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MFAA OFFICE PROCEDURE - INCL SECURITY - PART II

OFFICE PROCEDURE - INCL SECURITY - PART II - JUNE '45

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CIVIL AFFAIRS CENTRE
OFFICE ORGANIZATION

1. Organization of Office.

CA Sec and the Sub-Comm will be one unit for Registry and Filing. For these purposes when Sub-Comm constitutes a branch of the CA Reg-istry and will keep the following records:

- Register of cases letters in
- Register of other letters in
- File Index - numerical
- The Index - alphabetical
- Register of letters in
- Register of letters in
- File Transit Register
- Follow up Index

Civil Affairs Section will open no files on subjects dealt with on Sub-Comm files. Incoming correspondence on matters to be dealt with by the Sub-Comm will be passed direct to the Sub-Comm registered by the appropriate Sub-Comm in the file. Matters passing inside CA Sec (i.e. between Sub-Comm or between Sub-Comm and CA Sec) will be passed direct by hand at the earliest possible moment and not through the Messengers Centre.

2. Filing.

The separation of policy matters from routine matters when filing is important. Questions of policy should be on a separate file which should be kept very precisely to a minimum of the policy decisions and to the actual instructions issued to be to be a clear picture unobscured by any other matters whatsoever. In addition to policy and routine files, action files should be opened. Separate action files should be opened for different questions of different phases. Bulky files should be avoided and are evidence of inefficient sub-division. A description of a suitable filing system is at Annex 1.

3. Classification of Staff Work.

The basic fact upon which the whole clerical organization of a staff is founded is the division of the work into two classes. When this division by the form of the letter will be dealt with; to whom the next action is sent; any letter affecting the filing system.

- a) Class 1 consists of matters where any letter to be written will require or deal with:
 - (i) Recommendations
 - (ii) Opinions
 - (iii) Policy
 - (iv) Explanation called for
 - (v) Response
- b) Class 2 includes all other matters.

4. Allocation of Staff Work.

When dealing with correspondence other than the Messengers Correspondence or Priority Signals, the following is the normal division of work by branch:

- a) Grade III Officers (Captains and Lieutenants) are normally engaged in compilation of statistics, collection and collation of returns, preparation and maintenance of records, reports, etc.

2. Policy

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

3. Classification of Staff Work

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

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

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

b) Class B includes all other matters.

4. Allocation of Staff Work

When dealing with correspondence other than the highest correspondence or Priority Signals, the following is the normal division of work but branch heads may depart from these on individual matters.

- a) Grade III officers (Captains and Lieutenants) are normally engaged on completion of statistics, collection and collation of returns, preparation and maintenance of records, returns, reports, tables, notes, maps etc. They will deal with Grade I and II officers, handling up letters and signatures for them, deliver messages, papers and act as liaison officers etc. A Grade III officer may also be allotted routine files to work.
- b) Grade II officers (Majors) normally deal with all branch files which will be allotted among them according to subjects. All incoming letters will usually go first to the Grade II officer concerned and he will deal with them as follows:

- (i) Class A matters (unless outside his power, e.g. a financial limit for approval of expenditure) he will normally deal with completely except when he desires to obtain the weight of a more senior officer's signature.
- (ii) Class B matters he will prepare for his next senior.

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- (a) If the action is obvious, he will have the letter typed ready for his superior's signature, consulting him if necessary beforehand.
- (b) If the action is not obvious on the letter itself, he will submit the arguments and a recommendation for his superior's decision (this may be done personally and need not be in writing). He will then prepare the letter unless his superior prefers to do so.
- (c) If the matter is complex, he will prepare a statement of the issues, placing the documents referred to, show the various options, give a recommendation (which may take the form of a draft letter) and submit any arguments (for and against) his recommendation which should be before the superior making the decision.

c) Grade 1 officers (Cals and Lt Cals) will deal with all Class A matters.

5. Character of Communication

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

6. Addressing of Communication within the HQ

Letters will normally pass between branches but internal correspondence will be conducted on limited sheets in accordance with the procedure described in Annex "C" and the filer will pass between Sub-Branches and between Sub-Branches and HQ. Nothing personal is a branch which merely lead to a result which is recorded in the file and are not essential to any further action need not be circulated with the file. Minutes and letters (other than Top Secret) should be addressed to the Section or Sub-Branch and not to any officer either by name or appointment. It is the recipient branch's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major YZ" at the head of the minute.

7. Drafting of Letters

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

8. Signature of Letters

- 5 Examples of Communication.
 All branches for part of one headquarters. Branches are not separate commodes working together, but part of one whole. Communications may be made horizontally (horizontal communication) branch to another branch of the same HQ, as well as vertically (vertical communication) branch to another branch of the same HQ. Intercommunication horizontally takes place between a floor of the same grade and the appropriate level must be chosen. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in Appendix 1.
- 6 Addressing of Communication within the HQ.
 Letters will NOT normally pass between branches but internal correspondence will be conducted on kinetic sheets in accordance with the procedure described in Annex 10 and the files will pass between Sub-Branches and between Sub-Branches on 14 Dec. Working papers personal to a branch which merely lead to a result which is recorded on the file and are not essential to any further action need not be circulated with the file. Minutes and letters (other than Top Secret) should be addressed to the Officer or Sub-Branch and not to any officer either by name or equivalent. It is the recipient branch's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major Y" at the head of the minute.
- 7 Drafting of Letters.
 When a letter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is too serious, even though the letter may be concerned with a technical point of one of the Sub-Branches. Just as Grade 1 staff officer should, when possible, write the reply for his superior's signature, so a Sub-Branch originating a letter to his superior should put their recommendation in the form of a letter to the appropriate officer for the HQ's signature (see below as to wording). In cases of doubt a draft can be submitted to him for his approval, any other branch may be consulted by effort should be consulted and their views noted on the file before the draft is submitted to the HQ. The final decision as to wording is that of the HQ who has to take into consideration the effect on and views of other Sub-Branches.
- 8 Signature of Letters.
 a) When any letter of Class A is addressed to superior authority, it MUST be signed by the senior officer of the branch putting forward the opinion, recommendation, etc. If he is absent on duty and the matter is so urgent that it cannot await his return and his view has already been obtained or is known, the letter may be signed on his behalf by the most senior staff officer who will subscribe below the description of the officer for whom he is signing, "absent on duty" or as the case may be.
 b) Where any letter of Class A is a draft on a Sub-Branch level, it is necessary and desirable that the letter should be signed by the head of the branch but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation. (or this purpose HQs are regarded as being on the same level as branches).
 c) Where any letter of Class A is addressed to a lower formation, it will normally be signed by the next senior officer "for" the Branch Head.
 d) All letters of Class B may be signed by the Staff Officer dealing with

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

Instructions as to the way in which letters will be typed and ended are contained in the annexure to Office Memo No 16. Documents for signature by the VP will be prepared for signature as in Annex D.

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

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

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

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

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

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

10. Non-Secret

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

11. Follow-up System.

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

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12. Abbreviations.

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

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

Vice President Civil Affairs Section	(36)	VP CA Sec	(9)
Civil Affairs Section	(24)	CA Sec	(6)
Sub-Commission for Public Safety	(32)	PS S/S	(5)

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

13. Telephone Extensions.

The writers' telephone will be indicated on minutes or letters. This extension should be a telephone conversation be necessary on receipt of the letter. 24-50, at the bottom left hand corner of a minute is a sufficient indication as the change is known. When there is any change of telephone number, the change number should be shown on letters passing outside.

Declassified E.O. 12958 Section 3.2/UNCL No.

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2) to obtain concurrence with a crime proposed. It is not used in controversial matters which must be decided in special manner. Examples are given in Appendix B.

The usual form of subordination by the branch through which the claim is issued is to place a tick through the word "through," adding initials and date.

If some slight variation, corrections, glosses or emendations are required, an appropriate note may be added, but if a major difference is discovered, the manuscript will not be forwarded to "A" but back to the originator with the necessary comment and only forwarded to "A" when the difference is solved.

10 New York

Instructions for the recording and handling of classified material are contained in GFC's memo #2; the further instructions of this document as well as the Key Secret letters are contained in Appendix B hereto. These instructions will be strictly adhered to.

KEY WORDS: aging; cognition; memory; personality

The standard option described in Axiom 3 will be used in every office.

NTCP

2010年12月14日

Authorized abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to capitalize recognized abbreviations by rule alone, e.g., EG AD is correct.

The following are examples of the end lateral control shown to typing unskilled

Phone: 714/444-1111, Fax: 714/444-1112

Full Affixation Section

Page 200 of 200 - 100%

Concise use of readable and understandable abbreviations in letters
as well as in printed materials by an efficient saving of time in a day
with.

36)	TP	CA	0.40
21)	CA	0.40	
52)	PS	0.75	

25

Dr. Junaid Khan, University of Illinois, Urbana-Champaign, USA

The original telephone will be available on minutes or letters. This seven number should a telephone conversation be necessary on receipt of the letter. IT-50, at the bottom left hand corner of a minute is a sufficient indication as the exchange is known. Where there is any notion of telephone number, a six figure number should be shown on letters passing outside this box.

1999

St. Louis, Missouri

Instructions are contained in Office Memo No. 1, 2, 3, 4, as amended.

[Signature]

INDEXING

A. ROUTING AND EXPEDITED FILING SYSTEM

1 The requirements of every branch are different but the following system can readily be adapted to any requirements.

2 Analyze the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.

3 To every subject which falls within the head allot a sub number e.g. if the number 57 is allotted to the heading "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.

