

SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

..... 15 February 1944., 194.....

MEMORANDUM

From:

To:


MEMORANDUM FOR:     File.

On 15 February 1944, Mr. Stassen mailed  
a check for 200.00 to Mrs. H.E. Stassen.

Letter addressed to Mrs. H. E. Stassen,  
744 Stewart Lane, So. St. Paul, Minnesota

Check was written on the Treasury of the  
United States, Check No. 4,033 -- Vo.No.0-690.

This memorandum made in accordance with  
current Censorship regulations.

  
L.G. FOX,  
Ens. U.S.Navy.

SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

.....9 February....., 1944...

MEMORANDUM

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From: Assistant Flag Secretary.  
To: Flag Secretary, ComFair South.

When Lt. Comdr. Wm. L. Cleveland was detached in November from ComFair South, he left word with your Mail Clerk to hold all mail for him until further notice.

Would you please have someone in your office check with the Mail Clerk and have all mail for Comdr. Cleveland sent to our Advon Headquarters at Navy 145? He will be there on the 12th.

Thank you very much.

Sincerely,

H. C. CARROLL.

**SOUTH PACIFIC FORCE**  
**OF THE UNITED STATES PACIFIC FLEET**  
**HEADQUARTERS OF THE COMMANDER**

4 February 1944.

**MEMORANDUM TO: Chief of Staff.**

**Subject: Press Relations Officer.**

1. As directed at Pearl Harbor upon receipt of dispatch Eupers orders detaching Lieut. Comdr. Bassett, I have followed through in the matter of the Press Relations Officer.

2. Conferred at Pearl Harbor with Captain Mercer, and with Comdr. Mcardle acting Press Relations Officer at Cincpac.

3. Secured the advice and suggestions of Captain Thurber because of his extensive back ground in Naval Press Relations.

4. Discussed the situation with Lieut. Comdr. Bassett.

5. Conferred with Colonel Boone and reported to him the view points and thoughts that had been expressed and tentatively suggested.

6. Conferred with Admiral Shafroth giving complete report of developments and of suggestions.

7. On the basis of these conferences it is the consensus of view and is approved by Admiral Shafroth that the following steps be taken.

8. That Lieut. Comdr. Bassett's detachment be deferred until ComSoPac Advon opens and until the return of Lieut. Lambert from leave in Australia. Upon the happening of both these events, Lieut. Callahan be designated, Acting Press Relations Officer and Lieut. Comdr. Bassett be detached.

9. Captain Thurber to write a personal letter to Captain Lovette emphasizing the necessity of an excellent PRO to take the place of Bassett and requesting suggestions of a good man, with our Admiral to have final word on assignment.

10. If Comdr. Dow and Admiral Shafroth are in agreement, arrange for transfer of Lieut Sarnoff to the press, radio, and censorship work to strengthen the temporary staff.

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**SOUTH PACIFIC FORCE**  
**OF THE UNITED STATES PACIFIC FLEET**  
**HEADQUARTERS OF THE COMMANDER**

4 February 1944.

Subject: ----- Press Relations Officer. -----

11. Unless otherwise directed, I will continue to follow through and keep Colonel Boone, Admiral Shafroth, Captain Thurber and the Chief of Staff advised.

H. E. STASSEN.

Copy to:

Admiral Shafroth.  
Colonel Boone.  
Captain Thurber.

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SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

17 January 1944.

Dear Dave:

Thanks very much for your courtesy in forwarding the uniforms.

Enclosed find money order in the sum of \$37.12. I thought this might be the most convenient way for you to receive it.

I appreciate very much your courtesy in this matter and I know Bill Kitchell, who is with the Admiral, would want me to say the same for him.

Will look forward to seeing you but do not see any immediate prospect of getting over there. Trust that you are getting along well in your new work and that this note finds you in good health.

If anything we can do for you over this way let us know.

Best regards,

Lt. D. F. Freeman, USNR.  
Flag Lieutenant,  
Staff, Commander SEVENTH Fleet.

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256

17th January 1944

Received from Lt. Com. H. C. Stassen  
the sum of eleven pounds Ten shillings  
pence

£ 11 : 10 : 0

R. L. Wilson

ALLAN &amp; STARK LTD.

Per A. Sumner

No. \_\_\_\_\_

12 - 1 - 1944

M

Lt. W. J. Mitchell A.M.P. building

Received from Allan &amp; Stark

in good order and condition, the undermentioned goods:—

1. Rch

R. L. Wilson  
Lt. W S N R



UNITED STATES FLEET  
COMMANDER SEVENTH FLEET

MEMORANDUM

1/12, 1944

From: Flag Lieutenant.

