

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

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10000/101/263

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

10000/101/263

ADMINISTRATION
MAR. - DEC. 1944

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

FILE

HEADQUARTERS ALLIED COMMISSION
APR 194

Dispense _____

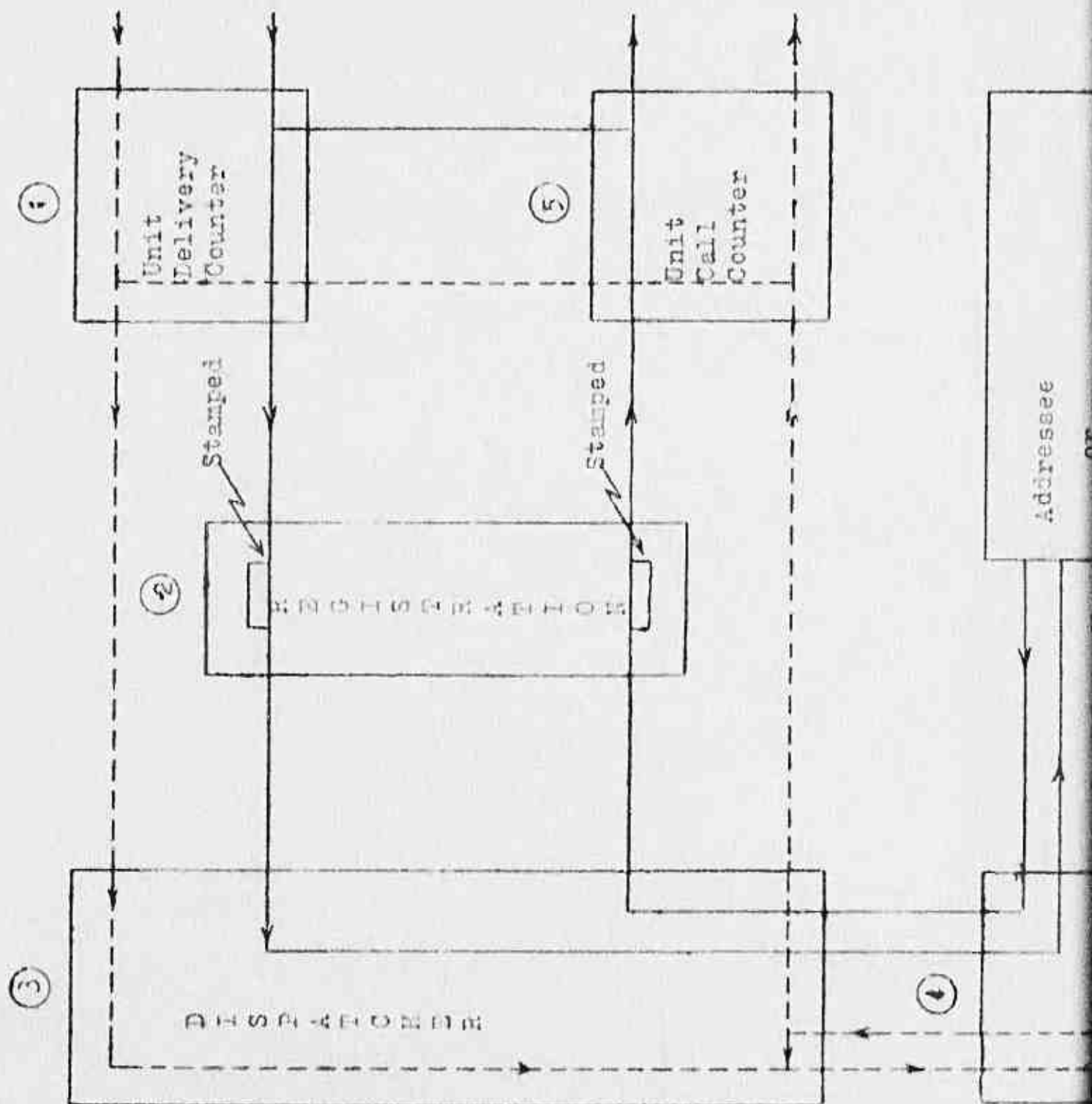
Date 7/2/44

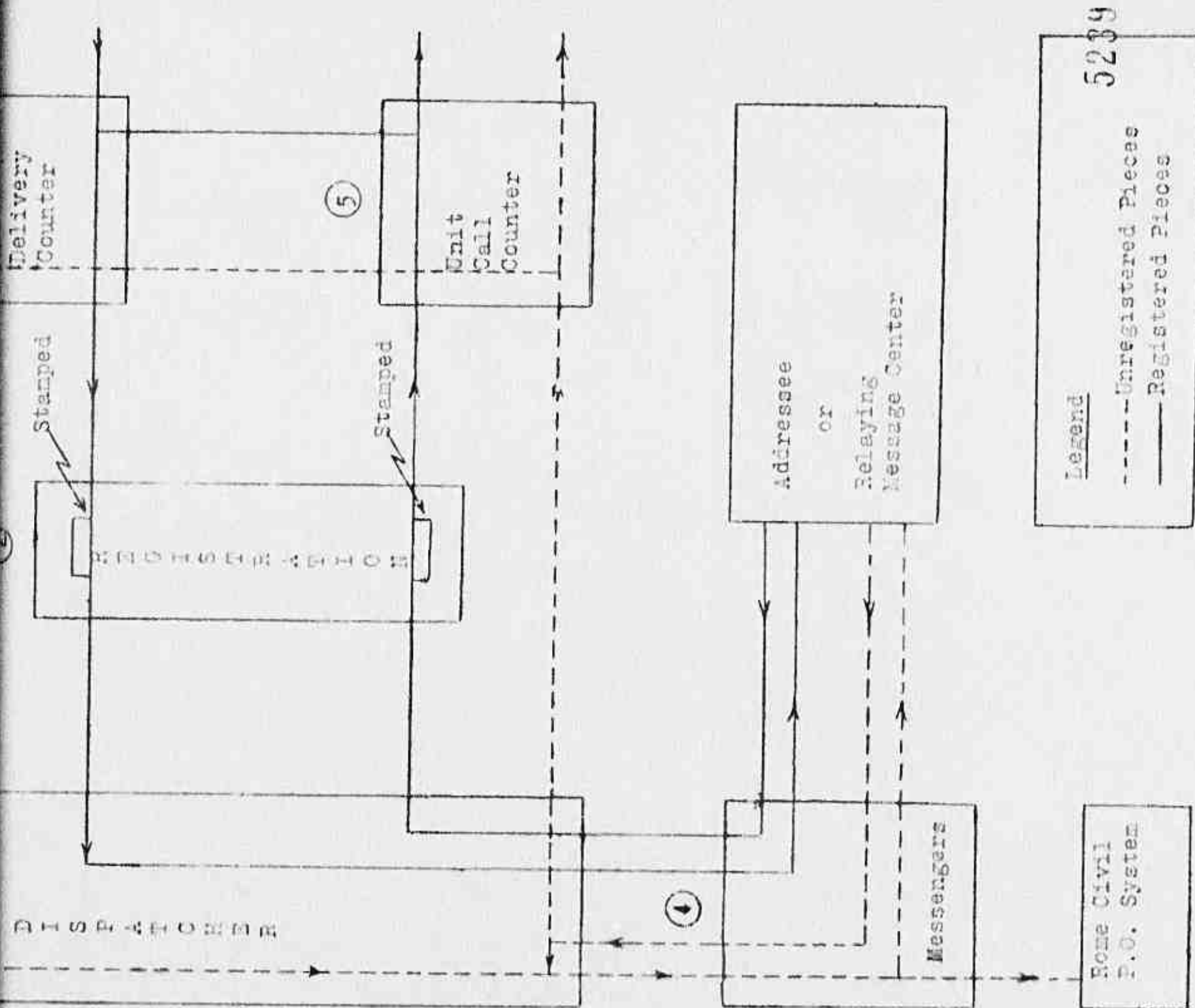
FROM	TO	FROM	TO
Staff Officer to A/CC		Establishment Section	
Chief of Staff		Executive Officer (A)	
Message Centre (S) <u>SK KAYENAGH</u>		Executive Officer (B)	
Civil Affairs Section		G-1 (A)	
DP & Rep		G-1 (A) Civilian Emp.	
Local Govt		G-1 (B)	
Patriots Branch		G-4 (A)	
Public Safety		G-4 (B)	
Security Division		25/75th Regt	
Public Health		M.Q. Comit	
Legal		Adjutant	
Education		Navy	
Monuments & Fine Arts		Land Forces (PQIA)	
Economic Section		Air	
Regulation Division		Communications	
Agriculture		Civil Censorship Group	
Commerce		W.M.D. & P.C.W.	
Finance		Public Relations Branch	
Property Control Div.		Information Division	
Food		Archivist	
Industry		G.M.P.R.A.	
Mining Division		I.C.C.R.	
Labor			
Public Works & Utilities			
Shipping			
Transportation			
Political Section			

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

Remarks In information - letter please. Only
Central file with letter attached
See thanks 521

FLOW CHART
(LETTER AND PACKAGE TRAFFIC)





5239

ROME AREA ALLIED COMMAND
OFFICE OF THE SIGNAL OFFICER
APO 794, US ARMY

24

SIGNAL OPERATIONS PROCEDURE

Letters and Packages

1. The Message Center Counter Clerk. He accepts letters and packages brought in by messengers and individuals at this counter. He passes them to the Registration Clerk, if registered, or to the Dispatcher if unregistered. He also passes letters and packages to the Unit Mail Counter (see No. 5).
