

ACC 10000/147/42

ADM/202/CS

OFFICE MEMOS

MAY 1944 - DEC. 1946

OFFICE MEMOS

MAY 1944 - DEC. 1946

Director	
Chief of Staff	
Chief of Operations	
Chief of Logistics	
Chief of Communications	
Chief of Personnel	
Chief of Finance	
Chief of Legal	
Chief of Medical	
Chief of Dental	
Chief of Veterinary	
Chief of Chaplain	
Chief of Public Affairs	
Chief of Security	
Chief of Intelligence	
Chief of Plans	
Chief of Training	
Chief of Education	
Chief of Recreation	
Chief of Transportation	
Chief of Maintenance	
Chief of Supply	
Chief of Distribution	
Chief of Administration	
Chief of Records Management	
Chief of Information Systems	
Chief of Facilities	
Chief of Environmental	
Chief of Safety	
Chief of Health Services	
Chief of Food Services	
Chief of Lodging	
Chief of Clothing	
Chief of Personal Services	
Chief of Religious	
Chief of Cultural	
Chief of Artistic	
Chief of Scientific	
Chief of Technological	
Chief of Industrial	
Chief of Agricultural	
Chief of Forestry	
Chief of Fisheries	
Chief of Wildlife	
Chief of Conservation	
Chief of Natural Resources	
Chief of Environmental	
Chief of Safety	
Chief of Health Services	
Chief of Food Services	
Chief of Lodging	
Chief of Clothing	
Chief of Personal Services	
Chief of Religious	
Chief of Cultural	
Chief of Artistic	
Chief of Scientific	
Chief of Technological	
Chief of Industrial	
Chief of Agricultural	
Chief of Forestry	
Chief of Fisheries	
Chief of Wildlife	
Chief of Conservation	
Chief of Natural Resources	

HEADQUARTERS
7106TH REGIMENT
ALLIED COMMISSION (OVERHEAD)
APO 79L

23 December, 1946

All Officers and Enlisted Personnel of
the 7106th Regiment.

CHRISTMAS GREETINGS

This holiday season, the second peaceful Christmas for the world after bitter years of strife, finds us working to reestablish the principles first proclaimed by the birth of Christ, "Peace on earth - good will toward men". Though many of us are far away from home and family, the knowledge that our accomplishments are a material contribution to these aims should be a source of great comfort.

To each of you and yours my sincerest hopes for a very Merry Christmas and a prosperous and successful New Year.

ROBERT C. ROSS
Lt. Col. FA
Commanding.

3986

202

Communism in Japan

HEADQUARTERS
7106TH REGIMENT
ALLIED COMMISSION (OVERHEAD)
APO 794

Director *APD*
Deputy Director
Chief
Chief
Chief
Chief
Chief
Chief
Chief
Chief
11 December, 1946

MEMORANDUM.

TO : All Officers and Enlisted Men, 7106th Regiment,
Allied Commission (Overhead).

1. There will be a lecture at the Large Theater, U.S. Post Center, at 0830 hours, 12 December 1946, by Colonel Lange of the War Department, on the "Atomic Bomb".

2. All officers and EM of the 7106th Regt. A.C. (Overhead) are required to attend, and they will be seated in the theater prior to 0815 hours. A report of those present and absent must be made, by the Adjutant, to a representative of the HQ Rome Area at that time.

BY ORDER OF LT COLONEL ROSS:

John R. Hayes
JOHN R. HAYES
Major AGE
Adjutant

202

3885

HEADQUARTERS
ALLIED COMMISSION
APO 794

102
16 September 1946

MEMORANDUM

TO : All American Officers of Headquarters Allied Commission

All Officers who turned in lire Saturday 14 of September for exchange, will pick up their money before 1800 hours today in the Assistant Adjutant's Office, Room 6, Ground Floor.

Paul Coie
PAUL COIE
1st Lt, Air Corps
Asst Adjutant

DISTRIBUTION:
"D"

ADM. 202.

6884

Director	
Asst. Dir.	
Chief of Bureau	
Chief of Div.	
Chief of Sec.	
Chief of Insp.	
Chief of Ident.	
Chief of Rec.	
Chief of Liaison	
Chief of Training	
Chief of Public Affs.	
Chief of Records	
Chief of Files	
Chief of Correspondence	
Chief of Investigation	
Chief of Security	
Chief of Intelligence	
Chief of Information	
Chief of Communications	
Chief of Transportation	
Chief of Maintenance	
Chief of Administration	
Chief of Finance	
Chief of Legal	
Chief of Medical	
Chief of Dental	
Chief of Veterinary	
Chief of Pharmacy	
Chief of Nursing	
Chief of Health	
Chief of Social Work	
Chief of Recreation	
Chief of Education	
Chief of Research	
Chief of Development	
Chief of Planning	
Chief of Evaluation	
Chief of Quality Control	
Chief of Safety	
Chief of Security	
Chief of Intelligence	
Chief of Information	
Chief of Communications	
Chief of Transportation	
Chief of Maintenance	
Chief of Administration	
Chief of Finance	
Chief of Legal	
Chief of Medical	
Chief of Dental	
Chief of Veterinary	
Chief of Pharmacy	
Chief of Nursing	
Chief of Health	
Chief of Social Work	
Chief of Recreation	
Chief of Education	
Chief of Research	
Chief of Development	
Chief of Planning	
Chief of Evaluation	
Chief of Quality Control	
Chief of Safety	

Ref. 65/21

OFFICE MEMORANDUM

NUMBER 3

18 July 1946

MEMORANDUM FOR THE EXECUTIVE COMMISSION
ADVISORY
Office of the Executive Commissioner

ADM 202

THIS MEMORANDUM CARRIES FORWARD
No. 13 DATED 24 OCTOBER 1944

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this headquarters and this work for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commission etc.

1. INCOMING CORRESPONDENCE

All correspondence will be PUT ON A FILE as soon as possible after receipt, having been entered in a register suitably columned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILES

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Executive Commissioner files, EC follows all number.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:

- (i) Alphabetical index.
- (ii) Numerical index.
- (iii) Register of date of receipt, and return, of files from other

2583

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commission etc.

1. INCOMING CORRESPONDENCE

All correspondence will be PUT ON A FILE as soon as possible after receipt, having been entered in a register suitably columned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILES

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Executive Commissioner files, EC follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:

- (i) Alphabetical index.
- (ii) Numerical index.
- (iii) Register of date of receipt, and return, of files from other departments.
- (iv) Register of date of sending out, and return, of own departments' files.

3. FILE COMPILATION

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 folios, a file should be closed down and a subsequent volume started.

- 2 -

(c) Minutes will be set out as follows:

TO: Ex. Com.

FROM:

CLB
5 July

Signature and Appointment

Vol: ext. 123

(att. For the attention of a particular officer or Sub-Section of a Section may be inserted if desired).

4. CORRESPONDENCE FOR THE SIGNATURE OF THE CHIEF COMMISSIONER OR EXECUTIVE COMMISSIONER.

(a) All correspondence will be submitted, on the appropriate headed paper, suitably initialed, on a file with relevant references prominently flagged.

Sufficient copies will be prepared to allow the following distribution:

- | | |
|---------------------------|----------------------------------|
| 2 copies addressee | 1 copy to client |
| 1 copy Chief Commissioner | 1 " " file |
| 1 " Ex. Com. | 1 " " each additional addressee. |

(b) Specimen letters for signature by Chief Commissioner and Executive Commissioner are appended at Appendices "A", "B", "C", "D" and "E" hereto.

(c) Distribution. External distribution only on the top copy. Full distribution on internal copies only.

5. DRAFTS FOR THE APPROVAL OF THE CHIEF COMMISSIONER AND EXECUTIVE COMMISSIONER

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

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

6. OUTGOING CORRESPONDENCE.

ALL OUTGOING CORRESPONDENCE will have a reference number composed of the file (A) folio number of the particular letter (C) suffix.

(12. For the attention of a particular office or Sub-Section of a Section may be inserted if desired).

4. CORRESPONDENCE FOR THE SIGNATURE OF THE CHIEF COMMISSIONER OR EXECUTIVE COMMISSIONER.

- (a) All correspondence will be submitted, on the appropriate headed paper, suitably initialed, on a file with relevant references prominently flagged.

Sufficient copies will be prepared to allow the following distribution:

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

- (b) Section letters for signature by Chief Commissioner and Executive Commissioner are appended at appropriate file, and, copy and "to be" here.

- (c) Distribution. External distribution only on the top copy. All distribution on internal copies only.

5. LETTERS FOR THE ATTENTION OF THE CHIEF COMMISSIONER AND EXECUTIVE COMMISSIONER

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

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

6. OUTGOING CORRESPONDENCE.

ALL OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/33. It will be entered in a register suitably retained to record:

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

BY COMMAND OF REAR ADMIRAL STONE,

[Signature]

Trigadier,
Executive Commissioner.

DISTRIBUTION

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

Appendix "A"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
APO 794

July 1946
(RE. No date of
month to be shown)

Reference No. of Department of origin

↓ 3 spaces

Subject: Food Supply

↓ 3 spaces

TO : C-5 Section, Allied Force Headquarters.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner:

a.

(1).....

2.

(no complimentary close)

↓ 5 spaces from last line of letter

MILTON W. STONE
Rear Admiral, USNR
Chief Commissioner

N.B. Above style to be used for official letters to higher authorities,
for which the signature of Chief Commissioner is required.

TO : 3 spaces
: 6-5 Section, Allied Force Headquarters.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner:

- a.
- (1).....
- 2.

(no complimentary close)

↓ 5 spaces from last line of letter

ELMER V. STONE
Rear Admiral, USNR
Chief Commissioner

N.B. Above style to be used for official letters to higher authorities,
for which the signature of Chief Commissioner is required.

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Appendix "B"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
APO 794

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

Reference No. of Department of origin.

My dear Mr. Primo Minister:

↓ 2 or 3 spaces only
Indent paragraphs but do not number.

.....
.....

Such letters to be written in the 1st person singular

↓ 4 spaces from body of letter
Yours very truly,
↑ 5 spaces

ELIZY W. STONE
Rear Admiral, USNR
Chief Commissioner

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

NOTE. Above style to be used for all letters
to Prime Minister, Italian Government,
for which the signature of Chief Commissioner
is required.

Appendix "C"

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
AFO 794

Reference No. of Department of origin.

July 1945
(i.e. no date of
month to be shown)

Dear Dott. Prunas

↓ 2 or 3 spaces

Incident paragraphs but do not number

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

Such letters to be written in the 1st person singular

↓

4 spaces from body of letter

Very truly yours,

5 spaces

↓

MILY W. STONE
Rear Admiral, USNR
Chief Commissioner

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

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

↓ 2 or 3 spaces

Indicate paragraphs but do not number

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

Each letter to be written in the 1st person singular

↓

4 spaces from body of letter

Very truly yours,

↓

5 spaces

ALBERT W. STONE
Rear Admiral, USNR
Chief Commissioner

Dott. A. PHINIS
Secretary General to the
Ministry of Foreign Affairs
Italian Government
ROME

NOTE: Above style will be used for all Diplomatic
letters, for which the signature of Chief
Commissioner is required.

3981

Appendix "D"

HEADQUARTERS ALLIED COMMISSION
Office of the Executive Commissioner
APO 794

July 1946
(N.H. no date of
month to be shown)

Ref. :

SUBJECT:

TO :

- 1. Text of first paragraph
- 2. Text of second paragraph

ETC

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

Encls.

NOTES

- (1) Above style will be used for all official letters for which the signature of Executive Commissioner is required.
- (ii) "For the Chief Commissioner" will only be inserted in case of communication with parallel and higher formations.
Correspondence to lower formations will come with the following:
"By Command of Rear Admiral Stone:
Brigadier, " Executive Commissioner."

(iii) All paragraphs will be numbered.

1. Text of first paragraph
2. Text of second paragraph

ETC

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

Encls.

NOTES

- (i) Above style will be used for all official letters for which the signature of Executive Commissioner is required.
- (ii) "For the Chief Commissioner" will only be inserted in case of communication with parallel and higher formations.
Correspondence to lower formations will close with the following:
"By Command of Rear Admiral Stone:

Brigadier,
Executive Commissioner. "

- (iii) All paragraphs will be numbered.

