

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

785015

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785015

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DISTRICT ROUTINE ORDERS
DEC. 1943 - MAR. 1944

16 pp

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NOT TO BE
PUBLISHED



22 MAR 1944

ORDERS

181 - 192

DISTRICT ROUTINE ORDERS

By Major-General E. P. NARES, CBE MC.
Commanding, No. 2 DISTRICT.

Serial No. 12

March 16, 1944

Part I. - General Staff.

181. Arrival of Students — School of Hygiene CMTC.

It has been reported that students in a number of cases are reporting up to 2 days late. With courses of only 6 days this must obviously upset the whole course. Q.C. Units will ensure that candidates do arrive on time before the first day of the course.

(Applicable to all Troops)

(2068/12 G(Trg)

O.N.D. SISMEY
Lt Col. G.S.

Part II. - Administrative Staff.

182. Discipline — Infringement of Censorship Regulations.

1. There has been a rise in recent weeks in the number of infringements against censorship regulations.

2. Coupled with this is the fact that such cases are being dealt with far too leniently by Commanding Officers who do not appear to appreciate the grave security issues involved.

3. The confidential facilities offered by the Green Envelope are being frequently abused and in some cases soldiers have used Green Envelopes as a means of evading unit censorship of matter which the soldier is well aware he should not have written.

4. It is emphasised that such breaches of security may result in jeopardising the success of major operations and endangering the lives of large numbers of our fighting troops.

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5. Commanding Officers will take active measures to ensure that all ranks under their command are fully aware of what may and what may not be included in private correspondence. See British Military Censorship Regulations extra [redacted] from which are published in Appx 17 to GRO 246/43. GROs 455/43 and 456/43 and DRO 2/43 also refer.

6. Severe disciplinary action will be taken against all offenders.

116 A

183. Indian Field Cashier.

The Indian Field Cashier will visit Areas in this district at the following times for the purpose of supplying Imprest and personal cash.

52 Area	No. 38 Area Cashier's Office, TARANTO	Every Monday 0900hrs to 1600hrs
6 Base Sub Area	141 Via Andrea da Bari BARI	Tuesday, Wednesday and Friday 0900hrs to 1300hrs 1400hrs to 1600hrs
71 Sub Area	BRINDISI Transit Camp	Saturday 0600hrs to 1200hrs 2nd and 4th Tuesday 1000hrs to 1400hrs
151 Sub Area	Banca d'Italia Via Garibaldi BARLETTA	2nd and 4th Thursday 1000hrs to 1300hrs 1100hrs to 1500hrs

(Applicable to Indian Units only)

238 A

184. Discipline — Improper use of W.D. Transport.

1. Road checks are now in operation on the Road FOGGIA — NAPLES.
2. During the first six days of working, fourteen Allied vehicles were found carrying food stuffs etc., for the black market. The vehicle loads were impounded and disciplinary action is being taken against the drivers.
3. Severe disciplinary action will be taken against any military drivers who are found to be aiding black market operations in this way.
4. That so many Allied vehicles should be engaged in this illicit trade indicates considerable slackness in the control of the use of M.T. Immediate steps will be taken to tighten up unit transport discipline to prevent further offences of this nature.

117 A

185. Transfer to Royal Electrical and Mechanical Engineers.

1. DRO 107/44 is hereby cancelled.
2. All applications for transfer to RFME will now be forwarded by OSC units to GHQ and Echelon BNAF in accordance with GRO 76/43 as amended by GRO 136/44.

100 A

186. Re-designation of units.

- "F" Rest Camp (Eighth Army Rest Camp) has now been re-designated as under, and will, w. e. f. the publication of this order, be addressed as:—
- 50 REST CAMP

79 A

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187. Tracing of Vehicles

Units holding Vehicles No. 5 B.V.V /23-54115 and L.526944 notify Claims & Hireng Officer POTENZA immediately.
The above vehicles are wanted in connection with a Trade Accident

57 A

188. Ethylene Glycol.

1. Deaths have recently occurred as a result of drinking ETHYLENE GLYCOL (Anti-Freeze Mixture).
2. This liquid is HIGHLY POISONOUS and the attention of all ranks should be drawn to this fact.
3. Units holding stocks of ANTI FREEZE MIXTURE will take special steps to protect them against pilferage or unauthorised use.
4. Where stocks of this commodity are held in Petrol Depots, each stack will bear a notice "POISONOUS" printed in English and Italian.

(377 Q)

189. Unit POL Accounting.

DRO 130/44 will be amended as follows:-

Appx "A"
Para 4(g) insert "(XIII) Brit Red Cross Society
(XVI) Union Def Forces Institute
(XVII) Brit Broadcasting Corporation".

1471 Q

190. RE Stores.

The attention of all units will be drawn to No. 2 District Adm Instruction No. 2 Para 24:-
"Firms and units in No. 2 District requiring RE Stores for any purpose incl. trg will submit their demands to the Area CRE stating for what purpose stores are required"
Cases have occurred of units attempting to collect timber in CALABRIA. This practice must cease and demands must be submitted in the manner referred to above.

1305 Q

191. Vehicle Lubricants.

The following amendment will be made to DRO 113/44:-

1. Appx "D"
(Page 10)
Insert heading - "LUBRICANTS FOR "A" VEHICLES"
(Page 11)
Delete section - "LUBRICANTS FOR "B" VEHICLES"
2. Revised instructions regarding lubricants for "B" vehicles are issued as Appx "A" to this order, and constitute Appx "E" to DRO 113/44

1377 Q

192. Trade Testing and Transfer of Cooks.

Many instances have recently come to light of units not complying with GROs 439/43 and 62/44 which call for the trade testing and muster of all ACC Cooks and the testing of Regimental Cooks (formerly Class 1 Non Tradesmen) for transfer to the ACC.

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ORDERS

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H.C. Comst.
15219

DISTRICT ROUTINE ORDERS

By Major-General E. P. NARES, CBE MC.
Commanding, No. 2 DISTRICT.

Serial No. 10

March 2, 1944

Part I. - General Staff.

144. 4.2" Mortar Drill.