2. The Registration Clerk. This clerk stamps each item to be registered with the Rome Area Registration Stamp containing the Rome Area Msg Cntr Registration Number. This number is recorded on the Registration Log, together with the previous registration number, the name of the originating headquarters and the name of the addressee. Also recorded is the "time received" and the "time delivered". This log is kept for one calendar month.
3. The Dispatcher. He receives unregistered items from the Counter Clerk and registered items from the Registration Clerk. He sorts these for distribution to messengers on their scheduled runs. He makes out a delivery list in duplicate on all registered items, retaining the duplicate until the messenger returns with the signed original. He then destroys the duplicate.
4. Messengers. They deliver the letters and packages as directed by the Dispatcher, to the addressee or to a relay message center. He obtains a receipt for all registered items. Unclassified mail for civilian addressees in Rome is delivered to the Rome Post Office for distribution through the Civil Postal Service. The messenger also receives letters and packages from the addressee or relaying message center for onward transmission. He signs for the registered items, and delivers all items to his Dispatcher who routes the registered items to the Registration Clerk and the unregistered items either to the Unit Mail Counter or to another messenger for redistribution.

2. The Registration Clerk. This clerk stamps each item to be registered with the Home Area Registration Stamp containing the Home Area Reg Can Registration Number. This number is recorded on the Registration log, together with the previous registration number, the name of the originating headquarters and the name of the addressee. Also recorded is the "time received" and the "time delivered". This log is kept for one calendar month.

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5. Unit Call Counter. At this Counter are all letters and packages for units whose messengers call regularly and pick up. These items come from (1) the Unit Delivery Counter (2) the Registration Clerk and (3) the Dispatcher.