HEADQUARTERS
ALLIED COMMISSION
APO 794

CTC
3 July 1946

MEMORANDUM

TO: All Personnel of Allied Commission

INDEPENDENCE DAY

In conformity with the practice of AFHQ and GHQ-CMF, the Chief Commissioner wishes that 4 July 1946, US Independence Day, to be celebrated as a holiday by all personnel of this Commission. Duty Staff will be maintained as per Sundays.

BY COMMAND OF REAR ADMIRAL STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

Nicholas Piombino
NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
epd

ADM. 202

3980
(91)

RMG/EE

INTER OFFICE MEMO
OFFICE OF G-4 (B)

Ext: 285.

G4/101/6

6 April 1946.

SUBJECT : Transport for Communications Officers.

TO : Director, Communications Sub-Commission, HQ., A.C.

1. Reference your letter AIM/202/97/CS dated 4 April 1946.
2. While it is appreciated that a Communications officer should be mobile in order that he may carry out his duties efficiently, A.M.G. Venezia Giulia is only authorized on their approved W.E. to hold a total of 36 passenger carrying vehicles against 64 British officers of whom Major H.A. Hayward is one.
3. A.M.G. Venezia Giulia are up to strength in these vehicles and therefore the allocation of them is the responsibility of the M.T.O.(B). It is suggested you submit your case to the S.C.A.O. AME Venezia Giulia for his consideration.

Green

R.M. GREEN
S.Comd.ATS
G-4 (B)

CROSS REFS	97
FILE	E 11
101/202	

Date

16 APR 1946

Director	
Deputy	<i>Worm</i>
Chief	
Chief Clerk	
Chief Clerk	
Chief Clerk	
Chief Clerk	
Chief Clerk	
Chief Clerk	
Chief Clerk	

2979

98

*Have written Hayward
170th
8/4/46*

HEADQUARTERS ALLIED COMMISSION

APO

194

Communications Sub-Commission

HTWM/cc

ADM. 202.97.CS

4 April 1946

SUBJECT: Motor Transport.

TO : O-4 (Br)

1. Please see attached extract from a report by Telecommunications and Posts Officer, Venezia Giulia.

2. This officer is attempting a hopeless task without transport. He will shortly be supplied with very large quantities of valuable stores, and it does not seem possible to control their receipt and distribution without a vehicle.

3. In addition this Sub-Commission does not consider that that the officer is getting round his area sufficiently to give an adequate report on the state of affairs.

4. Can anything be done about supplying a vehicle. If you are not concerned kindly say who controls supply of vehicles to AMG Venezia Giulia. It should be stated that this S/C received a promise that its Liaison Officers in N. Italy would each be supplied with transport.

H.H. SCHUBBER,
Col. Sig. C.
Director.

Enclosure: Extract of report of April 2.

C	
Fi	97
242	

Date 4 APR 1946

3978

EXTRACT OF VENEZIA CIVILIA REPORT OF 2 APRIL 1946GENERAL.

There is nothing under this heading for the month except to express a long standing grievance over the question of Transport. I was attached to AMG 13 Corps in July last year and after repeatedly pointing out, my necessity and speaking at conferences I gave up all hope and resigned myself in spite of the many anomalies existing.

In December I was given a vehicle which, had I been a Unit Commander I would have taken off the road. As I guessed and feared the vehicle virtually came to pieces and I was in hospital for a week.

I continually hear stories of vehicles coming and going but the two Divisions of Post and Telecommunications do not seem to exist.

Soon we shall have the six months supply of Telecom materials arriving. How am I to keep supervision of these materials when they may be in many places at once, in AMG warehouses, on their way to Gorizia or Pola, or sliding across the border into Udine.

When I was visited by Lt.-Col Miller he asked me to visit Plesso, it took me five days to get a vehicle that could safely leave the confines of Trieste. I had this journey - and many others - in mind months ago but whenever I made up my mind to go the reason for cancelling and putting off was always because of transport.

I guarantee that with my own vehicle I could have either pounded up or scored away the gangs who have stolen over 8,000 lbs. of wire.

Last October a civilian post mistress was threatened with her life, I was unable to go immediately to the scene and talk a little sense to the local inhabitants.

Small Post Offices up and down the area have been closed because we were not represented fully, and I have been sitting fuming in my office powerless to stop it. I am completely out of touch with Gorizia and Pola but, manage by use of the telephone. Recently things have been eased by the addition of local CAO.'s but I know from stories etc. that all is not well in many of these small places. These examples are serious enough but I do not like to think what may happen to the Telecom stores when they arrive-and go.

3977

H.A. HAYWARD, Major
TELECOMS & POSTAL OFFICER
HQ AMG 13 CORPS.

Checks

W/Dns

Chief

Chief

Chief

W U. Come

Chief

Chief

OFFICIAL

W/C-M

6)

CONFIDENTIAL

UNCLASSIFIED-ALLIED DISSEMINATION
APG 374

Office of the Executive Coordinator

21 December 1945

CLASSIFIED DOCUMENT

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

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

4 CONFIDENTIAL PERSONAL. DISSEMINATION MUST BE MADE BY DISSEMINATORS AND HOLDERS NO LONGER THAN THE MINIMUM AS NOTED IN DISSEMINATION PLAN.

5 The vast mass of papers connected with planning for operations which have since taken place, or are no longer in prospect, should be down graded. The objective to be attained is to restrict dissemination to the lowest category consistent with security. There are four categories and their definitions are repeated for information together with some examples in 1. Field.

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

7 Plans of future major operations.
8 Very important political documents such as negotiations for an alliance.
9 Documents which would disclose methods of obtaining intelligence or important secret agents.

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

1 Operations other than above, including major operations in progress.
2 Order of battle.
3 Vital information of important interest.
4 Reports on operations of vital interest to the enemy.
5 Documents reports on service operations and/or operations.

Confidential. Documents whose disclosure would not endanger national security could be provided to the interest or prestige of the Allies or to an individual or other administrative department or authority or by an advantage to a foreign nation.

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

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

A. COMBATANT PERSONNEL WHICH MUST BE PAID BY ENLIGHTENED AND HUMANITARIAN TO KEEP
HEADING SUCH MATTER AS SOON AS COMBATANT PERSONNEL.

2 The vast mass of persons connected with planning for operations which have since taken place, or are no longer in progress, should be given priority. The objective to be attained is to restrict classification to the least category consistent with security. There are four categories and their definitions are repeated for information together with some examples as follows.

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

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

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

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

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

- i Letters of a personal and disciplinary nature.
- ii Routine battle reports not containing information of vital interest to the enemy.
- iii Routine intelligence reports.
- iv Documents of non-operational significance in themselves or use.
- v Technical manuals.
- vi Aerial photographs in operational areas.

Reprinted. Documents which should not be kept or used except for official purposes.

REPRINTED

3976

DECLASSIFIED

1. Non operational documents.
 If involving any technical matters.
 All detail description of non operational areas.
 Is non operational through return.
2. The summary distinction should be noted:
 a) operationally grave damage.
 b) serious injury
 c) operational or disorganizing
 d) critical purposes only.
3. If the original was marked, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AS papers likely to be still properly in the inter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AS work is properly classifiable higher than confidential.
4. All AS and ASB offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE LEFT TO REMAIN A TOP SECRET CLASSIFICATION.
5. The following are the regulations as to recording.
 When satisfied that the contents no longer warrant the original classification, a note of the new authority will be made on the document and be signed and dated by the officer authorizing the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorized to downgrade documents will be not lower than the rank of Lt Col except in an interim but HQ having no officer of that rank when a major may re-classify.
6. It will frequently be found that files contain a number of copies of material circulated after information. Where it is clear that the action copy of any such signed is addressed to another office and that this copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefore, the information copies should be destroyed and the "letters in" register noted accordingly.
7. In HQ AS Secret and Top Secret letters for instructions will be passed to the Security Service to be dealt with in accordance with its instructions.

By Command of Rear Admiral CNO/S:

J. H. L. L. L.
 G. J. L. L. L.
 CNO, USA
 East Assistant

can probably be understood, let alone Top Secret. The only AD papers likely to be still properly in the latter category would appear to be those dealing with the Panama Canal. Consequently little if no work at all will be associated with it.

5. All HQ and SAC offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO papers will be sent to inactive non-classified.
6. The following are the regulations as to declassing.

9. The following are the results to be reported:

When stipulated that the contents no longer warrant the original classification, a note of the new category will be made on the document but be dated and dated by the author authorizing the new rating; the new rating will also be recorded in the file in which the document is kept. Officers authorized to regrade documents will be not lower than the rank of Lt Col except in an instance of having an officer of that rank when a major or colonel.

It will frequently be found that files contain a number of copies of records circulated "for information". There it is clear that the action copy of any such record is addressed to another office and that the copy is unnecessary for the use, routing, or the file and in particular that no action on the file arises therefrom, the ^{circulation} ~~circulation~~ copies should be destroyed and the "letters in" register noted accordingly.

In HQ at Newark and Top Secret letters for instructions will be passed to the Security Guard for to be dealt with in accordance with his instructions.

By Contract of Work Admitted 1730/524

7100 1st Ave. S.E.
C. T. LEWIS JR.
CWO, USA
Post Address:

OLIGOMERIZATION

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HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

December 1945

Amendment No. 1

UNCLASSIFIED Signal Measures

In view of the end of the war against JAPAN it has been decided that the provisions of ARHQ letter AG 311.5/215 GHI-0, dated 20 July 1945 should apply world wide and that there should be no "operational zone".

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

(1) Para 1.0.

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

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

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

(iv) Reference Appendix "A".

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

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

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

(4) MAILS: Delete all detail.

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

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

(4) Para 1.3.

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

(ii) Delete all detail existing in para 1.3.

(iii) Redesignate existing paras 1.3. and 1.4. to read paras 1.3. and 1.4. respectively.

(iv) Reference: Appendix "A";

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

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

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

(4) MATES: Delete all detail.

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

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

BY COMMAND OF REAR ADMIRAL STONE:

3975 *App 2072*
C. J. LEONE
CWO, USA
Asst Adjutant

type moves

Is the "circulation" being

handled in accordance with

these instructions?

WHL

HEADQUARTERS ALLIED COMMISSION

APO 304

Office of the Executive Commissioner

33

File No. 8761/16/30

December 1945

Classification

Chief Clerk

OFFICE MEMORANDUM

NUMBER

Signals and Correspondence to AFHQ

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

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

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

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

By Command of Rear Admiral STONE:

DISTRIBUTION:

Joseph Galluzzo
JOSEPH GALLUZZO
WJG, USA
Assistant Adjutant

3974

Appendix "A"Extracted from TM 12-253

14. Channels

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

SUBJECT: Application for transfer

THRU: Commanding General
Fifth Army
Fort Blank, New York

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

15. Address

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

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

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

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

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

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

c. CONTENT. (1) The address must be complete and accurate. However, Army rules concerning protecting valuable information must not be violated. Location of overseas units, except those listed in War Department Circulars 373 unclassified headquarters, are never shown in the same piece of mail on which

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

(a) To the commander of an unclassified headquarters:

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

(b) To the commander of a classified headquarters:

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

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

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

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

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

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

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

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

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

(b) Addressed to the attention of an individual:

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

3972

~~RESTRICTED~~

HEADQUARTERS ALLIED COMMISSION

AEC 394

Office of the Executive Commissioner

Ref: 3761/EC

14 December 1945

OFFICE MEMORANDUM

NUMBER

7)

Safe Memor.

Please see that a copy of
 this is being available from
 reference by duty desk on holidays
 with.

17/2/46

INSTRUCTIONS FOR THE PREPARATION
 DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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

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

PART I2. PREPARATION.

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

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

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

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

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING SIGNAL MESSAGES

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

785015

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

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

PART I

2. PREPARATION.

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

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

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

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

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

(e) Appendix 'B' is a list of the JMC/AC Offices in the field.

(f) Reference numbers are obtained from the Message Centre Tel. Ext. 420 prior to 1800 hours and thereafter on Ext. 690.

