

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

ACC

10000/101/231

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

10000/101/231

FINANCE
SEPT. 1943 - MAY 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

File.

2 May 1944

APJ. 151.

SUBJECT: Claim, Furniture.

TO : Headquarters Commandant, Rear Headquarters.

1. May the attached correspondence be taken up with Lt. Volstead who, it is believed, is now at your Headquarters.

2. May the reply, and the attached letters and receipt be returned to this office please.

Incls - V6052

L. T. MONTANT, Jr.
2d Lt, AGD
Adjutant

4044

785015

U.S. RESTRICTED
(Equals British Restricted)

ACC
File
U-1617

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

JC/wp

AG 151/001 CIM-O

3 March 1944

SUBJECT: Location of Claims Offices.

TO : All Concerned.

Paragraph 1, letter this headquarters, file and subject as above, dated 26 July 1943, as amended by letter this headquarters, same file and subject, dated 21 October, is rescinded and the following substituted therefor:

"1. Branch offices are now being operated by the Claims Service at the following locations in French North Africa and Corsica:

Casablanca, French Morocco, 25 Rue Gallieni: telephone Beacon 106
Oran, Algeria, 11 Blvd. Gallieni: telephone Oran 20403 and Merit 35
Sidi-Bel-Abbes, Algeria, 11 Rue Prudhomme: telephone Museum 2937
Mostaganem, Algeria, 6 Rue Thiraud: telephone, Mountain 133
Algiers, Algeria, 18 Blvd. Baudin: telephone Algiers 32751 and Farmer 63
Constantine, Algeria, 8 Blvd. Mercier: telephone Constantine 3254
Tunis, Tunisia, Hotel Claridge, Avenue Jules Ferry: telephone Tunis 7297 and 7298
Ferryville, Tunisia, Place Admiral Guisprout: telephone Ferryville 25
Ajaccio, Corsica, 2 Cours Napoleon: telephone Service 27
Bastia, Corsica, 24 Blvd. Paoli: telephone Corsica Gun 43."

By command of Lieutenant General DEVERS:

Jack Carter
1st Lt, AGO,
Asst Adjutant General.

DISTRIBUTION:

NYU

4043

- 1 -
U.S. RESTRICTED
(Equals British Restricted)

HEADQUARTERS
ALLIED CONTROL COMMISSION
DISTRIBUTION SHEET

Secretary General		G-4 (A)
Deputy Secretary General		G-4 (B)
Admin. Section		S-1
Interior		S-4
Public Safety		Courts & Boards
Public Health (Main HQ)		HQ Comdt (Main)
Public Health (Rear HQ)		HQ Comdt (Rear)
Property Control		Adj (Main)
Legal		Adj (Rear)
Education		Political Section
Monuments & Fine Arts		Navy (Rear HQ)
Economic Section		Army (LECCE)
Agriculture		Army (Rear HQ)
Industry & Commerce		Air
Labor		Telecons & Posts (Rear HQ)
Food		War Material Disposal
Public Works & Mines		P.R.O.
Electric Power Mission		Liaison Section, HQ, ACMEF
Internal Transportation		O.C. British Detachment
Shipping		O.C. HQ Co, 2675th Regt
Finance		Region 1
R.C. & M.G. Section		Region 2
Civil Affairs Branch		Region 3
Information Division		Region 4
Displaced Persons - SAU		Region 5
Italian Refugees Branch		Region 6
Security Branch		Region 8
Exec Offrs (Est. Br.)		Region 9
G-1 (A)		ANG 5 Army
G-1 (B)		ANG 8 Army

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

file
LTM/mrh

6 May 1944.

Adj: 151.

SUBJECT: Claims

TO : Claims and Hirings Officer, Taranto

1. Acknowledgement is made of your communication of 28 April 1944, file CC3/46/419/A, subject: Claim.
2. Attention is invited to the attached letter which it is believed sets forth the situation rather fully.

For the Commanding General:

by
L. T. MONTANT, JR.,
1st Lt, AGD,
Adjutant.

Incl-1
Ltr fr Rear Hq ACC.

4041

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

EJB/hft

5 May 1944

AG 151

SUBJECT: Claims Furniture

TO : Adjutant, HQ ACC, APO 394.

1. Reference your Adj 151 of 2 May 1944.

2. I have taken this matter up with Capt Roy L. Volstad who informed me regarding the the cabinet as follows:

Capt Volstad while in Brindisi secured verbal permission from Pescarini Vincenzo to move said cabinet from the A.C.C. Motor Pool to the A.C.C. Garage at Brindisi, which garage is located on a side street just opposite the English Cinema. That on the 9th of February, the main body of A.C.C. departed from Brindisi, leaving a rear party of five in charge of S/Sgt Ruocco. The cabinet at that time was still in the Garage.

3. S/Sgt Ruocco reports that when the Rear party left Brindisi that said cabinet was left in the Garage and that the owner came in to inquire about it, and he was told that the cabinet would be left there. In the meantime after the A.C.C. left the motor pool at Brindisi, the British took over that location. The owner knew where the cabinet was and also knew when the rear party would leave. He could have taken his cabinet any time if he had asked for it.

ELLIOT J. BOCCINO
Capt. Infantry
Asst Hq Comdt

4049

H.Q.
Allied Control Commission
C.M.F.

Subject Claim

Ref. your LTM/mch dated 17 April herewith please
find attached correspondence.
Your observations would be appreciated.

April 28th 1944



for copy to RA 4039
for copy
CLAIMS & HIRINGS OFFICER
TABATO.

Adjt (Main)
U 6052

CC3/46/419/A

COPY.

January 11th, 1944.

I received of
Foscarini Vincenzo

2 Tables.
1 Bench with open cabinet.
1 Small wall bench.
1 Wall Rack (wall)

Which we are not requisitioning but are using
with permission of the owner.

Roy I. Valstad

1st Lt, C.M.P.

Transportation Officer A. C. C.

A. C. C.

C O P Y

Brindisi 2/-2-1/4

To:- Town Major

BRINDISI

Subject:- Inquiries regarding a cabinet.

On the 22nd of January 1944, the premises belonging to "Sezione Importazione Pacchi Dogana" of the Transit post office were requisitioned on behalf of the Allied Control Commission (Requisition No. 11014/1 & file 239).

The following items of furniture belonging to the Amministrazione Postale (Administration of the Post Office) were left in the above said premises:

- 2 tables (No. 3721 and No. 3723);
- 1 cabinet (m. 1,77 by m's 2,77, No. 3686);
- 1 Clothes-rack (No. 3691);
- 1 Small wall bench (No. 3692).

We had a receipt for the afore mentioned furniture from an officer, and we enclosed copy of it.

After the vacation of the Allied Control Commission, the cabinet was found missing. The officer in charge stated that the cabinet was not handed over to him by the A.C.C.

We kindly beg you to have enquiries made to find the piece of furniture in question.

Thanking you, I am, Sir, Yours very respectfully.

Sgd. A. Russo
Director.

4038

Filer

Adj: 150. W/Ind.
HQ ALLIED CONTROL COMMISSION, APO 394, 20 June 1944.

HP/mh

To: Regional Commissioner, Region II, ACC.

1. After thorough investigation, this headquarters has disapproved the payment of \$113.30 of the attached claim to the Santa Casarea Palace Hotel.

2. The hotel owners were informed at the time the Finance Sub-Commission approved and paid the attached bill of \$797.00, which was understood to have included the settlement for the other bill of \$113.30.

3. The investigation revealed that the hotel owners agreed that the \$797.00 would cover payment in full for the whole matter.

4. It is requested that you inform the hotel owners that no further action would be taken on this matter.

By command of Lieutenant General MASON MACFARLANE:

N.P.
NICHOLAS PIOMBINO,
CWO, USA,
Assistant Adjutant.

Incl-5
#1-Invoice for \$797.00.
#2-Ltr fr hotel management.
#3-Translation of ltr.
#4-Ltr Adj Hq ACC dtd 9 May 44.
#5-Ltr fr DPS to Hq ACC dtd 15 May 44.

4037

HEADQUARTERS
ALLIED CONTROL COMMISSION

Suspense _____

Date _____

FROM	TO	FROM	TO
Secretary General		Establishment Branch	
Deputy Secretary General		Director	
Administrative Section		Executive Officers	✓
Interior		G-1 (A)	
Public Safety		G-1 (B)	
Public Health (Main Hq)		G-4 (A)	
Public Health (Rear Hq)		G-4 (B)	
Property Control		Adjutant (Main)	
Legal		Adjutant (Rear)	
Education		Hq Comdt (Main)	
Monuments & Fine Arts		Hq Comdt (Rear)	
Economic Section		2675 Regt	
Agriculture		S-4 "	
Industry & Commerce		Political Section	
Requisition Division		Navy (Taranto)	
Labor		Navy (Rear Hq)	
Food		Army (Lecce)	
Public Works		Army (Rear Hq)	
Mining Division		Air (Bari)	
✓ Transportation		Air (Main Hq)	
✓ Shipping		Communications	
Finance		War Material Disposal	
RC & MG Section		Public Relations Branch	
Civil Affairs Branch		Chief Liaison Officer	
Information Division		Liaison, Hq AAI	
Pool of Interpreters		O.C. British Detachment	
Displaced Persons		O.C. Hq Co. 2675 Regt	
Italian Refugees Branch			
Security Branch			

FOR:

Signature _____
 Remarks/Recommendation ☒
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

Finance SK
 recommends
 bill not be
 paid. Hotel
 was so
 far from
 4036

REMARKS:

Any comment.

was included
 and

Payment made
 to Hotel

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

RED/dfe

SC (Misc)

10 June 1944

MEMORANDUM TO: Colonel Clough

1. It is my opinion that the subject bill from the Santa Cesarea Palace Hotel for \$115.30, alleged to cover breakage and stolen property at the time of the Christmas party, is an attempt to "rook" the Commission. The Christmas party of the Commission was held at this hotel by order of General Joyce, and the bills for the party and also for lodging for the officers of the Commission who were billeted there over a period of time were, I believe, settled, ostensibly to the satisfaction of the hotel management, before the Brindisi Headquarters closed. Details of these bills should be in the records of the Finance Sub-Commission.

2. I note that the bill for \$113.30, although dated January 10, is enclosed in a letter dated 15 April, which strikes me as a considerable time. If the bill were honest, it seems to me it would naturally have been submitted at the same time as the other bills.

3. Sharing the hotel as a rest camp during the same period were units of the American Air Force, and it is quite possible, I would say probable, that responsibility belongs to them.


ROBERT E. DOE
Major, A.C.D.
Secretary General

ALLIED CONTROL COMMISSION

INTER OFFICE MEMO

From:

Ex. O.

