

ACC

10000/147/51 207/CS

INSTRUCTIONS OFFICIAL MAIL

JUNE 1944 - JAN. 1946

Declassified E.O. 12356 Section 1.3/30 No.

785015

US OFFICIAL MAIL

DE 1944 - JAN. 1946

2892

COMMUNICATIONS

CENTRAL HEADQUARTERS
CENTRAL MEDITERRANEAN FORCE

GCM/501/198

23 January 46

SUBJECT: Address of Unit

TO: GCM(x), GCM,
GCM.100
W. W.
ADR 292X Censor Liaison Section

Date: 24 JAN 1946

All official mail concerning the
administration of the a/c unit should be addressed
as follows:-

Director *WJH*
 D/Operations *WJH*
 Chief *WJH*
 Chief *WJH*
 H Q *WJH*
 Asst Chief *WJH*
 Censorship
 Chief Clerk *WJH*

GCM - Lido di Venezia,
 c/o APO 88 (1),
 US Army.

(for X Censor Liaison Section).

479/477

24 JAN 1946

L. Jackson
 L. J. JACKSON,
 MAJOR, G.S.,
 FOR COLONEL,
 G.S. (1).

LCS/100

Copy to:

G(3), GCM, GCM.
 GCM, GCM, GCM.
 GCM, GCM, GCM.
 HQ III Corps, GCM.
 HQ Allied Commission, APO 394, US Army.

15

HHS/rm

114

In reply refer
to: ADM.207.14.CS

Subject: Top Secret Officer.

To: Chief of Staff.

Further to our memo of 9th February 1945
nominating Colonel J.L.Henderson as Top Secret Officer
for this Sub-Commission, a further nomination is made
of Major William M. BRUNNER as Top Secret Officer for
Civil Censorship Group.

Tel: 489081.
Ext: 333.
10th February 45.

J.L.HENDERSON,
Colonel,
Director,
Communications Sub-Commission.

Copy to: Civil Censorship Group.

FILE

4793

HMS/epc

113

In reply
refer to: ADM.207.13.CS

Subject : Top Secret Control Officer

To : Chief of Staff

is: Top Secret Control Officer for this Sub-Commission

Colonel J.L.Henderson R.Sigs.

Tel: 489081
Ext: 333

9th February, 1945

J.L.HENDERSON
Colonel,
Director,
Communications Sub-Commission

4792

File Daily Bulletin
NO 39. 8/2/45

FILE 207
Date 2 DI ADDED

Communications S/C

RHF/VEIG

112

26 November 1944

SUBJECT: Handling of TOP SECRET Messages

TO : All concerned

1. The following procedure for the handling of TOP SECRET messages will be adopted by all concerned (see distribution) effective 1 December 1944.
2. a. The requisite number of copies (normally one per addressee) of a TOP SECRET message will be inclosed in a sealed envelope marked "TOP SECRET message for dispatch" on both sides of the envelope.
b. One or more (in accordance with the requirements of the Message Center/Signal Office concerned) "skeleton" copies of the message will be prepared and attached externally to the envelope containing the full copies of the message.
c. The sealed envelope, together with skeleton copies attached, will then be passed to the Message Center/Signal Office, provided that they are carried by hand direct from the originator to the Message Center/Signal Office.
d. In the case of messages being delivered by DMS or HDS, the "skeleton" copies and the sealed envelope containing the copies of the message will be inclosed in a second sealed envelope, the latter being addressed to the Message Center/Signal Office to which messages for encipherment are normally delivered.
e. The "skeleton" copy will be identical with the full copy of the message, except that the whole of the text proper will be omitted.
f. The Message Center/Signal Office will pass the sealed envelope marked TOP SECRET to the Cipher Office, unopened, for enciphering, but will keep the "skeleton" copy and treat it in all respects as if it was their record copy of the message itself.
3. The handling procedure outlined above will enable the Message Center/Signal Office to register and subsequently check the transmission of TOP SECRET messages which otherwise would be handed in by the originator direct to the Cipher Office for encipherment in order to prevent the contents being seen by Message Center/Signal Office Personnel.
4. Provided that the fundamental policy outlined in this instruction is followed, the detailed application may be made sufficiently flexible to meet

RESTRICTED

RESTRICTED

Ltr AFHQ, AG 380.01/007 SIG-O,
dated 26 November 1944 (Cont'd)

the requirements of different types of headquarters, organizations and staff procedures involved in this theater. Each headquarters therefore should issue local instructions regarding the numbers of copies of the full and "skeleton" message required, together with such local instructions as are deemed necessary to insure correct and secure handling of TOP SECRET messages.

By command of General WILSON:

Christenberry
C. W. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General

DISTRIBUTION:

2 - Cinc AMI	2 - Hq ALCOM
2 - Cinc Med	2 - Comdt RACTD
2 - MAAF (RAF)	2 - Comdt RMTD
	2 - Comdt IRTD
2 - GOCinc, HE	2 - Comdt School of Sigs and
2 - SHAEF	R Sigs Reinf Tng Depot
2 - D. Sigs, The War Office	2 - OC, 2677th Regt (OSS) for info
London	2 - OC, 849th SIS for info
2 - CSO, War Dept, Washington	1 - Signal
2 - GOC MADIST	1 - G-2
2 - GOC No 3 District	2 - SCS
2 - GOC 3 Corps	2 - AG Records
2 - Hq Balkan Air Force	1 - AG M & D
2 - Hq SOM	

AC Dist

Col

Communications

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1.B/CA

31 Oct 44

SUBJECT : Letters from Italians.

TO: Navy Sub-Commission,
Army Sub-Commission,
Air Sub-Commission,
Communications Sub-Commission, ✓
War Materials Disposal and IPOW,
Public Relations Branch.

1 COS has directed that the attached pro-formae be forwarded to you, as you may care to use them when replying to letters from Italians with regard to personal and individual complaints, pleas, etc., which do not properly fall within the scope of the activities of this Commission.