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

(g) desired/....

RECEIVED

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

23 November 1945 at 1501
is given as:
281501 Nov 45.

(h) Precedence priorities are:

URGENT (Equals British MOST IMMEDIATE)
OPERATIONAL PRIORITY (Equals British IMMEDIATE)
PRIORITY (Equals British DEFERENT)
ROUTING
DEFERRED

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOPSEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	REST
UNCLASSIFIED	UNCLAS

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

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

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

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

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

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

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

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

The degrees of classification and authorized abbreviations are:

TOP SECRET	TOP-SEC
SECRET	SECRET
CONFIDENTIAL	CONF
RESTRICTED	REST
UNCLASSIFIED	UNCLAS

Full instructions on 'UNCLASSIFIED' Messages are contained in Office Memorandum No. 5 - 27 July 1943.

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

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

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

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

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

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

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

(o) The usual/...

RESTRICTED

The usual conventions employed and their abbreviations are as follows:

Pls Sign	PD
Colon	CLN
Bracket	PAREN

3. AUTHENTICATION.

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

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

(c) The authenticating officer will:

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

4. DISPATCH.

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

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

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

AMG	Motor Courier
AMG Piemonte Region	Air Courier
AMG Lombardia Region	Air Courier
AMG Venetia Region	Air Courier
AMG Naples Command	Motor Courier
AICOM LO Bologna	Air Courier

5. HANDLING.

Not to be destroyed or CONFIDENTIAL may be handled

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

(c) The authenticating officer will:

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

4. DISPATCH.

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

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

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

AFHQ	Motor Courier
AMC Piemonte Region	Air Courier
AMC Lombardia Region	Air Courier
AMC Venetia Region	Air Courier
AMC Naples Command	Motor Courier
ALCOM LO Bologna	Air Courier

5. HANDLING.

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

PART II

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

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

(b) Three/...

RESTRICTED

RESTRICTED

- 4 -

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

By Command of Rear Admiral STONE:



C. J. LEANE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

outside of the envelope will be delivered to the Signal Message Centre, where a receipt will be obtained therefor.

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

By Command of Rear Admiral STONE:



S. J. LEANE
CWO, USA
Asst Adjutant

DISTRIBUTION:

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

RESTRICTED

3928

RESTRICTED

Appendix 'A'

FROM (A) HQ ALCOM

26 0945 NOV 45

TO (FOR ACTION) (1) ALCOM LO LIGURIA (2) ASD VENEZIA GIULIA

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

(5) ALCOM LO SICILY (6) DISTRO FOR ALCOM LO

(7) ALCOM LO (TH.) ANCONA

Ref. No. 6753 Security Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION AND DISPATCH AND HANDLING OF SIGNAL

MESSAGES PD

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

GUIDANCE PD

PARA TWO PD APPENDIX BAKER MESSAGE CONTAINS LIST OF ABBREVIATED ADDRESSES FOR

TELEGRAPHIC PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

TO ALCOM PD

PARA THREE PD NOTE THAT THE DESIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE

DISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES PD

ISTRIBUTION (BY ZLS)

ALCOM LO Piemonte

ALCOM LO Lombardia

ALCOM LO Venetia

ALCOM LO Napoli

ALCOM LO Bologna

PRIORITY 1-4

SEQUENCE ROUTINE 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

Ref. No. 6758

Security

Classification RESTRICTED

SUBJECT IS INSTRUCTIONS FOR PREPARATION OF DISPATCH AND HANDLING OF SIGNAL

MESSAGES PD

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

GUIDANCE PD

PAGE TWO PD APPENDIX B W/IN THEREO CONTAINS LIST OF ABBREVIATED ADDRESSES FOR

TELEGRAPHED PURPOSES PD NOTE THE ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS

19 ALDOM PD

ARR. THREE PD NOTE THAT THE INSIDE ADDRESS IS ELIMINATED AND ALSO NOTE THE

ISTINCTION BETWEEN ACTION AND INFORMATION ADDRESSES PD

DISTRIBUTION (BY ELS)

19COM LO Piemonte

19COM LO Lombardia

19COM LO Venetia

19COM LO Napoli

19COM LO Bologna

PRIORITY 1-4

19CEDEFOR ROUTING 5-7

PLACE OF ORIGIN: OFFICE OF THE EXECUTIVE COMMISSIONER

L. NO.: 259

3967

RESTRICTED

RESTRICTED

FIELD OFFICE

A.C. CHIEF LIAISON OFFICER LICERIA
A.C. CHIEF LIAISON OFFICER PERMONTE
A.C. CHIEF LIAISON OFFICER LOMBARDA
A.C. CHIEF LIAISON OFFICER VENEZIA
A.C. CHIEF LIAISON OFFICER BOLOGNA
A.C. CHIEF LIAISON OFFICER NAZLES
A.C. CHIEF LIAISON OFFICER LIVORNO
A.C. CHIEF LIAISON OFFICER BARI
A.C. CHIEF LIAISON OFFICER SICILY
A.C. CHIEF LIAISON OFFICER BOLZANO
A.C. LIAISON OFFICER (TH.) ANCONA
A.C. LIAISON OFFICER NO.2 DISTRICT
A.M.G. VENEZIA GIULIA
A.M.G. UDINE PROVINCE

PHONETICAL ALPHABET

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

Appendix 'B'

ALCOM LO LICERIA
ALCOM LO FLEMONTE
ALCOM LO LOMBARDA
ALCOM LO VENEZIA
ALCOM LO BOLOGNA
ALCOM LO NAZLES
ALCOM LO LIVORNO
ALCOM LO BARI
ALCOM LO SICILY
ALCOM LO BOLZANO
ALCOM LO (TH.) ANCONA
DISTRICT FOR ALCOM LO
AND VENEZIA GIULIA
AND UDINE PROVINCE

Appendix 'C'

H - Han
O - Obao
P - Peter
Q - Queen
R - Rover
S - Sugar
T - Taro
U - Urolo
V - Victor
W - William
X - Xray
Y - Yoke
Z - Zebra

ALCOM LO LIVORNO
ALCOM LO BARI
ALCOM LO SICILY
ALCOM LO BOLZANO
ALCOM LO (TH) ANCONA
DISTRICT FOR ALCOM LO
AND VENEZIA GIULIA
AND UDINE PROVINCE

Appendix 'C'

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

3966

PHONETICAL ALPHABET

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

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

RESTRICTED

132

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

2 August 1945.

Director
Chief of Staff
Chief of Staff
H. Q. Coma O.
Asst. Chief of Staff
Censorship

Chief Clerk
Ref: 8761/155/20.

OFFICE MEMORANDUM)

NUMBER 6)

TRANSMISSION OF SIGNAL MESSAGES
WRITTEN IN ITALIAN.

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

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

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

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

5965

TRANSMISSION OF SIGNAL MESSAGES
WRITTEN IN ITALIAN.

1. The extract below from C30 L of C Italy letter 311.4/4 dated 23 July 45 is repeated for information and compliance by all concerned:

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

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

Under these circumstances traffic in Italian will not normally be accepted by Allied Signal Offices or Message Centres for electrical transmission, but will be handled through normal ALS channels. In the exceptional circumstances where it is absolutely essential that a message in Italian must be delivered within a matter of hours and there is no obvious means of delivery by Italian Government telegraphs then such a message may be handed into an Allied Office with a covering note to the Signalmaster or OIC Message Centre explaining the attendant circumstances and signed by a responsible Allied Officer who is a member of an Allied Communication 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. 5365

By command of Rear Admiral STONE:

see 31

Nicholas Pionello

NICHOLAS PIONELLO
CWO, USA
Assistant Adjutant

see 20

DISTRIBUTION:

"A"

DECLASSIFIED

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Rev: 65/13/82

OFFICE MEMORANDUM

Amendment No. 2

DUEBA 1/1945

27 July 1945

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF COMING
SIGNAL MESSAGES

Office Memorandum No. 1, dated 12 January 1945, is further amended as

follows:

PART IPara (d)Lines 1 and 2

Delete: "AMC/AC Regional and AGO Army Head-
quarters and AC Liaison Officers."
Substitute: "AMC/AC Officers in the field."

Lines 2 and 3

Delete: "and whether facilities for electric-
al transmission exist."

Para (h)Line 8

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

Lines 9 and 10

Delete completely

PART IIPara (s)Line 2

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

APPENDIX 'B'

Cancel existing appendix 'B' which is superseded by new

3964

Office Memorandum No. 1, dated 12 January 1945, is further amended as follows:

PART I

Para (d)

Lines 1 and 2

Delete: "AW/AC Regional and AG Army Headquarters and AG Division Officers."
Substitute: "AW/AC Officers in the field."

Lines 2 and 3

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

Para (h)

Line 8

Delete: "IN CHINA BY ANY NAME"
Substitute: "UNCLASSIFIED"

Lines 2 and 10

Delete completely

PART II

Para (e)

Line 2

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

APPENDIX 'B'

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

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

Director	
D/Director	<i>[Signature]</i>
Chief, Telephone	
Chief, Postal	<i>[Signature]</i>
H. Q. Coms O.	
DIST. Asst. Chief Postal	<i>[Signature]</i>
Censorship	
Chief Clerk	

By command of Rear Admiral STONE

see 32

NICHOLAS PICHON

CHIEF, ASST. ADJUTANT
REFS.

FILE	B/twd.
F.3T ADM. 202	

Date 30 JAN 45

RECEIVED

3964

R E S T R I C T E D

APPENDIX 'B'FIELD OFFICEABBREVIATED ADDRESS

LIGURIA REGION

AMG LIGURIA REGION

PIEMONTE REGION

AMG PIEMONTE REGION

LOMBARDIA REGION

AMG LOMBARDIA REGION

VENETIA REGION

AMG VENETIA REGION

EMILIA REGION

AMG EMILIA REGION

VENETIA GIULIA

AMG VENETIA GIULIA

LIVORNO ZONE

AMG LIVORNO ZONE

ANCONA COMUNE

AMG ANCONA COMUNE

NAPLES COMUNE

AMG NAPLES COMUNE

AC LIAISON OFFICER, BARI

ALCOM LO BARI

AC LIAISON OFFICER, PALERMO

ALCOM LO PALERMO

AC LIAISON OFFICER, CATANIA

ALCOM LO CATANIA

AC (MMIA) LIAISON OFFICER, SARDEGNA

MMIA LO SARDEGNA

AC LIAISON OFFICER, NO 2 DISTRICT

DISTWO PER ALCOM LO

AC LIAISON OFFICER, PR6

PERNASE FOR ALCOM LO

3963

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

27 July 1945

Ref: 8761/150/20

OFFICE MEMORANDUM

MUNICH

5)

Introduction of UNCLASSIFIED Signal Messages

1. In accordance with AFHQ letter AO 311.5/215 CH1-0, dated 29 July 1945, the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

a. Effective immediately, outside the zone of operations in Pacific Far East Area certain subjects may now be treated as UNCLASSIFIED, and signal messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by longitude 60 degrees east and on the east by the Pacific coast of North and South America. Appendix 2, is issued as a guide to originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 380-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

b. No relaxation of the now existing security rules is permitted in messages to any address within the operational zone, or the subject matter concerns the war with Japan. This includes multiple address traffic which may be addressed both to the operational zone and the non-operational zone.

c. An unclassified message referring to a previous cipher message may quote only the reference number and date of such ciphered message, but cannot quote the time of origin or the subject matter therein.

d. Originators are still entirely responsible for the classification of Signal Traffic. Originators of unclassified messages will include the instruction "UNCLASSIFIED" as the first word of the text. The classification "UNCLASSIFIED" is now obsolete and will not be used. "Signatures" will not be used in the text of unclassified messages.

2. Documents as well as messages relating to subjects listed in Appendix 2, may similarly be treated as unclassified. Such documents, however, need not bear the instruction "UNCLASSIFIED."

3. The above instructions are issued as supplementary to the instructions for Preparation of Outgoing Signal Messages contained in Office Memorandum No. 1, this Headquarters, dated 12 January 45, as amended.

