

Declassified E.O. 12356 Section 3.3/NND No. 785015

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DISTRICT ROUTINE ORDERS
FEB. 1944

3PP

Not to be published



ORDER 1-8

21 FEB 1944

DISTRICT ROUTINE ORDERS

By Major-General A. L. COLLIER, C.B.E., M.C.

Commanding No. 3 District

Serial No. 1

February 20th, 1944

PART I—GENERAL STAFF

1. Passes

1. Considerable difficulty and confusion is being caused by the numerous and varied passes, many of them in most unsatisfactory form, which are issued by various authorities to civilians and others.

2. The issue of passes will be kept to the minimum.

3. The normal types are:—

(a) Passes or permits for civilians authorising certain movement or certain action prohibited to the population as a whole. These permits are issued by A.M.C.

(b) A standard "Brown Security Pass," printed in English and Italian, headed "Military Permit. Permesso Militare" and being an embossed stamp showing an eagle and a lion on a crown. This pass is for special and strictly limited issue by intelligence staffs.

4. Any unit requiring further information will consult GSI H.Q., 3 District.

6/GSI.

P. C. WORTHINGTON,
Lt.-Col., G.S.

PART II—ADMINISTRATIVE STAFF

2. Safeguarding of Arms and Ammunition

1. Each individual officer and soldier is personally responsible for the safeguarding of such arms and ammunition as may be issued to him or placed in his charge. Unit com-

manders, however, will make such collective arrangements as are possible to relieve individual officers and other ranks of the burden of responsibility to the greatest possible extent.

2. Orders for collective safeguarding must lay down a drill for handing over so that there can be no doubt as to the individual responsible for custody.

3. When possible arms and ammunition will be either carried by the individual or securely locked in or to some immovable box or object.

4. Arms and ammunition held collectively (e.g., in guard rooms, stores or barrack rooms) will be continually guarded by a sentry, storeman or room orderly.

5. Under no circumstances will the arms of drivers or other individuals be left on unattended vehicles; when leaving vehicles for any purpose drivers and passengers will carry their arms with them.

6. Losses of arms and ammunition will be reported to the appropriate Area/Sub Area and a Summary of Evidence will be taken without delay and forwarded to the Area/Sub Area for a decision whether trial by F.G.C.M. shall take place.

(To be repeated in Unit and Formation Orders.)

208A.

3. Immobilisation of Vehicles

1. Losses of vehicles are mainly attributable to the failure on the part of drivers to take necessary safeguarding precautions.

2. Drivers will ensure that vehicles are always immobilised whenever and wherever they are left. If they cannot be immobilised they will not be left unattended. The responsibility for the security of vehicles travelling in convoy rests with the officer or N.C.O. i/c convoy.

(To be repeated in Unit and Formation Orders.)

182A.

4. Correspondence

All correspondence forwarded to this H.Q. will be addressed to the appropriate branch or service in the following manner:—

e.g., "A" 3 DISTRICT, C.M.F.

170A.

5. Saluting

The maintenance of a high standard of discipline throughout occupied territory is essential. The attention of all ranks will therefore be directed to the necessity for smart and punctilious saluting.

(To be repeated in Unit and Formation Orders.)

126A.

6. Officer Field Advances

1. G.R.O. 568, of 1943, is repeated for the information of all officers:—

"1. Recovery of Field Advances to officers has in the past been made from subsequent issues of pay by Officer i/c Army Pay Office (Officers Accounts), MANCHESTER, or by the Army Agents. In cases where outstanding advances exceeded entitlement to pay, recovery was made through officers' banking accounts in certain cases.

2. This arrangement has not in practice proved satisfactory, and long delays have occurred in debiting officers' accounts. From an early date the following system will operate:—

(a) Application will be made to officers' banks for repayment of all outstanding advances.

(b) Application will be made periodically to officers' banks for repayment of subsequent advances. No application will be made during the month in which the advance is drawn.

3. Should banks be unable to meet claims under para. 2 above, because of insufficient funds or any other reason, recovery will be made from future issues of pay at source. In such cases it may be necessary to issue orders for an officers' cash drawings to be restricted until the outstanding charges have been cleared.

4. The effect of this change in procedure is that A.F's. W.3241 will be regarded as cheques, and officers are responsible that sufficient funds are at all times available at their banks to meet them. Particular care must be taken by officers who operate a joint account with their wife or other person at home, to ensure that their account is sufficiently in credit to meet any field advances drawn by them."

2. The procedure outlined above is being introduced in this theatre of operations in the immediate future.

3. Under this system it is essential that the FULL TITLE AND ADDRESS OF AN OFFICER'S BANK (i.e., the number of the street, etc.), is entered on A.F. W.3241.

4. On one print of A.F. W.3241 there is no space for these particulars. Officers in possession of such forms will enter these details on the back.

5. Officers' personal numbers must be quoted on the form.

6. The attention of all officers is drawn to Field Service Regulations, Volume 1, Chapter xxi., Section 194, para. 6, which instructs that "no officer should ask for any advance unless he is satisfied that he has sufficient funds to meet it. The receipt given for the advance will be authority for recovery of the amount from his pay or banking account without any further reference to the officer concerned."

110A.

7. Competitions—"British Way and Purposes" Essay Competition

Attention is directed to G.R.O. 75/44.

Areas/Sub Areas will forward to this H.Q. by 26 March, the three best essays submitted to them in accordance with the above G.R.O.

161A.

8. Returns A.F.W. 3008 and 3009.

In future all units under command of 3 District will submit weekly A.F. W. 3008 and A.F. W 3009 as follows:—

1 copy to O.2E., B.N.A.F.

1 copy to H.Q. Adv. Rfl. Sec., A.C.M.F.

216A.

I. L. W. D. LAURIE.
COL. i/c ADM.

NOTICES**Vehicles**

The following vehicles have been recovered and are available for collection by the units to which they are on charge. When collecting, proof of ownership will be established.

5314403 Ford, 15 cwt.	4769804 Jeep ¼ ton
980874 " " "	20222134 " " "
9488 " " "	4384343 " " "
50020 " " "	4759280 " " "
4598947 Norton MC, solo	*Opel, 12 PRSx-1-1605-TT 811
500 cc.	*2041393 Jeep, ¼ ton.
1307930 Chevrolet, 3 ton.	

Application for all except those marked with * should be made through A.P.M's Office, 57 Area. The two marked * to O.C., 75 Company C.M.P. (T.C.), AVELLINO.