- 57/ Italian Officials
- 1 Appointments
- 2 Promotions etc.

4 Policy file, which will contain nothing but the discussion with higher authority on questions of policy, the instructions received and the instructions actually issued, may be distinguished by the addition of a letter A (or P for policy as preferred) e.g. 57/A. A special coloured cover is an advantage.

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

6 Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments main are of Smith, Brown, Jones and Robinson, the first would be numbered 57/A.1 57/A.2, 57/A.3, 57/A.4, and so on. Action files deal with particular incidents, they do not generally live very long, after a few months a few more.

7 Files are most conveniently stored vertically. If there are not filing cabinets, boxes can be used or improvised. Not only is this most convenient, but the cards take less space and are more stable. Action files are quickly filed when they are started in separate boxes so that only LIVE files are behind the main head cards. This is important. When dead action files have not been needed for some time for three months they should not only be sent to archives.

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

9 The main index cards relating to Italian Officials must therefore look as follows:

57/	ITALIAN OFFICIALS	
1	Appointments	A B 57
2	Promotions	1 7
3	Transfers	15
4	Dismissals	

Policy file, which will contain nothing but the discussion with higher authority on questions of policy, two hearings reached and the instructions actually issued, and be distinguished by the addition of a letter L (or P for policy if preferred) e.g. 57/15. A special colored cover is an advantage.

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

Letter files. A new file inserted and an individual number allotted for each distinct action e.g. the first appointments made are of health, Green, Brown and Robinson, the files would be numbered 57/1.1, 57/1.2, 57/1.3, 57/1.4, and so on. Action files deal with particular incidents, they do not generally live very long, after that time they are not wanted.

Files are much better served vertically. If there are not filing cabinets, boxes can be used or improvised. Not only in this most convenient, but the main thing is that they are visible. Action files are behind the main head be stored in separate boxes so that only 1200 files are behind the main head cards. This is important. Then lead action files have not been needed for reference for three months they should no longer be sent to archives.

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

The main index cards relating to initials officials must therefore look as follows:

57/	initials	officials
1	Appointments	A B 27
2	Transfers	B 3
3	Resignations	14
4	Discontinuation	5
5	Dismissal	3
6	RM's release of	A B 17
7	Corrections	A B 35
8	Complaints	B 15

The sub index cards are an index to the files.

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

A block of 100 numbers is sufficient to carry a filing system of over 50,000 files. Most sub-index will find 20/53 in hands sufficient if judiciously chosen, to carry all their files. Files will quickly get to know them so well that they have no need to refer to any index except the sub index cards.

APPENDIX "A"

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

1. Channels of Communication (para 6)

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

2. Record of Minutes (para 10)

- a) RECOMMENDATION having discussed certain financial arrangements with LEHLL, desire to obtain LEHLL's advice, they may properly pen their minute to LEHLL through WELL. So also, WELL to RECOMMENDATION that the discussion has been properly understood and is fully put forward. It shows to LEHLL that RECOMMENDATION has been consulted and concurs with the minute.
- b) LOCAL GOVERNMENT after consultation with LEHLL have drafted a letter for signature by the VC, they may properly forward their draft to CA Section through LEHLL. So do so agree that LEHLL has been consulted and concurs with the draft and will send reference to LEHLL.

- b) If LEBAL wish to know if the troops can be trained so that he can give evidence. Two channels of communication are open, first to LEBAL and then through military channels to the unit, or to the Region direct and through them to the local staff who will contact the local military HQ. In most cases the AMU command will probably be found the more satisfactory. In either case the inquiry can be initiated on a Grade 11 level as it is a Grade 8 matter.
 - c) LEBAL will not require contact to the expenditure of a man within the power of the C.C. If no new question of policy is involved, communication may take its normal and the reply may be sent direct, on a Grade 1 level as it involves a recommendation.
 - d) If LEBAL wish to complain that some arising instruction is not being observed by the AMU and wish to get that matter may be tightened up. The course is for LEBAL to draft a letter to LEBAL for signature by the VT. That is V2 level.
 - e) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to make a recommendation to the C.C. section generally in the form of a letter to the Station Authority for the V2 signature. If the proposal is approved, the AMU will forward the recommendation. That is purely vertical.
2. Summary of Minutes (para 10).
- a) LEBAL having discussed certain financial arrangements with LEBAL, unlike to obtain local advice, they can properly pass their minutes to LEBAL through the AMU. So do so, under the AMU that the discussion has been properly understood and is fairly put forward. It shows to LEBAL that LEBAL has been consulted and concurs with the minutes.
 - b) LOCAL GOVERNMENT after consultation with LEBAL have drafted a letter for signature by the VT, they can properly forward their draft to the C.C. section through LEBAL. To do so shows that LEBAL has been consulted and concurs with the draft and will have reference to LEBAL.

ATTACHMENT

The Attention Station for Internal Distribution

1. All communications internal to the Headquarters will be conducted on minute sheets attached on the left hand side of the open file. These minutes will be carefully handwritten.
2. To the right hand side of the opening will be affixed only letters passing in or out of the Headquarters, reports, proposed drafts of documents or other exhibits referred to in the minutes. Each document will be marked, followed by a letter a b or c according to the number of documents referred to by that minute. The number of documents in a file is not a "page", it is a reference. Handwritten need not be consecutive and a document even of several pages only has one reference.
3. The 10/000 two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed: (a) Date (b) To control the movement of the file. When the file is to be sent to another branch, the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.
4. It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hand, this affords a considerable saving of typing time. The only exceptions are lengthy minutes which require careful consideration and may require altering in draft.

ATTACHMENT

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

Yours very truly

A document passing out of the HQ to AMB or other allied authority part of HQ will be prepared for the personal signature of the VC thus:

For the Chief Commissioner

H. GARDNER, Esq.,
VC HQ JCO.
2. A letter on a class matter addressed to the HQ will be prepared for the personal signature of the VC thus:

3 The Level two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed: TO NAME. To control the movement of the file. When the file is to be sent to another branch, the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.

4 It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hands, this affords a considerable saving of typing time. The only exceptions are limited minutes which require careful consideration and may require altering in draft.

APPENDIX 2

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

Yours very truly

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

For the Chief Commissioner

M. GALT, Esq.,
VC CA Sec.

3 A letter on a class 1 matter addressed to the HQ will be prepared for the personal signature of the VC thus:

By command of the Chief Commissioner

M. GALT, Esq.,
VC CA Sec.

4 In a class 2 matter a minute to higher authority within the HQ will be prepared for the personal signature of the Vice President thus:

M. GALT, Esq.,
VC CA Sec.

5 In a class 3 matter the letter will be prepared for signature by the CMO of the Section "for VC CA Sec." thus:

C. E. SMITH Esq.,
For VC CA Sec.

APPENDIX 7

- 1 Top Secret files will be kept in the custody of an officer or rank not lower than Lt Col. Officers of rank lower than Lt Col will not normally have access to any Top Secret files. The only officers who shall be informed of Top Secret matters are those to whom work the knowledge is essential and they should only be informed of as much as may affect their work.
- 2 The file itself will be graded according to the most highly classified content. But letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from Top Secret documents which in themselves contain nothing so sensitive as to require the same classification will be included in a lower category.
- 3 Clerk, including Chief Clerk, will not handle Top Secret papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.
- 4 Top Secret matter will be typed only by a special confidential clerk who will thus be engaged not work in a room in which are persons not entitled to see Top Secret papers. The responsible officer will satisfy himself that all carbon copies (including spillover) 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 typewritten is passed. When carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Stencil copies will be run off under supervision of the confidential typist and all copies (including spillover) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memo No 13.
- 5 The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.
- 6 A receipt will be obtained from the addressee or message centre as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgment of the addressee is received.
- 7 Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register will not be filed on the Top Secret file.
- 8 This instruction is issued as a matter of convenience, it does not supersede the official pamphlet issued, by the Combined Chiefs of Staff on the subject of "Classification and Handling of Protected Documents 1944" with which all officers should be familiar and to which they are referred as the authority on this subject and ignorance of which will not be accepted as an excuse for failure to carry out the instructions therein contained.

3 Clerk, including Chief Clerk, will not handle Top Secret papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

4 Top Secret matter will be typed only by a special confidential clerk who will while on assignment not work in a room in which are persons not entitled to see Top Secret papers. The responsible officer will satisfy himself that all carbon copies (including proofs) are received by him and properly disposed of. Proofed copies (which should be taken in a loose-leaf-book) will be destroyed as soon as the typescript is passed. For Carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Stencil copies will be run off under supervision of the confidential typist and all copies (including stencils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The Chief Clerk the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memo No 11.

5 The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.

6 A register will be obtained from the addresses of message centres as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgment of the address is received.

7 Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; no vouchers for the register will not be filed in the Top Secret file.

8 This instruction is issued as a matter of convenience, it does not supersede the official pamphlet issued, by the Combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944" with which all officers should be familiar and to which they are referred as the authority on this subject and ignorance of which will not be accepted as an excuse for failure to carry out the instructions therein contained.