HQ ACC, APO 394

Sec'y Gen.

Rec'd *15 June 1944*

By _____

SUBJECT:

TO:

Sec. Gen. (Maj. Doe)

FILE No.

10-6 1944

I am informed that you attended this party. What do you know about the invoice? See attached papers.

Clough
Col.

4034

HEADQUARTERS
ALLIED CONTROL COMMISSION

Suspense _____

Date 9 June

FROM	TO FROM	TO
Secretary General		Establishment Branch
Deputy Secretary General		Director
Administrative Section		Executive Officers ← <i>Col Dough</i>
Interior		G-1 (A)
Public Safety		G-1 (B)
Public Health (Main Hq)		G-4 (A)
Public Health (Rear Hq)		G-4 (B)
Property Control	✓	Adjutant (Main)
Legal		Adjutant (Rear)
Education		Hq Comdt (Main)
Monuments & Fine Arts		Hq Comdt (Rear)
Economic Section		2675 Regt
Agriculture		S-2 "
Industry & Commerce		Political Section
Requisition Division		Navy (Taranto)
Labor		Navy (Rear Hq)
Food		Army (Lecce)
Public Works		Army (Rear Hq)
Mining Division		Air (Bari)
Transportation		Air (Main Hq)
Shipping		Communications
Finance		War Material Disposal
PO & MG Section		Public Relations Branch
Civil Affairs Branch		Chief Liaison Officer
Information Division		Liaison, Hq AAI
Pool of Interpreters		O.C. British Detachment
Displaced Persons		O.C. Hq Co, 2675 Regt
Italian Refugees Branch		
Security Branch		

FOR:

Signature _____
 Remarks/Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

REMARKS:

*Attention is invited to attached correspondence.**By.*

4033

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

Capitani
ELC/cab
U-332

Adj. 150

24 May 1944

SUBJECT: Santa Cesarea Palace Hotel Invoices.

TO : Regional Commissioner, Region VII.

1. Request full information on the following:

- a. What sub-commission or group attended the dinner referred to?
- b. Name of officer who arranged the dinner or was in charge of the group?
- c. Is the invoice of 10 January 1944 in the amount of \$113.30 a fair charge?
- d. What arrangements have been made for settling the account?

2. If you consider it advisable, please make informal investigation as to why this bill was not paid.

5-Incls:

- 1-Invoice
- 2-Ltr fr hotel management
- 3-Translation of ltr.
- 4-Ltr Adj Hq ACC dated 9 May
- 5-Ltr fr DPS to Hq ACC dated 15 May



E. L. Clough
E. L. CLOUGH,
Colonel, A.G.D.,
Executive Officer.

Hq. Region VII, ACC.

1st Ind.

26th May, 1944.

RGK/ttg.

To: Executive Officer (A) Establishment Branch, Hq. ACC.

1. I did not arrive in Italy until 2 Jan. 44 and did not report to Hq. ACC in BRINDISI until 3 Jan. 44. I therefore have no knowledge of the dinner referred to in attached papers, or who attended it. Hq.

2. None of the personnel in Region VII was in either Displaced Persons Sub-Commission or in ACC Headquarters during Dec. 1943.

4032

Robert C. Kirkwood
ROBT. C. KIRKWOOD,
Colonel, FA Us Army
Regional Commissioner.

U.S. SECRET EQUALS BRITISH SECRET

SECRET

AP 366 ABK:sl

ALLIED FORCE HEADQUARTERS
APO 512

.....
: SECRET :
:Auth: SAC NT :
:Initials: *ABK* :
: 24 April 1944 :
:.....:

S-1946
NP
Files

AG 150-1 GAP-0

24 April 1944

SUBJECT: Allied Commission of Enquiry

TO : Commander-in-Chief, Allied Armies in Italy, APO 777

The Allied Commission of Enquiry appointed under the authority of letter, this Headquarters, AG 150-3 GAB-AGP, dated 28 December 1943, subject as above, is hereby dissolved.

By command of General WILSON:

A. B. King

A. B. KING
Major, AGD
Asst Adjutant General

DISTRIBUTION:

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- 1 - G-1 (A)
- 1 - G-3
- 1 - G-4 (A)
- 1 - G-4 (B)
- 1 - Claims
- 1 - Dep Mil Sec
- 1 - HCS
- 1 - DJAG (B)
- 1 - JAG (A)
- 2 - AG Records AF
- 1 - NED

Acc(Main) Dist
SECT GEN
ADJ (MAIN)
ADJ (REAR)

4031

U.S. SECRET EQUALS BRITISH SECRET

SECRET

RESTRICTED

HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

ADJ.

File 1993

AG 131 BPFIN

12 August 1944

SUBJECT: Disposition of Military Pay in Foreign Theaters of Operations.

TO : See Distribution.

Chief Clerk	Asst. Sec.	Asst. Adj.	Adjutant
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

1. In compliance with directions received from higher Headquarters, all units assigned or attached to the Peninsular Base Section will be required to submit monthly to this Headquarters by the third day of each month following that which is being reported, a summary containing the following information:

a. Sales by officers' messes, officers' and non-commissioned officers' clubs. This will include all assessments, transient fees, miscellaneous sales, and receipts from all other sources.

b. All local purchases for officers' messes and officers' and non-commissioned officers' clubs. This will be inclusive of all payments to civilian help.

2. Data requested herein, together with basic information received from other sources, is desired in order to determine a fair estimate of the potential impact on the economies of foreign countries of the personal expenditures of U.S. Soldiers.

3. It is also requested that the information called for in 1 (a) and (b), above, be furnished for the month of July by approximation and forwarded to this Headquarters with the least practicable delay.

By order of Colonel OXX:



L. F. Nickel
L. F. NICKEL
Lt. Col., A.C.D.
Adjutant General

DISTRIBUTION:
"A" & "E"

*ACC-DIST
Exec. O. (A)
Hq Comdt (2)
Hq Co 2675 Regt*

RESTRICTED

4030

RESTRICTED

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

ADJ-MAIN
ABK/mlm

18
18 May 1944

AG 131/551 FD-O

SUBJECT: Authorization of Finance Officers to Keep Cash on Hand.

TO : All Concerned.

Letter this headquarters, file AG 131/015 FO-M, 20 February 1943, subject: "Authorization of Finance Officers to Keep Cash on Hand", is rescinded, and the provisions thereof republished herein.

1. Pursuant to authority contained in Paragraph 2D(1), Change No. 3, Finance Circular No. B-7, dated December 18, 1942, finance officers in this theater are authorized to keep on hand at their own risk sufficient cash to meet the requirements of the Command they are serving, and such amount is not limited.

2. Finance Officers are cautioned to use the strictest discretion in exercising this authority, and inspectors general will report any Finance Officers who keep amounts of cash on hand not needed for immediate disbursement where local facilities provide an adequate safeguard for public funds.

By command of Lieutenant General DEVERS:

A. B. King
A. B. KING,
Major, AGD,
Asst Adjutant General.

DISTRIBUTION:

200 - Fiscal Director, NATOUSA

ACC-DIST
Exec. Offs. (Cst. Bn.)
G-1 (A)
2675 Regt.
Adj-main
Adj-Rear

4029

RESTRICTED

CONFIDENTIAL

WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D.C.

ADJ. GEN.
File
8-1688

AG 130 (28 Mar 44)OB--B-M

EDH/er 2B-939 Pentagon

30 March 1944

VIA AIR MAIL

SUBJECT: Accounting Procedure for Confidential Overseas Expenditures from the Appropriation "Contingencies of the Army".

TO : * * * * *
The Commanding Generals,
Theaters of Operations;
* * * * *

1. Effective upon receipt, W. D. Form No. 6, approved by the Comptroller General, 27 November 1943, will replace Form 6 OCS and Form 1 FIG, in accounting for all secret or confidential expenditures charged to the appropriation "Contingencies of the Army" except those of the Inter-American Defense Board for which Form 1 IADB will continue to be used.

2. Only such expenditures as are secret or confidential or those the details of which cannot be disclosed without jeopardizing the mission, or being prejudicial to the public interest, will be shown on W.D. Form No. 6. Other expenditures chargeable to the appropriation "Contingencies of the Army" will be shown on the other standard forms applicable thereto. No expenditures may be charged to the appropriation "Contingencies of the Army" for which another War Department appropriation is available, without prior approval from the proper agency as enumerated in Paragraph 3 below.

3. W. D. Form No. 6 must bear the signed approval of the Secretary of War to properly account for the expenditure of funds. The Secretary of War looks to the War Department agencies which control portions of the appropriation "Contingencies of the Army" to recommend his approval of expenditures therefrom. At present these agencies are:

The Budget Officer for the War Department
The Assistant Chief of Staff, G-2
The Bureau of Public Relations
The Provost Marshal General

4. In order that expenditures shown on W. D. Form No. 6 may receive the approval of the Secretary of War prior to their submission to the General Accounting Office, the following procedure will be followed:

a. Voucher will be certified and approved by the individual to whom the funds are allotted or sub-allotted, or by an officer specifically designated by him in writing to certify such vouchers. War Department Signature Card (W.D. Form No. 35) will be used for the purpose of this designation if available. This card will be signed by the officer authorized to certify vouchers. It will show "Confidential" as the class of vouchers and will be

CONFIDENTIAL

CONFIDENTIAL**CONFIDENTIAL**

AF 150 (20 Mar 44) OP-S-R-M

(Cont'd)

30 March 1944

certified by the allottee of the funds concerned. An officer so designated will attach an original of his designation to the original copy of the first voucher he approves. The Certifying and Approving Officer will not be the payee. It will be the responsibility of the allottee of the funds concerned to send advice of revocation of authorization to certify and approve to the proper War Department agency, enumerated in Paragraph 3, supra. The Disbursing Officer concerned will accept vouchers so certified and approved for payment prior to their being approved by the Secretary of War, when such approval in advance of payment is impracticable.

b. Voucher will be prepared in quadruplicate, original on W. D. Form No. 6, and duplicate, triplicate and quadruplicate on W. D. Form No. 6a. Triplicate will be retained in the files of the Disbursing Officer concerned, and quadruplicate in the files of the Certifying and Approving Officer. (In cases involving Class "A" or "B" agent officers, an additional copy on W. D. Form No. 6a may be prepared if required.)

c. Attached to the duplicate copy will be all receipts, certificates or other documents to fully substantiate and explain the expenditures. These will be examined by the Certifying and Approving Officer and may be further amplified or explained by him, and will be attached to the duplicate and forwarded, together with the original of the voucher, by the Disbursing Officer direct to the War Department agency shown in Paragraph 3, supra, concerned. These documents will be accompanied by four copies of Standard Form No. 1064, Schedule of Disbursements, the fifth copy of which will be retained with the Finance Officer's retained copy of the voucher. The War Department agency will receipt one copy of Standard Form No. 1064 and return same to office of origin.