1 Incl.

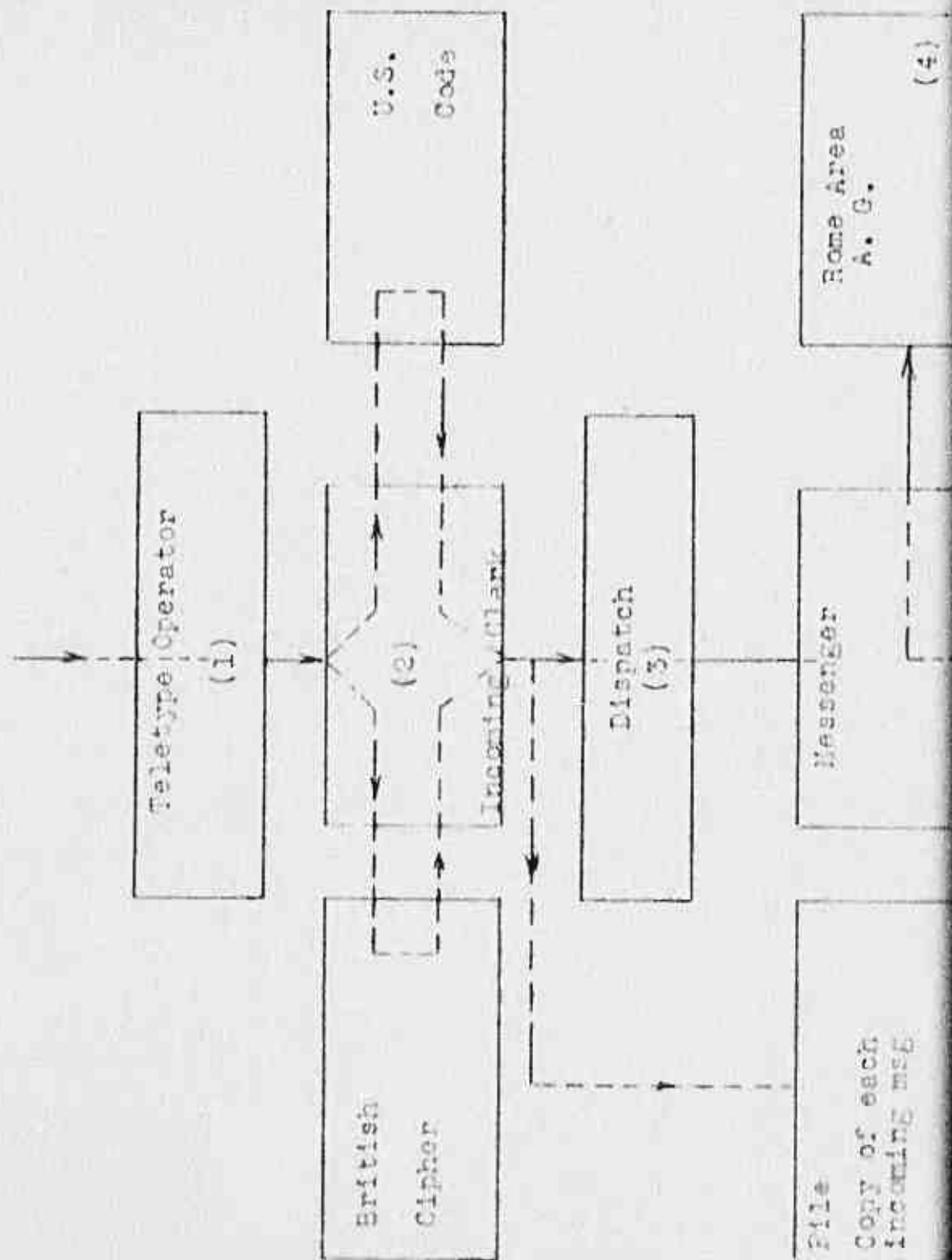
Flow Chart - Letter
and Package Traffic
Distribution:

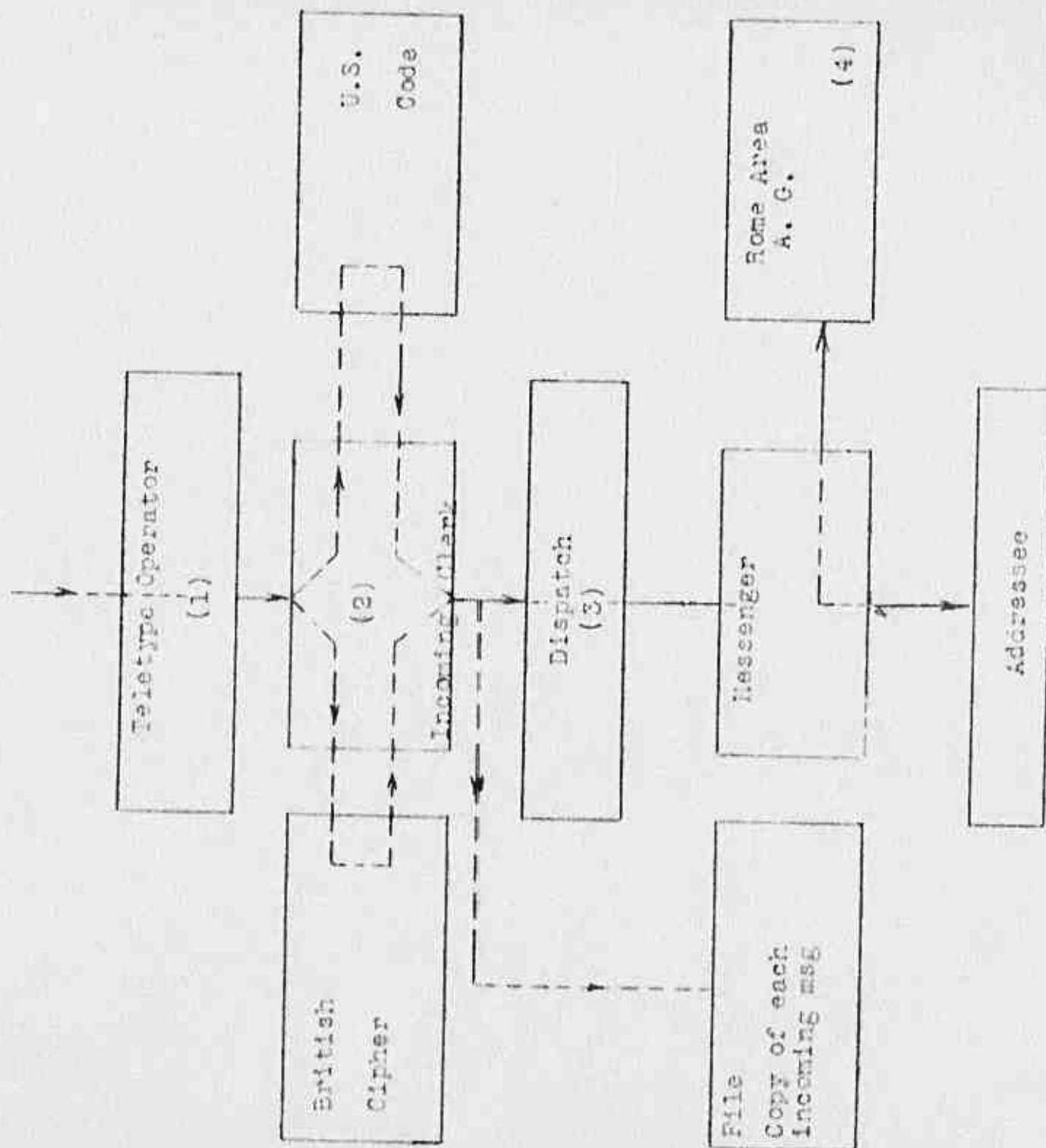
"2"

1052

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

FLOW CHART
(INCOMING TELETYPE'S)





