this Headquarters, will take necessary action to affect above changes and all necessary personnel should be apprised of contents of this letter.

BY ORDER OF BRIGADIER LON:

K B Murphy
C. B. MURPHY
Major, AGD
Adjutant General

DISTRIBUTION "R"

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

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 794

Tel: 489384-502

AC/14031/PS

8 July 1946

SUBJECT : Care and Custody of Allied
Commission Records.

TO : Archives Branch.

Reco. Memorandum No. 9 dated 17 May 1946 refers.

Confirming telephone conversation Major Bond - Lt.
Taylor of to-day's date, Lt. Col. F. J. Wilson will be the
Records Officer for this Sub-Commission w.e.f. 9 July 1946.

ER/ac


E. J. BYE, Colonel
Acting Director.

5600

0/5.9c

41A

HEADQUARTERS ALLIED COMMISSION
APO 794
Office of the Executive Commissioner.
+++++

Ref: 212/EC.

5 June 1946.

SUBJECT: Holidays.

TO : VP, CA Section (10)
A/VP, Econ Sec (10)
Land Forces S/C
Naval S/C
Air Forces S/C
Communications S/C
PR Branch.
Ex.Off (A) (6)
Ex.Off (B) (6)

AGS
Pcl
2

14031

There will be no official holiday on Saturday, 8th June (which will be a half-holiday) nor on Whit Monday, 10th June. The Chief Commissioner, however, wishes Heads of Sections and Sub-Commissions to grant leave on Whit Monday to as many British Personnel as can be spared in return for duties performed by them during the US holiday on Memorial Day.

For the Chief Commissioner:

WEL/JG

MS
Brigadier,
Executive Commissioner.

5674

HEADQUARTERS ALLIED COMMISSION

A P O 794

Office of the Executive Commissioner

31 May 1946

REF. : 3/AB.
 SUBJECT : Missing Regional Files.
 TO : All Records Officers of Sub-Commissions & Branches A.C.

SOUTHERN REGIONAL files are in the final stages of preparation for Microfilm.

In accordance with par.7 of Executive Memo.7 (copy h/w) will Record Officers please confirm on attached pro-forma not later than WEDNESDAY, June 5th, that NO Regional files are being held in their offices.

OK

If any such files are in their possession, please communicate immediately with Archives Branch (Extn. 530/442) for the action to be taken.

BY COMMAND OF REAR ADMIRAL HARRY W. STONE

M. Hadoussan
 For Brigadier
 Executive Commissioner.

39A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

28 May 1946.

AC/14031/PS

SUBJECT : Repair of Typewriter.
TO : Edg Comdt
Office Space Section.

May the Olivetti Typewriter #91499, located in
room 5, 3rd floor be repaired please.

E. W. Rife
E. S. D. S. Colonel
Acting Director.

20/

5676

TO	INIT	DATE
DIRECTOR	<i>[Signature]</i>	28 ⁵
DEPUTY DIRECTOR	<i>[Signature]</i>	28 ⁵
EXTL. OFFICER	<i>[Signature]</i>	30 ⁵
FOUR	<i>[Signature]</i>	30 ⁵
SEC. & STG.	<i>[Signature]</i>	30 ⁵
PRISON	<i>[Signature]</i>	30 ⁵
ADM. OFF. & X		
SECURITY		
CHIEF CLERK		

5672

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

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

TO ALL SUB-COMMISSIONS.

27th May,

1946

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

William R. Carr
M. CARR, Brigadier.
VP. CA. SECTION.

Pub. Safety. 3/c

5670

289

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

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

APPENDIX B

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

"Yours very truly,"

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

"FOR THE CHIEF COMMISSIONER."

(according to importance
of the subject).

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

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

"FOR THE CHIEF COMMISSIONER,

Name and Rank,
VP. CA. Section.

4. A letter on a Class A matter addressed to M.C.A.C., AMG
15 Corps, Provincial Commissioner, Udine or C.I.C.G. will
be prepared for the personal signature of the VP, thus:

BY COMMAND OF REAR ADMIRAL MURRAY W. STONE.

569

Name and Rank,
VP. CA. SECTION.

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

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

(Name and Rank)
VP, CA, Section.

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394.

fu 37A

~~AC/1001/ES~~

23 May 1946

SUBJECT : Civilians voting outside Rome area.

TO : Hqs Const. Office.

1. Reference to insertion in Daily Bulletin dated 22 May 46.
para 8.
2. The following are the names of Italian civilians obliged to
vote outside the Rome area:

Ada Cafaro

- Laura Ricci.

M. J. HYE Colonel
Acting Director

uo/

HEADQUARTERS ALLIED COMMISSION:
APO 394
OFFICE OF THE EXECUTIVE COMMISSIONER

Ref:- 19/AB.

17th May 1946

EXECUTIVE MEMORANDUM

NUMBER 2.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

1. In view of the frequent changes of military personnel in the Allied Commission and in order that the future custody and disposal of AC Records shall be assured, the following procedure will be immediately adopted:-

(a) A RECORDS OFFICER will be appointed by each Section or Independent Sub-Commission or Branch who will be responsible for all matters concerning ARCHIVES and the files of that Branch.

(b) The pro-forma attached to this Directive will be countersigned by such RECORDS OFFICER, who will make himself personally acquainted with instructions in H. MEMO Nos. 7 and 8 and will contact C.i/c Archives Branch (Tel. Extn. 539) upon any matters therein.

(c) Should this RECORD OFFICER become absent or released from duty, the Section or Sub-Commission will inform C.i/c Archives the name of his successor before the officer in question leaves.

2. In order that a true record of the whole of the Current Files in AC Headquarters can be obtained, Archives Branch will commence a complete list of all files connected with that office or function from the Master Copies of each Sub-Commission. A copy of this list will be checked and retained by the Records Officer of each Sub-Commission and a second copy held by Archives Branch.

3. In this way, future listing of Files handed in (para 2, Ex. Memo 7) will be unnecessary, the lists concerned merely being altered in both copies.

*Major Bond will
act as Records Officer
in this S/C. EJB 20⁵/46.*

For the Chief Commissioner.

3800

Brigadier,
Executive Commissioner.

DISTRIBUTION

"LIST 'A'"

ARCHIVES BRANCH (100 copies)

Public Safety Co.
Office, Branch or Sub-Commission.

Subject: ARCHIVES

The RECORDS OFFICER appointed under Exec.Memo No 9
is Mr. P. C. BOND (NAME & RANK in BLOCK CAPITALS),
Room 1E, 5th Flon, Tel. 365 who will be responsible for all
matters in connection with the Files and Records of this Branch. A
copy of Ex.Memo Nos. 7, 8, 9 has been handed to him.

Date 20/3/46

E. J. P. Colman
AUTHORITY

560

VENEZIA GIULIA POLICE FORCE

TELEPHONE DIRECTORY

1st May '46

PART I. H.Q. VENEZIA GIULIA POLICE FORCE

Palace of
Justice
Room No

Tel No
Trieste
(Auto)

OFFICE OF SENIOR CIVIL AFFAIRS POLICE OFFICER

S.O.A.P.O.	Lt. Col R. Richardson	105A	5347
D/S.C.A.P.O.	Maj. A. Mack	"	"
Exec. Officer	Capt. L. Toes	105	8255
Chief Clerk		103	4710

UNIFORM DIVISION

Supt (P.S.O.)	Capt R. Hobbs	90	6293
Clerks		93	5419

CRIMINAL INVESTIGATION AND SECURITY DIVISION

Supt (P.S.O.)	Capt C.E. Bolt	107	6897
Clerks		106	8256
Security Sec	Capt Doderidge	143	6628
Asst Supt (P.S.O.)		140	6962
Clerks		144	7415
"			

PRISON SECTION

Supt	Maj O. Mathis	8	7726
Clerks		10	4879

FIRE SECTION

Supt	Capt A. Brown	Central Fire Station Largo Nicolini, 4	93630
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PART II. TRIESTE ZONE

HEADQUARTERS

		<u>Day</u>	<u>Night</u>
Supt	Capt A. Hunter	5307	3091
Asst Supt	" F. Geach	"	"
	" B. Fielding	"	"

SUB ZONE MONFALCONE

P.S.O.	Capt Willis via IX Giugno	Monfalcone (civ)	197
--------	---------------------------	------------------	-----

CAN YOU JUSTIFY YOUR PRECEDENCE OR PRIORITY OF PRIORITY?

<u>U.S.</u>	<u>British</u>	<u>Procedure Sign</u>	<u>Use When</u>
Deferred	Deferred	D	Contents permit delivery morning after day of receipt. Use whenever possible.
Routine	No Indication	R	Contents permit transmission and delivery in sequence of receipt and before "D" messages.
Priority	Important	P	Contents require transmission and delivery before waiting "D" and "R" messages. This is highest precedence that can be given administrative traffic. Will Routine Suffice.
Operational Priority	Immediate	OP	Contents refer to operations only and must be transmitted and delivered before messages of lower precedence. <u>Do not Use For Administrative Traffic.</u>
Urgent	Most Immediate	O	Contents refer to combat, actual or imminent and require immediate transmission before all other messages. <u>Reserve for use in such Emergency by authorized officers.</u>

"Over classification as to precedence, makes all messages routine"

83A

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref. 3/7.3/CA.

10 April 46

14031

SUBJECT : Signals - Secret and Top Secret

TO : All Sub Commissions
Civil Affairs Section

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

HBS
Rel.
[Signature]

[Signature] May

M. CARR, Brig.
VP CA Section.

Col Byt Please see the attached, which was the action taken on your instructions, before this letter was received.

Robinson
Sgt. 5664

P.T.O.

All civilian employees.

All cables being despatched by the S-b. of a SECRET or TOP SECRET nature will be handled by Sgt. Robinson or Cpl. Schaaf. No civilian will take any SECRET or TOP SECRET cables for authentication or despatch.

All ~~and~~ ^{letter} correspondence of a SECRET or TOP SECRET nature will also be handled by the military personnel of this S-b. This includes "IN" & "OUT" letters.

All 'IN' cables will be handled solely by military personnel.

If any civilian is asked to accept cables or letters of a SECRET or TOP SECRET nature he or she will refer the person concerned to either Sgt. Robinson or Cpl. Schaaf.

Breach of the above is serious & civilians will ensure that the above is complied with.

— Sgt. Robinson

9 May 1946.

This is to certify that I have read &
understood the rules written on the
 reverse of this sheet concerning the
 handling of SECRET & TOP SECRET cables &
 letters.

Ada Cafaro.

Don
 Cafarella Studio

Lucia Laro
 Terrellino Laro

Madeira Garza

M. W. W. W.

Maria Lammuri

Ada W. W. W.

W. W. W. W.

H.Q. ALCOM (DIRECTOR, PUBLIC SAFETY S/C)

VENEZIA GIULIA POLICE FORCE

TELEPHONE

1st Maj '46

PART I. H.Q. VENEZIA GIULIA POLICE FORCE

Palace of Justice
Room No 98
Prefettura

Tel No Trieste (Auto)
5354
5307

Bureaux

Duty officer after 1800 hrs

OFFICE OF SENIOR CIVIL AFFAIRS POLICE OFFICER

S. J. A. P. O.
Lt. Col R. Richardson 105A
D. S. C. A. P. O.
Maj. A. Mack "
Exec. Officer 105
Camp Officer " 104
Secretary RSM H. Miller 103
Chief Clerk 101-2
General Officer 4800

Personnel Divn

Insp
Welfare and Recruiting
Recruiting and Records
C. Medical Officer

Insp " Carrier 76
" " Ciacchini 77
78
135
7785
7786
6130
7340

Supt (P.S.O.)

Secretary

Dep Supt

Residence

Clerks

Supt R. Mouton 90
Dep Supt Olivieri 91
Via Bazzani, 4 92
93
6293
6267
7852
90631
5413

Uniform Branch

Chief Insp

Clerks

Chief Insp Podestà

85
86
8208
4466

Municipal Guards

Chief Insp

Residence

Clerks

Chief Insp Dolco 95
Piazza Cornelia Romagnolo 96
5912
8156
4876

OFFICE OF SENIOR CIVIL AFFAIRS POLICE OFFICER

S. J. A. P. O.	Lt. Col R. Richardson	105A	5347
D. S. C. A. P. O.	Maj. A. Mack	"	"
Exec. Officer	Capt. L. Toes	105	8255
Comp Officer	MSM H. Miller	"	"
Secretary		104	4801
Chief Clerk		103	4710
General Officer		101-2	4800

Personnel Divn

Welfare and Recruiting
Recruiting and Records
C. Medical Officer

Insp	Insp	76	7785
	"	77	7786
		78	6130
		135	7340

UNIFORM DIVISION

Supt (P.S.O.)	Dept R. Mosha	90	6293
Secretary		91	6267
Dep Supt	Dep Supt Olivieri	92	7852
Residence	Via Bazzoni, 4		90631
Clerks		93	5419

Uniform Branch

Chief Insp	Chief Insp Podestà	85	8208
Clerks		86	4466

Municipal Guards

Chief Insp	Chief Insp Dolce	95	5912
Residence	Piazza Cornelia Romana, 6, 30		8156
Clerks		96	4876

Traffic Police

Chief Insp	Chief Insp Gonzati-V. Cologna, 6		6333
Residence	c/o Pesaler - V. Ponchielli, 1/IV		27277

Forest Guards

Chief Insp	Chief Insp Scala - V. Cologna, 6		7131
Residence	V. Cologna, 3/II		5277

Hunted Branch

Insp	Insp Insalco - Caserma Beleno		29054
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P.M. Branch

P.M. Branch	MSM Richardson - V. Nizza, 21		5585
Chief Insp	Chief Insp Croccolo	"	"

✓ CRIMINAL INVESTIGATION AND SECURITY DIVISION

Supt (P.S.O.)	Capt C.E.Bolt	107	6897
Clerks		106	8256
Security Sec			6628
Asst Supt (P.S.O.)	Capt Doderidge	143	8488
Clerks		140	6952
"		144	7415

H.Q. C.I.D.

Via XXX Ottobre, 2
Exchanges No : 46418 46428 46438 4395

Dep Supt	Dep Supt Ricciardelli	Int	Auto
Residence	Via Roma, 17	1	7854
Secretary		2	7836
Special Office		4	7757
Judicial Sec		7	3059
Flying Squad		8	3319
Scientific Sec		11	3356
Administrative Office		17	8967
Records		19	7983
Aliens Office			29775
Vice Squad			29486

Harbour Branch

Chief Insp Salvati

32 4641

Railway Branch

Chief Insp Falumbo

262 6841

FISCAL DIVISIONSupt
SecretaryCapt J. Leno
Dr Cattapan115A
115 7277
7796Force FinanceDep Supt
Cash Office
ClerksDep Supt Gasparini
Insp Gemellaro118
119
116 8689
7748
7388Finance GuardsDep Supt
Residence
Insp
ClerksDep Supt Savastano - Via F. Severo, 8
Via Perarolo, 75
Insp Mangiafico - Via F. Severo, 87088
6958
8872
6157

5652

Dep Supt Residence	Dep Supt Ricciardelli Via Roma, 17	Int 1	or	Auto 7854
Secretary		2	"	7836
Special Office		4	"	7757
Judicial Sec		7	"	3059
Flying Squad		8	"	3319
Scientific Sec		11	"	3356
Administrative Office		17	"	8967
Records		19	"	7983
Aliens Office				29775
Vice Squad				29486
<u>Harbour Branch</u>				
Chief Insp	Chief Insp Salvati	32		4641
<u>Railway Branch</u>				
Chief Insp	Chief Insp Palumbo	262		6841
	<u>FISCAL DIVISION</u>			
Supt	Capt J. Leno	115A		7277
Secretary	Dr Cattapan	115		7796
<u>Force Finance</u>				
Dep Supt	Dep Supt Gasperini	118		8689
Cash Office	Insp Gemellaro	119		7748
Clerks		116		7388
<u>Finance Guards</u>				
Dep Supt	Dep Supt Savastano - Via F. Severo, 8			7088
Residence	Via Perarolo, 75			6958
Insp	Insp Mangiafico - Via F. Severo, 8			8872
Clerks				6157
			5659	
<u>Local Purchase Officer</u>	<u>LOCAL PURCHASE OFFICE</u>			
Purchase and pay clerks	Lt J.P. Whelan	115A		7277
		113		6960
	<u>QM DIVISION</u>			
Supt	Maj. A.B. Leach	84		5741
Asst Supt	Capt. D.P. Howell	"		"
Staff Officers	Lt (QM) G.T. Harwood	"		"
	Insp Marussi	83		8849
	Sub Insp Benuzzi	"		"
Clerks		82		8883
Stationery Stores	Mr. Schiffner	81		6742
<u>Q Stores - Caserma Via dell'Istria</u>				
Office	RCMS Goldsmith	ext 16	(	93390
"	Insp. Stabell	ext. 16	(	93342
Store		" 18	(	

Communications Branch
 Communications officer
 via Trento Ottobre, 2 11/43, 35, 44
 Capt L. Scalfi
 Insp Ceccella 29775, 5918
 Control Room W/T
 W/T Control operators
 4641/43 Ext 3
 Stores Caserma Bulono 29054 " ?
 30554

TRANSPORTATION DIVISION

Capt W.L. Wilson 112 6362
 111 6192

Force Tpt - Caserma via Dell'Istria
 Exchanges No: 90390, 90342

Ext. Auto

Chief Insp
 Dispatch clerks
 Workshop
 Sgt Marshall 17 24437
 Chief Insp Herzl 3 94433
 " " "

Car Garage
 Sgt Redforth 17
 Sgt West via S. Francesco 46 7079

C.I.D. (Garage)
 Traffic Police) via Nizza 14 5065

PRISON SECTION

Supt
 Dep Supt
 Clerks
 Maj O. Mathis 8 7726
 Chief Insp Dagnelut 9 5953
 10 4879

FIRE SECTION

Supt
 Capt A. Brown
 Central Fire Station
 Largo Nicolini, 4 93630

POLICE TRAINING SCHOOL

Exchanges No: 29054, 90554

Cmdt Maj J. Henderson 29777 565

TRANSPORTATION DIVISION

Capt	Capt T.L. Wilson	112	6362
Clerks		111	6192
<u>Force Tpt</u>	- Caserma via dell'Industria		
	Exchanges No: 33220, 93342		
Chief Insp	NSM H. Marshall	Ext	Auto
Despatch clerks	Chief Insp Harzi	17	94427
Workshop		3	94493
		"	"
Car Garage	Sgt Radforth	17	
S.I.D.	Sgt West		
Traffic Police)			
	via S. Francesco 46		7079
	via Hizza 14		3665

PRISON SECTION

Supt	Chief Insp Dagnelut	3	7726
Dep Supt		9	5953
Clerks		10	4879

FIRE SECTION

Supt	Capt A. Brown		
	Central Fire Station		
	Large Nicolini, 4		93630

POLICE TRAINING SCHOOL

Comdt	29777	565
Asst Comdt	Ext 7	
Chief Instructor	" 9	
Residence	via L. Tommino 32	
Clerks	Ext 9	

MESSSES

Br. officers mess	29162
Hotel Milano	3336
Hotel Excelsior	4751/53
B. OR's billet	8955

VENEZIA GUERRE POLICE FORCE

TELEPHONE DIRECTORY

PART II. TRIESTE ZONE

HEADQUARTERS

	Day	Night
Supt	3307	3091
Asst Supt	"	"
Chief Insp	4-51	Ext 36

C.I.D.

(See Part I - HQs VCEP)

Finance Guards - via degli Stella, 1

Chief Insp

Chief Insp Galante

6242

Municipal Guards - via Madonna del Socco, 13

Insp

Insp P...