To: Flag Secretary, COMSOPAC

Dear Cmdr.. Stassen:

Just a note to include with the suits; hope you were fortunate enough to accompany Admiral Halsey back to the States, but if not, these will probably come in useful.

Bill Kitchell paid for his suit when he was here--I have paid Allen and Stark for yours, which came to £ 11/10/0, or \$37.12, as you will note from attached receipt. I will accept payment in whatever form is most convenient for you--a check on a bank in the States will be OK, as I can send it back there for deposit.

Tell Bill my bathing trunks arrived in good order in their cigar box. Hope you'll all get over here soon again.

Respectfully,

*Dave Freeman*  
D.F. Freeman, Lt. USNR

SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

16 January 1944.

Dear Commodore Quigley:

Enclosed find a copy of a letter to Admiral Wilkinson which is self explanatory. I will give you definite word as to the time of arrival at a later date.

Sincerely,

H. E. STASSEN.

Commodore W. M. Quigley, U.S.N.  
Commander Naval Bases,  
Forward Area, Guadalcanal.

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**SOUTH PACIFIC FORCE**  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

16 January 1944.

~~SECRET and PERSONAL~~

Dear Admiral Wilkinson:

The Chief of Staff has indicated that the date for the opening of Comsopac Advance Echelon is to be February 10th.

The entire arrangements are to be identical with those in November, with the exception that it is anticipated by our communications section that they will bring up fourteen officers instead of four. They wish to have the quonset hut which is located to the right of your radio shack for their communications office. I understand your communications office is to the left of the radio shack.

The Public Relations which is now occupying this hut, will need about the same amount of space that they now have.

For the Comsopac office a quonset hut as before, conveniently located, with the same partition on one end for the Admiral and Chief of Staff, the same work tables, lighting, and plot counter, will be entirely suitable.

The number of officers to be accommodated at Crocodile will be increased by twelve. The entire arrangements at the Admiral's Camp will be identical with the previous period.

I appreciated your kind note after your visit with us, but I am returning the enclosed as you were definitely the Admiral's and Chief of Staff's guest.

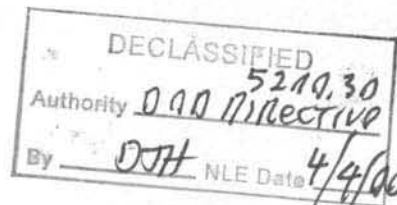
I am enclosing a copy of this letter for Lieutenant Graves who had written Mr. Kitchell. Mr. Kitchell is with the Admiral on his trip, and this will serve as an answer to the questions in Graves' letter.

Rear Admiral T.S. Wilkinson, U.S. Navy,  
Commander THIRD Amphibious Force,  
c/o Fleet Post Office,  
San Francisco, Calif.

H. E. STASSEN.

Copy to:

Vice Admiral A. W. Fitch, U.S.N.  
Major General Maxwell Murray, U.S.A.  
Commodore W. M. Quigley, U.S.N.



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**SOUTH PACIFIC FORCE**  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

2 January 1944.

~~SECRET and PERSONAL~~

Dear Commodore Quigley:

It is anticipated that an Advance Echelon of ComSoPac will occupy ComSoPac Forward Headquarters for a limited period of time, beginning approximately 8 February.

The composition and general setup will probably be very similar to the previous occasion.

I am writing you this note simply to give you advanced notice. We all appreciated your many courtesies and your thoroughness in arrangements last time. Will communicate with you further as plans become more definite.

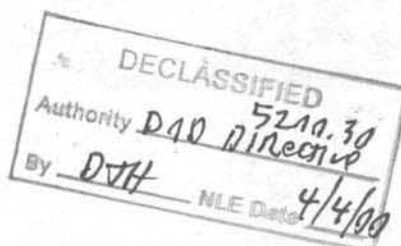
Sincere regards,

H. E. STASSEN.

Commodore W. M. Quigley,  
Commander Naval Bases,  
Forward Area, Guadalcanal.

Copy to:

Vice Admiral A. W. Fitch.  
Rear Admiral T. S. Wilkinson.  
Major General Maxwell Murray.



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File No.

THIRD AMPHIBIOUS FORCE

Office of the Commander

Serial

25 January 1944

Dear Stassen:

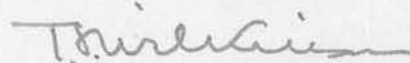
Thank you very much for your letter of January 16th, with regard to the Admiral's approaching visit. I have seen Commodore Quigley and believe that through his kind assistance we will be satisfactorily equipped and arranged to take care of the Staff to be accommodated here and to provide office and other facilities required.