ROME AREA ALLIED COMMAND
APO 794, US Army

PT

SIGNAL OPERATIONS PROCEDURE

Incoming Telegrams

1. Teletype operator. He receives messages on his machine in duplicate. He receipts to the distant operator, with his initials and time received on the last line of the message.
2. Incoming clerk. He assigns all messages an incoming number. He records this number on his incoming log together with the originators number, the group count, time received, the name of the originator and the addressee.
 - a. Encoded messages. The incoming clerk passes encoded messages either to the U.S. Code room or to British ciphers, depending on the encipherment employed. The data on the message is logged as to such details as date, time group, time received and the cipher indicator used. The message is then deciphered, after decipherment, a copy of the deciphered clear text is made, since the decipherment produces only one copy, this copy is sent to the incoming clerk for disposition. The original teletype enciphered copy is passed back to the incoming file. This file, together with associated receipts, is kept for one calendar month for any references necessary.
 - b. Clear text messages. The incoming clerk places the original in an envelope, writing thereon the full address, the message number and whether, Urgent, OP, Priority or Deferred. The duplicate is filed in the incoming file.
 - c. The incoming clerk processes both clear text messages and the deciphered version of cipher messages in the following manner according to classification: Urgent, OP and Priority messages. On messages bearing any of the above precedence, the incoming clerk makes out a delivery list on a special form and delivers the message to the dispatcher. The dispatcher signs for the message and returns the slip to the incoming clerk who holds the slip in his Pending File. He clears each message of this type only when the dispatcher re-

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b. Clear text messages. The incoming clerk places the original in an envelope, writing thereon the full address, the message number and whether, Urgent, OT, Priority or Deferred. The duplicate is filed in the incoming file.

c. The incoming clerk processes both clear text messages and the deciphered version of cipher messages in the following manner according to classification: Urgent, OT and Priority messages. On messages bearing any of the above precedence, the incoming clerk makes out a delivery list on a special form and delivers the message to the dispatcher. The dispatcher signs for the message and returns the slip to the incoming clerk who holds the slip in his Pending File. He clears each message of this type only when the dispatcher returns the red delivery list signal by the addressee, after delivery indicating the time signed. The incoming clerk then destroys his pending receipt.

d. Routine messages. On Routine or Deferred messages the incoming clerk makes out a delivery list on the standard form and passes these messages to the dispatcher. He signs the receipt and returns it to the incoming clerk, who clears his log as of the time of signature of the dispatcher.

3. The Dispatcher makes out duplicate receipt slip on

5230

(Cont.)

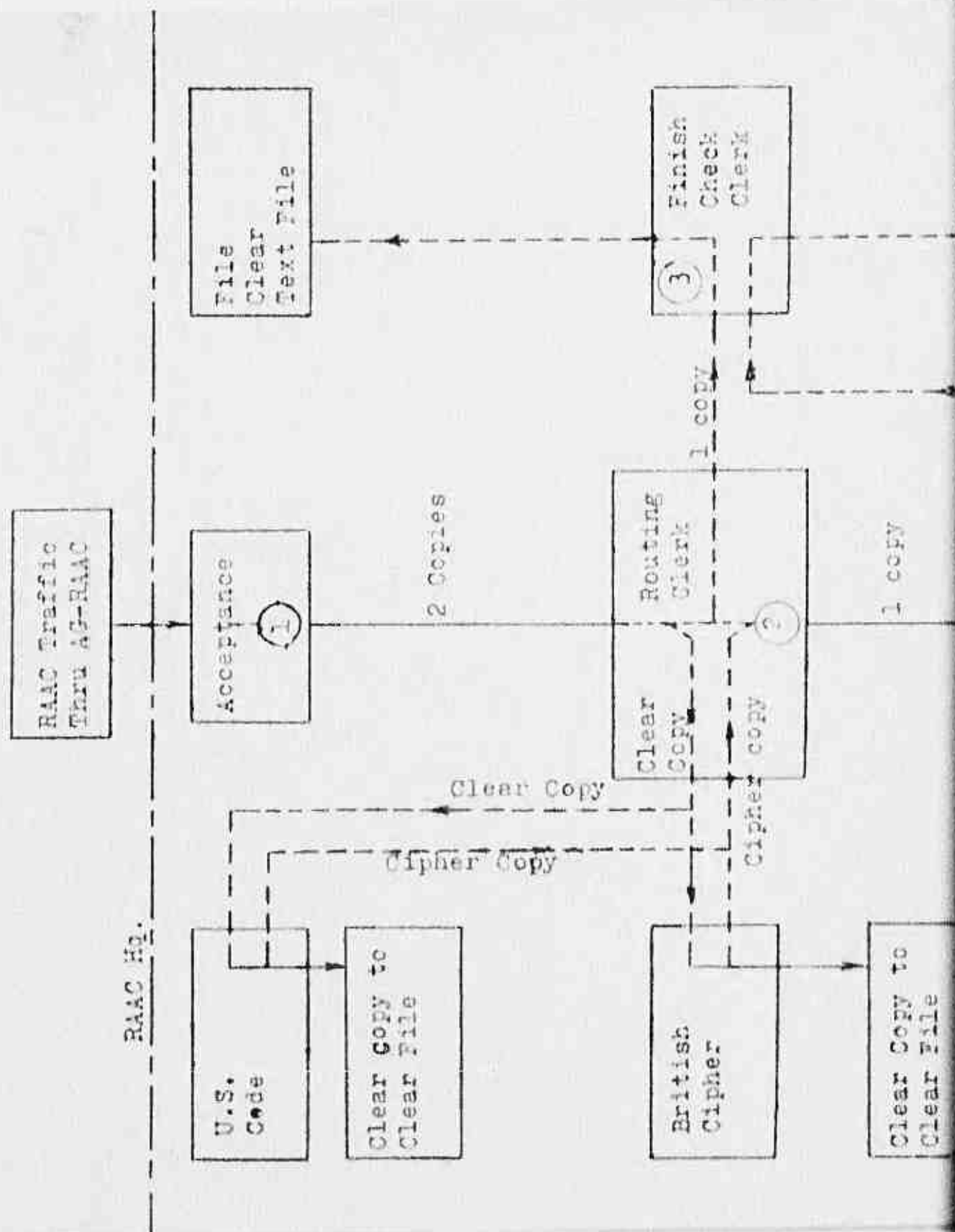
all message, retaining one of the copies until the messenger returns with the signed original, he then destroys his duplicate. He dispatches, Urgent, OP, and Priority messages by special messenger and accompanied by delivery lists on the special red form used only for messages bearing these degrees of classification. The dispatcher sends out routine and deferred messages with scheduled messengers.

