

ACC

10000/143/1781

OFFICE T
JULY 194

10000/143/1781

OFFICE MEMO, CHIEF OF STAFF, (102)
JULY 1944 - MAY 1946

10000 / 43 / 1781

THIS FOLDER

CONTAINS PAPERS

FROM JULY 44

TO MAY 46

CATALOGUE -

SECURITY ESTABLISHMENT
FILE
MINUTE SHEET

No. of sheet	Date	File no. of Ans'd Ltr.	From whom	Subject
#6	5 July		RG + MG.	Telegram - marked RG + MG Section.
7				TELEPHONE INSTALLATION AND ALLOCATIONS
8				Civilian Employment.
9				Signal preceding
10				Official Mail, Services
11				Classifications
12				Official mail, Services
13				Directing - Dtk Office.
14				Civilian personnel
15.				Office Memorandum N. 16 (Handling classified documents by civilians)
16.				Office Memorandum N. 6
17.				Office Memorandum n. 14
18				How low duty officers. SD/101
19				OFFICE MEMORANDUM.
20				OFFICE MEMORANDUM
21	28 Dec.			OFFICE MEMORANDUM
22	2 Jan.			DATING OF LETTERS
23	3 Feb.			The grading and handling of classified material.
24	9 Feb.			Top secret control officer.
25	26 Feb.			Signal traffic.

9							Civilian Employment
10							Signal preceding
11							Official Mail Services
12							Examinations
13							Official mail services
14							Processing - Abs. Ops.
15							Business personnel
16							Office Memorandum N. 16 (Handling of classified documents by civilians)
17							Office Memorandum N. 6
18							Office Memorandum N. 14
19							Non-hour duty officers. SO/01
20							OFFICE MEMORANDUM.
21							OFFICE MEMORANDUM
22							OFFICE MEMORANDUM (dated 2/5/46)
23							DRAFT OF LETTERS
24							The grading and handling of classified material.
25							Top secret control officer.
26							Signal Traffic.
27							OFFICE MEMORANDUM N. 13
28							" " " N. 6
29							" " " Hous
30							Office Memorandum 7
31							" " " 8
32							" " " 9

Forward to
all agencies

A P O 794

31 May 1946

TO : All Records Officers of Sub-Commissions & Branches A.C.

23

DR

SOUTH
 BRIDGE
 BOX 116
 5/14
 102
 102

Jm H. Crookman Mayor
 For Brigadier 753
 Executive Commissioner.

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref. : 1/AB.

EXECUTIVE MEMORANDUM

NUMBER

7.

5 January 1946.

COPE 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. 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."

3752

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 remaining on that branch will be submitted.

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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."

3752

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 to Archives.

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

LOANING 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...2.....

9. Lists in quadruplicate (see Exhibit "A" attached) will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a 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. Those to be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

For the Chief Commissioner.

MS/L
Brigadier,
Executive Commissioner.

DISTRIBUTION.

List "A"
Archives Branch (50 copies)

HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF THE EXECUTIVE COMMISSIONER

Ref:- 19/AB.

17th May 1946

EXECUTIVE MEMORANDUM }

NUMBER 9. }

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 E.M. Nos. 7 and 8 and will contact O.i/c Archives Branch (Tel. Extn. 530) upon any matters therein.

(c) Should this RECORD OFFICER become absent or released from duty, the Section or Sub-Commission will inform O.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 9, Ex. Memo 7) will be unnecessary, the lists concerned merely being altered in both copies.

For the Chief Commissioner.

Brigadier,
Executive Commissioner.

DISTRIBUTION

"LIST 'A'"

ARCHIVES BRANCH (100 copies)

Subject ARCHIVES

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

The RECORDS OFFICER appointed under Exec.Memo No 9
 is/..... (RANK & NAME in BLOCK CAPITALS),
 Room, Tel. 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.

.....
AUTHORITY

Date

Subject ARCHIVES

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

The RECORDS OFFICER appointed under Exec.Memo No 9
 is/..... (RANK & NAME in BLOCK CAPITALS),
 Room, Tel. 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.

.....
AUTHORITY

Date

5750

SECRET

SECURITY IS AHEAD COMMISSION
APR 30

Office of the Executive Commissioner

Ref: 2-4-22

21 December 1945

26

OFFICE MEMORANDUM

TO: 3)

CLASSIFIED DOCUMENTS

1 The following extracts from the Joint US and British instructions are re-published for information together with comments and directions thereon.

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

CONSTANT PERSONAL ATTENTION MUST BE PAID BY OPERATORS AND HAND-TO-TO HAND CARRYING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

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

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

i Plans of future major operations.

ii Very important political documents such as negotiations for an alliance.

iii Documents which would disclose the fact of obtaining intelligence or special secret agents.

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

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.

5746

CLASSIFIED DOCUMENTS

- 1 The following extracts from the Joint US and British Instructions are re-published for information together with comments and instructions thereon.

The first margin above the Joint Instructions; the second the US comments.

