

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

785015

ACC

10000/101/250

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

785015

10000/101/250

DUTY OFFICERS, RULES & REGULATIONS
MAR. - OCT. 1944

Adjutant
J. B.
MP
HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 334

21 October 1944

SUBJECT: Night Staff Duty Clerk

TO : Adjutant

In as much that Pfc Alfred A. Izzo ASN 31183475 has been transferred from Headquarters Commandant's Office to Office Space Section (Hqs. Comdt. Sect.) and since at Present he is not doing clerical work, therefore, it is request that his name be removed from the Night Staff Duty Clerk Roster.

A. I. Sinclair Capt.
A. I. SINCLAIR
Captain
Office Space Sect.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

22 September 1944.

SUBJECT: Instructions

TO : Night Staff Duty Officer, Headquarters Allied Control Commission

1. The following instructions are given you for your guidance in meeting situations that might arise during your tour of duty.

2. During the night all incoming messages for this Headquarters, will be passed to the Duty Officer by the signal section.

a. The Duty Officer will sign these messages and whenever necessary, he will take any action they may require (before morning) for disposition.

b. All incoming messages from any sources other than the signal section, will be delivered to the signal section where they will be recorded and returned to the Duty Officer for disposition.

c. Whenever it is necessary to dispatch messages from this Headquarters at night by D.R., they will be passed by the signal section to the Duty Officer who will sign for and dispatch them without delay by means of the Duty Car. The messenger will obtain another signature from the addressee which he will deliver to the signal section upon his return.

d. All outgoing messages in this Headquarters will be passed to the Duty Officer who will authenticate them and assign a reference number; he will then pass them to the signal section for transmission.

e. All signal messages received for the Army Sub-Commission, ACC or (HMIA) will be passed immediately upon receipt to Room 38, 7th Floor. A record will be kept of:

- (1) Reference number
- (2) Date
- (3) From where received
- (4) Precise of Subject

The record will be handed over on termination of duty.

3. Check blackout violations, by making inspections during prescribed hours. Inspect the guard at least once before 2400 hours, and once between 0001 hours and 0730 hours.

Insure that the Via Molise exit and side on Via Veneto are closed after 1800 hours, and that the Carabinieri are on duty at these entrances throughout the night.

Ascertain that no unauthorized persons are permitted into Headquarters Building between 1800 hours and 0830 hours.

4. a. Two (2) Duty Cars are on duty all night. The drivers thereof report to the Staff Duty Officer at approximately 1800 hours, each night. Permission to use the Duty Car is in the discretion of the Staff Duty Officer, but should be confined to operational purpose. Telephone - Extension 210.

b. Three (3) taxis are available on demand by the Night Staff Duty Officer, except between the hours of 1130 and 0130, by calling 843082. Also an 8 seat sedan for official trips only. If the above number does not answer, contact the Night Dispatcher, who will get the taxis or the sedan.

5. Officers coming in and requiring billets after 1800 hours will be billeted according to the attached memorandum from the Billeting Officer.

6. Emergency medical attention may be had in minor cases, at the Hotel Nord Nuova Roma (American enlisted billets). The ACC Surgeon, Captain BELAPSKY, is billeted at the Milano Hotel. Serious cases should be referred to the 73rd Station Hospital Dispensary where a medical officer and ambulance service is available. Telephone: 361784, 371782, 37836, 37279. This is located on the road to the 5th Army Rest Center.

7. If any action is needed by British Military Police in the vicinity of Headquarters ACC, the CMP in this area is situated in Via Nomentana. Telephone No. 843318, 843370.

L. T. MONTANT, Jr,
1st Lt, AGO,
Adjutant.

PHONE NUMBERS FREQUENTLY CALLED

Super Garage.....	843177
Geneva Hotel.....	40040, 44421
Mediterranean Air Transport Service..... (66 Piazza dell'Esedra)	480303
Littoria Airport.....	894336
Marsigliano Airport.....	396013
Headquarters, AAI.....	496541
Hotel Nord Nuova Roma..... (American Enlisted Billet) Hotel (See Duplex Directory)	478941
Esperia Hotel.....	4569 5028
Milano Hotel.....	63209

Headquarters Commandant.....	396098
(Lt Col ROBERTSON, Via Flaminia, 380	
Brigadier LUSH, Via Sasseofaratto, 11.....	878070
Captain STONE, Via Sallustiana, 56	487933
Colonel FISKE, Villa Madama Stables	377017
Colonel CLOUGH, Luigi Luciani, 5	870393
Colonel PARKIN, Hotel Grande	43151
Central M.I. Room (British)	418311
Captain EASTMAN-NAGLE (Night Phone Surgeon)	81616
Grande Hotel	478580
Flora Hotel	44051
Bella Vista	40946

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Adjutant's Department)
APO 394

22 September 1944.

SUBJECT: Duty Clerk's Instructions

TO : All Concerned

1. He will report to the Chief Clerk, Adjutant's Department, Room 22, 1st Floor, at 1550 hours on day of duty for instructions and thereafter proceed to early tea or supper.
2. He will return and report to the Duty Officer at 1800 hours.
3. He will remain in Room 26 all night and can be reached by the Duty Officer on Extension 690.
4. All signal messages received from sources outside this Headquarters will be delivered to the Signal Message Center immediately on receipt. Messages brought in without a reference number will be given a number from the cable sections outgoing cable register.
5. In respect of messages received from the Signal Message Center, insert the time of receipt at the bottom right hand corner and thereafter immediately deliver to the Duty Officer.
6. Any packages received for the Army Sub-Commission, ACC, or (MMIA) will be delivered immediately to Room 38, 7th Floor.
7. The Duty Clerk will not absent himself from the Adjutant's Department except on the instructions of the Duty Officer.
8. He will have breakfast on conclusion of tour of duty, and will not be required to report for regular duty until 1030 hours.
9. On completion of tour of duty, he will report in the Duty Clerk's Book any important or any unusual incidents happening during his tour of duty and will leave the book on the desk of the Chief Clerk, Room 22. Routine matters are not to be reported.

L. T. MONTANT, Jr.,
1st Lt, AGD,
Adjutant.

5026

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: OFFICE OF HQ COMST

SUBJECT: Duty Officer.

TO: Mess Officer, Flora Hotel.

FILE No. HSC/14

1 August 1946

Effective today, you will arrange for the Night Staff Duty Officer of this Headquarters to be served his evening meal at the Flora Hotel Mess irrespective of what mess the Duty Officer may belong to. This meal will be available at 1715 hours daily.

Copy to:

Adjutant.

M. H. Robinson Lt. Col.
H. H. ROBINSON
HQ. Commandant.

5025

22 July 1944

SUBJECT: Instructions.

TO : Night Staff Duty Officer, Headquarters, Allied Control Commission.

1. The following instructions are given you for your guidance in meeting situations that might arise during your tour of duty.