d. In cases where details or certificates substantiating expenditures should not be examined by the Disbursing Officer, these may be inclosed in double sealed envelopes, addressed to the War Department agency listed in Paragraph 3, supra, and these, attached to the duplicate copy of the voucher, forwarded to the Disbursing Officer. He will forward this envelope, unopened, with original and duplicate copies of the voucher. In instances where the forwarding of such details of expenditures will jeopardize the mission, be prejudicial to the public interest or be in danger of falling into enemy hands, they may be removed and retained in the files of the Certifying and Approving Officer. In lieu of these details, the Certifying and Approving Officer will attach to the duplicate copy of the voucher, a certificate approximately as follows:

"I certify that the expenditures shown on confidential voucher to which this certificate is attached, were made for the following purposes, that the expenditures were necessary in the military service, are applicable to the funds charged and that funds are available therefor:

07 Purchase of information	\$
08 Purchase of civilian clothing	\$
02 Travel expenses	\$
07 Entertainment of informers	\$
Etc.	\$
Etc.	\$

TOTAL

- 2 -

Certifying and Approving Officer

CONFIDENTIALCONFIDENTIAL

CONFIDENTIAL
CONFIDENTIAL

AG 130 (28 Mar 44)OB-S-B-M

(Cont'd)

30 March 1944

e. In order to preserve secrecy, all expenditures shown on confidential vouchers will be charged to Object Classification 07. However, for budgetary and planning purposes it is desired that authorized Object Classes be shown on certificate of expenditure attached to each voucher. The authorized Object Classes under this appropriation are as follows:

- 01 Personal services
- 02 Travel (Include under this number, all expenses connected with travel)
- 03 Transportation of things
- 04 Communication service (Include under this number, postage, telegraph and telephone charges, rental of post office, boxes, etc.)
- 05 Rents and utility services
- 07 Other contractual services (Include under this number, non-personal services, entertainment and fees to informers and other expenses not otherwise classified)
- 08 Supplies and material
- 09 Equipment

f. After approval by the Secretary of War, the original only of the voucher will be forwarded to the appropriate branch of the General Accounting Office, with two copies of Standard Form 1064, by the office charged with obtaining such approval. The duplicate copy, together with attached supporting documents, will be retained in the files of the office listed in Paragraph 3, supra.

5. In instances where W. D. Form No. 6 is used to cover a necessary advance of funds, the supporting documents attached to the duplicate copy will include a statement made by or approved by the Certifying and Approving Officer, showing the general purposes for which the funds will be used. The Certifying and Approving Officer approving such advance of funds will be charged with obtaining all possible details showing how these funds were expended. Upon receipt of these he will attach them to his retained copy of the voucher where they will be held available for audit if required. Return of unexpended balances will be picked up by the Disbursing Officer as a credit to the specified voucher or vouchers on which the funds were advanced wherever possible, or credited to "Reimbursement, all others" (Confidential) Code No. 214735." Payees of funds advanced should be notified of voucher number and name of Disbursing Officer if possible, in order to facilitate credit of returns.

6. In cases where details covering the expenditure of funds advanced cannot be obtained within six months after the advance is made, or cannot with safety be maintained, the Certifying and Approving Officer, or his successor, will prepare a statement in which he will certify that because of certain conditions (detailing the specific reasons as fully as possible) details cannot be filed. This certificate will be attached to the voucher.

~~CONFIDENTIAL~~
CONFIDENTIAL

AG 130 (28 Mar 44)OB-S-B-M

(Cont'd)

30 March 1944

83

copy of the voucher.

7. In instances where retention of the details of confidential voucher expenditures will jeopardize the mission, be prejudicial to the public interest or are in danger of falling into enemy hands, these details may be destroyed provided:

a. The records are examined by a disinterested officer appointed by the allottee of the funds or his designee who will certify that the destruction was deemed necessary and that they justified the expenditures covered. This authorization applies to expenditures which have previously been accounted for on Form 6 OCS and Form 1 PMG.

b. This certificate is substituted in lieu of the detailed accounts destroyed.

By order of the Secretary of War:

/s/ Robert H. Dunlop,
/t/ ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

2 Incls

- #1 - W.D. Form No. 6
- #2 - W.D. Form No. 6a.

AG 130/489 FIN-O 1st Ind
HEADQUARTERS NATOUA, APO 534. 15 April 1944.

MF 515

RAS/vhr

TO: All Concerned.

For your information and guidance.

By command of Lieutenant General DEVERS:

J. L. Tarr
J. L. TARR,
Colonel, AGD,
Asst Adjutant General.

2 Incls w/d

DISTRIBUTION:

"X"

- Plus 5 - Ea U.S. Division
- 10 - G-2
- 225 - C.F.O.
- 2 - AG Records
- 1 - H & D

ACC-DIST
Econ. Sec.
G-4 (A)
2675 Regt.
Adj. Plan

~~CONFIDENTIAL~~
CONFIDENTIAL

RESTRICTED
ALLIED FORCE HEADQUARTERS
APO 512

RHF/awm

AP 48

File

17 November 1944

AG 123/145 GBI-0

SUBJECT: Procedure for Settling Claims of Helpers of British and USA
Escapers and Evaders.

TO : All Concerned.

1. It is a G-2 responsibility to settle the claims of helpers of British and USA escapers or evaders in this theater.
2. G-2(P/W) Section, this headquarters, will assume full responsibility for any already existing organizations or future organizations set up to carry out this work in Mediterranean Theater of Operations.
3. a. In order to carry out this task as expeditiously as possible, G-2(P/W), this headquarters, will immediately set up an Allied Screening Commission for this purpose in ITALY and in GREECE.
b. The commissions in ITALY and GREECE will be known as:
Allied Screening Commission (IS 9), c/o AC, and
Allied Screening Commission (IS 9), c/o AML GREECE, respectively.
c. IS 9 personnel have been attached to all Military Missions in the Balkans and Central European countries for the same purpose, and will be the only authorized channel for receiving and investigating claims in these countries.
4. Commanders and Heads of Missions will insure that claimants within their area are referred to the nearest IS 9 organization, or to the Allied Screening Commission in the case of ITALY and GREECE.

By command of General WILSON:

H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:

- | | |
|-------------|----------------------|
| 1 - CAO | 1 - Claims & Hirings |
| 1 - G-1 (B) | 1 - Q (Maint) |
| 1 - G-1 (A) | 1 - "A" Force |
| 2 - G-2 | |
| 1 - G-3 | |
| 1 - G-4 (B) | |

Revised 15 December 1944
for "B" distribution
plus 50 to G-2

RESTRICTED

4026

HEADQUARTERS ALLIED COMMISSION

APO 394

AFHQ

Suspense AG 123/145 402-0

Date 17 Nov. 1944

DIST.

	TO	FROM	TO
Staff Officer to A/C		Establishment Section	
Chief of Staff	✓	Executive Officer (A)	
Message Centre		Executive Officer (B)	
Civil Affairs Section	✓	G-1 (A)	
DP & Rep		G-1 (A) Civilian Emp.	
Local Govt		G-1 (B)	
Patriots Branch	✓	G-4 (A)	
Public Safety		G-4 (B)	
Security Division	✓	2675th Regt	20
Public Health		H.Q. Comdt	✓
Legal		Adjutant	✓
Education		Navy	✓
Monuments & Fine Arts		Land Forces (PMA)	✓
Economic Section	✓	Air	✓
Requisition Division		Communications	
Agriculture		Civil Censorship Group	
Commerce		W.M.D. & P.O.W.	✓
Finance	✓	Public Relations Branch	
Property Control Div.		Information Division	✓
Food		Archivist	
Industry		U.N.R.R.A.	
Mining Division		I.G.C.R.	
Labor		<i>LIAISON DIV</i>	✓
Public Works & Utilities		<i>ALL REGIONS FOR FINANCE</i>	✓
Shipping		<i>AMG. 548 ARMIES</i>	✓
Transportation			
Political Section			

Signature _____
 Remarks & Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

Remarks _____

402⁵

RESTRICTED

HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

AG 123 BPMSO

SUBJECT: Reduction of Inflationary Spending.

TO : See Distribution.

Ag ACC

27 August 1944

1. In order to prevent inflation and disruption of economies of friendly countries unit commanders will encourage their men to save as much of their monthly pay as is reasonably possible. Opportunities available for saving will be brought to their attention. They will be reminded of the serious and harmful effects of inflationary and useless spending.

2. Although coercion will not be used, officers and enlisted men will be directly solicited to increase their savings. All proper means will be used to make each individual member of the command aware of the importance of making maximum financial provision both for his dependents and for his own future needs.

3. Personnel will have explained to them the availability and all the advantages of the following forms of judiciously distributing their available funds:

- a. National Service Life Insurance.
- b. Class E War Bonds.
- c. Class F Family Allowances.
- d. Class E Allotments.
- e. Purchase of War Bonds by payroll deductions or cash.
- f. Soldiers' Deposits.
- g. Personal Transfer Transmission of Funds.

4. Ordinarily, provision for dependents should take precedence over the other forms of savings. Officers and men are to be informed of the increased costs of living in the United States and are to be reminded of the need for greater financial assistance to wives, mothers, and families. There have been an all too considerable number of requests made by dependents of servicemen upon Red Cross and other charitable organizations, when the serviceman had not provided for them in any way. Proof of greater financial need and a reminder of the moral obligation will generally increase the acceptance of both family allowances and allotments.

5. Particular stress will be placed upon the advantages of Soldiers' Deposits as a safe and financially attractive method of savings. It is guaranteed by the government and the rate of interest is four percent more than is presently paid in the United States for deposit savings.

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6. There are many proper and effective appeals that may be utilized in putting across the campaign to reduce inflationary spending:

- a. Officers and men can be reminded of their need for funds in the immediate post-war period. They will need money to tide them over until they start earning money. There will be immediate needs, such as new clothes, a home, or even a vacation. They can be reminded that this money should be saved now.
- b. Careless and foolish spending in occupied countries raises the prices of all materials. Unnecessary spending by American soldiers sets a standard for Allied soldiers of other nations who do not receive the amount of cash pay which Americans receive. This can result in ill feeling between American and Allied soldiers. Above information should be called to the attention of the troops.
- c. The high price scale makes it difficult for civilians to buy the necessities of life for normal living.
- d. Free spending now will forever label us as "Inflationists" and "Millionaire Americans" in the eyes of people with whom we shall trade in the post-war period.
- e. Our free and easy spending now will make it hard to adjust ourselves when we return home.

