

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

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10000/100/348

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10000/100/348

LIAISON DIVISION
AUG., SEPT. 1943

28pp

MINUTES OF CONFERENCE HELD IN ROOM 2
HOLLYWOOD at 1100 hrs SUNDAY
12 September 45

PRESENT

Region 4
" 5
" 6
" 8
" 9

Legal

Finance

Public Health

Public Safety

Property Control

Education

Agriculture

Transportation and Communications

Economics

HQ Commandant, ACA

Asst. Chiefs of Staff

CS(C)

CS(X)

CS(Y)

G-1

G-2

G-4

Liaison

Colonel Butterworth (A)

Major Rolfe (E)

From MGS

AFHQ.

PROVISION OF SHIPPING SPACE.

Stated that position was as follows:

1. A general estimate of requirements for Italy as a whole had been made by Capt. Todd to S.O.S. This was divided into two parts above and below Rome, and the information was in the library here.
2. Estimates of Region requirements would be a great help for comparison with Capt. Todd's estimate, which had had to be made in a great hurry.
3. Any such estimates to be sent to ACA for transmission to MGS, AFHQ for attention of G-4, and to include estimate requirements for very early stages on a "D-plus" basis for information purposes.
4. Responsibility for feeding in the initial stages lay with the military

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ACA/1005

Agriculture
 Transportation and Communications
 Economics
 HQ Commandant, ACA
 Asst. Chiefs of Staff
 CS(C)
 CS(X)
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 G-1
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 Liaison
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3. Any such estimates to be sent to ACA for transmission to MGS, AFHQ for attention of G-4, and to include estimate requirements for very early stages on a "D-plus" basis for information purposes.
4. Responsibility for feeding in the initial stages lay with the military and when they moved on, with AMG whose duty it was to work on local produce, and only call for sea-borne supplies if absolutely necessary.
5. The procedure for the early stages was that a Region, in conjunction with its Task Force, produced estimates of immediate requirements. These were then passed to S.O.S. through AFHQ, the latter arranging the necessary shipping space.
6. The question of transport for movement of supplies internally was still under consideration, as a result of difficulties met in Sicily.

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but any action taken at this time would be notified to this HQ in so far as it was affected.

7. The information was given unofficially that Medical Supplies would be available, and 30,000 tons of flour, in North Africa. It had to be remembered that after an allocation was made, there would be at least 15 days delay before supplies could be loaded.
8. Brigadier Hamlyn stated that as a result of experience in Sicily it was imperative that:
 - (a) The source of power for ordering the removal of supplies from one place to another should be easily accessible.
 - (b) Reserves of supplies for emergencies should be held in Central positions for dispatch to areas requiring them.
9. RE-ORGANIZATION OF ARMISTICE CONTROL.
This was outlined and it was stated that as soon as it was approved a plan would be issued.
10. It was ^{not} at present contemplated that any Region would come under Armistice Control without first coming under Military Government.
11. REVISED AMSTOT BIBLE.
This is now being printed and Major Rowell stated that the school had a copy of the present form which had been issued to every student.
12. PRINTING.
Col. Upjohn stated that supply of, and priority for, the printing of proclamations, etc. for Regions was not satisfactory and suggested that they should be undertaken by G-4 MGS, AFHQ. Col. Butterworth replied that he would take the matter up.
13. ADDITIONAL COPIES OF PAPER NO. 5.
12 more copies have been received. They have been made available to Regions in the first instance, and will then become available for Special Divisions.
14. TRANSPORTATION AND COMMUNICATIONS - UTILITIES, FUEL AND POWER.
 - (a) In A.C.C. these are now two separate Divisions. The plan referred to in Para. 9 above will show details of the further reorganization required.
 - (b) As to Regions, there will be no split, but it was suggested that the personnel of the Division be divided into three sections to cover these matters.
15. DISTINGUISHING MARKS ON C.A.R.
Flags would not be flown.

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(b) As to Regions, there will be no split, but it was suggested that the personnel of the division be divided into three sections to cover these matters.

15. DISTINGUISHING MARKS ON CAR.

Flags would not be flown.

16. ACTIVATION OF REGION IV.

A letter recommending this had gone forward.

17. DOMESTIC.

All Officers were requested to see that provisions of Planning Directive No. 3 were carried out, and to assist clerks by pointing out obvious errors such as mis-filing.

18. The correct method of putting forward suggestions was to the Head of the Division or Staff Branch concerned, who could then take any appropriate action.

19. Heads of Departments were requested to see that letters were placed through the Central Registry, so as to ensure that they were properly filed and put forward for action.

20. Owing to exigencies of the Service, Sunday had to be treated as any other day, and Regions and Divisions should be represented in their offices by O915, and the whereabouts of the respective Heads known to such representatives. In the event of proposed absence it was requested that where possible, notice of this be given the day before.

21. LECTURES.

The proposal of Col. Dunlop that lectures to the Planning Staff should be given by Financial and Legal Divisions on matters of general interest affecting their divisions was approved.

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21. Comments.
The proposal of Col. Dunlop that lectures to the Planning Staff should be given by Financial and Legal Divisions on matters of general interest affecting their divisions was approved.

*Cross Reference Copy
for Liaison file
Original filed ACA/1014/3*

14 Sep 1943.

9A

Memorandum.

TO : Col. R.B.RATHBONE.
Lt.Col. HENRY PARKMAN,
Joint Assistant Chiefs of Staff, A.C.A.

FROM : Capt. W.F.SCOTTEN,
Liaison Section, H.Q., A.C.A.

SUBJECT : Proposed trip to Sicily for intelligence purposes.