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ATTACHED 7

FLOW OF BUSINESS

All to files retained in the Sub-Com-Section:-

- 1 On the case of the file copy (of the first page if at more than one page) of all letters placed in the Sub-Com-Section which require a reply, the staff of the Sub-Com-Section will enter the date on which the file will be brought to his notice if the reply is not previously received (e.g., 10.12.57 or 10.12.57 or 10.12.57). If a reply is not required he will mark the letter "X". Should this be omitted the file will be returned to the officer concerned for explanation. Files containing letters signed by higher authority will on their return to the Sub-Com-Section if a date has not been noted by the signing officer be sent to the appropriate staff officer in the Sub-Com-Section for this to be done.
- 2 The date filed will not be the date by which a reply can first be expected but that by which a reply would be overdue. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to allow for a reply from any body in force (except as below) 7 days
14 days
From London
From ABHQ and Italian Govt Departments 21 days
- 3 There will be kept in the Clerk's office a series of cards about 10x5" numbered 1 to 31. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.
- 4 Each day the Clerk will be brought forward, as entered on the card of that date, will be inspected. Cases on which the expected replies have not been received will be sent in to the staff officer noted with the date which he should see. Where a reply has been received, the clerk will strike out the date at the foot of the card copy and replace the file. The file number on the card will be struck out.
- 4a To files leaving the Sub-Com-Section:-
- 5 The register of files will contain four columns for dates - date "in", date "out", date "due" back, date "received" back (as indicated previously below). The clerk keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (some can files always have to be). If so he will enter in the "due" column a date normally not less than 3 days after the date out.
- 6 The Clerk will inspect the Register daily to ascertain that files "due" have not been received; he will then enquire from the Chief Clerk of the Sub-Com-Section to which the file has come when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.
- 7 If a file has to go to two or more Sub-Com-Sections successively, the register will be marked with a date "due" according to the number of offices to which it has to go, the several addresses will also be noted in their appropriate order.

- 2 The date filed will not be the date on which a reply can first be expected, but that by which a reply will be made. It is suggested that, where a reply is not for any special reason, given any earlier, convenient portable to allow for a reply from my body in time (except as below) 7 days from receipt.
- 3 There will be kept in the filing office a record of cards about 8" x 3" numbered to 31. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.
- 4 Each day the files to be brought forward, as entered on the card of that date, will be inspected. Those on which the expected replies have not been received will be sent in to the Staff Officer noted with the letter which he should see. Where a reply has been received, the clerk will strike out the note at the foot of the card on which it is entered. The file number on the cards will be struck out.
- 5 The register of files will contain four columns for dates - date "in", date "out", date "due" back, date "revised" back (see suggested form below). The clerk keeping the register will inspect the minute sheet of pending files to see if the file should be returned (some can files always have to be). If so he will enter in the "due" column a date normally not less than 3 days nor more than 5 days after the date out.
- 6 The Staff Officer will inspect the register daily to ascertain that files "due" have not been received; he will then enquire from the Staff Clerk if the Staff Officer is to return the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.
- 7 If a file has to go to two or more Sub-Committees separately, the register will be marked with a date "due" according to the number of offices to which it has to go, the several instances will also be noted in their appropriate order.

Proposed format:-

File No	Subject	Date - January		
		from	to	in out due

All to all

RESTRICTED
HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

27 OCT 1945
How
2
HP

ESTABLISHMENT MEMORANDUM)

SUBJECT

18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

J. L. Jones
OFFICIAL:

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

DISTRIBUTION:

Groups I and II

RESTRICTED

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27 OCT 1945

SEP 45 MIF AA

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OFFICE ORGANIZATION

1. Organization of Office.

Of Sec and the Sub-Comm work on one unit for Registry and Filing, priority. For these purposes each Sub-Comm constitutes a branch of the Sub-Comm and will keep the following records:

- Register of Sub-Comm letters in
- Register of Sub-Comm letters in
- File Index - numerical
- File Index - alphabetical

Register of letters in
Register of letters in
File Transit Register
Follow up Index

Comm. Files. Incoming correspondence will open no files on subjects dealt with on Sub-Comm. Files. Incoming correspondence on matters to be dealt with by the Comm. Directors of Sub-Comm are responsible for ensuring that the 70 is kept in the file. Papers passing inside the Sub-Comm (i.e. between Sub-Comm or between Sub-Comm and the Sec) will be passed direct by hand at the earliest possible moment and not through the Message Centre.

2. Filing.

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

3. Classification of Staff Work.

The basic fact upon which the whole clerical organization of a staff is founded is the division of the work into two classes. (Upon this depends by what an incoming letter will be dealt with; to what the next action is sent; the form of signature; who will sign it, the details of communication and so on.)

- a) Class A consists of matters which any letter to be written will express or deal with:
 - (i) B communications
 - (ii) C policies
 - (iii) P policy
 - (iv) E explanation called for
 - (v) R record
- b) Class B includes all other matters.

4. Allocation of Staff Work.

When dealing with correspondence other than the Sub-Comm correspondence or Priority letters, the following is the normal division of work into Branches:

- a) Under all letters (Captains and Lieutenants) are normally engaged in compilation of statistics, collection and collation of returns, preparation and maintenance of records, returns, reports, graphs, tables, diagrams, maps.

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Sub-Committee will be placed direct to and registered by the appropriate Sub-Committee. Directors of Sub-Committee are responsible for ensuring that the file is kept in the picture. Factors varying include CA Sec (1.e. between Sub-Committee or between Sub-Committee and CA Sec) will be passed direct by hand at the earliest possible moment and not through the Message Centre.

2. Filing.

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

3. Classification of Staff Work.

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

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

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4. Allocation of Staff Work.

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

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

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- (a) If the action is obvious, he will have the letter typed ready for his senior's signature, consulting him if necessary beforehand.
- (b) If the action is not obvious and the matter simple, he will submit the arguments and a recommendation for his senior's decision (this may be done personally and need not be in writing). He will then prepare the letter unless his senior prefers to do so.
- (c) If the matter is complex, he will prepare a statement of the case. Placing the documents referred to, show the sources open, make a recommendation (which may take the form of a draft letter) and submit any arguments (for and against) his recommendation which should be before the senior making the decision.
- d) Grade I officers (Coles and Lt Cole) will deal with all Class A matters.

5. Channels of Communication.

All branches form part of one headquarters. Branches are not separate commands working together, but part of one whole. Communications may be made horizontally (that is from one branch to another branch of the same HQ), as well as vertically (that is between senior and junior). Inter-branch action horizontally takes place between a Colonel of the main grade and the appropriate level must be chosen. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in para 11.

6. Addressing of Documents within the HQ.

Letters will NOT normally pass between branches but internal correspondence will be conducted on Minute Sheets in accordance with the procedure described in para 10 and the files will pass between Sub-Comms and between Sub-Comms and HQ. Working papers personal to a branch which rarely lead to a result which is recorded on the file and are not essential to any further action need not be circulated with the file. Minutes and letters (other than top secret) should be addressed to the Section or Sub-Comm and not to any officer either by name or appointment. It is the recipient branch's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major YZ" at the head of the minute.

7. Drafting of Letters.

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

8. Signature of Letters.

Any letter of Class A is addressed to HQ with authority, at this

5. Character of Communications.
 All communications from part of one headquarters, branches and not separate commands working together, but part of one whole. Communications may be made horizontally (that is from one branch to another branch of the same HQ), or vertically (that is between senior and junior). Inter-branch communication horizontally takes place between a floor of the same grade and the appropriate level must be chosen. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in Annex 1.
6. Addressing of Command Officers within the HQ.
 Letters will not normally pass between branches but internal correspondence will be conducted on minute sheets in accordance with the procedure described in Annex 1. The letter will pass between Sub-Comms and between Sub-Comms and HQ. Working papers sent to a person who is merely sent to a result which is recorded on the file and are not essential to any further action need not be circulated with the file. Minutes and letters (other than Top Secret) should be addressed to the Director or Sub-Comms and not to any officer unless by name or appointment. It is the recipient's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major 123" at the head of the minute.
7. Drafting of Letters.
 When a letter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is the Section's, even though the letter may be concerned with a technical point of one of the Sub-Commissions. Just as/where a staff officer should, when possible, write the reply for his senior's signature, so a Sub-Comm originating a letter to a higher should put their recommendation in the form of a letter to the appropriate quarter for the VP's signature (as before to be noted). In cases of doubt a draft may be submitted to him for his approval, any other branches when the proposal is agreed should be consulted and their views noted on the file before the draft is submitted to the VP. The final decision as to wording is that of the VP who has to take into consideration the effect on and views of other Sub-Commissions.
8. Signature of Letters.
 - a) When any letter of Class A is addressed to HQHQ authority, it must be signed by the senior officer of the branch putting forward the opinion, recommendation, etc. If he is absent on duty and the letter is so urgent that it cannot wait his return and his view has already been obtained or is known, the letter may be signed on his behalf by the next senior staff officer who will subscribe below the description of the officer for whom he is signing, "absent on duty" or as the case may be.
 - b) Where any letter of Class A is addressed on a high level, it is customary and desirable that the letter should be signed by the head of the branch but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation. (For this purpose his name is regarded as being on the same level as the officer whose letter of Class A is addressed to a lower formation, it will normally be signed by the next senior officer "for" the Senior Head.
 - c) Where any letter of Class A is addressed to a lower formation, it will normally be signed by the next senior officer "for" the Senior Head.
 - d) All letters of Class B may be signed by the Staff Officer dealing with

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

Instructions as to the way in which letters will be typed and ended are contained in the measures to Office Memoranda No 18. Instructions for signatures by the "Y" will be prepared for signature as in Annex D.

- 9 Package of Minutes or Letters to "Y" through "X"
This is not a method of submission of a question to higher authority. It's normal use is:
 - a) to keep an interested branch acquainted with progress, or
 - b) to obtain concurrence with a course proposed.It is not used in controversial matters which must be settled in mutual consultation. Examples are given in Appendix B.
- The usual form of acknowledgment by the Branch through whom the minute is passed is to place a tick through the words "through Y" adding initials and date.
- If some slight variation, correction, gloss or emphasis is required, an appropriate minute may be added, but if a major difference is discovered, the minute will not be forwarded to "Y" but back to the originator with the necessary comment and only forwarded to "Y" when the difference is solved.