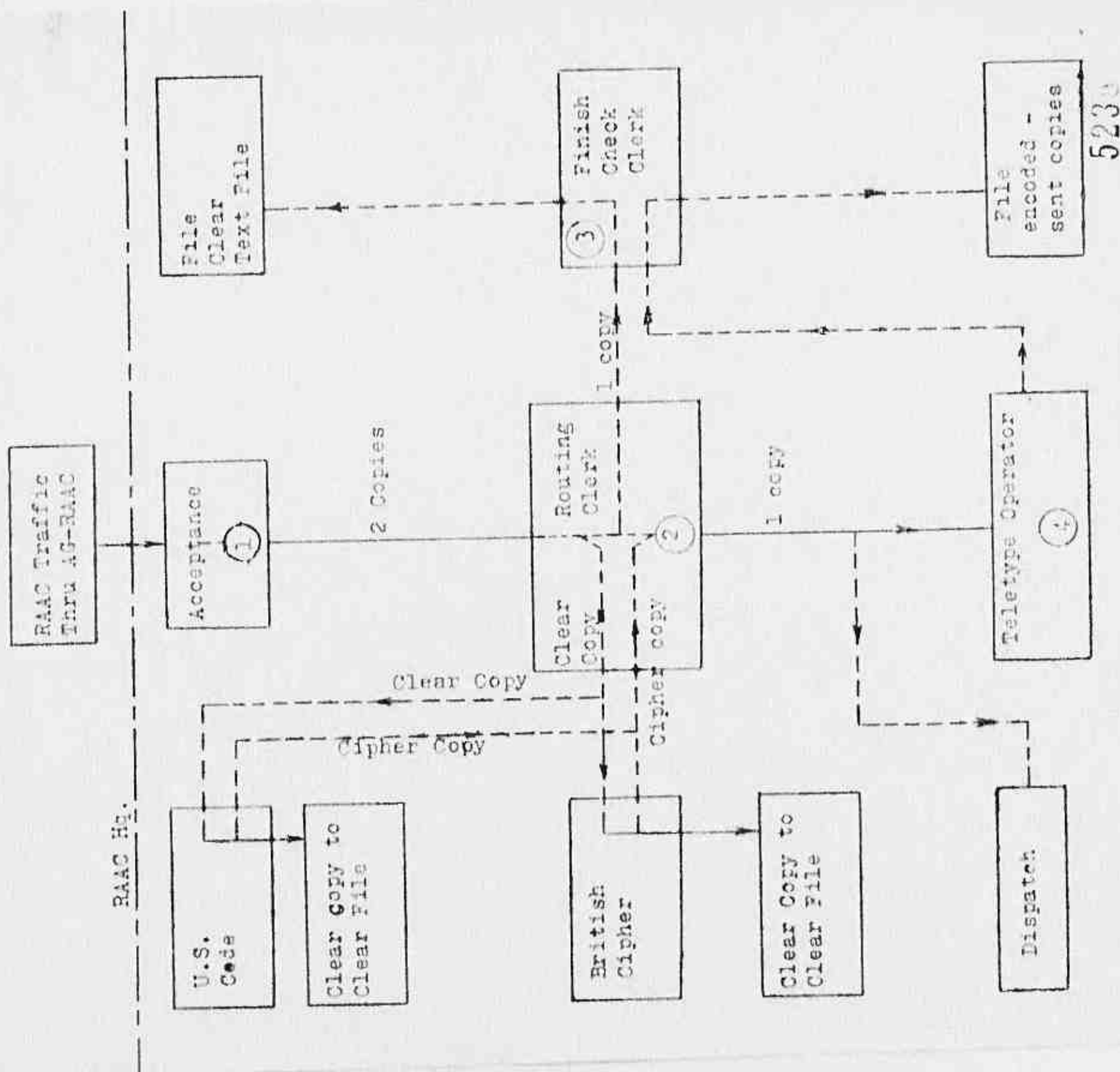
4. All messages intended for Hq. Rome Area Allied Command are delivered to the Adjutant General Section.

1 Incl.
Flow Chart -
Incoming Telegrams
DISTRIBUTION:
1235

FLOW CHART

(OUTGOING TELEGRAMS)





HOME AREA ALLIED COMMAND
OFFICE OF THE SIGNAL OFFICER
APO 794, US Army

22

SIGNAL OPERATIONS PROCEDURE

Outgoing telegrams

1. RAAC-AG. All telegrams initiated within the RAAC headquarters are taken to the AG section for registry and record and then taken by AG personnel to the Message Center acceptance clerk.
2. Acceptance clerk. Messages originating at sources outside the RAAC headquarters are taken to the acceptance clerk, Message Center, for transmission in duplicate plus one copy for each additional addressee. The acceptance clerk inspects the message for legibility and correctness of form and passes all copies to the Routing Clerk.
3. Routing Clerk. The routing clerk enters on the message form the teletype routing instructions and then passes it to the operator if in code already, otherwise it is passed either to British ciphers or U.S. Code for cryptographing as the case may be. After the message is encoded or enciphered, the clear copy is placed in the clear copy file and the encoded message is passed to teletype operator for transmission. In the case of messages going by messengers, the routing clerk passes the message to dispatch for delivery. He writes in all the routing he has done on the back of the file copy and passes it to the Finish Check Clerk.
4. Finish Check Clerk. The finish check clerk enters all the routing and other pertinent data of the message on his Outgoing Log. He places the file copy in his clear file; this file is kept for one calendar month.
5. Teletype operator. The teletype operator sends the message and obtains a receipt from the distant operator. He then returns the "sent" copy to the Finish Check Clerk who clears the message on his log, then files the "sent" copy in

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2. Acceptance clerk. Messages originating at sources outside the RAAC headquarters are taken to the acceptance clerk, Message Center, for transmission in duplicate plus one copy for each additional addressee. The acceptance clerk inspects the message for legibility and correctness of form and passes all copies to the Routing Clerk.

3. Routing Clerk. The routing clerk enters on the message form the teletype routing instructions and then passes it to the operator if in code already, otherwise it is passed either to British ciphers or U.S. Code for cryptographing as the case may be. After the message is encoded or enciphered, the clear copy is placed in the clear copy file and the encoded message is passed to teletype operator for transmission. In the case of messages going by messengers, the routing clerk passes the message to dispatch for delivery. He writes in all the routing he has done on the back of the file copy and passes it to the Finnish Check Clerk.