1. During the planning stage of A.C.A. operations, the activities of the Liaison Section, H.Q., A.C.A., are necessarily limited to the assembling of such biographical and political data as would enable it to render the maximum of service to the Headquarters, A.C.A., in the initial period immediately following establishment on Italian soil.
2. Following a proposal of the Liaison Section, the G-2, HQ - A.C.A., has already, as of 10 Sep 43, made suggestions to M.G.S., A.F.H.Q. which it is hoped will lead to the procurement of intelligence material already at hand in Algiers and that deemed necessary to be forwarded from Washington and London. Though of undoubted value, all of this material will, of course, represent compilations made under war conditions from sources which were limited and will contain information which is now largely out of date.
3. The most recent and authentic data of a political and biographical character within reach is obviously that which can be obtained from actual personal contact with well-informed circles in the occupied portions of Italy, plus official lists, almanacks, Who's who, etc. procurable in those areas.
4. It seems improbable that the present administrative organization of A.M.G. in Sicily and other regions recently occupied will have the leisure or disposition under present conditions to undertake research of this kind on behalf of the Planning Staff, A.C.A., and it may be assumed that any request

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directed thereto for such information is likely to remain unproductive of timely results.

5. It is proposed that the undersigned officer be ordered to proceed, for a period not to exceed ten days, to the three largest cities of Sicily, where he has numerous locally prominent friends and acquaintances made during his residence of over three years on the island. In addition to these, it would be possible for him to contact former native employees of the American Consulate at Palermo, who could furnish valuable background material on the general political situation in Italy up to the moment of the landings. Collections could be made of printed material, including, if desired, that needed by the various Special Divisions of A.C.A., from libraries, government bureaux, police archives, and the like.

6. The orders should make provision for the use of direct mail channels of communication with the Joint Assistant Chiefs of Staff, A.C.A., through M.G.S., A.F.H.Q., necessary authorization for the use of official transportation facilities on the island, and provision for a drawing account not to exceed \$50.- for entertainment and clerical assistance necessary in the accomplishment of this mission.

WES/rad


Capt. W.E. SCOTTEN,
Liaison Section, H.Q., A.C.A.

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PLANNING STAFF ACA.

Library Memorandum.

ACA/1076.
11 Sep 43.

1. It is anticipated that from 1400 hrs Tuesday, 14 Sep 43, the complete publication ENCICLOPEDIA ITALIANA (TRECCANI-24 Vols) will be available in the library of this HQ.
2. This publication is being loaned to this HQ by AFHQ for a period of approximately 12-14 days.
3. In order to take full advantage of the opportunity, Heads of Regions and Special Divisions are requested to hand to the librarian by 1800 hrs Monday 13 Sep 43 a list of topics on which information is ~~xxx~~ required.
4. The librarian will endeavour to co-ordinate the requests.
5. In order to ensure that the most efficient use is made of the publication, readers are asked to return the volumes immediately after they have ceased working on them.

Distribution:- 'A' less HQ Commandant, G.I., G.4.,
MG School Executive Officer.
" " Camp Commandant.
MG Sec. AFHQ.

PEG/ser.

Joint Assistant Chiefs of Staff ACA.

7A
PLANNING STAFF, A.C.A.

SECRET
ACA/1076/5-1024/1
10 SEP 43

TO: MGS - AFHQ.

SUBJECT: Intelligence - Biographical Information.

1. It would seem advisable that, in advance of moving to Italy, this R.Q. should be in possession of as much information as possible concerning personalities, in and out of the Government, with whom they may expect to have contact.

2. It is understood that Intelligence of a biographical character is prepared by the various departments of the Home Governments:

(a) The British:- M.I. Branches of the War Office.
I.S.I.S.
Ministry of Economic Warfare.
Foreign Office.

(b) The American:- M.I. Service.
G-2 War Department General Staff.
Office of Strategic Services.
Office of Economic Warfare.
State Department.

(c) Similar intelligence, in printed form, as well as that obtainable by direct contact may be found in occupied portions of Italy.

3. May requests for such intelligence ^{please} be made to:-

G-2, A.F.H.Q.
Washington.

London
Sicily.

Other areas occupied by G-2 or
Information Offices of A.M.G.

ACA/1076/5-1024/1

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PEG/RCY.

for *Blundy* *Capt S. J. D. G.*
Colonel.
R.B. RATHBONE
Lieut. Colonel.
H. PARKMAN.
Joint Assistant Chiefs of Staff.
A.C.A.

Copy to Capt Satter

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MEMORANDUM.

TO : Capt. Gillett.

SUBJECT : Procurement of Intelligence Material.

1. The present memorandum is prepared at the request of Capt. Gillett pursuant to a conversation on the above subject - 9 Sep 1943.
2. Reference is made to a memorandum to the Assistant Chiefs of Staff, A.C.A. dated 8 Sep 1943 submitting a draft proposal for the establishment of a Liaison Division of A.C.A., and in particular to the section thereof describing the functions of the Chief Contact Officer.
3. It is deemed advisable that, in advance of moving to Italy, the Chief of Staff A.C.A. and the Headquarters be in possession of as much information as possible concerning personalities, in and out of the government, with whom they may expect to have dealings in the administration of A.C.A.
4. The potential source of such information is twofold : (1) intelligence of a biographical character prepared by various agencies of the home governments, such as the Military Intelligence Sections of the War Office, 1515. The Ministry of Economic Warfare, The Foreign Office and their American counterparts, The Military Intelligence Service, G-2 War Department General Staff, the Office of Strategic Services, The Office of Economic Warfare, and the State Department; (2) similar intelligence, in printed form, as well as that obtainable by direct contacts, to be found.

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in the occupied portions of Italy. In the former case (1) much of the material available may be already on hand at A.F.H.Q. - G.-2, Algiers and can be procured therefrom immediately. What is lacking should be requested from Washington and/or London without delay. In the latter case (2) direct request may be made for it to be gathered in Sicily and other occupied areas by the G.-2 or Information Officers of A.H.G.

4. It goes without saying that the sources mentioned above will serve to furnish not only biographical information, but all other forms of intelligence, including current political information, requested by the various Special and Regional Divisions of the A.C.A. Planning Staff as well.

10 Sep 1943.


W.E. SCOTT,
Capt. Inf.

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PLANNING STAFF A.C.A.

8 Sep 48.

TO : Col. Hathbone.)
Lt Col Parkman.) Joint Chiefs of Staff, A.C.A.

SUBJECT : Proposed "Liaison Division - A.C.A.".

1. There is submitted herewith the proposed organization of a Liaison Division A.C.A., including a description of the General Functions of the Division, a chart of organization, a TO/BE, and a discussion of the functions and qualifications of the personnel provided for in the TO/BE.