7. To control inflation, which is a serious menace in liberated areas; to provide for the dependents of service men and women; and to aid in the post-war financial security of military personnel, unit commanders and Savings Promotion Officers can use the aforementioned and all other means to increase the savings and reduce inflation by leading of members of their command.

By order of Colonel Galt:

D. W. Mastin
D. W. MASTIN
Major, A.G.D.
Asst. Adj. Gen.

DISTRIBUTION:
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2615 Regt Rec'd copies under separate cover

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WAR DEPARTMENT

The Adjutant General's Office
Washington 25, D. C.

AP 233

140

AG 123 (1 Jul 44)OB-S-E-M

LEJ/er 2B-939 Pentagon

14 July 1944

SUBJECT: Reduction of Inflationary Spending by Army Personnel Overseas.

TO : Commanders,
Theaters of Operations,
* * * * *

HEADQUARTERS

12 AUG 1944

1. In the ETO, intensive efforts to reduce spendable purchasing power of Army personnel have met with considerable success and are an important factor in the control of inflation in liberated areas and in the Theater generally. As a result of the measures instituted by SHAEF approximately seventy-five per cent (75%) of American soldiers' pay is being sent home or spent in Army channels.

2. Military operations and attendant spending by Army personnel in foreign areas inevitably accelerate inflation. The consequences are harmful to troops, work severe hardships on the civilian populations, interfere with military operations and with international monetary relationships and create disunity among the peoples of the allied countries. All commanders are, therefore, urged to continue and intensify efforts to persuade personnel to divert their funds into saving and into forms of spending that will not disrupt the economies of other countries.

3. It is desired that in all ports of embarkation and in all overseas areas there be conducted a Savings Campaign and that each Commander address appoint from his staff, without increase in the troop basis, a Savings Promotion Officer to organize and direct the campaign throughout all subordinate echelons. To assist commanders in implementing such a campaign, the Morale Services Division will make available the following:

a. Suitable promotional and informational aids consisting of posters, booklets, special messages for broadcast over theater radio stations and public address systems, cartoons and news items for use in theater publications and other pertinent materials. Delivery of such aids in quantities that will be needed to put the campaign into operation will begin in approximately ten weeks.

b. A supplementary educational campaign to be conducted through existing news, radio, film and orientation media of the Morale Services Division.

c. Personnel from the Field Service Branch, Morale Services Division, who will assist each theater's Savings Promotion Officer in setting up the program, if such aid is desired.

4. This program is of special interest to the War Department and its implementation is deemed a command responsibility. The inclosure, outlining the materials and procedures which have been approved by the War Department for use in conducting the Savings Campaign, is furnished for the information of all concerned. Pending receipt of the material described in the inclosure,

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AG **CONFIDENTIAL** (Cont'd)

14 July 1944

commanders will institute appropriate measures in furtherance of the savings program.

5. It is recommended that the Savings Campaign be continued on an intensive basis until the amount of spendable purchasing power retained by personnel has been reduced to the lowest possible levels consistent with good morale among the troops and with conditions prevailing in the particular command. Thereafter all efforts should be made to keep spending at the desired minimum level.

6. The following War Department policies are stated for guidance of all concerned in the conduct of savings-promotion activities.

a. While the widest possible participation by officers and enlisted men is desired, no coercion or undue pressure is to be employed. The decision as to the amount and method of savings rests with the individual and should be reached voluntarily. The compulsory withholding of pay, which would have a detrimental effect on morale, has in any case been declared contrary to law by The Judge Advocate General.

b. All proper means may be used, however, to make each individual aware of the importance of making maximum financial provision both for dependents and for his own future needs, particularly during the period immediately following demobilization.

c. While the method of saving is optional with the individual, he will be encouraged to make a judicious distribution of funds among the following: National Service Life Insurance, War Bonds, Soldiers' Deposits, Allotments-of-pay (Class E) and Personal Transfer Accounts. Ordinarily, provision for dependents should take precedence over any other form of savings.

d. When officers and enlisted men are directly solicited to increase their savings, consideration should be given to their specific personal problems and requirements.

By order of the Secretary of War:

1 Incl.

As listed above.

DISTRIBUTION:

"X"

REPRODUCED HQ NATOUSA, 7 August 1944.

s/ J. A. Ullo
t/ J. A. ULIO,
Major General,
The Adjutant General

ACC-DIST

Exec. O. (A)

G-1 (A)

2675 Regt

Hq. Co. 2675 Regt.

CONFIDENTIAL

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MATERIALS TO BE USED IN SAVINGS CAMPAIGN

Materials for Direct Use of Theater Commander:

1. POSTER SERIES

Posters feature Kodachrome photographs of "Margie" in different poses with savings promotion copy presented in the form of a letter from home. Each poster would be displayed one month, then replaced by a new one. Twelve separate posters will be supplied during the next twelve months. Quantities produced will be sufficient to insure display of posters in all orderly and day rooms, post exchanges, recreation halls, Red Cross installations and other appropriate locations.

2. SPECIAL DISPLAY MATERIAL

a. Miniature all-type posters calling attention to Soldiers' Deposits would be displayed on company bulletin boards and on or near pay tables. Each would be used three months before being replaced. During the next twelve months four mini posters will be supplied in quantities which will insure distribution of 5 each for each company.

b. Miniature all-type posters encouraging direct cash purchases of War Bonds in post exchanges. They would be changed every three months. Four of these will also be supplied during the following twelve months in quantities that will insure distribution of 5 for each post exchange.

3. BOOKLET

Thirty-two-page booklet, entitled "How to Hatch a Nest Egg" contains message on savings, points out to readers some of many financial problems discharged veterans will face after the war, explains the savings facilities offered and gives pertinent information about these facilities in question-and-answer forms. Sufficient booklets are being produced to insure distribution of one to each individual passing through ports of embarkation and to each individual serving outside the continental U. S.

4. RADIO ANNOUNCEMENTS

Recordings and scripts of 30-second and 1-minute messages will be supplied for broadcast over theater radio stations and public address systems. Fifteen announcements a month are to be provided. Sufficient scripts and recordings will be supplied to insure simultaneous distribution to all appropriate outlets.

5. MANUAL FOR USE IN SOLICITING INDIVIDUALS

This summarizes all the sales arguments in favor of the individual's using the various savings facilities provided by the Army. It also includes answers to objections that might be raised by individuals. One such manual will be distributed to each company overseas.

INCLOSURE #1.

CONFIDENTIAL

"PUBLICITY" ITEMS

Cartoons and brief news stories based on savings themes will be supplied to Theater Savings Promotion Officers for distribution to camp newspapers and other theater publications. Ten news items and ten cartoons a month will be provided to all pertinent outlets.

7. PAY-DAY "THROWAWAYS"

One-page circulars featuring brief messages on savings will be distributed to individuals with their pay. The first of these will be a Soldiers' Deposit slip designed to persuade men to make a deposit while they have cash in their hands. This would be used for three consecutive months before being replaced. Six such "throwaways" will be provided during the next twelve months in quantities that will insure distribution of one "throwaway" for each man serving outside the continental U. S.

8. SAVINGS-PROMOTION KIT

This will include samples, reproductions and/or descriptions of all items listed in this inclosure (Items #1 thru #13), with suggestions as to how and when they can be used most effectively. A dozen kits will be sent to each theater in advance of distribution of the promotion materials.

Materials for Distribution Through Media of Morale Services Division:

9. FILM SUBJECT

Script for SNAFU sequence in Army-Navy Screen Magazine has been completed and film is in production.

10. AFRS RADIO ANNOUNCEMENTS

Messages of varying length (depending upon the types of shows which they would precede or follow), similar to those described under Item 4, will be "spotted" between programs broadcast by short wave from this country.

11. NEWSMAP

Within the limits of existing policies governing this media, a spread on Soldiers' Savings will be featured on the back of Newsmap. No more than two such spreads could be used during a twelve-month period.

12. ORIENTATION CHANNELS

Appropriate information concerning the effects of excess spending will be included in orientation materials relating to those subjects to which this matter is pertinent.

13. "PUBLICITY" ITEMS

Material described under Item #6 will be distributed, within the limits of established policy, through Yank, Army News Service and Camp Newspaper Service.

CONFIDENTIAL

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

21 January 1944.

DAILY BULLETIN

NUMBER 21

OFFICIAL

1. FIELD RATIONS:

The following information pertaining to U. S. Army field rations is published for the guidance of all concerned:

War Department Circular NO. 208, 13 September 1943, establishes, effective, 1 October 1943, the reimbursement of field rations at seventy-five cents (75¢) per day.

A Theater circular will be published at an early date requiring that officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, have deducted on their pay vouchers for the month following that in which rations are drawn the sum of seventy-five (75¢) cents for each day's stay in this Theater, except that upon entering or leaving the Theater, when less than three meals are consumed, deductions will be made at the rate of twenty-five (25¢) cents per meal.

Pending receipt of such circular, deduction for field rations should be made as outlined herein. Necessary collection should be effected from all personnel involved on next pay voucher for underdeduction for field rations for the months of October and November.

2. OFFICERS BILLET:

The Volturno apartments, 72 Via Roma, one block north of the Toledo Hotel, will be ready for occupancy Sunday, 23 January 1944. Officers now living in apartments 9 and 10 at 17 Via Medina, Hotel Toledo, the Hotel Turistico, and the Hotel Parco, will be first considered for rooms in the Volturno. Such of these officers as desire to move may inspect the building and select rooms on 22 January 1944, at the following hours:

Colonels and Lt. Colonels.....	0900 - 1030
Majors.....	1030 - 1200
Captains.....	1330 - 1500
Lieutenants.....	1500 - 1630

Rooms will be assigned by the Hq Comdt Billeting Officer at the above time.
(Hq Comdt)

3. REDESIGNATION OF HQ. 15TH ARMY GROUP:

Headquarters, 15th Army Group has been redesignated HQ, Allied Central Mediterranean Force. (Short title, HQ ACMF)(AG)

4. OFFICERS PAY:

All Officers wishing to submit pay vouchers for January 1944 will report to Personnel Office, Room I, prior to 23 January 1944. After this date

Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, have deducted on their pay vouchers for the month following that in which rations are drawn the sum of seventy-five (75¢) cents for each day's stay in this Theater, except that upon entering or leaving the Theater, when less than three meals are consumed, deductions will be made at the rate of twenty-five (25¢) cents per meal.