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

- 11 Follow up System.
The Follow up system described in Annex F will be used in every office.

- 12 Abbreviations.
Authorized abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to substitute recognized abbreviations by full words, i.e., HQ AG is correct.
The following are examples of those and labour saved them in typing units:
Vice President Civil Affairs Section (36) VP-CA Sec (9)
Civil Affairs Section (21) CA Sec (5)
Sub-Commission for Public Safety (32) PS S/C (6)
Consistent use of recognizable and understandable abbreviations in letters as well as in minutes contributes to an appreciable saving of time in a busy office.

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

b) to obtain concurrence with a source proposed.

It is not used in confidential matters which must be settled in approved matters. Examples are given in Appendix B.

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

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

10. For Secret

Instructions for the recording and handling of Classified material are contained in Office Memo No 2; the further instructions of this Section as regards top secret letters are contained in Annex 2 hereto. These instructions will be strictly adhered to.

11. Follow up Letter

The standard system described in Annex 2 will be used in every office.

12. Abbreviations

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

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

Vice President Civil Affairs Section	(16)	17	CA Sec	(9)
Civil Affairs Section	(21)	CA Sec	(6)	
Sub-Commission for Public Safety	(12)	PS Sec	(6)	

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

13. Telephone Extensions

The "Piters" telephone will be indicated on minutes or letters. This saves search should a telephone conversation be necessary on receipt of the letter. "PK-50", at the bottom left hand corner of a minute is a sufficient indication of the change in name. Where there is any change of telephone number, a six figure number should be shown on letters passing outside this HQ.

14. Signal Attaché

Instructions are contained in Office Memo No 1, 3, 4 as amended. 3151

W. H. H. H.
S. E. Smith, 1st Col.,
For VP CA Section.

APPENDIX "A"

A. A MORE EFFICIENT FILING SYSTEM

1 The requirements of every branch are different but the following system can readily be adapted to any requirements.

2 Analyze the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.

3 To every subject which falls within the head allot a sub number e.g. If the number 57 is allotted to the main head "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.

- 57/ Italian Officials
1. Appointments
2. Promotions etc.

4 A filing file, which will contain nothing but the discussion with higher authorities of questions of policy, the business reached and the instructions actually issued, may be distinguished by the addition of a letter L (or P for policy if preferred) e.g. 57/13. A special coloured cover is an advantage.

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

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

7 Files are most convenient if stored vertically. If there are not filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the reader takes in files more readily. Action files are quickly read once must be stored in separate boxes so that only live files are behind the main head cards. This is important. Main head office files have not been needed for routine for three months they should no. All be sent to archives.

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

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

57/ ITALIAN OFFICIALS	
1 Appointments	A B 27
2 Promotions	A B 7
3 Promotions	11
4 Promotions	3
5 Promotions	3
6 Promotions	4 B 17
7 Promotions	4 B 35

80/1's released at
Screening

4. Policy file, which will contain nothing but the discussion with higher authority on questions of policy, the directives received and the instructions actually issued, may be distinguished by the addition of a letter L (or P for policy or procedure) e.g. 57/44. A special colored cover is an advantage.

5. Routine file which will contain all correspondence about the carrying out of the policy, executive and other routine administrative matters related to the subject may be distinguished by the addition of a letter R (or H for routine or procedure) e.g. 57/44. A special colored cover is an advantage.

6. Action file. A new file is initiated and an individual number allotted for each distinct action e.g. the first appointments made are of Balch, Brown, Jones and Robinson, the file would be numbered 57/4.1, 57/4.2, 57/4.3, 57/4.4, and so on. Action files deal with particular incidents, they do not generally cover every long, office, job with each person.

7. Files are most conveniently stored vertically. If there are not filing cabinets, boxes and be made of improvised. But entry is this most convenient, but the boxes make the action more mobile. Action files are quickly, and can most be stored in separate boxes so that only two files are behind the main head cards. This is important. Some head action files have not been needed for reference for three months they should no. They be sent to archives.

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

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

57/ ITALIAN OFFICIALS	
1 Appointments	A B 27
2 Promotions	B 7
3 Dismissals	14
4 Dismissal	3
5 R.R.'s releases of	2
6 Detainees	A B 17
7 Complaints	A B 16
8 Completed	B 15

These five entries are an index to 420 files.

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

11. A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Just 50,000 may still find 25/50 in heads sufficient if judiciously chosen, to carry all their files. Clerks will quickly get to know them so well that they have no need to refer to the list, unless except the sub index cards.

APPENDIX "D"

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

Methods of Communication (cont. 6).

- a) VP/AF may desire to know the existing mode of food rationing in a particular province. This being a mere inquiry for information in a Class 3 matter, a Grade II (if clear) may allude the question to VP/AF and a Grade II officer may reply to VP/AF direct. There is no need to go through Grade I to the head of the VP/AF division, to Civil Affairs, or to VP/AF Section down through the head to the officer concerned, looking possibly one day at each step up and down, both in the inquiry and reply.
- b) If VP/AF wish to know if the VP/AF can be treated so that he may give evidence. Two channels of communication are open, first to VP/AF and down through military channels to the unit, or to the Region direct and through them to the local VP/AF who will contact the local military HQ. In most cases the VP/AF command will probably be found to be more satisfactory. In either case the enquiry can be initiated on a Grade II level as it is a Class 3 matter.
- c) VP/AF may require consent to the expenditure of a sum within the powers of the VP/AF. If no new question of policy is involved, expenditure may make its request and the reply may be sent direct, on a Grade I level as it involves a recommendation.
- d) If VP/AF wish to complain that some existing instruction is not being observed by the army and wish to ask that matters may be tightened up. The course is for VP/AF to draft a letter to VP/AF for signature by the VP/AF. That is VP level.
- e) If VP/AF VP/AF wish to raise a question of policy, their course is to make a recommendation to VP/AF Section generally in the form of a letter to the Italian Authority for the VP/AF signature. If the proposal is agreed, VP/AF will forward the recommendation. That is purely vertical.

Methods of Minutes (cont. 6).

- a) VP/AF having discussed certain financial arrangements with VP/AF, desire to obtain VP/AF advice. They can properly pass their minutes to VP/AF through VP/AF. VP/AF may also, when to VP/AF that the discussion has been properly understood and is finally put forward. It shows to VP/AF that VP/AF has been consulted and concurs with the minutes.
- b) VP/AF VP/AF after consultation with VP/AF have drafted a letter for signature by the VP/AF. They can properly forward their draft to the Section through VP/AF. To do so shows that VP/AF has been consulted and concurs with the draft and will save reference to VP/AF.

- to Document Section down through the head to the Office concerned, being possibly one day at each stop up and down, both on the inquiry and reply.
- b) If LIAISON wish to know if the inquiry can be treated so that he can give evidence. Two channels of communication are open. First to AFHQ and then through military channels to the unit, or to the Region direct and through them to the local Cif who will contact the local military HQ. In most cases the HQ command will probably be found the more satisfactory. In either case the inquiry can be initiated on a Grade II level as it is a Camp Matter.
 - c) LIAISON will require contact to the expenditure of a sum within the scope of the HQ. If the new question of policy is involved, suggestion may make its point and the reply may be sent direct, on a Grade I level as it involves a recommendation.
 - d) If AFHQ wish to complain that no existing instruction is not being observed by the Army and wish to ask that matters may be tightened up. The course is for HQ to draft a letter to AFHQ for signature by the VP. That is VP level.
 - e) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to make a recommendation to HQ Section generally in the form of a letter to the Liaison Authority for the VP signature. If the proposal is agreed, HQ will forward the recommendation. That is purely vertical.

2. Summary of Minutes (para 10).

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

04-0

ATTACHMENT

The Minutes Section for Original Correspondence.

1. All correspondence transmittal to the Headquarters will be conducted on minute sheets attached to the left hand side of the open file. These minutes will be consecutively numbered.
2. To the right hand side of the opening will be affixed only letters passing in or out of the Headquarters, reports, prepared drafts of documents or other exhibits referred to in the minutes. These documents will be numbered, followed by a letter A, B or C according to the number of documents referred to by that minute. The numbering of documents on a file is not a "grading", it is a reference. Numbers need not be consecutive and a document even of one and a half pages may be one reference.
3. The ICWILL use thirds of the outside of the front cover will be ruled into a series of pairs of columns headed: TO, FROM, to control the movement of the file. When the file is to be sent to another branch, the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.
4. It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hand, this affords a considerable saving of typewriting. The only exceptions are longish minutes which require careful consideration and may require altering in draft.