2. In laying these proposals before the Joint Chiefs of Staff for their consideration it is suggested that, whatever may be the decision reached as to the desirability or feasibility of setting up such a division in whole or in part, an effort should be made without delay to obtain all available biographical material described in the paragraph dealing with the Chief Contact, Officer, both that assembled by the various agencies of the home government and that procurable in the occupied portions of Italy. In the former case much of the material available might be found at Algiers, the remainder must be sent from Washington and London. At the present time, apparently, the only intelligence of this kind at hand in the Library is that contained in a list of Fascist officials and in the directions appended to the Regional Handbooks of Italy.

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W.R. SCOTTER,
Capt. Inf.

GENERAL ~~FUNCTIONS~~
FUNCTIONS

1. POLITICAL SECTION.

Watches political and social trends and keeps the Headquarters informed thereof.

Maintains a chronology of political events and prepares periodic estimates of the political situation.

Studies the forms and functioning of the incumbent Government.

2. RELATIONS SECTION.

(A). Semi-diplomatic Relations.

Maintains relations with representatives of neutral Powers - Consular and Diplomatic - and the Church and provides a provisional and informal channel of approach for neutral and Church representatives until formal foreign relations are resumed.

Acts as liaison with F.O./ State Department representatives at the Vatican with F.O./ State Dept. representatives to the Provisional Italian

Government and with special missions sent out by the home governments.

Observes conferences on armistice matters for the information of the A.C.A.

(B). Public Relations.

Undertakes to cultivate and maintain good relations between the A.C.A. and friendly elements of the civil population otherwise than through the press, radio, and other propaganda agencies.

Acts as liaison between A.C.A. Headquarters and Bureau of Public Relations,

Psychological Warfare Branch, etc.

3. CONTACT SECTION.

Lists official notables in advance of occupation, developing sources of biographical information in already occupied territories and obtaining such material as has been assembled by various agencies of the home governments.

channel of approach for neutral and Church representatives until formal foreign relations are resumed.

Acts as liaison with F.O./ State Department representatives at the Vatican with F.O./ State Dept. representatives to the Provisional Italian Government and with special missions sent out by the home governments. Observes conferences on armistice matters for the information of the A.C.A.

(B). Public Relations.

Undertakes to cultivate and maintain good relations between the A.C.A. and friendly elements of the civil population otherwise than through the press, radio, and other propaganda agencies.

Acts as liaison between A.C.A. Headquarters and Bureau of Public Relations, Psychological Warfare Branch, etc.

3. CONTACT SECTION.

Lists official notables in advance of occupation, developing sources of biographical information in already occupied territories and obtaining such material as has been assembled by various agencies of the home governments. Makes immediate contact after occupation, with officials and other personages of use to A.C.A. and sees that they are reached by the appropriate officers of A.C.A.

Maintains a Who's Who or Directory of officials and other political, industrial, commercial, ecclesiastical, and educational personages for the use of A.C.A. Hq.

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4. PROTOCOL AND SECRETARIAT.

(A). Protocol

Advises the Headquarters on matters of precedence among local officials,

dignitaries of the Church, etc.

Establishes forms of ceremonial, other than military, for official

occasions, such as conferences, etc.

(B). Secretariat.

Acts as Chef de Cabinet through which local authorities will make their

approach to A.C.A. Headquarters.

Receives and presents local dignitaries to A.C.A. Headquarters.

Maintains a bureau of translation and review.

Advises on forms of official correspondence and other documents and

public statements in the Italian language.

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CHART OF ORGANIZATION OF THE LIAISON DIVISION, A.C.A.