4. Finnish Check Clerk. The Finnish check clerk enters all the routing and other pertinent data of the message on his Outgoing Log. He places the file copy in his clear file, this file is kept for one calendar month.

5. Teletype operator. The teletype operator sends the message and obtains a receipt from the dispatch operator. He then returns the "sent" copy to the Finnish Check Clerk who clears the message on his log, then files the "sent" copy in his outgoing file. This file is kept for one calendar month.

1 Incl.

Flow Chart

Outgoing telegrams

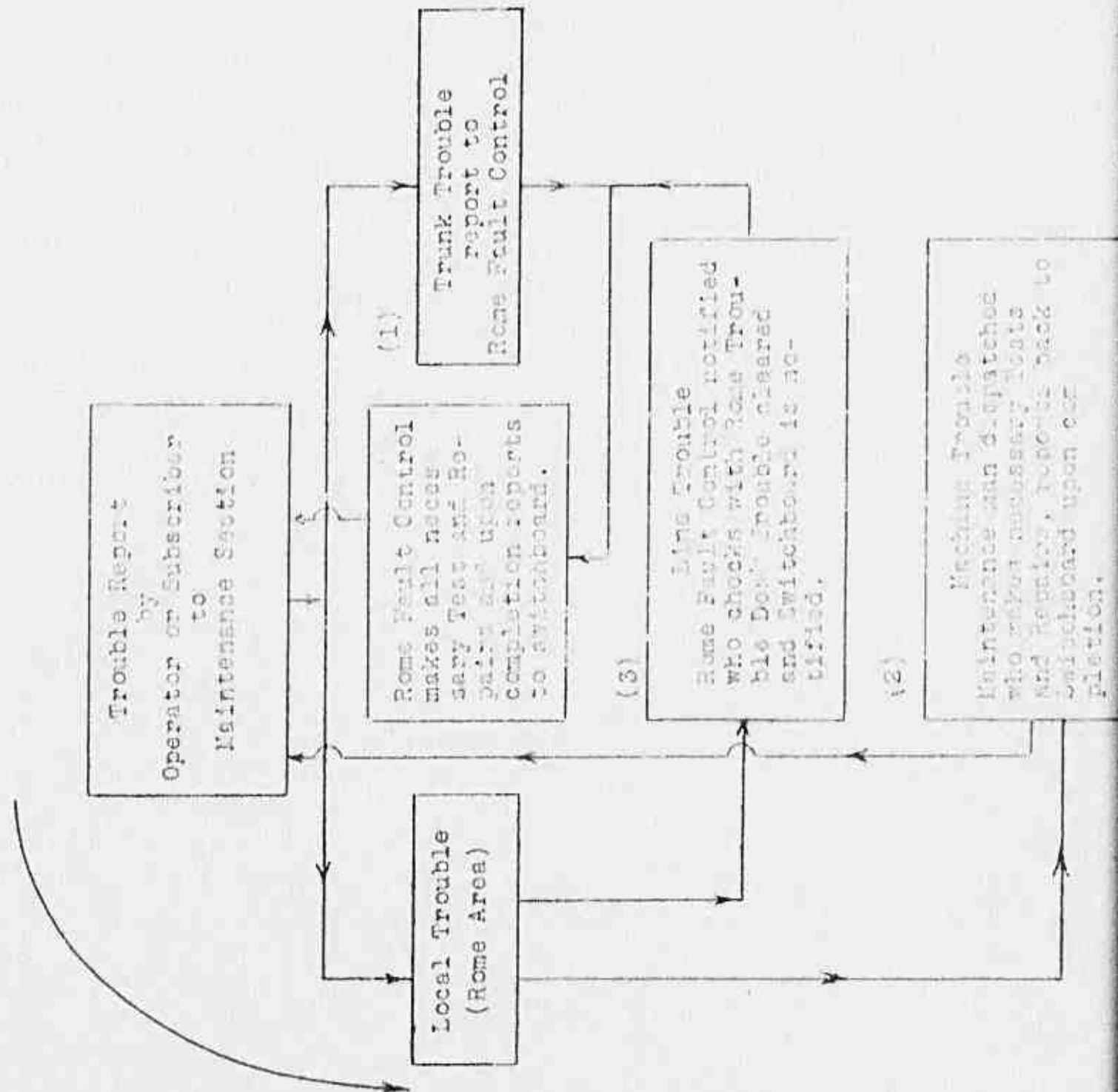
DISTRIBUTION:

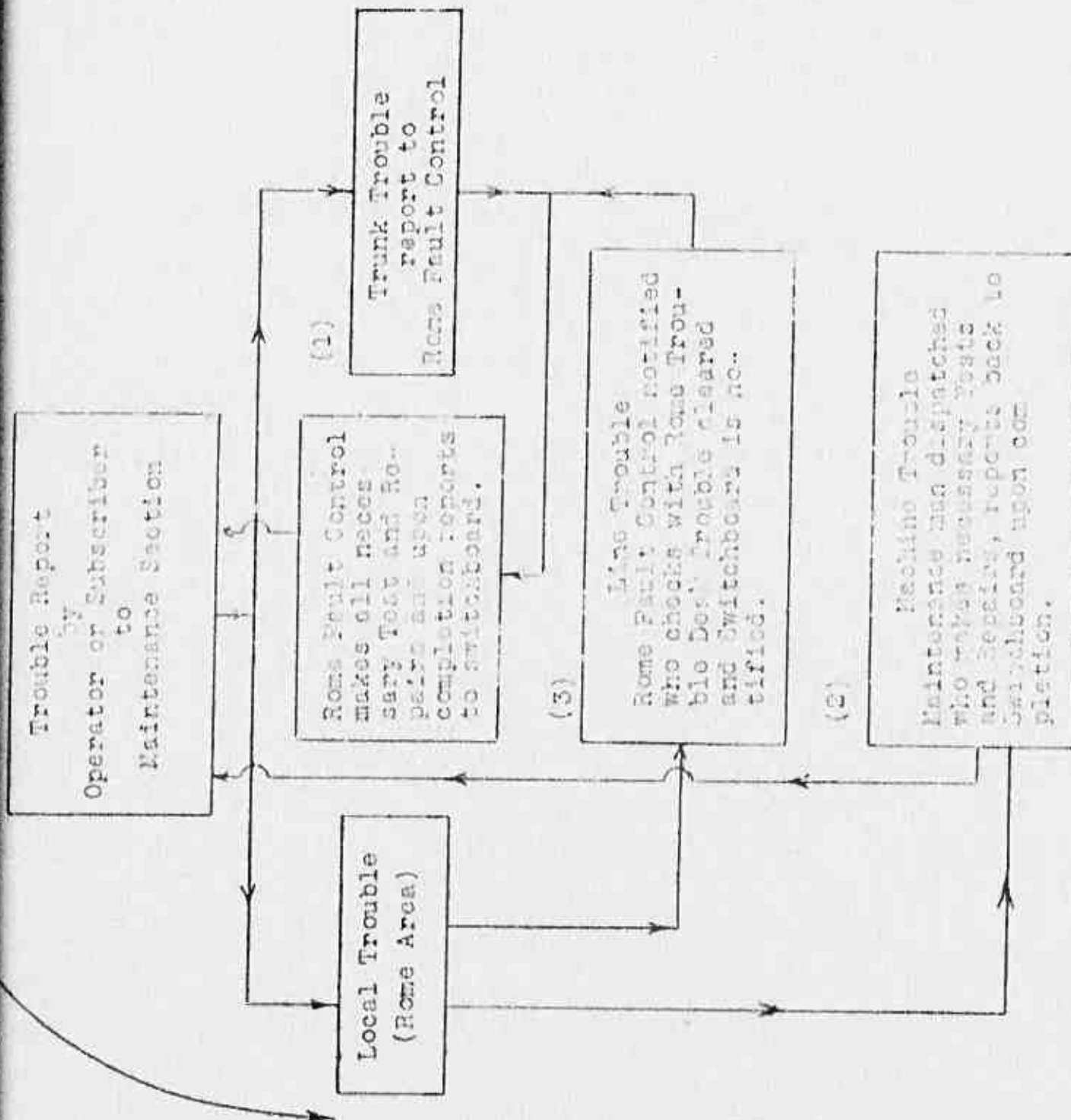
"B"