2 CONSTANT PERSONAL INSPECTION MUST BE PAID BY ORIGINATORS AND HOLDERS TO DATA GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

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

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

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

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

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

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

- i Matters of a personal and disciplinary nature.
- ii Routine battle reports not containing information of vital interest to the enemy.
- iii Routine intelligence reports.
- iv Reports of test operations significant in theories of war.
- v Technical manuals.
- vi Official photographs or official views.

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

RECEIVED

- i. Non operational movements.
 - ii. Training and technical matters.
 - iii. Moral statements of non operational areas.
 - iv. Non operational strength returns.
3. The successive distinctions should be noted:
 - a) Exceptionally pure change.
 - b) serious injury
 - c) prejudicial or embarrassing
 - d) official purposes only.
 4. If the examples are reviewed, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AD papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AD work is properly classified higher than confidential.
 5. All AG and MG offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE LEFT TO AGENTS UNLESS IT IS DECLASSIFIED.
 6. The following are the regulations as to upgrading.

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 upgrade documents will do not lower than the rank of Lt Col except in an instance of Lt Col having no officer of that rank when a major may re-classify.

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

By Command of Rear Admiral Stone;

W. J. Leont
 W. J. LEONT
 CWO, USA
 Asst Adjutant

DESTRUCTION

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

5 All AG and AG offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular AG Papers will be sent to AG/SECURITY/AG/CLASSIFIED.

6 The following are the regulations as to grading.

When established 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 reclassify documents will be not lower than the rank of Lt Col except in an emergency but HQ having no officer of that rank when a major may re-classify.

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

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

By Command of Rear Admiral CVOB:

R. W. P. P. P. P.
C. S. LEONARD
CWO, USA
Asst Adjutant

CONFIDENTIAL

DECLASSIFIED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 8761/102/EG

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 AMG 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	LO	PIEMONTE	Motor Courier
ALCOM	"	LOMBARDIA	Air Courier
"	"	VENETIE	"
"	"	NAPLES	"
"	"	BOLOGNA	Motor Courier
			Air Courier

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

BY COMMAND OF REAR ADMIRAL STONE:

[Signature]

G. J. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

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

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AFHQ	PIEMONTE	Motor Courier
ALCOM LO	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. LEONE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

RESTRICTED

RESTRICTED

Appendix 'A'

FROM (A) HQ ALCOM

26 0945 NOV 45

TO (FOR ACTION)

(1) ALCOM LO LIGURIA

(2) AMS VEREZIA GIULIA

(3) ALCOM LO LIVORNO

(4) ALCOM LO BARI

NO (INFORMATION)

(5) ALCOM LO SICILY

(6) DISTWO FOR ALCOM LO

(7) ALCOM LO (Tn.) ANCONA

Ref. No. 6758

Security

Classification RESTRICTED

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

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

PARA TWO TO APPENDIX B WHTO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES TO NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS
O 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 WLS)

ALCOM LO Piemonte
ALCOM LO Lombardia
ALCOM LO Venetia
ALCOM LO Naples
ALCOM LO Bologna

PRIORITY 1-4
PRECEDENCE ROUTINE 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. NO.: 289

5724

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

Ref. No. 6758

Security
Classification RESTRICTED

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

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

AREA TWO PD APPENDIX B ENTER THEREIN CONTAINS LIST OF ABBREVIATED ADDRESSES FOR
TELEGRAPHIC PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS
3 ALCOM PD

AREA 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 Venezia
ALCOM LO Napoli
ALCOM LO Bologna

PRIORITY 1-4
PRECEDENCE ROUTINE 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. No.: 289

RESTRICTED

RESTRICTED

FIELD OFFICER

A.C. CHIEF LIAISON OFFICER LIGURIA
A.C. CHIEF LIAISON OFFICER PIEMONTE
A.C. CHIEF LIAISON OFFICER LOMBARDIA
A.C. CHIEF LIAISON OFFICER VENETIE
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 LOMBARDIA
ALCOM LO VENETIE
ALCOM LO BOLOGNA
ALCOM LO NAPLES
ALCOM LO LIVORNO
ALCOM LO BARI
ALCOM LO SICILY
ALCOM LO BOLZANO
ALCOM LO (TH) ANCONA
DISTRICT FOR ALCOM LO
AMG VENEZIA GIULIA
AMG UDINE PROVINCE

Appendix 'C'

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

574

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

PHONETICAL ALPHABET

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

ALCOM LO NAPLES
 ALCOM LO LIVORNO
 ALCOM LO BARI
 ALCOM LO SICILY
 ALCOM LO BOLZANO
 ALCOM LO (Tn.) ANCONA
 DISTRICT NO.2 ALCOM LO
 A.M.G. VENEZIA GIULIA
 A.M.G. UDINE PROVINCE

Appendix 'G'

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

RESTRICTIONED

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Security

CH

Ref: 3/1.E/CA

3 Dec 45

SUBJECT : Office Hours.