Pending receipt of such circular, deduction for field rations should be made as outlined herein. Necessary collection should be effected from all personnel involved on next pay voucher for underdeduction for field rations for the months of October and November. (AG)

2. OFFICERS BILLET:

The Volturmo apartments, 72 Via Roma, one block north of the Toledo Hotel, will be ready for occupancy Sunday, 23 January 1944. Officers now living in apartments 9 and 10 at 17 Via Medina, Hotel Toledo, the Hotel Turistico, and the Hotel Parco, will be first considered for rooms in the Volturmo. Such of these officers as desire to move may inspect the building and select rooms on 22 January 1944, at the following hours:

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4. OFFICERS PAY:

All Officers wishing to submit pay vouchers for January 1944 will report to Personnel Office, Room I, prior to 23 January 1944. After this date, Officers will be responsible for the preparation, submission, and collection of payment of their own vouchers. (AG Pers)

5. OPENING OF NEW OFFICERS MESS:

The new San Brigida Mess, located on the corner of Via San Brigida and Via Vittorio Emanuele, will be open for supper on Monday, 24 January 1944. This mess will serve all officers assigned and attached to this Headquarters, except those quartered in the Hotel Toledo and the Volturmo apartments. Meal hours will be the same as for the Hotel Toledo Mess. All officers who are members of existing small messes, but who at present lunch at the Toledo, will, as from 25 January 1944, lunch at the San Brigida Mess instead. (Hq Comdt)

6. OFFICERS QUALIFICATION CARD:

All American Officers having Officers Qualification Cards (WD AGO Form 66-1) in their possession will immediately turn them in to Personnel Office, Room I, Mexzanine Floor. Failure to do so will be cause for disciplinary action. (AG Pers)

Daily Bulletin #21, dated 21 Jan 1944 cont'd

7. CHANGES IN TELEPHONE DIRECTORY:

NAME	FLOOR	ROOM	TEL. NO.
ALBRIGHT, JOHN J., COL. (A)	2nd	10	15
GOODLOE, A. McD., 1st. LT. (A)	2nd	10	15
GUETERBACH, ERNEST A. L., BRIG. (B)	2nd	14	5
MACFARLANE, F. A. M., LT. GEN. (B)	2nd	12	3
MACNAMARA, C. J., LT. (B)	2nd	13	16
BATHONE, R. J., COL. (D)	2nd	10	15
SPOFFORD, CHARLES M., COL. (A)	2nd	9	23

By order of Colonel SPOFFORD:

OFFICIAL:

L. W. Stearns

L. W. STEARNS
Capt, AGD
Asst Adj Gen

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:
"A"

1340
FILE

REAR ECHELON
HEADQUARTERS
2675TH REGIMENT
ALLIED CONTROL COMMISSION
(PROVISIONAL)
APO 394

MKG/pf

File: 123.

15 January 1944

SUBJECT: Field Rations.

TO : All Units, this Headquarters.

The following information pertaining to U. S. Army field rations is published for the guidance of all concerned:

1. War Department Circular No. 208, 13 September 1943, establishes, effective, 1 October 1943, the reimbursement of field rations at seventy-five cents (75¢) per day.

2. A Theater circular will be published at an early date requiring that officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, have deducted on their pay vouchers for the month following that in which rations are drawn the sum of seventy-five (75¢) cents for each day's stay in this Theater, except that upon entering or leaving the Theater, when less than three meals are consumed, deductions will be made at the rate of Twenty-five (25¢) cents per meal.

3. Pending receipt of such circular, deduction for field rations should be made as outlined herein. Necessary collection should be effected from all personnel involved on next pay voucher for underdeduction for field rations for the months of October and November.

By order of Colonel PARKIN:

Dust. OCCAO

Exec Off.

Econ Dir

Adm Dir

Comms. Sec.

G-1

G-4

AG--with suggestion of publication in D.B.

AG(Pers)

Hq. Comdt

Reg. I

Reg. II

Rear Det

Files(3)

Morris K. Goldstein

MORRIS K. GOLDSTEIN,
1st Lieut., Infantry,
Assistant Adjutant.

4020

5 JAN 1944

S/1/44

805

→ To: For Stenogate
77922

120,1

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

EHF/mip/hd

In reply
refer to: AG 121



4 January 1944

Subject: Report of Finance Sub-Commission

To: Major General Kenyon A. Joyce, Deputy President, Allied
Control Commission

Submitted herewith is a report on the operations of the Finance
Sub-Commission at Brindisi during the period 1-31 December 1943.

E. H. Foley Jr.
E. H. FOLEY Jr.
Colonel
Finance Sub-Commission

1 Incl:
Report

Enclosed Paper, released (16 1000-21)

Stenogate
16 1 00

4019

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
FINANCE SUB-COMMISSION
APO 512

13017/P

22 November 1943

MEMORANDUM ON CONTROL OF BUDGET AND EXPENDITURES AND METHOD OF APPROVAL
AND PAYMENT OF NECESSARY ADVANCES.

1. In the initial stages of the occupation, advances had to be made by CMOs in cash to Communes for normal recurrent expenses and relief purposes and to meet salaries, etc. of other bodies (previously dependent upon the State) cut off by lack of communications and closing of the banks and post offices. Similarly, advances were made by FOs out of the funds held by them to Provincial administrations and for State expenses. Since banking facilities became available, these advances have been for the most part made by cheque or bank transfer instead of by handing over the actual physical cash.
2. The foregoing procedure has many drawbacks, the chief of which are:-
 - (a) Lack of uniformity not only as to method of payment, but also as regards the type of expenses for the payment of which funds are being provided.
 - (b) The officials who are familiar with the various payments which are being made and the methods formerly employed are not always being made use of to the fullest extent.
 - (c) Some duplication of payments has taken place owing to lack of centralized control.
 - (d) Advances are not being recorded on the books of JFE. until an average of 7 or 8 weeks after the disbursements are made.
 - (e) The final accounting for advances, presumably to the Italian State, is rendered more difficult by lack of uniformity and through not making all payments through known familiar channels.
3. Instructions will be issued as soon as possible to avoid double payments that any Italian official who has made payments, such as for salaries, which were not in preoccupation times made by him will forward the relative receipts and papers to the FO of the Province for transmission to the Italian official properly responsible, who will be instructed to record them as having been paid.

As soon as communication and control in a Region are well established it is intended to unify the system of supervision of budget and centralize the control of advances and the following system will be adopted.

4. PROVINCES AND COMMUNES

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- (b) The officials who are familiar with the various payments which are being made and the methods formerly employed are not always being made use of to the fullest extent.
- (c) Some duplication of payments has taken place owing to lack of centralised control.
- (d) Advances are not being recorded on the books of M.P. until an average of 7 or 8 weeks after the disbursements are made.
- (e) The final accounting for advances, presumably to the Italian State, is rendered more difficult by lack of uniformity and through not making all payments through known familiar channels.

3. Instructions will be issued as soon as possible to avoid double payments that any Italian official who has made payments, such as for salaries, which were not in preoccupation with him will forward the relative receipts and papers to the FO of the Province for transmission to the Italian official properly responsible, who will be instructed to record them as having been paid.

As soon as communication and control in a Region are well established it is intended to unify the system of supervision of budget and centralise the control of advances and the following system will be adopted.

4. PROVINCES AND COMMUNES

In all Provinces and Communes where no annual budgets covering the period January 1, 1944 to December 31, 1944 have as yet been prepared, they should be prepared immediately.

In addition to the annual budgets every province and commune will each month prepare a budget of its estimated income and expenditure for the following month. These will be prepared on form CRO-7 (Commune or Province) in duplicate. Where the province or commune has insufficient credit at the bank and insufficient revenue to meet all its expenses, it will forward, with the form CRO-7, a request on form CRO-8 for the advance necessary. Advances required for the payment of relief will be claimed by the Prefettura and such advances will be included in the State advances referred to in para 6 et seq. The Commune budgets will be submitted to the Prefect for approval and will be forwarded by him to the Provincial 4018+ later than the 5th of the preceding month. Communal budgets may be commented on by CROs either before submission to the Prefect, or in consultation with FOs according to the arrangements best suited to the Province concerned having regard to the number and location of the CROs.

2

5. All forms CRO-8 after completion by C.O.s, F.O.s and S.O.s will be sent, with one copy of the relative forms CRO-7 to Regional HQ; one copy of forms CRO-7 in respect of every province or commune which does not require an advance will also be forwarded. The CRO at Region HQ will approve the advance, retain all forms CRO-7 for later examination and pass all forms CRO-8 to A.P.A. A.P.A. will forward to the S.O.s for distribution two cheques payable to the Prefect for:

(i) the provincial advance with form F/12 in triplicate, all of which will be received;

(ii) the total communal advances with a covering letter specifying the communes, asking for an acknowledgment on the duplicate copy of the letter, and enclosing forms F/12 in triplicate, made out separately for each commune. The Prefect will obtain the form F/12 properly completed by each commune, and pass them all to the S.O.s.

When the receipts F/12s are received from the Prefect both for (i) and (ii), the S.O.s will retain one copy and forward the originals and duplicates to the appropriate branch of A.P.A.

6. STATE OFFICIALS, STATE ORGANIZATIONS AND ALL BODIES FINANCED BY THE STATE

All State officials, State organizations or other bodies financed by the State will furnish each month to Provincial HQ an account for the following months, showing:-

- (a) the estimated receipt from income of every description;
- (b) the estimated expenses divided into the main subject;
- (c) the actual receipts for the corresponding month of the preceding year;
- (d) the actual expenses for the corresponding month of the preceding year;
- (e) such further detail, such as salary lists, or detailed estimates for special expenditures etc. as A.P.A. may require.

The statements will be forwarded in duplicate to reach Provincial HQ not later than the 10th of the preceding month and the first statement submitted will be accompanied by a copy in duplicate of the actual income and expenditure accounts for the last completed financial year of the organization concerned.

7. The Ufficio Provinciale del Tesoro will be the paying agent for the same State salaries, pensions and expense items, for which he issued instructions in pre-occupation times, so that application by the State officials and other organizations will exclude State salaries and other expenses paid by him. The Intendente di Finanza will submit an application on form CRO-9 for the sum necessary to pay the above State salaries, pensions etc.

Payments will still not be made:-

When the receipted E/12s are received from the Prefect both for (i) and (ii), the SACO will retain one copy and forward the originals and duplicates to the appropriate branch of AFE.

6. STATE OFFICIALS, STATE ORGANIZATIONS AND ALL BODIES FINANCED BY THE STATE

All State officials, State organizations or other bodies financed by the State will furnish each month to Provincial HQ an account for the following months, showing:-

- (a) the estimated receipts from income of every description;
- (b) the estimated expenses divided into the main subject;
- (c) the actual receipts for the corresponding month of the preceding year;
- (d) the actual expenses for the corresponding month of the preceding year;
- (e) such further detail, such as salary lists, or detailed estimates for special expenditures etc. as AFG may require.