ATTACHMENT

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

Yours very truly
2. A document passing out of the HQ to ASHQ or other Allied authority that sort of AD will be prepared for the personal signature of the HQ thus:

For the Chief Commanders
3. A letter or a other document addressed to the HQ will be prepared for the personal signature of the HQ thus:

H. GALT, Major,
VI 28 200.

By Command of the Chief Commanders

ATTENTION

1. Top Secret files will be kept in the custody of an officer of rank not lower than Lt Col. Officers of rank lower than Lt Col will not normally have access to any Top Secret files. The only officers who shall be informed of Top Secret matters are those to whom work the knowledge is essential and they should only be informed of so much as may affect their work.
2. The file itself will be graded according to the most highly classified document. But letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from Top Secret documents which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category.
3. Clerks, including Chief Clerks will not handle Top Secret papers. Issuing letters will be maintained by the officer responsible for custody of the file in a special register kept by him for that purpose.
4. Top Secret matter will be typed only by a special confidential clerk, who will while so engaged not work in a room in which are persons not entitled to see Top Secret papers. The responsible officer will satisfy himself that all carbon copies (including copies) are received by him and properly disposed of. Shorthand notes (which should be taken in a loose-leaf-book) will be destroyed as soon as the typewritten is issued. New Carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Shorthand notes (including copies) collected and properly disposed of. The stenographer will be run off under supervision of the confidential typist and all notes 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 Section 1000 No 13.
5. The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the latter will be registered out by him.
6. A receipt will be obtained from the addressee or nearest centre as may be appropriate. The receipt for secret documents will contain a space which will be dated when the acknowledgment of the addressee is received.
7. There may be more than one copy in use, 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 and vouchers for the register will not be filed in the Top Secret file.
8. This instruction is issued as a matter of convenience. It does not supersede the official pamphlet issued, by the Exhibited Division of Staff, entitled "Classification and Handling of Top Secret Documents 1961" with which all officers should be familiar and to which they are referred as the authority on this subject and signatures of which will not be accepted as an excuse for failure to carry out the instructions therein contained.

3 Clerk, including Chief Clerk, will not handle Top Secret papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

4 Top Secret matter will be typed only by a special confidential clerk, who will while so engaged not work in a room in which are persons not entitled to see Top Secret papers. The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. The original copy (which should be taken in a loose-leaf-book) will be destroyed as soon as the typescript is finished. New Carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Small copies will be run off under supervision of the confidential typist and all copies (including spoils) collected and properly disposed of. The original 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 17.

5 The responsible officer will place the top secret letter in the original envelope and after sealing the name the letter will be registered out by him.

6 A receipt will be obtained from the addressee or courier centre he may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgment of the addressee is received.

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

8 This instruction is issued as a matter of convenience, it does not supersede the official pamphlet issued, by the combined Chiefs of Staff entitled "Classification and Labelling of Protected Documents 1944" with which all officers should be familiar and to which they are referred as the authority on this subject and terminology of which will not be excepted as an excuse for failure to carry out the instructions therein contained.

3149

REGULATIONS

As to files retained in the Sub-Com's files:

1 On the first day (of the first page if it were then one page) of all letters signed in the Sub-Com which require a reply, the staff officer signing the letter will note the date on which the file will be brought to his notice if the reply is not previously received (e.g., by 21 a day for a letter). If a reply is not received he will mark the letter as "outstanding". After a certain letter signed by higher authority will be their return to the Sub-Com if a 22 date has not been noted by the signing officer be sent to the appropriate staff officer in the Sub-Com for this to be done.

2 The date filed will not be the date by which a reply can first be expected but that by which a reply would be expected. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to allow are for a reply from any body in Rome (except as below) 7 days from London.
11. days from Army and Italian Govt Departments 21 days

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

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

As to files leaving the Sub-Com:

5 The register of files will contain four columns for dates - date sent, date sent, date received, date "received" back (see suggested procedure below). The clerk keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (some can files always have to be). If so he will enter in the "date" column a date normally not less than 3 days nor more than 7 days after the date sent.

6 The Chief Clerk will inspect the Register daily to ascertain that files "due" have not been received; he will then inquire from the Chief Clerk of the Sub-Com as to which the file has gone when its return may be expected, any case of continued or unacceptable delay he will report to the appropriate Staff Officer.

7 If a file has to go to two or more Sub-Coms successively, the register will be marked with a date "due" according to the number of offices to which it has to go, the several addresses will also be noted in their appropriate order.

2. The data filed will not be the date by which a reply must be expected but that by which a reply would be overdue. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to files are for a reply from any body in line (except as below) 7 days
Two days
From April 1941 Italian Govt Department 21 days
3. There will be kept in the Clerk's office a series of cards about 5" x 8" numbered 1 to 10. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.
4. When due the file is to be brought forward, as entered on the card at that date, will be inspected. Those on which the expected replies have not been received will be sent in to the staff officer noted with the file which he himself saw. Where a reply has been received, the clerk will strike out the note at the foot of the carbon copy and replace the file. The file number on the card will be struck out.

As to files leaving the sub-division:-

5. The register of files will contain four columns for dates - date "in", date "out", date "due", date "received" (see suggested format below). In order keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (some are filed always have to be). If so he will enter in the "due" column a date normally not less than 3 days more than 3 days after the date out.
6. The Chief Clerk will inspect the register daily to ascertain that files "due" have not been received; he will then enquire from the Chief Clerk of the Sub-Section etc to which the file has been sent when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.
7. If a file has to go to two or more sub-sections successively, the register will be marked with a date "due" according to the number of offices to which it has to go, the several sub-sections will also be noted in their appropriate order.

Suggested format:-

File No.	Subject	Date - January		
		From	To	In

due out due out

HEADQUARTERS ALLIED COMMISSION
APO 194
Office of the Executive Commissioner

Ref: 212/204/EC.

30 August 1945.

SUBJECT: Staff Procedure.

TO : Distribution below.

INTERNAL DISTRIBUTION.

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

For the Chief Commissioner:

Franklin
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Group I: List 'C'.

3148

20270

25 AGO

RECEIVED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

25 August 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

13)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. The Chief Commissioner has directed that, effective immediately, all allied personnel will take, in lieu of the day off prescribed in 212/195/EC, 9 August 1945, Wednesday and Saturday afternoon off.

2. Skeleton staffs, as on Sunday, will be maintained.

3. No other time off will be taken.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

DISTRIBUTION:

Groups I and II

3147

2023

RECEIVED

25 AGO

Bomb note

20 AUG 1945
hm

CORRECTED COPY

HEADQUARTERS ALLIED COMMISSION
ESTABLISHMENT SECTION
APO 394

20 August 1945

MEMORANDUM :

TO : Distribution Below

SUBMISSION OF REQUESTS FOR TRAVEL AND/OR ASSIGNMENT ORDERS

Effective immediately upon receipt of this directive, all requests for travel and/or assignment orders submitted to the Office of the Assistant Adjutant before noon (1200 hours), for publication, will be published not later than noon of the following day, and all requests received after the above-mentioned hour, or in the afternoon, will be published the afternoon of the following day. *24 hrs*

All requests for travel orders marked "EMERGENCY", as considered so urgent as to make necessary waiver of the provisions outlined in this directive, must carry the written approval of the Vice-President of the Establishment Section.

BY COMMAND OF REAR ADMIRAL STONE:

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

DISTRIBUTION:
"C"

3146

CORRECTED COPY

W230

20 AUG 1945

20 AGO 1945

HEADQUARTERS ALLIED COMMISSION
APO 394

WTS/fl

Subcommission for Monuments Fine Arts & Archives
(Tel. 489081, ext. 442 & 254; 476480)

20230/WFAA

20 Aug 45

Subject: Regional WFAA Reports and Files.

To : Regional WFAA Officers.

1. It is NOT the intention of this Office to ask that Regional WFAA files, on closing of the Region's archives, be kept separate from the other files of the Region.

2. Regional WFAA Officers are therefore urged to ensure that all pertinent material for their final Regional WFAA Reports shall have been fully used prior to turning their files over to the Regional archives.

W. H. Perkins

J. B. WARD PERKINS
Lt. Col., R.A.
A/Director

2145

20 AGO 1945

HEADQUARTERS ALLIED COMMISSION
APO 394

RTH/fl

Subcommission for Monuments Fine Arts & Archives
(Tel. 489081, ext. 442 & 254; 478480)

20730/MPAA

20 Aug 45

Subject: Regional MPAA Reports and Files.

TO : Regional MPAA Officers.

1. It is NOT the intention of this Office to ask that Regional MPAA files, on closing of the Region's archives, be kept separate from the other files of the Region.

2. Regional MPAA Officers are therefore urged to ensure that all pertinent material for their final Regional MPAA Reports shall have been fully used prior to turning their files over to the Regional archives.

N. Shewton Maj AC

J.B. WARD PERKINS
Lt. Col., R.A.
A/Director

16 AGO 1945

HEADQUARTERS MILITARY COMMISSION
ESTABLISHMENT SECTION
APO 194

MEMORANDUM :

TO : Distribution Below

SUBMISSION OF REQUESTS FOR TRAVEL AND/OR ASSIGNMENT ORDERS

Effective immediately upon receipt of this directive, all requests for travel and/or assignment orders submitted to the Office of the Assistant Adjutant before noon (1200 hours), for publication, will be published not later than noon of the following day, and all requests received after the above-mentioned hour, or in the afternoon, will be published the afternoon of the following day.

All requests for travel orders marked "Urgent-CY", as considered so urgent as to make necessary waiver of the provisions outlined in this directive, must carry the written approval of the Vice-President of the Establishment Section.

BY COMMAND OF HEAD HEADQUARTERS:

C. M. P.
J. M. Parnell
Colonel, Infantry
Vice President

DISTRIBUTION:

3143

16 AGO 1945

Office of the 11 AGO 1040

HEADQUARTERS
ARCHIVE COMMISSION
APO 146

11 August 1963

DAILY COLLECTION

RECORDS 3253

2221111111

1. WIDE RANGING OFFICIALS

a. The Headquarters Staff Duty Officer will be Major R.D. FARMLEY and can be located in Room 28, Ground Floor, Headquarters, Ballistic Corporation Building, Telephone - Ext. 425.

b. The Headquarters Staff Duty Officer, Major R.D. FARMLEY, will report to the Staff Duty Officer, Room 28, Ground Floor, at 1500 hours, and to the Duty Officer, in Room 28, Ground Floor, at 1600 hours. (4043)

2. TRANSFERRING OF RECORDS TO ARCHIVES

Archives records are likely to become available for archives during the next few months. A programme for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office (Division, Sub-Commission, Section, etc) will appoint a Records Officer to co-ordinate and supervise the preparation of its records, and will provide two competent clerks, one of whom will be a typist, to work for a period under the direction of Archives Branch to assist in sorting, arranging and indexing its records.