1. The correct "Cease Fire" drill as laid down in SAT Vol 1 Pamphlet No 26 (1943) Lesson 17 states:—
No 2 removes the muzzle cover. No 3 winds in the elevating screw and No 4 unlocks the breech piece. No 3 then grasps the cradle while Nos 2 and 4 lift the barrel and withdraw it.
2. Damage to the breech pieces has been caused by incorrect "Cease Firing" drill.
3. During the dismantling of the mortar, the cradle and tripod must not be drawn off the barrel until after the breech piece has been withdrawn from the rebound socket.
4. If the cradle and tripod are removed before the breech piece is free, the weight and leverage of the barrel are sufficient to distort the threads of the breech piece and barrel cap.

2035 G

145. Military Telephone Installations.

1. Requests for the removal of military telephones from one location to another in the BARI area must reach the C.S.O. H.Q. No. 2 District 4 clear days before the move is required to take place.
The number of the phone to be moved, and the full addresses of both the old and new locations must be given.
2. Units vacating premises containing a working telephone will notify C.S.O. 2 District, giving full details.
3. Units will in no circumstances remove or interfere with the existing telephone installations.

2006/1 G

146. Signals Information Bureau.

1. A Signals information bureau has now been instituted and operates in the room facing the door of entrance hall of Barr Signal Office. Hours 0800 - 1300, 1400 - 1800 daily. Telephone number 13913.

The following information regarding communications is available:
(a) Details of all E.L.S. runs and communications

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(b) Telephone numbers.

(c) Locations.

(d) General information regarding Telephone and Telegraph facilities available.

The following information collected by Signals personnel in their course of duty is also available.

(e) Air Timings.

(f) Railway Timings.

(g) Road conditions.

2. Inquirers, when asking for information at the desk will produce proof of identity. Information of a Secret nature such as Locations will not be given over the telephone. Such information will be despatched to the inquirer either by Orderly or E.L.S., if requested.

3. All queries or requests for telephone numbers will now be made to this bureau and not to the telephone supervisor.

The practice of asking the Supervisor for this information causes congestion and slows down the telephone service.

2006 G

147. Vehicle Lighting.

DRO 102 is hereby cancelled and the following regulations will come into effect forthwith in No 2 District —

NORMAL

1. Side lamps for vehicles so equipped will be lit, but will be masked or painted or otherwise adjusted so as to avoid all dazzle. Masked side lights will be such that they are clearly visible at 50 yards.
2. Tail lamps will be lit and will be fitted to the rear side (left hand) of the vehicle.
3. Headlamps. All vehicles, including staff cars, may have two unmasked headlights. These headlights must be permanently adjusted so that the beam strikes the ground within 50 yards on the right hand side of the road except in the case of staff cars and other vehicles provided with a dipping device which can be operated on the approach of oncoming traffic. In the case of vehicles carrying one headlight only, sidelights will invariably be lit.
4. It will be an offence to travel without lights.

AIR RAID ALERTS

5. Only vehicles on urgent duty will move during Air Raid Alarms, and will use sidelights and tail-light only. All other vehicles will stop and extinguish all lights.
6. Masks, when removed, will be held as part of vehicle equipment.

2037/1 G

148. Message Priorities.

1. There has been some misunderstanding regarding the method of marking and handling the information copies of priority messages. The latest instructions for message writing are contained in Field Service Pocket Book, Part 1 — Pamphlet No. 4, (1943 Edition).

2. The relevant instructions regarding priority frankings are as follows—
(a) In multiple address messages, the copies for some only of the addressees will indicate to which copies this priority is to be given, e.g. = IMMEDIATE 52 Area ROUTINE remainder.
(b) The degree of priority so indicated will apply only to the copies for action-addressees unless the originator specifies to the contrary. If it is desired that the copies for information-addressees should also receive priority, the word = ALL = will be inserted before the priority franking, or alternatively the particular addressee and priority will be specified.

Example

A message is addressed for action to 52 Area, for information to 6 Base Sub Areas and MOVEIT.

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If the message is franked "IMMEDIATE", the 52 Area copy only will be handled as immediate, the remainder as routine messages.

If it is desired that ALL THREE copies should be treated as immediate, the franking will be "ALL IMMEDIATE".

This may be further qualified as required by the originator, e.g., "IMMEDIATE 52 Area, IMPORTANT 6 Base Sub Area, ROUTINE remainder".

The attention of all originators of messages is drawn to the necessity of reducing the numbers of priority telegrams to a minimum and the priorities of such telegrams to as low a grade as the situation demands. The whole object of the priority system is to enable messages which are urgent to be handled with expedition in accordance with the degree of urgency. Abuse of the system will only nullify its whole object.

All commanding officers are responsible for ensuring that only messages of genuine urgency are franked IMMEDIATE, and the franking IMPORTANT is used as sparingly as possible.

(Applicable to all formations and units — to be republished in Area/Sub Area Orders)

2006/7 G

149. Telephones.

1. As the result of conditions which have prevailed in Italy, the demand for telephone facilities by all headquarters is continually on the increase, particularly in respect of long distance calls. Having regard to the degree of destruction achieved by the enemy and the limitations of personnel and equipment required for the restoration and the construction of new circuits, it will be impossible to provide a satisfactory telephone service without the co-operation of all telephone users.

2. The orders contained in the following paragraphs will therefore be STRICTLY COMPLIED WITH by all telephone users.

3. The number and length of long distance calls will be kept to a minimum. It should be rare that any call should exceed six minutes duration except for URGENT operational or administrative reasons. Officers will refrain from originating long distance calls for isolated unimportant subjects, but will list the points they wish to discuss with a distant subscriber and incorporate as many as possible in one call within the limit of six minutes.

4. Users will answer the telephone when it rings as quickly as possible. This practice reduces the amount of time required to effect each individual call and will result in a general speed up of the service. Users must also learn to keep their conversations as short as possible. There is not time in war for pleasantries and peacetime politeness and users must therefore think out ahead what they are going to say, be brief and keep to the point.

5. On no account will subscribers who have booked calls leave their telephones without instructing the exchange to cancel the call or make arrangements for another officer to conduct the conversation on their behalf.

(Applicable to all formations and units — to be republished in Area/Sub Area Orders).

2006/1 G

O.N.D. SISMEY
Lt Col., G.S.

Part II. - Administrative Staff.

150. Use of Unauthorised Channels of Communication by Italian Prisoners of War.

GRO 95.44 is repeated for information.

1. It has come to notice that individuals, unauthorised to do so, are carrying or otherwise transmitting uncensored personal communications emanating from or addressed to Italian Prisoners of War in Prisoner of War Camps or Labour Units.