2. During the night all incoming messages for this Headquarters will be passed to the duty officer by the signal section.

a. The Duty Officer will sign for these messages and whenever necessary he will take any action they may require (before morning) for disposition.

b. All messages incoming from any source other than the signal section will be delivered to the signal section where they will be recorded and returned to the duty officer for disposition.

c. Whenever it is necessary to dispatch messages from this Headquarters at night by D.R., they will be passed by the signal section to the duty officer who will sign for and dispatch them without delay by means of the duty car. The messenger will obtain another signature from the addressee which he will deliver to the signal section upon his return.

d. All outgoing messages originating in this Headquarters will be passed to the duty officer who will authenticate them and assign a reference number. He will then pass them to the signal section for transmission.

e. All Signal Messages received for the Army Sub-Commission ACC (or HRIA) will be passed immediately upon receipt to Room 38, 7th Floor. A record will be kept of:

1. Reference No.
2. Date
3. From where received.
4. Precise of subject.

The above record will be handed over on termination of duty.

3. A Duty Car is on duty all night. The driver thereof reports to the Staff Duty Officer at approximately 1830 hours each night. Permission to use the Duty Car is in the discretion of the Staff Duty Officer, but should be confined to operational purposes.

4. Officers coming in, and requiring billets after 1800 hours, will be billeted according to the attached memorandum from the Billeting Officer.

5. Emergency Medical attention may be had, in minor cases, at the Hotel Nord Nuova Roma (American enlisted billets). The ACC Surgeon, Captain BELAPSKY, is billeted at the Milano Hotel. Serious cases should be referred to the 73d Station Hospital Dispensary, where a medical officer and ambulance are available. Telephones: 361784, 372828, 360789. This is located on the road to the 5th Army Rest Centre.

L. T. MONTANT, Jr.
1st Lt, AGD
Adjutant

HEADQUARTERS
ALLIED CONTROL COMMISSION
Adjutant's Department
APO 394

File
16 July 1944

SUBJECT: Duty Car

TO : Headquarters Commandant

1. It is requested that the duty driver be instructed to report to the duty officer each night at 1800 hours.
2. This is considered necessary due to the requests made for the duty car between 1800 hours -1830 hours.
3. It is also suggested that a second duty car and driver be made available to the duty officer between the hours of 1800 and 0800 nightly.

L. T. Montant, Jr.
L. T. MONTANT, Jr.
1st Lt. AGD *MP*
Adjutant

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 334
Adjutant's Department

19 July 44

SUBJECT: Duty Clerks Instructions

TO : All Concerned

1. He will report to the Chief Clerk, Adjutant's Department, Room 22, 1st Floor at 1550 hours on day of duty for instructions and thereafter proceed to early tea or ~~supper~~ ^{SUPPER}.
2. He will return and report to the Duty Officer at ~~1800~~ ¹⁸⁰⁰ hours.

3. From 1800 hours until relieved the following morning he will remain in the Adjutant's Department. From 1800 hrs until 2000 hrs he will occupy Room 26 and from 2000 hrs onwards Room 36.

4. All signal messages received from sources outside this Headquarters will be delivered to the Signal Message Centre immediately on receipt. ~~THESE~~ ^{MESSAGES BROUGHT IN} WITHOUT A REFERENCE NUMBER WILL BE GIVEN A NUMBER FROM THE CABLE SECTION OUTGOING CABLE REGISTER.

5. In respect of messages received from the Signal Message Centre insert the time of receipt at the bottom right hand corner and thereafter immediately deliver to the Duty Officer.

6. Any packages received for the Army Sub-Commission AGC (or AITA) will be delivered immediately to Room 38, 7th Floor.

7. The duty clerk will not absent himself from the Adjutant's Department except on the instructions of the Duty Officer.

8. He will have breakfast on conclusion of tour of duty, and will not be required to report for regular duty until 1030 hours.

TO : All Concerned

1. He will report to the Chief Clerk, Adjutant's Department, Room 22, 1st Floor at 1530 hours on day of duty for instructions and thereafter proceed to early tea or ~~supper~~ ^{supper}.
2. He will return and report to the Duty Officer at ~~1800~~ ¹⁸⁰⁰ hours.
3. From 1800 hours until relieved the following morning he will remain in the Adjutant's Department. From 1800 hrs until 2000 hrs he will occupy Room 26 and from 2000 hrs onwards Room 36.
4. All signal messages received from sources outside this Headquarters will be delivered to the Signal Message Centre immediately on receipt. ~~MESSAGES BROUGHT IN WITHOUT A REFERENCE NUMBER WILL BE GIVEN A NUMBER FROM THE CABLE SECTION'S OUTGOING CABLE REGISTER~~.
5. In respect of messages received from the Signal Message Centre insert the time of receipt at the bottom right hand corner and thereafter immediately deliver to the Duty Officer.
6. Any packages received for the Army Sub-Commission ACC (or MNIA) will be delivered immediately to Room 38, 7th Floor.
7. The duty clerk will not absent himself from the Adjutant's Department except on the instructions of the Duty Officer.
8. He will have breakfast on conclusion of tour of duty, and will not be required to report for regular duty until 1030 hours.
9. On completion of tour of duty, he will report in the Duty Clerk's Report Book any important or any unusual incidents happening during his tour of duty and will leave the book on the desk of the Chief Clerk, Room 22. Routine matters are not to be reported.

5022

L. T. Montant, Jr.
 L. T. MONTANT, JR.
 1st Lt., AGO
 Adjutant

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 304

25 JULY 1944

SUBJECT: CABLES FOR REGION SEVEN

TO : ADJUTANT, HEADQUARTERS ACC

1. ALL CABLES FOR REGION SEVEN SHOULD BE SENT THE VIA SIGNAL SECTION, ROOM 39, SEVENTH FLOOR, THIS BUILDING. TWO COPIES OF ALL CABLES ARE NECESSARY. THE SIGNAL SECTION ACC ARE NOT INVOLVED WITH THE HANDLING OF THESE CABLES.

2. THE INTERNAL ADDRESS FOR THESE CABLES SHOULD BE " TO ACC REGION SEVEN ".

3. IT IS SUGGESTED THAT THE DUTY OFFICERS INSTRUCTIONS GITE THIS METHOD OF HANDLING REGION SEVEN CABLES.

SwRaney

G W KNAUER
MAJ SPEC RES
COMMUNICATIONS OFFICER

502

Duty Officer

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Tel. 489081: Ext. 229

TJJ/PO, -

26 July 1944

In reply
refer to: TS/4/15

Subject: Transport.

To: HQ Commandant (attention Transport Assignment Officer).

1. - Arrangements have been made earlier that every night at 2100hrs two civilian women employees are to be taken to their homes by a duty driver.

2. - These civilian women are employed as A.C.C. H.Q. telephone exchange operators. -

3. - This service has been very irregular, resulting in the employees arriving at their homes as late as 2300hrs.

4. - Request that standing orders be issued through Transport Director to night H.Q. ~~duty officer~~ that these employees be taken home as promptly as possible.

Transport personnel

*Send them to the
Dispatch Office for
Transportation.*

G.W. KNAUER
Major, Spec. Res.
H.Q. Communications Officer

Distributions: - Adjutant - Request that Duty Officers' instructions list this item. -

*DUTY OFFICER - SEND THEM TO DISPATCH
OFFICE FOR TRANSPORTATION.*

ADJ.