TO : All CA Sub-Commissions.

28

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.

*Mayhew
Capt Ellis
Sgt. Chipman
Pte Hayman*

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

5746

HEADQUARTERS ALLIED COMMISSION

AFO 594

Office of the Executive Commissioner

Ref: 8761/155/EO.

2 August 1945.

OFFICE MEMORANDUM)

NUMBER 6)

TRANSMISSION OF SIGNAL MESSAGES
WRITTEN IN ITALIAN.

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

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

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

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

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

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

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

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By command of Rear Admiral STONE:

5745

Nicholas Pionetino

NICHOLAS PIONETINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:

"4"

HEADQUARTERS
ALLIED CONTROL COMMISSION
GUE
Office of the Chief of Staff

Ref: 65/41/GAS

OFFICE MEMORANDUM

MEMORANDUM
(10)

26 October 1944

26

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

1. ALPHABETIC 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 receipt.
- (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 Unit of Staff files, 603 follows all numbers.
- (b) The subject of the files will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosures 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 all department files.

3. FILE CORRESPONDENCE

- (a) Correspondence will be entered to files as soon as possible.
- (b) All correspondence will be entered to files as soon as possible.

5744

In order to achieve a uniform system for the handling and representation of correspondence in this Headquarters and to take full advantage of the following procedures will be adopted forthwith in all Sections, the Commission and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE

All correspondence will be put in a FILE as soon as possible after receipt, having been entered in a register suitably columns 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 important of origin will be indicated by a suffix, e.g. on Chief of Staff files, C.S. follows all numbers.

(b) The subject of the files will appear boldly on the outside cover.

(c) The security classification of the most highly classified documents 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 non department files.

3. FILE ORGANIZATION

(a) Correspondence will be covered to right hand side of files, 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 return volume started.

(c) Starter will be set out as follows:

To: 23

12 X 1

GRAS.

15 Oct 43

16's Sub. 123

33. Suburo and equipment.

(M). For the attention of a particular officer or for completion of a section may be inserted if desired.

5742

2.

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

- (a) all correspondence will be submitted, suitably initialed, 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 as 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.

6. INSTRUCTIONS 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.

7. CORRESPONDENCE

ALL OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1506/12/COS. It will be entered in a register suitably columned to record:

- (1) Reference number.
- (1i) Date of despatch
- (1ii) Subject
- (1v) Addressee.

8. PREVIOUS INSTRUCTIONS

All previous instructions which conflict with this instruction are superseded.

S/ M.J. LUSH
Brigadier,
Chief of Staff.

Distribution

5743

(b) Two extra copies are required for the G.C.C. Office.

(c) Specimen letters for signature by Acting Chief Commissioner and Chief of Staff are appended as Annexures "A", "B", "C", and "D" hereto.

(d) The original with file and all copies (except two for G.C.C. 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 initialed, on a file and all relevant reference prominently flagged.

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

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1104/12/008. 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.

2/ 1-3. LUCHI
Brigadier,
Chief of Staff.

5743

Distribution

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

RECEIVED

HEADQUARTERS ALLIED COMMISSION

LPO 394

Office of the Executive Commissioner

Ref: 65/10/10

OFFICE MEMORANDUM)

NUMBER 13/1944)

ATTACHMENT 1001

- See #12

16 March 1945

OFFICIAL MAIL SERVICES

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

Para 4. Delete para 4a and substitute:

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

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

Para 6. Delete para 6 and substitute:

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

By Command of Rear Admiral STONE:

5122

OFFICIAL MAIL SERVICES

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

Para 4. Delete para 4a and substitute;

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

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

Para 8a. Delete para 8 and substitute;

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

By Command of Rear Admiral STONE;

DISTRIBUTION:

141

RESTRICTED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

26 February 1945.

OFFICE MEMORANDUM

NUMBER

4)

SIGNAL TRAFFIC

1. Authority has been given by A.F.H.Q. for telegrams up to the classification of RESTRICTED to be dealt with in clear text by the Italian Posts and Telegraphs Department.

2. Messages of higher classification will continue to be dealt with as at present, i.e. by Allied ciphers where available, by Italian ciphers to Regional Headquarters, or by courier, etc., services.

3. Much of the Allied Commission message traffic can properly be classified 'IN CLEAR' or 'RESTRICTED', but care must be taken that under-classification of confidential or secret matters is avoided.

4. Movements of shipping will NOT be dealt with IN CLEAR over Italian circuits.

BY COMMAND OF REAR ADMIRAL STONE:

Nicholas Fichino
NICHOLAS FICHINO,
CWO, USA,
Asst Adjutant.

DISTRIBUTION:

"A"

5741

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION

23

REF : SD/102

9 February 1945

SUBJECT : Top Secret Control Officer

TO : Office of Chief of Staff

1. With reference to office memorandum No. 2.
2. The officer designated to act as Top Secret Control Officer for Security Division is Major S.J. HARVEY.