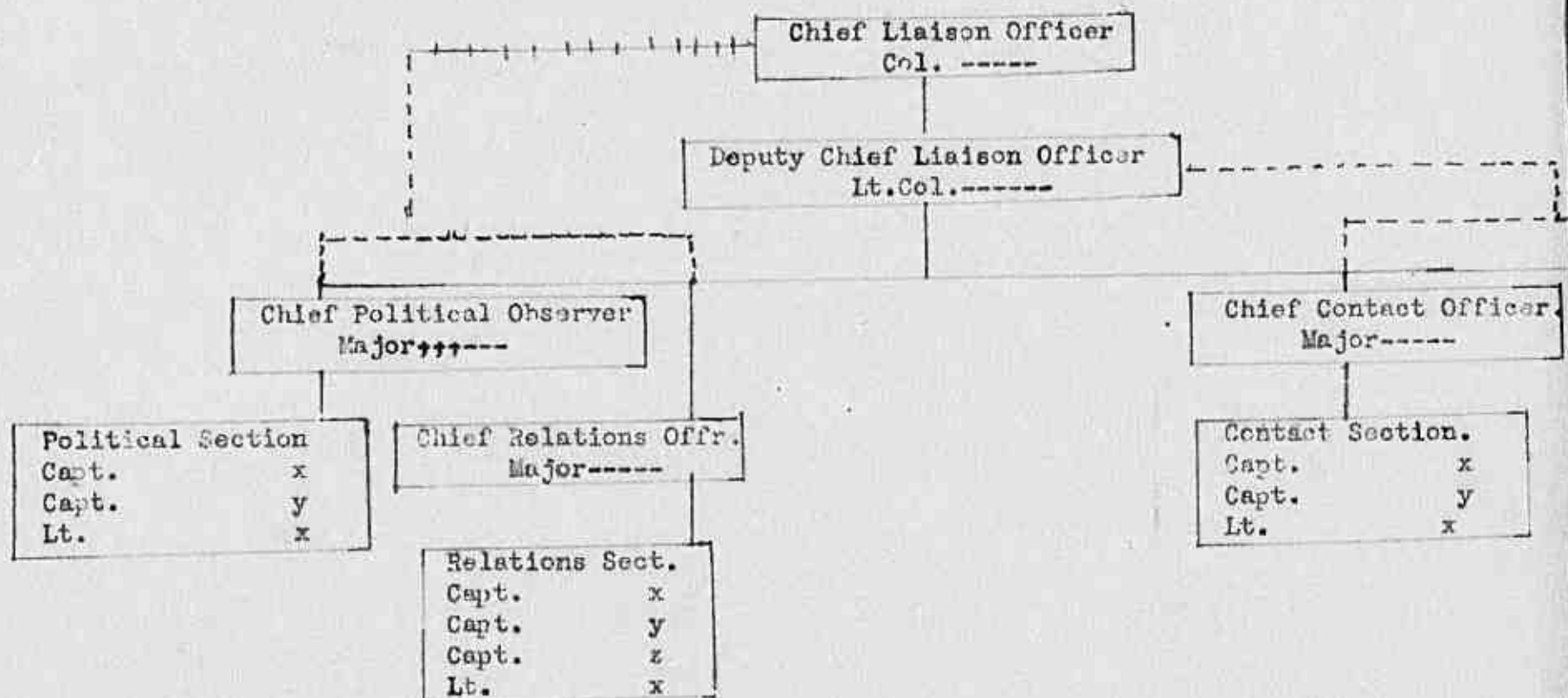
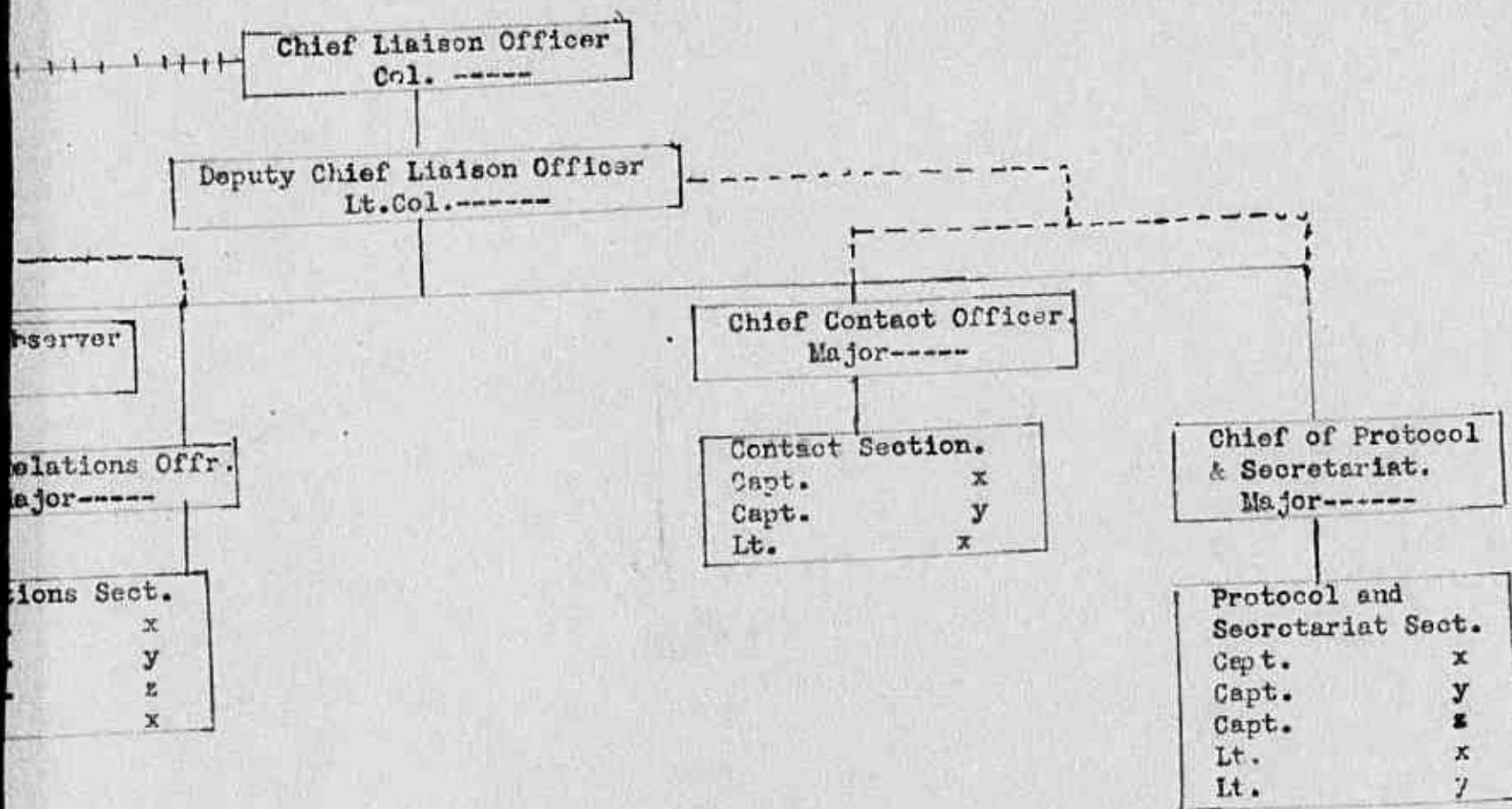


CHART OF ORGANIZATION OF THE LIAISON DIVISION, A.C.A.

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BRIEF: LIAISON DIVISION OF A.C.A. - HQ., Page 3

Liaison Division, A.W.A. - HQ.	Col.	Lt-Col.	Maj.	Capt.	Lt.	Total.
Chief Liaison Officer	1					1
Deputy Chief Liaison Officer		1				1
Chief Political Observer			1			1
Staff				2	1	3
Chief Relations Officer			1			1
Staff				3	1	4
Chief Contact Officer			1			1
Staff				2	1	3
Chief of Protocol and Secretariat			1			1
Staff				3	2	5
TOTALS	1	1	4	10	5	21

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LIASON DIVISION of A.C.A. H.Q.

PERSONNEL

THE CHIEF LIASON OFFICER - C.L.O.

1. FUNCTIONS.

The Chief Liason Officer is the personal adviser of the Chief of Staff, ACA on all matters involving the various functions of the Liason Division. He will direct the activities of the Division and formulate policies governing the same in agreement with general policies laid down by the Chief of Staff. In his capacity as the eyes and ears of the Chief of Staff in the political field, the Chief Liason Officer will supervise closely the operations of the Division in that field, through the Chief Political Observer. Likewise as the personal representative of the Chief of Staff in semi-diplomatic and public relations he will exercise direct control, to the extent that may appear necessary, of the Relations Section through his Chief Relations Officer.