In general, the provisions of Establishment Memorandum No. 1 will apply. Particular attention is called to paragraphs 7-10 of the Memorandum, which are modified as follows:

Para 7 - A bundle 150 sheets or more to be submitted, the bundle to contain 10 1/2" x 14" sheets.

Para 8 - It is not necessary for the file lists to indicate the division of files into bundles.

9. For an officer at his own discretion, he further written instructions will be issued. Instead, every office at his will notify Archives Branch (through the one Headquarters Officer) when it is ready to prepare its records. The Archives will then visit the office to discuss any specialities, and it will be the responsibility of the records officer to be assigned and liaison in order to meet Archives requirements.

10. FURTHER RECORDS WILL BE SENT TO ARCHIVES BRANCH IN ANY OFFICE AT ALL TIMES THE ABOVE ARE IN USE AND TAKEN.

Supplementary instructions are being issued to Records and to Offices in the Field. (2221111111)

3. FILE INFORMATION

The attention of all ranks of this Headquarters is directed to the FILE COMMISSION for this office, copies of which are posted in all corridors.

Discrete cards, file sets, and sections will not be shown on the floor or any of divisions, but will be placed in the proper subdivisions. Any faults in

b. The Night Staff Duty Clerk, Walter P. Parmenter, will report to the West Adjustment, Room 20, Ground Floor, at 1000 hours, and to the Duty Officer, in Room 20, Ground Floor at 1000 hours. (442)

2. **TRAILING BLIND OF HYPOTHETICAL MATCHES.**

also is expected to be likely to become available for adoption during the next few months. A program for dealing with the various problems mentioned above, and the coordination between all regions and activities under a central

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EYE-VOLUME - WEIGHT

ALL OFFICERS WHO HAVE BEEN DISCIPLINED FOR VIOLATIONS OF THE ARMY REGULATIONS, AND WHO HAVE NOT YET STATED THEIR DESIRE TO RE-EVALUATE, MAY COME IN TO DO SO AT ANYTIME BETWEEN 8 AUGUST AND 15 AUGUST 1975. INTERVIEW AT THE ADJUTANT'S OFFICE, G-6 FLOOR, ROOM #304, WASHINGTON, D.C. BY MAIL OR TELEPHONE.

OFFICERS ARE AGAIN REQUESTED TO BE PROMPT IN PROVIDING THEIR INDIVIDUAL WORKLOADS.

(HARRIS/WHB/AMC)

9742

11 APR

1042

5. MEAL TICKETS - CIVILIAN EMPLOYEES:

Booklets of meal tickets at a cost of Lire 240 per book and covering the period 16-31 August 1945, will be on sale in Room 13, Ground Floor, on Monday and Tuesday, 13 and 14 August 1945, between the hours of 0800-1200 and 1400-1700. Sub-Commissions, Braintree, etc. will render nominal rolls in DUPLICATE to the above office and should include civilian employees who are to absent on the above days but who wish to partake of the meal.

Heavy laborers - Sub-Commissions, Braintree, etc. who have employees classified for heavy laborers' meal will draw booklets for such employees at a cost of Lire 120 per booklet for male and Lire 80 per booklet for female and child. Payroll thereof - All employees purchasing booklets will be charged through payrolls the sum of Lire 5 and Lire 7 for office personnel and laborers respectively.

Independent Organizations - Such organizations who have employees not paid out of Allied Commission funds will pay the sum of Lire 20 per day for office personnel. Male employees in the heavy laborer class will pay the sum of Lire 15 per day, and female employees the sum of Lire 12 per day.

Excessively no booklets will be sold outside the above dates and times. (Office space Sec)

6. PAY - CIVILIAN EMPLOYEES:

Officers designated for the payment of civilian employees in their respective Sections and Sub-Commissions should turn in to S-1 Civilian Personnel, not later than Monday, 13 Aug 45, payrolls for the period 1-15 August 1945.

Payroll Office, Room 3, Ground Floor, will be open from 0800 to 1200 hours only, Thursday, 16 August 1945, for the purpose of issuing funds for the above. All requests for cash must enumerate the denominations into which the lire should be divided.

All payrolls must be returned to the Payroll Office by Monday, 20 Aug 45. (Hq Credit)

7. PREVENTION OF FIRES:

The practice of throwing lighted cigarette ends, cigar butts, matches, etc. from the windows of any buildings occupied by HQ Allied Commission personnel will cease forthwith.

This practice has already resulted in the destruction of a munition in HQ building. Serious damage is liable to be caused to property and life vehicles by carelessness of this kind.

Disciplinary action will be taken against offenders.

(Hq Credit)

8. RECREATIONAL TRAFFIC:

In addition to existing regulations governing the use of recreational vehicles, all trip tickets covering vehicles dispatched for recreation will be accompanied by the following certificate, signed by the PTO in charge:

I certify that vehicle #____ has been dispatched for recreational purposes and that the driver is authorized to carry, in accordance

785016

through payroll the sum of lire 5 and 100 7 for office personnel and laborers respectively.

Indemnity Compensation - Such organizations who have employees not paid out of Allied Commission funds will pay the sum of lire 20 per day for office personnel. Male employees in the heavy laborer class will pay the sum of lire 15 per day and female personnel the sum of lire 12 per day.

COMMITMENT NO BACKLOG will be paid within the above dates and times. (Office space fee)

6. PAY - CIVILIAN EMPLOYEES:

Officers designated for the payment of civilian employees in their respective sections and Sub-Commissions should turn in to G-1 Civilian Personnel, not later than Monday 12 Aug 45, payrolls for the period 1-15 August 1945.

Payroll Office, Room 3, Ground Floor, will be open from 0800 to 1200 hours only, Thursday, 16 August 1945, for the purpose of issuing funds for the above. All requests for cash not commensurate the denominations into which the lire should be divided.

All payrolls must be returned to the Paying Office by Monday, 20 Aug 45. (Hq Comdt)

7. PROTECTION OF FINES:

The practice of throwing lighted cigarette ends, cigar butts, matches, etc., from the windows of any buildings accepted by Hq Allied Commission personnel will cease forthwith.

This practice is already resulted in the destruction of a man-billed in Hq building. Serious damage is liable to be caused to property and in vehicles by carelessness of this kind.

Disciplinary action will be taken against offenders.

(Hq Comdt)

8. RECREATIONAL TRAVELING:

In addition to existing regulations governing the use of recreational vehicles, all trip tickets covering vehicles dispatched for recreation will be accompanied by the following certificate, signed by the MTO in charge:

I certify that vehicle No. _____ has been dispatched for recreational purposes and that the driver is authorized to carry, in accordance with the capacity of the vehicle, one civilian passenger for each accompanying military member.

This does not relieve the driver from the responsibility of obtaining signed liability releases from the civilian passengers.

9. MILITARY TRAVEL AUTHORIZATIONS:

Military travel authorizations are no longer required for travel from Italy, and their issue has ceased.

Allied travel permits are still required for travel to Austria and Germany and Allied systems of control are still in operation for the control of travel Italy. (Pub Safety Sub-Com)

To Lt Col [unclear]
~~help officers day off~~
~~suggest he keep a record~~
~~allowing 2 days off per officer~~
~~[unclear]~~

9 AUG 1945

2

HEADQUARTERS ARMLD COMMISSION
 APO 394
 Office of the Executive Commissioner

Ref: 212/124/20.

9 August 1945.

SUBJECT: Office Hours.

TO : Distribution below.

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

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

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

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

For the Chief Commissioner:

[Signature]
 Brigadier,
 Executive Commissioner.

Distribution:

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

3141

20230

9 AUG 1945

3 AUG 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

3 August 1945.

Ref: 212/EC.

SUBJECT: Correspondence for representative of
Chief Commissioner AC in MILAN.

TO : Distribution below.

1. The name and correct address for the above correspondence is as follows:

Office of Representative of Chief Commissioner, AC
16 Via Buonaparte,
MILAN.

2. The cable address is as follows:

ALOM MILAN FOR FBKS

3. Mail and cables destined for one of the representatives of the Sub-Commissions will be marked additionally for the individual or Sub-Commission concerned.

4. On no account will the title AC Advance Headquarters be used.

For the Chief Commissioner:

[Signature]
Brigadier,
Executive Commissioner.

DISTRIBUTION:

- Group I - List 'A', one copy serials:
40, 41, 43 to 47, 54, 59.
Group II - List 'B'.
Group III - 2 copies each serial.

3140

3 AUG 1945

HEADQUARTERS ALLIED COMMISSION

AFC 394

Office of the Executive Commissioner

Ref: 6761/155/20.

2 August 1945.

OFFICE MEMORANDUM)

NUMBER 6)

TRANSMISSION OF SIGNAL MESSAGES
WRITTEN IN ITALIAN.

1. The extract below from CMO 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 Officers or Message Centres for electrical transmission, but will be handled through normal Hqs 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 telegrapher, such a message may be handed into an Allied Office with a covering note to the Signalmaster 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.