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

SJH/nb

5740

SECRETED

HEADQUARTERS ALLIED COMMISSION

APO 324

Office of the Chief of Staff

Ref: 65/003

OFFICE MEMORANDUM

NUMBER

2)

3 February 1945

22

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL1. INTRODUCTION

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

2. CLASSIFICATION

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

The following classification definitions and examples will be of assistance:

A. TOP SECRET

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

Examples:

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

2739

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL

1. INTRODUCTION

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

3739

RESTRICTEDB. SECRET

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

Examples:

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

C. CONFIDENTIAL

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

Examples:

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

3.

HANDLING OF TOP SECRET DOCUMENTS AND FILES

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

See Attached

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

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Examples:

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

3.

See attached

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- (a) The head of each subcommittee and section will designate an officer of his activity who will act as "Top Secret Control Officer" and be responsible for carrying out the procedures laid down in the following sections of this paragraph. Together with the head of the subcommittee or section, he will be the only individual to handle incoming TOP SECRET material. The only officers who will be informed of TOP SECRET matters are those to whom work the knowledge is essential and they should only be informed of so much as may affect their work. The name of the officer, as indicated above, will be kept on file in the Office of the Chief of Staff who will co-ordinate all TOP SECRET control measures.
- (b) Clerks, excluding CONFIDENTIAL clerks (see sub-para (c) below), will not handle TOP SECRET papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

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RESTRICTED

- (c) TOP SECRET matter will be typed only by a special confidential clerk who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.
- (d) The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Short-hand notes (which should be taken in a loose leaf book) will be destroyed as soon as the typescript is passed. New carbon papers should not be used but if of necessity they have to be used they will be destroyed. Stencil copies will be run off under supervision of the confidential clerk and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memorandum No. 13.
- (e) The responsible officer will place all TOP SECRET material in an envelope and after sealing, it will be registered out by him.
- (f) A receipt will be obtained from the addressee or message centre as may be appropriate. The register for TOP SECRET material will contain a space which will be dated when the acknowledgment of the addressee is received.
- (g) Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register they will not be filed on the TOP SECRET file.

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

- (a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern: when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.
- (b) Down Grading. When a document or file is down graded a note of the new classification allotted to it will be made on the document or file. This note will be signed and dated by the officer or official authorizing such down grading, who will, in all cases where practical, be the officer originally responsible for the classification.

5. GENERAL

- (a) Attention is drawn to Office Memorandum No. 13 dated 26 July 1944, "Official Mail Services" and No. 16 dated 25 August 1944, "Handling of

on necessity they have to be used they will be destroyed. Stencil copies will be run off under supervision of the confidential clerk and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelopes which will be addressed, marked and numbered in accordance with part 4 of Office Memorandum No. 13.

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

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

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

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

5. GENERAL

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

RESTRICTED

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

By command of Rear Admiral STONE:

W. W. Drachert
W. W. DRACHERT
Lt Col, AGC
Adjutant

DISTRIBUTION:

1st
1st

Wm. A. G. 18
M. V. DRAGNETT
1st Col, 4th
Adjutant

DISTRIBUTION:

- 4 -

RECEIVED

HEADQUARTERS ARMY COMMISSION
APO 394
Office of the Chief of Staff

SD/102

102

Ref: 64/3/COS.

2 January 1945.

SUBJECT: Dating of Letters.
TO : All Concerned.

In future letters submitted to the Office of the Chief of Staff for signature by the Chief Commissioner or the Chief of Staff will not have the day of the month filled in. This will be left blank and will be filled in at the time of signature by the Office of the Chief of Staff.

for Brigadier,
Chief of Staff.

DISTRIBUTION:

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

5732

HEADQUARTERS ALLIED COMMISSION

ASO 394

Office of the Chief of Staff

Ref: 65/005

OFFICE MEMORANDUM

NUMBER

24

28 December 1944.

STAFF PROCEDURE.

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

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

2. All important telephone conversations, with any Headquarters whatever, will be:

- (a) confirmed in writing or by signal as soon as possible;
- (b) recorded on a brief memorandum and attached to the relevant documents.

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

3. Sections and Independent Sub-Commissions of this Headquarters are responsible for keeping track of all correspondence. The Vice-Presidents of Sections and Directors of Independent Sub-Commissions will be held responsible for any delay occurring in their offices; and unless they can produce evidence that they have taken steps to "follow up" they will also be held responsible for delay in the other Headquarters with which they are dealing.

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

5736

STAFF PROCEDURE

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

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

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Brigadier,
Chief of Staff.

DISTRIBUTION
"A"

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
(Adjutant's Department)
APO 394

1P/ja

102

21 December 1944

OFFICE MEMORANDUM)

NUMBER 20)

Channel of Communication with Ministry of Marine

1. The Navy Sub-Commission has been informed that various offices of the Ministry of Marine are receiving directly an increasing number of requests for information and assistance from Allied Organizations.

