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8TH ARMY INSTRUCTIONS
AUG. 1943

App.

S.T. DEPARTMENTAL INSTRUCTIONS
Addressing Correspondence

1-5 28 Aug 337/HQ From DDST 8th Army
b 29 Aug 15AG/3002/4/17.

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

4976

Subject:-

Addressing of Correspondence to
EIGHTH ARMY

15AG/3002/4/A
29 Aug 43

Branches are requested when addressing correspondence to Eighth Army to include the branch or department, as no central registry is in operation there for the sorting and re-distribution of correspondence.

DISTRIBUTION:-

PA to CGS
PA to MGA
M.S.
G(Ops)
GSI(a)
GSI(b)

G(Cam)
G(Trg)
G(SD)
G(Air)
G(Liaison)
G(Special Ops)

HEADQUARTERS
337/40
- 1 SEP 1943
AMCOT

RE
Sigs
Q(Maint)
Q(Mov & Tn)
Q(Logs)

Wks.
Met
AMCOT
Supervising
Officer.

Copy to:-
"A" Main 8 Army.

PIA.

For Civil
Supply base.

~~DP~~

Return to
Capt Benson

To be retained
by this HQ

4978 ~~DP~~

ROUTING SLIP.

	<u>ACTION</u>	<u>INF.</u>
Lt.Col. Seitz	<u>SH</u>	<u>✓</u>
Lt.Col. Hayes	<u> </u>	<u> </u>
Lt.Col. Densmore	<u> </u>	<u> </u>
Major Nolan	<u> </u>	<u> </u>
Major Chayton	<u> </u>	<u> </u>
Capt. Morse	<u> </u>	<u> </u>
Capt. Minard	<u> </u>	<u> </u>
Lieut. Batt	<u> </u>	<u> </u>
Lieut. Lefevre	<u> </u>	<u> </u>
Lieut. Peebles	<u> </u>	<u> </u>
Lieut. Pollard	<u> </u>	<u> </u>
Capt. Travelan	<u> </u>	<u> </u>

REMARKS.

4973

4 Copies pass
to Civil Supply

Copy for H.A. for P. Lyle Bana

Serial No. 4

26, Aug 43.

RECEIVED - SUPPLIES (LOCAL RESOURCES)

The object of this instruction is not to supersede existing procedure laid down in STC, D, LHC, etc, concerning the subject of tenders, contracts, financial, etc, but to provide a workable system to cover the requirements of the Force in operational zones and in regularly conducted areas where normal procedure is at first impracticable.

17. FUNCTIONS OF LHC

(a) As soon as possible after occupation by Allied Forces, all localities will come under LHC control. In line with a special supply section will be set up. In earlier places, one LHC officer deals with all sides of local admin.

(b) It is the responsibility of LHC, as far as LHC supplies are concerned

- (i) to ensure that minimum subsistence is supplied to civilians
- (ii) to organise essential public services
- (iii) to assess, schedule and control all food stocks in the area
- (iv) to release supplies for the use of the Army after basic civilian requirements have been met
- (v) to help provide the essential requirements for hospital patients, such as eggs, at the earliest possible moment
- (vi) to indicate to LHC names of suitable suppliers and contractors
- (vii) to fix prices at an equitable level
- (viii) to organise industrial undertakings, factories, agricultural development, irrigation and planting, whereby foodstuffs can be produced for Army and civilian use.

(c) Before an LHC representative is available the LHC (Fodesta) or other senior functionary will be called upon to carry out local admin and supply any information required.

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17. FUNCTIONS OF JAGOT

(a) As soon as possible after occupation by Allied Forces, all localities will come under JAGOT control. JAGOT will have a special supply section which will be set up. This section will be a JAGOT officer deals with all sides of local area.

(b) It is the responsibility of JAGOT, as far as possible, to ensure that minimum subsistence is supplied to civilians.