ADDRESSES AND TELEPHONE NUMBERS OF ITALIAN MINISTRIES
AS THE DATE OF JULY 18

Presidency of Councils of Ministers

Palazzo Viminale - Via Agostino Depretis
Telephone No. 489181

Ministry of Foreign Affairs

Palazzo Chigi - Piazza Colonna
Telephone No. 683091

Ministry of Agriculture

Via XX Settembre
Telephone No. 489071

Ministry of Interior

Palazzo Viminale - Via Agostino Depretis
Telephone No. 489181

Ministry of Communications

Piazza della Croce Rossa
Telephone No. 863531

Ministry of Finance

Via XX Settembre
Telephone No. 489091

Ministry of Treasury

Via XX Settembre
Telephone No. 489091

Ministry of Justice

Via Arenula
Telephone No. 50033, 50107, 51553, 51554, 53214, 55172

Ministry of War and Aviation

Via XX Settembre
Telephone No. 489061

Ministry of Navy

Piazza XVIII Ottobre
Telephone No. 372441, 380251, 380641

Ministry of Industry, Commerce and Labor

Via Flavia - Piazza Balanina T
Telephone No. 82750

Ministry of Public Instructions

Viale del Re

19 Dec 1944.

DUTY OFFICER

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Tel. 489081; Ext. 229

TJJ/po

26 July 1944

In reply
refer to TS/4/15

SUBJECT: Transport

TO : HQ Commandant (Attention Transport Assignment Officer).

1. Arrangements have been made earlier that every night at 2100 hours two civilian women employees are to be taken to their homes by a duty driver.
2. These civilian women are employed as A.C.C. H.Q. telephone exchange operators.-
3. This service has been very irregular, resulting in the employees arriving at their homes as late as 23 hrs.
4. Request that stating orders be issued through Transport Director to night H.Q. transport personnel that these employees be taken home as promptly as possible.

DISTRIBUTION:

Adjutant- Request that Duty Officer's instructions list this item.-

G.W. KNAUER
Major, Spec. Res.
H.Q. Communications Officer.

Duty Officer send them to dispatch officer from Transportation

HEADQUARTERS
ALLIED CONTROL COMMISSION
AIO 394

Fels
HP
25 July 1944

SUBJECT : CABLE FOR REGION SEVEN

TO : ADJUTANT, HEADQUARTERS ACC

1. ALL CABLES FOR REGION SEVEN SHOULD BE SENT THE AREA SIGNAL SECTION, ROOM 33, SEVENTH FLOOR, THIS BUILDING. TWO COPIES OF ALL CABLES ARE NECESSARY. THE SIGNAL SECTION ACC ARE NOT INVOLVED WITH THE HANDING OF THESE CABLES.
2. THE INTERNAL ADDRESS FOR THESE CABLES SHOULD BE " TO ACC REGION SEVEN".
3. IT IS SUGGESTED THAT THE DUTY OFFICERS INSTRUCTIONS CITE THIS METHOD OF HANDLING REGION SEVEN CABLES.

G. W. KRAUER
MAJOR SPEC MES
COMMUNICATIONS OFFICER

5017

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant's Department

19 July 1944

SUBJECT: Duty Clerks Instructions
TO : All Concerned

1. He will report to the Chief Clerk, Adjutant's Department, Room 22 1st Floor at 1550 hours on day of duty for instructions and thereafter proceed to early tea or supper.
2. He will return and report to the Duty Officer at 1800 hours.
3. From 1800 hours until relieved the following morning he will remain in the Adjutant's Department. From 1800 hrs until 2000hrs he will occupy Room 26 and from 2000 hrs onwards Room 36.
4. All signal messages received from sources outside this Headquarters will be delivered to the Signal Message Centre immediately on receipt. Messages brought in without a reference number will be given a number from the cable sections outgoing cable register.
5. In respect of messages received from the Signal Message Centre insert the time of receipt at the bottom right hand corner and thereafter immediately deliver to the Duty Officer.
6. Any packages received for the Army Sub-Commission AGC or (MCLA) will be delivered immediately to Room 38, 7th Floor.
7. The duty clerk will not absent himself from the Adjutant's Department except on the instructions of the Duty Officer.
8. He will have breakfast on conclusion of tour of duty, and will not be required to report for regular duty until 1030 hours.
9. On completion of tour of duty, he will report in the Duty Clerk's Book any important or any unusual incidents happening during his tour of duty and will leave the book on the desk of the Chief Clerk, Room 22. Routine matters are not to be reported.

L.T. MONTANT, Jr
1st Lt., AGD
Adjutant

5016

785015

14 JULY 1944

SUBJECT: Instructions

TO : Night Staff Duty Officer, Headquarters Allied Central Commission.

1. The following instructions are given you for your guidance in meeting situations that might arise during your tour of duty.

2. SIGNALS:

a. All incoming signals, whether received through ACC Signals, or by DM from other units are to be examined by the Staff Duty Officer. Signs upon which action is required immediately will be referred to a senior officer of the activity to which they affect. Examination of the telephone directory, and reference to the billeting schedule, will give the necessary information.

b. All other signals will be held by the Staff Duty Officer until the following morning, at which time they will be turned over to the Chief Clerk, Adjutant's Department, or to the Adjutant or Assistant Adjutant.

c. OUTGOING SIGNALS will be sent by the Duty Officer to the Signal Message Center, Room 11, 1st Floor, Signal Office operates 24 hours daily.

3. A Duty Car is on duty all night. The driver thereof reports to the Staff Duty Officer at approximately 1830 hours each night. Permission to use the Duty Car is in the discretion of the Staff Duty Officer, but should be confined to operational purposes.

4. Officers coming in, and requiring billets after 1800 hours, will be billeted according to the attached memorandum from the Billeting Officer.

5. Emergency Medical attention may be had, in minor cases, at the Hotel Nord Neuve Rome (American enlisted billets). The ACC Surgeon, Captain Belafsky, is billeted at the Milano Hotel. Serious cases should be referred to the 73d Station Hospital Dispensary, where a medical officer and ambulance service is available. Telephone: 361784, 372828, 360789. This is located on the road to the 5th Army Rest Centre.

LOUIS T. MONTAGNA
1st Lt. AGD.
Adjutant

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Adj/211.

10 June 1944

SUBJECT: Failure to Report for Duty - Duty Officer.

TO : Establishment Officer. (Attn Colonel ALBRIGHT)

1. On 2 June 1944, 1st Lt NICHOLAS J. BARBATO, Agriculture Sub-Commission, was notified by means of the attached routine form of assignment as Staff Duty Officer for 9 June 1944. This form was acknowledged by the officer in question.
2. The afternoon of 9 June, Lt BARBATO having failed to report at 0900 hours, as instructed, his office was contacted by telephone. His office reported that the officer had not been in all day.
3. The evening of 9 June Lt BARBATO failed to report for duty. No messages, written or verbal, requesting relief or explaining his absence, was received, either from the officer himself or his office.
4. This matter is referred to you for such action as you may consider suitable.

L. T. MONTANI, Jr.
1st Lt, AGD
Adjutant

1 Incl:
Notification of Duty Tour,
Lt. BARBATO

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Adj/211.

17 May 1944

SUBJECT: Relief from Assignment as Staff Duty Officer, Allied Control Commission.