2 They have his approval and are being used by Sub-Commissions of Economic and CA Sections.

R.R. Crips
R.R. CRIPS, Col.,
for VP CA Section.

RRC/sg

SEARCHED	INDEXED
SERIALIZED	FILED
OCT 31 1944	
FBI - NEW YORK	

CROSS REFS.	FILED
FILE	EXD.

3502

DRAFT FORM OF ACKNOWLEDGEMENT

Dear Sir,

Your letter dated _____ has been received.

It is not proposed to take any action in the matter to which you refer as it is one which in the opinion of this Commission should be dealt with by the Italian authorities.

Your letter is being referred to the appropriate Italian authorities for such action as may be appropriate.

DRAFT FORM OF ACKNOWLEDGEMENT

TO:

Your Excellency,

I enclose a letter dated _____ from _____.

It raises matters which in the opinion of this Commission should be dealt with by the Italian authorities rather than by the Commission and it is therefore forwarded to you for such action as you may deem appropriate.

ALLIED CONTROL COMMISSION
INCOMING MESSAGE

TO: SHAEF, SHAEF ADVANCE, AGWAR, TROOPERS, SOMTO, USAFIME, 5 ARMY, AAI,
 AAI ADVANCE, BALKAN AIR FORCE, ++ SIGNAL MESSAGE CENTER No: N5/29
 FROM: WHO SIGNED WILSON CLASSIFICATION:
 REFERENCE No: FX 44934 PRECEDENCE: PRIORITY
 DATE AND TIME OF ORIGIN: Oct 29 2059A OFFICE OF ORIGIN: CITE FUGCT

++: 6TH ARMY GROUP, 8TH ARMY, ALLIED GARRISON SARDINIA, NABIST, AIR
 MINISTRY LONDON, ACC ROME, ADMIRALTY LONDON, USTOR, MALTA, MIDEAST,
 ETOUSA, GIBRALTAR, COMZONE NATOUS, MEDITERRANEAN BASE SECTION,
 PENINSULAR BASE SECTION, CONTINENTAL BASE SECTION, NORTHERN BASE
 SECTION, DISONE, DISTWO, DISTHREE, ROME ALLIED AREA COMMAND, THREE
 CORPS, MIL MISSION C, BRITISH MILITARY MISSION ROUMANIA, BRITISH
 MILITARY MISSION BULGARIA, 30 MIL MISSION, ML HS BALKANS AND
 BALKAN AIR FORCE PLEASE PASS TO ACC REAR.

CONFIDENTIAL.

Hereby answering message GO 122 of 24 October from 3 CORPS.
 Also reminding all addressees of importance of including time suffix
 to all time groups used in text of messages and also times of origin.
 Effective at midnight 31 October - 1 November all Allied Forces in
 GREECE and TURKEY will use quote B unquote time.

ACTION



Director	
Chief Telecoms	
Chief Postal	
H. Q. Coms.	
Asst Chief Postal	
Censorship	
Chief Clerk	

29/10/44 191000

DATE and Time of RECEIPT

Distribution:

CONFIDENTIAL

Act: Communications ② ✓
 inf: A/ce
 P. a. S. 4789
 P. A. Sec.

Est. Sec.

Army Sec.

Art. Sec.

Aviation Sec.

Inf. Br.

Int. Div.

Ad.

File ②

CS/47/11

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMP
Office of the Chief of Staff

Ref 64/1/COS.

16th October, 1944

SUBJECT: Group B Correspondence.

TO : Civil Affairs Section
Economic Section
Establishment Section
Navy Sub Commission
Army Sub Commission
Air Force Sub Commission
Communications Sub Commission
War Material Disposal & Italian P.W. Sub Comm.

Political Section
P.R.O.

I refer to para 3 (ii) of Office Memorandum No. 17, reference 65/1/COS of 13 October 44. It is necessary that the Chief of Staff be kept informed of the more important matters dealt with by Sections and I should be glad if you would make copies of Group B correspondence which you think would be of interest to the Chief of Staff, combine them in a float file and send it to the Chief Clerk, Office of the Chief of Staff by 0930 hours on the following day.

By command of Commodore Stone.

M. S.

Brigadier,
Chief of Staff.

CROSS REF.	
FILE	B/fwd.
CS/67/1	

Date

Director	
D'Director	
Chief Telecoms	
Chief Postal	
H. Q. Coms.	
Asst. Chief of Staff	
Commodore	
Chief Clerk	

ROME ALLIED AREA COMMAND
APO 794, US ARMY

HEADQUARTERS

13 OCT 1944

RES/BJ/08
12 October 1944

Memorandum:

TO : See Distribution.

The following letter was received by the Commanding General and inasmuch as he feels that the credit should go to the Staff, it is reproduced for their information. In this connection the Commanding General desires to reiterate his policy of allowing no letter, cable, or other communication to go unanswered for more than twenty-four hours. The practice of some Headquarters and some Staff Sections of permitting papers to lie in their baskets for days or weeks when action could be taken within ten minutes is inexcusable and contrary to all military concepts of action.

"THE PERSONAL REPRESENTATIVE OF THE
PRESIDENT OF THE UNITED STATES OF AMERICA
TO HIS HOLINESS THE POPE

"Brigadier General Thoburn K. Brown
Commanding, Rome Area.

"My dear General Brown:

"The many requests that have been made from various correspondence in respect to their particular difficulties have received such uniform and expeditious attention from your office under your direction that I feel I must express appreciation.

"I have heard many complaints about delay in handling matters in some quarters, but none with respect to the problems of your office. That is quite refreshing and I thought I should like you to know our attitude in these respects.