- (i) to organize essential public services
- (ii) to assess, schedule and control all food stocks in the area
- (iii) to release supplies for the use of the army after basic civilian requirements have been met
- (iv) to help provide the essential requirements for hospital patients, such as food, clothing, etc.
- (v) to institute to a C-rationed or suitable supplies and allowances
- (vi) to fix prices at an acceptable level
- (vii) to organize industrial undertakings, factories, agricultural development, irrigation and planting, thereby food crops can be produced for army and civilian use.

(c) Before an JAGOT representative is available the Major (Fodesta) or other senior functionary will be called upon to carry out local admin and supply any information required.

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18. JAGOT AND JAGOT OFFICER IN JAGOT AREA

(a) JAGOT and purchasing authorities will be called upon to the first place to obtain information on the local situation of local supplies and the names of likely suppliers.

(b) Prior to an exact assessment of local available supplies by JAGOT, JAGOT will make direct to local suppliers and will obtain, if local conditions permit, authority from JAGOT to purchase as early as possible supplies of those items which are of issue to the troops and JAGOT will institute the necessary steps to meet if available.

(c) Prices fixed by JAGOT will be as follows:

(d) State owned goods belong to the JAGOT and will therefore be sold at a discount of 10%.

Done by Lt Van Henselom and P/VA 1/9/43 EF

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12. AUTHORITY OF PURCHASE.

(a) Purchases will be made only by

- (i) LGOs at areas and sub areas
- (ii) accredited LGO officers on behalf of DDST Corps or CRSC Div
- (iii) CC Units in special cases.

(b) In principle, DDST areas and OCRSC sub areas on authority delegated by FORTA-3E will be responsible for all purchases.

(c) Corps and Divs will be supplied when possible under area or sub area arrangements, when the former are located in an L of C or Base area.

(d) Should this commitment not be possible, DDST Corps on authority from DDST Army, will arrange purchases, if possible in bulk, to cover supplies of Divs and, where required, Corps Trs.

(e) Close liaison will in this case be maintained between DDST Corps and DDST area or OCRSC Sub area. Areas for purchase will be agreed, so that overlapping does not occur.

(f) In forward areas, when operations permit, DDST Corps and CRSC Div will arrange their own purchases and distribution, until such time as an DDST area or OCRSC Sub area can take over this commitment.

(g) DDST Corps, CRSC Div will, prior to making any purchases, ascertain availability and price of supplies from MGO. Should MGO be unable to fix a definite price the question of price will be referred to DDST Army.

(h) CC Units in isolated locations, where the supply of fresh fruit, vegetables, etc. under normal procedure is not practicable, may make purchases within the ration scale out of unit imprest account. The bill will be certified by CC Unit that the corresponding tinned equivalent has been underdrawn and will be endorsed by CRSC or his equivalent.

Prior authority will be obtained from DDST Corps, DDST FORTA-3E or DDST 26 area and the local MGO representative will be contacted in respect of quantities available and price to be paid.

20. PAYMENTS AND GRANTING.PHASE I - Cash Payments

- (a) In the early stages of occupation payments will be made in cash. This method greatly facilitates the work of obtaining

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authority from DDST Army, with a view to maintaining, Corps Tps. bulk, to cover supplies of Divs and, where required, Corps Tps.

(e) Close liaison will in this case be maintained between DDST Corps and DDST Area or OCASO Sub Area. Areas for purchase will be agreed; so that overlapping does not occur.

(f) In forward areas, when operations permit, DDST Corps and CRASO Div will arrange their own purchases and distribution, until such time as an DDST Area or OCASO Sub Area can take over this commitment.

(g) DDST Corps, CRASO Div will, prior to making any purchases, ascertain availability and price of supplies from ALGOT. Should ALGOT be unable to fix a definite price the question of price will be referred to DDST Army.

(h) OC Units in isolated locations, where the supply of fresh fruit, vegetables, etc. under normal procedure is not practicable, may make purchases within the ration scale out of unit imprest account. The bill will be certified by OC Unit that the corresponding tinned equivalent has been withdrawn and will be endorsed by CRASO or his equivalent.