The statements will be forwarded in duplicate to reach Provincial HQ not later than the 10th of the preceding month and the first statement submitted will be accompanied by a copy in duplicate of the actual income and expenditure accounts for the last completed financial year of the organization concerned.

7. The Ufficio Provinciale del Tesoro will be the paying agent for the same State salaries, pensions and expense items, for which he issued instructions in pre-occupation times, so that application by the State officials and other organizations will exclude State salaries and other expenses paid by him. The Intendente di Finanza will submit an application on form CRG-9 for the sum necessary to pay the above State salaries, pensions etc.

Payments will still not be made:-

- (a) to officials who have been removed or are absent;
- (b) to dependents of:-
 - (i) those engaged in military service;
 - (ii) unrepatriated prisoners of war;
 - (iii) Italian workers in Germany or other Axis occupied territories.
- (c) to officials of syndicates which have been abolished or other bodies which are not now operating.

The question of removing some of these restrictions is still under consideration; in the meantime such persons, in case of hardship, will receive relief.

8. Where an organization has an office at any provincial capital, which controls and supervises sub-offices in one or more other provinces, the budgets and accounts will be made up to include all territory covered, and submitted by the head official for the area, and the statement will indicate what sub-offices are included.

9. Whenever any such State official or organization has insufficient credit balances or revenue of its own to meet its expenditures and requires an advance from AMG it will also complete and forward with the account referred to in para 6 a request for an advance on form CRO-9.

Whenever a request for advance on form CRO-9 is made by any other official or body than the Prefect or the Intendente one of the latter shall approve the advance in the space provided.

10. The PO will examine the application and the accounts with the assistance of any other officers at the Provincial HQ who are concerned with each particular organization and report on form CRO-9 to the SCAC. The SCAC will add his comments and will forward one copy of all accounts received and forms CRO-9 to Regional HQ.

At Region HQ the accounts will be examined by the Division of AMG concerned with the organization and approved recommendations will be passed to the Regional CFO. The CFO may delegate the approval of the normal recurrent advances to the CRO.

11. The advances approved will be listed by Provinces at Region HQ on form CRO-10 which instructs the R. Tesoreria Banca d'Italia to transfer the approved sums to the credit of the State officials or organizations concerned. Two copies of the form CRO-10 will be sent to the PO for the Province concerned and one copy to AMEL.

12. The Provincial PO will forward one copy of form CRO-10 to the R. Tesoreria and will notify the State officials and organizations concerned of the amount of approved advances on form CRO-11.

13. The Intendente di Finanza will furnish by the 22nd of each month a statement of the estimated State Revenue for the succeeding month to the R. Tesoreria, with copy to the PO. This estimate will classify the income according to the "Capo" of the budget.

14. The R. Tesoreria will apply to the Provincial PO on form CRO-12 on the 2nd of the month for the estimated amount of cash required to meet the total approved advances on form CRO-10 having regard to:-

- (a) the cash on hand on the last day of the preceding month;
- (b) the estimate of revenue furnished by the Intendente.

15. The Provincial PO will review the request on form CRO-12 and if he approves will either:-

- (a) advance from the funds he holds the sums required to the R. Tesoreria obtaining a receipt on form F/12 which he will then forward with CRO-12 to Region HQ; or
- (b) forward the approved form CRO-12 to AMEL, in which case the appropriate AMEL office will arrange to make the required credit available to the PO and obtain a receipt on form F/12.

11. The advances approved will be listed by Provinces at Region HQ on form CRO-10 which instructs the R. Tesoreria Banca d'Italia to transfer the approved sums to the credit of the State officials or organizations concerned. Two copies of the form CRO-10 will be sent to the FO for the Province concerned and one copy to AIFA.
12. The Provincial FO will forward one copy of form CRO-10 to the R. Tesoreria and will notify the State officials and organizations concerned of the amount of approved advances on form CRO-11.
13. The Intendente di Finanza will furnish by the 22nd of each month a statement of the estimated State Revenue for the succeeding month to the R. Tesoreria, with copy to the FO. This estimate will classify the income according to the "Capo" of the budget.
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 - (a) the cash on hand on the last day of the preceding month;
 - (b) the estimate of revenue furnished by the Intendente.
15. The Provincial FO will review the request on form CRO-12 and if he approves will either:
 - (a) advance from the funds he holds the sums required to the R. Tesoreria obtaining a receipt on form F/12 which he will then forward with CRO-12 to Region HQ; or
 - (b) forward the approved form CRO-12 to AIFA, in which case the appropriate AIFA office will arrange to make the required credit available to the bank and obtain a receipt on form F/12.

Regions will decide which of the above methods will be adopted according to the geographical and communication situation in the Region.
16. PROVINCES AND COMUNES AND STATE OFFICIALS AND ORGANIZATIONS

Regions may arrange in the case of the smaller communes and for State organizations that are small or whose expenses are normal recurrent expenses of salaries and office expenses that the estimated budgets referred in paras 4 and 6 should be submitted every two or three months instead of every month.
17. All advances made by AIFA to the State Treasury or to the Provinces or Communes will be shown separately in the accounts of those bodies as an advance from the AIFA.
18. RETURNS OF ACTUAL REVENUE AND EXPENSES

The R. Tesoreria will furnish each month to the Provincial FO two copies of the "Dimostrazione Mensile" (competenze and residui) with mod. 60-T and mod. 60-17. One copy will be forwarded to Region HQ.

Every Comune and Province and all State officials and organizations will furnish every three months an account in duplicate of the actual receipts and expenses for the three months. The account will be made up on the 15th of the month following the three months. The account will be made up in accordance with paragraphs 4 and 6 and will in the case of Comune and Provinces show separately advances made from 1943. The first account will be for the three months to 31 December 1943 and will be forwarded to Region HQs by the 15 January 1944; one copy will be forwarded to Region HQ.

10. Attached are copies of:-

- | | |
|---------------------|--|
| Mod. CRC-7 (Comune) | - Monthly Budget Statement for a comune. |
| " CRC-7 (Province) | " " " " Province. |
| " CRC-5 | - Request for advance Province or Comune. |
| " CRC-9 | - Request for Advance State officials and of organizations. |
| " CRC-10 | - Instruction to R. Tesoreria to make credit to accounts of State organizations or officials. |
| " CRC-11 | - Notification to State official or organization of amount of credit authorized. |
| " CRC-12 | - Application by R. Tesoreria for cash required. |
| Lettera CRC-4 | - Instruction to Provinces and Comuni to submit monthly budget estimates, to submit monthly actual receipts and expenses every three months, and on the completion of form CRC-8 when an advance is required. |
| " CRC-8 | - Instruction to State officials and State organizations to submit monthly estimate of revenue and expenditure, to submit accounts of actual receipts and expenses every three months and on the completion of form CRC-9 when an advance is required. |

HEADQUARTERS AMGOT
15 Army Group
APO 777

5 September 1943

SUBJECT: Officers Mess Fund.

TO : Lt Colonel D. B. Aiken, Assistant Commandant,
Military Government School, APO 512, U.S. Army.

1. Reference is made to letter this Hq, dated 11 August 1943, subject as above, in which it was requested that the Mess Fund accumulated at Chrea and Tizi Ouzou be transferred here.

2. The Officers Mess in Palermo is in urgent need of this fund and has been relying on the receipt of it as requested in letter referred to above.

3. It is desired that you forward this money and the accounts to this Hq without further delay in the custody of an officer or whatever other way is convenient.

By command of the Chief Civil Affairs Officer:

CHARLES M. SPOFFORD
Lt Colonel, GSC
Chief Staff Officer

Giacomo Gambini
Via Napoli N.78

Palermo 26/8/1943

Per la riparazione eseguita alla V/ macchina per
scrivere Underwood N.8/5636(39-12 Lire 40.00

I certify that the above bill is correct and that the work done on the
above mentioned typewriter was very satisfactory.

JOHN KRUPA
1st Lt., Inf.
Personnel Adj.

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

112.2

Ref/253/ /Ca.

SUBJECT: General Order No.2.

TO : Distribution below.

J. L.

Adjutant	
Asst. Acs.	<i>MP</i>
1 August 1944	
Asst. Acs.	
Chief Clerk	

1. Reference is made to Article III of General Order No.2 relating to access to safe deposit facilities.

2. For some time the Finance Sub-Commission HQ has been considering a change in the present system, under which access to safe deposit boxes was allowed in Military Government territory only in the presence of an AMG representative. The Combined Chiefs of Staff have now given their approval to the recommendation that only the opening of those boxes belonging to persons whose accounts or boxes have been blocked by AMG order need be supervised by an AMG representative. Access to all other boxes is to be free.

3. In view of the fact that the former policy in dealing with safe deposit boxes is embodied in General Order No.2 it will be necessary formally to amend such General Order. It is proposed to substitute for the present Article III the following :

"No access to safe deposit boxes will be permitted to those persons or their representatives whose accounts, or safe deposit boxes in those cases where accounts do not exist, have been blocked by order of the Allied Military Government. Such boxes will not be opened except in the presence of a representative of the Allied Military Government."

4. Without waiting for the formal amendment of General Order No.2, you are authorized immediately to advise all banking institutions and other interested persons in your Region or Army area of the new regulations governing access to safe deposit boxes. All banks and employees thereof will be held strictly accountable for the proper enforcement of these new regulations and they should be so informed.

5. With respect to the territory under the control of the Italian Government, it is anticipated that the Ministry of the Treasury will issue an instruction putting the new policy into effect, with the difference that blocked boxes will be opened in the presence of an Italian official rather than

2. For some time the Finance Sub-Commission HQ has been change in the present system, under which access to safe deposit boxes was allowed in Military Government territory only in the presence of an AMG representative. The Combined Chiefs of Staff have now given their approval to the recommendation that only the opening of those boxes belonging to persons whose accounts or boxes have been blocked by AMG order need be supervised by an AMG representative. Access to all other boxes is to be free.

3. In view of the fact that the former policy in dealing with safe deposit boxes is embodied in General Order No. 2 it will be necessary formally to amend such General Order. It is proposed to substitute for the present Article III the following :

"No access to safe deposit boxes will be permitted to those persons or their representatives whose accounts, or safe deposit boxes in those cases where accounts do not exist, have been blocked by order of the Allied Military Government. Such boxes will not be opened except in the presence of a representative of the Allied Military Government."