With kindest regards, believe me,

Sincerely yours,

/s/ Myron C. Taylor
MYRON C. TAYLOR
Personal Representative of President
Roosevelt to His Holiness Pope
Pius XII

This letter, coming from such a high level, is a source of pride to the Commanding General and he hopes that each Staff Officer and soldier

"ccc"

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 994

RED/hd

18 August 1944

MEMORANDUM:

TO:

R.C. & M.G. Section
Economic Section
Administrative Section
Political Section
Naval Sub-Commission
Army Sub-Commission
Air Forces Sub-Commission
Communications Sub-Commission
War Materials Disposal & Italian
Prisoners of War Sub-Commission
Public Relations Branch

It is requested that whenever letters are prepared in final form for the Acting Chief Commissioner's signature that the carbon copies of the letters show "Prepared by _____", with the name of the section or sub-commission and the signature of the responsible officer.

RED
ROBERT E. DCE
Major, A.G.D.
Secretary General

4786

DIRECTOR.
D. DIRECTOR.
S. C. P.
CENSORSHIP.
CHIEF CLERK.

Per 8-19-44 EC
CS/47/1

*Communications Sub Com*HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Adj: 461.

5 August 1944.

SUBJECT: Distribution List No. 2

TO : Distribution as below

1. Attached Distribution List No. 2 supersedes Distribution List No. 1 dated 18 May 1944 and all amendments thereto.
2. Amendments to Distribution List No. 2 will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies, or notification of any other desired amendment (s) will be made to the Adjutant, this Headquarters.

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

a. List "A" provides the normal distribution for all operational and administrative publications of ACC.

b. List "B" provides a limited distribution for Headquarters ACC, Regions, Foggia Province, AMG Armies and certain outside authorities. (This list is used for distribution of Special Orders).

c. List "C" is a limited internal distribution for Headquarters ACC only.

d. List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials ~~99~~ and 89 in Group III. (This is used for Daily Bulletins).

e. All four lists include ACC Liaison, Headquarters AAI.

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

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

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

(iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals, other than Headquarters AAI which receives through the ACC Liaison Officer thereto.

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

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 - (iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals, other than Headquarters AAI which receives through the ACC Liaison Officer thereto.
- b. A serial number has been allotted to each recipient indicated in Column 1.
- c. The object of 4 a and b above is to give originators of correspondence an easy means of cutting down the distribution to what is actually necessary.

By order of Captain STONE (USNR):

DIRECTOR

DIRECTOR

DISTRIBUTION:

1 Copy to All Serials.

S. C. 11.

A. C. P.

RECEIVED

CH. 1. 11.

Received 8/8/44

CS/47/1.

L. T. MONTANT, JR.
1st Lt, AGD, P.P.
Adjutant.

179R

HEADQUARTERS
ALLIED CONTROL COMMISSION
AFC 394

5 August 1944

DISTRIBUTION LIST

NUMBER 2

GROUP I

1. Secretary General
2. Political Section

Administrative Section

3. Administrative Section Hq

4. Interior

5. Public Safety

6. Public Health

7. Property Control

8. Legal

9. Education

10. Monuments & Fine Arts

Economic Section

11. Economic Section Hq

12. Agriculture

13. Industry

14. Commerce

15. Requisition Division

16. Labor

17. Food

18. Public Works & Utilities

A	B	C	D
3	3	3	3
2	1	2	2
2	1	2	2
2	1	1	2
2	1	1	4
2	1	1	2
2	1	1	2
2	1	1	2
2	1	1	2
2	1	1	2
3	1	2	3
2	1	1	2
4	1	2	4
4	1	2	5
1	1	1	1
2	1	1	2
3	1	1	3
4	1	1	4

1. Secretary General

2. Political Section

Administrative Section

3. Administrative Section Hq

4. Interior

5. Public Safety

6. Public Health

7. Property Control

8. Legal

9. Education

10. Monuments & Fine Arts

Economic Section

11. Economic Section Hq

12. Agriculture

13. Industry

14. Commerce

15. Requisition Division

16. Labor

17. Food

18. Public Works & Utilities

19. Mining Division

20. Transportation

21. Shipping

22. Finance

GROUP I (Continued)

Regional Control & Military Government Section

	A	B	C	D
23. PA to the Executive Commissioner	1	1	1	1
24. Civil Affairs Branch	2	2	1	2
25. Information Division	2	2	2	2
26. Liaison Division	1	1	1	1
27. Displaced Persons	3	2	1	3
28. I.G.C.R.				1
29. Italian Refugees Branch	2	1	1	2
30. Patriots Branch	1	1	1	1
31. Security Branch	2	1	1	2
32. Establishments Officer	1	1	1	1
33. Executive Officer (A)	1	1	1	1
34. Executive Officer (B)	1	1	1	1
35. G-1 (A)	2	4	1	4
36. G-1 (B)	2	5	1	4
37. G-4 (A)	1	1	1	1
38. G-4 (B)	1	1	1	1
39. Headquarters Commandant	13	13	2	13
40. Adjutant, A.C.C.	1	1	1	4
41. Commanding Officer, 2675th Regiment	6	3	3	8
42. OC, British Detachment		2		2
43. CO, Hq Co, 2675th Regt		2		2
44. Postal Officer, APO 394		1		1
45. British Post Office		1		1
46. M.T.O., American		1		1
47. M.T.O., British		1		1

29. Italian Refugees Branch	2	1	1	2
30. Patriots Branch	1	1	1	1
31. Security Branch	2	1	1	2
32. Establishments Officer	1	1	1	1
33. Executive Officer (A)	1	1	1	1
34. Executive Officer (B)	1	1	1	1
35. G-1 (A)	2	4	1	4
36. G-1 (B)	2	5	1	4
37. G-4 (A)	1	1	1	1
38. G-4 (B)	1	1	1	1
39. Headquarters Commandant	13	13	2	13
40. Adjutant, A.C.C.	1	1	1	4
41. Commanding Officer, 2575th Regiment	6	8	3	8
42. OC, British Detachment		2		2
43. CO, Hq Co, 2675th Regt		2		2
44. Postal Officer, APO 394		1		1
45. British Post Office		1		1
46. M.T.O., American		1		1
47. M.T.O., British		1		1
48. Dispensary, American		1		1
49. Dispensary, British		1		1
50. Headquarters Supply		1		1