TO : 1st Lt. Devitt Stone, GAC, Civil Censorship Group, ACC

1. Reference is made to your communication of 15 May 1944, reference TS/110/003.

2. Your attention is invited to par 3, Daily Bulletin #38, this HQ, C.S., which states:

".....Excuses or requests for relief from assignment as duty officer, will be submitted in writing, with an accompanying certificate from the senior officer, or his deputy, of the section, branch, or sub-commission concerned that the assigned officer is unable to perform duty as duty officer by reason of absence from the city, or other valid reason....."

and to par 5, Daily Bulletin #53, this HQ, C.S., which states:

"DUTY OFFICER - RELIEF:

Application for the relief of any officer from assignment to duty as Duty officer will be made in writing, to Adjutant, a minimum of two (2) days in advance.

"The Duty officers actual tour of duty extends from 1730 in the evening to 0630 the following morning (0930 on Sundays.)"

"Only illness, or business of the most urgent and pressing nature will be acceptable as an excuse for non-performance of this duty, by an officer assigned thereto."

3. It is requested that appropriate action be taken to comply with the terms of the above directives, i.e., the submission of a suitable certificate by the responsible head of your office as to the duty hours which make it impossible to perform such duty.

4. In accordance with prior telephone conversation, relief from this assignment has already been granted. However, the additional certificate is required, to complete our files.

By command of Lieutenant General MASON MACFARLANE:

L. T. MONTANT, 5013
1st Lt., AGD.
Adjutant.

ms. 015

15 May 44
Date

FROM	TO
Chief Commissioner	
Dep. Chief Commissioner	
Secy. Gen. to Chief Commissioner	
Administrative Section	
Economic Section	
RG & MG Section	
Civil Affairs Branch	
PW & Displaced Pers Sub-Com	
Italian Refugees Branch	
Security Branch	
Information Branch	
Establishment Branch <i>Col. Allen, H.</i>	
Ex Offrs	
Gr-1 (A)	
Gr-1 (F)	
Gr-4	
Hq Comdt (Main Hq)	
Hq Comdt (Rear Hq)	
✓ Adjutant (Main Hq)	
Adjutant (Rear Hq)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commission	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section Hq A.C.M.F.	

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

REMARKS:

N.P.

NICHOLAS FLORENCE

C.W.D. H.G.A.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

C1 L CENSORSHIP GROUP - ITALY
HEADQUARTERS ALLIED CONTROL COMMISSION
Telegraph Subsection

TS/140/008

15 May 1944

Subject: Excuse from Duty Officer Tour.

To : Adjutant,
HQ, Allied Control Commission.

1. Be advised that the duty hours of the undersigned officer make it impossible to comply with assignment as Staff Duty Officer 15 May 1944.

De Witt Stora
DE WITT STORA
1st Lt., C.A.C.
ACCTO

1105.015

18 May
Date

FROM	TO
Chief Commissioner	
Dep. Chief Commissioner	
Secy. Gen. to Chief Commissioner	
Administrative Section	
Economic Section	
RC & MG Section	
Civil Affairs Branch	
PW & Displaced Pers Sub-Com	
Italian Refugees Branch	
Security Branch	
Information Branch	
Establishment Branch	
Ex. Offrs	
G-1 (A)	
G-1 (B)	
G-4	
Hq Comdt (Main Hq)	
Hq Comdt (Rear Hq)	
Adjutant (Main Hq)	
Adjutant (Rear Hq)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commission	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section Hq A.C.M.F.	
<i>Files</i>	

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

REMARKS: See reply attached.
Approved *[Signature]*

Headquarters
Allied Control Commission
CIVIL CENSORSHIP GROUP
CABLE AND RADIO SUBSECTION
APO 394, U. S. Army

CS/109

17 May 1944.

SUBJECT : Relief from Assignment as Staff Duty Officer, ACC.
TO : Adjutant, Allied Control Commission.

1. Reference is made to your communication of 17 May 1944, reference Adj/211, addressed to 1st Lieut. Dewitt Stora, CAC, Civil Censorship Group.

2. In accordance with prior telephone conversation, relief from this assignment has already been granted to Lieut. Stora. However, in support of request for such relief, and for relief from future assignment as Duty Officer, it is deduced that:

a. Lieut. Stora's duties require him to be subject to call at all hours.

b. Lieut. Stora is in charge of the Naples telegraph censorship station of the Civil Censorship Group, and is the only officer available for such duty, there being no other trained censorship officer available for relief which would be necessary after performing 25 to 26 hours of continuous duty.

c. Because of the nature of Censorship activities it is considered inadvisable and detrimental to assign collateral duties, such as periodic staff duty, to censorship officers in field stations, as in the case of Lieut. Stora. The headquarters of this activity is located at Salerno.

3. In view of the foregoing, it is requested that Lieut. Stora be permanently excused from Staff Duty, ACC.

For the Civil Censorship Officer:


A. J. PERRONE,
Commander, USNR,
Chief, Cable and Radio Subsection 5011

cc:
Lieut. Stora
Civil Censorship Officer
Major Allman

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

LTM/arn

18 May 1944.

Adj: 211.

SUBJECT: Relief from Assignment as Staff Duty Officer, ACC
(Lt DENITT STORA)

TO : Civil Censorship Group, Cable and Radio Sub-Section

In accordance with request contained in your communication, CS/109 dated 17 May 1944, the above mentioned officer has been removed from the roster of those officers this Headquarters periodically detailed to this duty.

By command of Lieutenant General MASON MACFARLANE:

L. T. MONTANT, Jr.,
1st Lt, AGO,
Adjutant.

5010

HEADQUARTERS REGION 4
ALLIED MILITARY GOVERNMENT
A. P. O. 394

TO : A.C.C.(R.C. & M.G. Section)

SUBJECT : Night Duty Officer

FILE NO. : R4/211(D)

10 May 1944



This Region now has a Duty Officer and N.C.O.
at Headquarters throughout the 24 hour period.

Carl M. Lewis
Col. JF.

Regional Commissioner

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

Adj: 211. 2d Ind.
HQ ALLIED CONTROL COMMISSION, APO 394, 18 May 1944.

file
LTM/mrh

To: Economics and Supply Division, 5th Army AMG (CAS).

Approved. Substitute will be furnished by this office.

By command of Lieutenant General MASON MACFARLANE:

L. T. MONTANT, Jr.,
1st Lt, AGD,
Adjutant.

5008

WPH/jjo

ECONOMICS & SUPPLY DIVISION
AMG 5TH ARMY (CAS)
NAPLES BASE
ROOM 13 POST OFFICE BLDG

5AR/1328.1

17 May 1944

SUBJECT: Duty Tour.

TO : HQ., ACC., APO 394.

1. Request relief from ordered tour of duty 22-5-44 for the following reasons:

A. My assignment with CAS, 5th Army entails the taking over, within the next few days, of approximately a battalion strength of Italian Personnel with the accompanying details which must be arranged. Equipping, rationing and billeting of these troops will be a definite problem.

B. The present tactical situation necessitates my being available on very short notice at all times.

W.P.H.

WILLIAM P. HUNT
Major GMP

1st Ind.

17 May 1944

ECONOMICS & SUPPLY DIVISION, AMG 5TH ARMY, (CAS) NAPLES BASE
ROOM 13 POST OFFICE BLDG.

TO: HQ., ACC; APO 394.

1. Tour of duty would interfere with Major Hunt's activity with this Division at this time.

Karl. Cate

KARL S. CATE
Major AUS
Economics & Supply
AMG 5th Army (CAS)

5007

CIVIL CENSORSHIP GROUP - ITALY
HEADQUARTERS ALLIED CONTROL COMMISSION
Telephone Subsection
APO 394, U. S. Army

12 May 1944

Subject: Duty Tour for Lt. E. Sicher.