567 or 5387

Traffic Police - via Colonna, 6

Sub Insp

Sub Insp Giorggetti

8752

Forest Guards - via Colonna, 6

Sub Insp

Sub Insp Lugnani

7149

Quartermaster - via dell'Istria - Canova

Chief Insp

Chief Insp Lodi

3390

Ext 4

Sub Insp

Sub Insp De Biasi

3342

" "

Sub Insp

Sub Insp Faini

" "

" 5300

Transport

Quartermaster via dell'Istria

" " 11

		Day	Night
Supt	Profettura, Piazza Unità		
Asst Supt	Capt A. Hunter	3007	3091
	" T. Geraci	"	"
	" B. Fielding	"	"
Chief Insp	Chief Insp Di Pasquale	4-51	Ext 36
C.I.D.	(See Part I - Nos VOPF)		
Financial Guards	- via G. Stalla, 1		
Chief Insp	Chief Insp Belmonte		6242
Municipal Guards	- via Madonna del Socco, 13		
Insp	Insp Belmonte	Exchanges 367 or 3387	
Traffic Police	- via Bologna, 6		
Sub Insp	Sub Insp Giorgiotti		3752
Forest Guards	- via Bologna, 6		
Sub Insp	Sub Insp Lagnani		7149
Quartermaster	- via dell'Isola - 3 Avenue		
Chief Insp	Chief Insp Lodi	Exchanges 3090	Ext 4
Sub Insp	Sub Insp De Biasi	33342	"
Sub Insp	Sub Insp Faini	"	"
Transport	Cassara vi. dell'Isola	"	3630
Sub Insp	Sub Insp Vivante	"	" 11
SUB ZONE TRUSTE CITY - INTERNAL			
C. i/o	Insp Geraci	via Trento Ottobre, 2	4641/43, 4335 6894
Residence		via Carlo Corbi, 9	
Duty Officer		via Trento Ottobre, 2	6113
Uniform Branch Stations			
Central Police Station		via Trento Ottobre, 2	4641/43, 4335, 6894
Station - Tribunale		Pal. of Justice, room 228	90538
Barcola		Barcola Riviera 179	
Chief Post - Barcola			6378

Municipal Guards Stations

I Sect.	+	via Madonna del Mare, 13	4567, 4597
II "	+	via della Fuda Vecchia, 2	4874
III "	+	via Giulia, 2	5694
IV "	+	via del Solitario, 1	0641
V "	+	via del Vento, 13	90766
VI "	+	via dell'Istria, 91	90241
VII "	+	strada per Bonere, 1	6363
VIII "	+	viale Maremare, 115	29560

(Stations marked + are both Uniform and Mun. Guards Stations)

Finance Guards Stations

via degli Stella, 2	6435
via degli Stella, 2	"
via degli Stella, 1	6242
via degli Stella, 1	4148 ext 4
Riva 3 Novembre	3893
piazza Francalica, 2	"

Nation storesC.I.D. Stations

Railway Branch station	Central Railway station	6941 ext 265
Harbour Branch stations	Porto Vitt rio Emanuele	7041 " 262
	Porto Duca d'Aosta	5122
	Molo Pescheria	6365

Barrocks via dell'Istria, 54

Insp A. Drasco	93390 ext 1
Gomdt	93342

G. i/o

SUB ZONE TRIESTE CITY = EXTERNAL

Insp Gerasi	via Trenta Ottobre, 2	
	4441/43, 4395, 6344	
Municipal G.	via della Vena, 6	Trieste Auto 210-98
(Uniform)		

Villa Cipicini

Uniform - W/T	Caserna)	Dial Trieste Trunks
Forest - Finance	)	03 asking for Stati
Check Post	)	by 59955
Uniform	Caserna)	

Basovizze

S. Croce

Dress 900, 220

Trieste Auto 24-

Aurisina

Uniform Forest G.	Caserna	Dial Trieste 03 asking for station by name
----------------------	---------	---

Grado

Uniform Finance G.	Riva Dandolo	
Unio. G.	Via Rossini 2	Grado (civ) 73
W/T	Municipio	
	Albergo Grado	

SUB ZONE SUSANA

C. i/c	Sub Insp Carnjava	Caserna	Trieste Auto 21512
--------	-------------------	---------	--------------------

Susana

Uniform - W/T	)	"	"
Forest G. - Finance G.	)	"	"

Storie

Check post

SUB ZONE UCCIA

C. i/c	Sub Insp Belanese	Caserna	Trieste Auto 29220
--------	-------------------	---------	--------------------

Mucina

Uniform W/T	"	"	"
Municipal G.	"	"	"

Albero Vescova

Uniform	-
Finance G.	

S. Dorligo della Valle

Uniform
Finance

S/L BRANCH

C. i/c	Chief Insp Croccolo - Via Nizza, 21	5585
	Sub Insp Meneghello	
	"	
	Valuseck	

Stations:

Prosecco	Dial Trieste 03 asking for Station by name
----------	--

Light House (Faro della Vittoria)	29924
-----------------------------------	-------

Porto Vitt. Emanuele - Molo 0	5711
-------------------------------	------

"	ext. 268
---	----------

"	" 25
---	------

Timber Dump - Scalo legnami	7041
-----------------------------	------

ILVA	7041
------	------

Basovizza - Casa Cantoniera	
-----------------------------	--

<u>Sesena</u>	Uniform - W/T) Forest G. - Finance G.)	" "	" "
<u>Storie</u>	Check post		
i/c	<u>SUB EONE TURCIA</u>		
Maggio	Sub Insp Balmain see Uniform W/T Municipal G.	Cas rma "	Trieste into 19220 " "
<u>Alcero Vescova</u>	Uniform Finance D.	-	
<u>S.Dorligo della Valle</u>	Uniform Finance		
O.i/c	<u>S/L BRANCH</u>		
	Chief Indp Croccolo - Via Nizza, 21		5585

S/L BRANCH

O.i/c	Chief Insp Croccolo - Via Nizza, 21	5585
	Sub Insp Meneghello	
	" "	
	" "	
	Veluscek	

Stations:

Prosecco	Dial Trieste 03	asking for Station by name
Light House (Faro della Vittoria)		29924
Porto Vitt. Emanuele - Molo C		5711
" " - " 3		7041
" Duca d'Aosta	ext.	268
Timber Dump - Scalo Legnani	"	25
ILVA		7041
Basovizza - Casa Cantoniera		
" ANN Dump		

PRISONS

	<u>PRISONS</u>
Director, Via Nizza Prisons	4790
Records " "	5300
Director's apartment	6381
Director, Via Tigor Prison	5468
" " Gesuiti	4762
Director, Monfalcone Prison	Monfalcone (civ) 136

File 312

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub Commission
APO 394

AC/14031/PS

Tel : 489081-502

29 March 1946

SUBJECT : Telephone Directory

TO : HQ Signals Officer

1. Reference your letter of 27 March 1946.
2. Herewith requested return:-

OFFICERS LISTING			LOCATION	EXTERNAL	INTERNAL
Col.	CHAPMAN	J.W.	5-8	478427	686
Col.	BYE	E.J.	5-8	478427	580
Lt. Col.	WILSON	P.J.	5-E/1	--	365
Major	BOND	R.C.	5-E/1	--	365
Capt.	ELLIS	A.H.	5-E/2	478705	517
Capt.	HAUZI	P.A.	2-A/40	478800	542
Pl. Lt.	BAKER	A.C.	2-A/40	478800	542

SECTIONAL LISTING		LOCATION	EXTERNAL	INTERNAL
Director		5-8	478427	686
Dep. Director		5-8	478427	580
Police Div.		5-E/1	--	365
P.S. Clerks		5-12	--	502
Security Division		5-E/2	478705	517
Sec. Div. Clerks		5-3	--	367
Travel Control Div.		2-A/40	478800	542
Travel Control Clerks		2-A/39	--	542
CC.RR. Liaison		5/4	478422	-

3. Permission has been given for External lines 478422 & 478800 to be returned for use by the Italian Authorities. It is all probability they will not be available for use by this Sub Commission in the very near future.

JOHN W. CHAPMAN,
Colonel, JAGD
Director

ER/pl

542 Flm. Room 12

SIGNAL SECTION
HEADQUARTERS ALLIED COMMISSION
APO 394

27 March 1946

SUBJECT: Telephone Directory.

TO : PUBLIC SAFETY SUB-COMMISSION

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

C/30031/PS

To: Hqs Signals Officer
Subject: Telephone Directory

① Ref your letter of 27 March 1946.

② Herewith requested return:-

MARLEY R. BROWN,
1st Lt. CE
Hq. Signal Officer.

Officer	Location	External	Internal
Col. Chapman J.W.	5-8	478427	686.
Col. Bye	ET	478427	580
Maj. Wilson	FJ	5-E/1	365
Maj. Bond	RC	5-E/1	365
Capt. Ellis	AH	5-E/2	517
Capt. Ranges	FA	2A/40	542. 565A
Flt. Lt. Baker	AC	2A/40	542.
Sectional Listing.			
Director	5-8	478427	686
Dep	5-8	478427	580
Police Div.	5-E/1	—	365
Security Div.	5-E/2	478705	517
Travel Control Div.	5-E/2	478705	517

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Del. 26A

30 March 46

Ref: 3/15.2/CA

SUBJECT: Duty Personnel-CA Section

TO: All CA Sub-Commission

*10031
returned 12/24/46*

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

Wed 3 April	1/CPL Marshall —	(P.S.)
Sat 6 "	Capt. Sampson	(PH S/O)
Wed 10 "	Capt. Ellis —	(P.S.)
Sat 13 "	Sgt. Robinson —	(P.S.S/O) <i>Robinson</i>
Wed 17 "	Major Bond —	(P.S.)
Sat 20 "	Cpl. Boardman	(Legal S/O)

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

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

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

	TO	DATE	INITIALS
1	Director	1/14	
2	Sub-Commission	2/14	
3	1	2/14	
4	2	2/14	
5	3		
6	4		
7	5		
8	6		
9	7		
10	8		

6 4c Marshall
5 Capt. Ellis

200

File 29A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub Commission
APO 394

AC/14031/PS

Tel : 489081-502

9 March 1946

SUBJECT : Files

TO : Archives Branch.

1. It has been found necessary to retain the
u/m files for a period of 4 more days :-

AC/14001/PS - P.S. Div. Monthly Reports
AC/14007/PS - Monthly Reports P.S. S/C.

2. It is expected that they will be available
for return to you on Wed, 13 March. 46.

3. For your information, please.

ER/pl

John W. Chapman
JOHN W. CHAPMAN
Colonel, JAGD
Director

56.0

HEADQUARTERS ALLIED COMMISSION.
APO 394
OFFICE OF THE EXECUTIVE COMMISSIONER.

Colonel Bye
PUBLIC SAFETY
S/C

~~Capt. G. H. H.~~

28th February 1946.

Ref:- 19/AB.

EXECUTIVE MEMORANDUM

NUMBER. 8.

1431

PA

Room 15 floor

MICROFILMING OF A.C. RECORDS.

1. The examination of files received into the custody of Archives has resulted in the fact that instructions under Executive Memorandum No. 7, dated 5 January 1946 are not sufficiently explicit.
2. Duplicates of correspondence, copies of directives and similar circulars originating in other offices are still being retained as well as extraneous matter which is of no retentive value.
3. As the microfilming of all Allied Commission records will shortly commence, the examination for discard of material under para 2 must be carried out as soon as possible.
4. Chiefs of Sub-Commissions, Branches and Chief Liaison Officers will therefore immediately arrange the following action upon files still in their possession:-

- (a) Abstract from all files extraneous matters such as circulars, directives (other than those emanating from their own office) and duplicate copies of any document not deemed essential for recording.
- (b) Remove all paper clips, staples, pins, etc from letters.
- (c) Rebind all documents at the HEAD of the file, and not at the side, with steel or fibre fasteners (specimen attached above)
- (a) Before closing down, furnish a report that all files transferred to outside bodies (i.e. WRA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 6, 7 and 8 of Executive Memorandum No. 7.

5043

1. The examination of files received into the custody of Archives has resulted in the fact that instructions under Executive Memorandum No. 7, dated 5 January 1946 are not sufficiently explicit.
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 - (b) Remove all paper clips, staples, pins, etc from letters.
 - (c) Rebind all documents at the HEAD of the file, and not at the side, with steel or fibre fasteners (specimen attached above)
 - (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. UNHRA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 6, 7 and 8 of Executive Memorandum No. 7.
5. Archives Branch are authorized to refuse to accept any files in which the above instructions have not been carried out.

For the Chief Commissioner.

Brigadier,
Executive Commissioner.

DISTRIBUTION.

LIST "A"
ARCHIVES BRANCH (50 copies)

HEADQUARTERS ALLIED COMMISSION

APC 391

Office of the Executive Commissioner.

Ref. : 1/AB.

EXECUTIVE MEMORANDUM

NUMBER

7.

5 January 1946.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

- FUNCTION.**
1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.
- REVIEW.**
2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.
- POLICY & ACTION FILES.**
3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.
- DUPLICATES.**
4. If correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.
- DIRECTIVES.**
5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER.

6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, Policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

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

- b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously endorsed:-

"Continued from (file)..... of.....branch."

As soon, therefore as the files are independent, the original will be sent to Archives. It is unsound for an office to adopt files belonging to another office.

CLOSING DOWN.

7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of all files emanating from that branch will be forwarded

POLICY

ACTION
FILES.

3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

DUPLICATES.

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

DIRECTIVES.

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

TRANSFER.

6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

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

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously endorsed:-

"Continued from (file)..... of.....branch."

As soon, therefore as the files are independent, the original will be sent to Archives. It is unsound for an office to adopt files belonging to another office.

CLOSING
DOWN.

7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files wanting from that branch will be forwarded to Archives.

IF IS OF THE URGENT ESTIMATE that contact be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives representative can call at that Office to discuss any questions relating to this procedure.

LOADING
FILES.

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

LISTING...9.....

LISTING.

.....2.....

9. Lists in quadruplicate (see Exhibit "3" attached) will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a stout envelope inside the crate to which the files belong, and the other three sent to Archives under separate cover. A receipt will be obtained.

DISPATCH.

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

For the Chief Commissioner.

M. J. L.

Brigadier,
Executive Commissioner.

DISTRIBUTION.

List "1"
Archives Branch (50 copies)

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

ROME AREA ALLIED COMMAND
APO 724, US ARMYCEM/FBG/wjc
4 March 1946

AG 380.01/1

SUBJECT: Handling of TOP SECRET Messages

TO : All Concerned

1. Letter, subject as above, 19 April 1945, is rescinded and the procedure prescribed herein will govern the preparation and transmission by electrical means of outgoing TOP SECRET Messages.

2. Normally, for Headquarters and units served by the RAAC Message Center, messages may be classified as TOP SECRET only by, or by authority of, a general officer, the chief of a military mission, or a military attaché. See par 9a, AR 380-5 for other cases not covered by the foregoing.

3. TOP SECRET messages will be prepared, handled, transmitted, and safeguarded in accordance with AR 380-5.

4. The following procedure further is prescribed in connection with the inter-office transmission, handling, preparation, and routing within this headquarters of TOP SECRET messages intended for electrical transmission by the RAAC Message Center:

a. Transmission and handling:

(1) TOP SECRET messages will be enclosed in a sealed envelope marked "TOP SECRET Message for Electrical Transmission" on both sides. Typewritten matter in the message will be protected by a cover sheet, or by folding inward, from direct contact with the cover. The cover will be a sealed wrapper or envelope addressed in the usual way to AG, RAAC, or Message Center Officer, RAAC, as the case may be, and will be accompanied by a receipt form which will identify the addressor, either of the aforementioned addressees, and the message.

(2) It is mandatory that transmission and custody of TOP SECRET messages be covered by a receipt system.

(3) Transmission and custody from the originating staff section, to the AG for authentication, to the Message Center for cryptographing and transmission, and final return of original clear text to the AG will be by an officer, designated by the originating staff section or by the AG, and will be hand-carried by an officer throughout, except when in the possession of the cryptographing section of the Message Center.

b. Preparation and Routing:

(1) One original and one copy of the message will be prepared and will be numbered by the originator.

(Over)

Incl # 1

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

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

(2) One skeleton copy of the message will be prepared and attached externally to the envelope containing the full copies of the message. The skeleton copy will be identical with the full copy of the message except that the whole of the text will be omitted.

(3) The sealed envelope together with the skeleton copy will be sent to the AG.

(4) The AG will authenticate the message, retain the copy in his temporary file, send the original plain text copy, accompanied by the skeleton copy, to the Message Center Officer.

(5) The Message Center Officer will deliver the sealed envelope unopened to his cryptographing section. The skeleton copy will be retained by the Message Center and used and treated in all respects as if it were its copy of the message.

(6) The cryptographic section will prepare one copy of the cryptographic message and will deliver it to the Message Center which will send the cryptographed message and retain the copy in its file of outgoing messages.

(7) The cryptographic section will mark the plain text original copy of the message SENT (date), place in sealed envelope addressed to AG, and hand it to Message Center Officer who will deliver it to the AG.

(8) Upon return of original copy of plain text message to the AG, he will place it in his secret file for outgoing messages and destroy the retained copy by burning.

BY COMMAND OF BRIGADIER GENERAL DASHER:


C. B. MURPHY
Major, AGD
Adjutant General

DISTRIBUTION:
"R"

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

9 Mar 46

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

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

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

- 2 There will be no duty personnel on Sundays. Duty personnel will remain in Room 58, 5th Floor, tel No 478104 and 489081 - Ext 525.

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

M. CARD
M. CARD, Brig,
VP CA Section

5646

243

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

File 254
Tel : 478427

2 March 1946

AC/14031/PS

SUBJECT : Duty Officers.

TO : Civil Affairs Section.

- RHD*
1. With reference to your 3/15.2/CA dated 1st March.
 2. Major Harvey is expected to leave this Hq. for the U.K. on Class B release during the next few days. He will not therefore be available for duty on 16th March 1946.

EJB/ee

EJB
E. J. BYR, Colonel
Deputy Director.

5640

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

1 Mar 46

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

DATE	OFFICERS	CLERKS
Sun 3 Mar	Maj. BAKER (CA Sec)	T/Sgt NIDGLOSI (PS S/C)
Wed 6 "	Lt. Col. WILSON (PS S/C)	L/Cpl THOMSON (CA Sec)
Sat 9 "	Maj. WILLIAMS (IG S/C)	Sgt KELLY (IG S/C)
Sun 10 "	Maj. NUGENT (Legal S/C)	Cpl BOARDMAN (Legal S/C)
Wed 13 "	Capt. HENRY (Legal S/C)	Sgt MARSHFIELD (IG S/C)
Sat 16 "	Maj. HARVEY (PS S/C)	L/Cpl REEVE (PH S/C)
Sun 17 "	Maj. ARISON (CA Sec)	Pte WILLS (Legal S/C)
Wed 20 "	Capt. ELLIS (PS S/C)	Sgt ROBINSON (PS S/C)

- 2 The duty Officer will remain in Room 58, 5th Floor (Tel. No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel. 489081 - Ext 457).

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

M. CARR, Brig,
VP CA Section

DPS
DDPS
Pel
2
Maj. Harve
Capt. Ellis

5844

HEADQUARTERS ALLIED COMMISSION

AFQ 394

FINANCE SUB COMMISSION

13003/T

1 March 1946

SUBJECT : Routing of Correspondence.

TO : All Concerned.

1. The Finance Sub Commission of the Allied Commission formerly included two functions which have recently been placed under AFHQ:

(a) the function of accounting for civilian supplies made available to the Italian civil population, which now comes under the Allied Supply Accounting Agency

(b) the supply of lire currency to the Allied Forces in Italy, and various related technical functions, which is the responsibility of the Allied Financial Agency.

Both ASAA and AFA will continue to be located in Rome and attached to the Allied Commission.

2. It is desirable that correspondence pertaining to Allied Supply Accounting Agency and Allied Financial Agency matters be addressed directly to these Agencies instead of through the message center of the Finance Sub-Commission as at present.

3. It is therefore requested that all correspondence and documents on matters of civilian supply accounting be addressed to the Allied Supply Accounting Agency. Much of such correspondence was formerly addressed to the Chief Accountant, Allied Commission, and should now be readdressed.

4. All correspondence on the following questions should in future be addressed to the Allied Financial Agency.

- 2 -

6. Correspondence for both ASAA and APA will be marked "c/o HQ Allied Commission, APO 394" and will be appropriately routed by the ALCOM message center.

Distribution:

Allied Supply Accounting Agency (5)
 Allied Financial Agency (5)
 S.C.A.O. AMG Venezia Giulia (For CFO) (5)
 Prov. Commissioner AMG UDINE Province (1)
 ALCOM Chief Liaison Officer Naples (1)
 Livorno (1)
 Bologna (1)
 Liguria (1)
 Piemonte (1)
 Lombardia (1)
 Bolzano (1)
 Venezia (1)
 Sicily (1)
 Bari (1)
 Ancona (1)

Executive Commissioner
 A/VE Economic Section (1)
 Civil Affairs Section, ALCOM (1)
 Establishment Section, ALCOM (1)
 Director each Sub Commission, ALCOM (1)
 G-5 (Financial Adviser) A.F.H.Q. (5)
 D.I.L.C. GHQ C.M.F. (25)
 Financial Adviser (Br) G.H.Q., C.M.F. (3)
 G.H.Q. (for Q (AE) and Q (Maint)) (3)
 Fiscal Director, MTOUSA (25)
 MTOUSA (for G-4) (3)
 Fiscal Director PBS (1)
 HQ PBS, APO 782 (1)

Director, Finance Sub Commission.