2. QUALIFICATIONS.

An officer of the rank of Colonel, preferably with long residence in foreign countries (Italy if possible), broad knowledge of foreign affairs, select social background and high honors, and diplomatic or other experience, such as on international conferences or special missions abroad. He should be an accomplished linguist.

THE DEPUTY CHIEF LIASON OFFICER - D.C.L.O.

1.

FUNCTIONS. The Deputy Chief Liason Officer will act as the executive of the CLO and will supervise the administration of the entire Division for him. He should exercise special supervision over the contact Section, so as to be prepared to assist the Chief of Staff, A.C.A. in making appropriate and useful contacts at the national level with political and other personages and to furnish biographical data concerning them. He will co-ordinate the rendering of similar services to the Heads of the other Special Divisions, and if found desirable, to the Regional Headquarters. The DCLO will act as the Chef de Cabinet of the Chief of

representative of the Chief of Staff. He will exercise direct control, to the extent that may appear necessary, of the Relations Section through his Chief Relations Officer.

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1. FUNCTIONS. The Deputy Chief Liaison Officer will act as the executive of the CLO and will supervise the administration of the entire Division for him. He should exercise special supervision over the contact Section, so as to be prepared to assist the Chief of Staff, A.C.A. in making appropriate and useful contacts at the national level with political and other personages and to furnish biographical data concerning them. He will co-ordinate the rendering of similar services to the Heads of the other Special Divisions, and if found desirable, to the Regional Headquarters. The DCLO will act as the Chef de Cabinet of the Chief of Staff, arrange his appointments, conferences, and meetings with other than military personnel, and advise him on questions of precedence as among civilians and Church dignitaries. For this purpose he will maintain close touch with the Protocol and Secretariate Sections.

2. QUALIFICATIONS.

A Lieutenant-Colonel with qualifications similar to those of the Chief Liaison Officer. Emphasis in this case must be placed on social background and linguistic attainments, as well as administrative capacity. A former FO/State Department official or military attaché would be indicated for this position, which calls for polish, tact, skill in judging people, and experience in dealing with foreigners.

THE CHIEF POLITICAL OBSERVER.

1. FUNCTIONS.

The Chief Political Observer, with the assistance of his staff, will study and make timely reports on political trends and developments at the national level. He should familiarize with the recent political history of Italy and in particular with the transitional period following the collapse of Fascism and preceding occupation. Changes in the form and structure of government growing out of that period, as well as those which might be anticipated to appear with the course of events, will be the object of special study on his part. He will be the fact-finding agent of the Chief Liaison Officer in the political field for the advice of the Chief of Staff, ACA, on political matters. He will obtain assistance in this connection through liaison with all ^{of} the other Special Divisions, especially Public Safety. It will be necessary for him to maintain wide contacts in local political circles, in and out of ^{the} government, and he will receive assistance in this connection, from the Contact Section.

2. QUALIFICATIONS.

The Chief Political Observer should be an officer of the rank of Major with considerable experience abroad and a good command of Italian. He might be a former FO/State Department functionary, or a colonial administrator in the executive branch, possible a writer on political affairs. He should have a broad knowledge of Italian history and politics.

STAFF OF THE POLITICAL SECTIONS.

1. FUNCTIONS.

Two Captains are provided for in the tentative FO/WE for this Section. One (X) may be employed as a drafting officer to prepare reports the other (Y) to concentrate on the collection of information and the development and maintenance of useful sources thereof. One Lieutenant is provided for, to act as personal assistant to the Chief of the Section and to perform such special

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Two Captains are provided for in the tentative TO/WE for this Section. One (X) may be employed as a drafting officer to prepare reports the other (Y) to concentrate on the collection of information and the development and maintenance of useful sources thereof. One Lieutenant is provided for, to act as personal assistant to the Chief of the Section and to perform such special duties as the latter may assign, such as the keeping of a chronology of political events, preparation of press summaries, supervision of office personnel, etc.

2.

QUALIFICATIONS.

The junior officers assigned to this section should possess insofar as possible the general qualifications of the Chief. However, the Captain designated (X) should have a certain experience and facility in the preparation of reports, the other (Y) should be a good mixer, socially presentable, able to meet people easily, and win confidence. Journalistic experience would provide a good background for the staff of this section. Knowledge of the language is essential.

THE CHIEF RELATIONS OFFICER.

1. FUNCTIONS.

The Chief Relations Officer and his staff will assist the Chief Liaison Officer in dealing with questions raised unofficially by diplomatic and consular representatives of neutral powers, involving the interests of such countries in Italy, and maintaining relations with the Vatican. In view of the importance of the latter function, either the Chief Relations Officer or one of his staff will be delegated to act as permanent liaison officer with the bureau of the Papal Secretary of State. At the same time he will maintain relations with the FO/State Department representatives at the Vatican.

As the situation develops under the workings of the Armistice Agreement, it may be anticipated that the occasion will arise for frequent conferences with Italian official elements to deal with problems of interpretation and application of the terms thereof. While the actual negotiations on the side of the Allied Forces will no doubt be carried on by a special military commission set up for the purpose by the Allied High Command in this theatre, nevertheless the Chief of Staff ACA will presumably be represented on the commission and will require to be kept in close touch with all of its activities. The Chief Relations Officer may be delegated to act as liaison therewith and to maintain a continuity of record as to its proceedings and decisions for the information of the Chief of Staff, ACA. It may be anticipated likewise that, in advance of the resumption of normal diplomatic intercourse between the Allied Nations and that country, missions will be despatched to Italy by the Home Governments for various purposes. It will be the duty of the Chief Relations Officer to act as liaison with such missions and to observe and report on their activities to the Chief Liaison Officer, ^{INFORMATION OF THE} for the Chief of Staff, ACA.