To : Capt. Montana,
Adjutant,
Allied Control Commission,

1. Lt. Sicher is Officer in charge of Telephone Censorship in Naples. His duties necessitate his being at his office at varying times up to 2030 at night. In addition to which he is continually on calls. In view of this it will be appreciated if he may be exempted from acting as Staff Duty Officer.

R. H. Allman

R. H. ALLMAN

Major,

Chief, Landwire Subsection

5006

785015

4 May
Date

FROM	TO
Chief Commissioner	
Dep. Chief Commissioner	
Secy. Gen. to Chief Commissioner	
Administrative Section	
Economic Section	
EC & MG Section	
Civil Affairs Branch	
PW & Displaced Pers Sub-Com	
Italian Refugees Branch	
Security Branch	
Information Branch	
Establishment Branch	
Ex Offrs	
Gr-1 (A)	
Gr-1 (B)	
Gr-4	
Hq Comdt (Main Hq)	
Hq Comdt (Rear Hq)	
Adjutant (Main Hq)	
Adjutant (Rear Hq)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commissions	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section Hq A.C.M.F.	

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

REMARKS: ~~Information~~
Seen ~~OK~~
6

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

LTH/wh

4 May 1944

SUBJECT: Use of Duty Car

TO : Duty Officer, ACC

1. The Duty Cars available after office hours are to be used for official purposes only.
2. It is the responsibility of the Duty Officer:
 - a. To determine the official character of the business for which the Duty Car is requested.
 - b. To maintain a complete and accurate record of the name of the officer to whom use of the Duty Car is allowed, the purpose for which it is used, and the inclusive times of use.
3. The Duty Officer is authorized to, and will in his discretion, deny the use of the Duty Car to any officer applying therefor when in his judgment this transportation is not to be used on official business. In cases of this kind, the Duty Officer will include in his report a statement as to who requested the Duty Car and the purpose for which it was to have been used.
4. A legitimate use of the Duty Car is conveyance to their billets of officers who have been working late.

L. T. MONTANT, JR.,
2d Lt, AGC,
Adjutant.

mc 215

3 May 44
Date

Suspense _____

FROM	TO
Chief Commissioner	
Dep. Chief Commissioner	
Secy. Gen. to Chief Commissioner	
Administrative Section	
Economic Section	
RC & MI Section	
Civil Affairs Branch	
PW & Displaced Pers Sub-Com	
Italian Refugees Branch	
Security Branch	
Information Branch	
Establishment Branch	
Ex Offrs - <i>Col. Clough</i>	✓
Gen (A)	
Gen (B)	
Gen	
Hq Comdt (Main Hq)	
Hq Comdt (Rear Hq)	
Adjutant (Main Hq)	
Adjutant (Rear Hq)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commissions	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section Hq A.C.M.F.	

FOR:

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

REMARKS:

& return Thanks.

NICHOLAS PIOMBINO

WG 10) USA

ASS'L. Admitt.

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

3 May 1944

INSTRUCTIONS - DUTY OFFICER

1. The duty officer coming on duty will report to the Adjutant, ACC, Room 21, Mezzanine Floor, Provincia Building, at 1730 hours. He will remain on duty until 0830 hours the following morning.
2. Immediately upon coming on duty he will inform the switchboard telephone operator of his name and telephone number, Ext. Vapor 9.
3. All matters referred to him will be attended to by the duty officer.
4. The duty officer will submit a brief log covering his tour of duty on the blank forms supplied for same. These are kept in the duty officer's file folder.
5. The duty officer will sleep in Room 21. The cot provided will not be made during office hours. Personal equipment, such as blankets, toilet articles, etc. will be collected and taken with their owner when he goes to breakfast at 0830, so as to avoid loss of same.
6. Between the hours of 1800-0830 all matters requiring immediate action will be referred to one or other of the following named officers or offices, according to the nature of the subject:

Dispensary, 63 Via Medina	Phone	11709
Genl. (A), Maj. Scoggins, Hotel Toledo		12442
Exec. O. (A), Lt. Col. Clough, 9 Via Maria		15976
Cristina di Savoia, Villa Theresa		14360
Lt. Gen Macfarlane, Villa Lauro		16487
Volturno Hotel, Via Roma		14321
Executive Commissioner, Brigadier Lush		14445
Executive Officer, Col. Farren		
Deputy Executive Commissioner, Col. Fiske, Villa		14377
Quiliana, 90 Via Dicosa Marechiaro, Posillipo		14443
Establishment Officer, Col. Albright		
Hq. Comdt. Lt. Col. Robertson, Villa Laneri,		16649
Traversa Orazio,		16472
Santa Brigida Officers' Mess		
List of officers messing and billeted at 17 Via		
Santa Streta,	Telephone	14445
Brig. Duchesne (when in Naples)	Col. R.H. Farren	
Col. D.S. Adams	Col. M.E. Griffin	
Col. H.G. Crawshaw	Col. J.S.S. Todd	
Col. W.P. Evans	Col. A.S. Young	

5007

- 2 -

Transient officers will be billeted at the Toledo Hotel
Transient EM/ORA will be billeted at 61 Via Medina
Italian soldier drivers will be billeted at Via Anello Falcone
290 or at 31 Via Morghe (Vomero)
Italian civilian chauffeurs, attached to ACC, will be billeted
at 61 Via Medina.

7. A list of all officers with their billet address and telephone numbers, if any, is kept in the duty officer's file folder.

8. Transportation is available throughout office hours by calling Dispatcher. After office hours, transportation can be obtained by calling Ext. 39, Room 1, where a night duty driver will be on duty.

9. In addition to the above, the duty officer will make a tour of Hq Building and make a "spot check" of offices for classified documents that may have been left on desks of various offices. A report will be made to the Adjutant of any such documents found in any office. A check will also be made of "blackout regulations" and will see that the blackout blinds are down on all windows and that lights are extinguished in offices that are not occupied.

10. The duty officer will indicate his name, rank, and branch of assignment in the ACC in a legible manner in his report.

11. A duty officer is available at PBS, telephone Value 14, and also at Region III, dial 12166. Matters affecting either of these units should be referred to them.

12. The duty officer will make himself acquainted with FIRE ORDERS and PAD Orders a copy of which is in the file folder.

13. The Telephone Room and the Signal Center are manned twenty four hours a day. Once during the period 2330 to 0530 hours the duty officer will visit rooms 16 and 18 to make sure that everything is in order.

14. COURIER MAIL. Mail received by the Duty Officer after regular business hours from incoming couriers will be held until the morning, at which time it will be turned over to the Message Center.

15. INCOMING SIGNALS. Incoming signals will be examined by the Duty Officer to determine their degree of urgency. Signals of a nature requiring IMMEDIATE action by a senior staff officer of the headquarters, or by the Commanding General, will be notified at once to the appropriate officer by telephone, and, if necessary, sent to his quarters by means of the duty driver. Other incoming signals, not demanding action during the night, will be held by the Duty Officer, and by him turned over to the morning duty cable clerk, who comes on duty at 0700 hours on weekdays, and 0800 on Sundays.