Distribution:

Allied Supply Accounting Agency (5)
Allied Financial Agency (5)
S.C.A.C. AME Venezia Giulia (For CFO) (5)
Prov. Commissioner AMG UDINE Province (1)
ALCOM Chief Liaison Officer Naples (1)
Livorno (1)
Bologna (1)
Liguria (1)
Fiemonte (1)
Lombardia (1)
Bolzano (1)
Venezia (1)
Sicily (1)
Pari (1)
Ancona (1)

Executive Commissioner
A/VF Economic Section (1)
Civil Affairs Section, ALCOM (1)
Establishment Section, ALCOM (1)
Director each Sub Commission, ALCOM (1)
G-5 (Financial Adviser) A.F.H.Q. (5)
D.F.I.C. CHQ C.M.F. (25)
Financial Adviser (Tr) G.H.Q., C.M.F. (3)
G.M.Q. (for Q (AE) and Q (Maint)) (3)
Fiscal Director, MTOUSA (25)
MTOUSA (for G-4) (3)
Fiscal Director PES (1)
HQ PES, APO 782 (1)
HQ Auxiliary Troops Sub Command (1)
(Central Records Section)
Southern District I.E.S.
APO 782

Ministry of the Treasury (5)
Ministry of Finance (5)
POW Accounts Office (1)
Allied Screening Commission (1)
U.S. Claims Service (1)
Claims and Hirings (Tr) (1)
No. 8 Command Pay Office (5)

22A

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

15 Feb 46

SUBJECT : Duty Personnel - CA Section.

TO : Public Safety S/C
Legal S/C

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

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

This is due to Pte REEFER, MEAA, leaving Station.

TO	INIT	DATE
DIRECTOR	<i>[initials]</i>	18/2
DEPUTY DIRECTOR	<i>[initials]</i>	18/2
EXEC. OFFICER	<i>[initials]</i>	19/2
CHIEF		
OC & REG.		
PROBATION		
ADJUTANT GEN.		
SECURITY	<i>[initials]</i>	18/2
CHIEF CLERK		

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

5642

2187

Declassified E.O. 12356 Section 3.3/NND No. 785016

10 file
plate

14031

JTC

HEADQUARTERS ALLIED COMMISSION
APO 394.
OFFICE OF THE EXECUTIVE COMMISSIONER.

Ref No:- 19/AB.

9th February 1946.

SUBJECT:- Inventory of Files.

To:- Distribution as below.

In order to ascertain the amount of space required to house Allied Commission files and to assess the total number of files to be Micro-filmed, returns as per attached pro-forma will be rendered direct to Archives Branch not later than 28th February 1946.

FOR THE CHIEF COMMISSIONER.

TR.

Brigadier,
Executive Commissioner.

DISTRIBUTION.
"A"

INVENTORY OF FILES.

SUB COMMISSION	Public Safety	BRANCH OFFICE IF APPLICABLE (3)	—
LOCATION. (+)	—	ROOM NO. 12 FLOOR 5	TELE NO. 502
OFFICER OR TR/OR delegated i/c Files	Sgt. Robinson	2	No of Files 280

No of files loaned to outside organizations, i.e. U.N.N.P.A. (must not be included in

In order to ascertain the amount of space required to house Allied Commission files and to assess the total number of files to be Micro-filmed, returns as per attached pro-forma will be rendered direct to Archives Branch not later than 28th February 1946.

FOR THE CHIEF COMMISSIONER.

11/2/46

Brigadier,
Executive Commissioner.

TR.

DISTRIBUTION.
"A"

INVENTORY OF FILES.

SUB COMMISSION Public Safes BRANCH OFFICE IF APPLICABLE (a) —
LOCATION. (+) — ROOM NO. 12 FLOOR 5 TELE NO. 502
OFFICER or DE/OF delegated i/c Files Sgt. Robinson No of Files 250
No of files loaned to outside organizations, i.e. U.N.N.R.A. (must not be included in above total:- —

NAME OF PERSON HANDLED OVER TO —

DESIGNATION —

DATE 11/2/46 SIGNATURE Sgt. Robinson
OFFICER or DE/OF delegated i/c Fil

DATE 11/2/46 SIGNATURE Colbye
HEAD OF SUB COMMISSION.

- (a) For Sub Commissions - sufficient copies attached for distribution.
- (+) Of Offices situated outside the A.C. Headquarter building.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

7 Feb 46

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

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

DATE	OFFICERS	HM/CRS
Wed 13 Feb	Capt. BERN (Legal S/C)	T/Sgt NICOLASI (PS S/C)
Sat 16 "	Capt. ELLIS (PS S/C)	Cpl BOARDMAN (Legal S/C)
Sun 17 "	Maj. PELL (MFAA S/C)	Sgt EZELL (Loc Govt S/C)
Wed 20 "	Maj. REAKES (CA Sec)	Sgt MANSFIELD (Loc Govt S/C)
Sat 23 "	Maj. ANSON (CA Sec)	Pte REEDER (MFAA S/C)
Sun 24 "	Maj. VESSELO (ED S/C)	L/Cpl REEVE (FH S/C)
Wed 27 "	Maj. BOND (PS S/C)	L/Cpl MARSHALL (Sec. Div.)
Sat 2 March	Capt. VELLA (LG S/C)	Pte WILLS (Legal S/C)

- 2 The duty Officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 325) and the duty clerk will remain in Room 31, 5th Floor (Tel 489081 - Ext 437).

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

DIRECTOR	
DEPUTY DIRECTOR	
EXECUTIVE OFFICER	
CHIEF CLERK	
RECORDS	
CHIEF CLERK	

M. CARR, Brig,
VP CA Section

5640

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 3761/102/EC

13 January 1946

Office Memorandum
Number 7. } Amendment No. 1.Instructions for the Preparation Dispatch and
Handling of Outgoing Signal Messages.

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

(i) Para 4 (c)

Delete all detail and substitute.

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

ALCOA	LO	PIEMONTE	Motor Courier
"	"	LOMBARDIA	Air Courier
"	"	VENETIE	" "
"	"	NAPLES	Motor Courier
"	"	BOLOGNA	Air Courier

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

BY COMMAND OF REAR ADMIRAL STONE:



G. J. LEDONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

GROUP I - List "A"

GROUP II - One Copy each serial.

FUNCTION	FC	INIT	DATE

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

(i) Para 4 (c)

Delete all detail and substitute.

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

G. J. Leone
G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

TO	INIT	DATE
DIRECTOR	<i>[Signature]</i>	6-25-63
DEPUTY DIRECTOR	<i>[Signature]</i>	
ASST. CHIEF	<i>[Signature]</i>	
SEC. OFFICER	<i>[Signature]</i>	
CHIEF CLERK	<i>[Signature]</i>	

RESTRICTED

RESTRICTED

Appendix 'A'

FROM (A) HQ ALCOM 26 0945 NOV 45

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

TO (INFORMATION) (5) ALCOM LO SICILY (6) DISTWO FOR ALCOM LO
(7) ALCOM LO (Th.) ANCONA

Ref. No. 6753

Security
Classification RESTRICTED

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

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

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

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

DISTRIBUTION (BY ELS)
ALCOM LO Piemonte
ALCOM LO Lombardia
ALCOM LO Venetia
ALCOM LO Naples
ALCOM LO Bologna

PRECEDENCE PRIORITY 1-4
ROUTINE 5-7

(7) ALCOM LO (Tn.) ANCONA

Security
Classification RESTRICTED

Ref. No. 6758

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

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

PARA TWO PD APPENDIX BAKTER THEREON CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS
Q ALCOM PD

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

- DISTRIBUTION (BY ELS)
LOCOM LO Piemonte
LOCOM LO Lombardia
LOCOM LO Venetia
LOCOM LO Naples
LOCOM LO Bologna

PRIORITY 1-4
ROUTINE 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. NO.: 239

5632

RESTRICTED

RESERVIOTE

FIELD OFFICE

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

PHONETICAL ALPHABET

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

Appendix 'B'

ALCOM LO LIGURIA
 ALCOM LO PIEMONTE
 ALCOM LO LONGARDIA
 ALCOM LO VENEZIA
 ALCOM LO BOLOGNA
 ALCOM LO NAPLES
 ALCOM LO LIVORNO
 ALCOM LO BARI
 ALCOM LO SICILY
 ALCOM LO BOLZANO
 ALCOM LO (TH.) ANCONA
 DISTWO FOR ALCOM LO
 AMS VENEZIA GIULIA
 AMS UDINE PROVINCE

Appendix 'C'

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

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

PHONETICAL ALPHABET

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

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

Appendix 'C'

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

5636

RESTRICTED

ALLIED COMMISSION
INTER OFFICE MEMO

From : Public Safety Sub Commission

SUBJECT : File AC/14041/3/TS

TO : Archives Branch

19 Jan. 1946

Reference your AB 15 of 18 Jan. 46, above subject.

It is confirmed that File AC/14041/3/TS is held by this Sub Commission, and that nos 2,4,5,6,7,9,12,17,18 of the 14041 series are held by you.

Robert May
JOHN W. CHAPMAN
Colonel, SACD
Director

5635

ALLIED CONTROL COMMISSION

INTER OFFICE MEMO

14041 From: Archives Branch
SUBJECT : Files ~~41041~~ series
TO : Public Safety S/C

FILE No. AB 16

18 January 1946

14041/8
Reference your inquiry recently for AC 41041/8/PS.

Of this series No. 2, 4, 5, 6, 7, 9, 12, 17, 18 are the
only files received by this office.

Will you please confirm.

N.M. Harrison
- N.M. HARRISSON
Major G.L.
Archivist.

ALLIED CONTROL COMMISSION

INTER OFFICE MEMO

From: Archives Branch

SUBJECT : Files ¹⁴⁰⁴¹41041 series

FILE No. AB 16

TO : Public Safety S/C

18 January 1946

Reference your inquiry recently for AC 41041/8/PS.

Of this series No. 2, 4, 5, 6, 7, 9, 12, 17, 18 are the only files received by this office.

Will you please confirm.

N.M. Harrison

N.M. HARRISSON
Major G.L.
Archivist.

14041/8

*leared
ER 19/1*

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/CA

19 Jan 46

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

- 1 Ref CA Letter 3/15.2/CA of 29 Dec 45, herewith Duty Roster of Officers and Clerks of CA Sec from Wed 23 Jan to Sun 10 Feb 1946 :

DATE	OFFICERS	EM/OR
Wed 23 Jan	Maj ANSON (CA Section)	T/Sgt NICOLASI (PS S/C)
Sat 26 "	Maj VESSELO (Ed S/C)	T/5 EZELL (Loc Govt S/C)
X Sun 27 "	Maj BOND (PS S/C)	Sgt MANSFIELD (Loc Govt S/C)
Wed 30 "	Capt VELLA (Ed S/C)	Cpl BOARDMAN (Legal S/C)
Sat 2 Feb	Maj NUGENT (Legal S/C)	Pte REEHER (MELA)
Sun 3 "	Maj WILLIAMS (Loc Govt S/C)	L/Cpl MARSHALL (Sec. Div.)
Wed 6 "	Lt. Col RANNAFORD (Legal S/C)	Pte WILLS (Legal S/C)
Sat 9 "	Capt RUSSELL (Loc Govt S/C)	Sgt ROBINSON (PS S/C)
Sun 10 "	Capt CAMPBELL (PH S/C)	L/Cpl THOMSON (CA Section)

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

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

TO	INIT	DATE
DIRECTOR		
DEPUTY DIRECTOR	EJB	21/1
EXEC. OF CER		
PO. CH	LOS	21/1
SEC. 4-100		
PERSONS		
COM. STAFF		
SEC. STAFF		
CLERK		

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

Major Bond to see
and note per 5630

EJB 21/46.

2201

PUBLIC SAFE Y S/O		
1	11/1	11/1
Director	11/1	11/1
Dep. Director	11/1	11/1
Police 1	11/1	11/1
2		
Security		
Travel Control		

14031
c

Ref. : 1/AB.

EXECUTIVE MEMORANDUM

NUMBER

7.

5 January 1946.

Office of the Executive Commissioner.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

FUNCTION.

1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and Field) in a manner most suitable for reference.
2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.
3. All Offices will keep records relating to questions of policy on special files.

REVIEW.

POLICY
&
ACTION
FILES.

4. Action or Routine Circulars will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file requires further review and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

DUPLICATES

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

DIRECTIVES.

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

TRANSFER.

6. Where any offices are amalgamated or absorbed in any direction are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

- a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be recommended to be under the reference number of the original file, closed only by the substitution of the identifying letters of the new office.

- b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously marked:-

"Continued from (file) . . . of"

As soon, therefore as the files are independent, the original will be sent to Archives. It is unusual for an office to adopt files belonging to another office.

5632

REVIEW.

2. All Offices of Headquarters A.O. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.

POLICY
&
ACTION
FILES.

3. All Offices will keep papers relating to questions of policy on special files. Action or Reaction documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

DUPLICATES

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

DIRECTIVES.

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

TRANSFER.

6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be continued on an under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously endorsed:-

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

5636

As soon, therefore as the files are independent, the original will be sent to Archives. It is assumed for an office to adopt files belonging to another office.

CLOSING
DOWN.

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

IT IS OF THE UTMOST IMPORTANCE that cannot be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives representative can call at that Office to discuss any questions relating to this procedure.

LEAVING
FILES.

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

ENDING...9.....

EXHIBIT "A"

RECEIPT

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

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

_____ bundles, numbered _____

_____ files, numbered _____

Date _____

_____ Authorising Officer.

EXHIBIT "B"

ALLIED COMMISSION.

ADJUTANT GENERAL..... (leave blank)

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

FILE NO.	ORIGINATOR'S TITLE.	REMARKS.

of volumes, whether
file was not opened,
etc.

Date

Authorizing Officer

EXHIBIT SET

ATTACHED OR DISMISSION

EXHIBIT SETS..... (Leave blank)

HEADQUARTERS OR REGION..... SET-CONNECTION OF REGION OR PROVINCE..... Other relating to

RELATIONS

FILE NO.

ORIGINATOR'S TITLE

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

5674

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

29 Dec 45

3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

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

DATE	OFFICERS	FM/OR
Sat 5 Jan	Capt BERN (Legal S/C)	T/5 EZELL (Loc Govt S/C)
Sun 6 "	Capt RUSSEL (Loc Govt S/C)	Sgt MANSFIELD (Loc Govt S/C)
Wed 9 "	Capt ELLIS (PS S/C)	Pte HEYWARD (Sec Div)
Sat 12 "	Maj HARVEY (PS S/C)	Sgt WHITE (Legal S/C)
Sun 13 "	Capt SAMPSON (PH S/C)	Pte WILLS (Legal S/C)
Wed 16 "	Maj BELL (MFAA S/C)	S/Sgt CHIPPINGTON (Sec Div)
Sat 19 "	Maj PEAKES (CA Sec)	Cpl BOASTMAN (Legal S/C)
Sun 20 "	Lt Col WILSON (PS S/C)	Pte REEDER (MFAA S/C)

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

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

H.E. Anson
H.E. ANSON, Major,
for CSO CA Sec.

TO	INIT	DATE
DIRECTOR	<i>[Signature]</i>	3/1/46
DEPUTY DIRECTOR	<i>[Signature]</i>	3/1/46
1 SEC. OFFICER	<i>[Signature]</i>	
POLICE	<i>[Signature]</i>	3/1/46
C & REG.		
PERSONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

Security has a copy

SECRET

REQUISITIONING COMMISSION

AEQ 1945

Office of the Executive Commissioner

Mr. [Name]

Mr. [Name]

Mr. [Name]

TO	INITIALS	DATE
DIRECTOR	[Signature]	3/1/45
DEPUTY DIRECTOR	[Signature]	3/1/45
EXEC. OFFICER	[Signature]	3/1/45
POLICE	[Signature]	3/1/45
LIC. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

December 1945

14031
R

The first meeting of the Joint Instructions Committee was held on December 1, 1945, at the Joint Instructions Committee. The first meeting of the Joint Instructions Committee was held on December 1, 1945, at the Joint Instructions Committee.

The first meeting of the Joint Instructions Committee was held on December 1, 1945, at the Joint Instructions Committee. The first meeting of the Joint Instructions Committee was held on December 1, 1945, at the Joint Instructions Committee.

1. CONSTANT PERSONAL ATTENTION MUST BE GIVEN BY COMMISSIONERS AND MEMBERS TO THE CHAIRMAN'S REQUESTS AS SOON AS CONDITIONS PERMIT.

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

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

4. Secret. Documents whose disclosure would cause serious damage to the Allies. Documents which would disclose methods of obtaining intelligence or support secret agents.

5. Confidential. Documents whose disclosure would cause damage to the Allies. Documents which would disclose methods of obtaining intelligence or support secret agents.

6. Information. Documents whose disclosure would cause no damage to the Allies. Documents which would disclose methods of obtaining intelligence or support secret agents.

7. Information. Documents whose disclosure would cause no damage to the Allies. Documents which would disclose methods of obtaining intelligence or support secret agents.

5620

ADJ. OFFICER	
SECURITY	
CHIEF CLERK	

1 The following information is for joint US and British instructions and should be published for information together with comments and instructions thereon.

The first margin shows the joint instructions; the second the US comments.

2 COMMENT PERSONAL MEMORANDUM FROM THE JAPANESE CHIEF OF STAFF TO THE US CHIEF OF STAFF, 12 NOV 48, 1948, 12 NOV 48, 1948.

3 The first margin shows the joint instructions; the second the US comments.

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

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

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

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

Confidential. Documents whose disclosure would not endanger national security but would be prejudicial to the interest or prestige of the nation or to an individual or cause substantial damage or disadvantage or be of advantage to a foreign nation.

- i Methods of surveillance and intelligence systems.
- ii Reports whose disclosure would contain information of vital interest to the enemy.
- iii Military intelligence reports.
- iv Documents of non-operational significance in the course of war.
- v Technical manuals.
- vi Aerial photographs in operational areas.

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

RECEIVED

5620

RESTRICTED

- i Non operational movements.
 - ii Training and technical matters.
 - iii Aerial photographs of non operational areas.
 - iv Non operational strength returns.
- 3 The successive distinctions should be noted:
 - a) exceptionally grave breach.
 - b) serious injury
 - c) prejudicial or embarrassing
 - d) official purposes only.
 - 4 If the examples are perused, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AC papers likely to be still properly in the latter category would appear to be reports dealing with the Damsoc Twenty. Comparatively little of AC work is properly classifiable higher than confidential.
 - 5 All AC and AIC officers at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO ARCHIVES OVER-CLASSIFIED.
 - 6 The following are the regulations as to marking.

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

- 7 It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the bottom copy of any such signal is addressed to another office AND that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the information copies should be destroyed and the "letters in" register duly re-opened.
- 8 In HQ AD Secret and Top Secret letters for instructions will be sent on to the Security Officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral SVOB:

7/11/55
C. J. LEON

2210

4 In the examples are shown, it will be apparent how little can properly be marked Secret, let alone Top Secret. The only in papers likely to be still properly in the latter category would appear to be papers dealing with the peace treaty. Comparatively little of AC work is properly classifiable higher than confidential.

5 All AC and AF officers at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE LEFT TO REMAIN UNCLASSIFIED.

6 The following are the regulations as to marking.

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

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

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

By Command of Rear Admiral SINGE:

W. J. LEONARD
C. J. LEONARD
CWO, USA
Asst Adjutant

DISTRIBUTION

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel: 489081-503

23 December 1945

AC/14031/PS

SUBJECT : Light-bulb.

TO : Hq. Commandant,
Office Staff Section.

1. This Sub-commission would like to have
one light-bulb, 200 watt.
2. Could this please be supplied immediately.

JOHN Z. CHAPMAN
Colonel, JAGD
Director.

JWF/ae

5620

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/CA

17 Dec 45

SUBJECT : Duty Personnel.

TO : Local Govt S/O
Public Safety S/O

Reference this Section letter 3/15.2/CA of 27 Nov. Duty Officer for Sat 22 Dec will be Capt CUNNINGHAM Local Government Sub-Commission vice Capt EDDINGS Public Safety Sub-Commission.

H.E. ANSON, Major,
CA Section.

TO	DATE
EXEC. DIR.	17/12
DEPUTY DIR.	17/12
EXEC. DEPT.	
POLICE	18/12
LIC. & REG.	
PRISON	
ADM. & GEN.	
SECURITY	
CHIEF CLERK	

5627

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

1217

AC/14004/2/PS

14031

18 December 45.

SUBJECT : Duty Personnel.

TO : V.P. Civil Affairs Section.

1. With reference to your letter 3/15.2/OA of 17 Dec. 1945 respecting the late arrival of Capt. Wilson, Public Safety, for duty on Sunday 16th Dec. 45.