2. In the interest of obtaining such information for Allied representatives in a rapid manner, and to permit the Navy Sub-Commission to have knowledge of the material that is disseminated by the Italian Navy, it is requested that all Sections and Sub-Commissions submit their requirements to the Ministry of Marine through the Navy Sub-Commission.

By command of Rear Admiral STONE:

Nicholas Piombino
NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:

"A"

RESTRICTED

5735

HEADQUARTERS ALLIED COMMISSION

APO 39L

Office of the Chief of Staff.

Ref: 65/59/085.

OFFICE MEMORANDUM

NUMBER

49

2 December 1944

Orders & Directives Issued by Headquarters
Allied Commission

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

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

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

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

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

1. The following is published in order to clarify the contents, manner and scope of issue of the various types of instructions issued by this HQ.
2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of AMG officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.
3. Of the first class, (A), there are three:
 - (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
 - (b) General Orders - these are amplifications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommission on the facts and to the ends desired by the appropriate Subcommission and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.
 - (c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders; they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommission concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.
4. Of the second class, (B), there are also three:
 - (a) Executive Orders - lay down the organized framework of the Allied Commission, carry out major changes in its organization and are a means of announcing major appointments; these include all senior administrative positions of the Commission, the appointment of Vice Presidents and Heads of Sections, Subcommissions, Regional and Provincial Commissions. They are prepared by the Establishment Section and issued as Distribution "A". As a matter of general policy, only those orders which announce the creation of a new Section or Subcommission, the appointment of Heads of Sections, Subcommissions, and Regional Commissions will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a Subcommission or the appointment of Provincial Commissioners, will be authenticated by the Adjutant in the normal manner.

(b) /

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

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

By command of Commodore STONE:

N. W. Bragg
N. W. BRAGG
Major, AGD
Adjutant

DISTRIBUTION

"A"

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

24 July 1944

OFFICE MEMORANDUM

NUMBER : 7)

DUTY HOURS

1. Office Hours:

a. Office hours of 0830 to 1300 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

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

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

2. Recreation:

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

3. Night Staff Duty Officer:

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

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

John T. Albert
JOHN T. ALBERT

1. Office Hours:

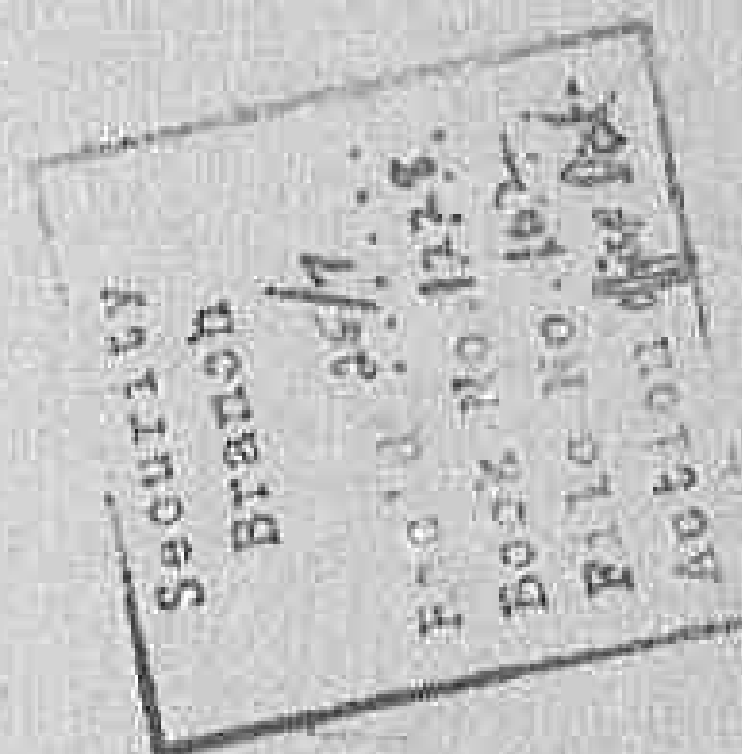
- a. Office hours of 0830 to 1200 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.
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DISTRIBUTION: "C"

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

all officers to initial

[Signature]

[Signature]

John J. Albright

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT'S BRANCH
AFB 394

Security
Branch

Rec'd 3 2 1/2
Book No. 1302
File No. 1302
Action 1302

Security Branch
All Officers & Sec.
Major, Hq. Hq. Hq.

29 July 1944

OFFICE MEMORANDUM

NUMBER

14)

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

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

2. Flora Hotel.

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

3. Milano, Esperia, and Bella Vista Hotels.

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

4. Villas or apartments.

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

732

1. Grand Hotel.

- a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.
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- b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R.O. & X.G. Section).
- c. Hq Rome Area Allied Command is the sole authority for the allocation of accommodations within the Rome Area. All requisitions will be processed by the Establishments Branch, through Hq Rome Area Allied Command.
- d. In the matter of the requisitioning of accommodations, the principles and instructions contained in Administrative Memorandum No. 29, AFHQ, 8 July 1944 subject "Accommodations in Italy", will be strictly observed.