2. This practice will cease forthwith.

3. In future, all such communications coming into the possession of individuals or units will be forwarded under separate cover to the Prisoner of War Censorship Unit, APO 759, US Army.

(To be repeated in Unit and Formation Orders).

210/10 A

785015**151. Evacuation of ex PW from Hospital.**

Para 2 on GRO 78/1943 is cancelled and the following substituted—

All ex PW, including Allied, are dealt with by PW Sub Commission, whose HQ is at Naples. All ex PW upon discharge will be routed to No 2 PW Transit Camp, RESINA. (Ref.—(R) N3044).

220/1 A

152. Removal of road maintenance materials.

Cases have been reported with increasing frequency of the removal, by Allied Troops, of Stone gravel and flint deposited along the roads for maintenance purposes.

This practice will cease forthwith and any offender will in future, be the subject of disciplinary action.

This order will be brought to the notice of all troops.

207 A

153. Volunteers for Commandos.

No more volunteers for Commandos are required from units in this District until further notice.

190 A

154. Tracing of Vehs

1 Units who hold any of the following vehs on charge will apply to A - Branch HQ No 2 District, as these have been found abandoned—

(i) FORD 3 TON TRUCK Four wheel drive; canvas cover; spare wheel; no registration number or unit identification. Found 10.1.44.

Chassis No F60448 — U

Chassis Serial No 795532

Engine No 3G—46672—F S.M.2577 Built Sep. 7/42.

(ii) FORD 3 TON TRUCK Engine No. and Chassis No. not known.

Nos painted inside cab — 252 behind driver's seat

— 686 behind passenger's seat

— 3 ABW 146 43

Speedometer u/s — reading 5014

Above window rear of cab chalked 4636412

Painted in centre of front bumper SHY TOT

On offside door, overpainted, but still readable is No. 4626412

Hole 18in square in top of cab over passenger's (offside) seat.

(iii) WILLYS JEEP, Regd No. 190263

Engine No 200427

RAF Insignia on hood M5187976 on side of hood

BVI also on No. 2 on left front bumper

Found 2nd Feb., 1944.

2 On the 29 Dec. 43 on the Otria Road an Allied lorry driven by a coloured soldier and carrying as passengers two members of the Carabinieri while attempting to pass a stationary vehicle skidded and crashed into a telegraph pole, injuring one of the Carabinieri.

The unit on whose charge this lorry is held will immediately forward to DAD Claims and Hirings, Taranto completed AF A 3676.

Will any unit having knowledge of this accident please communicate with DAD Claims and Hirings, TARANTO quoting ref 46/31229/4/A

3 Unit having any knowledge of whereabouts of following vehicle will report same to A - Branch HQ No 2 District forthwith:

FORDSON 15 cwt W.D. No. Z 4959133

4 Unit holding vehicle No. 527207 on charge will notify Claims and Hirings office, Potenza

57 A

155. Training and transfer of Cooks.

1 Many Units are not complying with the terms of GRO 62/44 which requires Medical Certificates in accordance with ACI 1727/42 as amended by ACI 2117/43 to be submitted in respect of cooks nominated either:

(a) For training at an Elementary Cooks Course.

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- (b) For mastering. 1 transfer to the ACC either after immediate test or a short refresher course.
 2 In many cases, also, men are arriving for courses with innocuous etc. not up to date.
 3 In all such cases considerable delay and difficulty is caused and, in future, no candidate will be accepted for courses, or for tests with a view to transfer, unless the required certificate is either in his possession upon arrival, or has already been forwarded to the Chief Instructor of the School or to the Catering Adviser concerned.
 4 The pro forma certificate required was reproduced in D.R.O. 34 of 1944.

CA 470

156. Distribution of Allied Force Local EME Regulations.

Prior to 1 Feb. 44, distribution of Allied Force Local EME Regulations issued by DME AFHQ was made in bulk through REME from HQ. With effect from that date distribution will be made direct to all units and firms affected by DME AFHQ.

2 Application for additional copies of these regulations issued prior to 1 Feb., will continue to be made to the senior EME of the firm, except in the case of RASC units whose requirements will be dealt with as stated in para 3 below.

Applications for regulations issued on and after 1 Feb. 44 will be made to DME AFHQ by letter stating the reason for the demand. Any application which does not show proper reason for the demand will be ignored.

3 In the case of RASC Units distribution will be as arranged by CIMA AFHQ. Applications for further copies of regulations will be made by RASC units through ST channels.

4 Distribution is based on the principle of making available to every user those EME Regulations which relate to the work he does or is likely to have to do and the equipment he holds or is likely to hold.

5 A usually index of both War Office and Allied Force Local EME Regulations issued during the preceding month is published in D.R.O.s. Units should check this index to ensure that they have received all these regulations with which they are concerned.

EME 6305/1

157. Use of waste oil for domestic fuel.

Waste oil will be used in preference to all other types of fuel for domestic purposes. Units whose accumulations of waste oil are insufficient for their requirements will draw from the nearest Salvage Depot or Salvage Transit Centre.

(To be repeated in Unit and Formation Orders)

1138 Q

158. POL for and Repairs to Italian driven WD Vehicles.

WD Vehicles are being driven by Italian Military Personnel and by Civilians in increasing numbers.

Each driver should be in possession of a Work Ticket A.F.G3518, and an authorisation card in accordance with D.R.O. 93/44.

The provision of POL for and repairs to these vehicles is a British responsibility and should the occasion arise, units will give every assistance, provided the driver can produce A.F.G3518 and authorisation referred to above.

4410 ST

159. Baths.

The following amendment will be made to D.R.O. 54 of 1943.—

Para 3 — Delete - 6d per head
Substitute - 9d per head

1413 Q

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160. Vehicle trace.

Any unit having information of the present location of Willys Jeep M 5157540 missing from TARANTO Docks on 18 Feb will report to this HQ at once.

1344 Q

161. Maintenance of Unit Vehicles.

Re DRO 114/44

Delete Para 4 and substitute:

4. All units which are not RASC maintained will be inspected by the Unit Maintenance Inspectorate and any questions regarding maintenance should be brought to their attention.