2. When the letter dated 27th Nov. C.A. Section notifying S/Commissions of the officers for duty on 16th December was received in this Sub-Commission, Capt. Wilson was performing Liaison duty at Rome vice Lt. Col. Millhouse Liap.

Unfortunately he was not warned for duty and was unaware he was duty officer until he received the telephone call at 10.30 hrs on Sunday 16th December 1945.

The omission to warn Capt. Wilson is regretted.



E.J. BYE/Colonel
Deputy Director
Public Safety Sub-Commission.

EJB/ac

5626

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

~~19A~~
11A

17 Dec 45

3/15.2/CA

SUBJECT : Duty Personnel

TO : Public Safety S/C

/ 12A

- 1 Reference this Section letter 3/15.2/CA of 27 Nov 45 in which Captain WILSON of your Sub-Commission was detailed for duty on Sunday 16 Dec.
- 2 Can you please state why Capt WILSON did not attend for this duty until warned by telephone at 1030 hrs.

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

DDPS-

5620

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

PS
198
10A
8 DEC. 1945

8 Dec 45

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

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

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

N.B.

Mon 24 Dec is a working day
Tues 25 Dec - 1 officer will be on duty for the whole of AC
Wed 26 Dec - will be a holiday for British personnel.

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

TO	INITIALS	DATE
DIRECTOR	<i>[Signature]</i>	11/12
DEPUTY DIRECTOR	<i>[Signature]</i>	11/12
EXEC. OFFICER	<i>[Signature]</i>	11/12
PLANNING		
LIC & REG.		
PROSEC.		
ADM. SER.		
SECURITY		
CHIEF CLERK		

5624

HEADQUARTERS ALLIED COMMISSION
AFO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

27 Nov

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

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

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

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

TO	INITIALS	DATE
DIRECTOR	85/1	27/11
DEPUTY DIRECTOR		
EXT. OFFICER		
POLICE	105	27/11
LIC & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK	105	27/11

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

5620

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 (2)

21 November 1945

SUBJECT : Families - Permission to come to C&F

TO : Vice Presidents and Heads of Independent
Sub Commissions.

2. For general information, what is at present known of the scheme is set out in the following paragraphs.

3. Eligibility
Families of regular officers, and Other Ranks serving on regular engagements and of other military and civilian personnel who have contracted to serve overseas for a minimum tour of 2 years, or until general demobilization.

These will be free,,probably by hospital train via MEDLOC route.

5. ACCOMMODATION

Requisitioned accommodation at normal accepted scale will be supplied without cost in lieu of married quarters. In this case there will be no entitlement for officers to Family Lodging Allowance, and Other Ranks will be liable to the usual abatement of their family allowance in respect of provision of quarters.

6. RATIONS

These will be supplied to families on the ATS scale as follows:-
Wives and children are to draw six rations weekly; officers to be charged in full; Other Ranks to be charged excess over entitlement. Current charge of full ration is 2/9 d.

TO	INIT	DATE
DIRECTOR		
RECEIVED EX-100 APR 26 1964 U.S. DEPARTMENT OF JUSTICE		
CHIEF CLERK		

K. WILBE-JONES,
Lt. Colonel,
G-1 (B)



~~1400412~~
 HEADQUARTERS ALLIED COMMISSION
 APO 394
 CIVIL AFFAIRS SECTION

27 Nov 45
 YA

3/15.2/CA

SUBJECT : Duty Personnel - CA Section
 TO : All CA Sub-Commissions.

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

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

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

11/82 *CH*

20 NOV. 1948

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION~~14004/2~~ GA
File h: phone
R

20 Nov 48

Ref : 3/15.2/GA

SUBJECT : Duty Personnel on Wednesday afternoon.

TO : All CA Sub-Commissions

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

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

Wed 21 Nov	-	Lt Col KERRY	HI S/C
Wed 28 Nov	-	Lt Col HANNAVED	Log S/C

*H.S. Anson*H.S. ANSON, Maj,
for CSO CA Sec.

TO	INIT	DATE
DIRECTOR	SG	23/11
DEPUTY DIRECTOR		
CHIEF OFFICER		
POWEE		
LIC. & REG.		
PRISON		
ADM. OFFICER		
SECURITY		
CLERK		

2220

HEADQUARTERS ALLIED COMMISSION
AGO 394
Office of the Executive Commissioner

14 December 1945

Ref: 3761/190/37

OFFICE MEMORANDUM
: Amendment No. 1
NUMBER 5)

14031
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UNCLASSIFIED Signal Messages

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

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

(i) Para 1.1.

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

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

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

(iv) Reference Appendix "A":

(1) AIRCRAFT: Delete "in the non-operational zone".

(2) LEAVE: Delete "(See SHIPPING)".

(3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".

(4) MAILS: Delete all detail.

(5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".

(6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications".

561

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

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

(i) Para 1.a.

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

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

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

(iv) Reference Appendix "A":

(1) AIRCRAFT: Delete "in the non-operational zone".

(2) LEAVE: Delete "(See SHIPPING)".

(3) LOCATIONS: Delete "except those under orders to proceed to the Pacific Far East Area".

(4) MILLS: Delete all detail.

(5) MOVEMENTS: Delete "except those under orders to proceed to the Pacific Far East Area".

(6) SHIPPING: Delete all detail - Insert "all movements and whereabouts of warships and merchant ships may be graded unclassified provided there are no strategic or political implications".

BY COMMAND OF REAR ADMIRAL STONE:

TO	INITIALS	DATE
RECTOR	6/13	15/12
CHIEF OF STAFF	6/13	15/12
CHIEF OF BUREAU	6/13	15/12
CHIEF OF BRANCH	6/13	15/12
CHIEF OF SECTION	6/13	15/12
CHIEF OF UNIT	6/13	15/12
CHIEF OF POST	6/13	15/12
CHIEF OF OFFICE	6/13	15/12
CHIEF OF CLERK	6/13	15/12
CHIEF OF MESSENGER	6/13	15/12
CHIEF OF PORTER	6/13	15/12
CHIEF OF CLEANER	6/13	15/12
CHIEF OF COOK	6/13	15/12
CHIEF OF BUTLER	6/13	15/12
CHIEF OF BARBER	6/13	15/12
CHIEF OF SHOE SHINE	6/13	15/12
CHIEF OF TAILOR	6/13	15/12
CHIEF OF HAT MAKER	6/13	15/12
CHIEF OF GLOVE MAKER	6/13	15/12
CHIEF OF SHIRT MAKER	6/13	15/12
CHIEF OF TIE MAKER	6/13	15/12
CHIEF OF COAT MAKER	6/13	15/12
CHIEF OF DRESS MAKER	6/13	15/12
CHIEF OF SKIRT MAKER	6/13	15/12
CHIEF OF PANTS MAKER	6/13	15/12
CHIEF OF UNDERWEAR MAKER	6/13	15/12
CHIEF OF HOSIERY MAKER	6/13	15/12
CHIEF OF SHOE MAKER	6/13	15/12
CHIEF OF HAT MAKER	6/13	15/12
CHIEF OF GLOVE MAKER	6/13	15/12
CHIEF OF SHIRT MAKER	6/13	15/12
CHIEF OF TIE MAKER	6/13	15/12
CHIEF OF COAT MAKER	6/13	15/12
CHIEF OF DRESS MAKER	6/13	15/12
CHIEF OF SKIRT MAKER	6/13	15/12
CHIEF OF PANTS MAKER	6/13	15/12
CHIEF OF UNDERWEAR MAKER	6/13	15/12
CHIEF OF HOSIERY MAKER	6/13	15/12
CHIEF OF SHOE MAKER	6/13	15/12

G. J. LEONE
CWO, USA
Asst Adjutant

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

AFC 394

Office of the Executive Commissioner

Ref: 876L/EC

OFFICE MEMORANDUM

NUMBER 7)

14 December 1945

TO	INITIALS	DATE
DIRECTOR	W.H.	12/14/45
DEPUTY DIRECTOR	W.H.	12/14/45
EXEC OFFICER	W.H.	12/14/45
PAUL	W.H.	12/14/45
SEC. & REG.	W.H.	12/14/45
PERSONS	W.H.	12/14/45
ADM. OFFICER	W.H.	12/14/45
SECURITY	W.H.	12/14/45

DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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

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

PART I

2. PREPARATION.

- (a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8" x 10" size paper will be used as a measure of economy.
- (b) Seven copies of outgoing messages (excepting TOP SECRET - see PART II) are required by Message Centre, plus one extra copy for each addressee not reached by electrical means (see sub para (2) below). The number of additional copies will be determined by the requirements of each office. Copies delivered to the Message Centre will be clearly legible.
- (c) In the 'TO' space will be printed the Short Title designation followed by HQ 'JCSM'.
- (d) (1) In the 'TO' section and information spaces will be inserted only those addressees to whom the signal can be transmitted by electrical means. The designation of addressees to whom the message is to be sent by electrical means will be entered in the 'TO' space depending on whether the addressee is for Action or Information. Before each individual addressee will be placed within parentheses

DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 1, 12 January 1943, are hereby rescinded, and the procedure herein described will be strictly adhered to.

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

PART I2. PREPARATION.

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

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

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

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

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

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

(f) Reference numbers are obtained from the Message Centre Tel. Ext. 420 prior to 1300 hours and thereafter on Ext. 690.

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

(g) desired/....

RESTRICTED

RESTRICTED

- 2 -

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

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

(h) Precedence priorities are:

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

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	RESTD
UNCLASSIFIED	UNCLAS

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

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

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

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

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	RESTD
UNCLASSIFIED	UNCLAS

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

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

(j) ALL messages will be typewritten, double-spaced and in CAPITALS. (See Appendix 'A'). 5617

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

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

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

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

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

(o) The usual/...

R E S T R I C T E D

- 3 -

The usual punctuations employed and their abbreviations are as follow:

Full Stop	ED
Comma	CM
Colon	CLN
Bracket	PAREN

3. AUTHENTICATION.

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

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

(c) The authenticating officer will:

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

4. DISPATCH.

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

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

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

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

3816

PART II.

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

(c) The authenticating officer will:

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

4. DISPATCH.

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

ATHQ	Motor Courier
AMG Piemonte Region	Air Courier
AMG Lombardia Region	Air Courier
AMG Venetia Region	Air Courier
AMG Naples Commune	Motor Courier
ALCOM LO Bologna	Air Courier

5846

5. HANDLING.

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

PART II

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

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

(b) Three/...

RESTRICTED

RESTRICTED

- 4 -

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

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

5610

with wax, marked "TOP SECRET" message for dispatch" on both sides of the envelope, and with one of the skeleton copies attached to the outside of the envelope will be delivered to the Signal Message Centre, where a receipt will be obtained therefor.

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

By Command of Rear Admiral STONE:



G. J. LEONE
CWO, USA
Asst Adjutant

5610

DISTRIBUTION:

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

RESTRICTED

RESTRICTED

Appendix 'A'

26 0945 NOV 45

FROM (A) HQ ALCOM

TO (FOR ACTION)

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

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

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

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

TO (INFORMATION)

Security
Classification RESTRICTED

Ref. No. 6753

SUBJECT IS INSTRUCTIONS FOR PREPARATION CMA DISPATCH AND HANDLING OF SIGNAL

MESSAGES TO

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

GUIDANCE TO

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

HQ ALCOM TO

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

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES TO

DISTRIBUTION (BY ELS)

ALC Picomonte Region

ALC Lombardia Region

ALC Venezia Region

ALC Naples Commune

ALCOM LO Bologna

PRIORITY 1-4

PRECEDENCE ROUTINE 5-3

5814

TO (INFORMATION)

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

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

Ref. No. 6758

Security
Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION OMA DISPATCH AND HANDLING OF SIGNAL

MESSAGES TO

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

GUIDANCE TO

PARA TWO TO APPENDIX BAKER THERETO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES TO COVER THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

HQ ALCOM TO

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

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES TO

DISTRIBUTION (BY TIS)

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

PRIORITY 1-4
 PRECEDENCE ROUTINE 5-8

5614

OFFICE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

TEL. NO.: 289

RESTRICTED

RESTRICTED

Appendix 'B'

FIELD OFFICE

LIGURIA REGION

PIEMONTE REGION

LOMBARDIA REGION

VENEZIA REGION

VENEZIA GIULIA

LIVORNO ZONE

NAPLES COMUNE

AC LIAISON OFFICER, BARI

AC LIAISON OFFICER, PALERMO

AC LIAISON OFFICER, NO.2 DISTRICT

AC LIAISON OFFICER, PBS

AC LIAISON OFFICER, BOLOGNA

AC LIAISON OFFICER, ANCONA

AMG LIGURIA REGION

AMG PIEMONTE REGION

AMG LOMBARDIA REGION

AMG VENEZIA REGION

AMG VENEZIA GIULIA

AMG LIVORNO ZONE

AMG NAPLES COMUNE

ALCOM LO BARI

ALCOM LO PALERMO

DISTWO FOR ALCOM LO

PENBASE FOR ALCOM LO

ALCOM LO BOLOGNA

ALCOM LO ANCONA

Appendix 'C'

PHONETICAL ALPHABET

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

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

VENEZIA GIULIA
LIVORNO ZONE
NAPLES COMMUNE
AC LIAISON OFFICER, BARI
AC LIAISON OFFICER, PALERMO
AC LIAISON OFFICER, NO.2 DISTRICT
AC LIAISON OFFICER, PES
AC LIAISON OFFICER, BOLOGNA
AC LIAISON OFFICER, ANCONA

ANG VENEZIA GIULIA
ANG LIVORNO ZONE
ANG NAPLES COMMUNE
ALCOM LO BARI
ALCOM LO PALERMO
DISTWO FOR ALCOM LO
REHBASE FOR ALCOM LO
ALCOM LO BOLOGNA
ALCOM LO ANCONA

PHONETICAL ALPHABET

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

Appendix 'C'

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

3613

RESTRICTED

RESTRICTED

ALLIED FORCE HEADQUARTERS
AFG 512

8 December 1945

AG 311.5 SIG-0

SUBJECT: Designation of Security Classifications.

TO: All Concerned.

The following abbreviations of security classifications are authorized for immediate use within the Mediterranean Theater:

Security Classification

TCP SECRET
SECRET
CONFIDENTIAL
RESTRICTED
UNCLASSIFIED

Authorized Abbreviation

TOPSEC
SECRET
CONF
RESTD
UNCLAS

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Asst Adjutant General

DISTRIBUTION:
"D"

TO	INITIALS	DATE
DIRECTOR	<i>[initials]</i>	<i>11/14</i>
DEPUTY DIRECTOR	<i>[initials]</i>	<i>11/14</i>
EXEC. OFFICER	<i>[initials]</i>	<i>11/14</i>
POWERS	<i>[initials]</i>	<i>11/14</i>
LC & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

5612

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

20 DEC. 1945

December 1945

Ref: 8761/16/EC

OFFICE MEMORANDUM

NUMBER

Signals and Correspondence to AFHQ

1. Reference paragraphs 14 and 15 of TM 12-253, an extract of which appears at Appendix "A" hereto, outlining instructions for the routing of correspondence. Attention has been drawn thereto by the Adjutant General AFHQ for compliance in all correspondence addressed to AFHQ.

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

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

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

By Command of Rear Admiral STONE:

DISTRIBUTION:
A

TO	INITIALS	DATE
X DIRECTOR	WJS	11/17
X DEPUTY DIRECTOR	EGL	11/12
EXEC. OFFICER		
X POLICE	HCS	11/14
LIC. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

5611
Joseph Galluzzo
JOSEPH GALLUZZO
WJAG, USA
Assistant Adjutant

Appendix "A"Extracted from TM 12-253

14. Channels

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

SUBJECT: Application for transfer

THRU: Commanding General
Fifth Army
Fort Blank, New York

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

15. Address

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

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

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

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

(2) The name of the commander or any other individual is avoided in addresses of military letters. Violation of this principle frequently causes delay in answering correspondence when the individual addressed is absent from his office. The only occasion upon which a military letter is addressed to an individual by name is when the communication pertains to him personally and on rare occasions when it is positively known that the individual will be at his office on receipt of the letter and there is some special reason for addressing him. The same rule applies to the use of the word "ATTENTION." 561

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

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

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

(a) To the commander of an unclassified headquarters:

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

(b) To the commander of a classified headquarters:

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

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

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

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

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

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

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

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

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

5603

(b) Addressed to the attention of an individual:

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

HEADQUARTERS ALLIED COMMISSION
APO 394

CIVIL AFFAIRS SECTION

Ref: 3/1.B/CA

SUBJECT : Office Hours.

TO : All CA Sub-Commissions

DIRECTOR
DEPUTY DIRECTOR
EXEC. OFFICER
PLANE
MC & REG.
PRISONS
ADM. OFFICER
SECURITY
CHIEF CLERK

14031/PS
4/14
4/12
4/12
4/12
4/12
4/12
4/12
4/12
4/12

3 Dec 45

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

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

5600

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

16 Nov 43

Ref: 3/1 A/CA.

SUBJECT: Typing of Letters.

TO: See Distribution Below.

- 1 The friction between this Section and the Executive Commissioner's staff and unnecessary work is being caused because letters typed for the Chief Commissioner's signature do not meticulously comply with the instructions laid down as to the form in which they will be prepared.
- 2 Letters are ~~now~~ being returned for retyping because certain phrases are typed two spaces out of the place laid down.
- 3 The current instructions are contained in 615/41/GCS of 24 Oct 44. Much trouble will be saved if Sub-Commissions will ensure that letters submitted for signature strictly comply with these instructions.

H. H. H. H.

S.H. HITS, Lt Col.
A/CA Section.

DISTRIBUTION:

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

5606 10/11

Col. H. H. H.

CONFIDENTIAL

14 NOV 1945

DCK/awa

AF 757

ALLIED FORCE HEADQUARTERS
APO 512

10 November 1945

AG 311.5 MED-O

SUBJECT: Downgrading of Classified Documents

13 NOV 1945

TO: All Concerned

1. Under the provisions of paragraph 15, AR 380-5, 15 March 1944, the TOP SECRET documents listed in Inclosure Number 1 are downgraded as indicated therein.

2. Necessary action will be taken by those concerned to regrade any and all listed documents that may be in their custody.