Notwithstanding the assumption of press and propaganda functions under the ANG/ACA by the Bureau of Public Relations and the Psychological Warfare

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Notwithstanding the assumption of press and propaganda functions under the AMG/ACA by the Bureau of Public Relations and the Psychological Warfare Branch, the maintenance of a favourable disposition on the part of the Italian people by other means - and particularly as it is affected by the manner in which ACA is administered - remains an important concern of the Chief of Staff ACA. It will be the duty of the Chief Relations Officer to consider all available means, and to suggest policies for attaining this end to the Chief of Staff, ACA. He will at the same time act as liaison with the two agencies first mentioned above for the information of the Chief of Staff, ACA.

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2. QUALIFICATIONS.

The Chief Relations Officer should be an officer of the rank of Major, possessing great tact and judgement, with diplomatic or F/ State Department background, versed in international law and relations, and with experience on foreign missions, international conferences, or the equivalent thereof. He (or one of his staff) should be of the Catholic faith, so as to be acceptable at the Vatican, and should possess the background necessary to comprehend the position of the Church and the organization of its hierarchy. A good knowledge of French would be desirable as an alternative to Italian.

STAFF OF THE RELATIONS SECTION.

1. FUNCTIONS.

The TO/RE of this Section calls for three Captains and one Lieutenant to assist the Chief Relations Officer. One Captain (X) may be assigned to occupy himself with questions of involving the interests of neutral powers and their representatives in Italy. The second may, as has already been suggested, be constituted as the permanent liaison with the Vatican, and may be assigned to concern himself solely with relations between ACA and the Church. The third (Z) will be available for activity in the field of public relations, as set forth above. A Lieutenant is provided to act as personal assistant to the Chief Relations Officer, keep the records of conferences, act as liaison with missions of the home governments, etc.

2. QUALIFICATIONS.

The Captain designated as (X) should have a knowledge of international law and procedure and, insofar as possible, a background comparable to that of the Chief of the Section. He should know well either Italian or French. The second designated (Y) should be of similar mould, and in addition fill the

STAFF OF THE RELATIONS SECTION.

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QUALIFICATIONS.

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The Captain designated as (X) should have a knowledge of international law and procedure and, insofar as possible, a background comparable to that of the Chief of the Section. He should know well either Italian or French. The second designated (Y) should be of similar mould, and in addition fill the requirements, laid down above, of acceptability to the Vatican, and knowledge of Church organization. The third (Z) could be chosen for a background of journalism, advertising, or other public relations experience, preferably abroad.

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THE CHIEF CONTACT OFFICER

1. FUNCTIONS.

It is the duty of the Chief Contact Officer, with the assistance of his staff, to obtain, and act as a central bureau for, information concerning officials and other political, industrial, commercial, ecclesiastical, and educational personages for the benefit of the Chief of Staff ACA and of the entire headquarters. In the second place he will undertake to make direct and immediate approaches to all the important officials of the incumbent government, the Vatican, and institutions of learning, commercial and industrial leaders, and so forth, so as to be in a position to place the Chief of Staff, ACA, and the various headquarters divisions in contact with them without confusion or delay in the initial period of ACA operations. The activities of this section will be marked by two stages, namely; (1) prior to the occupation, and (2) subsequent to the establishment of headquarters at the capital. In the first stage the efforts of the section will be directed towards assembling written material of a biographical character from all available sources in the home governments, such as MI/MIS-G-2, ISIS/OSS, MEM/OEW, FO/State Department, and so forth. In addition, it will cause to be collected in the occupied portions of Italy, through AMG representatives already in the field, similar material, such as may be obtainable from personal contacts, as well as printed official lists, almanacs, Italian Who's Who, etc. In the second stage the collection of such information will continue at first hand while actual contacts are being developed, so that the Chief Contact Officer will be prepared at all times to place the Chief of Staff and the heads of the Special Divisions in immediate touch with the personages of use to them and furnish complete information as to

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2. Qualifications.

The Chief Contact Officer should be an officer with the rank of Major who is a good

- 2 -

judge of people and meets them readily. He should be gregarious, extroverted, with considerable social background, and if at all possible one who has actually lived and moved in social circles in Rome, such as a former member of the British or American colony there. A good speaking knowledge of Italian is desirable.

STAFF OF THE CONTACT SECTION

1. Functions.

The TO/WE of this section provides for two captains and a lieutenant. In the first stage of activity mentioned above their combined efforts will be concentrated on the collection, collation, and filing of biographical material, the preparation of lists for the various divisions, and the setting up of the directory. In the second stage, the two captains will spend their entire time outside the office in assisting the Chief of the Section in forming new and useful contacts, while the lieutenant will be entrusted with the supervision of the Office Staff and maintenance of the file and directory.

2. Qualifications.

Personal characteristics and background similar to those of the Chief Contact Officer are required. Command of the language is especially desirable.

THE CHIEF OF PROTOCOL AND SECRETARIAT

1. Functions.

The Chief of Protocol and Secretariat will have a dual function: (1) He will act as advisor to the Chief of Staff, ACA, through the Deputy Chief Liaison Officer on matters of precedence and ceremonial involving Italian civilian personages and institutions, the non-observance of which, in our dealings with the Italian

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Personal characteristics and background similar to those of the Chief Contact Officer are required. Command of the language is especially desirable.

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- 3 -

In matter of a similar nature in connection with his social contacts. If found desirable or necessary the Chief of this Section would be available to render similar services to the heads of the Special Divisions or other high-ranking officers on the Headquarters Staff. The Chief of Protocol and Secretariat will receive assistance, where required, from the Contacts Section in the form of biographical background, etc.

Emphasis should be given to the importance which must be attached to the form and style of Italian correspondence issuing from the Headquarters and to the accuracy with which official documents and correspondence or public statements are rendered from English into Italian and vice versa. It will be the duty of the CPS to set up a bureau for translation and review, with the assistance of qualified Italian personnel, able to write cultivated Italian, to serve the Chief of Staff, ACA, and all Divisions of Headquarters in this connection.

2.

Qualifications.

The Chief of Protocol and Secretariat should be an officer of the rank of Major possibly a naval officer, a good linguist, with a large fund of tact, skill in dealing with foreigners, engaging manners, and a superior social background. A title or High honors would not be detrimental in this case.

STAFF OF THE PROTOCOL AND SECRETARIAT SECTION.