16. OUTGOING SIGNALS. Signals received for transmission subsequent to the assumption of his duties by the Duty Officer will be authorized for transmission by the Duty Officer in the following manner:

- 3 -

- a. The Duty Officer will sign his name and rank in the lower right hand corner of the original signal form "for" the Adjutant.
- b. In the upper right hand corner of the signal form, on all copies, the Duty Officer will enter the time and date of receipt of the signal, in the following fashion: "162010", indicating that the signal in question was received on the 16th of the month, at 2010 hours.

When authenticated as provided above, the original and one copy of the signal will be turned over to the Signal Section (Room 16) for transmission, and the remaining copies retained by the Duty Officer, to be turned over to the Adjutant or Assistant Adjutant the following morning.

If, subsequent to normal business hours, a staff branch or section wishes to obtain a reference number for a signal which it is proposed to send, the Duty Officer will instruct the Duty Clerk to release such a number, and make the appropriate entries on the Cable Register, to be found on the desk of the Chief Clerk, Cable Section, Room 23.

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

ADDITIONAL NOTICE ON DISPOSITION OF INCOMING SIGNALS:

Any signals received in CIPHER will be turned over at once to the Signal Section, Room 16, Mezzanine Floor, for decoding.

5009

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

16 April 1944

INSTRUCTIONS - DUTY OFFICER

1. The duty officer coming on duty will report to the Adjutant, AOC, Room 21, Mezzanine Floor, Provincia Building, at 1730 hours. He will remain on duty until 0830 hours the following morning.
2. Immediately upon coming on duty he will inform the switchboard telephone operator of his name and telephone number, Ext. Vaper 9.
3. All matters referred to him will be attended to by the duty officer.
4. The duty officer will submit a brief log covering his tour of duty on the blank forms supplied for same. These are kept in the duty officer's file folder.
5. The duty officer will sleep in Room 21. The cot provided will not be made during office hours. Personal equipment, such as blankets, toilet articles, etc. will be collected and taken with their owner when he goes to breakfast at 0830, so as to avoid loss of same.
6. Between the hours of 1800-0830 all matters requiring immediate action will be referred to one or other of the following named officers or offices, according to the nature of the subject:

Via Santo Strata Mess - #17	Phone 14445
Dispensary, 63 Via Medina	11709
C-4 (A), Maj. Scoggins, Hotel Toledo	12442
Exec. C. (A), Lt. Col. Clough, 9 Via Maria	
Cristina Di Savoia, Villa Theresa	15996
Lt. Gen. MacFarlane, Villa Laura	12367 14360
Volturno Hotel, Via Roma	16487
Executive Commission, Brigadier Lush	14321
Executive Officer, Col. Farren	14445
Executive Officer, Col. Fiske, Villa Quisisana,	
90 Via Dicesa Marechiaro, Posillipo	14377
Establishment Officer, Col. Albright	14443
Hq. Comdt. Lt. Col. Robertson, Villa Laneri,	
Traversa Cresio,	16649
Santa Brigida Officers' Mess,	16472
List of officers messing and billeted at 17 Via	
Santa Strata, Telephone -	14445
Brig. Duchesne (when in Naples)	Col. R.H. Farren
Col. D. S. Adams	Col. M.E. Griffin
Col. H. G. Crawshaw	Col. J.E.E. Todd
Col. W. P. Evans	Col. A.E. Young

- 2 -

Transient officers will be billeted at the Toledo Hotel
Transient RA/CRs will be billeted at 61 Via Medina
Italian soldier drivers will be billeted at Via Aelio Falcone
290 or at 31 Via Morghen (Vomero)
Italian civilian chauffeurs, attached to AGO, will be billeted
at 61 Via Medina.

7. A list of all officers with their billet address and telephone numbers, if any, is kept in the duty officer's file folder.

8. Transportation is available throughout office hours by calling Dispatcher. After office hours, transportation can be obtained by calling Ext. 39, Room 1, where a night duty driver will be on duty.

9. In addition to the above, the duty officer will make a tour of HQ Building and make a "spot check" of offices for classified documents that may have been left on desks of various offices. A report will be made to the Adjutant of any such documents found in any office. A check will also be made of "blackout regulations" and will see that the blackout blinds are down on all windows and that lights are extinguished in offices that are not occupied.

10. The duty officer will indicate his name, rank, and branch of assignment in the AGO in a legible manner in his report.

11. All incoming cables received during the night will be turned over to the duty clerk in the cable section who reports for duty at 0700 hours each morning - 0600 on Sundays.

12. A duty officer is available at PBS, telephone Value 44, and also at Region III, dial 12166. Matters affecting either of these units should be referred to them.

13. The duty officer will make himself acquainted with FIVE ORDERS and PAS orders a copy of which is in the file folder.

14. The Telephone Room and the Signal Center are manned twenty four hours a day. Once during the period 2330 to 0530 hours the duty officer will visit rooms 16 and 18 to make sure that everything is in order.

15. A daily service has now been instituted between this HQ and HQ, AGO, 8th Army. Timings are as follows:

Leave this HQ	1500 hrs ETA HQ, AGO, 8th Army, 1700 hrs
Leave HQ, AGO, 8th Army	1800 hrs ETA this HQ 2000 hrs

All outgoing messages, etc., should be in Message Center by 1430 hrs. daily. Incoming messages, etc., are handed to the Duty Officer, Room 21, Provincia Bldg., by the driver. It is the Duty Officer's responsibility to hand such messages to the Message Center during his tour of duty. This service makes connection with courier of HQ Region V, between San Angelo

- 3 -

and Campobasso, and communications for that HQ will be forwarded accordingly.

It is expected that this will considerably reduce the time lag in communications between HQ AXC and HQ Region V.

16. COURIER MAIL. Mail received by the Duty Officer after regular business hours from incoming couriers will be held until the morning, at which time it will be turned over to the Message Center.

17. INCOMING SIGNALS. Incoming signals will be examined by the Duty Officer to determine their degree of urgency. Signals of a nature requiring IMMEDIATE action by a senior staff officer of the headquarters, or by the Commanding General, will be notified at once to the appropriate officer by telephone, and, if necessary, sent to his quarters by means of the duty driver. Other incoming signals, not demanding action during the night, will be held by the Duty Officer, and by him turned over to the morning duty cable clerk, who comes on duty at 0700 hours on weekdays, and 0800 on Sundays.

18. OUTGOING SIGNALS. Signals received for transmission subsequent to the assumption of his duties by the Duty Officer will be authorized for transmission by the Duty Officer in the following manner:

a. The Duty Officer will sign his name and rank in the lower right hand corner of the original signal form "for" the Adjutant.

b. In the upper right hand corner of the signal form, on all copies, the Duty Officer will enter the time and date of receipt of the signal, in the following fashion: "162010", indicating that the signal in question was received on the 16th of the month, at 2010 hours.

When authenticated as provided above, the original and one copy of the signal will be turned over to the Signal Section (Room 16) for transmission, and the remaining copies retained by the Duty Officer, to be turned over to the Adjutant or Assistant Adjutant the following morning.

If, subsequent to normal business hours, a staff branch or section wishes to obtain a reference number for a signal which it is proposed to send, the Duty Officer will instruct the Duty Clerk to release such a number, and make the appropriate entries on the Cable Register, to be found on the desk of the Chief Clerk, Cable Section, Room 23.