3. The documents listed in the inclosure do not constitute the final list of documents to be downgraded by this headquarters. Other lists will be published at regular intervals. Requests for the downgrading of specific documents of this headquarters should be addressed to this headquarters, attention of Security Control Officer.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

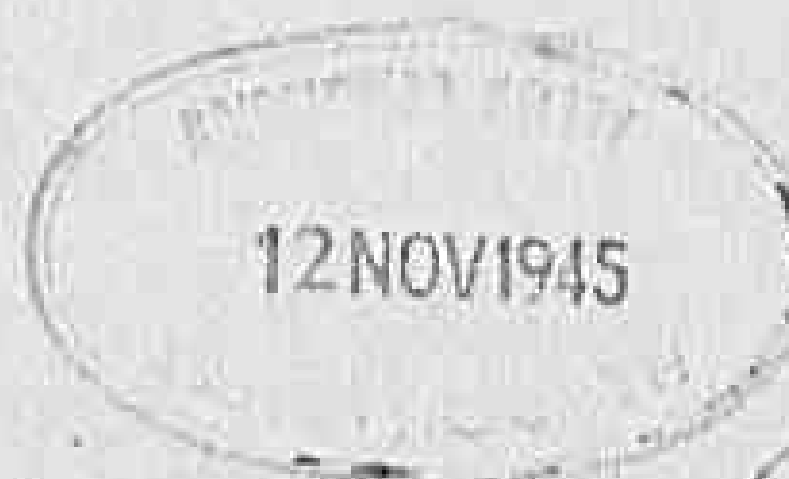
Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Asst Adjutant General

1 Incl
List of Documents

DISTRIBUTION:"B" plus

1 - SACS
1 - CG MPOUSA
1 - G-1 MPOUSA
1 - G-2
1 - G-3 AFHQ
1 - G(3D)
1 - G-3 MPOUSA
1 - G-4
1 - G-5

1 - CAO
1 - Engr
1 - AMET
1 - USFAT (Main)
1 - USFA
1 - GHQ MFP
1 - TAG
1 - War Office



5600

**CONFIDENTIAL**

~~CONFIDENTIAL~~

Date	File	Ref No	Subject	New Classification
15 Jul	----	--	Security of Vital Areas in North Africa	Restricted
1 Nov 44	HSD/173B	--	Reorganization	SECRET
17 Mar 44	AG 370-5 GCT-O	T-3	Sites for Dalmatian Bridge-Head	Restricted
26 Mar 44	B T-74/3	--	Responsibility for Planning Adriatic Operations	Restricted
21 Mar 44	GCT-74/9	--	Adriatic Operations	Restricted
13 Apr 44	AG 370-1 GCT-O	T-289	Defense of VIS	Restricted
21 Apr 44	AG 370-1 GCT-O	B-138	Harboring Operations against the Adriatic Coast	Restricted
28 Apr 44	-----	--	Force 206 Mission	Restricted
17 May 44	AG 370-1 GCT-O	T 582	Report on Visit to VIS	Restricted
11 Sep 44	AG 381/079-O	P-1213	Post Hostilities Planning	SECRET
31 Aug 44	-----	--	Use of Italian Personnel in Coastal Base Section	Confidential
26 Feb 44	AG 370.28-1 GCT-AGM	B-703	Division of Responsibilities for the Implementation of Deception Plans	Restricted
20 May 44	AG 370.28-2 Eng-O	B-2604	Special LCT Display - Bona	Restricted
17 Jul 44	AG 370.28-2 Eng-O	B-678	Special LCT Display - Bona	Restricted
5 Sep 44	AG 370.28/073 GCT-O	B-1186	Policy on German Forces in Liguria	Restricted
10 Apr 45	---	B-562	Minutes of Meeting Held 1009003 April	SECRET
24 Aug 45	AG 311.5/223 GSI-O	T-1055	Classification of Cover and Deception Plans	SECRET
1 Feb 45	AG 386/069 SGS-O	B-136	UK/ACSEA Air Trooping Scheme	SECRET
25 Apr 45	AG 370.26/165 GCT-O	B-678	Report by Allied Naval Commander in Chief Expeditionary Force	SECRET
13 Jan 45	AG 370.28/043 GCT-O	B-54	Cover Plan	SECRET
20 Feb 45	AG 370.61/031 GCT-O	B-247	Sicily Disturbances - Report on Rebellion in Province of Ragusa 5-11 January 1945	SECRET
22 Sep 44	P-389.505/6	--	Operation Freoborn	Restricted
6 Oct 44	P-389.505/6	--	Codewords	Restricted
31 Oct 44	P-389.505/6	--	Operation "Sunstar"	Restricted

TO	INIT	DATE
DEPUTY DIRECTOR	1/28	15/11
CHIEF OFFICER	1/28	15/11
CHIEF	1/28	16/11
SEC. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

Incl #1

5605

~~CONFIDENTIAL~~

31 OCT. 1948

SUBJECT: Channels of Communication - SIB

GENERAL HEADQUARTERS

CENTRAL MEDITERRANEAN FORCES

CHC/ZW/164/114

23 Oct 48

Lists 'A' to 'F'

1. Further to this HQ letter CHC/ZW/218 dated 18 Oct 48, the reorganisation of the Provost Marshal's Office, CHQ, is outlined for information hereunder:-

- (a) AB (SIB) will be on the staff of Provost Marshal's Office, CHQ, and will be responsible for technical supervision and advice, and for co-ordination of SIB duties and records throughout the theatre.
- (b) DAFM (SIB), on the strength of Provost Marshal's Office, CHQ, will be located at the office of DWAG, CHQ, and will be responsible for all aspects of War Crimes investigations and records.
- (c) Two SIB Sections (60 and 78) are exclusively employed in the investigation of War Crimes, and will operate under the direction of DWAG through the DAFM (SIB).

2. Effective forthwith, all correspondence and enquiries relative to War Crimes investigations, which have hitherto been addressed to HQ SIB, will be addressed direct as under:-

DAFM (SIB)
c/o DWAG
CHQ CHQ

3. All correspondence of a purely domestic nature - normal crime, SIB promotions, inter-section postings etc - which would normally be addressed to HQ SIB will be forwarded to Provost Marshal, CHQ, CHQ, for any necessary action.

Agar, May 5604

G. AGAR Major
for Colonel

1. further to this HQ letter CHQ/215 dated 18 Oct 67, the reorganisation of the Provost Marshal's Office, CHQ, is outlined for information hereunder:-

- (a) APs (SIB) will be on the staff of Provost Marshal's Office, CHQ, and will be responsible for technical supervision and advice, and for co-ordination of SIB duties and records throughout the theatre.
- (b) DPM (SIB), on the strength of Provost Marshal's Office, CHQ, will be located at the office of DWAG, CHQ, and will be responsible for all aspects of War Crimes investigations and records.
- (c) Two SIB Sections (60 and 76) are exclusively employed in the investigation of War Crimes, and will operate under the direction of DWAG through the DPM (SIB).
Effective forthwith, all correspondence and enquiries relative to War Crimes investigations, which have hitherto been addressed to HQ SIB, will be addressed direct as under:-

DPM (SIB)
c/o DWAG
CHQ CMF
- 3. All correspondence of a purely domestic nature - normal crime, SIB promotions, inter-section postings etc - which would normally be addressed to HQ SIB will be forwarded to Provost Marshal, CHQ, CMF, for any necessary action.

Agars May 5604

G. AGARS Major
for Colonel
Provost Marshal

RVP

INFORMATION & ACTION
AS APPROPRIATE:-

- A2
- A3
- A4
- G5 (JHQ)
- DAG
- CSDIC, CMF
- G2 (FW)
- Public Safety Unit (LC)
- FMG, MQUSSA
- FM, RLP MED/ME

- FM, RLP SIB
- Naval Provost Marshal
- FM HQ Comd
- No. 7 Wingman Unit
- DPM SIB MEF
- DPM SIB UK
- CHQ 2nd Echelon (for security)

TO	DATE
X DIRECTOR	5/11
X DEPUTY DIRECTOR	6/11
EXEC. OFFICER	
Police	5/11
LC & REG.	
ADJ. OFFICER	
CHQ 2nd Echelon (for security)	6/11
CHIEF CLERK	

1. Attached is photograph of Division.
Signal Corps, US, MQUSSA.

30 OCT. 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

29 Oct 45

Ref : 3/15.2/CA

SUBJECT : Office Personnel on Wednesday and Saturday Afternoons.

TO : All CA Sub-Commissions

Reference our letter of 27 Oct 45.

- 1 Herewith duty roster for Wednesday and Saturday afternoons until the end of Nov:-

Date	Duty Officer			Duty Clerk		
Sat 3 Nov	Capt	FAIR	PS S/C	T/L	LATELLA	(Leg)
Sat 10 Nov	Lt Col	KENNY	IH S/C	S/Sgt	CHIPPERTON	(Sec)
Sat 17 Nov	Lt Col	WILSON	PS S/C	I/Cpl	REEVE	(PH)
Sat 24 Nov	Capt	MAXSE	MTA S/C	Sgt	WHITE	(Leg)

Duties each Wednesday will be performed by Major H.E. ANSON and Cpl WILSON.

- 2 The duty officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel No 489081 - Ext 437).
- 3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do thus will mean that the Sub-Commission will be responsible for finding a relief.

TO		
DIRECTOR		11/11
DEPUTY DIRECTOR		10/30
EXEC. OFFICER		10/30
POWCE		10/30
SEC. 1		10/30
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IMMEDIATE

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

16031/PS - 94A

RM

Ref : 3/15.2/GA

27 Oct 45

SUBJECT : Office Personnel on Wednesday and Saturday Afternoons.

TO : See Distribution

Reference our letters 3/1.8/GA of 28 Aug and 1/17.2/GA of 26 Sep 45.

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

Circulated
H.E. Anson

TO	INIT	DATE
DIRECTOR		
DEPUTY DIRECTOR		
CHIEF OFFICER		
POORER		27-10
CC & NEO.		27-10
PERSONS		
CHIEF OFFICER		27-10
SECURITY		
CHIEF CLERK		

S.M. WHITE Lt Col,
CSO CA Section

DISTRIBUTION :-

Education S/C
Legal S/C
Local Govt S/C
Public Health S/C
Public Safety S/C
MPAA S/C
DER S/C
IPW Division
Security Division

300

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

27 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

J. L. Jones
OFFICIAL:

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

DISTRIBUTION:

"A"
Groups I and II

5801

R E S T R I C T E D

22 OCT. 1945

SUBJECT: - Correspondence - SIB

Lists 'A' to 'F'

1. Headquarters, Special Investigation Branch, CME, was disbanded waf 1 Oct 45 and all responsibilities previously assumed by that HQ devolved upon this office.

2. Effective forthwith any correspondence from addressees, which would normally be addressed direct to HQ, SIB, will be forwarded direct to this office for action.

3. AFM, SIB, now on the staff of the Office of Provost Marshal, GHQ, is responsible for Technical supervision and advice and for co-ordination of SIB Duties and records throughout the Theatre.

JS3

Information: -

- A2
- A3
- A4
- G5 (AFHQ)
- DIAG
- CEMIS, CME
- G2 (EW)
- Public Safety Dept (AC)
- ENG, DTGUSA
- FM, CAN MTD/ME
- HM, RAF SIB
- Naval Provost Marshal
- HM, HQ Comd
- No. 7 Microgram Unit
- Pictorial & Photograph Division, Signal Corps, US, MTOUSA

GENERAL HEADQUARTERS

GENERAL MEDITERRANEAN FORCES

CHQ/EM/218

18 Oct 45

Agars May

C. AGARS Major
AFM
for Colonel
Provost Marshal

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30	26/10

2248
Continued w/ Oct 15 and all responsibilities previously assumed by that HQ devolved upon this office.

2. Effective forthwith any correspondence from addressees, which would normally be addressed direct to HQ, SIB, will be forwarded direct to this office for action.

3. EM, SIB, now on the staff of the Office of Provost Marshal, GAG, is responsible for Technical supervision and advice and for co-ordination of SIB Duties and records throughout the Theatre.

JST

Information:-

A2
A3
A4
G5(AEHO)
DJAG
OSDIE, CMT
G2(EW)
Public Safety Dept (AS)
EMG, MCOUSA
EM, RAF MED/ME
FM, RAF SIB
Naval Provost Marshal
EM, HQ Comd
No.7 Microgram Unit
Pictorial & Photograph Division, Signal Corps, US, MCOUSA.
DEFM SIB MEF
DEFM SIB UK
GHQ and Echelon (For CAS Dept)
55 General Hospital
164 File

C. Agass Major

for C. AGASS Major
APM
for Colonel
Provost Marshal

1	TO	13/10
2	FROM	25/10
	DATE	23-10
	FILE NO.	580
3	SUBJECT	
	CHIEF CLERK	16-10

TIME OFF EFFECTIVE 1 OCT. 45 P.S. S/C

Except as noted below, all officers, EM/ORS and civilian employees will be on duty in their respective offices, unless permitted otherwise by the Director, from 0830 hrs to 1230 hrs and 1400 to 1800 hrs each week day. No personnel is on duty Sunday.

Officers and EM/ORS will, in addition to Sunday, take two afternoon rest and recreation periods per week following the schedule as outlined below :

TO	INIT	DATE
DIRECTOR	<i>tw</i>	<i>28/9</i>
DEPUTY DIRECTOR	<i>tw</i>	<i>28/9</i>
EXEC. OFF	<i>tw</i>	<i>24/9</i>
POLICE	<i>tw</i>	<i>24/9</i>
SEC. & AD.	<i>tw</i>	<i>1-10</i>
SEC. SERVICE		
SECURITY		
CHIEF CLERK		

5590

TUESDAY	WEDNESDAY	THURSDAY	SATURDAY	TUESDAY	WEDNESDAY
2 Oct.	3 Oct.	4 Oct.	6 Oct.	9 Oct.	10 Oct.
Maj. Hoelscher Capt. Eddings Lt. Fehr	Col. Chapman Lt. Col. Wilson Capt. Freeman	Maj. Hoelscher Capt. Eddings Lt. Fehr	Col. Chapman Lt. Col. Wilson Capt. Freeman	Lt. Col. Wilson Capt. Freeman	Col. Chapman Maj. Hoelscher Capt. Eddings Lt. Fehr
Sgt. Davini	Cpl. Robinson Pfc. Farley	Sgt. Davini	Cpl. Robinson Pfc. Farley	Cpl. Robinson Pfc. Farley	Sgt. Davini
16 Oct.	17 Oct.	18 Oct.	20 Oct.	23 Oct.	24 Oct.
Maj. Hoelscher Capt. Eddings Lt. Fehr	Col. Chapman Lt. Col. Wilson Capt. Freeman	Maj. Hoelscher Capt. Eddings Lt. Fehr	Col. Chapman Lt. Col. Wilson Capt. Freeman	Lt. Col. Bye Lt. Col. Wilson Capt. Freeman Capt. Wilson	Col. Chapman Maj. Hoelscher Maj. Bond
Sgt. Davini	Cpl. Robinson Pfc. Farley	Sgt. Davini	Cpl. Robinson Pfc. Farley	Cpl. Robinson Pfc. Farley	Sgt. Davini Cpl. Lisberg
30 Oct.	31 Oct.	1 Nov.	3 Nov.	6 Nov.	7 Nov.
Maj. Hoelscher Maj. Bond Capt. Wilson	Col. Chapman Eye Lt. Col. Lt. Col. Wilson Capt. Freeman	Maj. Hoelscher Maj. Bond Capt. Wilson	Col. Chapman Lt. Col. Bye Lt. Col. Wilson Capt. Freeman	Lt. Col. Bye Lt. Col. Wilson Capt. Freeman	Col. Chapman Maj. Hoelscher Maj. Bond Capt. Wilson
Sgt. Davini Cpl. Lisberg	Cpl. Robinson Pfc. Farley	Sgt. Davini Cpl. Lisberg	Cpl. Robinson Pfc. Farley	Cpl. Robinson Pfc. Farley	Sgt. Davini Cpl. Lisberg

FFH/G

DAY	THURSDAY	SATURDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
	<u>4 Oct.</u>	<u>5 Oct.</u>	<u>9 Oct.</u>	<u>10 Oct.</u>	<u>11 Oct.</u>	<u>13 Oct.</u>
Chapman	Maj. Hoelscher	Col. Chapman	Lt. Col. Wilson	Col. Chapman	Lt. Col. Wilson	Col. Chapman
Wilson	Capt. Eddings	Lt. Col. Wilson	Capt. Freeman	Maj. Hoelscher	Capt. Freeman	Maj. Hoelscher
Freeman	Lt. Fehr	Capt. Freeman		Capt. Eddings		Capt. Eddings
				Lt. Fehr		Lt. Fehr
Robinson	Sgt. Davini	Cpl. Robinson	Cpl. Robinson	Sgt. Davini	Cpl. Robinson	Sgt. Davini
Farley		Pfc. Farley	Pfc. Farley		Pfc. Farley	
	<u>18 Oct.</u>	<u>20 Oct.</u>	<u>23 Oct.</u>	<u>24 Oct.</u>	<u>25 Oct.</u>	<u>27 Oct.</u>
Chapman	Maj. Hoelscher	Col. Chapman	Lt. Col. Bye	Col. Chapman	Lt. Col. Bye	Col. Chapman
Wilson	Capt. Eddings	Lt. Col. Wilson	Lt. Col. Wilson	Maj. Hoelscher	Lt. Col. Wilson	Maj. Hoelscher
Freeman	Lt. Fehr	Capt. Freeman	Capt. Freeman	Maj. Bond	Capt. Freeman	Maj. Bond
			Capt. Wilson		Capt. Wilson	
Robinson	Sgt. Davini	Cpl. Robinson	Cpl. Robinson	Sgt. Davini	Cpl. Robinson	Sgt. Davini
Farley		Pfc. Farley	Pfc. Farley	Cpl. Lisberg	Pfc. Farley	Cpl. Lisberg
	<u>1 Nov.</u>	<u>3 Nov.</u>	<u>6 Nov.</u>	<u>7 Nov.</u>	<u>8 Nov.</u>	<u>10 Nov.</u>
Chapman	Maj. Hoelscher	Col. Chapman	Lt. Col. Bye	Col. Chapman	Lt. Col. Bye	Col. Chapman
Col.	Maj. Bond	Lt. Col. Bye	Lt. Col. Wilson	Maj. Hoelscher	Lt. Col. Wilson	Maj. Hoelscher
Wilson	Capt. Wilson	Lt. Col. Wilson	Capt. Freeman	Maj. Bond	Capt. Freeman	Maj. Bond
Freeman		Capt. Freeman		Capt. Wilson		Capt. Wilson
Robinson	Sgt. Davini	Cpl. Robinson	Cpl. Robinson	Sgt. Davini	Cpl. Robinson	Sgt. Davini
Farley	Cpl. Lisberg	Pfc. Farley	Pfc. Farley	Cpl. Lisberg	Pfc. Farley	Cpl. Lisberg

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 1/2.2/KA

5 Oct 45

SUBJECT : Travel Orders

TO : All CA Sub-Commissions

In future Travel Orders will be made for signature by Major J. Stewart REAKES,
for CSO, CA Section. Lt De Ballis has now left this Hq.

J. Stewart Reakes
J.S. REAKES Major,
for VP CA Section

All CA

TO	DATE	BY
DIRECTOR	<i>[Signature]</i>	<i>6/10</i>
DEPUTY DIRECTOR	<i>[Signature]</i>	<i>8/10</i>
EXEC. OFFICER		<i>6-12</i>
POUCE		
CO. & REG.		
STNS		
OFFICERS		
CLERK		

Evangelisti - 8-10
Ojano - 8-10
Galazzi - 8/10

5597

HEADQUARTERS ALLIED COMMISSION
AND JSA
CIVIL AFFAIRS SECTION

Tel. Ext. 505

Ref: 1/17.2/CA.

24 Sep 45.

SUBJECT: Duty Personnel - CA Section

TO: See Distribution Below.

TO		
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER	DTK 27-9	
POWERS		
SEC. & ST.		
TRAINING	PM 2-12	
ADMIN. OFFICER		
SECRETARY		
CHIEF CLERK		

Reference the attached letter of even reference.

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

S.M. WHITE, Lt. Col.,
JSC CA Section.

DISTRIBUTION:

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

5596

HEADQUARTERS ALLIED COMMISSION
AJO 394
CIVIL AFFAIRS SECTION

Tel. Ext. 525

24 Sep 45.

Ref: 1/17.2/24

SUBJECT: Duty Personnel - CA Section.

TO: See Distribution Below.

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

DATE	DUTY OFFICER	DUTY CLERK
Wed. 26 Sep.	Maj. GOWEN, G.F.	Pte. HAYWARD, L.H.
Sat. 29 Sep.	Maj. HARRIS, J.S.	Pfc. TOWNING, A.S.
Sun. 30 Sep.	Maj. TRENKLE, R.R.	Sgt. CHITTENDEN
Wed. 3 Oct.	Lt. Col. KERRY,	Pte. WASSERVOGEL
Sat. 6 Oct.	Maj. HARVEY, G.J.	Pte. LILSON, D.M.
Sun. 7 Oct.	Lt. Col. HANFORD, G.G.	Sgt. STILES, R.M.
Wed. 10 Oct.	Lt. Col. WILSON, F.J.	S/Sgt. HARRISON, A.
Sat. 13 Oct.	Lt. FINE, C.	T/Sgt. GALLI, P.
Sun. 14 Oct.	Maj. FALLOUT, E.L.	T/3 PRINCIPANO, R.L.
Wed. 17 Oct.	Capt. HARRIS, F.H.J.	S/Sgt. BROWN,
Sat. 20 Oct.	Maj. SAVAGE, F.S.	L/Cpl. BOARDMAN,
Sun. 21 Oct.	Maj. HODGSON, A.E.	Cpl. WILSON, J.
Wed. 24 Oct.	Lt. Col. HODGSON, J.	Pfc. PLANT, R.J.
Sat. 27 Oct.	Capt. WILSON,	S/Sgt. LEBMAN, G.A.
Sun. 28 Oct.	Maj. NEWTON, N.E.	Cpl. WILLARD, R.E.
Wed. 31 Oct.	Capt. ELLIS	L/Cpl. LISBERG, J.

- 2 The Duty Officer will remain in Room 58, 5th Floor (Tel. No. 470104, and 469081 Ext. 525) and the Duty Clerk will remain in Room 31 (Tel. No. 469081, Ext. 437).

5590
S.H. WHITE, Lt. Col.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

26 SET. 1945

Ref: 1/17.2/CA.

Tel. Ext. 325.

26 Sep 45.

SUBJECT: Duty Personnel - C A Sec.

TO: See Distribution Below.

Reference the Duty Roster for Civil Affairs Section contained in 1/17.2/CA dated 24 Sep 45.