JOHN J. ALBRIGHT

Colonel, Infantry
Establishments Officer

DISTRIBUTION "C"

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

Ref/53/122/QA.

5 July 1944

OFFICE MEMORANDUM)
NUMBER 5)

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

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

DISTRIBUTION:

"A"

5101

Security
BranchReg'd
Book No.
File No. 1000
Action

Ref/55/34/CA.

OFFICE MEMORANDUM

NUMBER

16)

25 August 1944

(15)

HANDLING OF CLASSIFIED DOCUMENTS
BY CIVILIANS

1. It is undesirable that civilians handle any classified documents.
2. "Civilians" for the purpose of this memorandum is any civilian other than properly authorized Allied personnel.
3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the discretion of their supervising officers.
4. To minimize as far as possible this Security risk, the following safeguards will be observed:

- (a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.
- (b) When it occurs that "Confidential" and "Restricted" correspondence cannot be handled by military personnel, then only those civilians whose bona fides have been established and who have shown themselves worthy of trust will be entrusted with such matters. Care will be taken to impress on those concerned the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.
- (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
- (d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course whenever possible.
5. For guidance it is pointed out that the French equivalents of English language expressions related to Confidential and Secret communications are as follows:

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret
Ultra Secret

0730

6. For guidance and to avoid any misunderstanding of documents, the following definitions of classified documents are given:

TOP SECRET : (Special Information - Essential) : Documents whose disclosure

1. It is the policy of the Department of Defense that all classified documents be handled as such.
2. "Civilian" for the purpose of this memorandum is any civilian other than properly authorized Allied personnel.
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- (a) No civilian will be permitted to handle any "Top Secret" or "Secret" correspondence.
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English Term	Corresponding French Term
Restricted	Confidential
Confidential	Secret
Secret	Très Secret
Top Secret	Ultra Secret

3730

6. For guidance and to avoid any misunderstanding of documents, the following definitions of classified documents are given:

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

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

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which while not endangering the National Security, would be prejudicial to the interests or prestige of the Nation, any Government activity, or a national or civil service matter.

- 2 -

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

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

For [unclear] [unclear]

M.S. LUSH,
Deputy Director,
Executive Commission.

DISTRIBUTION:

"C"

G-1 (A)/INS/ja

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

1 August 1944

Security
Branch
2/8
Rec'd
Book No. 1461
File No. 1461
Action

OFFICE MEMORANDUM)
:
NUMBER 15)

CIVILIAN PERSONNEL(Employment and Payment Procedure)

- I -

This memorandum supersedes Office Memorandum No. 3 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

- II -

Recruitment Procedure

Recruitment at the present time is divided into three categories:

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

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

- III -

Hiring

All sections and subcommissions, or other sub-divisions, will report their

2729

- I -

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

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- III -

Hiring

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

- 1 -

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

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

- IV -

Rates of Pay

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

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

- V -

Reclassification

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

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the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

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

- V -

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

In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Passes, badges, and other papers of ACC identification will be picked up by Civilian Personnel on clearance of the final payroll.

- VI -

Payment Procedure

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

- 2 -

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

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

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH *per J. A. D.*
Colonel, AGC
Executive Officer

DISTRIBUTION:
"C" - Modified



HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
LPO 394

24 July 1944.

OFFICE MEMORANDUM

NUMBER 13)

OFFICIAL MAIL SERVICES

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

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

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

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

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

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

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

(1) TOP SECRET and SECRET communications will always be enclosed

0127

OFFICIAL MAIL SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

By order of Captain STONE (USMR):

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

DISTRIBUTION:

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

may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Adjutant's Department (Duplicating Section).

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

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E. L. CLOUGH
Col, AGD
Executive Officer

DISTRIBUTION:

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

24 July 1944.

OFFICE MEMORANDUM)

NUMBER 12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONSACC ADVANCE HEADQUARTERS

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

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

By order of Captain STONE (USNR):

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

DISTRIBUTION:

"A"

Security Branch
Rec'd 26/7...
Book No 1758.
File No 101
Action

5726

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

11 July 1944.

Office Memorandum

~~ADMINISTRATIVE INSTRUCTION~~

NUMBER

11 *✓*

AMENDMENT NO. 1

LOCAL MAIL

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

E. L. CLOUGH, *Signature*
Colonel, AGO,
Executive Officer.

DISTRIBUTION:

"A"

5725

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

Office Memorandum

ADMINISTRATIVE INSTRUCTION

NUMBER.....45

8 July 1944

111

OFFICIAL MAIL SERVICES

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

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

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

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

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

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

4. Air Dispatch Letter Service.

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

5. British and American Postal Services.

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

6. Motor Dispatch Letter Service.

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

OFFICIAL MAIL SERVICES

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mails are set forth for the information, guidance and compliance of all concerned.
2. Mail of an official nature may be transmitted by the following means:
 - a. US Army Courier Service.
 - b. ADL3 (Air Dispatch Letter Service)
 - c. US Postal Service
 - d. British Army Postal Service
 - e. Motor Dispatch Letter Service.
3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.
 - a. Articles to be forwarded by Army Courier Service will show both a complete address and return address. Articles will not be addressed to an individual. If they require the special attention of a particular officer at a headquarters, or unit, the notation "Attention _____" may appear in the address.
 - b. A reference or file number will be placed on the outside cover, preferably directly under the return address.
4. Air Dispatch Letter Service.