1. Functions.

The proposed TO/WE calls for the assignment of three captains and two lieutenants on the Staff of this Section. Captain (x) may be assigned to assist the Chief of the Section in the maintenance of the Schedules of appointments and conferences, and with the assistance of a lieutenant (x), to act as receptionist for the Chief of Staff, ACA. Captain (Y) will concern himself with

accuracy with which official documents and correspondence or public statements are rendered from English into Italian and vice versa. It will be the duty of the CP3 to set up a bureau for translation and review, with the assistance of qualified Italian personnel, able to write cultivated Italian, to serve the Chief of Staff, ACA, and all Divisions of Headquarters in this connection.

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2.

Qualifications.

The Staff of this Section will require the most careful choosing as to personality, tact, manners and linguistic attainments, possession of the Italian language in a high degree of proficiency being indispensable.

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

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Preliminary Draft

LIAISON DIVISION OF A.C.A. - HQ.

FUNCTIONS:

1. Contact.

Lists official notables in advance of occupation, developing sources of biographical information in already occupied territories and elsewhere.

Makes immediate contact, after occupation, with officials and other personages of use to A.C.A. and sees that they are reached by the appropriate officers of A.C.A.

Maintains a Who's Who or Directory of officials and other political as well as industrial, commercial, ecclesiastical, and educational personages for the use of A.C.A. Hq.

2. Political Observation.

Through personal contacts and liaison with Public Safety watches political and social trends and keeps the Headquarters informed thereof.

3. Protocol and Ceremonial.

Receives and presents local dignitaries to A.C.A. Headquarters.

Establishes forms of ceremonial, other than military, for official occasions, such as conferences, etc.

Advises the headquarters on matters of precedence among local officials, dignitaries of the Church, etc.

4. Secretariat.

Acts as Chef de Cabinet through which local authorities may make personal approaches to A.C.A. Headquarters and advises on forms of correspondence in Italian.

5. Semi-diplomatic Relations.

Maintains relations with representatives of neutral Powers.

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Advises the headquarters on matters of precedence among local officials, dignitaries of the Church, etc.

4. Secretariat.

Acts as Chef de Cabinet through which local authorities may make personal approaches to A.C.A. Headquarters and advises on forms of correspondence in Italian.

5. Semi-diplomatic Relations.

Maintains relations with representatives of neutral Powers - Consular and Diplomatic, as well as of the Church, and provides a provisional and informal channel of approach for Foreign and Church representatives until formal foreign relations are resumed.

Acts as liaison with State Department representatives at Vatican and with F.O./State Dept representatives to Provisional Italian Government, or special missions sent out by the home governments.

Observes conferences on armistice matters for information of A.C.A.

6. Public Relations.

Undertakes to cultivate and maintain good relations between the A.C.A. and friendly elements of the civil population, otherwise than through the press, radio, and other propaganda agencies.

Acts as liaison between A.C.A. Headquarters and Bureau of

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SA
BRIEF: Liaison Division of A.C.A.-Hq., page 2

BRANCH
Public Relations, Psychological Warfare Board, etc.

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BRIEF: LIAISON DIVISION OF A.C.A.-HQ., page 3

Liaison Division, A.C.A.-HQ.	Col.	Lt Col.	Maj	Capt	Elt	Total
Chief Liaison Officer	1					1
<i>Chief</i> Deputy Liaison Officer		1				1
Chief Contact Officer			1			1
Staff				2	1	3
Chief Political Observer			1			1
Staff				2	1	3
Chief of Protocol and Secretariat			1			1
Staff				3	2	5
Chief Relations Officer			1			1
Staff				3	1	4
TOTALS	1	1	4	10	5	21

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LIASON copy

This involves amendments to HCS Paper No 7 Aug 11.

[illegible]

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Trainers

Below diagonal **AMERICAN**

☒ Deputy Director

of Chief of Section

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PLANNING STAFF ACA

ACA/1020
5 Sept 43

MEMORANDUM:

TO All Regions and Special Divisions

All personnel of Hollywood desiring transportation will apply for it in writing to Lt. McNeil, Central Registry, before noon on the day previous to that which the transport is desired, giving the following information:

To whom it should report.

Date, time and place the transport is desired.

Destination and approximate time of use.

Type of vehicle desired.

R. A. Capps

Lt. Col.
H-4 ACA (Nat. Hq)

/s/

Liaison Office Capt. [unclear]

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Copy No. 14

Date 1 Sept. 1943

ALLIED FORCE HEADQUARTERS

Military Government Section

P. H. Planning Committee

Meeting No. 5(a) Planning

1. Officers Present.

Colonel A. T. Maxwell, (in the chair)
Brig Carr
Brig Hamlyn
Brig Parkinson
Colonel Rathbone
Colonel Stearns
Colonel Dunlop
Colonel Boulnois
Colonel Young
Colonel Upjohn
Lt. Col. The Viscount Dalrymple
Lt. Col. Fairman
Lt. Col. Robertson
Lt. Col. Kraege
Lt. Col. Parkman
Major Purgold
Major Bullock
Major Franklin
Major Rowell
Major Jackman
Captain Barratt

2. Paper No. 7.

(a) Property Control Division.

Colonel Maxwell stated that General Holmes had asked that the question should be discussed both from the Legal and Financial points of view as to whether this Division should be kept entirely separate or be under one or other of such Divisions. After discussion it was decided:

- (a) That so far as AMG is concerned it should remain a separate Division.

Brig Hamlyn

Brig Parkinson
Colonel Rathbone
Colonel Stearns
Colonel Dunlop
Colonel Boulnois
Colonel Young
Colonel Upjohn
Lt. Col. The Viscount Dalrymple
Lt. Col. Fairman
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- (a) That so far as AMG is concerned it should remain a separate Division.
- (b) That so far as ACA is concerned the matter be reviewed by the Acting Joint Chief Planners and that they consult Brigadier Hamlyn thereon and tender their recommendations (1) either to the next meeting of this committee or (2) by note to General Holmes as soon as practicable before the next meeting.

Decision 1.