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

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

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

5594

10	
X DIRECTOR	206 11/9
X DEPUTY DIRECTOR	207 11/9
X POLICE	208 11/9
X P.M.A. S/C	209 11/9
X P.M.A. S/C	210 11/9
X P.M.A. S/C	211 11/9
X P.M.A. S/C	212 11/9
X P.M.A. S/C	213 11/9
X P.M.A. S/C	214 11/9
X P.M.A. S/C	215 11/9

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

26 September 45

AC/14031/PS

SUBJECT : Files

TO : ALL OFFICERS Public Safety Sub-Commission

1. Of late, the practice of bringing files from one office to another office without coming through the Chief Clerk, has been upsetting the registration and the control of files.

2. This is to inform you that in the future no files will be brought to any other office without first coming through the registration so that it may be booked out and controlled.

5593

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director.

WJD/G

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

12 OCT. 1945

Ref 3/1 A/OA

10 Sep 45

SUBJECT : Organisation of CA Section

TO : All CA Sub-Commissions.

14031
m

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

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

Circulate.

5592

	12/9
✓ LA	
✓ AM	13/9
✓ C	14
✓ AM	12-9
✓ S	15/9
✓ O	19/9
✓ CHIEF	

file

83

WEDNESDAY'S DUTY ROSTER PUBLIC SAFETY

<u>12 Sept</u>	<u>19 Sept</u>	<u>26 Sept</u>	<u>1 Oct</u>	<u>10 Oct</u>
Col. Chapman	Lt Col Wilson	Col Chapman	Lt Col Wilson	Col Chapman
Maj. Hoelscher	Lt Fehr	Maj Hoelscher	Lt Fehr	Maj Hoelscher
Capt Freeman	T/Sgt Davini	Capt Freeman	T/Sgt Davini	Capt Freeman
Cpl Robinson		Cpl Robinson		Cpl Robinson
PFC Parley		PFC Parley		PFC Parley

Duty Roster Public Safety S/C for Wednesday each week.
Each officer and MM/OR will be on duty from 1400 hrs to 1800 hrs
in addition to his morning duty.

All civilians will remain in service all day.

5591

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission

81A

-1 SET. 1945

MEMORANDUM FOR THE DIRECTOR
FROM: SAC, NEW YORK
SUBJECT: [illegible]

Ref: 2/1 1/1

21 Aug 45

SUBJECT: [illegible]

14031
[illegible]

TO: [illegible]
FROM: [illegible]
SUBJECT: [illegible]

The following changes in the [illegible] are notified:

Revised	3 Sept. 45	Revised	Revised, [illegible]
		Revised	Revised, [illegible]
Revised	3 Sept. 45	Revised	Revised, [illegible]
		Revised	Revised, [illegible]

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

559

[Signature]

S. L. [illegible], [illegible]
[illegible]

Copy to: [illegible]
[illegible]
[illegible]
[illegible]
[illegible]

TO	BY	DATE
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER		
PLANS		
IC. & REG.		
PHOTO		
ADL. OFFICER		
SECURITY		
CHIEF CLERK		

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA.

28 Aug 45.

SUBJECT: Duty Personnel on Wednesday and Saturday Afternoons.

TO: See Distribution Below.

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

- 1 One duty officer and one duty EM/OR will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The officer will remain in Room 58, 5th Floor (Tel. Nos. 489081 Ext. 525 and 478104). The duty EM/OR will remain in Room 23, 5th Floor (Tel. No. 489081 Ext. 437). (Please note that Sunday duty officers will also remain in Room 58, 5th Floor.)

- 2 Duty Officers and EM/ORS will be nominated by the CSO CA Section.

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

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

DATE

Wed. 29 Aug 45
Sat. 1 Sep
Wed. 5 Sep
Sat. 8 Sep
Wed. 12 Sep
Sat. 15 Sep
Wed. 19 Sep
Sat. 22 Sep

DUTY OFFICERS

J/cdr. HARVEY, J.C.
Mr. J. NUGENT, AP.
Capt. ENGLISH, R.
Mr. J. WILLIAMS, O.C.R.
Mr. J. PALMERI, E.L.
Capt. HAYES, O.
Capt. BUSHARD, S.E.W.
Capt. BERN, L.C.

DUTY CLERK

Sgt. WHITE, W.C.
S/Cgt. WRIGHT, P.G.
Cpl. WILLARD, E.N.
Cpl. ROBINSON, E.
Pfc. BROOK, V.P.
L/Cpl. KEEVES, R.
Cpl. WILSON, J.
L/Cpl. GARNER, S.M.

Wesley Black

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

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

1 One duty officer and one duty SM/OR will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The officer will remain in Room 58, 5th Floor (Tel. Nos. 489081 Ext. 525 and 478104). The duty SM/OR will remain in Room 33, 5th Floor (Tel. No. 489081 Ext. 437). (Please note that Sunday duty officers will also remain in Room 58, 5th Floor.)

2 Duty Officers and SM/ORS will be nominated by the CSO CA Section.

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

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

DATE	DUTY OFFICER	DUTY CLERK
Wed. 29 Aug 45	J/Cdr. HARVEY, J.O.	Sgt. WHITE, W.C.
Sat. 1 Sep	Maj. BUCENT, A.P.	S/Sgt. WRIGHT, P.G.
Wed. 5 Sep	Capt. FREEMAN, R.	Cpl. WILLARD, E.M.
Sat. 8 Sep	Maj. WILLIAMS, C.G.B.	Cpl. ROBERTSON, E.
Wed. 12 Sep	Maj. PALMER, B.L.	Pte. FROM, W.P.
Sat. 15 Sep	Capt. HAYES, O.	L/Cpl. REEVES, R.
Wed. 19 Sep	Capt. RICHARD, S.E.W.	Cpl. WILSON, J.
Sat. 22 Sep	Capt. BERN, J.O.	L/Cpl. GANN, S.A.

Declassified

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

DISTRIBUTION

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

TO	DATE
TO DIRECTOR	27/8/45
TO JAG	28/8/45
TO JAG	28/8/45

J. Pearson
29.8
28/8

29 AGO. 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA.

28 Aug 45

SUBJECT: Duties - Officers. Amendment.

TO: Public Health Sub-Commission.

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

- 1 Please delete the name of Capt. Bushard and amend to read:

Ed. 19 Sep Duty Officer: Lt. Col. Rushmore.

- 2 The name of the duty clerk remains the same.

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

DISTRIBUTION
for
INFORMATION

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

TO		
DIRECTOR		
DEPUTY DIRECTOR		
EXEC.		
PUBLIC		
ED. & A.		
SAFETY		
STAFF		
CHIEF CLERK		

COPY

29 AUG 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 5/1 B/CA.

11 AUG 45

SUBJECT: Duty Personnel on Sundays.

TO: See Distribution Below.

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

- 1 One Duty Officer and one Duty EM/OR will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The Officer will remain in Room 60, 5th Floor - Tel. Nos. 489081 Ext. 525 and 478104. The Duty EM/OR will remain in Room 33, 5th Floor - Tel. No. 489081 Ext. 437.
- 2 Although it is not necessary for any other officer to remain on duty in the HQ Building, each Sub-Commission will leave with the Chief Clerk CA Section by Saturday evening, the telephone number of one officer who can be located in an emergency from 0930 hrs to 1230 hrs and from 1400 hrs to 1600 hrs.
- 3 Duty Officers and EM/ORs will be nominated by the CSO CA Section.
- 4 The roster for the next four weeks is as follows:

Date	Officer	EM/OR
12 Aug 45	Col. R. H. S. HARTLEY,	S/Sgt. LEISHMAN, G.A.
19 Aug	Maj. S. J. HARVEY	S/Sgt. BRIDGE, P.G.
26 Aug	Capt. J. P. ELLIOTT,	Sgt. PATE, E.A.
2 Sep	Capt. W. I. CUNNINGHAM	Pfc. FARLEY, J.

(Sgd.) R. H. S. HARTLEY, Col.,
CSO CA Section.

DISTRIBUTION: All S/C's C A Section,
Executive Commissioner,
Hq Commandant
Information Desk,
Message Center.

* Pfc. Casan P.

HEADQUARTERS ALLIED COMMISSION
AFC 324
CIVIL AFFAIRS SECTION

Ref: 2/1 B/C.A.

25 Aug 85

SUBJECT: Duty Personnel on Sundays.

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

1. Further to our 3/1 B/CA of 11 Aug 45, the duty roster for the next three weeks of officers and HM/GMs for Civil Affairs Section will be as follows:

9 September

Duty Officer
Maj. F.W. Brown

Duty Clerk
S/Cpt. B.M. Foubler.

16

Capt. R.H.J. Stange

Sgt. T. Riswato

23

Capt. T.V. Volla

~~S/Gen. A. H. Harrison.~~

H. H. S. Hackley

H. H-S. HAWLEY, Col.,
CSC GA Section.

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

Exp 28-5
Date 28-5

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

27 AGO. 1946

Ref: 3/1 B/CA.

25 Aug 45

SUBJECT: Duty Roster.

TO: Public Health S/S.

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

Please send to read:

29 September

Duty Officer
Capt. VELLA, T.V.

Duty Clerk
T-4 J.G. ANDICRIO

1. *Leath Harvey* V. Ch
H. H. S. HARTLEY, Col.,
OSC CA Section.

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

5/6	7/6	8/6
9/6	10/6	11/6
12/6	13/6	14/6
15/6	16/6	17/6
18/6	19/6	20/6
21/6	22/6	23/6
24/6	25/6	26/6
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30/6	31/6	32/6
33/6	34/6	35/6
36/6	37/6	38/6
39/6	40/6	41/6
42/6	43/6	44/6
45/6	46/6	47/6
48/6	49/6	50/6
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54/6	55/6	56/6
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73A

REMEMBERED ALIEN CASES
AND
CIVIL AFFAIRS SECTION

3/2 1/2

24 311 45

14031
04

SUBJECT : Duty Personnel on Duty
TO : See Distribution Below

Reference 3/2 1/2 of 11 August.

Please send para 1 to read :

The officer will remain in Room 58, 5th Floor. Telephone Box
Number 240 580.

W. S. Hawley

Lt. Col. Hawley,
Colonel,
C-20 5A Section

DISTRIBUTION :

Mr. A. H. S/S
Administration S/S
Legal S/S
Local Government S/S
Immigration Branch
Public Health S/S
Public Safety S/S
Mr. A. H. S/S

Executive Commissioner
In Commandant
Information Room
Emergency Centre

5584

TO		
X DIRECTOR	11/10	17/8
X DEPUTY DIRECTOR	11/10	27/8
LOCAL GOVT.	11/10	25/8
PLANNING		
LEGAL S/S		
LOCAL GOVT.		
IMMIGRATION		
PUBLIC HEALTH		
PUBLIC SAFETY		
MR. A. H. S/S		

1
18 Aug, 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA.

18 Aug 45

SUBJECT: Signatures of Correspondence.

TO: See Distribution below.

14031
et

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

M. GARR,
Brigadier,
VP CA Section.

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

For the VP CA Section,

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

5588

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

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

Public Health S/C,
Public Safety S/C.

2371

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref:

15 Aug 45

SUBJECT: V-J Day.

TO: See Distribution Below.

The following copy of a letter from the Office of the Executive Commissioner is forwarded for information and necessary action:

"On instructions of AFHQ, V-J Day will not be celebrated until official notification has been received from that Headquarters. This will be subsequent to the signing of the instrument of surrender.

"This in fact infers that Thursday, 16 August will NOT be V-J Day and will therefore be considered as a normal working day.

"For the Chief Commissioner:

X	16/8
X	16/8
X	16-8
X	16/8

all

(Sgd) M.S. LUSH,
Brigadier,
Executive Commissioner.

5582

H. H. S. HARTLEY
H. H. S. HARTLEY, Col.,
GSO C A Section.

DISTRIBUTION:

Displaced Persons
Education
Legal
Legal Govt.
Patriots

Monuments & Fine Arts.
Public Health
Public Safety.

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

file 70A

Tel: 489081-502

15 August 1945

AG/14031/PS

SUBJECT : Days Off.

TO : All Officers and SM/ORs
Public Safety Sub-Commission.

1. The following is the schedule for days off affecting the military personnel of this Sub-Commission.

Officers

Monday	Col. Boherty
	Maj. Ballance
Tuesday	Col. Chapman
Wednesday	Maj. Bond
Thursday	Capt. Wilson
Friday	Capt. Freeman
Saturday	Maj. Hoelscher.

5581

John W. Chapman
JOHN W. CHAPMAN
Colonel, JAGD
Director:

WJD/ao

Circulate

1	205	14/8
2	108	15/17
3	107	16/8
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16 AGO. 1945

HEADQUARTERS
AND FIFTH ARMY
APO 454 US ARMY

RCL/jm

14/7

14031
et

10 August 1945

SUBJECT: Transmittal of Files.

TO: Archivist, Hq Allied Commission.
Adjutant, Hq Allied Commission.
Public Safety Subcommittee, Hq Allied Commission.
R.C., Liguria Region.
R.C., Piemonte Region.
R.C., Lombardic Region.
R.C., Venetia Region.

1. Herewith at Appendix "A" is the list of the files for Public Safety Division Hq AMG 5th Army which have been forwarded to the Archivist, Hq Allied Commission.

16 AUG 1945

Richard C. Linhart
RICHARD C. LINHART,
Major, Gen. List,
Senior Public Safety Officer.

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5580

Public Safety

Serial	Number	Subject	Dates	Declassified	
				to	Date
PS 1	9/2	Conduct of Allied Troops	Nov 43 - Dec 44	Archivist. 40	7 Aug 45
PS 2	9/2	" " " "	Dec 44 - Jan 45	"	7 " 45
PS 3	106/5	Welfare & Sherabouts - Allied Soldiers	Mar 45 - Aug 45	"	7 " 45
PS 4	106/8	Correspondence re Individual Italians	May 44 - Aug 45	"	7 " 45
PS 5	112/1	P.A.D.	Mar 44 - Aug 45	"	7 " 45
PS 6	199/1	Civilian Transportation - General	Oct 44 - Aug 45	"	7 " 45
PS 7	203/1	Miscellaneous	May 44 - Aug 45	"	7 " 45
PS 8	203/2	CC.MR.	Nov 43 - Sep 44	"	7 " 45
PS 9	2-1	CC.MR. - General	Sep 44 - Nov 44	"	7 " 45
PS 10	2-1	CC.MR. - " "	Nov 44 - Jan 45	"	7 " 45
PS 11	2-2	CC.MR. - Reinforcements	Aug 44 - Apr 45	"	7 " 45
PS 12	2-2	CC.MR. - " "	Apr 45 - May 45	"	7 " 45
PS 13	203/3	Fascists & Collaborators	Nov 43 - Dec 44	"	7 " 45
PS 14	203/4	Black Market Operations	Dec 43 - Aug 45	"	7 " 45
PS 15	203/5	Licensing of Motor Vehicles	Apr 44 - Aug 45	"	7 " 45
PS 16	203/6	Riots & Disturbances	Nov 43 - Aug 45	"	7 " 45
PS 17	203/7	Prisons, Prisoners & Trial Matters	Dec 43 - Jan 45	"	7 " 45
PS 18	7	" " " " " "	Jan 45 - Aug 45	"	7 " 45
PS 19	203/8	Movement of Divs.	Nov 43 - Sep 44	"	7 " 45
PS 20	8-1	" " " - Policy Matters	Sep 44 - Nov 44	"	7 " 45
PS 21	8-1	" " " - " "	Nov 44 - Feb 45	"	7 " 45
PS 22	8-1-1	" " " - Improper passes & Movement	Feb 45 - Apr 45	"	7 " 45
PS 23	8-1-1	" " " - " " " "	Apr 45 - Aug 45	"	7 " 45
PS 24	8-2	" " " - Issue of Passes	Aug 44 - Nov 44	"	7 " 45
PS 25	8-2-1	" " " - Allied & Neutral	Nov 44 - May 45	"	7 " 45
PS 26	8-2-1	" " " - " " " "	May 45 - Aug 45	"	7 " 45
PS 27	8-2-2	" " " - State Officials	Oct 44 - Aug 45	"	7 " 45
PS 28	8-2-3	" " " - Italian Armed Forces	Oct 44 - Mar 45	"	7 " 45
PS 29	8-2-3	" " " - " " " "	Mar 45 - Aug 45	"	7 " 45
PS 30	8-2-4	" " " - General Italian Divs.	Nov 44 - Nov 44	"	7 " 45
PS 31	8-2-4	" " " - " " " "	Nov 44 - Dec 44	"	7 " 45
PS 32	8-2-5	" " " - " " " "	Dec 44 - Jan 45	"	7 " 45

Public Safety Sub-Commission, AC

FILE	PREVIOUS FILES	
	Despatched	Despatched
Subject	Dates	Date
Allied Troops	Nov 43 - Dec 44	7 Aug 45
"	Dec 44 - Jan 45	7 " 45
Embassies - Allied Soldiers	Mar 45 - Aug 45	7 " 45
See re Individual Italians	May 44 - Aug 45	7 " 45
Transportation - General	Mar 44 - Aug 45	7 " 45
"	Oct 44 - Aug 45	7 " 45
"	May 44 - Aug 45	7 " 45
General	Nov 43 - Sep 44	7 " 45
"	Sep 44 - Nov 44	7 " 45
Informants	Nov 44 - Jan 45	7 " 45
"	Aug 44 - Apr 45	7 " 45
Collaborators	Apr 45 - May 45	7 " 45
Operations	Nov 43 - Dec 44	7 " 45
Motor Vehicles	Dec 43 - Aug 45	7 " 45
Substances	Apr 44 - Aug 45	7 " 45
Prisoners & Trial Matters	Nov 43 - Aug 45	7 " 45
"	Dec 43 - Jan 45	7 " 45
"	Jan 45 - Aug 45	7 " 45
Civs.	Nov 43 - Sep 44	7 " 45
" - Policy Matters	Sep 44 - Nov 44	7 " 45
" - " "	Nov 44 - Feb 45	7 " 45
" - Improper passes & events	Feb 45 - Apr 45	7 " 45
" - " " " "	Apr 45 - May 45	7 " 45
" - Issue of Passes	Aug 44 - Nov 44	7 " 45
" - Allied & Neutral	Nov 44 - May 45	7 " 45
" - " " " "	May 45 - Aug 45	7 " 45
" - State Officials	Oct 44 - Aug 45	7 " 45
" - Italian Armed Forces	Oct 44 - Mar 45	7 " 45
" - " " " "	Mar 45 - Aug 45	7 " 45
" - General Italian Civs.	Nov 44 - Nov 44	7 " 45
" - " " " "	Nov 44 - Dec 44	7 " 45
" - " " " "	Dec 44 - Jan 45	7 " 45

		FILE		Despatched	
Serial	Number	Subject	Dates	ters	Date
PS 33	203/8-2-4	Movement of Civs. - General Italian Civs	Jan 45 - Feb 45	Archivist, AC	7 • 45
PS 34	8-2-4	" " " " " " " "	Feb 45 - Mar 45	"	7 " 45
PS 35	8-2-4	" " " " " " " "	Mar 45 - Mar 45	"	7 " 45
PS 36	8-2-4	" " " " " " " "	Mar 45 - Apr 45	"	7 " 45
PS 37	8-2-4	" " " " " " " "	Apr 45 - May 45	"	7 " 45
PS 38	8-2-4	" " " " " " " "	May 45 - Aug 45	"	7 " 45
PS 39	8-2-4	" " " " " " " "	Apr 45 - May 45	"	7 " 45
PS 40	203/9	Crime	Feb 44 - May 45	"	7 " 45
PS 41	9	"	May 45 - Aug 45	"	7 " 45
PS 42	203/10	Proclamations	May 44 - Aug 45	"	7 " 45
PS 43	203/11	Requisitioning matters	Feb 44 - Aug 45	"	7 " 45
PS 44	203/12	Publications and Newspapers	Jan 44 - Aug 45	"	7 " 45
PS 45	203/13	Security - Vetting	Apr 44 - Aug 45	"	7 " 45
PS 46	203/14	Outside Reports	May 44 - Feb 45	"	7 " 45
PS 47	203/15	Personnel	Mar 44 - Aug 45	"	7 " 45
PS 48	203/17	Arrests & Arrest Reports	Oct 43 - Aug 45	"	7 " 45
PS 49	203/19	Forging and Uttering of A\$ Currency	Apr 44 - Aug 45	"	7 " 45
PS 50	203/20	Curfew	Sep 44 - Aug 45	"	7 " 45
PS 51	203/21	P.S. Officials	Oct 44 - Jan 45	"	7 " 45
PS 52	21	"	Jan 45 - Aug 45	"	7 " 45
PS 53	203/24	Permits for Photography, etc.	Dec 44 - Aug 45	"	7 " 45
PS 54	203/25	Transmittal of Correspondence	Oct 44 - Aug 45	"	7 " 45

FILE		PREVIOUS FILES	
Subject	Dates	Despatched	
		To	Date
Civs. - General Italian Civs	Jan 45 - Feb 45	Archivist, AC	7 " 45
" " " " "	Feb 45 - Mar 45	"	7 " 45
" " " " "	Mar 45 - Mar 45	"	7 " 45
" " " " "	Mar 45 - Apr 45	"	7 " 45
" " " " "	Apr 45 - May 45	"	7 " 45
" " " " "	May 45 - Aug 45	"	7 " 45
" - GIC Security Checks	Apr 45 - May 45	"	7 " 45
	Feb 44 - May 45	"	7 " 45
	May 45 - Aug 45	"	7 " 45
	May 44 - Aug 45	"	7 " 45
	Feb 44 - Aug 45	"	7 " 45
	Jan 44 - Aug 45	"	7 " 45
	Apr 44 - Aug 45	"	7 " 45
	May 44 - Feb 45	"	7 " 45
	Mar 44 - Aug 45	"	7 " 45
	Oct 43 - Aug 45	"	7 " 45
	Apr 44 - Aug 45	"	7 " 45
	Sep 44 - Aug 45	"	7 " 45
	Oct 44 - Jan 45	"	7 " 45
	Jan 45 - Aug 45	"	7 " 45
	Dec 44 - Aug 45	"	7 " 45
	Oct 44 - Aug 45	"	7 " 45

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1003101

68A

TO: See Distribution Below.