4. Without waiting for the formal amendment of General Order No. 2, you are authorized immediately to advise all banking institutions and other interested persons in your Region or Army area of the new regulations governing access to safe deposit boxes. All banks and employees thereof will be held strictly accountable for the proper enforcement of these new regulations and they should be so informed.

5. With respect to the territory under the control of the Italian Government, it is anticipated that the Ministry of the Treasury will issue an instruction putting the new policy into effect, with the difference that blocked boxes will be opened in the presence of an Italian official rather than an AMG representative.

DISTRIBUTION:
R.C.'s Regions I, II, III, IV, V, VI,
VII, VIII, IX & Z.
P.C. Foggia Province.
SMAO's Fifth & Eighth Armies.
Econ. Section
Admin. Section
P.R.O.

NORMAN E. FISKE,
Colonel,
Deputy Executive
Commissioner.

4017

Page 1
MOST SECRET

FINANCE DIVISION - INFORMATION MEMORANDUM No. 2

For information of S.C.A.O.'s, C.A.O.'s and F.O.'s.

THE ALLIED MILITARY FINANCIAL AGENCY

(AMFA)

1. In pursuance of a Directive issued by the Combined Chiefs of Staff in Washington, there has been created an organ of AMFA which will be known as the Allied Military Financial Agency (AMFA). The existence of this organization will be announced at an appropriate time subsequent to the occupation of enemy territory.

AMFA forms part of the Finance Division of AMFA and is under the command of the Chief Financial Officer.

2. The purposes and procedures of AMFA are still in the formative stage. It is, however, desirable that the officers of AMFA should begin to become familiar with the role which AMFA is intended to play in the Allied Government of Occupied Territory.

3. For the organizational period, AMFA has a staff of three officers: Lt. Col. C.A. GUNSTON as Acting Chief; Lt. Col. G.V. CALIBORNE as Acting Vice-Chief and Manager; and Lt. P.A. SOUTHARD as Acting Secretary and Information Officer.

4. AMFA has been established for the following purposes:

- (i) To provide a depository, clearing house and chief office of financial transactions for the convenience of the Allied Military Forces.
- (ii) To provide a depository, where necessary, for funds which may be impounded.
- (iii) To facilitate control by AMFA of financial and property transactions in the occupied territory.
- (iv) To provide a source of funds from which to make loans to and through local banks, municipalities, public utilities, private businesses, and individual persons.

In view of the need to control the volume of currency so as to prevent inflation (which might have serious consequences for AMFA as a whole), such loans will be restricted to the minimum necessary for achieving their purpose.

ATA forms part of the Finance Division of AEGOT and is under the command of the Chief Financial Officer.

2. The purposes and procedures of ATA are still in the formative stage. It is, however, desirable that the officers of AEGOT should begin to become familiar with the role which ATA is intended to play in the Allied Government of Occupied Territory.

3. For the organizational period, ATA has a staff of three officers: Lt. Col. C. J. GUNSTON as Acting Chief; Lt. Col. C. V. CALIBORNE as Acting Vice-Chief and Manager; and Lt. P. A. SOUTHARD as Acting Secretary and Information Officer.

4. ATA has been established for the following purposes:

- (i) To provide a depository, clearing house and chief office of financial transactions for the convenience of the Allied Military Forces.
- (ii) To provide a depository, where necessary, for funds which may be impounded.
- (iii) To facilitate control by AEGOT of financial and property transactions in the occupied territory.
- (iv) To provide a source of funds from which to make loans to and through local banks, municipalities, public utilities, private businesses, and individual persons.

In view of the need to control the volume of currency so as to prevent inflation (which might have serious consequences for AEGOT as a whole), such loans will be restricted to the minimum necessary for achieving their purpose. They will only be made in cases where they will assist in the restoration of order and rehabilitation of essential activities and are desirable from the point of view of the military effort and where local banks are not in a position to provide such financial assistance. ATA is not intended to function as a competing agency to existing commercial banks. AEGOT officers should use every opportunity to discourage any impression (which will be only too likely to 401/3 that ATA is to be regarded as an unlimited source of funds for all and sundry. See also under para. 7 below.

5. In the early phases of occupation, ATA will not be a source of funds for any purpose. During this period AEGOT officers, whether with the Task Forces or at Headquarters, will draw funds from AEGOT Finance Officers who in turn will draw money needed to carry out their official duties from Army Finance Officers or paymasters, generally in the form of fellow Seal Dollars or P.M.A. Sterling, although a small quantity of lire from Italian Africa will be available in 505 Force. Such drawings will be accounted for by the drawing officer to the C.F.O. ATA will not be involved.

100-100000
- 2 -
MOST SECRET

6. At a later date, somewhere between D + 15 and D + 30, it is hoped that AFM will be supplied with sufficient quantities of currency to assume the function of providing currency as needed by AFMOT and the Army. As from such time, both Army paymasters and AFMOT officers will begin to draw funds from AFM. under instructions which will then be issued.

7. One of the major tasks of AFM (subject to the CFO) will be that of planning and assisting in the maintaining of controls over the credit and price structures of the occupied territory in an effort to hold inflationary forces in check. This danger of an excessive circulation of currency, particularly in the early stages when AFM is not yet set up in the Occupied Territory, should be in the minds of all AFMOT officers who are under the necessity of spending or advancing sums of money in the course of their official duties. With a view to preventing any such inflation, all AFMOT officers should restrict issues of cash to the minimum required to serve Allied military needs.

8. It is intended that in general all revenues and expenditures of AFMOT, as distinct from those of the local governmental authorities, shall pass through AFM. This may make it necessary for certain AFMOT officers to maintain current accounts with AFM, while others may maintain accounts in local banks through which disbursements can be made to and from AFM. Any instructions which may be necessary in this connection will be issued in due course to all concerned.

9. As need arises, it is hoped that AFM will establish sub-agencies, possibly to the extent of placing one in the principal city of each occupied province.

3. July. 1943.

HEADQUARTERS AMGOT
(U.S. Contingent)
15th Army Group
APO 777

fill
12 September 1943

Memorandum

Subject: Pay, Amgot Personnel

To : Lt. Col. Clugh and Major McDougall, Adjutant

1. Some men not paid on recent tour, due to pressure of business in provinces, therefore they were unable to rendezvous at Provincial Hdqts. at specified time.
2. Officers not supplied with blank vouchers for pay purposes, some are working great distances from their Hdqts.
3. Due to the fact that many men are away from their Hdqtrs. and time required, it does not appear feasible to make up pay rolls to be sent to each province for signature, returned to Hdqtrs. and agent Officers appointed from each province.
4. Recommend that Class B, agent be appointed by AMGOT Hdqtrs. to procure money from finance office on unsigned roll, and to tour provinces for purpose of paying enlisted personnel. Each Province to be directed to have enlisted personnel assembled at a given time.
5. It is further recommended that Officers be supplied with blank vouchers, to be filled in signed and filed at AMGOT Hdqtrs. by the 20th of each month; and that the Class B agent be instructed to pick up such vouchers and money therefore, in order to pay commissioned and enlisted personnel.
6. It is believed that such, or similar procedure will expedite payment in a minimum of time, using a minimum of personnel for such assignment, and permitting Provincial Personnel to function without administrative interruption.

Levin M. Price.
Levin M. Price
1st Lt. CMP
Class B Agent

402

HEADQUARTERS
ALLIED CONTROL COMMISSION
Finance Sub-Commission
APO 394

1 July 1944

Reference : 13010/F.
Subject : Accounting
To : G-5 Section (Finance), AFHQ.

1. Transmission of the following message to COS is requested.
2. Subject is segregation in books of Allied Financial Agency of transactions relating to period of AMG and those relating ACC. Reference Message 7841 dated 22 January 1944 (TAM 135), para 2 (C) and (D).
3. In order to utilize to the best advantage our present accounting staff and for other compelling administrative reasons it has been decided to centralize at ACC, HQ, practically all bookkeeping and the preparation of accounts for AFA and for ACC/AMG revenue and expenditure. This is effective from 1st July 1944.
4. The Finance Sub-Commission does not feel that any useful purpose is served by segregating in AFA's accounts transactions relating to the period of AMG and transactions relating to the period of ACC Authority, and it is therefore proposed to ignore any such segregation in the future and thus reap the full benefits of this reorganization in accounting procedure, unless COS has compelling reasons for its continuation.
5. The limited personnel available makes the discontinuance of separate records for AMG and ACC transactions an urgent necessity.

A. Graber

COLONEL
Joint Director
Finance Sub-Commission 40p1

2 Copies to Headquarters
Allied Financial Agency
(Files 380 and 390)

JMP
JMB/mlda

INVESTIGATION
ATTORNEY GENERAL'S COMMISSION
FINANCE SUB-COMMISSION
AFO 394

OFFICE MEMORANDUM NO. 1

13003/P

SUBJECT: Office Reorganization.

TO : Finance Sub-Commission, Advance HQ (2)
Finance Sub-Commission, Rear HQ (2)
Accounting Sub-Section (2)
HQ, A2A (2)
Revenue Sub-Section (2)
Widgets Sub-Section (2)
Insurance Sub-Section (2)
Copies for info to:
Economic Section (2)
Adjutant's Section (2) ✓

30 June 1944

Adm'n	
Asst. Dir.	M.P.
Asst. Dir.	
Chief Clerk	

1. The office reorganization referred to in this office letter 13117/P dated 20 June, 1944 will take effect from a date to be notified, from which date the following instructions will apply.

2. Registration and Routing of Correspondence

All incoming communications, with the exception of those of a personal or top secret nature will be opened by the Chief Clerk who will allot file numbers, arrange registration and pass to the Sub-Section affected.

If more than one Sub-Section is affected, this will be indicated on the communication and will show order of priority. In case of debit, communications will be forwarded to the office of the Joint Directors for disposal. All communications from higher authority will be routed through the office of the Joint Directors.

It will be the responsibility of the Sub-Section receiving a communication to ensure that other Sub-Sections affected have a view of the communication, whether or not such Sub-Sections have been indicated on the routing stamp. In such cases, the attention of the Chief Clerk will be drawn to the amendment required.

When all action has been taken on a communication, the "routing stamp" will be initialed by an officer of the Sub-Section against the name of the Sub-Section and the file will be returned to the Central Registry. In no circumstances will files be passed between Sub-Sections direct, even where a communication is received by one Sub-Section, but passage will always be

1. The office communication referred to in this office letter 13117/8 dated 26 June, 1944 will take effect from a date to be notified, from which date the following instructions will apply.

2. Registration and Routing of Communications

All incoming communications, with the exception of those of a personal or too secret nature will be opened by the Chief Clerk who will allot file numbers, arrange registration and pass to the Sub-Section affected.