L. T. MONTANE, Jr.,
2nd Lt., AGO,
Adjutant

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

30 Mar

Date

NO	NO
Chief Commissioner	
Dep. Chief Commissioner	
Secy. Gen. to Chief Commissioner	
Administrative Section	
Economic Section	
RC & MG Section	
Civil Affairs Branch	
PA & Displaced Pers Sub Com	
Italian Refugees Branch	
Security Branch	
Information Branch	
Establishment Branch	
Ex Office	
G-1 (A)	
G-1 (B)	
G-2	
AG Comdt (Main HQ)	
AG Comdt (Rear HQ)	
Adjutant (Main HQ)	
Adjutant (Rear HQ)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commissions	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section Hq A.C.M.F.	
Sgt. PARISE	
Telco.	

OK:

Signature
Remarks/Recommendation
Information
Approval/Disapproval
Appropriate action
Investigation & Report
Dispatch

FROM	TO
Chief Commissioner	
Dep. Chief Commissioner	
Secy. Gen. to Chief Commissioner	
Administrative Section	
Economic Section	
HC & MJ Section	
Civil Affairs Branch	
PA & Displaced Pers Sub Com	
Italian Refugees Branch	
Security Branch	
Information Branch	
Establishment Branch	
Ex. Offrs	
G-1 (A)	
G-1 (B)	
G-2	
Hq Comdt (Main Hq)	
Hq Comdt (Rear Hq)	
Adjutant (Main Hq)	
Adjutant (Rear Hq)	
Archives & Library	
Pool of Interpreters	
Political Section	
Independent Sub-Commissions	
Navy	
Land Forces	
Air Forces	
Telecommunications & Posts	
War Material Disposal	
Public Relations Officer	
Liaison Section HQ A.C.M.F.	
Sgt. PARISE	
Info.	
OK:	

Signature
Remarks/Recommendation
Information
Approval/Disapproval
Appropriate action
Investigation & Report
Dispatch

Remarks: Sgt. - Please start a
special file for this and
anything else in this line.

Protoning
next day.

DRAFT
CONFIDENTIAL

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

SUBJECT: Failure of Duty Officer to report for duty.

TO : Colonel Albright.

St Montant
I think the new rule is probably solved the problem, inform the staff
23 February 1944

1. On 21 February a notification of tour of duty as duty officer was sent to Major James Babcock, (A), Labor Sub-Commission, for duty the night of 21 February. Short notice was necessary because of the fact that the regular assigned duty officer was absent from this station. Several telephone calls from the clerk whose duty it is to maintain the duty officers Roster, failed to produce any acknowledgement of receipt of the notice. However, an enlisted man on duty in the office of the Sub-Commission told this clerk that Major Babcock was in the office. Approximately 10 days ago, Lt. Col. Junius R. Smith, (A), Labor Sub-Commission, called on the undersigned and stated that Major Babcock would not be available for duty as duty officer as Major Babcock was scheduled to be absent from the city. At 5:30 PM 21 February, Col. Smith telephoned the undersigned and once again stated that Major Babcock would not be available for duty due to absence from the city. In consequence ^{of} the foregoing the undersigned performed duty as Duty Officer himself. On the evening of 22 February the undersigned saw Major Babcock and in the presence of 2nd Lt. Richard L. Shadwick, (A), asked Major Babcock what time he got in on the night of 21 February. Major Babcock replied six o'clock. Major Babcock was seen at breakfast the morning of 22 February by WO(jg) Nicholas Placchino.

2. The above facts are presented for information. It is felt that the circumstances warrant no action. There have been, however, indications that the practice now in effect of granting excuses from or reliefs from tours of duty as duty officer upon certification from the senior officer of the section or sub-com-

CONFIDENTIAL

4998

C O N F I D E N T I A L

mission to which the officer detailed for duty belongs, is being abused. It would appear that there had been some abuse in the above mentioned case. Any suggestions which you may have as means whereby the situation may be corrected would be most gratefully received.

4997

C O N F I D E N T I A L

HEADQUARTERS
ALLIED CONTROL COMMISSION
FINANCE SUB-COMMISSION
APO 394

13015/P

23 March 1944.

SUBJECT: Duty Tour.

TO : Lt. D. T. Montant, Jr.,
Adjutant,
HQ, ACC.

Reference attached slip dated March 22 1944 in respect of
duty tour of Major J. R. Penick.

Major Penick is Chief of HQ, APA, which is one of the most
active Sub-Sections of the Finance Sub-Commission at this time.
It would be a hardship for this officer to serve as duty officer
on 31 March 1944 and request is hereby made that he be relieved
from this duty.

E. H. Foley

E. H. FOLEY,
Colonel,
Joint Chief Finance Officer.

EST/rad

Copy to: HQ, APA.

499

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Date March 22, 1944

SUBJECT: Duty Tour

TO : Major [illegible]

1. You are informed that your tour as Staff Duty Officer in this Headquarters commenced at 0900 hours on March 31, 1944.
2. You will report to the office of the Adjutant at 0900 hours on the above date.
3. Please sign and return this notification which will then serve as acknowledgment that you have received notice of your duty tour.

By command of Lieut General MCPHANT:

L. T. MCPHANT, Jr.
L. T. MCPHANT, Jr.
2nd Lt, AGO,
Adjutant

Receipt Acknowledged:

4995

Major

1014

ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
A.P.O. 394

14 March 1944

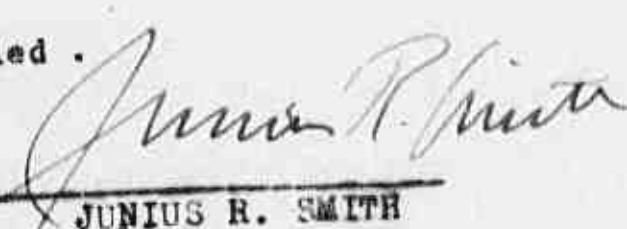
SUBJECT: Tour of Duty Night Staff Officer

TO : Lt. Louis T. Montant
Asst. Adj. Gen. ACC

1. Lt. John Giammareo of this office is scheduled for a tour of duty as Night Staff Officer on Thursday, 16th March.

2. A mission for this office requires his presence on that day.

3. Request tour be cancelled.


JUNIUS R. SMITH
LT. COL. Q.M.C.
LABOR SUB-COMM.
D/DIRECTOR

ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

15 March 1944

SUBJECT: Tour of Duty Night Staff Officer

TO : Lt. Louis T. Montant
Asst. Adj. Gen. A.C.C.

1. Certified that Capt. E. Scicluna of this Sub-Commission may be engaged on Labor Relations duties on Thursday 16 March 1944, and it is therefore suggested that a substitute be found for him as Duty Officer Hq. A.C.C.

J. T. R. Bain
J.T.R. BAIN.....
COLONEL
DIRECTOR LABOR SUB-COMMISSION

✓
ES/np

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

Captain E. J. SCICLUNA is at present engaged on urgent and important work in his capacity as Labour Relations Officer.

It is requested that arrangements be made to relieve him from his assignment as Duty Officer for 2 March 1944.