15 Aug 45.

The Chief Commissioner has ordered a half holiday for this afternoon, Wednesday, 15 Aug 45. The afternoon will, therefore, be treated as a Sunday.

The duty officer for Civil Affairs Section will be Col. Hartley and the Duty Clerk will be S/Sgt. Leishman.

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

DISTRIBUTION: Displaced Persons S/C
Education
Legal
Local Govt.
Patriots Branch

Public Health S/C
Public Safety S/C
Monuments & Fine Arts.

5571

2277

File 55A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 489081-297

AS/14031/23

16 July 45

SUBJECT : Officers Duty and Rest Day.

TO : All Officers Public Safety S/O

1. To ensure continuous daily operation of the Public Safety offices, a Sunday duty officer will be present, as listed, during the usual office hours. An SM or CM will also be present.
2. All other officers will take Sunday off instead of week days.
3. The officer and the SM/CM serving on a Sunday may indicate change of a day during the following week for his rest day and notify the Chief Clerk of his choice at least 24 hours prior to that day.

July	22	Col. Roberts
"	23	" Chapman
August	5	Capt. Freeman and
"	12	Capt. Wilson and
"	19	Maj. Hockley and
"	26	Maj. Hollings and
Sept.	2	Lt. Col. Wilson and

5570

JAMES W. CHAYMAN
Colonel, J.A.G.C.
Director.

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION
Region Public Safety Office

54A
RMS

14031/PS

PS/2.6

6 July 1945.

SUBJECT : Correspondence

88

TO : Public Safety Sub-Commission,
HQ, Allied Commission.

1. It would be appreciated if in future, 14 copies of any directives or instructions emanating from your office could be supplied to this HQ.

For the Regional Commissioner,

TO		
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER	27A	9-2
POLICE		
LIC. & REG.		
PRISONS		
ADJ.		
SECURITY	See	h
CHIEF CLERK		

C.T. FRANCIS
Lt-Colonel
RPSO, LOMBARDIA REGION.

5570

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel: 479709

AC/14403/5/PS

18 June 1945

SUBJECT : Letter 13 June 45 BE/6/PSD.

TO : RC Lombardia Region, Attn: RPSO.

1. Letter signed by L.G. Whyman, Capt. RPSO Bergamo Province received direct from writer, written in Italian.

2. Invite attention to directives that:
- (a) correspondence be in English;
 - (b) correspondence travel thru channels.

FTH/ae


JOHN W. CHAPMAN
Colonel, JAGD
Director.

5574

file

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

50A

Tel: 489081-257

11 June 1945

AO/14031/PS

SUBJECT : Officers Duty and Rest Day.

TO : All Officers Public Safety S/C.

1. To ensure continuous daily operation of the Public Safety offices, a Sunday duty officer will be present, as listed, during the usual office hours. An EM or OR will also be present.

2. All other officers will take Sunday off instead of week days.

3. The officer and the EM/OR serving on a Sunday may indicate choice of a day during the following week for his rest day and notify the chief clerk of his choice at least 24 hours prior to that day.

June 17	Capt. Freeman and	_____
" 24	Capt. Wilson and	_____
July 1	Maj. Holscher and	_____
" 8	Maj. Ballance and	_____
" 15	Lt.Col. Wilson and	_____
" 22	Col. Doherty	_____
" 29	Col. Chapman.	_____

Circulate all officers.

5578

John W. Chapman
JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director, Public Safety
Sub-Commission.

LWP/ae

RESTRICTEDALLIED FORCE HEADQUARTERS
APO 512

RHF/cwm

28911

AG 311.5/199 SIG-0

11 June 1945

SUBJECT: Proper Use of Classification and Precedence in Signal Messages

TO: All Concerned

1. The volume of messages originated in this theater has decreased slightly since the cessation of hostilities, but difficulties are being experienced in many instances in the expeditious handling of these messages by electrical means. These difficulties may be expected to increase with the early redeployment of many of the Signal troops and cipher personnel. Under current regulations, only messages classified as "CONFIDENTIAL" or lower may be transmitted by certain land lines in the clear; all other classified messages require encipherment. The temporary inadequacy of land lines in forward areas, which has necessitated the use of radio and consequent encipherment of all classified messages, has increased the already heavy load on cipher offices. With the cessation of hostilities the urgency requiring rapid transmission of many of the messages appears to be reduced. This should permit greater use of letters in lieu of messages with increased use of the various messenger services, especially in those areas where a shortage of electrical facilities exists.

2. It is hoped shortly to relax regulations regarding classification of messages, thus permitting the transmission of more signal traffic in the clear. Pending the issuance of such relaxations, all originators are cautioned to avoid overclassification. Overclassification debases the value of the higher security classifications and tends to add to delay owing to the special handling required. At the present time therefore, it is more than ever essential that current rules regarding the classification and precedence of messages be scrupulously observed in the interests of all concerned.

3. Originators are furthermore cautioned against the abuse of precedence. Where the volume of "Priority" and "Operational Priority" traffic becomes disproportionately heavy, these precedences necessarily lose their value.

4. Care must be taken in the drafting of messages to reduce their length by employing concise language without sacrificing clarity.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. CHRISTENSEN
Colonel, AGP
Adjutant General

TO	DATE	INITIALS
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER		
FORN. OFF.		
SEC. OFF.		
ADM. OFF.		
SECURITY		
CHIEF CLERK		

DISTRIBUTION:

"C"

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel: 489081-257

11 June 1945

AG/14031/FS

SUBJECT : Officers Duty and Rest Day.

TO : All Officers Public Safety S/C.

1. To ensure continuous daily operation of the Public Safety offices, a Sunday duty officer will be present, as listed, during the usual office hours. An EM or OR will also be present.
2. All other officers will take Sunday off instead of week days.
3. The officer and the EM/OR serving on a Sunday may indicate choice of a day during the following week for his rest day and notify the chief clerk of his choice at least 24 hours prior to that day.

June	17	Capt. Freeman and	_____
"	24	Capt. Wilson and	_____
July	1	Maj. Horlscher and	_____
"	8	Maj. Ballance and	_____
"	15	Lt.Col. Wilson and	_____
"	22	Col. Doherty	_____
"	29	Col. Chapman.	_____

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director, Public Safety
Sub-Commission.

LJP/ae

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

File 14031

34A

AG/14024/PS

8 February 1945

SUBJECT : "Top Secret Control Officer"

TO : Office of the Chief of Staff.

Having regards for paragraph 3 (a) Office Memorandum No. 2
dated 3 February, 1945. Colonel John W. Chapman will be the Top
Secret Control Officer for Public Safety Sub Commission.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission

LIP/f.

5570

Spaves

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 478709

50 January, 1945

AC/

SUBJECT : Weekly Notes

TO : All Officers Public Safety Sub-Commission

Due to the delay recently experienced in the preparation of Weekly Notes, final report of which is seldom completed prior to deadline of 4 p.m. on Tuesdays, it appears advisable to obtain these notes from the various branches prior to 1200 on Mondays.

Kindly submit your notes accordingly in the future.

For J. P. Luchman Maj. AC
JOHN P. LUCHMAN
Colonel, J.A.C.D.
Director Public Safety
Sub-Commission.

5560

W. R. 2/1 ✓

W. R. 2/1 ✓

W. R. 3/1 ✓

W. R. 2/1

No. 785016

copy for C. A. Section -

27 DEC. 1944

0000-0000-0000-0000 0000-0000-0000-0000

To employ, so far as possible, Security of classified documents, no Civilian employees of the Public Safety Sub-Commission will be permitted to carry, register, dispatch or in any way handle TOP SECRET or SECRET documents, papers, or files classified as such.

Only officers and enlisted personnel of this Sub-Commission can be charged with the handling of these classified documents. Files will be checked with the view of determining if any papers or letters bear SECRET or TOP SECRET classification. If any appear, the file will take the classification, of the highest contained therein. The re-classification of the file will be noted conspicuously on the bottom third of the file jacket.

Officers, other Ranks and Unlisted Personnel will be charged with the review of each file that comes into their possession, and will re-designate the same in accordance to the classified matter contained therein.

2000

JOHN W. CHAPMAN
Colonel, I.A.C.D.
Director Public Safety
Sub-Commission.

7

These ^{above} instructions are not consistent with
policy. No clerk will issue a draft which is allowed
by Regulations to maintain a top secret file. He
may not even handle top secret incoming letters
for registration. The responsible officer must write
or have typed a special secret register himself.
Top Secret matter should be typed by a special
confidential clerk, who should list it that time
work in the same room as other clerks. The officer
should satisfy himself that all clerks (including
steno) are indoctrinated by him and properly indoctrinated for
this kind of work. These carbon papers should be used but
should be destroyed.

5508

Applied H2O

2286

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

11031-
18

RV.
22

12 Dec 44

Ref B/1B/CA

SUBJECT : Circulation of Correspondence.

TO : All CA Sub-Commissions.

TO	INIT	Date
Public Safety		
Public Health		
Education		
Finance		
Transportation		
Information		
Industry		
Community		
General		
PLEASE PASS QUICKLY		

- 1 Documents marked for circulation as above are being far too slowly dealt with by Sub-Commissions. It is most commonly used
 - a) on sitreps and telegrams which it is necessary all S/Cs should see before the news is so stale as to be useless. Documents so marked will be dealt with quickly and passed by hand immediately.
 - b) Where the stamp is used on lengthy monthly reports it is recognised that action cannot be as rapid but every effort should be made to circulate quickly - a monthly report may well disclose conditions which require remedial action.
- 2 The attention Senior Officers and Chief Clerks will be drawn to this instruction.

11031-18	13/12	
11031-18	13/12	
11031-18	13/12	
11031-18	13/12	
11031-18	13/12	
11031-18	13/12	
11031-18	13/12	
11031-18	13/12	
11031-18	13/12	
11031-18	13/12	

S.H. WHITE Lt Col
for V3 CA Section.

5507

14931 File 21

Minutes of Staff Meeting, Public Safety Sub-Commission, 1900, 4 Dec 1944.

The Director brought the following matters to the attention of the staff officers:-

1. A brief-written report to be submitted daily by each officer prior to 0900 hours, showing important matters handled or discussed on the previous day. Details are not necessary. The Director stated that all officers have been doing a fine job, that this report (or diary) is desired so that he (the Director) is at all times familiar with current action on important matters.
2. All requests of civilian personnel for time off to be made to the Executive Officer and will be approved or disapproved by him only.
3. Files in individual section or branch offices to be consolidated with Public Safety Sub-Commission main files. Question of Security files left for further discussion.
4. All correspondence to show initials of initiating officer and typist at lower left hand corner.
5. File copies of all correspondence signed for the director, will also bear the signature of initiating officer.
6. All civilian employees to be pooled. Those now acting as secretaries to individual officers to become a part of the pool. This is necessary in order to obtain the maximum in effort and efficiency, and to afford all employees the opportunity to become familiar with the work of the various branches so that in the event of the absence of any one employee, the work might continue uninterrupted.
7. It has been observed that employees are not adhering to established working hours. Tardiness is prevalent. All employees will be impressed with the importance of promptness.

F.P. LUCKMAN
Major, A.C.
Executive Officer
Public Safety Sub-Commission

F1/jst

556

correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commissions and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE.

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

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

2. FILES.

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

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

5560

3. FILE COMPILATION.

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

To: C.O.S.

T E X T

C.O.S.

16 Oct 44

Tel: Ext. 123

Signature and appointment.

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

-2-

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

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

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

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

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

6. OUTGOING CORRESPONDENCE.

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

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

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

11/8/72

Secretary,
Chief of Staff.

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

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

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

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) file number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/008. It will be entered in a register suitably columned to record:

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

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

Handwritten signature

Brigadier,
Chief of Staff.

DISTRIBUTION:

- "2" Group I (less 42 to 50 & 56)
- "3" Group II (for information)

166

AMBY HAN

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

AFO 344

Reference No. of Department of origin.

↓ 3 spaces

Subject: Food Supply

↓ 3 spaces

10 : 6-5 Section, Allied Force Headquarters, AFO 512.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner

a.

(1)

2.

(no complimentary close)

5 spaces from last line of letter

ELIZABETH W. STONE
Commodore, USN
Acting Chief Commissioner

Reference No. of Department of origin.

↓ 3 spaces

Subject: Food Supply

↓ 3 spaces

10 : G-5 Section, Allied Forces Headquarters, APO 512.

↓ 3 or 5 spaces

1. Number paragraphs in the following manner

a.

(1)

2.

(no complimentary close)

5 spaces from last
line of letter

ELERY W. STONE
Commodore, USNR
Acting Chief Commissioner

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

5564

ANNEX "B"

HEADQUARTERS ALLIED ~~GENERAL~~ COMMISSION

Office of the Chief Commissioner

AD 394

Reference No. of Department of origin.

23 October 1944

My dear Mr. Prime Minister:

2 or 3 spaces only

Indent paragraphs but do not number.

.....
.....

4 spaces from body of letter

Yours very truly,

5 spaces

Admiral MILLY W. STONE
~~Commander~~, USNR
Chief Commissioner

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

5560

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

Reference No. of Department of origin.

23 October 1944

My dear Mr. Prime Minister:

2 or 3 spaces only

Indent paragraphs but do not number.

.....
.....

4 spaces from body of letter

Yours very truly,

5 spaces

Richard W. Stone
RICHARD W. STONE
Commissioner, USNR
Chief Commissioner

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

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

5560

HEADQUARTERS
ALLIED CONTROL COMMISSION
AF 146354
Office of the Chief of Staff

167
ANNEX "D"

Ref: 479733

Date

SUBJECT:

TO :

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

ETC.

For the Acting Chief Commissioner.

Brigadier,
Chief of Staff.

Encs.

NOTES

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

5562

TO :

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

etc.

For the Acting Chief Commissioner.

Brigadier,
Chief of Staff.

Encls.:

NOTES

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

2562

ANNEX "C"

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

ACD 394

23 October 1944

Reference No. of Department of Origin.

Dear Mr. Winston Churchill:

2 or 3 spaces

Indent paragraphs but do not number...

Very truly yours

2 spaces from body of letter

Very truly yours

5 spaces

WILSON W. STONE
COMMISSIONER, ICHC
acting Chief Commissioner

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

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

5501

HEADQUARTERS
ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

ACC/14031/PS

28 October 1944

SUBJECT : Internal Duty Officers.
TO : Civil Affairs Section.

Reference your 3/1B/C4 dated 27 October, 1944.

The duty phone number for this Sub-Commission is:

1439031 Ext 502

JOHN W. CHAPMAN
Colonel, J.A.C.D.
Director Public Safety
Sub-Commission

5580

Ref : 3/18/CA

SUBJECT : Internal Duty Officers.

TO : All CA Sub Comms.

156
27 Oct 44

15C
Ref 67/1/COS dated 26 Oct 44 (copy attached)

It is requested that Sub Comms render their duty
phone number to this office not later than 1200 hrs 29 Oct 44.

CA Sec
27 Oct 44.

for *A. Leuchman* *Sit CC*
J.S. KRAKES Major,
for CSO CA Sec.

3212

5563

SECRET

Telephone :
300

HEADQUARTERS
ALLIED CONTROL COMMISSION
Office of the Chief of Staff

Ref/67/1/COS

26 October 44

SUBJECT : Internal Duty Officers.

TO : See distribution below.

All sections, subcommission, etc., this Headquarters, will see that during the regular noon luncheon period an officer is on duty at a pre-designated telephone. In the past considerable difficulty has been experienced in reaching duty officers who have not been posted at a single station with the result that such duty is practically completely ineffective. Accordingly, each section, subcommission, etc., will send in the duty phone number to the Office of the Chief of Staff not later than 30 October 44. This list will be given complete circulation within this Headquarters, regions, and other interested outside formations.

s/ E.W. SHIPP Lt Col.
Chief Staff Officer,
To the Chief of Staff

Distribution : -

Civil Affairs Section
Economic Section
Establishment Section
Political Section
Navy Sub-Commission
Army Sub-Commission
Air Sub-Commission
Communications Sub-Commission
War Materials Disposal & PCOW
Public Relations Branch

5550

File 14A

14A

CHS/SC

9/13/CA

RUMBLE : CA Files.

IR : All CA Sub-Commissions.

1. Files formerly belonging to CHS Sec (then CA Sec) now in charge of CA S/Cs will be dealt with as follows.
 - a) Each will be inspected to see if any further action is due or whether there are any letters to which replies have not yet been received.
 - b) In all cases of action arising on matters concerned on a RUMBLE file it will be considered whether the subject matter will persist or whether the matter is likely to be closed at an early date.
 - c) If the matter is likely to close it should be concluded on the old file.
 - d) If it is likely to continue for some time the correspondence should be continued on the appropriate S/C file. The cover of which should be marked (associated file No...) the RUMBLE file should be similarly marked with the number of the S/C file.
 - e) When RUMBLE files are no longer frequently required for reference (say as to each after there has been no need to refer to it for a month) they should be handed over to Archives.

CA Sec
14 Oct 44

R. R. Chipp
R.R. CHIPP Col. 542594
Cao CA Section

HEADQUARTERS
ALLIED OCEANOGRAPHIC COMMISSION
OFFICE of the Chief of Staff

Tel. 451

Ref: 212/003

25 October 1944 ac.

SUBJECT: Correspondence & signals to Civil Affairs Section,
Headquarters A.A.I.

TO: See Distribution Below

1. The following information is requested from Daily Bulletin No. 262
of 11 October:

The following telephone numbers are listed for the Office of the
Deputy Chief Civil Affairs Officer, HQ AAI:

			STANDARD Exchange No.
Col	W. G. W. ROBERTS	DOCA	25
1st Lt	W. G. W. ROBERTS	SA TO DOCA	57
1st Col	P. R. D. D. D.	DOCA	132
1st Col	ROBERT A. BURGESS	Civil Affairs Sect	35
1st Col	W. F. THOMPSON	Economic Section	57
1st Col	W. F. THOMPSON	Food Sub-Commission	56
Capt	D. A. ALBRIGHT	Transportation Sub-Commission	

Correspondence or signals for the above should be addressed to
"Civil Affairs Section, HQ AAI."

2. Copies of pertinent messages to and from HQ AAI, Regional Com-
missioners of Forward Regions and this HQ should be repeated to
"Civil Affairs Section, HQ AAI." This to keep them fully informed.

Brigadier,
Chief of Staff.

DISTRIBUTION:

A/CO
SCA's: Staff Civil Affairs
RC's: Marching-Abruzzi, Toscana, Padua,
Leguria, Piedmont, Venezia.
DOCA's: (10 copies each)
Message Center
Civil Affairs Section, HQ AAI.

5550

27

HEADQUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
APO 394

14031

Ref : 13/12/CA

25 October 44

SUBJECT : Handling of Special
Correspondence

TO : All Sub-Commissions .

The attached copy of letter from Office
of Chief of Staff (212/4/608) of 23 October 1944
is forwarded for your attention and action when
necessary .

M. N. CRIPPS Col.
CSC CA Sec .

TO	INIT	DATE
CHIEF		
CHIEF	AS	26
CHIEF		
POLICE	AS	27
CHIEF		
CHIEF		
CHIEF		
ADM OFFICER		

JBR/tr

315.5

COPY
HEADQUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
APO 394

Ref 1212/4/COS

23 October 1944

SUBJECT : Handling of Special Correspondence

TO : D.C.C.S. Civil Affairs Section
" Economic Section
" Establishment Section .