If more than one Sub-Section is affected, this will be indicated on the communication and will show order of priority. In case of doubt, communications will be forwarded to the office of the Joint Directors for disposal. All communications from higher authority will be routed through the Office of the Joint Directors.

It will be the responsibility of the Sub-Section receiving a communication to ensure that other Sub-Sections affected have a view of the communication, whether or not such Sub-Sections have been indicated on the routing stamp. In such cases, the attention of the Chief Clerk will be drawn to the amendment required.

When all action has been taken on a communication, the "routing stamp" will be initialed by an officer of the Sub-Section against the name of the Sub-Section and the file will be returned to the Central Registry. In no circumstances will files be passed between Sub-Sections direct, even where a communication is routed to more than one Sub-Section, but passage will always be via the Central Registry. All officers are asked to cooperate in this as it will otherwise not be possible to maintain an accurate record of movements of files.

As a general rule, correspondence will not be passed to a Sub-Section without the relevant file. Exceptions may be made when urgency justifies. Officers will therefore ensure that files are returned to the Central Registry with the minimum delay, and that they are not, in any event, retained for more than 48 hours.

Under no circumstances will an enclosure be extracted from a file. "Action" and "Information" tags placed on communications before being passed to Sub-Sections will be removed only in the Central Registry.

If an officer has not completed action on an incoming communication and wishes to refer to that item at a later date; in order to do so, he should make the following entry prominently against the entry on the routing stamp applying to his Sub-Section:-

"T/F 21 Sept. 44 (Initials and Sub-Section)"

- 2 -

NOTE: The month will always be abbreviated and never indicated by a number, in view of varying British and American practice.

The file will then be brought forward to the officer concerned on the date indicated. This procedure will enable files to be returned to the Central Registry in those cases where immediate action on an incoming item is not possible.

The method of routing items to Sub-Sections will be by means of a routing slip on the face of the communication, and a specimen entry is shown below:

ROUTING SLIP	
TO:	FROM:
1. Jt. Directors	1. Jt. Directors
2. Chief Accountant	2. Chief Accountant
3. Jt. AFA	3. Jt. AFA
4. J.R.O.	4. J.R.O.
5. Insurance	5. Insurance
6. Budgets	6. Budgets
7.	7.
8.	8.
9.	9.
10.	10.

In order to keep a record of action on an item within a Sub-Section, a "ROUTING" stamp listing the officers, or such officers as are considered necessary, will be used on the reverse of the communication.

Certain files of a technical nature will be required to be retained within Sub-Sections for daily reference purposes. These will be kept at a minimum and will consist only of files in which no other Sub-Section has an interest. Incoming items for such files will be passed after registration to the Sub-Section concerned, and subsequent disposal will be the responsibility of the J.R.O. in that Sub-Section, who will notify the Central Registry of any change from the file number allotted.

A "Day File" of outgoing correspondence and an "Outgoing Cable File" of outgoing cables will be maintained. In addition a "Pilot" file containing copies of the previous day's outgoing letters and cables will be circulated for the information of the Joint Directors and Heads of Sub-Sections. Items returned to the Central Registry, Pilot file copies will be held as spares. If it is not desired that a copy of an outgoing letter or cable should be included in the Pilot file a note to that effect should be pinned to the item when forwarding it to the Central Registry for despatch. Copies of cables addressed to higher authority will only be placed on the "Outgoing Cable" and "Pilot" files after such cables have been approved by the Economic Section.

Correspondence of an official nature acquired by, or sent to individual

In order to keep a record of action on an item within a Sub-Section, a "COPY" stamp listing the officers, or such officers as are considered necessary, will be used on the reverse of the communication.

Certain files of a technical nature will be required to be retained within Sub-Sections for daily reference purposes. These will be kept at a minimum and will consist only of files in which no other Sub-Section has an interest. Incoming items for such files will be passed after registration to the Sub-Section concerned, and subsequent dispatch will be the responsibility of the N.C.O. in that Sub-Section, who will notify the Central Registry of any change from the file number allotted.

A "Day File" of outgoing correspondence and an "Outgoing Cable File" of outgoing cables will be maintained. In addition a "Float" file containing copies of the previous day's outgoing letters and cables will be circulated for the information of the Joint Directors and Heads of Sub-Sections. Not returned to the Central Registry, float file copies will be held as spares. If it is not desired that a copy of an outgoing letter or cable should be included in the float file a note to that effect should be pinned to the item when forwarding it to the Central Registry for despatch. Copies of cables addressed to higher authority will only be placed on the "Outgoing Cable" and "Float" files after such cables have been approved by the Executive Section.

Correspondence of an official nature, acquired by, or sent to individual officers should, at the earliest opportunity, be passed into the registry for filing. The addressing of official mail direct to individual officers of the Sub-Commission should be discouraged.

3. Typing Pool

All items for typing will be handed to the N.C.O. i/o Typing Pool who will allocate the work, according to security classification either to a military or a civilian typist.

Work will be carried out strictly in order of rotation except on instructions to the contrary from the office of the Joint Directors, and will be returned to the originating Sub-Section on completion.

Drafts submitted for typing will be as legible as possible and will include all pertinent details, e.g., file number, security classification, exact appointment of addressee (S.F.O., R.F.O., Regional Accountant, etc.). Draft cables will always include security classification and precedence.

In order to minimize the volume of typing, minute sheets on the flyleaf of files will be used wherever possible for inter Sub-Section communications.

A minute will bear the number following that of the last enclosure listed on the minute sheet, and will contain the following information:

Address, Text, Date, Signature and Sub-Section of addressor.

An example of a minute sheet containing both enclosures and minute entries is given below:

File <u>13999/2</u>		Minute Sheet No. <u>2</u>	
Encl. No.	Date	Ref.	To/From
46	23 Dec. 52	13999/2	To: G-5 (Financial Advisor)
47	2 Jan. 53	G-5/100.66	From: G-5 (Financial Advisor)

43

Reference enclosure 47. Please investigate the question raised with the Ministry of Finance and prepare a reply for signature by this office.

6 Jan. 53.

(Sd) J. Dvor.

NOTE: The next enclosure number is file 13999/3 would be 49.

For purposes of inter Sub-Section minutes, the following abbreviations may be used:

Joint Directors	 J.D.
Chief Accountant	 Ch. Acct. (and not C.A. which could be confused with Civil Affairs)
EC, APA	 APs
Revenue	 R
Insurance	 I
Budgets	 B

4. Despatch

Items for despatch will be forwarded to the Central Registry accompanied by file copies, where a record will be maintained of outgoing items. No items will be despatched direct from a Sub-Section.

If it is desired to bring forward an outgoing letter at a date in the future to ensure that a reply has been received or that action has been taken,

25 Dec. 52 13929/1 To: G-5 (Financial Advisor)
2 Jan. 53 C-5/100.06 From: G-5 (Financial Advisor)

43

"3"

Reference enclosure 47. Please investigate the question raised with the Ministry of Finance and prepare a reply for signature by this office.

6 Jan. 53. (Sd) Jt. Dir.

NOTE: The next enclosure number in file 13929/2 would be 49.

For purposes of inter Sub-Section minutes, the following abbreviations may be used:

Joint Directors	 J.D.
Chief Accountant	 Ch. Acct. (and not C.A. which could be confused with Civil Affairs)
HC, AFA	 AFA
Revenue	 R
Insurance	 I
Budgets	 B

4. Despatch

Items for despatch will be forwarded to the Central Registry accompanied by file copies, where a record will be maintained of outgoing items. No items will be despatched direct from a Sub-Section.

If it is desired to bring forward an outgoing letter at a date in the future to ensure that a reply has been received or that action has been taken, a slip should be attached to the item when forwarding it to the Central Registry for despatch as follows: "B/E on (initials and Sub-Section)". **4009**

5. General

All general returns affecting the Sub-Commission as a whole will be dealt with by the Chief Clerk, with the exception of personnel returns which will be dealt with in the office of the Joint Directors.

The contents of this instruction will be circulated to all concerned in order that the system may operate as smoothly as possible from the date of its adoption. Queries and/or constructive suggestions are invited.

(Signature)
Colonel,
Joint Director,
Finance Sub-Commission.

SCHEDULE IIIALLIED FINANCIAL AGENCYSCHEDULE TO CONSOLIDATED STATEMENT OF ASSETS AND LIABILITIES
AS AT THE CLOSE OF BUSINESS ON 31 MARCH 1944.PAYMENTS FOR ACCOUNT OF A.M.G. ECONOMIC AND SUPPLY DIVISION

(a) Purchases in Italy of Supplies for Export to :-

	L.	27,779,231	
(1) United States of America		177,679,223	
(2) Great Britain		22,153,487	
(3) North Africa		88,400	
(4) Corsica		64,419,948	
(5) Malta			292,120,289
Total Purchases for Export			

(b) Purchases in Italy of Supplies for
Resale in Italy

14,797,066

Total Payments for Account of A.M.G., E. & S.D.

306,917,355

RECEIPTS FOR ACCOUNT OF A.M.G. ECONOMIC AND SUPPLY DIVISION

(a) Sales in Italy of Supplies Imported from :-

		270,636,550	
(1) United States of America		29,381,502	
(2) Great Britain		420,652	
(3) British Empire		26,441,828	
(4) North Africa		2,779,958	
(5) Malta		3,124,885	
(6) Australia		2,065,681	
(7) Canada			334,851,156
Total Sales of Imports			

(b) Sales in Italy of Supplies Obtained from

- (1) American Army
(2) British Army

1,374,550
2,780,6464,155,196
4008

4,974,968

(c) Sales in Italy of Supplies Purchased Locally

Total Receipts for Account of A.M.G., E. & S.D.

343,981,320

100. Accounting

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
FINANCE SUB-COMMISSION

floor

13010/P

Subject: - Accounting.

8 November 1943.

To: - M.G.S. (for Lieut. Genr. Southern).
A.F.H.Q.

We have not as yet received anything to indicate that our proposed reply to TAM 54 and TAM 62 on Accounting has been sent to the C.C.S. As you know, I cleared the proposed cable with Major Rulf, in Colonel Butterworth's absence, and I left copies of the cable with Lieut. Colonel S. V. Smith.

In case same is not now in your possession, I enclose a copy of my letter containing a draft reply to TAM 54 and TAM 62.

We are also anxiously awaiting replies to a number of the other cables, particularly the one on the Italian public debt and the one on payment of U.S. lire funds to the Badoglio Government and the Italian military forces.

R. A. RAMLYN,
Brigadier,
Chief Finance Officer,
Headquarters,
Allied Military Government.

RAM/rad