Amir R. Hira
Lt. Col.
Director

✓
Room 91

Phone 21

Flawed 4992
1400 hours
Recd. 2 March 44

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Date Feb 28 1944

SUBJECT: Duty Tour

TO : Capt E J Seeluna

1. You are informed that your tour as Staff Duty Officer in this Headquarters commences at 1400 hours on March 2, 1944

2. You will report to the office of the Asst. Adj. General at 1400 hours on the above date. Instead of Capt. J. Keller

3. Please sign and return this notification which will then serve as acknowledgement that you have received notice of your duty tour.

By Command of Lieut. General MACFARLANE:

Receipt Acknowledged:

LOUIS T. MONTANT JR.
LIEUTENANT, A.G.D.
ACTG. ADJUTANT

FRANK DI GIACOMO
Captain Infantry,
Asst. Asst. Adj. Gen.

Name

Rank

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

20 March 1944

SUBJECT: Duty Officer

TO: 2d Lt. L. T. Montant, Adjutant

It is requested that Captain E. J. SCICLUNA be relieved of his tour of Night Duty on 22 March 1944, as he has been instructed to proceed to Sicily on 21 March 1944, on temporary duty.

J. T. R. Bain
J. T. R. BAIN,
Colonel,
Director, Labor Sub-Commission.

Put on next tour
6

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Date March 23, 1944

SUBJECT: Duty Tour

TO :

Maj. Paul A. Banning
1. You are informed that your tour as Staff Duty Officer in this Headquarters commences at 0900 hours on March 24, 1944.

2. You will report to the office of the Adjutant at 0900 hours on the above date.

3. Please sign and return this notification which will then serve as acknowledgment that you have received notice of your duty tour.

By command of Lieut General WCFARLANE:

L. T. ORTANT, Jr.
2nd Lt, AGD,
Adjutant

4989

Receipt Acknowledged:

Paul A. Banning Maj AUS
Rank

U R G E N T

HEADQUARTERS
ALLIED CONTROL COMMISSION
FINANCE SUB-COMMISSION
APO 394

13015/P

23 March 1944

SUBJECT: Duty Tour.

TO: Lieut L.T. Montant, Jr.
Adjutant,
HQ ACC.

Major Paul D. Banning, Deputy Chief Accounting Officer, has been designated to be duty officer Friday, March 24th, commencing at 9 a.m. for the entire day.

The Chief Accountant, Col H.G. Crawshaw is leaving for England to-morrow morning, and as Major Banning will be Acting Chief Accountant, his services will be required by the Finance Mission from Washington.

As it would be an obvious hardship for Major Banning to serve as duty officer to-morrow, it is requested that he be excused from this assignment.

Edward H. Foley Jr

EDWARD H. FOLEY, JR,
Colonel,
Joint Chief Finance Officer.

499

✓
RHF/PTP

The Telephone Room
and the Signal Center
are manned twenty
four hours a day.
Once during the period
2330 to 0530 hours
the duty officer
will visit rooms
16 and 18 to make
sure that every-
thing is in order.

Include.

C

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

785015

Sgt. Parisi
Please File
Romano

785015

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

BUCK SLIP

13 March
Date

Subj: _____

Date _____

FROM

TO

☐	C. S. and	
☐	C. of S.	
☐	Exec Off	
☐	Economic Director	
☐	Industry & Commerce	
☐	Fuel	
☐	Agriculture	
☐	P. W. & Utilities	
☐	Labor	
☐	Interior	
☐	Information	
☐	Public Health	
☐	Legal	
☐	Public Safety	
☐	Property Control	
☐	Education	
☐	Fire Arms	
☐	Shipping	
☐	Internal Transportation	
☐	Telecommunications	
☐	Hq Command	
☐	C of Secretariat	
☐	Message Center	
☐	S-1	
☐	S-2	
☐	Displaced Persons	
☒	Adjutant	
☐	Personnel Office	
☐	Col Clough	☒

FOR:

- Signature and return
☒ Recommendation & Remark
 Information & Guidance
 Approval or Disapproval
 Necessary Action
 Investigation & Report
 To note and record
 File
 Dispatch

FOR: Forgone Commencement
 Cautious, Suggestions, &
 return

L. P.

DRAFT

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Instructions - Duty Officer March 1944.

1. The duty officer coming on duty will report to the Adjutant, ACC, Room 21, Mezzanine Floor, Provincia Building, at 1730 hours. He will remain on duty until 0830 the following morning.
2. Immediately upon coming on duty he will inform the switchboard telephone operator of his name and telephone number, Ext. Vapor 9.
3. All matters referred to him will be attended to by the duty officer.
4. The duty officer will submit a brief log covering his tour of duty on the blank forms supplied for same. These are kept in the duty officer's file folder.
5. The duty officer will sleep in Room 21. The cot provided will not be made during office hours. Personal equipment, such as blankets, toilet articles, etc. will be collected and taken with their owners when he goes to breakfast at 0830, so as to avoid loss of same.
6. Between the hours of 1800-0830 all matters requiring immediate action will be referred to one or other of the following named officers or offices, according to the nature of the subject:

Dispensary, 63 Vin Medina
Hq Comdt, Capt. Harrison, 63 Vin Medina
Phone 11709 4933
12946
11709

G-1, (B) Col. Purvis, Hotel...

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Dispensary, 63 Via Medina	-	Phone 11709	4933
Hq Comdt, Capt. Harriman, 63 Via Medina	-	" 11709	12442
G-1, (B) Col. Purgold, Hotel Patria	-	" 52584	
G-4, (A) Maj. Scoggins, Hotel Toledo	-	" 12442	
Exec. O. (A) Lt Col. Clough, Hotel Toledo	-	" 12442	
Lt. Gen. MacFarlane, Villa Posillipo Julia	-	" 14122	
Volturno Hotel, Via Roma	-	" 16487	

Transient officers will be billeted at the Toledo Hotel.

Transient EM/ONS will be billeted at 61 Via Medina.

Italian drivers will be billeted at Via Anello Falcone #290.

under
CHOKES to ACC

785015

39, Room 1, where a night duty driver will be on duty.

2. In addition to the above, the duty officer will make a tour of Hq Building and make a "spot check" of offices for classified documents that may have been left on desks of various offices. A report will be made to the Adjutant of any such documents found in any office. A check will also be made of "blackout regulations" and will see that the blackout blinds are down on all windows and that lights are extinguished in offices that are not occupied.

10. The duty officer will indicate his name, rank, and branch of assignment in the ACC in a legible manner in his report.

11. All incoming cables received during the night will be turned over to the duty clerk in the cable section who reports for duty at 0700 hours each morning - 0600 on Sundays.

12. A duty officer is available at PBS - also at Region III Hq. Matters affecting either of these units should be referred to them.

Telephone No.

13 The Dist. Office will ~~make~~ handle
A.C.G. wanted with file ORDER and PA D
Order a copy of which is 4987
File Folder

0707

Declassified E.O. 12356 Section 3.3/NND No. 745715

108-110

L. - 39

MINISTERO DELLE CORPORAZIONI

ISPETTORATO CORPORATIVO

I Cardinale Ernesto

2849

II Carella Mario

2850

A. Tassinari

0708

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

211

Duty Officers
Rules and
Regulations

10000 10 1

~~211~~ 250

THIS FOLDER
CONTAINS PAPERS
FROM MAR. 44
TO OCT. 44
CATALOGUE

0709