5234

FLOW SHEET

TELETYPE TROUBLE





ROME AREA ALLIED COMMAND
OFFICE OF THE SIGNAL OFFICER
APO #794, US Army

hjq

SIGNAL OPERATIONS PROCEDURE

Teletype Trouble

1. Trunk Trouble - A subscriber or the local operator reports trouble to trouble desk, Rome Fault Control. The clerk fills in the record card noting the line and channel number. Necessary data is also posted to the daily trouble record for the purpose of keeping data on troubles encountered, nature, etc.. After Fault Control reports trouble cleared the daily trouble record is completed.
2. Local Machine Trouble - If the trouble is at the switchboard, the maintenance man makes the repair, if at another subscriber point, the repair man is dispatched to that location, where necessary repairs are made, the circuit is then tested and upon return to switchboard, entries are made in daily trouble record to complete the history of the fault.
3. Local Line Trouble - The trouble on the line is reported to Rome Fault Control, who take the necessary steps to correct the fault and upon completion report same to the switchboard. The daily trouble record entries are made on the record card.

1 Incl.
Flow Sheet-
Teletype Trouble

DISTRIBUTION:
hjq

After fault control reports trouble cleared the daily trouble record is completed.

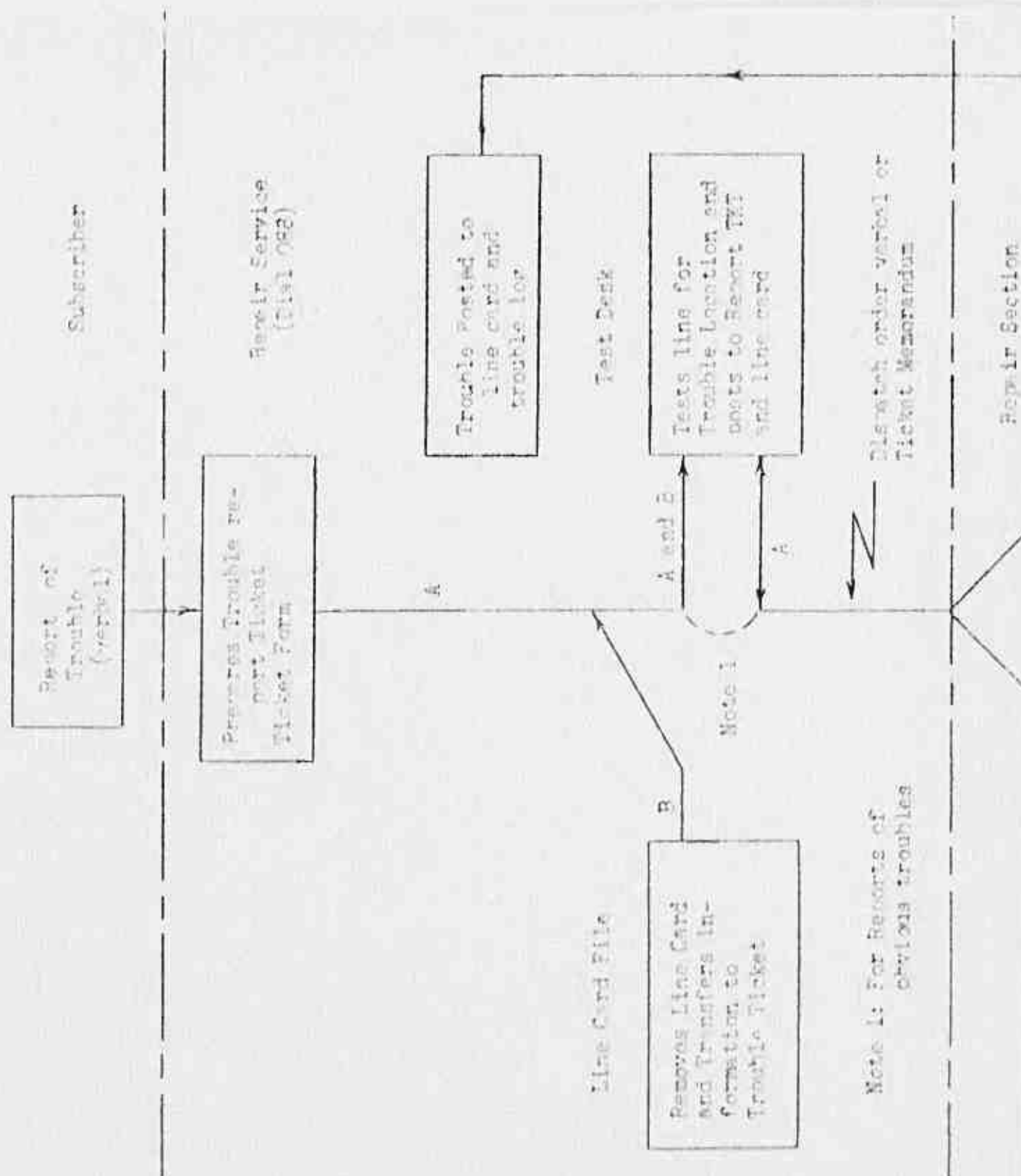
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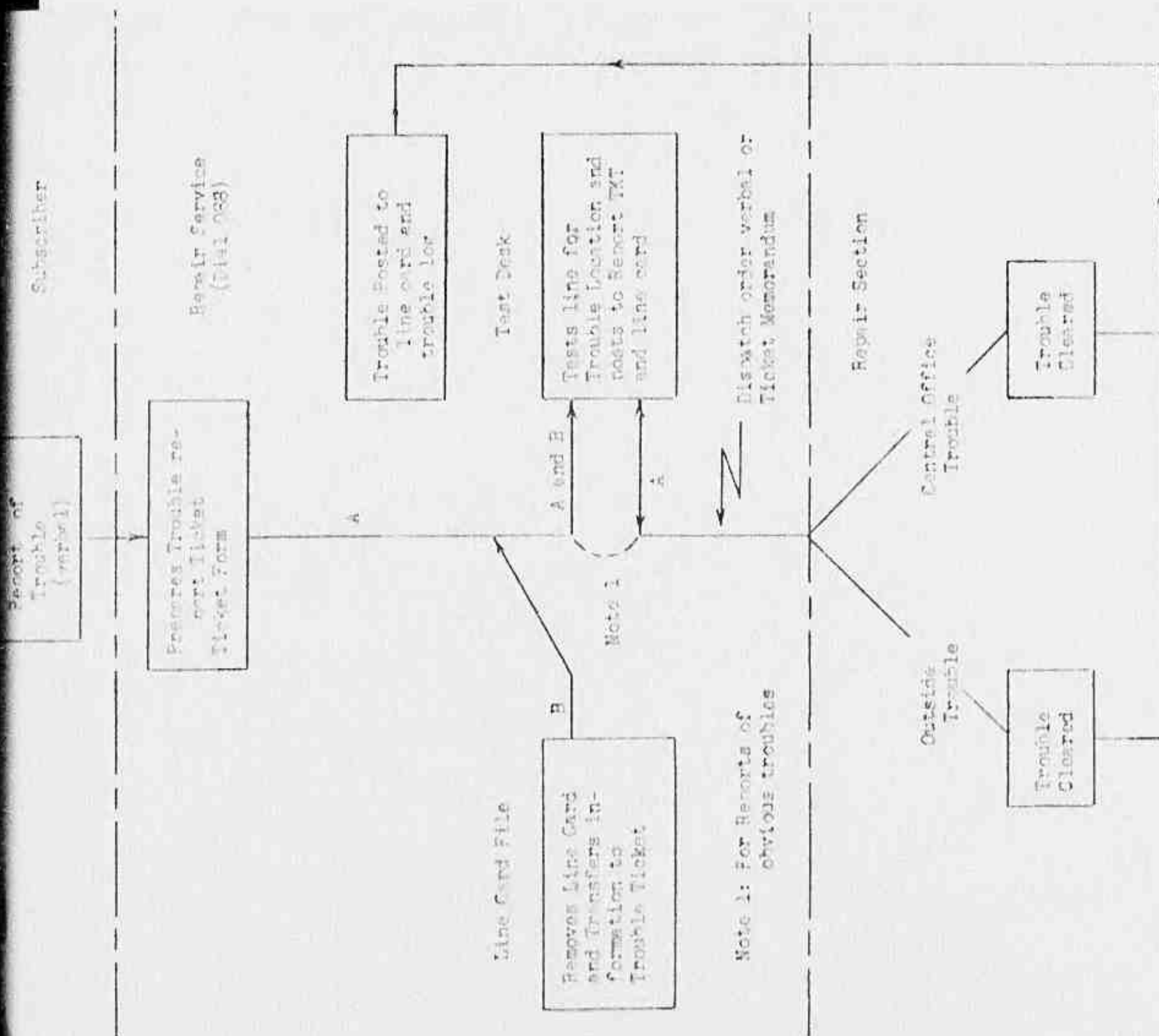
3. Local Line Trouble - The trouble on the line is reported to Rome Fault Control, who take the necessary steps to correct the fault and upon completion report same to the switchboard. The daily trouble record entries are made on the record card.

1 Incl.
Flow Sheet-
Teletype Trouble

DISTRIBUTION:
"B"

5239





ROME AREA ALLIED COMMAND
OFFICE OF THE SIGNAL OFFICER
AIG 794, US Army

PR

SIGNAL OPERATIONS PROCEDURE

Rome Trouble