(b) Split of Communications and Utilities Division

- (1) Colonel Maxwell reported that since the last meeting the combined Chiefs of Staffs had been recommended to agree to the splitting (for ACA and National HQ purposes) of the Communications and Utilities Division into (a) Transportation and Communications (b) Fuel Power and Utilities. The Staff which had been requested for the new divisions was indicated.

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Decision 2.

(2)

It was decided that the Acting Joint Chief Planners should so far as National HQ or ACA were concerned proceed on the basis of the split divisions as contemplated above but that planning for regions proceed on the basis of a composite division for these subjects as originally proposed.

(c) Relief

Colonel Maxwell stated General Holmes' view that having regard to future uncertainty it was undesirable to put on the term relief an interpretation different from that given to it when planning the AMG Sicily organization. Colonel Maxwell spoke of relief in that connection and gave as a general rule that relief should fundamentally be regarded as a financial gift to one or more persons with the object of giving them the purchasing power necessary to support life. From the point of view of availability of supplies to be purchased and the necessity for relief as defined above the CAO on the spot must first approach it as an administrative problem consulting HQs as necessary. HQ would then approach the matter from the Financial or Supply angle as necessary and would arrange accordingly.

Decision 3.

It was decided that the Acting Joint Chief Planners should discuss and report to the next meeting what forms relief might take under ACA and should in doing so, consult with the Public Health, Finance and Legal Divisions thereon.

(d) Re-adjustment of Legal Division.

It was decided as a matter of principle that both Legal and Financial Divisions should be regarded as being under the Acting Joint Chief Planners.

3. Control.

(a) The Acting Joint Chief Planners stated that since the last meeting domestic questions, particularly the interviewing and placing of new officers, had again taken up considerable time to the exclusion, to a great extent, of planning but that it had been decided that besides the Divisions as agreed it would be necessary, in addition to house keeping officers, to have officers whose duties would be to co-ordinate the work of civil government. Such officers would be Staff officers to whom problems particularly involving more than one Division would be referred in order that the opinions of the various Divisions affected might be obtained and co-ordinated.

(b) The question was raised as to the number of Administrative Staff officers provisionally allowed for National HQ compared with the numbers provisionally allowed for on Regional HQ. The likelihood of Regional officers being centered in that HQ rather than being permanently dispersed was discussed and it was decided

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(b) The question was raised as to the number of Administrative Staff officers provisionally allowed for National HQ compared with the numbers provisionally allowed for on Regional HQ. The likelihood of Regional officers being centered in that HQ rather than being permanently dispersed was discussed and it was decided

(1) That Planners must come to a conclusion in the matter of the number and type of Administrative Staff officers when making up their TO/WE's, but

(2) The principle must be accepted that the total overall figures for officers already given must not be exceeded although there was no objection to a re-shuffling of types and numbers within those total figures.

Decision 4

4. Accommodation for Planning Staffs.

The Acting Joint Chief Planners reported that as a result of discussions with Colonel Parkin, plans were in hand for re-allocating accommodation in the planning building, for providing tents and utilising verandah space and that if necessary regional staffs would be housed elsewhere. The urgent need for typewriters was greatly stressed.

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HQ would then approach the matter from the Financial or Supply angle as necessary and would arrange accordingly.

It was decided that the Acting Joint Chief Planners should discuss and report to the next meeting what forms relief might take under ACA and should in doing so, consult with the Public Health, Finance and Legal Divisions thereon.

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On the question of accommodation generally, it was decided that the Acting Joint Chief Planners should arrange for a Standing Committee to be set up to include representatives from the Planners the Commandant and the School and that the Committee should coordinate all matters relating to accommodation from every aspect and should furnish a report to each meeting of this Committee as to progress made.

Decision 5

5. Financial Officers.

Decision 6.

It was decided that consideration of the question of the numbers of the financial officers considered necessary be deferred to the next meeting of the Committee.

6. Future Operational Plans.

Lt. Col Dalrymple stated there were no important new developments to report but he recapitulated the information given at the last meeting for the benefit of newly arrived officers.

7. Preparation of TO/WE & TBA/G1098.

It was reported that these matters were in hand although they had been overshadowed by domestic matters since the last meeting. The necessity for early preparation of such documents was again stressed.

8. Allotment of Officers.

Decision 7.

It was decided that in order to assist the Acting Joint Chief Planners, Heads of Special Divisions be made ex-officio members of the appointments board and be co-opted as necessary to assist in the placing of officers having specialist knowledge.

9. General.

(a) Records and Filing.

The desirability was raised of keeping of uniform record and filing systems together with the necessity for working to Staff duties which could be equally intelligible to British and American officers. I was suggested that in view of the preponderance of American personnel and the fact that American systems were in use at A.F.H.Q., it would be desirable for American systems to be adopted at the Planning Centre. It was decided that the Acting Joint Chief Planners consider the matter, take opinions thereon and be prepared to discuss the subject at the next meeting.

Decision 8

(b) Region 6.

The fact that no Transportation, Agricultural or Labour experts had been allowed for in Region 6 was raised and it was decided that a revision to allow at least of the first two be considered with a report thereon to the next meeting.

Decision 9

(c) Distribution of Agenda and Minutes etc. Decided:-

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Decision 9

(c) Distribution of Agenda and Minutes etc. Decided:-

(i) That the Acting Joint Chief Planners be supplied with 25 copies of agenda and minutes for distribution by them to officers of the planning and educational staffs and that agenda be not sent out by M.G.S. to individual officers at TIZI OUZOU.

Decision 10.

(ii) That in future the use of M.G.S. Form A (to report anticipated arrivals) be discontinued and that in lieu a teletype message addressed to Acting Joint Chief Planners repeated to the School be sent by M.G.S. to advise all concerned of anticipated arrivals

Minutes prepared by Major T.B. Jackman.

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DISTRIBUTION.

Copies 1 - 25 to Acting Joint Chief Planners for distribution.

26 Brig. Gen. J. C. Holmes

27 Col. A. T. Maxwell.

28 Lt. Col. Dalrymple.

29 Lt. Col. Fairman

30 Major T. B. Jackman

31 Capt Barratt

32 - 33 War Diary

34 File

35 40 Spares.

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