Prior authority will be obtained from DDST Corps, DDST FORTRESS or DDST 16 Area and the local ALGOT representative will be contacted in respect of quantities available and price to be paid.

20. PAYMENTS AND AGREEMENTS.

PR.35 I - Cash Payments

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(a) In the early stages of occupation payments will be made in cash. This method greatly facilitates the work of obtaining quickly the necessary supplies and will inspire confidence on the part of prospective contractors.

In the case of cash on delivery, no receipt for goods will be given to the contractor.

(b) Payments will be made by LHOs, Officers appointed by DDST Corps or CRASO Divs, or by Operating Units, out of Imprest account.

(c) Payments will only be made against a properly receipted bill.

(d) Bills will be made out on JFF 1922 or suitable proforma, when goods delivered can be taken on charge by the receiving Depot.

PLANS II - Agreements

(a) When conditions become sufficiently settled for short term agreements to be used, the form attached at Annex "A" will be used.

(b) Normally the conclusion of all agreements will be the responsibility of DDST FORMER-32, centralized to DDST Areas and OCLASO Sub Areas where required, or DDST 26 Area.

(c) Should DDST Corps or OCLASO Div consider that an agreement should be concluded in an area where they are responsible for local purchases, application may be made to DDST Army (through DDST Corps in the case of OCLASO Div).

(d) Record of investigation, in the form of demands for local supplies made by LRO, and offers from contractors will be kept by purchasing authority.

(e) Agreements will not be made for longer periods than 14 days.

(f) Copies of agreements will be passed to the following:-

- (i) Contractor
 - (ii) Operating Depot
 - (iii) FCO (if he is effecting payment)
 - (iv) Higher authority
- DDST Army in the case of DDST Corps and 26 Area
- DDST Corps in the case of OCLASO Divs
- DDST FORMER-32 in the case of DDST Areas and OCLASO Sub Areas

PLANS III - Payment

(a) At a later date, payments will, except in the case of small cash purchases, from markets, farmers and small contractors, be made through the FCO under the following procedure:-

- (i) FF 1222 will be rendered in duplicate by contractors to purchasing officer, the duplicate being clearly marked as such.
 - (ii) Both copies will be passed to purchasing authority and subsequently countersigned by DDST Area, OCLASO Sub Area, OCLASO Div.
 - (iii) One copy will be forwarded to FC supported by FF 1264, Summary of Bills.
 - (iv) The second copy will be returned to contractor who will present the bill to FCO to receive payment.
- (NOTE: The purchasing authority will ensure that the contractor is informed where he will present his bill)

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(P) Copies of agreements will be passed to the following:-

- (i) Contractor
- (ii) Operating Depot
- (iii) FCC (if he is effecting payment)
- (iv) Higher authority - DDST Army in the case of DDST Corps and 68 Area
- DDST Corps in the case of OCLASO Divs
- DDST FORMBAG in the case of DDST Areas and OCLASO Sub Areas

Phase III - Payment

(a) At a later date, payments will, except in the case of small cash purchases, from markets, farmers and small contractors, be made through the FCC under the following procedure:-

- (i) AF 1222 will be rendered in duplicate by contractors to purchasing officer, the duplicates being clearly marked as such.
 - (ii) Both copies will be passed to purchasing authority and subsequently countersigned by DDST Area, OCLASO Sub Area, OCLASO Div.
 - (iii) One copy will be forwarded to FCC supported by AF 1264, Summary of Bills.
 - (iv) The second copy will be returned to contractor who will present the bill to FCC to receive payment.
- (NOTE: The purchasing authority will ensure that the contractor is informed where he will present his Bill).
- (v) DDST or OCLASO will keep Bill Book, or may authorize the depot responsible for payment to do so.