1377 Q

C. P. R. JOHNSTON,
Colonel
Col. / c Adm.

NOT TO BE
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A/C Salerno

ORDERS

24 - 35

1944

DISTRICT ROUTINE ORDERS

By Major-General A. A. B. DOWLER, C. B.
Commanding, No. 2 DISTRICT.

Serial No. 3

January 13, 1944

Part I. - General Staff.

24. Redesignation of Units.

1. With effect from 12 Jan 44 the following take effect:

OLD TITLE	NEW TITLE
Advanced Reinforcements Section (NAPLES)	Advanced Reinforcements Section 16 Army Group
Reinforcements Section C.M.F.	Advanced Reinforcements Section Eighth Army
No. 1 Advanced Reinforcements Section (to 52 Area)	Advanced Reinforcements Section Fifth Army

2. Telegraphic and postal addresses will be as above, with normal abbreviations.
• ADV • RFTS • SEC •

2092 G

O.N.D. S.I.M.E.D.
Lt. Col. G.S.
1169

785015**Part II. - Administrative Staff****25. Rabies (Hydrophobia).**

1. Attention is drawn to G.R.O. 183/43.
2. 26 Cases of Rabies have been reported amongst the civil population in the last 3/4 weeks.
3. All ranks will be warned of the danger and attention drawn to the above G.R.O. forbidding the keeping of dogs, cats or any other animal pets, and action to be taken in suspected cases of rabies.

89/t A

26. Officers' Club - BARI.

An Officers' club has been established at the Imperiale Hotel, Bari. The club rules are reproduced at appendix "B" to these orders.

43 A

27. Traffic accidents.

1. The following figures are published to give Unit Commanders an insight into the situation regarding traffic accidents at the present time.
2. Unit drivers will be made to realise their responsibility and strong disciplinary action taken in the case of negligence by the same.
3. The majority of accidents are caused by infringement of the speed limits, and any driver who is brought up on this charge will be severely dealt with.

PERIOD. 28 NOV. 43—18 DEC. 43.

A. Total No. of Accidents.	889.
B. Total No. of Service Vehicles involved.	992.
C. Injuries to Personnel-Fatal.	16.
Serious.	32.
Slight.	98.
TOTAL.	<u>146</u>
D. Driving Experience-Less than 6 months.	9.
6-12 "	19.
Over 12 "	330.
Unknown.	634.
TOTAL.	<u>992</u>

144 A

28. Kerosene Issues ex D.I.Ds.

1. Issues of kerosene for heating purposes will in future be made from D.I.Ds., and demands will be placed accordingly.
2. Issues of kerosene from Petrol Points will be confined to:
 - (a) Issues to U.S. Forces.
 - (b) Issues to British Units for vehicle use. Indents must state the purpose for which kerosene is required.

1589 Q

29. Transportation stores.

1. No equipment or material of an essentially Railway nature or specifically designed for Railway or Port working may be acquired except after application to Mov. & Tn. of the local area.

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This applies to all materials of this category wherever they are situated whether on Port or Railway premises or in private sidings or yards.

2. No general engineering stores or equipment which belongs to the Italian State Railways or Port Authorities may be acquired except as in 1-above.

1097/4 Q

30. Disposal of Amm empties, Explosives etc.

1. The following will not be accepted at any Salvage Depot from units, but will be consigned direct to the nearest B.A.D. or A.A.D.

- (a) Amm empties
- (b) Boxes or any receptacle that has contained amm
- (c) Mines, detonators, fuses, plugs, shells
- (d) Magazines, clips
- (e) Any item of an explosive nature

2. Salvage Depots will accept from B.A.D.s or A.A.D.s. only.

- (f) Shell cases and S.A.A. unfit for further use and reduced to brass
- (g) Amm boxes, metal and wooden, unfit for further use
- (h) Cardboard liners or containers

3. All consignment will be accompanied by a certificate « Certified Free from Explosives » as they are sent forward to Salvage.

1138 Q

31. Embarkation moves.

Some units leaving the country are receiving orders to hand in G. 1098 vehicles and stores before departure. While the rest of these stores may be handed in to the Sub Area concerned, unit cookers, blankets to winter scale and at least one vehicle per unit will be taken down to the port of embarkation and will not be handed over to Ordnance until the actual day of embarkation.

1138 Q

32. Demands from A.O.D.s.

The practice of units sending representatives to 500 A.O.D. with indents and expecting to collect the stores forthwith, must cease, as it is seriously hampering the work of the A.O.D.

In future, unless an indent is endorsed by a responsible « G » or « Q » officer to the effect that the immediate collection of stores is operationally necessary, indents will be submitted through respective A.O.D.s O.S. or D. A. Ds. O. S.

C.O.O. 500 A.O.D. has instructions that no stores will be issued immediately except under conditions as described above.

1358 Q

33. Training of cooks.

1. Facilities now exist in this District for the training of potential cooks with a view to their transfer to the Army Catering Corps.

2. Courses are of eight weeks duration and are held at No. 1 Field Cookery Training Centre (A.C.C.) c/o 500 A.O.D.

3. Only volunteers should be sent on these courses, and candidates should have had some previous experience of cookhouse work or should shew an aptitude for cooking. All candidates must be interviewed by the Area or Sub Area Catering Adviser and a copy of the Certificate appended to this Order Appx. « A » must accompany each application for a vacancy.

4. At the conclusion of the courses, students will be tested to the standard laid down in G.R.O. 439/43 and those who succeed will be mustered as tradesmen and transferred to the A.C.C. in accordance with G.R.O. 505/43. They will then be returned to their own units and will count against A.C.C. WE.

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5. R.E. and R. Sigs. tradesmen can only be trained if they are prepared to volunteer to transfer to the A.C.C. in accordance with A.C.I. 469/41.
 6. Applications for vacancies at the F.C.T.C. (A.C.C.) should be made through normal channels to this H.Q. ()

CA 4705

34. Cooks - Rates of Pay and Transfers.

1. G.R.Os. 439 and 505 of 1943 are republished for information and guidance. Medical certificates and cooks' rates of pay are also republished.
 2. Units are reminded that G.R.O. 439 deals with existing A.C.C. personnel, and G.R.O. 505 with transfers to A.C.C.
 3. All existing A.C.C. personnel will be reclassified and upgraded to tradesmen, and Units will render A.F. W.3011A in the usual manner to remuster in tradesman's group.
 *4. All personnel to be transferred to A.C.C. will be trade tested by Formation Catering Advisers, and Formation Catering Advisers will complete the necessary certificate—Appendix *A* to G.R.O. 505. Units will not render A.F. W.3011 until G.H.Q. and Echelon has confirmed the mustering and transfer of such personnel direct to the Unit concerned.
 5. Units, in the case of transfer to A.C.C. under G.R.O. 505, will render to Formation Catering Advisers' nominal rolls and medical certificate (in duplicate) for each man signed by the Unit or Formation Medical Officer which should accompany such personnel when called for trade testing by Formation Catering Advisers.