By command of Rear Admiral STONE

1. In accordance with the letter to the Chief of Staff, the following information concerning the classification of Signal Traffic is published for compliance by all originators of traffic within this Headquarters.

a. Effective immediately, outside the zone of operations in Pacific Far East Area certain subjects may now be treated as UNCLASSIFIED, and signals messages concerning them may be sent in clear by any means, including radio. The operational zone is defined as the area bounded on the west by 170 degrees 00 degrees east and on the east by the Pacific coast of North and South America. Appendix "A" is issued as a guide to originators in subject matter that may be sent as UNCLASSIFIED, and will be considered as a supplement to US Army Regulations 180-5 and War Office Pamphlet "Classification and Handling of Protected Documents, 1944."

b. No relaxation of the now existing security rules is permitted in messages to any address within the operational zone, or in subject matter concerning the war with Japan. This includes multiple address traffic which may be addressed both to the operational zone and the non-operational zone.

c. An unclassified message referring to a previous cipher message may quote only the reference number and date of such ciphered message, but cannot quote the time of origin or the subject matter therein.

d. Originators are still entirely responsible for the classification of Signal Traffic. Originators of unclassified messages will include the instruction "UNCLASSIFIED" as the first word of the text. The classification "If Classified" is not to be used. "Signatures" will not be used in the text of unclassified messages.

2. Documents as well as messages relating to subjects listed in appendix "A" may similarly be treated as unclassified. Such documents, however, need not bear the instruction "UNCLASSIFIED."

3. The above instructions are issued as supplementary to the instructions for Preparation of Outgoing Signal Messages contained in Office Memorandum No. 1, this Headquarters, dated 12 January 45, as amended.

By command of Rear Admiral STONE,

Director	
Deputy Director	<i>AS</i>
Chief of Staff	
Chief of Operations	
Chief of Communications	
Chief of Plans	
Chief of Logistics	
Chief of Personnel	
Chief of Finance	
Chief of Administration	

DISTRIBUTION:
14

NICHOLAS PIERING
CWO, USA
Assistant Adjutant

CROSS. REFS.	
FILE	<i>I-2</i>
	<i>ADM-202</i>

3962

Date 30 JAN 1945

LIST OF SUBJECTS WHICH MAY BE UNCLASSIFIED

ABSENTEES	- Traffic; injuries to personnel.
ACCIDENTS	- Acquisition, billeting, inspection.
ACCOMMODATION	- Unit and Regimental.
ACCOUNTS	- Movement of individual aircraft in the non-operational zone (providing secret types are not involved).
AIRCRAFT	- Accidents to.
APPOINTMENTS	- Of individuals below the rank of Brigadier/Brigadier General.
DEATHS	- Graves registration.
DEATHS	- Arrangements for burials.
DEATHS	- Below the rank of Brigadier/Brigadier General
CIVIL AFFAIRS	- Routine matters connected with civil administration, civil supply and Displaced Persons.
CORRESPONDENCE	- Routine correspondence concerning any item covered by this list.
COURTS OF ENQUIRY	- Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
DISCHARGES	- Routine correspondence, supplies for.
EDUCATION	- And reconstructions.
ENI/PX	- Of individuals (providing there is no mention of the nature of the disease).
ENGAGEMENTS/ENLISTMENTS	- Routine administration.
ENTERTAINMENT	- Individuals, inspections, routine accommodation and stores. (See ACCIDENTS).
HEALTH	- Local employment of civilians.
HOSPITALS	- General and individual. (See SHIPPING).
INJURIES	
LABOUR	
LEAVE	

- BURIALS**
- Graves registration, arrangements for burials.
- CASUALTIES**
- Below the rank of Brigadier/Brigadier General
- CIVIL AFFAIRS**
- Routine matters connected with civil administration, civil supply and Displaced Persons.
- CORRESPONDENCE**
- Routine correspondence concerning any items covered by this list.
- COURTS OF APPEAL**
- Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
- DISCHARGES**
- EDUCATION**
- Routine correspondence, supplies etc.
- ENI/PX**
- And re-engagements.
- ENGAGEMENTS/ENLISTMENTS**
- ENTERTAINMENT**
- Of individuals (providing there is no mention of the nature of the discharge).
- HEALTH**
- Routine administration.
- HOSPITALS**
- Individuals, inspections, routine accommodation and stores. (See ACCIDENTS).
- INJURIES**
- Local employment of civilians.
- LABOUR**
- General and individual. (See SHIPPING)
- LOCATIONS**
- Of any units or formations except those under orders to proceed to the Pacific-Far East area.
- LOSS**
- Of stores and vehicles, excepted for protected items.
- MAILS**
- If ships or shipping movements are mentioned, see SHIPPING.
- MAINTENANCE**
- Except of protected equipment.
- MEDALS**
- Awards and decorations after promulgation.
- MEDICAL**
- And DENTAL, issues of stores and inspections. (See HEALTH).

3961

APPENDIX (A) (Continued)

MOVEMENTS

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

PAY

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

PERSONNEL

OFFICERS

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

CPS/SM

- Postings, assignments, attachments and transfers. Discipline.
- Private affairs (except of vice personnel matters).

PRESS & RADIO

- Subject to censorship.

PM

- Names of Allied PM, administrative arrangements for repatriation. (See MOVEMENTS).

ACCOMMODATION

- Facilities and training.

SHIPPING

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

The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas, Mediterranean, Black and Red Seas, South Atlantic Ocean West of 74 degrees West to Longitude of Capetown, and the North and South Pacific Ocean East of 82 degrees West. Movements, positions, arrivals, departures, damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.

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

(i) Capetown, Aden and Saiton are included in the operational zone.

STATIONERY

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

STOCKS
SUPPLIES (including
equipment)

- Demands for all commodities and non-protected technical stores and spare parts required for maintenance.

TRAINING

- Courses of instruction, allotment of vacancies. (except for courses of a secret nature).

RACES & RADIO

PW

SUBSISTENCE

SHIPPING

Private affairs (except of very personal matters).

- Subject to censorship.

- Names of Allied PW, administrative arrangements for repatriation. (See NOV 30/273).

- Facilities and training.

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

The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas.

Mediterranean, Black and Red Seas, South

Atlantic Ocean East of 74 degrees West to

Longitude of Cape Horn, and the North and South

Pacific Oceans East of 12 degrees West.

Movements, positions, arrivals, departures,

damage and loss (except due to enemy action) in

the non-operational zone of minor warships and

merchant ships including troopships carrying

less than 550 troops.

Note (a) Naval security instructions apply to

messages about movements of major warships (to

include destroyers), neutral ships suspected

of trading with the enemy and troopships carrying

more than 550 troops in any zone.

(b) Capetown, Aden and Salbon are included

in the operational zone.

STATIONERY

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

STORAGE

SUPPLY (including)

EQUIPMENT

- Demands for all commodities and non-protected technical stores and spare parts required for maintenance.

TRAINING

- Courses of instruction, allotment of vacancies, (except for courses of a secret nature).

TRANSPORT

- Non-protected vehicles - damage (other than by enemy action), defects, movements, repairs, and replacements.

UNITS, FORMATIONS & ORGANIZATIONS

- Designations, provided that designations of units and their next higher formations or organizations are not linked or grouped together in the texts of messages in such a way as to reveal order of battle or chain of command.

WEAPONS/SPECIAL SERVICE

Director	<i>mt</i>
Deputy Director	
Chief of Staff	<i>Don</i>
Chief Postal	
H. Q. Com. O.	
Asst. Chief Postal	
Censorship	
Chief Clerk	

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

27 July 1945.

Ref: 5601/EC.

OFFICE MEMORANDUM)
NUMBER 20/1944) Amendment No. 1.

see 22

CHANNEL OF COMMUNICATIONS WITH MINISTRY OF MARINE

Office Memorandum No. 20, dated 21 December 1944, is amended by the addition of new para 3 as follows:

" 3. Notwithstanding paragraph 2 above, there is no objection to Sections and Sub-Commissions of the Allied Commission contacting representatives of the Ministry of Marine on routine matters of which the Navy Sub-Commission has been made cognizant by the Allied Representatives concerned. In such cases the onus of keeping the Navy Sub-Commission informed of their dealings must remain with the Sections or Sub-Commissions concerned."

By Command of Rear Admiral STONE.

Nicholas Piontino
NICHOLAS PIONTINO
CWO USA
Assistant Adjutant

DISTRIBUTION:

"A"

3960

Communication Sub Com

Director	
Deputy Director	
Chief of Staff	
Chief of Bureau	
Head of Division	
Head of Section	
Head of Branch	
Head of Unit	
Head of Detail	
Head of Post	
Head of Office	

CLASS.	
FILE	
DATE	30 JUN 45

(28)

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Date 30 JUN 45

29 June 1945

Ref/212/EC.

SUBJECT : Italian Government Correspondence.

TO : Distribution below.

attached

1. Further to my letter 212/EC, subject as above, dated 25 June 45.
2. Use of the expression "Your Excellency" will be avoided in the address and text of letters addressed to ALL ministers of the Italian Government.

For the Chief Commissioner :

/s/ E. M. Allen
Executive Commissioner.

DISTRIBUTION:

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

3959

Headquarters Allied Commission.

APO 394.

Office of Executive Commissioner

Ref: 212/EC.

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,
R o m e.

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

Director
Chief of Staff
Chief of Police
H. U. Corps O
Asst Chief of Staff
Censorship
Chief Clerk

Per Chief Commissioner:

FILE	By
ADM 202	

Date 30 JUN 1945

A Brigadier,
Executive Commissioner.

Distribution:

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

3958

RECEIVED

HEADQUARTERS ALLIED COMMISSION
APR 29 1945

Office of the Executive Commissioner

14 April 1945

OFFICE MEMORANDUM

Appendix No. 1

NUMBER 1/1945

INSTRUCTIONS FOR THE PREPARATION
OF DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES

Office Memorandum No. 1, dated 12 Jan 45, is amended as follows:

1. Part I, item 2 (a):

In line two between the words 'Headquarters' and 'showing' insert
'and AC Liaison Officers'.

2. Appendix 'B':

- | | | | |
|-----|---|-----------------|-----|
| (a) | Delete SICILIA Region and all detail. | | |
| (b) | " " " " " " | | |
| (c) | " " " " " " | | |
| (d) | " " " " " " | | |
| | substitute "UMBRIA-MARCHE Region - ALL UMBRIA MARCHE REGION - YES". | | |
| (e) | Delete SARINIA Region and all detail. | | |
| (f) | All below Civil Affairs Section, 15 Army Group, the following: | | |
| | " AC Liaison Officer, | ALOM LO DALMEDE | YES |
| | PALESTINE | | |
| | AC Liaison Officer, | ALOM LO CATANIA | YES |
| | CATANIA | | |
| | AC Liaison Officer, | ALOM LO BARI | YES |
| | BARI | | |
| | AC Liaison Officer, | ALOM LO BARI | YES |
| | BARI | | |
| | AC Liaison Officer, | ALOM LO BARI | YES |
| | BARI | | |

3957

RECEIVED

HEADQUARTERS ALLIED COMMISSION

AFO 596

Office of the Executive Commissioner

Ref: 65/10/20

OFFICE MEMORANDUM

Amendment No. 1

NUMBER 13/1944

16 March 1945.

OFFICIAL MAIL SERVICES

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

Para 4. Delete para 4a and substitute:

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

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

Para 8. Delete para 8 and substitute:

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

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subject as above, is amended as follows:

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By Command of Rear Admiral STONE:

3956

DISTRIBUTION:

1A

RESTRICTIONED

H. W. BRIDGE
Lt. Col. AGO
Adjutant

Communication Sub Com

RESTRICTED

124

HEADQUARTERS ALLIED COMMISSION
470 39.
(Admiralty Department)

26 February 1945.

Director	
Deputy Director	
Chief Clerk	
Chief of Staff	
Chief of Communications	
Chief of Liaison	
Chief of Intelligence	
Chief of Operations	
Chief of Logistics	
Chief of Finance	
Chief of Personnel	
Chief of Legal Affairs	
Chief of Medical Affairs	
Chief of Dental Affairs	
Chief of Veterinary Affairs	
Chief of Quarantine	
Chief of Public Health	
Chief of Sanitation	
Chief of Food and Nutrition	
Chief of Housing	
Chief of Transportation	
Chief of Communications	
Chief of Liaison	
Chief of Intelligence	
Chief of Operations	
Chief of Logistics	
Chief of Finance	
Chief of Personnel	
Chief of Legal Affairs	
Chief of Medical Affairs	
Chief of Dental Affairs	
Chief of Veterinary Affairs	
Chief of Quarantine	
Chief of Public Health	
Chief of Sanitation	
Chief of Food and Nutrition	
Chief of Housing	
Chief of Transportation	

OFFICE MEMORANDUM

SUBJECT

CIPHER TRAFFIC

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

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

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

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

BY ORDER OF REAR ADMIRAL STONE:

*Richard Pichingo*RICHARD PICHINGO,
CWO, RCN,
Asst Adjutant.