21. C I T L A C T S

(a) The sole authority for making contracts will be DDST FORMBAG.

(b) Normal procedure of tendering will be used as far as possible (Tenders, adjudication, Contract, Cash Deposit, Clearance Certificate).

(c) In the case of monopoly contracts, a schedule of interviews, offers, etc. will be completed to accompany the copy of contract forwarded to the FCC.

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21. CONTRA.CTS (contd)

- (a) Copy of contracts will be sent to DDST Army.

22. DOCUMENTATION.

"Return of JW 5513 will be made by CORPUS Sub Areas and DDST FORBIS who will send a consolidated return (in duplicate) weekly to DDST Army, for onward transmission to DDST AFHQ.

DDST Corps will receive a similar return from ORISS Divs and forward (in duplicate) to DDST Army for onward transmission to DDST AFHQ.

This return will include all information in the Areas and Sub areas, whether against contract, allotment or for cash, and will cover the following periods:-

- | | | | |
|-------|------|---|-------------------|
| (i) | 1st | - | 7th of month |
| (ii) | 8th | - | 14th of month |
| (iii) | 15th | - | 21st of month |
| (iv) | 22nd | - | last day of month |

The final return of the month will be forwarded to reach this office not later than the 8th of the following month.

It is of the greatest importance that this return is accurately compiled and regularly forwarded, as this information is required by the War Office.

DDST SC Area will make return direct to DDST Army (2 copies).

23. ALLOCATION OF LOCAL SUPPLIES

- (a) In order to make the fullest use of local resources obtained in Army and Base Areas, coordination of supplies will be obtained as follows.

- (b) Availability - A return showing total availability of local resources in the Area or Sub Area concerned will be submitted weekly from DDST Area and CORPUS Sub Area to this HQ, copy to FORTR. SZ.

This return will reach this HQ each Friday by 1800 hrs and will cover the period from the following Monday/Evening.

and cash areas; whether against contract, or against cash, and will cover the following periods:-

- (i) 1st - 7th of month
- (ii) 8th - 14th of month
- (iii) 15th - 21st of month
- (iv) 22nd - last day of month

The final return of the month will be forwarded to reach this office not later than the 8th of the following month.

It is of the greatest importance that this return is accurately compiled and regularly forwarded, as this information is required by the War Office.

WST 86 Area will make return direct to WST Area (2 copies).

23. ALLOCATION OF LOCAL SUPPLIES

(a) In order to make the fullest use of local resources obtained in Army and Base Areas, coordination of supplies will be obtained as follows.

(b) Availability - A return showing total availability of local resources in the Area or Sub Area concerned will be submitted weekly from WST Area and COLSO Sub Area to this HQ, copy to FORCES.

This return will reach this HQ each Friday by 1300 hrs and will cover the period from the following Monday/Sunday inclusive.

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The following details are required:-

- (i) Fruit - as far as possible by types - grapes, plums, peaches, oranges, etc.
- (ii) Vegetables - also by types - marrow, carrots, cabbage, etc.
- (iii) Onions - fresh or dried.
- (iv) Potatoes.
- (v) Eggs.
- (vi) Chickens.
- (vii) Fish.
- (viii) Ice.

(c) Demands - A weekly demand will be submitted to this HQ by WST Areas and COLSO Sub Areas (copy to FORCES), for the provision of items in para 6 (b) above.

Quantities of items (i) to (iv) will be assessed according to the feeding strength and based on ration

Time of submission and period covered will be as in para (b).

(e) DDEST Army will be responsible for detailing allocation of supplies enumerated above and distribution, when it is considered desirable to make transfers from one area to another.

DDST - JIC	4
Q 7th Ath Army	2
DDST 13 Corps	4
DDST 30 Cav Bn	4
DDST 7th Art Bn	3
DDST 86 Area	2
BCPO	3
FA	3
DDST 10 Corps	4
Gp Cdt BENSCH,	
ALGCT HQ.	10

Prig.
Prig.

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