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 MATERIAL
WRITTEN IN ITALIAN.

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

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

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

Under these circumstances traffic in Italian will not normally be accepted by Allied Signal Offices or Message Centres for electrical transmission, but will be handled through normal H.Q. 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 telegraph then such a message may be handed into an Allied Office with a covering note to the Signaller or OIC Message Centre explaining the attendant circumstances and signed by a responsible Allied Officer who is a member of an Allied Communication Department or organization. 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.

3139

By command of Rear Admiral STONE:

Nicholas P. Lombino

NICHOLAS PLOMBINO
CWO, USA
Assistant Adjutant

DISTRIBUTION:

u.s.

W-30

27 LUG 1945

27 LUG 1945

2

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 212/179/EC

27 July 1945.

SUBJECT: Correspondence addressed to
Ministry of Foreign Affairs.

TO : Distribution below.

1. Reference by 212/174/EC dated 23 July 45, subject as above.
2. All correspondence will be delivered to Marchese Cittadini-Cesi
IN DUPLICATE.

Chief Staff Officer, (EC)
To Executive Commissioner.

DISTRIBUTION:

Civil Affairs Section (10)
Economic Section (15)
Establishment Section
Navy Sub-Commission
Land Forces Sub-Commission (3 MIA)
Air Forces Sub-Commission
Communications Sub-Commission
War Material Disposal & IPW Sub-Commission
Message Centre
Marchese Cittadini-Cesi (for information)

3138

3137

27 LUG 1945

81FAA 23 LUG 1948

24 LUG 1948

213

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

REF : 312/171/52

23 July 1948

SUBJECT : Correspondence addressed to
Ministry of Foreign Affairs.

TV : Distribution below.

For your information and compliance all correspondence from this Headquarters addressed to the Ministry of Foreign Affairs will in future be delivered to the office of Marchese Cittadini-Cent, representative of Ministry of Foreign Affairs, Room 38, 3rd Floor.

[Signature]
for Chief Staff Officer
To Executive Commissioner.

455
478007

DISTRIBUTION:

Civil Affairs Section (10)
Economic Section (15)
Establishment Section
Navy Sub-Commission
Land Forces Sub-Commission (1214)
Air Forces Sub-Commission
Communications Sub-Commission
War Material Disposal & IPW Sub-Commission
Message Centre
Marchese Cittadini Cent (for information).

2132

[Handwritten signature]

23 LUG 1948

Approved 21 LUB 1048

ENC

21

21 July 1945

MEMORANDUM FOR THE EXECUTIVE COMMISSION

AGO 394

Office of the Executive Commissioner

Ref: AGO/90/201

SUBJECT: Distribution List No. 4.

TO : Distribution as below.

1. Attached Distribution List No. 4 supersedes Distribution List No. 3 (and all amendments thereto) forwarded under letter, this Headquarters, AGO/3/023 dated 14 November 1943, which is hereby cancelled.

2. Amendments to Distribution List No. 4 will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies or reclassification of any other desired amendment(s) will be made to the Office of the Executive Commissioner, this Headquarters.

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

- (a) List "A" provides the normal distribution for all technical and administrative publications of the Allied Commission.
- (b) List "B" provides a limited distribution for Headquarters, AG, Regions, and other AG/AC offices, and certain outside authorities. (This list is used for distribution of Special Orders).
- (c) List "C" is a limited internal distribution for HQ AG only.
- (d) List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials 77 and 84 in Group III. (This is used for Daily Bulletin).

4. (a) The lists have been divided into the following three groups:

- (i) Group I consisting of all Sections, Sub-Commissions, and Branches of HQ AG.
- (ii) Group II consisting of the Regions and other AG/AGI offices in the field.
- (iii) Group III consisting of the outside authorities with which the Allied Commission principally deals.

1. Attached Distribution List No. 4, superseding Distribution List No. 3 (and all amendments thereto) forwarded under letter, this Headquarters, 20/4/50 dated 14 November 1944, which is hereby cancelled.

2. Amendments to Distribution List No. 4 will be published in Daily Bulletin, this Headquarters, periodically, as and when affected. Requests for increase or decrease in number of copies or notification of any other desired amendment(s) will be made to the Office of the Executive Commissioner, this Headquarters.

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

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

3126

DISTRIBUTION:

1 Copy each Serial.

W. J. Anderson
Chief Staff Officer,
to the Executive Commissioner.

W230

27 DEC 1944

REPUBLICAN MAILED COMMISSION

APR 1964

Office of the Executive Commissioner

21 July 1965

DISTRIBUTION LIST No. 6

Serial No.	DEPT L.	A	B	C	D
1. Chief Commissioner	1	1	1	1	1
2. Executive Commissioner	2	2	2	2	4
3. Deputy Executive Commissioner (Milan)	1	1	1	1	1
4. Liaison Division	1	1	1	1	1
5. Archives	1	1	1	1	1
6. Message Centre	1	1	1	1	3
<u>CIVIL AFFAIRS SECTION</u>					
7. VP, Civil Affairs Section	2	1	2	2	2
8. Disposal Personnel S/O	3	2	1	1	3
9. Local Government S/O	2	1	1	1	2
10. Patriots Branch	1	1	1	1	1
11. Public Safety S/O	2	1	1	1	3
12. Security Division	2	1	1	1	3
13. Public Health S/O	2	1	1	1	4
14. Legal S/O	2	1	1	1	2
15. Education S/O	2	1	1	1	2
16. Monuments & Fine Arts S/O	2	1	1	1	2
<u>ECONOMIC SECTION</u>					
17. VP, Economic Section	2	1	1	1	3

GROUP I.

1.	Chief Commissioner	1	1	1	1
2.	Executive Commissioner	2	2	2	4
3.	Deputy Executive Commissioner (Admin)	1	1	1	1
4.	Liason Division	1	1	1	3
5.	Archives	1	1	1	1
6.	Message Centre	1	1	1	3

CIVIL AFFAIRS SECTION.

7.	VP, CIVIL AFFAIRS SECTION	2	1	2	2
8.	Displaced Persons S/O	3	2	1	3
9.	Local Government S/O	2	1	1	2
10.	Patriotic Branch	1	1	1	1
11.	Public Safety S/O	2	1	1	3
12.	Security Division	2	1	1	3
13.	Public Health S/O	2	1	1	4
14.	Legal S/O	2	1	1	2
15.	Education S/O	2	1	1	2
16.	Monuments & Fine Arts S/O	2	1	1	2

ECONOMIC SECTION.

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

1

[illegible]

-3-

Serial
No.

A - B - C - D

- 55. Civil Conspiracy Group
 - 56. War Material Disposal & IPF S/C
 - 57. Public Relations Branch
 - 58. Information Division
 - 59. I.C.C.R.
 - 60. U.N.A.R.A.
- GROUP VII
- 61. LICHIA Region
 - 62. PIEMONT Region
 - 63. LOMBARDIA Region
 - 64. VENETIE Region
 - 65. EMILIA Region
 - 66. ROMAGNA, VERONESE GIULIA
 - 67. ADG, LIVORNO Zone
 - 68. AMG, ANCONA Consular
 - 69. AMG, NAPLES Consular
 - 70. AG Liaison Officer, BARI
 - 71. AG Liaison Officer, PIAZZA
 - 72. AG Liaison Officer, CATANIA
 - 73. AG (MIL) Liaison Officer, CARABINIERI
 - 74. AG Liaison Officer, QUARTERS, ROMA
 - 75. AG Liaison Officer, NO. 7 District
 - 76. AG Liaison Officer, P.S.S.

GROUP VIII

- 77. AMR, G-5 Section
- 78. ROMA

50 3 - - 3

2 2 - - 2134

GROUP II

61.	ILCINI, Region	6	3	-	2
62.	VIMARTE Region	10	5	-	5
63.	LOMBARDIA Region	10	3	-	6
64.	VERCELLI Region	13	2	-	2
65.	SELLA Region	10	3	-	3
66.	SOLA, VERCELLI CIVILIA	12	2	-	2
67.	AMG, LIVERNO Zone	3	2	-	3
68.	AMG, ANDOGLI Command	3	2	-	2
69.	AMG, MARTINI Command	4	4	-	4
70.	AO Liaison Officer, AMI	1	1	-	1
71.	AO Liaison Officer, P. Basso	3	1	-	3
72.	AO Liaison Officer, GATINIA	1	1	-	1
73.	AO (MIL.) Liaison Officer, BAMBINO	1	1	-	1
74.	AO Liaison Officer, GUSTINO, SCOR.	1	1	-	1
75.	AO Liaison Officer, No. 2 District	1	1	-	1
76.	AO Liaison Officer, Z.B.S.	1	1	-	1
77.	AMG, G-5 Section	30	3	-	3
78.	AMG	2	2	-	-
79.	XIII Corps	2	-	-	-
80.	No. 1 District	2	-	-	-
81.	No. 2 District	2	-	-	-
82.	No. 3 District	2	-	-	-
83.	Perimeter Base Section	2	-	-	-
84.	Home Allied Area Command	3	-	-	3

3194

GROUP III

18 LUG 1948

HEADQUARTERS ALLIED COMMISSION
APO 894
Office of the Executive Commissioner

1.33/23

18 July 1948

SUBJECT: CAL/LAC Cable Series.

TO : See Distribution below.

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

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

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

W. H. Anderson
for *Anderson*
Executive Commissioner.

DISTRIBUTION: "A" Group 1
Serials 1-28
42-53 & 57

3153

20230
18 LUG 1948

HEADQUARTERS ALLIED COMMAND
APO 394
Subcommission for Monumental Fine Arts and Archives
(Tel. 409081, ext. 442 & 254; 478430)

SDD/pa

20130/18AA

14 July 1945

Subject: Forwarding of Mail.