DISTRIBUTION:

11.4

3955

RESTRICTED

23

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

1 November 44.

Ref: 65/12/006

OFFICE MEMORANDUM
SUBJECT: 12

MEMORANDUM NO. 1

1. In the letterhead of the Memorandum and of Annex "D" delete "CMF" and substitute "APO 394".
2. Reference Note (iii) Annex "D". Telephone numbers will appear on the correspondence of all departments, excepting the Office of the Chief Commissioner.

J. M. Mason
Brigadier,
Chief of Staff.

DISTRIBUTION:

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

50/378.07 d. 19. Feb.

3954

Director	<i>[Signature]</i>
D/Director	<i>[Signature]</i>
Chief, Intelligence	<i>[Signature]</i>
Chief, Plans	<i>[Signature]</i>
Mr. Q. Quinn	
Asst. Chief, Plans	<i>[Signature]</i>
Comptroller	
Chief Clerk	<i>[Signature]</i>

RECEIVED

HEADQUARTERS ALLIED COMMISSION

APC 324

Office of the Chief of Staff

+++++

Ref: 44/005

OFFICE MEMORANDUM

NUMBER 2)

3 February 1945

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL

1. INTRODUCTION

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

2. CLASSIFICATION

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

The following classification definitions and examples will be of assistance:

A. TOP SECRET

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

Examples:

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

Communication Section
21

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

2. CLASSIFICATION

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Examples:

- (i) Plans or particulars of future major or special operations.
- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for armistice and the like.
- (iv) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence Services or which would impair secret agents.
- (b) Establishment of Classification: It will be the general policy of this HQ that the "responsibility level" of officers authorized to classify material as TOP SECRET will be as follows:

- (i) The Chief Commissioner
- (ii) Deputy Chief Commissioner
- (iii) Chief of Staff
- (iv) Vice Presidents of Sections
- (v) Subcommission Directors
- (vi) Regional Commissioners
- (vii) Provincial Commissioners
- (viii) Senior executive staff officers of the officials mentioned in (i) to (vii) inclusive.

CROSS REFS.	FILE	B/fwd.
	ADM 202	

Date 5/2/45.

- 1 -

SECRET

3953

RESTRICTED

B. SECRET

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

Examples:

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

C. CONFIDENTIAL

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

Examples:

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

HANDLING OF TOP SECRET DOCUMENTS AND FILES

3.

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

- (iii) Certain reports of operations containing information of vital interest to the enemy
- (iv) Adverse reports on general morale affecting major operations.
- (v) Certain development projects.

C. CONFIDENTIAL

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

Examples:

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

3.

HANDLING OF TOP SECRET DOCUMENTS AND FILES

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

(b) Clerks, excluding CONFIDENTIAL clerks (see sub-para (c) below), will not handle TOP SECRET papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

REGISTERED

DECLASSIFIED

(c) TOP SECRET matter will be typed only by a special confidential clerk who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.

(d) The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Short-hand notes (which should be taken in a loose leaf book) will be destroyed as soon as the typescript is passed. New carbon papers should not be used but if of necessity they have to be used they will be destroyed. Stencil copies will be run off under supervision of the confidential clerk and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or looked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memorandum No. 13.

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

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

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

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

(a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.

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

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

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

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

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

(a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern: when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.

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

5. GENERAL

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

RESTRICTED

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

By command of Rear Admiral STONE:

W. W. DRAKE
 W. W. DRAKE
 Lt Col, AGO
 Adjutant

DISTRIBUTION:

'A'

W. H. Long
N. W. DRACONE
Lt Col, AGO
Adjutant

RECEIVED
- 4 -

DISTRIBUTION:

Director
D/Director
Chief, Telephone
Chief, Post
H. Q. Cams
Asst. Chief
Censorship
Chief Clerk

Ref: 65/005

OFFICE MEMORANDUM

NUMBER 1

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel: 289

12 January 1945.

32
see

CROSS REFS	
FILE	B/Fwd.
202	

Date 13/1/45

INSTRUCTIONS FOR THE PREPARATION
DISPATCH AND HANDLING OF OUTGOING
SIGNAL MESSAGES.

1. The following instructions for the preparation, dispatch and handling of outgoing signal messages are published for the information and guidance of all personnel at this Headquarters. All previous instructions, including Office Memorandum No. 9, are hereby rescinded, and the procedure herein described will be strictly adhered to.

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

PART I

2. PREPARATION.

(a) The standard message form will always be used for the first sheet of the text. For second and subsequent sheets normal onion skin 8"x10" size paper may be used as a measure of economy.

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

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

(d) At Headquarters there is a list of the JCS/AC Regional and AF Army Headquarters, directly abbreviated addressees for telegraphic purposes and whether transmission exist.

2011
 2012
 2013
 2014
 2015
 2016
 2017
 2018
 2019
 2020

APPENDIX

-2-

(a) Precedence priorities, which are listed on the reverse of the form, are:

URGENT (Special British, MOST IMMEDIATE)
 ORIGINALLY PRIORITY (Special British IMMEDIATE)
 PRIORITY (Special British IMMEDIATE)
 ROUTINE
 DEFERRED

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

(b) The appropriate classification will be inserted alone on the first line of the text. (See Appendix 'A').

The degree of classification are:

TOP SECRET (that is, TOP SECRET)
 SECRET
 CONFIDENTIAL
 RESTRICTED
 IN CLEAR BY ANY MEANS

Signals to places outside the Mediterranean theatre of operations, will be classified not lower than RESTRICTED.

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

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

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

(3) The text will include an INITIAL ADDRESS which will NOT be at the beginning or end of the message. The initial address will commence on a new line and be underlined in order to be shown prominently against the rest of the message. In the initial address the TO will be inserted on the abbreviated address of this Headquarters. The names of positions or functions will NOT appear in the initial address. After the initial address the message will be continued on a new line. (See Appendix 'A').

(4) In the 'TO' space at the top of the message form and in the INITIAL ADDRESS the abbreviations 'apt' or 'for info' will be inserted between TO and INITIAL ADDRESS.

(5) Single letters of the alphabet, except parts of groups, will be indicated out phonetically. (See Appendix 'B').

(6) Numbers will

(b) The appropriate classification will be inserted above on the first line of the text. (See appendix 'A').

The degree of classification are:

TOP SECRET (that is, TOP SECRET)
SECRET
CONFIDENTIAL
RESTRICTED
IN CLAS BY ANY NAME

Signals to placed outside the headquarters theatre of operations, will be classified not lower than RESTRICTED.

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

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

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

(3) The text will include an INTEL ADDRESS which will NOT be at the beginning or end of the message. The INTEL ADDRESS will commence on a new line and be underlined in order to be shown prominently against the rest of the message. In the INTEL ADDRESS will be inserted as the abbreviated address of the headquarters. The name of positions or Sub-Units will NOT appear in the INTEL ADDRESS. After the INTEL ADDRESS the message will be continued on a new line. (See Appendix 'A').

(4) In the 'TO' space at the top of the message form and in the INTEL ADDRESS the abbreviations 'TO' or 'for info' will be inserted between ACTION and DECOMPOSITION abbreviations.

(5) Single letters of the alphabet, except those of a word, will be inserted out phonetically. (See Appendix 'C').

(6) Numbers will be expanded in words NOT Arabic numerals, e.g. 1234 will be inserted 'two eight three'.

(7) Punctuation marks will be kept to a minimum consistent with clarity. Punctuation will be spelled out in abbreviated form. At least two spaces will be left on either side of punctuation abbreviations. The usual punctuation employed and their abbreviations are as follows:

Full stop	ST
Comma	COM
Colon	COL
Bracket	BRACK

3. AUTHENTICATION/.....

DECLASSIFIED

-3-

5. AUTHENTICATION.

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

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

(c) The authenticating officer will:

(1) Ensure that all messages authenticated by him are prepared strictly in accordance with these instructions.

(2) That the number of copies is correct.

(3) Sign the top and third copies.

6. DISPATCH.

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

(b) Local deliveries, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 13 Oct 44.

7. HANDLING.

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

PART II

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

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

(b) Three copies full text and two copies in "sketch" form will be prepared. The "sketch" copies will be distributed with the full

prepared strictly in accordance with these instructions.

- (ii) That the number of copies is correct.
- (iii) Sign the top and third copies.

4. DISPATCH.

(a) All messages (except TOP SECRET - see Part II) for transmission by electrical means (vide sub para (b) below) will be delivered by messenger of the office of origin to the Adjutant or Duty Officer for authentication. The messenger will mail while the message is authenticated and thereafter deliver same to the Cable Station, Message Centre.

(b) Local delivery, or copies of messages to addressees for whom electrical facilities do not exist, will be dispatched by the office of origin in the same way as letters and in accordance with the instructions contained in this Headquarters Office Memorandum No. 17 dated 15 Oct 44.

5. HANDLING.

Although messages classified as SECRET or CONFIDENTIAL may be handled by Italian civilian personnel this consideration should be waived wherever possible. On no account must TOP SECRET or SECRET messages be handled by Italian civilians.

PART II

6. TOP SECRET messages will be prepared and distributed in accordance with the following special instructions evolved from AFHQ:

- (a) TOP SECRET messages will not be subject to review by the Adjutant but by the originating officer.
- (b) Three copies full text and two copies in "skelaton" form will be prepared. The "skelaton" copies will be skelaton with the text copies of the message, except that the whole of the text message will be skelaton.
- (c) One copy full text will be retained by the office of origin on a TOP SECRET file.
- (d) The second copy full text will be enclosed in an envelope marked with wax, marked "TOP SECRET message for (insert name here) at (insert address here)" of the envelope, and with one of the skelaton copies attached to the outside of the envelope will be delivered to the signal Message Centre where a receipt will be obtained for it.

(e) The third/.....

SECRET

SECRET

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

By command of Rear Admiral STONE;

D. W. Longneff
 H. W. LONGNEFF
 Major, AMB
 Adjutant

DISTRIBUTION:

(7) At all stations in preparation and dispatch for SECRET messages will be handled by Allied military or Allied civilian personnel only.

By command of Rear Admiral [Name]

D. W. [Signature]
U.S. [Rank]
Major, and
Adjutant

DISTRIBUTION:

'A'

RECEIVED

2221410222

Appendix 'A'

TO: FOR ACTION ALCON SUCILLA REGION PERHASE FOR ALCON SOUTHERN REGION
ALCON SUCILLA REGION AND TOSCANIA REGION AND EMILIA REGION
SIGHTSAY REAR FOR AMC VARELLA REGION SIGHTSAY REAR FOR AMC
FIVEADRY FOR AMC REPTD AMHQ

2890

1 January 45

ROUTINE

RESTRICTED PD

SUBJECT IS INSTRUCTIONS FOR INFORMATION CMA DISPATCH AND HANDLINE OF SIGNAL

MESSAGES PD

PAGES TO FOR ACTION ALCON SUCILLA REGION CMA PERHASE FOR ALCON SOUTHERN REGION

CMA ALCON SUCILLA REGION CMA PD 1000 N. ACTION CMA ALCON SUCILLA REGION CMA

REHENSE REAR FOR AMC VARELLA REGION CMA REHENSE REAR FOR AMC CMA

FIVEADRY FOR AMC REPTD AMHQ FOR GEORGE DASH FIVE FROM HQ ALCON SUCILLA

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

FOR INFORMATION PD

PARA TWO PD APPENDIX PAPER NUMBER CONTAINS LIST OF AFFILIATED ADDRESSES

FOR TELEGRAPHIC PURPOSES WHICH WILL BE LOCATED BY ALL ADDRESSES PD NOTE THE

ABBREVIATED ADDRESS OF THIS HEADQUARTERS IS HQ ALCON PD

PARA THREE PD MESSAGES WILL NOT BE DELIVERED HQ ALCON PERSONAL FOR AM

INDIVIDUAL UNLESS MENTIONED IN VERY EXCEPTIONAL CIRCUMSTANCES PD

PARA FOUR PD ALWAYS WITH PRACTICALITY QUOTE A REFERENCE NUMBER OF THIS

HEADQUARTERS PD

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR INFORMATION OF TOSCANIA REGION

DISTRIBUTION (BY FLS):

Lesio-Subria Region

REAR-Subria Region

2896 1 January 45

NOTICE

RESTRICTED TO

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

PARAGRAPH TO FOR ACTION ALCON BUREAU REGION CMA. REFERENCE FOR ALCON SOUTHERN REGION CMA. ALCON SOUTHERN REGION CMA.