* G.R.O. 439. ARMY CATERING CORPS—CONVERSION OF INTO A WHOLLY TRADESMEN'S CORPS.

1. A.C.I. 819 of 1943, less appendices, is published as Appendix *A* to this G.R.O., for information and action.

2. In the application of the above A.C.I. in this theatre, the following instructions will be observed.

- (i) Tests (A.C.I. 819 of 1943, paras. 3 and 4).
 Tests will be carried out, as far as the supply of commodities permits, in accordance with Appendix *B* to this G.R.O. and not in accordance with the tests laid down in Appendices A, B and C of the A.C.I..
- (ii) Report of Mustings (A.C.I. 819 of 1943, para. 3 (b)).
 In addition to the publication of mustings in Part II or Part III Orders in the case of Sjts. and below, they will be reported to G.H.Q. and Echelon, on A.F. W.3011A.
- (iii) Refresher Courses—Sjts. and below (A.C.I. 819 of 1943, para. 3 (b)).
 Nominal Rolls of personnel who fail to reach the minimum standard of Group B, Class III will be submitted by COs. to formation Catering Adviser, who will arrange short refresher courses and re-test up to Group B Tradesmen, Class II or III.
 Personnel will be entitled to extra duty pay as non-tradesmen cooks up to the date of mustering, or if they fail to reach the minimum standard, up to the date of transfer to another arm;
- (iv) Staff-Sergeants and above (A.C.I. 819 of 1943, para. 4).
 Names of non-tradesmen personnel of the ranks of staff sergeant and above will be reported to formation Catering Adviser who will arrange for them to be tested. The names of any who fail to qualify as Class I, Group B, will be

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reported through normal channels to Catering Adviser, A.F.H.Q. If, subject to the conditions laid down in the A.C.I. para. 4 (b), the O.C. unit considers that the individual concerned should remain in his appointment, a certificate to that effect will accompany the report and the Catering Adviser will make arrangements for re-testing at an early date.

If the individual has not attained a minimum classification of Group B, Class III, or if the C.O. unit decides that he should not retain his appointment, disposal instructions will be issued by A.F.H.Q.

- (v) Creditting additional pay to A.C.C. non-tradesmen cooks (Corporals and Privates) (A.C.I. 819 of 1943, para. 5).*

Credit beyond 28th May, 1943, where admissible, will only be made from details of entitlements as reported on A.F. W.3011A. C.O.s. will therefore ensure that entitlement to additional pay for periods subsequent to 28th May, 1943, i.e. until such time as the personnel are trade tested and mustered as tradesmen cooks, is duly reported on A.F. W.3011A.

2567-Q(Maint).

* G.R.O. 505 TRANSFERS TO THE ARMY CATERING CORPS

1. Transfers to the Army Catering Corps may now be proceeded with under the A.C.I. 439-42, para. 1 (B).

2. Minimum qualifications for service in the A.C.C. will be as laid down in G.R.O. 439-43.

3. O.C. units will submit to the appropriate Formation Headquarters nominal rolls of Regimental Cooks eligible for transfer under A.C.I. 319-42, with the necessary Medical certificates as laid down in A.C.I. 1727-41 as amended by A.C.I. 2117-41.

4. Catering Adviser to Formation H.Q.s. will arrange to test eligible personnel up to Tradesmen Group B, Class III, II, I standard as laid down at Appendix «A» to G.R.O. 439-43.

5. Nominal Roll of successful applicants by Regiments (Branches in case of R.A.) or Corps, signed by Catering Adviser, will be submitted by Formation H.Q.s. to G.H.Q., 2nd Echelon, copy to Parent Unit, on the proforma at Appendix «A» to this Order, accompanied by the Medical Certificates referred to in para. 3.

6. G.H.Q., 2nd Echelon will confirm the mustering as tradesmen and the transfer to the A.C.C. direct to the unit. Casualties will be submitted by units to G.H.Q., 2nd Echelon on A.F. W.3011A, accompanied by Certificate stating that all particulars have been inserted in the Soldiers' A.B. 64, Part 1, Page 5.

7. Transfers direct from Field Cookery Training Centre, A.C.C., B.N.A.F.

Students completing courses at the Field Cookery Training Centre will be tested as laid down in para. 4. Commandant will submit in duplicate to G.H.Q., 2nd Echelon nominal rolls of successful students by Regiments (Branches in case of R.A.) or Corps, on proforma at Appendix «A» to this Order and will make the necessary entries in the Soldiers' A.B. 64, Part 1 stating —

- (1) The mustering as a Tradesmen and the class attained.
- (2) That the soldier is transferred in to the Army Catering Corps w.e.f. the date test, quoting the reference of the nominal roll as authority.

8. Successful personnel attending the course, but on the strength of Base Depots will be returned to the Army Catering Corps Holding Coy. of the G.R.T.D. and made available for posting as A.C.C. reinforcements.

9. Successful personnel attending the courses, but on the strength of Units, will be returned to their Parent Units as A.C.C. cooks and will count against the War Establishment.

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of that Unit. Copy of the nominal roll referred to in para. 7, will be forwarded by the Commandant, the Field Cookery Training Centre, to the O.C. the Unit, who will submit to G.H.Q., 2nd Echelon, the necessary casualties on A.F. W.301(A). 256-Q (Maint.) *

(Applicable to all U.K. Troops)

R 18552 A

COOKS' CERTIFICATE OF HEALTH

* I certify that I have medically examined and consider him to be in a fit state of health to perform the duties of a cook. He is not suffering from any infectious or contagious disease and there is no evidence of enteric, dysentery, food poisoning, streptococcal or diphtheritic carrier conditions.

* He is protected against the enteric group of fevers by means of T.A.B. vaccine. His oral hygiene is of satisfactory standard.