I appreciate your courtesy in returning my check for our mess bill, but as you know I had hesitated to impose unduly upon the hospitality of my old mess. I certainly enjoyed my stay there immensely, due partly to you all and partly to the charming ladies of Noumea, and when I left I certainly felt that I had missed nothing in my post-Christmas holiday.

Sorry, in view of your present reported poverty, I bothered you via Sullivan for some of any possible excess I.W. Harper bourbon you might have. He said if you got a shipment in you would send me up a case. Don't bother if you are at all short then, as I can make out all right. At any rate don't bother to send it soon; just bring it along with the other impedimenta in the impending move.

Looking forward to seeing you again, as well as the Admiral and the operating Staff, and with regards to the mess and a welcome back to Thurber, if as I presume he has returned and resumed duty as Comsowolfpack.

Very sincerely,



T. S. WILKINSON,  
Rear Admiral, U. S. Navy.

Lieut. Comdr. H. E. Stassen,  
Headquarters Comsopac.

**SOUTH PACIFIC FORCE**  
**OF THE UNITED STATES PACIFIC FLEET**  
**HEADQUARTERS OF THE COMMANDER**

2 February 1944.

MEMORANDUM TO: Ø1

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1. Arrangements have been completed for the following personnel for the Advance Echelon to leave this afternoon or tomorrow morning on the TRYON.

Communications officers.  
Radiomen.  
Marine Detail.  
Yeomen.  
Maintenance men.  
Movie operators.

2. The following will be sent up later by air.

Senior Staff officers.  
Plot officers.  
Marine Detail officer.  
Mess boys.  
Drivers.

H. E. STASSEN,  
Flag Secretary.



THIRD AMPHIBIOUS FORCE  
Office of the Commander

~~SECRET~~

January 23, 1944

MEMORANDUM

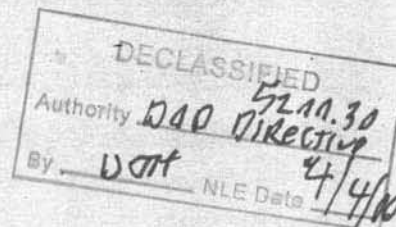
From: Assistant to Camp Commander.  
To: Comsopac Flag Secretary.

Everything in the way of preparation for the advance and later echelons is coming along satisfactorily. I believe I shall be able to reconstruct the interior decoration of the office as it was used before. What I do lack, however, is information about furniture and equipment for the communication office; and would find helpful a floor plan, showing furniture (including dimensions), any partitions or counters desired, and lighting. The CBs want to get this information so that they can get some work done by units scuttlebutted (to coin a word) to depart soon.

Very respectfully,

*E. S. Graves*

E. S. GRAVES,  
Lieutenant, USNR.



SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

26 Jan 43

~~SECRET~~

Dear Ed:-

This is in answer to your note to the Flag Secretary.

Enclosed is a rough sketch of the floor plan for the quonset hut to be used by Communications of the Advanced Echelon.

I would like a table along the entire length of the far side of the quonset hut. One table as indicated for three ECM's. This table should have three outlet plugs for the ECM'S.

One table or desk for the Cwo and one table behind the Cwo. These tables should be built along the walls of the quonset hut and should be approximately the same dimensions as those in the Comm Office of Ctf 31. By that I mean convenient for typing. Table for the Cwo should be of the usual dimensions of the ordinary desk.

One table in the center of the hut for four telegraphic mills. This table should be the usual height for typewriter tables.

We will need about ten chairs in the Comm Office.

We will also need a tube connecting the Communications hut with the Radio Shack. This should be similar to the tube connecting Ctf 31's Comm Office with the Radio Shack.

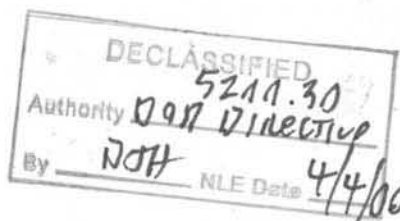
We will not need the entire hut but only that part vacated by Press Relations. If my memory is correct this should be about two thirds of the hut.

Hope this is what you wanted and let me know if I can help you in any other way.

One of our Communication Officers will be up shortly after the first of the month.