Independent Sub-Commissions

51. Navy (Taranto)	2	2	2	2
52. Navy (Main Hq)	1	1	1	1
53. Army (Main Hq)	1	1	1	1
54. Air (Bari)	1	1	1	1

Independent Sub-Commissions (Continued)

	A	B	C	D
55. Air (Main Hq)	1	1	1	1
56. Communications	2	1	1	2
57. Hq Communications Officer	1	1		1
58. Signal Message Center				1
59. Civil Censorship Group	7	3	1	7
60. War Material Disposal & Italian P.O.W.	1	1	1	1
61. Public Relations Branch	1	1	1	1
62. ACC Liaison Officer, Hq A.A.I.	4	1	1	4
63. ACC Liaison Officer, Hq A.A.I. (Adv)	1	1	1	1
64. Liaison Officer with Allied Representatives (Major Sir P. MAGNUS)	2	2	2	2
65. U.N.R.R.A.				1

GROUP II - REGIONS & ANG ARMIES

66. Hq Region I	11	2		2
67. Hq Region II	8	2		2
68. Hq Region III	6	3		2
69. Hq Region IV	10	2		2
70. Hq Region V	12	2		2
71. Hq Region VI	6	2		2
72. Hq Region VII	6	2		2
73. Hq Region VIII	12	2		2
74. Hq Region IX	2	2		2
75. Hq Region "Z"	18	2		2
76. Hq Foggia Province	2	2		2
77. AMG, 5th Army	6	2		2
78. AMG, 8th Army	10	2		2

61. Public Relations Branch	1	1	1	1
62. ACC Liaison Officer, Hq A.A.I.	4	1	1	4
63. ACC Liaison Officer, Hq A.A.I. (Adv)	1	1	1	1
64. Liaison Officer with Allied Representatives (Major Sir P. MAGNUS)	2	2	2	2
65. U.N.R.R.A.				1

GROUP II - REGIONS & ANG ARMIES

66. Hq Region I	11	2		2
67. Hq Region II	8	2		2
68. Hq Region III	6	3		2
69. Hq Region IV	10	2		2
70. Hq Region V	12	2		2
71. Hq Region VI	6	2		2
72. Hq Region VII	6	2		2
73. Hq Region VIII	12	2		2
74. Hq Region IX	2	2		2
75. Hq Region "Z"	18	2		2
76. Hq Foggia Province	2	2		2
77. AMG, 5th Army	6	2		2
78. AMG, 8th Army	10	2		2

GROUP III - OUTSIDE AUTHORITIES

79. AFHQ, G-5 Section	30	3		3
80. NATOUSA	2	2		
81. Hq A.A.I. (Attention: AG, US Contingent)		3		
82. 1 District	2			
83. 2 District	2			
84. 3 District	2			
85. Peninsular Base Section	2			

GROUP III - OUTSIDE AUTHORITIES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
86. P.W.B. (Executive Memoranda Only)	2			
87. Rome Allied Area Command	3			3
88. Directory Section, APO 792 (Special Orders Only)		2		

4781

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF THE ACTING CHIEF COMMISSIONER
APO 394

✓CC 312

8/47/1

SECRET
4 August 1944

INSTRUCTIONS
REGARDING THE HANDLING OF ITALIAN DOCUMENTS

1. GENERAL

- (a) Reference is made to AFHQ Intelligence Instruction No. 38 dated 4 June 1944.
- (b) Serious cases of mishandling of Italian documents have occurred recently in Rome.

2. PROCEDURE

Procedure for the removal and routing of documents is laid down in the above mentioned instruction, extracts of which read as follows:-

"Para 3 a. Enemy documents obtained by formations and agencies under HQ., AAI, will, after processing by intelligence staff, be disposed of as follows:

(1) Documents of an operational nature will be sent to HQ., AAI care of BGS (Int), for onward transmission to G-2 Documents Section, AFHQ, after processing.

(2) Documents of non-operational nature will be forwarded direct to G-2 Document Section, AFHQ.

b. Enemy documents obtained by formations and agencies not under HQ., AAI, will, after processing by intelligence staffs, be sent direct to G-2 Document Section, AFHQ."

3. INSTRUCTIONS

The following instructions will be implemented by all units under command:-

(a) Particulars of any documents removed from their origin source by any agencies should be immediately transmitted to Advanced Document Section, G-2, AFHQ, 59 Via Sicilia, Rome, showing source from which documents were taken and ~~in~~ as to the nature of these documents.

(b) After agencies have extracted necessary information, documents should be forwarded to Advance Document Section, G-2, AFHQ, 59 Via Sicilia, Rome. If necessary a note should be attached giving recommendation for further disposal.

(c) In no case must any document, however obtained, be de-

- (b) Serious cases of mishandling of Italian documents have occurred recently in Rome.

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(b) After agencies have extracted necessary information, documents should be forwarded to Advance Document Section, G-2, AFHQ, 59 Via Sicilia, Rome. If necessary a note should be attached giving recommendation for further disposal.

(c) In no case must any document, however obtained, be despatched from Rome area except through G-2 Documents Section channels.

4. DOCUMENTS THAT ARE NOT REQUIRED

So far as documents are concerned, that are NOT required by any agency, the regulations, laid down in ...

in AAI Adm. Instruction No. 10 dated 30 March 1944.
(Preservation of Property of Historical or Educational
Importance in Italy)
will be observed, para 11 of which reads:-

"In the case of written papers and books it is to
be noted that even those which do not appear to be an-
cient may be of great importance, not only historically
but as containing information necessary for the practice
purposes of the war. Casual DESTRUCTION or DISPERSAL of
such collections, wherever found, will not be permitted.

Ellery W. Stone
ELLERY W. STONE

Captain, USNR
Acting Chief Commissioner

Distribution: "C" (less Group 3)

DIRECTOR. *[Signature]*
D. DIRECTOR. *[Signature]*
S O (T). *[Signature]*
S C P. *[Signature]*
CENSORSHIP.
CH. S. CHIEF.