Date

Captain, R.A.M.C.
Medical Officer.

COOKS' RATE OF PAY

Tradesmen, Group B, Pay Warrant, 1940, Article 838.

Soldiers enlisted before 26th October, 1925:

Ptes.	Class III	3s. 9d. plus 1s. War Pay
	Class II after 2 years	4s. 9d. plus 1s. War Pay
	Class II	4s. 3d. plus 1s. War Pay
	Class II after 2 years	5s. 3d. plus 1s. War Pay
	Class I	4s. 9d. plus 1s. War Pay
	Class I after 2 years	5s. 9d. plus 1s. War Pay

Soldiers enlisted after 26th October, 1925:

Ptes.	Class III	3s. plus 1s. War Pay
	Class III after 1 year	3s. 3d. plus 1s. War Pay
	Class III after 2 years	3s. 6d. plus 1s. War Pay
	Class III after 3 years	4s. 3d. plus 1s. War Pay
	Class II	3s. 6d. plus 1s. War Pay
	Class II after 1 year	3s. 9d. plus 1s. War Pay
	Class II after 2 years	4s. plus 1s. War Pay
	Class II after 3 years	4s. 9d. plus 1s. War Pay
	Class I	4s. 6d. plus 1s. War Pay
	Class I after 3 years	5s. 3d. plus 1s. War Pay

Corporal Cooks — Pay Warrant 1940. Normal Rates, Article 829.

Non-Tradesmen enlisted before 26th October, 1925:

Corporal cook 5s. per day plus 1s. War Pay;
plus 9d. per day non-tradesman cook.

If enlisted after 26th October, 1925:

Corporal cook 4s. per day plus 1s. War Pay;
plus 9d. per day non-tradesman cook.*Corporal Cooks — & Tradesmen — Group B.*

Enlisted before 26th October, 1925

7s. per day plus 1s. War Pay,

Enlisted after 26th October, 1925

6s. 6d. per day plus 1s. War Pay;

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Tradesmen S-Sgt.
Tradesmen Sgt.
Tradesmen Cpl.

	Group A	B	C	D	E
Tradesmen S-Sgt.	9s. 9d.				
Tradesmen Sgt.	8s. 3d.				
Tradesmen Cpl.	6s. 9d.	6s. 6d.	5s. 9d.	5s. 9d.	4s. 6d.

(Subject to additional to War Pay vide M.E.G.O. 1363 of October, 1942)

APPENDIX * A * to G.R.O. 439 of 1943

A.C.I. 81g. ARMY CATERING CORPS—CONVERSION OF INTO A WHOLLY TRADESMEN'S CORPS.

1. In future, all ranks serving in the A.C.C. will be tradesmen cooks, Group B, except potential cooks posted to the Corps from Army Class intake, who will be trained as tradesmen cooks. The inclusion of non-tradesmen cooks in the Corps will, therefore, cease.

2. This decision will take effect from 29th May, 1943, and the following steps will be taken at once regarding non-tradesmen cooks serving in the Corps:

3. Sergeants and below.—

(a) *Home*.—They will be tested as far as circumstances and commodities permit on the tests laid down in Appendices « A » and « B » below, by the O.C. the Unit to which they are attached with a view to classifying and mustering as Army cooks, Group B, Class II or III according to the standard obtained. The mustering will be reported in the Part II or Part III Orders of the Unit concerned, and will become effective from:—

- 29th May, 1943, in the case of those mustered as Group B, Class II;
- The date of the test in the case of those mustered as Group B, Class III, except that the mustering will in no case be made earlier than 29th May, 1943. Personnel who fail to obtain the minimum standard of Group B, Class III, will be given a short refresher course of training and re-tested as Group B, Class II or III, under arrangements to be made by the O.C. Units with their Catering Advisers; if they pass the test they will be mustered according to classification with effect from the date of the test; if they then fail to reach the above minimum standard they will be transferred to some other arm;

(b) *A broad*.—The provisions of sub-para. (a) above will apply to stations abroad except that where refresher courses are needed, O.C. Units will arrange local instruction if the services of a Catering Adviser are not available.

4. Staff-Sergeants and above.

(a) *Home*.—Non-tradesmen personnel of the rank of staff-sergeant and above will be trade tested as laid down in Appendix « C » below, under arrangements made by the Command Catering Adviser, with a view to classifying and mustering as Group B, Class I tradesmen. Those who qualify will be mustered as tradesmen with effect from 29th May, 1943. The names of any who fail to reach this standard will be reported without delay to The War Office (S.T.4) who will arrange refresher courses. Any who may subsequently fail to qualify as Group B, Class I tradesmen will be disposed of under War Office instructions. The issue of existing rates of pay may continue until final disposal under instructions;

(b) *A broad*.—The provisions of sub-para. (a) above will apply, except that where any fail to reach the prescribed standard, they may remain in their appointments if the O.C. the Unit considers they are performing the duties satisfactorily, and subject to their attaining a minimum classification of Group B, Class III. The first opportunity will be taken of having such warrant officers and N.C.O.s re-tested for up-grading to Group B, Class I.

5. Crediting additional pay to A.C.C. non-tradesmen cooks (corporals and privates).—In view of the difficulties which must have been experienced by the failure of Units, to which A.C.C. non-tradesmen cooks are attached, to publish entitlement to additional pay in Part II

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Orders, A.C.C. non-tradesmen cooks, of the ranks of corporal and below, will be automatically credited by the Regimental Paymaster, A.C.C. with additional pay at the rate of 9d. per day for every day between the date of their transfer to the A.C.C. and 1st May, 1943 (inclusive) except for periods when additional pay is inadmissible. Credit beyond this date, in cases where it may be admissible under these instructions will not be given unless and until notification of continued entitlement is published in Part III Orders.

6. Regular Army — The classification of Regular Army personnel as tradesmen cooks under the conditions laid down in this A.C.I. is temporary.

7. Future Classification — In future the classification and upgrading of A.C.C. personnel will be in accordance with A.C.I. 288 of 1942, except that any existing Group B, Class III tradesman cook may be tested by the O.C. the Unit with a view to upgrading to Class II provided that the test is carried out within one month from the date of the receipt of this A.C.I. in the case of men serving abroad.

8. This A.C.I. cancels A.C.I. 2169 of 1942 and supersedes all previous A.C.I.s which provide for non-tradesmen cooks in the A.C.C.