1. It is desired to clear with Section the action to be taken on letters, which are either wrongly addressed to this Headquarters or refer to a matter outside the scope of the ACC.
2. Such correspondence used to be dealt with by Civil Affairs Branch which is now defunct and of which there is no equivalent under the new organization. Letters of this sort, therefore, will be sent by the Message Centre to the Section most likely to have knowledge of the subject.
3. Sections receiving letters of this kind are instructed not to return them to Message Centre but to take the necessary action.

B.W. SHIPP Lt. Col.
Chief Staff Officer
To the Chief of Staff

5554

3/10

TO	INIT	DATE
D. C.	10/16	
DEPT. S.	10/16	
EX-OFFICE	10/16	
RECEIVED	10/16	
FIRE & C. D.	10/16	
RECEIVED	10/16	
LETTERS	10/16	

HEADQUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS DIVISION
APO 394

12 circulation
Section Office Memo

16 October 1944

Ref: 7/12/44

TO: All Sub-Commissions & Section.

1 This directive is issued in fulfillment of COS Office Memorandum No 17 dated 17 October 1944.

2 a) There will in future be three types of out-going communications. Communications direct from Sub-Commissions concerned to their representatives in the field. Such communications will in future be confined to routine and technical correspondence dealing with individual matters. All such letters will be addressed to the Regional Commissioner or SCAD (Army) as the case may be for the attention of the Special Division concerned.

b) Communications which will be signed by or on behalf of the Vice President. Such communications will include directives laying down matters of policy or principle even though only of a technical character, letters on matters of general policy and principal and letters (which formerly would have been signed by Directors of Sub-Commissions) on technical matters where such letters lay down new principle or policy not already established.

Furthermore all letters which involve coordination between two or more Sub-Commissions will be signed by the Vice President. All such letters will be addressed to the Regional Commissioner or SCAD (Army), and will be prepared for signature by the Vice President as follows:
BY COMMAND OF COMMANDER STONE
.....Brigadier
V. G. A. 300
DEP COS

a copy of each letter will be sent to the Chief of the Special Division concerned where appropriate. Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer) is under consideration, it will be signed by or on behalf of the Vice President even though only a matter of routine is raised. Letters which will be signed by the Chief of Staff.

10 : ALL Sub-Committees OK Section.

1 This directive is issued in modification of COS Office Memo-
rendum No 47 dated 15 October 1944.

- 2
- a) There will in future be three types of out-going communications. Communications direct from Sub-Committees concerned to their representatives in the Field. Such communications will in future be confined to routine and technical correspondence dealing with individual matters. All such letters will be addressed to the Regional Commissioner or SCAD (Army) as the case may be for the attention of the Special Division concerned. Communications which will be signed by or on behalf of the Vice President. Such communications will include directives laying down matters of policy or principle even though only of a technical character, letters on matters of general policy and principle and letters (which formerly would have been signed by Directors of Sub-Committees) on technical matters where such letters lay down some principle or policy not already established.

Furthermore all letters which involve coordination between two or more Sub-Committees will be signed by the Vice President. All such letters will be addressed to the Regional Commissioner or SCAD Army, and will be prepared for signature by the Vice President as follows:

THE COMPLETION OF COMMUNICATIONS

.....Brigadier
VP-CA Sec
Dey COS

a copy of such letters will be sent to the Chief of the Special Division concerned where appropriate.

Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer) is under consideration, it will be signed by or on behalf of the Vice President even though only a matter of routine is raised.

- c) Communications which will be signed by the Chief of Staff. This will include the more important directives of the class which formerly were issued as Executive Memorandum. All such directives will be left for signature in blank and the decision whether the document will be signed by the Chief of Staff or by the Vice President will be made by the Chief of Staff in consultation with the Vice President. All letters to AFHQ and HQAI or other outside formations will in future be signed by the Vice President and not by the Directors of the Sub-Committees concerned and will bear the legend - For the Acting Chief Commissioner - at the foot of the letter. An exception is here made to this directive in the case of DE and HSC, who is authorized to communicate direct with AFHQ and HQAI in routine matters of government and administration where no matter of policy is concerned.

- 2 -

For the purpose of this directive NMIA and the Army Sub-Commission are treated as a part of ADC.

3. Procedure for Incoming over conference. In future all incoming correspondence will be routed through the Message Centre to the Section concerned or, where specifically addressed, to the proper Sub-Commission. With a view to saving the correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to indicate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para 1 above.

4. The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamations and General Orders, and the Legal Sub-Commission will now certify copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Legal Sub-Commission will continue to be responsible for checking translations and galley proofs with the Civil Affairs Section in the same way as was formerly done with the RC and MC Section.

5. There will be regular meetings of directors of Sub-Commissions with Vice President Civil Affairs Section on Tuesday and Friday at 1600 hrs as formerly without prior notice. Directors themselves will attend unless absent on duty when their deputy or next senior officer will attend on their behalf.

6. Other meetings of directors of Sub-Commissions will be called on notice as occasion may require.

7. The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

Brig C R UNWIN

P A

Col R R COLES

Lt Col SH WHITE
Operations

Maj W J BOLLARD
Office stores and personnel

Maj G B RAYNE
Administration
(Internal)

Transport

Disp. Services S.C.

- 4 The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamations and General Orders, and the Local Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Legal Sub-Commission will continue to be responsible for checking translations and policy proofs with the Civil Affairs Section in the same way as was formerly done with the RC and MG Section.
- 5 There will be regular meetings of Directors of Sub-Commissions with Vice President Civil Affairs Section on Tuesday and Friday at 1650 hrs as formerly without prior notice. Directors themselves will attend unless absent on duty when their deputy or next senior officer will attend on their behalf.
- 6 Other meetings of Directors of Sub-Commissions will be called on notice as occasion may require.
- 7 The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

F A. BRIEF R. UNION

COL R R CRIMES

Let Col on White	Mr J W S DOLLARD	Mr J S RACKES
Agitation	Office, stores and personnel	Administration (Internal)
Legal	Publication	Disp. Persons S O
Public Health	R. P. A.	Line Clearance
Public Safety	Local Govt	Printing
	Patriots	Returns
		Also (Travel orders 100)

- 8 Sub-Commissions will continue to deal direct with Col on posting and transfers of Officers and N/Cs. In case of difficulty they will refer the matter to Vice President Civil Affairs Section.

9 As for the Sub-Commission will be responsible for the initiation of policies and plans within their respective spheres of action. Directors of Sub-Commissions will however discuss the main principles which they recommend should be followed with

Vice President Civil Affairs Section before such policies and plans are implemented.

10 Directors of Sub-Commissions will be formerly be responsible for keeping the Vice President Civil Affairs Section in touch with the development of their work and of any difficulties with which they cannot effectively deal.

11 Correspondence or directives for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

PT. 2 of 4

W. J. GILLES Col,
CSO C. Section

Copy to COS (2)

Decision by major authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

W. R. B. 1/18/50

W. R. B. 1/18/50
CSO C. A. Section

Copy to COS (2)

5800

HEA. ~~Q~~JARTERS
SOUTHERN REGION, ALLIED CONTROL COMMISSION
PUBLIC SAFETY DIVISION

Ref: PS/
23

Date 17 October 1944

10/22

SUBJECT:

Zone Correspondence.

TO :

Zone Commissioner; Catanzaro Zone
(for attention of Zone Public Safety Officer).

1. It has been noticed that recently correspondence concerning important matters has been addressed direct to HQ. ACC. from your Office with merely information copies to this HQ. to quote recent cases (1) your report regarding the Questore of Catanzaro and of Reggio Calabria and (2) your report of forgers operating in the Zone.

2. Not only is this procedure incorrect but in the two instances quoted necessary comment by the Regional Commissioner and/or the Regional Public Safety Officer was 'lost' to HQ. ACC.

3. Therefore, in future please address all correspondence for a higher Headquarters to your Division at this Headquarters in order that it may be channelled to its destination in the proper manner.

By order of Colonel TEMPERLEY:

CR/tp.

PAUL SEVERE
Major, A.C.D.,
Adjutant.

Copy to: Public Safety Sub-Commission HQ. ACC. ✓

TO	INIT	DATE

551

TO : Zone Commissioner, Catanzaro Zone
(for attention of Zone Public Safety Officer).

1. It has been noticed that recently correspondence concerning important matters has been addressed direct to HQ. ACC. from your Office with merely information copies to this HQ. to quote recent cases (1) your report regarding the capture of Catanzaro and of Reggio Calabria and (2) your report of forgers operating in the Zone.
2. Not only is this procedure incorrect but in the two instances quoted necessary comment by the Regional Commissioner and/or the Regional Public Safety Officer was 'lost' to HQ. ACC.
3. Therefore, in future please address all correspondence for a higher Headquarters to your Division at this Headquarters in order that it may be channelled to its destination in the proper manner.

By order of Colonel TEMPERLEY:

PP
PAUL REVERE
Major, A.C.D.,
Adjutant.

CE/tp.

Copy to: Public Safety Sub-Commission HQ. ACC. ✓

TO	INIT	DATE
DPS		
D C P B		
EX OFFICER		
POLICE		
FIRE & C. D.		
PRISONS		
LIC & REG		
ADM OFFICER		

9A

1403/1410

HEADQUARTERS
ALLIED CONTROL COMMISSION

CMF

Office of the Chief of Staff.

Ref: 65/1/COS.

OFFICE MEMORANDUM

NUMBER

17

13 October 1944

see 11A for COT Sec
inter-divisional

INSTRUCTION ON ROUTING AND PREPARATION OF CORRESPONDENCE

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

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

2. Incoming Correspondence.

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

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

555U

3. Outgoing Correspondence.

- (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff, or to the appropriate Independent

INSTRUCTIONS ON ROUTING AND PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups :
 - Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.
 - Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
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2. Incoming Correspondence.

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

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

556 U

3. Outgoing Correspondence.

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

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

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

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

2845

TYPEWRITER REPAIRS : In order to avoid misunderstanding, Sub-
Commissions, Branches, etc., when submitting requests for type-
writer repairs, should give the following information :

1. Number of machine to be repaired
2. Make of machine to be repaired
3. Number of the room or office and floor location.

8A

L6 144031

G.

8500

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

6 October 1944

MEMORANDUM:

TO : All Concerned

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

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

ELLERY W. STONE
Commodore, USNR
Acting Chief Commissioner.

By command of Commodore STONE:

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

DISTRIBUTION:

TO	1	2
AD		
DCS		
OFFICE		
ADICE 1		
2		
FIRE & C. D.		
ADICE 3		

5540

Amend Bot ~~14031~~ 14031/PS

14031.

6A

MINISTRE DE LA JUSTICE
LE GOUVERNEMENT DU CANADA
OTTAWA

3/12/54

21 Dec 54

TO: The Commissioner

FROM: All sub-commissioners, Administrative Council

1. Ref by 3/12/54 dated 14 Sept 54 attention is drawn to the present administrative position of Living Provinces created by Order in Council No 227 para 9 which states -

Control of Living Provinces passed to Region VIII, as of 1 Oct 54, except that all matters of policy which may in any way affect the responsibility of the Living Provinces to the Army Commander will be referred to HQ, 5th Army for decision.

In day to day matters therefore this Commission will treat these Provinces as part of Region VIII and not 5th Army.

2. Attention is also drawn to the fact that Living Provinces have been transferred to Region VIII (O.C. No. 238 para 3).

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

Public Safety Sub-Commission

Folio 14031 for action/information

	INIT.	DATE
D. P. S.	<i>[Signature]</i>	26/9/54
D. D. P. S.		
Ex Officer		
PC		
Prisons	<i>[Signature]</i>	25/9
Fire & C. D.		
Reg. & Licensing	<i>[Signature]</i>	21/9
Adm Officer	<i>[Signature]</i>	

REMARKS

100/100

Copy to HQ & HQ

Add to Log

RESTRICTEDHEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394*Public Safety*

14031 5A.

20 September 1944.

OFFICE MEMORANDUM)

NUMBER

9)

AMENDMENT NO. 1*54A old file*

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

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

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

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

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

E. L. CLOUGH,

Col, AGD,

Asst Etab Officer.

for the Establishments Officer.

DISTRIBUTION

"A"

Public Safety Sub-Commission		ACTION INFORMATION		DATE	
Folio		INIT.			
D.P.S.					
D.D.P.S.					
En. Officer					
P.O.					
Prisons					
Fire & C.D.					
Regn & Licensing					
Adm Officer					
REMARKS					

5340

ST/ECOT: Signal Address

10031
IR.

8735
Public Safety *[Signature]*

HQ ALLIED ARMIES IN ITALY

Tel: FILPOT ADV 79

1169/3/GSI(b)

15 Sep 44

Distribution below

1. It is notified to all concerned that the correct signal address for GSI(b) this HQ is "Adv AAI" and NOT merely "AAI".
2. Signal messages destined for this branch and addressed "AAI" are all subject to a delay of several hours.

/s/
for Brigadier
BOS(I)

SF

DISTRIBUTION

Copy to:

G-2 Fifth Army Sub-Commission	G-2(CI) AFHQ
~~G-2 Eighth Army~~	GSI 2 District
GSI 2 District for action/information	GSI 3 District
G-2 PBS	G-2 RAAC
G-2 PBS (Forward Echelon)	G-2 Allied Garrison SARDINIA
1 SCI Unit	CI Section GSDIC
D2PSGI Unit.	RC and MG Section HQ ACC
3 SCI Unit	Security Branch ACC.
D2PS Unit "2"	300 PS Section

Ex Officer

PO LE

Prisons

Fire & C.D.

Regn & Licensing

Adm Officer

REMARKS

ACC DIST

C.S.O.
C.A. BR
SECURITY BR
ADMIN SEC
PUBLIC SAFETY SC
ADJUTANT

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/12/45

14 Sep 44

SUBJECT: Correspondence.

TO: All Sub Commns Sec.

- 1 During my recent tour officers in the field drew my attention to one or two matters in which time and paper can be saved.
- 2 Sub Commns appear frequently to be unaware when a province passes from Army Control to Regional Control. Frequently correspondence has to be passed on and delay ensues. I appreciate that there is bound to be a delay when a province is newly transferred but I am sure Sub Commns can do much to help by seeing that they keep an up to date register showing at any moment what provinces are under Army Control and what under Regional Control. *I*

- 3 The position to-day is as follows:

5th ARMY

FLORENCE

PISTOLA

LIVORNO

FISA

LIVORNO

SERRA

6th ARMY

PESARO

ANCONA

FERRARA

AREZZO

} see 6A.

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

Ext: 525
GRT/18

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

Copy to: HQ & MG Sec.
Recon. Sec.

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

12 1403/ 2H
18 August 1944

MEMORANDUM:

TO : R.C. & M.G. Section
Economic Section
Administrative Section
Political Section
Naval Sub-Commission
Army Sub-Commission
Air Forces Sub-Commission
Communications Sub-Commission
War Materials Disposal & Italian
Prisoners of War Sub-Commission
Public Relations Branch

It is requested that whenever letters are prepared in final form for the Acting Chief Commissioner's signature that the carbon copies of the letters show 'Prepared by _____', with the name of the section or sub-commission and the signature of the responsible officer.

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

5540

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Adj: 461.

5 August 1944.

SUBJECT: Distribution List No. 2

TO : Distribution as below

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

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

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

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

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

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

d. List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials 79 and 89 in Group III. (This is used for Daily Bulletins).

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

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

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

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

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

Public Safety

14031

1A

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

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- (i) Group 1 consisting of all Sections, Branches, and Sub-Commissions of Headquarters, and ACC Liaison, Headquarters, AAI.
 - (ii) Group 2 consisting of the Regions, Foggia Province and AMG 5th and 8th Armies.
 - (iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals, other than Headquarters AAI which receives through the ACC Liaison Officer thereto.

b. A serial number has been 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.

By order of Captain STONE (USNR):

L. T. Montant, Jr.
L. T. MONTANT, JR.,
1st Lt, ACD, 7th AF
Adjutant.

DISTRIBUTION:
1 Copy to All Serials.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

5 August 1944

DISTRIBUTION LIST
NUMBER 2

GROUP I

1. Secretary General
2. Political Section

Administrative Section

3. ~~Administrative Section~~ *Civil Affairs Sec.*
4. *Interior Local Government.*

5. Public Safety

6. Public Health

7. Property Control

8. Legal

9. Education

10. Monuments & Fine Arts

Economic Section

11. Economic Section Hq

12. Agriculture

13. Industry

14. Commerce

15. Requisition Division

16. Labor

17. Food

	A	B	C	D
1. Secretary General	3	3	3	3
2. Political Section	2	1	2	2
3. ~~Administrative Section~~ <i>Civil Affairs Sec.</i>	2	1	2	2
4. <i>Interior Local Government.</i>	2	1	1	2
5. Public Safety	2	1	1	2
6. Public Health	2	1	1	4
7. Property Control	2	1	1	2
8. Legal	2	1	1	2
9. Education	2	1	1	2
10. Monuments & Fine Arts	2	1	1	2
11. Economic Section Hq	3	1	2	3
12. Agriculture	2	1	1	2
13. Industry	4	1	2	4
14. Commerce	4	1	2	5
15. Requisition Division	1	1	1	1
16. Labor	2	1	1	2
17. Food	3	1	1	3

1. Secretary General	2	1	2	2
2. Political Section	2	1	2	2
<u>Administrative Section</u>				
3. ~~Administrative Section~~ <i>Civil Affairs Sec.</i>	2	1	2	2
4. ~~Interior Local Government~~	2	1	1	2
5. Public Safety	2	1	1	2
6. Public Health	2	1	1	4
7. Property Control	2	1	1	2
8. Legal	2	1	1	2
9. Education	2	1	1	2
10. Monuments & Fine Arts	2	1	1	2
<u>Economic Section</u>				
11. Economic Section Hq	3	1	2	3
12. Agriculture	2	1	1	2
13. Industry	4	1	2	4
14. Commerce	4	1	2	5
15. Requisition Division	1	1	1	1
16. Labor	2	1	1	2
17. Food	3	1	1	3
18. Public Works & Utilities	4	1	4	5541
19. Mining Division	1	1	1	1
20. Transportation	2	1	1	2
21. Shipping	2	1	1	2
22. Finance	10	1	1	10

GROUP I (Continued)

Regional Control & Military Government Section

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

55/3

- 2 -

Independent Sub-Commissions (Continued)

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

GROUP II - REGIONS & AMG ARMIES

66. Hq Region I	11	2		2
67. Hq Region II	8	2		2
68. Hq Region III	6	3		2
69. Hq Region IV	10	2		2
70. Hq Region V	12	2		2
71. Hq Region VI	6	2		2
72. Hq Region VII	6	2		2
73. Hq Region VIII	12	2		2
74. Hq Region IX	2	2		2
75. Hq Region "Z"	18	2		2
76. Hq Foggia Province	2	2		2
77. AMG, 5th Army	6	2		2

60. War Material Disposal & Italian P.O.W.

61. Public Relations Branch

62. ACC Liaison Officer, Hq A.A.I.

63. ACC Liaison Officer, Hq A.A.I. (Adv)

64. Liaison Officer with Allied Representatives
(Major Sir P. MAGNUS)

65. U.N.R.R.A.

GROUP II - REGIONS & AMO ARMIES

66. Hq Region I

67. Hq Region II

68. Hq Region III

69. Hq Region IV

70. Hq Region V

71. Hq Region VI

72. Hq Region VII

73. Hq Region VIII

74. Hq Region IX

75. Hq Region "Z"

76. Hq Foggia Province

77. AMG, 5th Army

78. AMI, 8th Army

GROUP III - OUTSIDE AUTHORITIES

79. AFHQ, G-5 Section

80. NATOUSA

81. Hq A.A.I. (Attention: AG, US Contingent)

82. 1 District

83. 2 District

84. 3 District

85. Peninsular Base Section

1	1	1	1	1
4	1	1	1	4
1	1	1	1	1
2	2	2	2	2
1				1

11	2	2	2	2
8	2	2	2	2
6	3	2	2	2
10	2	2	2	2
12	2	2	2	2
6	2	2	2	2
6	2	2	2	2
12	2	2	2	2
2	2	2	2	2
18	2	2	2	2
2	2	2	2	2
6	2	2	2	2
18	2	2	2	2

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30	3	3	3	3
2	2	2	2	2
2	2	2	2	2
2	2	2	2	2
2	2	2	2	2

GROUP III - OUTSIDE AUTHORITIES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
86. P.W.B. (Executive Memoranda Only) X	2			
87. Rome Allied Area Command	3			3
88. Directory Section, APO 797 (Special Orders Only) X		2		

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MMIA Admin. Instruction No. 3.

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