Recd. 8.7.44.

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 purposes of the war. Casual DESTRUCTION or DISPERSAL of
 such collections, wherever found, will not be permitted.

Ellery W. Stone
 ELLERY W. STONE
 Captain, USNR
 Acting Chief Commissioner

Distribution: "C" (less Group 3)

DIRECTOR

DIRECTOR

SO (1)

SO P

GENERAL

CH OF BUREAU

Recd. 8.7.44

SECRET

RESTRICTED

JC/wp

5

ALLIED FORCE HEADQUARTERS
APO 512

AG 319.22 GBI-O

18 July 1944

SUBJECT: Security of Correspondence.

TO : All Concerned.



1. The French equivalents of English language expressions as applied to Confidential and Secret communications are as follows:

English Term

Restricted
Confidential
Secret
Top Secret

Corresponding French Term

Confidential
Secret
Tres Secret
Ultra Secret

2. It is desired that the above information be brought to the attention of all concerned.

By command of General WILSON:

Jack Carter
JACK CARTER,
Captain, AGD,
Asst Adjutant General.

DISTRIBUTION:

"A" + "B"

DIRECTOR.

INDIRECTOR.

S. O. (1).

S. O. (P).

CENSORER.

CH. CLERK.

ACC-DIST

Exec. Offs.

Adj.

File

4779

Recd. 20.7.44.
C5/47/1

- 1 -

RESTRICTED

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

8 July 1944

ADMINISTRATIVE INSTRUCTION)

NUMBER.....(4)

OFFICIAL MAIL SERVICES

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

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

- a. US Army Courier Service.
- b. ADL3 (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

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

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

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

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret official dispatches to major tactical, SOS, 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 Services.

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. ADEL (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.

4778

4. Air Dispatch Letter Service.

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

5. British and American Postal Services.

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

6. Motor Dispatch Letter Service.

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

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

D. H. H. H.

S. O. 11

S. C.

C. E.

CH. 11

Head 18-1-14

Z. L. CLOUGH
Colonel, AGD
Executive Officer

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

ROME ALLIED AREA COMMAND
APO #794, US Army

AG 311.1

IEC/gfb
13 July 1944

Subject: Official Mail.

To : All Units Assigned and Attached.

1. The following instructions are published in addition to letter, this HQ, file AG 311.1, subject: "Official Mail", dated 7 July 1944, and will govern the preparation of material for dispatch by United States Army Postal Service and British Army Postal Service.

2. U. S. Army Postal Service.

a. Definition: a service for the delivery of official mail by air or surface means wherever U. S. Army Forces are located. It offers a safe and expeditious means for the transmission of all types of official mail, other than Top Secret. It is recommended that the ACS or ADLS be utilized for the transmission of all matter classified Confidential or higher, by all units having ready access to such services. All official mail for air dispatch travels on a No. 1 priority and each APO within this theater makes at least one dispatch daily, weather permitting.

b. Locations: U. S. Army Post Offices serve every U. S. headquarters and unit in this theater.

c. Preparation and Dispatch:

(1) Top Secret matter may not be sent through the U.S. Army Postal Service.

(2) Confidential and Secret mail will be prepared in accordance with AR 380-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.

Restricted and unclassified matter need not be registered, but may be registered if the sender desires. The registration fee and applicable surcharges must be paid in such cases, even though the articles are addressed for delivery in the theater.

DIRECTOR
DIRECTOR
S O 1A
S O P
CENSORSHIP

2. U. S. Army Postal Service.

a. Definition: A service for the delivery of official mail by air or surface means wherever U. S. Army Forces are located. It offers a safe and expeditious means for the transmission of all types of official mail, other than Top Secret. It is recommended that the ACS or ADLS be utilized for the transmission of all matter classified Confidential or higher, by all units having ready access to such services. All official mail for air dispatch travels on a No. 1 priority and each APO within this theater makes at least one dispatch daily, weather permitting.

b. Locations: U. S. Army Post Offices serve every U. S. headquarters and unit in this theater.

c. Preparation and Dispatch:

4777

(1) Top Secret matter may not be sent through the U.S. Army Postal Service.

(2) Confidential and Secret mail will be prepared in accordance with AR 380-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.

DIRECTOR
DIRECTOR.
S. O. 11.
S. O. P.
CENSORSHIP.

Restricted and unclassified matter need not be registered, but may be registered if the sender desires. The registration fee and applicable surcharges must be paid in such cases, even though the articles are addressed for delivery in the theater.

The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services and will not be used on the outer cover of mail matter by any other service in this theater.

CS/477

(5) Each article must bear a complete address and return address.

(6) No article will exceed seventy (70) pounds in weight or one hundred (100) inches in length and girth combined.

- 1 -
(Over)

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

- (7) All official mail weighing not in excess of four (4) pounds will be given air dispatch within the theater, within the limits of available air space. Articles weighing in excess of four (4) pounds, the urgency of which required air transportation to destination, must bear the stamped or typewritten indorsement in capital letters "WD ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of an officer which will be taken as a certification that the article requires air dispatch. Postage is not required on any type or size of official mail for delivery within this theater.
- (8) All official mail addressed for delivery outside this theater may be deposited in U. S. APO's without the payment of postage providing the weight of each piece does not exceed four (4) pounds. If over four (4) pounds, postage must be prepaid at the rate prescribed for fourth class mail matter. Such rate is applicable regardless of the character of the inclosures, or whether the article is sealed or unsealed.
- (9) Official mail addressed to the Casualty Branch, Adjutant General's Office, Washington, D.C., or when indorsed "Casualty Mail" and addressed to a commanding officer of a camp, post or station in the United States will be accepted without the payment of postage although the weight of the article is in excess of four pounds.
- (10) If dispatch by air from the theater is desired, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "WD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce.