30-Miscellaneous 3277 (A.G. 44).

APPENDIX «B» to G.R.O. 439 of 1943

1. Appendices «A», «B» and «C» to A.C.I. 819-43 have been amalgamated and revised to suit conditions in this theatre.

2. Cooks will be tested and classified as follows:

	Test 100 per cent Marks
Tradesmen Group B, Class III	55 per cent—65 per cent
Tradesmen Group B, Class II	65 per cent—75 per cent
Tradesmen Group B, Class I	75 per cent—100 per cent

Initial test applicable only to S-Sgts. and above.

3. Army Cooks must have a knowledge of the following:

1. *Cooking Apparatus*

- (a) Care and management of cooking apparatus including the following — Buff Oven, Triplex Oven No. 4, Aldershot Oven, Petrol Cookers Nos. 1, 2 and 3. Special attention being paid to Hydra Burner and Insulated Cookery and the use of leaded petrol.
- (b) Knowledge of cooking apparatus normally found in static Army cookhouses.
- (c) Care and cleaning of cooking equipment special attention to hand-operated mincing machines.

2. Preparation and Cooking

- (a) Principles of cooking.
- (b) Breakfast Dishes, including porridge.
- (c) Dinner Dishes (hot and cold). Meat dishes, vegetables, potatoes, sweet dishes, including dried and soft fruit and puddings, dehydrated vegetables.
- (d) Tea Dishes, slab cakes, yeast goods. The making of pastry, including puff, rough puff, hot water paste and suet crust.
- (e) Supper Dishes (hot and cold), including buffet suppers, preparation and serving of mixed salad, including fruits and lay-out of cold buffet.
- (f) The various methods of handling and cooking fish and eggs. Special attention to the handling of tinned fish and dried egg powder.
- (g) Stocks, sauces, soups and made-up dishes from left-overs, including pies, sausage rolls and Cornish pasties, etc.
- (h) Composition of suitable haversack rations.
- (i) Making of tea, coffee, cocoa.

3. Butchery

- (a) Defrosting correct jointing, preparation and uses of all meats, including boneless beef and bacon, special attention to carving and slicing.

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- (b) Handling and uses of hydrated beef and mutton.
 - (c) Clarification of fats, making and storage of dripping.
 - (d) Recovery and use of by-products, special attention to the use of cracklings and bones.
- Kitchen Management and Hygiene.
- (a) Economical uses of all types of Army fuel, including waste oil and water. Correct stoking of fires.
 - (b) Care and storage of all types of Army rations.
 - (c) Compilation of bills of fare.
 - (d) Kitchen management, organisation, personnel and equipment.
 - (e) Distribution and service of meals, including dining hall discipline.
 - (f) Hygiene, special attention to covering foods, and flies.
- Improvisation.
- (a) Building of all types of improvised apparatus as applicable in this theatre of war, including improvised cookhouses.
 - (b) Mess tin cookery.

To — G.H.Q., 2nd Echelon.

APPENDIX «A» to G.R.O. 505 of 1943

No.	Rank	Name	Unit	Arm of the service	Tradesman's Classification Attained
123456	Pte.	Atkins, T.	2-4 (F.D.) Regt.	R.A.	Cook, Group A & B - Class II

In the case of R.A. Units it must be clearly shown whether Field or A.A.

The above-mentioned has/have been tested in accordance with G.R.O. 439-43 and is/are recommended for muster as tradesmen cooks in the class shown above, and transfer to the Army Catering Corps. Medical certificates in accordance with A.C.I. 1727-41 as amended by A.C.I. 2117-41 attached.

Date _____

(Signed)

H.Q.

Catering Adviser

Copy to — (Parent Unit).

35. Officers Shop, Bari.

It is anticipated that an officers shop will open on or about 20 Jan 44 at MINGUZZIA FIGLI, BARI, at junction of VITTORIO VENTO and VITTORIA VENITO.

The actual date of opening will be notified later.

OS/1046

C. P. R. JOHNSTON
Colonel,
 Col. i/c Admin.

APPENDIX «A» TO D.R.O. 31/44

CERTIFICATE

Certified that I have interviewed _____ (Name) _____ (No.)

(Name) _____ (Unit) and find him suitable to be trained as a potential tradesman cook, A.C.C. He has volunteered for the course and understands that he will be transferred to the A.C.C. if he qualifies.

Date _____

Cap. _____

Catering Adviser
 Admin.

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APPENDIX *B* TO D.R.O. 20/44

THE BRITISH OFFICERS' CLUB, BA
RULES

1. Membership

(a) Membership is open to—

- (i) All officers (including Nursing Officers) of British and Dominion Forces and of the Merchant Navy.
 - (ii) British and Dominion civilians accredited to the Forces and accorded officers status (War Correspondents, C.V.W.W. Workers, U.N.S.A. Artists, etc.)
- (b) There is no entrance fee or subscription.

2. Management

The management is in the hands of E.F.I. who provide the necessary staff. A committee representing all services, and composed as under, has been formed to act as a connecting link between the management and members—

Chairmen: A.A. & Q.M.G., BARI Sub-Area

Members: Representative Royal Navy

Representative Army (D.A.A. & Q.M.G., BARI Sub-Area)

Representative Royal Air Forces

3. Charges

(a) Breakfast	1/-
Lunch	2/-0d.
Tea	1/-
Dinner	2/-0d.
Bed and Bath	2/-0d.
Bath only	0/-

(b) All breakages to be paid for

(c) Each meal will be paid for separately at the conclusion of each meal and will not be charged on the hotel bill.

4. Accommodation

(a) To meet the need for accommodation for visitors on duty a limited number of beds will be placed at the disposal of formations as under—

Royal Navy

2 Double rooms 2 Single rooms

2 District (incl. BARI Sub-Area)

2 Double rooms 4 Single rooms

15 Army Group

2 Double rooms 4 Single rooms

T.A.F.

2 Double rooms 4 Single rooms

234 Up. R.A.F.

1 Double room 3 Single rooms

(b) This accommodation will be held until 1830 hours daily and if not then taken up will be at the disposal of the management for letting for one night only. The remaining accommodation will be allotted by the management. Application should be made if possible at least 24 hours in advance. Members may occupy their rooms for a maximum of five nights after which they must be vacated if required.