STANDARDIZED AREA FOR ARE VEREZA. ACTION CMA. EIGHTHOUR KRAK FOR AND CMA. FIVEHOUR FOR ARE JPTD LEM FOR GERMANY DASH FIVE FROM HQ ALCON L-4228

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

PARA TWO PD APPENDIX BAKER THEREIN CONTAINS LIST OF ABREVIATED ADDRESSES FOR TELEGRAPHIC PURPOSES WHICH WILL BE ADOPED BY ALL ADDRESSEES TO NOTE THE ABREVIATED ADDRESS OF THIS HEADQUARTERS IS HQ ALCON PD

PARA THREE PD ADDRESSES WILL NOT BE ADDRESSSED BY ALCON PERSONAL FOR AN INDIVIDUAL UNLESS MENTIONED IN VERY EXCEPTIONAL CIRCUMSTANCES PD

PARA FOUR PD ALWAYS WITH EACH OTHER QUOTE A REFERENCE NUMBER OF THIS HEADQUARTERS PD

PARA FIVE PD NOTE SPECIAL INSTRUCTIONS FOR VERIFICATION OF TORMEC MESSAGES

DISTRIBUTION (BY FILE):

Lazio-Umbria Region
Abruzzi-Marche "
Liguria Region
Piemonte "
Lombardia "

Office of the Chief of Staff

289

NICHOLAS PICKERING,
CMA, USA,
Asst. Adjutant.

3949

RECEIVED

Director
 Chief, Intelligence
 Chief, Operations
 H. Q. Comd. G.
 Asst. Chief of Staff
 Generalship
 Chief Clerk

HEADQUARTERS ALLIED COMMISSION
 APO 394
 Office of the Chief of Staff

Ref: 64/8/008.

2 January 1945.

SUBJECT: Dating of Letters.

TO : All Concerned.

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

for
 Brigadier,
 Chief of Staff.

DISTRIBUTION:

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

397

HEADQUARTERS ALLIED COMMISSION

ASST. CHIEF

Office of the Chief of Staff

28 December 1944.

Ref: 65/003

OFFICE MEMORANDUM

NUMBER

24

STATE PROCEEDINGS

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

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

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

(a) confirmed in writing or by signal as soon as possible;

(b) recounted on a brief memorandum and attached to the relevant documents.

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

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

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

Communication Sub-Com
28
119

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

1. Again, 13 Army Groups, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

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

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

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

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

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

115 x 100 L
Brigadier,
Order 3946

DISTRIBUTION
1/3

Communication

12/12

RESTRICTED

NAVY SUB-COMMISSION
 ADJUTANT'S DEPARTMENT
 20 394

29

21 December 1944

OFFICE MEMORANDUM

NUMBER

20

Channel of Communication with Ministry of Marine

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

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

By command of Rear Admiral SPURD:

Nicholas Fighino

NICHOLAS FIGHINO
 CAPT. U.S.N.
 West Adjutant

DISTRIBUTION:

Director	<i>me</i>
Asst. Director	
Chief, Personnel	<i>W. H. C.</i>
Chief, Postal	<i>W. H. C.</i>
H. Q. Comm. O.	
Asst. Chief Postal	
Censorship	
Chief Clerk	

21 DEC 34

RESTRICTED

3945

see 29

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

OFFICE MEMORANDUM
NUMBER :
13)

24 July 1944.

OFFICIAL MAIL SERVICES

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

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

AFHQ (G-5)
Headquarters AII
AIG/ACC Regional Hqs.
AIG Army Headquarters

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

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

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

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

Communication
See
24
118

see 25

See new 4a at 25

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

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

- AFHQ (G-5)
- Headquarters JLI
- AMS/ACC Regional Hqs.
- AMS Army Headquarters

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

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

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

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

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

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

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

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

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

5. a. The Message Center will give and take receipts for all TOP SECRET, SECRET, and CONFIDENTIAL packages. Receipts will not be given for packages or documents below CONFIDENTIAL classification.
- b. Departments should enclose with, and attach to, all TOP SECRET communications a receipt for signature and return by the recipient. Receipts may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Assistant Department (Duplication Section) Message Center, Room 26, First Floor.
6. Without detriment to the needs of security (e.g. see paragraph 4 (b) (1) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.
7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.
8. All packages addressed as in preceding paragraph also all packages containing unclassified mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as "UNCLASSIFIED MAIL".
9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.
10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

E. J. McLaughlin
E. J. McLaughlin
Lieut. (jg)
Executive Officer

DISTRIBUTION:

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

6. Without detriment to the needs of security (e.g. see paragraph 4 (b) (1) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.

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

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

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

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

By order of Captain STONE (USNR):

E. V. Lough
E. V. LOUGH
Col., USA
Executive Officer

DISTRIBUTION:

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

HEADQUARTERS ALLIED COMMISSION

ASO 39A

Office of the Chief of Staff.

Ref: 65/59/005.

OFFICE MEMORANDUM

NUMBER

(19)

2 December 1944

Orders & Directives issued by Headquarters
Allied Commission

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

3. Of the first class, (A), there are three:

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalty. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the population is normally notified of the law by posting.
- (b) General Orders - these are applications within the framework of the fundamental military law on particular subjects and are enforceable by penalty. They are commonly prepared by the Legal Subcommittee on the basis of the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also be alternatively made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.
- (c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders: they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommittee concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials.

2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of AMI officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three:

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by punishment. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are applications within the framework of the fundamental military law on particular subjects and are enforceable by punishment. They are commonly prepared by the Legal Subcommission on the facts and to the ends desired by the appropriate Subcommission and will be issued over the signature of the Chief of Commission. Publication is normally made by posting but in suitable cases may also be alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.
- (c) Executive Memoranda - contain the detailed administrative instructions needed to implement proclamations and General Orders: they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMI officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMI officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommission concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.

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

- (a) Executive Orders - lay down the fundamental framework of the Allied Commission, carry out major changes in its organization and are a means of announcing major appointments; these include all senior administrative positions of the Commission, the appointment of Vice Presidents and Heads of Sections, Subcommissions, Regional and Provincial Commissioners. They are prepared by the Establishment Section and issued on Distribution "A". As a matter of general policy, only those orders which announce the creation of a new Section or Subcommission, the appointment of Heads of Sections, Subcommissions, and Regional Commissioners will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a Subcommission or the appointment of Provincial Commissioners, will be authenticated by the Adjutant in the normal manner.

3943

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

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

By Command of Commodore STGEZ:

M. W. Bragg
M. W. BRAGG
MAJOR, AND
ADJUTANT

DISTRIBUTION

"A"

Copy
L. 10
m
Post Telephone

SALVATORE • R.

Public, and

11/11/11

CROSS REFS.	FILE 7 ADM 202	6, 7003
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Date 3 DIC 1984

IDENTIFICATION

Chief Clerk

HEADQUARTERS
ALLIED CONTROL COMMISSION

CSC

Office of the Chief of Staff.

13 October 1944

Ref: 65/1/003.

OFFICE MEMORANDUM :

NUMBER 47)

INFORMATION ON ROUTING AND PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups :

Group A.

Correspondence dealing with new matters of major policy, or changes in existing major policy.

Group B.

Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.

Group C.

Correspondence dealing with technical and routine matters.

2. Executive Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub Commission or Branch concerned. The message Centre will deal with the three groups of correspondence in the following manner :

(i) Correspondence in Group A will be forwarded to the Chief of Staff Office.

(ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate independent Sub-Commission.

(iii) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

(i) Correspondence in Group A will be sent out by the Chief of Staff Office.

(ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate independent

INSTRUCTION ON MOVING AND PREPARATION OF CORRESPONDENCE

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- Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, in which the policy, major or otherwise, has been decided.
- Group C. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub Commission or Branch concerned. The Incoming Centre will deal with the three groups of correspondence in the following manner:

- (1) Correspondence in Group A will be forwarded to the Chief of Staff Office.
- (11) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (111) Correspondence in Group C will be forwarded direct to the appropriate Sub Commission or Branch.

3. Outgoing Correspondence.

- (1) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (11) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
- (111) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups A and B will be signed by the Regional Commissioner, his Executive Officer, or an officer designated by him.

Correspondence issuing from Headquarters Allied Control Commission will in all cases be addressed to the Regional Commissioner and if necessary marked for the attention of the appropriate Division of his Headquarters.

5. Correspondence to parallel and higher formations:

- a.e. HQ A.A.L.
A.P.H.Q.
Diplomatic and General Relations.

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff " for the Chief Commissioner" or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Organization " for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub-Commission or Branch " for the Chief Commissioner".

6. Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub-Commission or Branch.

7. Correspondence between Sub-Commissions:

This will be done in the form of inter departmental minutes. Sub-Commissions will not correspond with each other by letter.

8. Preparation for signature.

American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend " for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend " by command of Commander Stone" will appear at the bottom of the letter above the signature.

113 (ish)

Deputy Chief, Communications, Chief of Staff for the Chief, Communications, or in the absence of the Chief of Staff by the Deputy Chief of Staff, Detachment Section in his capacity as Deputy to the Chief of Staff.

(iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission " for the Chief Commissioner".

(iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub-Commission or Branch " for the Chief Commissioner".

6. Correspondence to lower formations:

(i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.

(ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.

(iii) Group C will issue over the name of the Director of any Sub-Commission or Branch.

7. Correspondence between Sub-Commissions:

This will be done in the form of inter-departmental minutes. Sub-Commissions will not correspond with each other by letter.

8. Preparation for signature.

American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend " for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend " by command of Directorate Stone" will appear at the bottom of the letter above the signature.

718 (194)

Brigadier,
Chief of Staff,

DISTRIBUTION:

" B "

Less 42-50 & Group III.

[Handwritten signature]

Mr. Q. Comm. O
Mr. Chief of Post
Mr. Chief of Staff
Chief Clerk

CROSS
FILE

HEADQUARTERS

U.S. DEPARTMENT OF DEFENSE

OFFICE

Office of the Chief of Staff

Ref: 65/42/038.

OFFICE MEMORANDUM)

NUMBER 18)

CORRESPONDENCE AND FILING

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

1. INCOMING CORRESPONDENCE.

All correspondence will be put ON A FILE as soon as possible after receipt, having been entered in a register suitably columned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILES.

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. or Chief of Staff files, COO follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified analogue will appear on the outside cover.
- (d) The following file records will be kept:

- (i) Alphabetical index.
- (ii) Numerical index.
- (iii) Register of date of receipt, and return, of files from other departments.
- (iv) Register of date of sending out, and return, of out departments' files.

3. FILE COMPILED.

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be

24 October 1944.

115-1

Correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commissions and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE.

All correspondence will be put on a FILE as soon as possible after receipt, having been entered in a register suitably columned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILES.