3. British Army Postal Service.

- a. Definition: A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential"
- b. Locations: British APO's are located within reach of every British headquarters and unit in this theater.
- c. Conveyance: Official correspondence is afforded priority treatment in the British APS and daily dispatches are made

size of official mail for delivery within this theater.

- (8) All official mail addressed for delivery outside this theater may be deposited in U. S. APO's without the payment of postage providing the weight of each piece does not exceed four (4) pounds. If over four (4) pounds, postage must be prepaid at the rate prescribed for fourth class mail matter. Such rate is applicable regardless of the character of the inclosures, or whether the article is sealed or unsealed.
- (9) Official mail addressed to the Casualty Branch, Adjutant General's Office, Washington, D.C., or when indorsed "Casualty Mail" and addressed to a commanding officer of a camp, post or station in the United States will be accepted without the payment of postage although the weight of the article is in excess of four pounds.
- (10) If dispatch by air from the theater is desired, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "WORLD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce.

3. British Army Postal Service.

- a. Definition: A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential" every British headquarters and unit in this theater.
- b. Locations: British APO's are located within reach of every British headquarters and unit in this theater.
- c. Conveyance: Official correspondence is afforded priority treatment in the British APS and daily dispatches are made between British APO's. Official articles of letter size are given air conveyance within the theater whenever acceleration in delivery would result. Official articles for addresses outside the theater are conveyed by surface mail.

d. Preparation and Dispatch:

- (1) Top Secret and Secret material may not be sent through the British Army Postal Service.
- (2) Confidential mail will be prepared as required and must be presented at the registry window of an APO for registration. Fees for registration are shown in annex "A" attached.

13-2

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

- (3) Restricted and unclassified matter need not be registered.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services.
- (5) Each article will bear a complete forwarding address. Abbreviations will not be used. The full address of the originating headquarters, unit, or section will also be shown on the outside cover of each article.
- (6) Official correspondence will be accepted for transmission subject to the conditions set forth in Annex "A". (AG 311.1-5)

By command of Major General JOHNSON:

I. E. Cheek
I. E. CHEEK
Capt AGD
Actg Adj Gen

1 - Incl:
Annex "A"

DISTRIBUTION:
"A"

4778

in Annex "A". (AG 311.1-5)

By command of Major General JOHNSON:

J. E. Cheek
J. E. CHEEK
Capt AGD
Actg Adj Gen

1 - Incl:
Annex "A"

DISTRIBUTION:
"A"

6776

- 2 -
R-E-S-T-R-I-C-T-E-D

REGULATIONS FOR OFFICIAL MAIL AT BRITISH ARMY POST OFFICES

Destination	Limit of Weight	Limit of Size	Postage Rates	Registration Fee	Other Conditions
Within theater British Empire (Except India) Br. Mandated Territory Eire H.M. Ships	22 lbs	Length 2 feet Width 18 inches Depth 18 inches	FREE	FREE	Each article must be inclosed in an "O.H.M.S." cover or otherwise be indorsed "official" and certified by an officer.
India	11 lbs	- do -	FREE	3d	
U.S.A.	4 lbs	3 feet in length, width & depth, combined, greatest dimension not to exceed 2 feet.	Not over 1 ounce, 2½d Each Addnl ounce, 1d	3d	4775
Other Countries	4 lbs	3 feet in length, width & depth, combined, greatest dimension not to exceed 2 feet.	Not over 1 ounce, 3d. Each addnl ounce, 1½d.	3d	

British Empire (Except India) Br. Mandated Territory Eire I.M. Ships	22 lbs	Length 2 feet Width 18 inches Depth 18 inches	FREE	FREE	be inclos ed in an "O.H.N.S." cover or otherwise be indors ed "offi- cial" and certified by an off icer.
India	11 lbs	- do -	FREE	3a	
U.S.A.	4 lbs	3 feet in leng- th, width & dep- th, combined, greatest dimen- sion not to ex- ceed 2 feet.	Not over 1 ounce, 2½d Each Addnl ounce, 1d	3a	4775
Other Countries	4 lbs	3 feet in leng- th, width & dep- th combined, greatest dimen- sion not to ex- ceed 2 feet.	Not over 1 ounce, 3d. Each addnl ounce, 1½d.	3a	

Annex "A"

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

Communications Section
12

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

11 July 1944.

ADMINISTRATIVE INSTRUCTION)

NUMBER

4)

AMENDMENT NO. 1

LOCAL MAIL

1. Unclassified mail intended for local civilian addressees will be delivered through civilian mail channels.

2. Such mail will be put through the normal message center channels and will be delivered to the Central Post Office by Dispatch Rider.

3. No postage is required, and the mail will not be subject to censorship.

4. This mail should be addressed on the face of the envelope, and regulation US or British WD envelopes should be used.

DIRECTOR _____
D/DIRECTOR _____
S. O. (I) _____
S. O. (P) _____
CENSORSHIP _____
CHIEF CLERK _____

es/47/1
E. L. CLOUGH 4774
Colonel, AGO,
Executive Officer.

NOTE

DISTRIBUTION:

U.S.

Recd 15.7.44

*Address must be
very clear & not abbreviated
& give Street name
etc*

700
 DIRECTOR
 ASSISTANT
 B. O. 11

RESTRICTED
 ALLIED FORCE HEADQUARTERS
 APO 512

COMM. SEC JUN 22
 DOK/ar
 7624
 22 June 1944

CIRCULAR
 CENTRAL
 MINT (L262) 115

Received 28/6/44

OFFICIAL MAIL

Letters, AFHQ, 11 July 1943, file AG 311.1-5 AGM, subject: "Outgoing Official Mail", AFHQ, 18 November 1943, file AG 311.1-5 AG-AMM, subject: "Unauthorized Use of MLI, ADL, and ACS Services" and Signal Instructions, Numbers 84 and 97, 1943 series are rescinded. Letter, Headquarters NATOUSA, 20 April 1943, file AG 311.1/038 P-M, subject: "Army Courier Service", has been rescinded. The instructions below are substituted therefor:

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

- (1) U.S. Army Courier Service
- (2) Air Dispatch Letter Service
- (3) U.S. Army Postal Service
- (4) British Army Postal Service
- (5) Specially Designated Couriers
- (6) Other methods enumerated in AR 380-5, dated 15 March 1944.