5. Hours of Service

(a) The Bars will be open during the following periods daily—

1130 — 1430 hours

1730 — 2200 hours

(b) Meals will be served during the following hours—

Breakfast 0730 — 0930

Lunch 1200 — 1400

Tea 1600 — 1730

Dinner 1900 — 2100

(c) Non-residents must leave the public room by 2300 hours.

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Not to make notes
NOT TO BE
PUBLISHED



ORDERS

18244
75 - 86

DISTRICT ROUTINE ORDERS

By Major-General A. A. B. DOWLER, C.B.
Commanding, No. 2 DISTRICT.

Serial No. 6

December 17, 1943

Part I. - General Staff.

75. Signals Security Classification.

1. As a result of the reclassification of British «SECRET» to equal American «SECRET» which took effect on 1 Oct. '43 all British signal messages having the word «SECRET» as the first group of the text must now be treated as «MOST SECRET» and handled accordingly.

2. It follows that all messages classified as British «SECRET» must now be enciphered when sent by any electrical means, including teleprinter.

3. Originators are, therefore, asked to confine the use of the term «SECRET» to messages requiring a really high degree of security and are reminded that all such messages are liable to be considerably delayed owing to the necessity of enciphering and deciphering them.

(2023/15 G)

O.N.D. SISMET
Lt.-Col. GS

76. Liaison Officer M.M.I.A.

A British officer from M.M.I.A. is attached to HQ 2 District for liaison with IX Italian Corps. All communications intended for this Corps will be addressed to:

Liaison Officer M.M.I.A.

HQ 2 DISTRICT

who will transmit onwards as necessary.

1168

785015

77. Friendly Italian Aircraft - Markings.

1. Fri. Italian aircraft are now marked with GREEN, WHITE and RED roundels. GREEN is the centre colour. Markings are shown on the fuselage and wings only. The markings do not appear on the rudder or fins.

(To be repeated in Unit Orders)

(2027/3 G)

Part. II. - Administrative Staff.

78. Evacuation of Ex PW from Hospital.

1. Reports are being received that ex-P.W. are being evacuated from hospitals in Italy to Sicily and other places without advanced notification being sent or instructions issued for their ultimate disposal.

2. All Allied ex-P.W. are dealt with by H.Q. P.W. Sub-Commission, C.M.F.

3. Ex-P.W. are evacuated as follows:

- (a) U.K. and Canadian troops to U.K.;
(b) Dominion, Indian and Colonial troops to Middle East.

4. Whenever an Allied ex-P.W. is received in hospital, the O.C. hospital will immediately render the following information by signal to P.W. Sub-Commission:

- (i) Surname;
(ii) Christian name(s);
(iii) Rank;
(iv) Personal number;
(v) Unit;
(vi) Date and place of capture;
(vii) Last P.W. Camp;

5. If the ex-P.W. is to be evacuated from the hospital and the information in para. 4 has already been rendered, a further signal will be forwarded to H.Q. P.W. Sub-Commission stating:

- (i) Name of ship on which evacuated;
(ii) Destination.

6. It is emphasised that this order refers to ALLIED troops who were taken prisoner and who are now free again, and NOT to enemy troops who have become co-belligerents.

280 A

79. Entering Italian Naval Craft and Establishments.

Italian Naval Craft and Establishments are under command of the Royal Navy, and will be treated in the same manner as those of the Royal Navy.

Personnel wishing to visit such craft or establishments for any purpose will first obtain permission from the staff of the British Flag Officer, TARANTO, or at other ports from N.O.I.C.

1138/Q

785015

80. Minor M.T. assemblies.

All unserviceable minor assemblies, such as Starters, Generators, Batteries and Diesel Injectors, will be sorted into makes and returned through normal Ordnance channels to R.S.D. of appropriate Ordnance Depot.

No minor assemblies will be scrapped.

(1377 Q)

81. Leakage from Oxygen and Acetylene Cylinders.

Oxygen and Acetylene gas cylinders (industrial pattern) are liable to have their valves loosened as a result of jolting in transit. Units will therefore, check that all cylinder valves are firmly closed after road or rail journeys.

(1376 Q)

82. Drawing of Rations.

In order to ensure that units do not move into a new location without the knowledge of the Sub-Area Command concerned, D.R.O. 45 is cancelled, and the following procedure substituted:

Where units change their source of drawing rations from one D.I.D. to another, issues will only be made from the D.I.D. at the new location on production of a certificate signed by the O.C. of the previous D.I.D., and countersigned by the Command of the Area or Sub-Area in which the new location is situated.

This certificate will show:

- (a) The date on which the unit last drew rations, and the period covered by such drawing.
- (b) Date of last issue of Air Mail letter cards, privilege Air Mail letter cards and green envelopes.
- (c) Counter-signature of Area or Sub-Area Command.

(1378 Q)

83. Local Purchase Powers of Unit Commanders.

The terms of A.C.L. 1365 of 1940 will not be made applicable to the mainland of Italy. This decision has been dictated by the following considerations:

- (a) The necessity for price control, which can only be ensured by centralised purchase;
- (b) The necessity for ensuring that essential civilian requirements are not prejudiced by military purchases.

Hence, in general, powers of local purchase will be restricted to delegated Service representatives.

This ruling does not affect the right of a Commander to make local purchase of commodities which are a vital operational necessity, and which, at the time, are not available from normal military sources. In such cases a certificate as to the operational necessity must accompany the account.

The above ruling will take effect from the end of the present accounting period, that is 30th November, 1943. Orders to this effect will be included in all Area and Unit Orders.

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84. Trace of Vehicles.

Units holding the following vehicles on charge will report same immediately to "A" Branch, H.Q., 2 District:

Z 4788153
Z 4738864
B.F. 430/2
B.F. 333/1
3571 R.C.

39 A.

85. W.D. Vehicle No. Z/4832161.

Unit holding the following WD. vehicle on charge will report same immediately to "A" Branch, H.Q., No. 2 District:

Z 4832161

WHITE
- 18 -
BLUE

39 A.

86. Transfers to Army Educational Corps.

Attention is directed to G.R.O. 596/43 regarding the transfer to A.E.C. of suitable personnel. Paras. 2 and 3 of this G.R.O. will be strictly followed.

100 A.

C. P. R. JOHNSTON,
Colonel,
Col. i/c Admin.