- (a) All files will have a number and the Department of origin will be indicated by a suffix, e.g. on Chief of Staff files, COS follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:
 - (i) Alphabetical index.
 - (ii) Numerical index.
 - (iii) Register of date of receipt, and return, of files from other departments.
 - (iv) Register of date of sending out, and return, of own departments' files.

3. FILE COMPILED.

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.
- (b) After 100 folios, a file should be closed down and a second volume started.
- (c) Minutes will be set out as follows:

To: C.O.S.

TEXT

G.A.S.
15 Oct 44
Tel: Ext. 123

Signature and appointment.

(iii. For the attention of a particular officer or Sub-Commission
a section may be inserted if desired)

3941

-2-

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

- (a) All correspondence will be submitted, suitably minuted, on a file with relevant references prominently flagged.
- (b) Two extra copies are required for the U.O.S. Office.
- (c) Specimen letters for signature by Acting Chief Commissioner and Chief of Staff are appended at Annexures "A", "B", "C" and "D" hereto.
- (d) The original with file and all copies (except the two for U.O.S. Office) will be returned to the department of origin, who will arrange despatch.

5. DRAFTS FOR THE APPROVAL OF ACTING CHIEF COMMISSIONER AND CHIEF OF STAFF.

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

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

6. OUTGOING CORRESPONDENCE.

All outgoing correspondence will have a reference number composed of (a) number of the file (b) file number of the particular letter (c) suffix showing department of origin, e.g., 1304/72/205. It will be entered in a register suitably columned to record:

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

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

1/8/62

Wigdler,
Chief of Staff.

DISTRIBUTION:

5. DRAFTS FOR THE APPROVAL OF ACTING CHIEF COMMISSIONER AND CHIEF OF STAFF.

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

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

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/005. It will be entered in a register suitably columned to record:

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

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.

118/1

Belindier,
Chief of Staff.

DISTRIBUTION:

- wpw Group I (2000 12 to 50 & 58)
- wpw Group II (for information)

APR 12 1944

15-2

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

AFO 334

Reference No. of Department of origin.

3 spaces

Subject: Food Supply

3 spaces

1. C-5 Section, Allied Forces Headquarters, AFO 512.

4 or 5 spaces

1. Number paragraphs in the following manner

1.

(1)

2.

(no complimentary close)

5 spaces from last line of letter

WILLIAM W. STONE
Commissioner, USAR
Acting Chief Commissioner

NOTE: Above style to be used for official letters to higher authorities, for which the signature of Acting Chief Commissioner is required.

Subject: Food Supply

↓ 3 spaces

TO : G-5 Section, Allied Forces Headquarters, APO 512.

↓ 4 or 5 spaces

1. Number paragraphs in the following manner

a.

(1)

2.

(no complimentary close)

5 spaces from last
line of letterELIZABETH W. STONE
Commodore, USNR
Acting Chief Communications OfficerNOTE: Above style to be used for official letters
to higher authorities, for which the signature
of active Chief Communications Officer is required.

3940

21
115-3
INDEX

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Chief Commissioner

LFO 394

Reference No. of Department of origin.

23 October 1944.

My dear Mr. Prime Minister:

2 or 3 spaces only

Indent paragraphs but do not number.

.....
.....

4 spaces from body of letter

Yours very truly,

5 spaces

MILTON W. STONE
Comodoro, USNR
Acting Chief Commissioner

His Excellency Ivanoe Bonomi
The President of the Council of Ministers
Italian Government
Rome

NOTE: Above style to be used for all letters to
Prime Minister, Italian Government, for
which the signature of Acting Chief
Commissioner is required.

23 October 1944

Reference No. of Department of origin.

My dear Mr. Prime Minister:

2 or 3 spaces only

Indent paragraphs but do not number.

.....
.....

4 spaces from body of letter

Yours very truly,

5 spaces

MILLY W. STONE
Commodore, USNR
Acting Chief Commissioner

His Excellency Ivanoe Bonomi
The President of the Council of Ministers
Italian Government
Rome

NOTE: Above style to be used for all letters to
Prime Minister, Italian Government, for
which the signature of Acting Chief
Commissioner is required.

3979

SECRET

HEADQUARTERS
UNITED STATES COMMISSION

OF

Office of the Chief of Staff

Tel. 473733

Date

Ref:

SUBJECT:

TO :

1. Text of first paragraph.

2. Text of second paragraph.

ENC.

For the Acting Chief Commissioner.

Brigadier,
Chief of Staff.

Encs.

NOTES

(i) Above style will be used for all official letters for which the signature of Chief of Staff is required.

(ii) For the Acting Chief Commissioner will only be inserted in case of communication with parallel and higher formations (see Office Memorandum No. 17, dated 13 Oct 64, para. 5).

(iii) External telephone numbers will be used on outgoing correspondence; internal telephone numbers will be used on inter-office correspondence.

(iv) All paragraphs will be numbered.

3938

15-5

UNITED STATES ARMY
Office of the Chief Commissioner

AKO 394

23 October 1944

Reference No. of Department of origin.

Dear Marchese Visconti Venosta:

2 or 3 spaces

Indent paragraphs but do not number.....

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

4 spaces from body of letter

Very truly yours

5 spaces

ELERY W. STONE
Commander, USAR
Acting Chief Commissioner

His Excellency Marchese Giovanni Visconti Venosta
Undersecretary of State for Foreign Affairs
Italian Government
Rome

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

Director
D Director

CROSS
REG

Communications Sub Com

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

20 September 1944

OFFICE MEMORANDUM

NUMBER

9)

AMENDMENT NO. 1

1. The following amendment and addition to Office Memorandum No. 9 (originally published as Administrative Instruction No. 2 Adv Hq. 5 July 1944), is published for the information and guidance of all concerned.

2. In accordance with Signal Instructions from Allied Force Headquarters, the following additional instructions are published for the guidance and compliance of originators of outgoing cables:

a. Originators will include the security classification as the first word of the text of all classified messages, i.e., Restricted, Confidential, Secret and Top Secret (TOPSEC).

b. Messages franked "in clear by any means" will not have those words as the first groups of the text, but "in clear by any means" will be shown in the normal position in the heading of the message.

3. Sections and Sub-Commissions will receive all incoming cables with the security classification shown as the first group or groups of the text, whether the cables are classified or not. This function will be performed by the Adjutant's Department in the processing and distribution of incoming cables.

Director
D'Director
Chief, Telecomms. *HN*
Chief, Postal
H. Q. Coms. O. *gcm*
Asst. Chief Postal
Censorship
Chief Clerk

T. L. CLOUGH
S. L. CLOUGH,
Col. AGD,
Asst. Estab. Officer,
for the Establishments Officer.

DISTRIBUTION:

"A"

Recd 21/9/44

3836

RESTRICTED

05/27/5

Communications Sub-Comm

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

18 September 1944.

MEMORANDUM:

TO : All Sub-Commissions, Sections, Branches, etc., this Headquarters

1. Normal telephone service will be interrupted in this headquarters from 1800 hours, today, 18 September 1944, until 0600 hours, tomorrow, 19 September 1944, due to a technical change over in telephone facilities.

2. Internal calls in the AOC building may continue to be made during these hours. However, external calls to be made from unrestricted telephones cannot be made by dialing zero. Subscribers must dial nine, and the switchboard will connect calls to the outside.

3. External dial numbers will not be interrupted.

4. Normal telephone service will be resumed at approximately 0600 hours, 19 September 1944.

William B. Simmons
WILLIAM B. SIMMONS,
1st Lt, Sig C,
Communications Office.

Director	
D Director	
Chief Telecoms	
Chief Postal	
H. Q. Coms. O.	
Chief Postal	
Chief Clerk	

Recd. 19 9 44

3935

HEADQUARTERS

ALLIED SIGNAL COMMISSION

R.O. 12.4. SECTION

APO 394

RHS/55/34/02.

OFFICE MEMORANDUM

NUMBER

16

HANDLING OF CLASSIFIED DOCUMENTS
BY CIVILIANS

1. It is undesirable that civilians handle any classified documents.
2. "Civilian" for the purpose of this memorandum is any civilian other than properly authorized Allied personnel.
3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the direction of their supervising officers.

4. To eliminate as far as possible this security risk, the following safeguards will be observed:

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

5. For guidance it is pointed out that the French equivalents of English language expressions as applied to Confidential and Secret communications are as follows:

English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Terms

Confidential
Secret
Très Secret
Ultra Secret

6. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

CONFIDENTIAL
SECRET
TOP SECRET
ULTRA SECRET
25 AUG 1944
112

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English Terms

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Très Secret
Ultra Secret

6. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

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

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

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which while not endangering the National Security, would be prejudicial to the interests or prestige of the Nation, any Government activity, an individual or would cause other

inductive embargement or difficulty or be of advantage to a foreign nation, i.e.,
SOME INTELLIGENCE AND OPERATIONAL RISKS.

RESTRICTED: Documents, information or material (other than the setting, subject, or CONFIDENTIAL) which should not be published or communicated to anyone except for TRAINING AND TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

N. S. LIND,
Hedgecroft,
Brookline, Massachusetts.

DISSEMINATION:

10

Jan

Mar

Recd. 26866

Recd. 26.8.64

Commissions

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

0-1 (a)/LMS/jc

1 August 1944

OFFICE MEMORANDUM)

NUMBER 15)

CIVILIAN PERSONNEL

(Employment and Payment Procedure)

- I -

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

- II -

Recruitment Procedure

Recruitment at the present time is divided into three categories:

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

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

- III -

Hiring

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

3933

- I -

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- III -

Hiring

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

- 1 -

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

- IV -

Rates of Pay

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

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

- V -

Reclassification

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

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

- V -

Reclassification

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

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

- VI -

Payment Procedure

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

- 2 -

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

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

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH *per J. A. S.*
Colonel, AGO
Executive Officer

DISTRIBUTION:

"C" - Modified

3932

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT'S BRANCH
APO 394

DIRECTOR
DEPUTY DIRECTOR
S O I
S C P
CHIEF OF STAFF

CHIEF OF STAFF

Recd 30/7/44
OFFICE MEMORANDUM

29 July 1944

NUMBER

14)

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

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

2. Flora Hotel.

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

3. Milano, Esperia, and Bella Vista Hotels.

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

4. Villas or apartments.

- a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein, provided also that the officers who are billeted in such Villas or Apartments, rank material, have been designated by the officer responsible for the Villa or Apartment.
- b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishment's Branch (R&B).

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

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

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

e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Control Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

2. Flora Hotel.

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b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R. 2. 2. 1. N.C. Section).

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

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

OFFICE MEMORANDUM)

NUMBER 13)

24 July 1944.

OFFICIAL MAIL SERVICES

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

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

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

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

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

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

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

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

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

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Headquarters AAI
AWM/ACC Regional Hqs.
AWG Army Headquarters

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

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

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

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

(iii) RESTRICTED and other unclassified communications will be *As per* attached in accordance with paragraph 4(a) above.

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

Office Memorandum #13, this Hq, dtd 21 July 44 (Cont'd)

5. a. The Message Center will give and take receipts for all TOP SECRET, SECRET, and CONFIDENTIAL packages. Receipts will NOT be given for packages or documents below CONFIDENTIAL classification.
- b. Departments should enclose with, and attach to, all TOP SECRET communications a receipt for signature and return by the recipient. Receipts may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Adjutant's Department (Duplicating Section).
6. Without detriment to the needs of security (e.g. see paragraph 4 (b) (4) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.
7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.
8. All packages addressed as in preceding paragraph also all packages containing unclassified mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as "NO ESSENTIAL MAIL".
9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.
10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

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

DISTRIBUTION:

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

6. Without detriment to the needs of security (o.g. see paragraph 4 (b) (1) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.
7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.
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9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.
10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

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

DISTRIBUTION:

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT'S BRANCH
APO 394

OFFICE MEMORANDUM

NUMBER

7)

24 July 1943

DUTY HOURS

1. Office Hours:

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

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

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

2. Recreation:

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

3. Night Staff Duty Officer:

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

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

as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-a-half hours is authorized.