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

2. U.S. Army Courier Service

a. Definition: The Army Courier Service is operated throughout the world where United States Army Forces are located for the transmission of Confidential, Secret, and Top Secret mail. Both air and surface means are used. All urgent matter is transmitted by air courier while heavy shipments, requiring security handling but not requiring air transmission, are transmitted by surface, accompanied by an officer of the Army Courier Service. Courier transfer officers are located at or near principal A.T.C. airfields and ports wholly or partially operated by the U.S. Army. This service may not be used for restricted and unclassified matter.

b. Theater Locations: Courier transfer officers in this theater are presently located at Dakar, Casablanca, Oran, Algiers, Tunis, Naples, and Foggia. Stations are opened or closed as needs of the theater change.

c. Receipt and Dispatch:

- (1) Material may be received and dispatched direct through courier transfer officers or forwarded to and received from them through existing message channels.
- (2) If the articles are to be delivered direct to a courier transfer office, they will be listed on Form MAP 26 (Revised) in duplicate and certification at bottom of form completed. (See Annex "A") Forms may be secured from any courier transfer office or they may be reproduced.

AFHQ Cir No 16 (Cont'd)

RESTRICTED

- (3) If the articles are to be forwarded through other message channels before reaching a courier transfer office, each accompanying invoice must bear the notation: "The articles listed hereon are classified confidential or higher, and it is requested they be dispatched to destination by Army Courier Service or Air Dispatch Letter Service," followed by the signature of an officer giving name, rank, and unit. All such items received at any message center will be delivered or forwarded to the nearest courier transfer office for onward dispatch.

d. Preparation for Dispatch:

- (1) Articles will be enveloped, wrapped, or bagged in accordance with paragraphs 25, 26, and 27 of United States AR 380-5, dated 15 March 1944, or War Office pamphlet "Classification and Handling of Protected Documents", dated 1 April 1944.
- (2) Articles will show both a complete address and return address. In exceptional cases, where no AFO serves the unit and the only way matter can reach the unit is to include a geographical location, then unit and geographical location may be used. However, the use of addresses of this type will be held to the absolute minimum and confined to matter transmitted by ACS. Proper measures will be taken to safeguard against unauthorized persons obtaining such addresses. Unauthorized abbreviations will not be used nor will a geographical location and its corresponding AFO number be shown in the same 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 "Attn: _____" may appear in the address.
- (3) A reference or file number will be placed on the outside cover, preferably directly under the return address, for recording purposes.
- (4) If the article is addressed to any point outside this theater and requires Air Transmission from origin to destination the notation "Air Service Required" will be stamped or type-written near the address and followed by the signature of an officer, giving name, rank, and unit. Such notation or signature is not required for intra-theater mail.
- (5) If the contents are so highly classified that the article should be in the personal custody of an officer from origin until final delivery to addressee, the notation "Via Officer Courier" will be placed on the outside cover followed by the signature of an officer, giving name, rank, and unit. This certification may be incorporated with the certificate required in subparagraph (4), above. The certification "Via Officer Courier" will be held to the absolute minimum. Notations such as "Via Courier", "Air Courier", "Courier", "Safe Hand", etc will not be placed on any article to be dispatched by Army Courier Service.

AFHQ Cir No 16 (contd) RESTRICTEDe. Unauthorized Use:

- (1) Personal mail or personal packages will not be transmitted by the Army Courier Service.
- (2) Officers in charge of ACS offices and other officers engaged in the handling of Army Courier Service or Air Dispatch Letter Service articles are authorized to open packages or letters suspected to be of an unofficial nature, special care being taken that no material of an operational nature is opened. Any unauthorized material found will be held and a report will be made to the Adjutant General of the headquarters concerned showing description of article, addressee, and addressor, and name of officer who certified the article to be official.

3. Air Dispatch Letter Service

a. Definition: The AFHQ ADLS is a service established by this headquarters to provide fast and safe delivery of confidential, secret, and top secret official dispatches to major tactical, SOG, and L of C Headquarters within this theater. Restricted and unclassified matter will not be handled by this service. The ADLS operates in close conjunction with the Motor Dispatch Letter Service (MDLS) provided by the various headquarters throughout the theater, and with the Air Forces. On certain main routes, ADLS Couriers will deliver material to "Field Offices" established on airfields near armies or separate unit headquarters functioning directly under this headquarters. Delivery and collection of dispatches to units in the vicinity is not the responsibility of Field Offices. The Field Offices act only as a segregation and collection point relying on unit MDLS to contact them for forward transmission of outgoing dispatches and collection of incoming dispatches. The AFHQ ADLS must not be confused with the Army Courier Service (ACS) which is operated by the War Department, or with the regular airmail services operated by the Army Postal Service (APS). AFHQ ADLS emphasizes tactical messenger service to forward elements.

b. Locations: AFHQ ADLS Field Offices are located throughout the Mediterranean Theater in Algeria and East and North thereof. Stations are opened or closed as needs of the theater change.

c. Receipt and Dispatch:

- (1) Material may be received and dispatched direct through the AFHQ ADLS field offices, or forwarded to and received from them through existing message channels.
- (2) If the material is to be delivered direct to an AFHQ ADLS field office, it will be listed on Form MAF 26 (Revised) in duplicate. These may be secured at the field offices or reproduced.