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

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

Material for dispatch by ADL3 will be handled in the same manner as previously.
7. The restrictions set out above do not apply to material sent by ACC courier.
8. Heavy and bulky material may not be sent by courier. Within the established weight and size limits, such material may be sent through Army postal channels.

E. L. CLOUGH
Colonel, AGD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

5 July 1944

Office Memorandum

~~ADMINISTRATIVE INFORMATION~~

NUMBER.....(12)

SIGNAL PROCEDURE - CABLE PREPARATION

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

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

3. The following general rules will be followed in the preparation of messages, of which one - the original - will be on the required printed blank. The remaining copies will be on ordinary thin white paper.

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

b. Opposite "FROM" on the message form will be inserted the legend "APO ADVANCE".

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

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

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

BLANK.

f. Opposite "CLASSIFICATION" there will be inserted the security

SIGNAL PROCEDURE - CABLE PREPARATION

1. The following general rules and requirements for the preparation of outgoing signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.
2. Outgoing signals will be prepared on the appropriate forms, which may be obtained from the Adjutant's Department. Signals prepared on other forms, or in other styles, are not acceptable, and will be returned for revision.
3. The following general rules will be followed in the preparation of messages.
 - a. All messages will be submitted to the Adjutant in a total of six (6) copies, of which one - the original - will be on the required printed blank. The remaining copies will be on ordinary thin white paper.
 - b. Opposite "TO" on the message form will be inserted the address of the unit which will actually receive the message. e. g., "ATHQ." No other information will appear there. When both action and information addresses are to be indicated, the following form will be used: ATHQ (ACTION) DISWFO (INFO). When a message is being sent for action to Allied force Headquarters for action, and to Number Two District for information.
 - c. Opposite "FROM" on the message form will be inserted the legend "AIRC ADVANCE".
 - d. Opposite "REFERENCE NO" will be inserted the reference number of the message. Reference numbers may be obtained from the Cable Section, Adjutant's Department, by telephoning number 423. No reference numbers other than those provided by the Cable Section, Adjutant's Department, will be used, and no others will be cited in the body of the message, excepting, of course, where it is necessary to refer to a cable which is being replied to.
 - e. Opposite "DATE AND TIME OF ORIGIN" there will be inserted the date ONLY. The time will be inserted by the Adjutant or Assistant Adjutant at the time the cable is authenticated for transmission.
 - f. The space opposite the legend "SIGNAL MESSAGE CENTER NO" WILL BE LEFT BLANK.
 - g. Opposite "CLASSIFICATION" there will be inserted the security classification of the message. Messages are classified as follows:

TOP SECRET
SECRET
CONFIDENTIAL
RESTRICTED

Messages will NOT be classified as "Secret" or "Very Secret" or "None". Messages not properly classified will be returned for correction to the originator.

Administrative instruction Number 2 dtd 5 July 44 cont'd

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

URGENT
OPERATIONAL PRIORITY
PRIORITY
ROUTINE
DEFERRED

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

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

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

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

PAREN TO ABRQ FOR GEORGE FIVE FROM ACC ADVANCE PAREN

or

PAREN TO ABRQ FOR ACTION REPT DISREQ AND PROCEEDS FOR INFO FROM

ACC ADVANCE PAREN

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

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

5. Other rules for the preparation of messages are:

a. Figures must be spelled out - thus - FIVE - not 5

b. Punctuation will be spelled out - thus - NO CIN GMA - not () () ()

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

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

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

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

PAWEN TO AFHQ FOR GEORGE FIVE FROM AGC ADVANCE PAVEN

OR

PAWEN TO AFHQ FOR ACTION REFD DISIVO AND TROOPERS FOR INFO FROM
AGC ADVANCE PAVEN

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

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

5. Other rules for the preparation of messages are:

- a. Figures must be spelled out - thus - FIVE - not 15.
- b. Punctuation will be spelled out - thus - PD CAN COM - not (.) (:) (.)

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

Administrative Instruction Number 2 and 5 July 44 cont'd

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

URGENT
OPERATIONAL PRIORITY
PRIORITY
ROUTINE
DEFERRED

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

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

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

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

PAREN TO AREA FOR GEORGE FIVE FROM ACC ADVANCE PAREN

or

ACC ADVANCE PAREN PAREN TO AREA FOR ACTION REFD DISMO AND TROOPERS P.G. INFO FROM

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

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

5. Other rules for the preparation of messages are:

a. Figures must be spelled out - thus - FIVE - not 5.