Hope to see you soon.

cc flag sec.  
f/p



*F. X. Parkinson*

*Has been acknowledged  
by S  
CTF 31*



**SOUTH PACIFIC FORCE**  
**OF THE UNITED STATES PACIFIC FLEET**  
**HEADQUARTERS OF THE COMMANDER**

2 February 1944.

MEMORANDUM TO: *ppa*

1. Confirming oral report last evening, Vice Admiral Newton plans to arrive in Noumea between the 15th and 20th of February, the date being dependent on Admiral Pownall relieving Admiral Towers and Admiral Towers relieving Admiral Newton at Pearl.
2. Admiral Newton plans to fly down in one of the Flag planes of CinCPac and this plane will be available for you, your gear, and to personnel who wish to fly back to Pearl.
3. They are making arrangements for one of the houses in the Makalapa area for your mess on arrival and have also requisitioned a car for you at Pearl.
4. They contemplate if possible, securing a special plane which will be available to you for travelling throughout the Pacific Area in your duties.
5. Admiral Newton will be accompanied by his Flag Lieutenant, Lieutenant Dacy, U.S. Navy, and by Ship's Clerk Prall, the latter at my suggestion because of our extreme shortage of yeomen here.
6. Admiral Newton was interested in the arrangements for your mess attendants. If agreeable to you I will secure the details from Lieutenant McCombs and forward to Lieutenant Dacy.

H. E. STASSEN,  
 Flag Secretary.

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SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

21 January

194 4.

MEMORANDUM

From: FLAG SECRETARY

To: COA  
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Capt. Mayfield  
Captain Johnson  
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ROBERT CONFERENCE -- BILLYS

ETA 22-23-24 Jan.

Adm. Ninkaid	--	Adm. Halsey
Gen. Southarland	--	Adm. Halsey
Gen. Chamberlain	--	Adm. Shafer
Gen. Ranney	--	Gen. Barnett
Capt. Crawford	--	Capt. Johnson
Col. Larr	--	Capt. Johnson
Col. Murtha ?	--	Gen. Barnett
Lt. Freeman	--	Adm. Halsey

SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

21 January, 1944.

M E M O R A N D U M

From: FLAG SECRETARY

To: Ø1

RED CROSS LUNCHEON GUESTS TODAY 1215 - 0100

Mr. Schaeffer	--	Washington Hdqts.
Mr. Carney	--	South Pacific Director
Helen Parks	--	Mt. Dor director
Renee Guthman	--	Service Club Director
Isabel Lee	--	Service Club Ass't. Dir.
Helen Schoeni	--	Theatrical, etc.
Miss Corey	--	Hospital Service
Mr. Reiser	--	Ass't SoPac director
Mr. Atmore	--	Field Service

E. FREBY

INTENDANT DE 1<sup>re</sup> CLASSE

vous prie d'accepter ses  
meilleurs vœux pour 1944  
et vous demande de  
croire qu'il vous est

toujours respectueusement  
dixonne.

Sincerely

Colonel. Q. H. J.

SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

2 January, 1944

Dear Colonel Freby,

This will acknowledge receipt of your kind note to Admiral Halsey, which will be presented to him personally upon his return to Headquarters.

I know that the Admiral would wish me to extend to you his thanks for your kind wishes, also his personal greeting to you in appreciation of past associations, and his best wishes for the new year.

Respectfully,

H. E. STASSEN,  
Flag Secretary

Colonel E. Freby  
Intendant de 1 Classe,  
Noumea, New Caledonia

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T R A N S L A T I O N

(card)

E. FREBY  
QUARTERMASTER 1st Class

begs you to accept his  
best wishes for 1944  
and requests you to believe  
that he is always respect-  
fully devoted to you.

(signed) FREBY

Colonel (Quartermaster Corps)

(envelope)

#320

Admiral H A L S E Y

COMSOPAC

(stamped) Allied Censor  
Caledonian Government

4

Translated by Lieut. (jg) R. S. BOWMAN, USNR.

T R A N S L A T I O N

(card)

E. FREBY  
QUARTERMASTER 1st Class

begs you to accept his  
best wishes for 1944  
and requests you to believe  
that he is always respect-  
fully devoted to you.

(signed) FREBY

Colonel (Quartermaster Corps)

(envelope)

#320

Admiral H A L S E Y

COMSOPAC

(stamped) Allied Censor  
Caledonian Government

4

Translated by Lieut. (jg) R. S. BOWMAN, USNR.

# 320

Monsieur l'Amiral HATSEY  
COMSOIAC



SOUTH PACIFIC FORCE  
OF THE UNITED STATES PACIFIC FLEET  
HEADQUARTERS OF THE COMMANDER

1 January 1944.

MEMORANDUM TO:    Flag Secretary,  
                         Fleet Air Command, South Pacific.

                         Thanks for your memorandum of 27 December,  
regarding mail deliveries.

                         Your suggestion is sound and we have  
reached the same conclusion. You must have received by  
this time, our restricted serial 6701 of 22 December in  
which item 4 states that the address "Inter-Island Mail"  
should be substituted for "Fleet Post Office, San Francisco,  
California."

                         Glad to get suggestions from you at any  
time on the improvement of service of any kind in the area.  
Best wishes for the new year.

H. E. STASSEN.

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