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

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

2. Recreation:

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

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

DISTRIBUTION: "C"

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer, 3829

Communications

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

24 July 1944.

OFFICE MEMORANDUM)

NUMBER

12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONSACC ADVANCE HEADQUARTERS

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

Administrative InstructionNew Designation

1A ?	Office Memorandum No. 8
2 ?	Office Memorandum No. 9
3 ✓	Office Memorandum No. 10
4 ✓	Office Memorandum No. 11

By order of Captain STONE (USNR):

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

DISTRIBUTION:

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3928

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

OFFICE MEMO NO. 11

ADMINISTRATIVE INSTRUCTION

NUMBER.....(4)

8 July 1944

OFFICIAL MAIL SERVICES

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

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

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

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

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

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

4. Air Dispatch Letter Service.

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

5. British and American Postal Service.

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

6. Motor Dispatch Letter Service.

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

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

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

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

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

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

4. Air Dispatch Letter Service.

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

5. British and American Postal Services.

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

6. Motor Dispatch Letter Service.

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

by.

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

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

DIRECTOR	
DIRECTOR	
SO (D)	Wm
SO (P)	Copy faxed
CEVSHIP	
CLERK	

3927
E. L. CLOAN
Colonel, AID
Executive Officer

Recd 19.7.48

 HEADQUARTERS
 ALLIED CONTROL COMMISSION
 APC 394

18 July 1944

OFFICE MEMORANDUM

NUMBER

6)

ACC HEADQUARTERS TELEPHONE INSTALLATIONS AND ALLOCATIONS

1. The telephone installation in the Ministry of Corporations Building is considered adequate for the needs of ACC Headquarters. However, there is need for economy in the allocation of telephone, as traffic in a Headquarters such as this is heavy, and alterations to existing central office equipment may be difficult of accomplishment.

2. The Headquarters Commandant has therefore made an allotment of telephones to each Section or Independent Sub-Commission. Assignment of telephones from this allotment to individual members of Sections or Independent Sub-Commissions will be made by the Senior Officer of each Section or Independent Sub-Commission.

3. Requests for installation of telephones will be made in duplicate on the attached form, which can be obtained at Room 10, 1st Floor.

4. There are three kinds of telephone service available. All three require use of dial.

a. Connection to ACC switchboard - unrestricted service: Can by dialing number desired call any telephone connected to ACC switchboard. By dialing "zero" is connected to Telephone Company network and can then dial any number connected to each network. All incoming calls from outside are handled by the ACC operator.

b. Connection to ACC switchboard - restricted: Can make and receive calls to or from any telephone connected to ACC switchboard but cannot make or receive calls from city network.

c. Direct connection to Telephone Company Long City system: This permits calling other units whose switchboards have dial numbers or any telephone connected to city network. However, to call a telephone connected to ACC switchboard, the switchboard number must be dialed and operator asked for desired party.

5. All requests for telephone service must be signed by Senior Officer of Section or Independent Sub-Commission or his authorized delegate. (Requests from individuals cannot be accepted). Name of delegated officer should be furnished promptly to the Communications Officer, Room 10, 1st Floor.

6. The number of personnel available to install telephones is limited, so that, with the large number of telephones to be installed, it will not be possible to give service as rapidly as may be desired. Every effort will be made to expedite installations.

RESTRICTED

7. The number of telephones allotted are as follows:

SECTION OR SUB-COMMISSION	"A" UNRE- STRICTED	"B" RE- STRICTED	"C" HOME CITY	NAME OF AUTHORIZED DELEGATE
Headquarters Commandant	5	3	5	
Adjutant	13	7	13	
HC & MG	42	25	42	
Navy & Air	7	4	7	
Communications	7	4	7	
Administrative	18	10	18	
Economic	35	18	35	
Army	17	9	17	

E. L. CROUCH,
Col., AGO,
Executive Officer.

DISTRIBUTION:
"C" - Modified.

DIRECTOR
D. DIRECTOR
S. O. (1) [initials]
S. O. P. [initials]
CEASO [initials]
CH [initials]

Recd. 13.7.44.

RESTRICTED

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

Ref/53/122/CA.

5 July 1944

OFFICE MEMORANDUM)

NUMBER 6)

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

DIRECTOR.	<i>Lu</i>
INDIRECTOR.	
S. G. T.	
S. G. P.	
CS. SECRETARY.	
CH. SECRET.	
<i>Recd 6.7.44</i>	

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

DISTRIBUTION:

"A"

37/1

3925

RESTRICTION

HEADQUARTERS
ALLIED CONTROL COMMISSION
AWO 394

OFFICE MEMORANDUM)

NUMBER

2)

"PROVISION AND USE OF SIGNAL FACILITIES"

I.

GENERAL

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

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

Telephones

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

Telegrams

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

Express Letter Service

1 May 1944

12-1

GENERAL

I.

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

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

Telephones

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

Telegrams

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

Express Letter Service

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

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

RESTRICTED

REF ID: A11111

Office Memo #2, HQ ACC, dated 1 May 1944. (Cont'd)

II. TELEPHONE PRACTICE

INFORMATION

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

INTENTION

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

METHOD

3. EQUIVALENT CLASSIFICATIONS

		AMERICAN
CLEAR THE LINE or CLEAR THE LINE EMERGENCY AIR PRIORITY ROUTINE	Equivalent to	URGENT or OPERATIONAL PRIORITY PRIORITY ROUTINE

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

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

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

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

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

5. OPERATING PROCEDURE

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

The operator will not question the classification designated by the

METHOD3. EQUIVALENT CLASSIFICATIONS

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

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

5. OPERATING PROCEDURE

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

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

- (a) CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT AND OPERATIONAL PRIORITY CALLS.

Calls of the above classification will take precedence over all calls of lower classification and will be "pushed" through with a minimum of delay.

2
REGISTERED

SECRET

Office Memo #2, Hq AGC, dated 4 May 1944 (Genfnd)

If a circuit is occupied by a priority or routine call and is required for a call on the line, clear the line. If a priority or operational priority call, then the priority or routine call will be broken down.

Clear the line, clear the line emergency air, urgent and operational priority calls are of equal importance and one will not take precedence over the other.

(b) PRIORITY CALLS

- (1) Take precedence over and will be established in advance of all routine calls.
- (11) All priority calls will be recorded as provided in para 5 (a) (1) above.
- (111) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.
- (11v) Routine calls will not be broken down to establish priority calls except that when a priority call is held waiting for a circuit occupied by a routine call for more than five minutes, the operator will notify the talking parties that a priority call is waiting and will break down the connection.

(c) ROUTINE CALLS

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

By command of Lieutenant General MASON MACFARLANE:

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

DISTRIBUTION:
"A"

3923

REF ID: A61522

HEADQUARTERS
ALLIED CENTRAL COMMISSION
APO 504

OFFICE MEMORANDUM

SUBJECT

1)

1 MAY 1944.

1. The following information in regards to STM Radio Service to the United States from Italy is extracted from the Circular Number 52 dated 30 April 1944, and MATMSEA Circular 51, 2 April 1944, for the information and guidance of all concerned.

2. Effective 1 May 1944, sender's composition radio service to United States, via RMA station, Naples, are inaugurated for U.S. Military and Naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to plain letter telegrams (MLT), and will be filed with unit STM concerns in the local branch of EPC.

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

- a. Every word written by sender for transmission is counted and charged for. This includes the address and signature.
- b. The signature must contain the first name or initial and last name.
- c. The city and State in the address will count as a single word if grouped together; for example:
 San Francisco, Cal - 1 word
 New Orleans, La - 1 word.
- d. Expression like stop, comma, hyphen when written out, count as one word.
- e. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
- f. Recognized abbreviations such as, PM, AM, or PM are single words.
- g. Words of 6 or 8 letters, letters or figure groups of over five digits count as 6 characters each; for example:
 Transmitted - 1, letters - (2 words)
 676201 - (2 words)
- h. Punctuated words or parts thereof together in the text or address are known as phrases and will - 1 reduce the word count; for example:
 ALLIANCE - (2 words)
- i. The indicator MLT (Night Letter) must appear as the first word of the address and is charged for.
- j. An address written:
 1. Mr. Mary E. Jones, (4 words)

2. Effective 1 May 1944, sender's composition radio service to United States, via RCA station, Naples, are inaugurated for U.S. Military and naval personnel in Italy, including U.S. civilians attached to U.S. Armed Forces. This service is already available from U.S. to Italy. Sender's composition messages (SCM) will be restricted to 25 letter telegrams (NL), and will be filed with unit ENL sensors in the same manner as NL.

3. Rules for counting words and several information concerning sender's composition system at (ENL)

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

Superintendant - 1 word
New Orleans - 1 word.

- Exclamation like stop, comma, hyphen when written out, count as one word.
- Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.
- Recognized abbreviations such as, Mrs. EOB or IOB are single words.
- Words of over fifteen letters or figure groups of over five digits count as a chargeable word. For example:

Transmittent - 14 letters - (2 words)
678201 - (2 words)

- Running words or parts thereof together in the text of address are known as divisions and will reduce the word count. For example:

Address - (2 words)

- The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.
- An address written:

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

An example of a complete address follows:
NLT Mary Jones 215 17th Street
New Orleans - (5 words).

- Here is an example of how a message would be counted:
NLT MARY JONES 48 HIDE STREET HIGHWAY.
CALL OF HOUSE APPROVED MARY TO MARY JONES WILL ALL BE
LOVE DEAR

JOHN 2 JOH

The following is 27 character words. As this does not exceed the maximum of 25 words, the charge for the above would be \$2.50, which is that on NLT would cost to Virginia.

-2-

RECEIVED

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X

5. All other existing regulations and instructions contrary to the provisions herein are rescinded. Conscription regulations governing the use of cable and radio services conform generally with those applicable to postal communications. Circular Number 30, W. L. HARRIS, CO. (US Military Conscription Regulations), referring primarily to postal conscription, remains in effect and will be applied in conjunction with these regulations.

Signature. All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials, last name, middle initial and first name; or full name. Nothing else may be shown. First, second number, unit or organization, and APO number will not be included in the signature and shown elsewhere in the message text.

- a. Office business
- b. Fresh dispatches or other matter intended for publication
- c. Money transactions
- d. Orders for publications

4. Prohibited Substances

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

(7) Signature. All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials, last name, middle initial and first name or full name. Nothing else may be added. Rank, serial number, unit or organization, and APS number will not be included in the signature nor must signatures in the message text.

8. Subject and Purpose. Ordinance 2-145, enacted by the
regulation is authorized in order to facilitate the transaction of urgent
business, family affairs, graduation and sufficiently covered by the
personal business, family affairs, graduation and sufficiently covered by the
taxes, and other personal matters. The following special license is hereby
granted to the holder of this license to provide the following services:

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

Ordinary cables will be in English, unless specific authorization to use some other language is obtained from the Chief Scribe-Consent of the Home Government. Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrase, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

7. Proteinuria - protein in urine

- a. The sender must assure that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way.
- b. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and these are subject to restrictions in addition to those placed on postal communications. Mutual prohibition in ordinary letters is also forbidden in ordinary cables. See paragraph 16b, Circular #12, M. NATONSA, ca).
- c. "Conditional Statements" as listed in paragraph 10 - Circular Number 32, M. NATONSA, ca, are prohibited in ordinary cables. The following are also prohibited in ordinary cables:
- d.

(4) Any reference to location of border or other military personnel. (For example: the expression "I am in North Africa, although permitted in letters, is prohibited in cables. A statement such as, "I've seen Uncle Sam, any reveal location if someone can be assured to know location of persons mentioned.")

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DECLASSIFIED

-3-

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

By command of Lieutenant General HASON MCFARLANE:

E. L. CLOUGH,
Lt Col, AM, ^{1st}
Executive Officer.

DISSEMINATION:
"A"

DIRECTOR
D/DIRECTOR
S. O. (1)
S. O. (2)
CENSORSHIP
CHIEF CLERK
Received 6/14/41

(5) Movement or prospective movement of any high government official.

By command of Lieutenant General MASON M. GREGORY:

E. L. CLOUGH,
Lt Col, AGH,
Executive Officer.

RESTRICTION:

"A"

DIRECTOR
DIRECTOR
S. O. (T)
S. O. (P)
CENSORSHIP
CHIEF CLERK

Received 6/4/12

592

RESTRICTED