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

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

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

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

PAIDEN TO AFHQ FOR GEORGE FIVE FROM ACC ADVANCE PAREN

or

PAIDEN TO AFHQ FOR ACTION RECD DISTHC AND TROOPERS FOR INFO FROM ACC ADVANCE PAREN

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

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

5. Other rules for the preparation of messages are:

a. Figures must be spelled out - thus - FIVE - not 5.

b. Punctuation will be spelled out - thus - PD CIN CMA - not (.) (.) (.)

3722

E. L. GILBERT
Colonel, ASD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

5 July 1944

Office Memorandum
ADMINISTRATIVE INSTRUCTIONS

NUMBER.....2)

10

SIGNAL PROCEDURE - CABLE PREPARATION

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

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

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

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

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

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

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

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

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

SIGNAL PROCEDURE - CABLE PREPARATION

1. The following general rules and requirements for the preparation of outgoing signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.
2. Outgoing signals will be prepared on the appropriate forms, which may be obtained from the Adjutant's Department. Signals prepared on other forms, or in other styles, are not acceptable, and will be returned for revision.
3. The following general rules will be followed in the preparation of messages,
 - a. All messages will be submitted to the Adjutant in a total of six (6) copies, of which one - the original - will be on the required printed blank. The remaining copies will be on ordinary thin white paper.
 - b. Opposite "TO" on the message form will be inserted the address of the unit which will actually receive the message, e. g., "AFHQ." No other information will appear there. When both action and information addressees are to be indicated, the following form will be used: AFHQ (ACTION) DISWFO (INFO), when a message is being sent for action to Allied Force Headquarters for action, and to Number Two District for information.

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

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

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

5. The space opposite the legend "SIGNAL MESSAGE CENTER NO" will be left BLANK.

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

TOP SECRET
SECRET
CONFIDENTIAL
RESTRICTED

Messages will NOT be classified as "Clear" or "BY Radio" or "By Phone". Messages not properly classified will be returned for correction to the originator.

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

Office Memorandum
ADMINISTRATIVE INSTRUCTION

NUMBER

1A-8

14 July 1944

109

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

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

A - Hiring of employees.

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

2. Classified Artisan and Skilled Grades.

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

B - Discharging of employees.

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

C - Payment.

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

D - Reclassification.

1. When reclassification of civilian employee status is desired, a letter will

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

A - Hiring of employees.

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

2. Classified Artisan and Skilled Grades.

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

B - Discharging of employees.

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

C - Payment.

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

D - Reclassification.

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

DISTRIBUTION:
"A"

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

3/21

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

18 July 1944

OFFICE MEMORANDUM

NUMBER

6

ACC HEADQUARTERS TELEPHONE INSTALLATIONS AND ALLOCATIONS

1. The telephone installation in the Ministry of Corporations Building is considered adequate for the needs of ACC Headquarters. However, there is need for economy in the installation of telephone, as traffic in a Headquarters such as this is heavy, and extensions to existing control office equipment may be difficult of accomplishment.
2. The Headquarters Commandant has therefor made an allotment of telephones to each Section or Independent Sub-Commission. Assignment of telephones from this allotment to individual members of Sections or Independent Sub-Commissions will be made by the Senior Officer of each Section or Independent Sub-Commission.
3. Requests for installation of telephones will be made in duplicate on the attached form, which can be obtained at Room 10, 1st Floor.
4. There are three kinds of telephone service available. All three require use of dial.
 - a. Connection to ACC switchboard - unrestricted service: Can by dialing number desired call any telephone connected to ACC switchboard. By dialing "zero" is connected to Telephone Company network and can then dial any number connected to each network. All incoming calls from outside are handled by the ACC operator.
 - b. Connection to ACC switchboard - restricted: Can make and receive calls to or from any telephone connected to ACC switchboard but cannot make or receive calls from city network.
 - c. Direct connection to Telephone Company Rome City system: This permits calling other units whose switchboards have dial numbers or any telephone connected to city network. However, to call a telephone connected to ACC switchboard, the switchboard number must be dialed and operator asked for desired party.
5. All requests for telephone service must be signed by Senior Officer of Section or Independent Sub-Commission or his authorized delegate. (Requests from individuals cannot be accepted). Name of delegated officer should be furnished promptly to the Communications Officer, Room 10, 1st Floor.
6. The number of personnel available to install telephones is limited, 3720, with the large number of telephones to be installed, it will not be possible to give service as rapidly as may be desired. Every effort will be made to expedite installations.

RESTRICTED

RESTRICTED

7. The number of telephones allotted are as follows:

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

[Signature]
 E. L. CLODER,
 Col., ASD,
 Executive Officer.

DISTRIBUTION:

"C" - Modified.

RESTRICTED

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

Ref/53/122/QA.

5 July 1944.

OFFICE MEMORANDUM)

NUMBER

516

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

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

DISTRIBUTION:

"A"

5710