FHQ Cir No 16 (contd)

R E S T R I C T E D

- (3) In lieu of Form NAP 26 (revised), senders may use their own receipt forms providing they bear the statement and are certified as prescribed in paragraph 2c(3), above.

d. Preparation for Dispatch:

- (1) Material for dispatch by ADLS will be prepared and authenticated in the same manner as that for Army Courier Service. (See paragraph 2d, above.)
- (2) The colored cross previously used for recorded pieces will be discontinued.

e. Unauthorized Use:

- (1) Personal mail or personal packages will not be transmitted by ADLS.
- (2) Suspected packages and violations will be examined and reported as described in paragraph 2e(2), above.

f. Money:

The transmission of money, of an operational and highly classified nature, may be made through the ADLS. Money dispatched through the ADLS will be properly classified and wrapped, and will be treated as any other document. This will not be construed to mean the transmission of personal money or money for the routine payment of troops. In the event of a loss, no financial liability will fall upon personnel of the ADLS.

4. U. S. Army Postal Service

a. Definition: A service for the delivery of official mail by air or surface means wherever U. S. Army Forces are located. It offers a safe and expeditious means for the transmission of all types of official mail, other than Top Secret. It is recommended that the ACS or ADLS be utilized for the transmission of all matter classified Confidential or higher, by all units having ready access to such services. All official mail for air dispatch travels on a No. 1 priority and each APO within this theater makes at least one dispatch daily, weather permitting.

b. Locations: U. S. Army Post Offices serve every U. S. headquarters and unit in this theater.

c. Preparation and Dispatch:

- (1) Top Secret matter may not be sent through the U. S. Army Postal Service.
- (2) Confidential and Secret mail will be prepared in accordance with AR 360-5 and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge

AFHQ Cir No 16

RESTRICTED
(contd)

for registration of such classified mail when addressed to points within this theater. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed outside this theater.

- (3) Restricted and unclassified matter need not be registered, but may be registered if the sender desires. The registration fee and applicable surcharges must be paid in such cases, even though the articles are addressed for delivery in the theater.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services and will not be used on the outer cover of mail matter by any other service in this theater.
- (5) Each article must bear a complete address and return address.
- (6) No article will exceed seventy (70) pounds in weight or one hundred (100) inches in length and girth combined.
- (7) All official mail weighing not in excess of four (4) pounds will be given air dispatch within the theater, within the limits of available air space. Articles weighing in excess of four (4) pounds, the urgency of which requires air transmission to destination, must bear the stamped or typewritten indorsement in capital letters "VD ESSENTIAL OFFICIAL AIR MAIL", followed by the signature of an officer which will be taken as a certification that the article requires air dispatch. Postage is not required on any type or size of official mail for delivery within this theater.
- (8) All official mail addressed for delivery outside this theater may be deposited in U. S. APO's without the payment of postage providing the weight of each piece does not exceed four (4) pounds. If over four (4) pounds, postage must be prepaid at the rate prescribed for fourth class mail matter. Such rate is applicable regardless of the character of the inclosures, or whether the article is sealed or unsealed.
- (9) Official mail addressed to the Casualty Branch, Adjutant General's Office, Washington, D. C., or when indorsed "Casualty Mail" and addressed to a commanding officer of a camp, post or station in the United States will be accepted without the payment of postage although the weight of the article is in excess of four pounds.
- (10) If dispatch by air from the theater is desired, each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "VD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce.

AFHQ Cir No 16

(contd)

R E S T R I C T E D5. British Army Postal Service

a. Definition: A service for the delivery of unclassified official mail and mail classified as "Restricted" or "Confidential".

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

c. Conveyance: Official correspondence is afforded priority treatment in the British APS and daily dispatches are made between British APO's. Official articles of letter size are given air conveyance within the theater whenever acceleration in delivery would result. Official articles for addresses outside the theater are conveyed by surface mail.

d. Preparation and Dispatch:

- (1) Top Secret and Secret material may not be sent through the British Army Postal Service.
- (2) Confidential mail will be prepared as required and must be presented at the registry window of an APO for registration. Fees for registration are shown in Annex "B" attached.
- (3) Restricted and unclassified matter need not be registered.
- (4) The use of the word "Registered" on outer covers is reserved for the exclusive use of the Army Postal Services.
- (5) Each article will bear a complete forwarding address. Abbreviations will not be used. The full address of the originating headquarters, unit, or section will also be shown on the outside cover of each article.
- (6) Official correspondence will be accepted for transmission subject to the conditions set forth in Annex "B".
(AG 311.1-5)

By command of General NELSON:

OFFICIAL:

J. A. H. GAMMELL,
Lieutenant General, Chief of Staff*H.V. Roberts*H.V. ROBERTS,
Colonel, AGD,
Adjutant General.2 Incls:
Annex "A"
Annex "B"DISTRIBUTION:

"D"

200 - AG Postal
800 - AG HED

- 6 -

R E S T R I C T E D

R E S T R I C T E D

U-3

FROM: _____
(Headquarters, Unit or Section)

Date 5 November 1964

I Courier Number	II Senders number	III Addressed to	IV Dispatch Particulars
			4770

4770

(Name) . . . (Grade Eq. or Sect.)

(Date) _____ (Hour) _____

(Name)

Gracie

NAP 26 (revised)

Директор "А"

R E S U M E

AFHQ Cir No 16

(contd)

RESTRICTED

REGULATIONS FOR OFFICIAL MAIL AT BRITISH ARMY POST OFFICES

Destination	Limit of Weight	Limit of Size	Postage Rates	Registration Fee	Other Conditions
Within theater British Empire (Except India) Br. Mandated Territory Eire R.N. Ships	22 lbs	Length 2 feet Width 18 inches Depth 18 inches	FREE	FREE	Each article must be enclosed in an "O.H.M.S." cover or otherwise be inclosed "official" and certified by an officer.
India	11 lbs	- do -	FREE	3d	
U.S.A.	4 lbs	3 feet in length, width & depth combined, greatest dimension not to exceed 2 feet	Not over 1 ounce, 2 ¹ / ₂ d Each addnl ounce, 1d.	3d	-
Other Countries	4 lbs	3 feet in length, width & depth combined, greatest dimension not to exceed 2 feet.	Not over 1 ounce, 3d. Each addnl ounce, 1 ¹ / ₂ d	3d	

Annex "B"

1848