To : MPAA Officer (Capt. R. E. Emberson),
PILSENER Region.

1. Ref. your PR/PA/41/4 of 10 July 45.

2. Any correspondence which this office is expected to forward to the Dir. Gen. or any other destination must be left unopened.

3. In this particular case we opened the forwarded envelope and there is no indication either from you now in the letters contained that the matters therein discussed were brought first to your attention, as should have been the case. Otherwise the D.G. asks us to take up something which could have been handled by you in the first place.

4. Please so inform your superintendents.


HERBERT I. DE WALD
Lt. Col., Spc. Ins.
Director.

3132

14 LOG 1945

20810. 1045

HEADQUARTERS
PIEMONTE REGION
ALLIED MILITARY GOVERNMENT
APO 394

Office of the Regional Monuments, Fine Arts and Archives Officer

23 June 1945

PR/PA/382/4

SUBJECT : Telephone Numbers
TO : Director M.P.A.A. S/C. HQ. A.C.

1. - Referring to your 20230/MFAA dated 18 June 45, the following information is supplied :
2. - M.P.A.A. Office - Torino 53-721 Ext. 184

"	(Clerk)	"	"	"	191
Adjutant		"	"	"	164 (for message)
Hotel		"	49-693	} Bd. Rm. 119	
		"	48-005		

R. E. Enthoven
R. E. ENTHOVEN
Capt.
M.P.A.A. Officer

A C C	
DOCUMENTS FILE ART & MONUM	
2 JUN 1945	
FILE No	20230

3131 20810. 1045

26 JUN. 1945

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION
APO 394

Division of Monuments, Fine Arts & Archives

26 June 45

SUBJECT : Telephone numbers

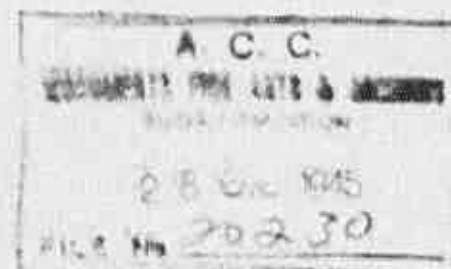
TO : Subcommission for MFAA
Hq. A.C.

1. In answer to your request of 18 June, 1945,
herewith revised telephone numbers effective 25 June, 45.

2. AMG Lombardia : (Milano) 12641. Internal for
MFAA : 2396. In the event that the office is unattended,
message may be left with duty clerk of Co. "B", 2675
Regt AC: internal 3096.

For Lieut. P.B. COFF :

J. S. Ackerman
J.S. ACKERMAN
S/Sgt., USA
Chief Clerk.



3170

26 JUN. 1945

Headquarters Allied Commission.

APO 394.

Office of Executive Commissioner

HFAA

26 JUL 1945

Ref: 212/20.

25 June 45.

Subject: Italian Government Correspondence.

To: Distribution below.

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

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

Professor Ferruccio Parri,
The President of the Council of Ministers,
Italian Government,
Rome.

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

Per Chief Commissioner:

Emilia
Brigadier,
Executive Commissioner.

Distribution:

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

2129

25 JUL 1945

HEADQUARTERS
LIGURIA REGION
ALLIED MILITARY GOVERNMENT
APO 354

22 BU.

Ref: Lig/MFA/17

23 June 1945

SUBJECT: Telephone Number of Liguria Province FPA Officer.
TO : Director, Sub/Cor. FPA, Hq., A. C., APO 354.

1. Reference letter 20330/MFAA; dated 18 June 1945, the telephone number of FPA Officer, Liguria Province is 28771, Ex. 37. It is suggested that if no answer, my message be left with the Adjutant, Mr. Pasquasi, 28771, Ex. 37.

2. It is understood that Genoa can be reached through the military line to Livorno, but that the connections are extremely difficult and unsatisfactory.

For the Regional Commissioner:

Paul Gardner

PAUL GARDNER
Lt. Col., A. C.
Regional Fine Arts Officer

A. C. C.
RECEIVED FOR AND A. C. C.
28 JUN 1945
FILE No

2128

22 BU.

20 810. 1045

NTM/ST

HEADQUARTERS
VENESIE REGION
ALLIED MILITARY GOVERNMENT
Division of Monuments Fine Arts and Archives

RXII/MFA/SC

22 June 45

SUBJECT: Telephone Numbers, Venesie Region HQ.

TO : Director, MFAA Subcommittee, HQ AC.

1. Ref your 20230/MFAA of 18 June.
2. Switchboard of this HQ is Padova 22801, 22802, and 22803. MFAA Division has Internal Extension 8.
3. In case neither Capt Marriott, Major Bell, nor the undersigned is here, a message may be left with our Secretary, Dott. Grazia Valenti.
4. If office is found unattended, message should be left with Administrative Officer, Major Horrell, or Adjutant, Capt Beveridge, both on Internal Extension 99.

Norman T. Newton

NORMAN T. NEWTON,
Major, Air Corps,
Regional MFAA Officer.

Copy to:
Admin Officer
Adjutant

RECEIVED FOR FILE & RECORDS
23 JUN 45
FILE No. 20230

2127

20 810. 1045

100 010.

HEADQUARTERS ALLIED COMMISSION
PO 394
Subcommission for Monuments, Fine Arts and Archives
(Tel. 489081, ext. 442 & 254; 478480)

JERP/pe 3

18 June 1945

— 20230/AFMA

Subject: Telephone Numbers.

To : AFMA Officer, LUXEMBOURG Region
AFMA Officer, LOMBARDIA Region
AFMA Officer, VENETIA Region
AFMA Officer, LIGURIA Region
AFMA Officer, ASD, 5 Army.

Please notify nearest telephone number(s) (with extension) at which your office may be reached and any additional particulars which would facilitate reaching you by telephone, e.g. with whom (office and number) message had best be left in case your office is unattended.

For the Director:

JERP

J.B. WARD PRISING
Lt.Col., M.A.
Deputy Director.

2126

100 010.

15 JUN 1945

15 June 1945

Hq. ALLIED COMMISSION FOR THE RECOVERY OF ART & A R/C

20909/20 Series -

- 20909/20 - Dislocation of Art Objects - Outside of Italy
- /20/A - Van Marle
- /20/B - Losses from Montecassino - Rome
- /20/C - Losses from Tuscan Art Deposits
- /20/D - Removal from German Libraries (Rome)
- /20/E - Landau-Finlay-Aston Property - Florence
- /20/F - Removals from S. Giorgio (Forlì)
- /20/G - Italian Exhibitions in U.S.A.
- /20/H - Contini-Bonacossi Collection
- /20/I - Freudenburg Cache
- /20/ -
- /20/ -
- /20/ -
- /20/ -
- /20/ -
- /20/ -
- /20/ -

- 20909/90 - Dislocation of Art Objects - Radio & News Reports

20910 to 20999 Series

- 20910 - Allied Property in Italy
- 20911 - Armour
- 20912 - Libraries, Relations with Dir. Gen. for Libraries
- 20913 - Would-be Vandals
- 20914 - German KUNSTSCHUTZ

9125

15 JUN 1945

20230

HEADQUARTERS ALLIED COMMISSION

JBHF/ps

APC 394

Subcommission for Monuments Fine Arts and Archives
(Tel. 489081, ext. 442 & 264; 478480)

20230/WFAA

11 June 1945

Subject: Final Reports - Regions.

To : Distribution Below.

1. It would be of great assistance to the concluding work of this Subcommission if final reports on the work of Regional WFAA Officers could be produced in an approximately uniform manner; and as in some cases reduction of personnel is already making itself felt, it has seemed advisable to circulate a suggestion as to the form desired. While this is not intended for rigid adherence, it serves as a general guide as to the headings under which material is being grouped at this HQ.
2. You will probably find it convenient to get the bulk of the factual information into appendices prepared by the Superintendencies concerned, but it would be greatly appreciated if a real effort could be made to provide the narrative summaries which only the Regional Officer concerned is in a position to do.
3. The headings requested are:-
 - a. Allied Personnel and Phases of work.
 - b. Italian Personnel (Superintendents and important directors).
 - c. Antiquities and archaeological collections.
 - d. Monuments - summary of damage and of repair work with overall figures of finance, if available.
 - e. Galleries and movable works of art.
 - i. Museum buildings.
 - ii. Official deposits.
 - iii. Displacement into or from other Regions.
 - iv. Church Treasures.
 - v. Summary of losses.
 - f. Libraries.
4. Archives need not be included.

Regional Staff Officers could be produced in a uniform manner; and as in some cases reduction of personnel is already making itself felt, it has seemed advisable to circulate a suggestion as to the form desired. While this is not intended for rigid adherence, it serves as a general guide as to the headings under which material is being grouped at this HQ.

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- e. Galleries and movable works of art.
 - i. Museum buildings.
 - ii. Official deposits.
 - iii. Displacement into or from other Regions.
 - iv. Church Treasures.
 - v. Summary of losses.
- f. Libraries.

4. Archives need not be included.

5. While most or all of the above is contained in periodic reports, the concentration by the officer concerned will greatly help the work of the Subcommission in its concluding phase.

For the Director:

s/
p/ J.B. WARD PERKINS
Lt. Col. R.A.
D/Director.

DISTRIBUTION:

MFAA O, Toscana
do Emilia
Piemonte
Lombardia
Venezia

2124

1051