1. Information on trouble reported to clerk is recorded on a numbered slip. This information is checked, classified, whether it is urgent or routine and entered in Line Record Card and Log Sheet by the Chief Clerk. American and Italian record cards are used jointly so that both types of crews can direct the information recorded. All urgent troubles are given to the trick chief.

2. Trouble ticket and Italian (green) record card are sent to the test panel since Italians are employed also in this capacity. After the line is tested and found faulty a crew or instrument man, as the nature of trouble demands, is dispatched from the office. After crews are on trouble in various parts of city, further dispatches are made by phone since the vicinity of trouble crews is known in central trouble office. This is for the purpose of saving time and furnishing efficient service. Trouble in central office is referred to the central office repairman.

3. After the trouble is cleared, the ticket is returned to the crew chief who checks it for correct information and is assisted by the chief clerk in checking the line and identifying the party who reported the trouble, that their trouble has been cleared. The record then is completed by recording the information on the line record card and log sheet. Troubles are given to the Officer in charge for a thorough check after which they are initialed and filed.

4. A consolidated weekly trouble record is submitted to the Signal Officer, RAC, for study of the nature of troubles encountered and with a view to improving the trouble services.

on a numbered slip. This information is checked, classified, whether it is urgent or routine and entered on Line Record Card and log sheet by the Chief Clerk. American and Italian record cards are used jointly so that both types of crews can digest the information recorded. All urgent troubles are given to the trick chief.

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4. A consolidated weekly trouble record is submitted to the Signal Officer, RAHC, for study of the nature of troubles encountered and with a view to improving the trouble services.

1 Incl.

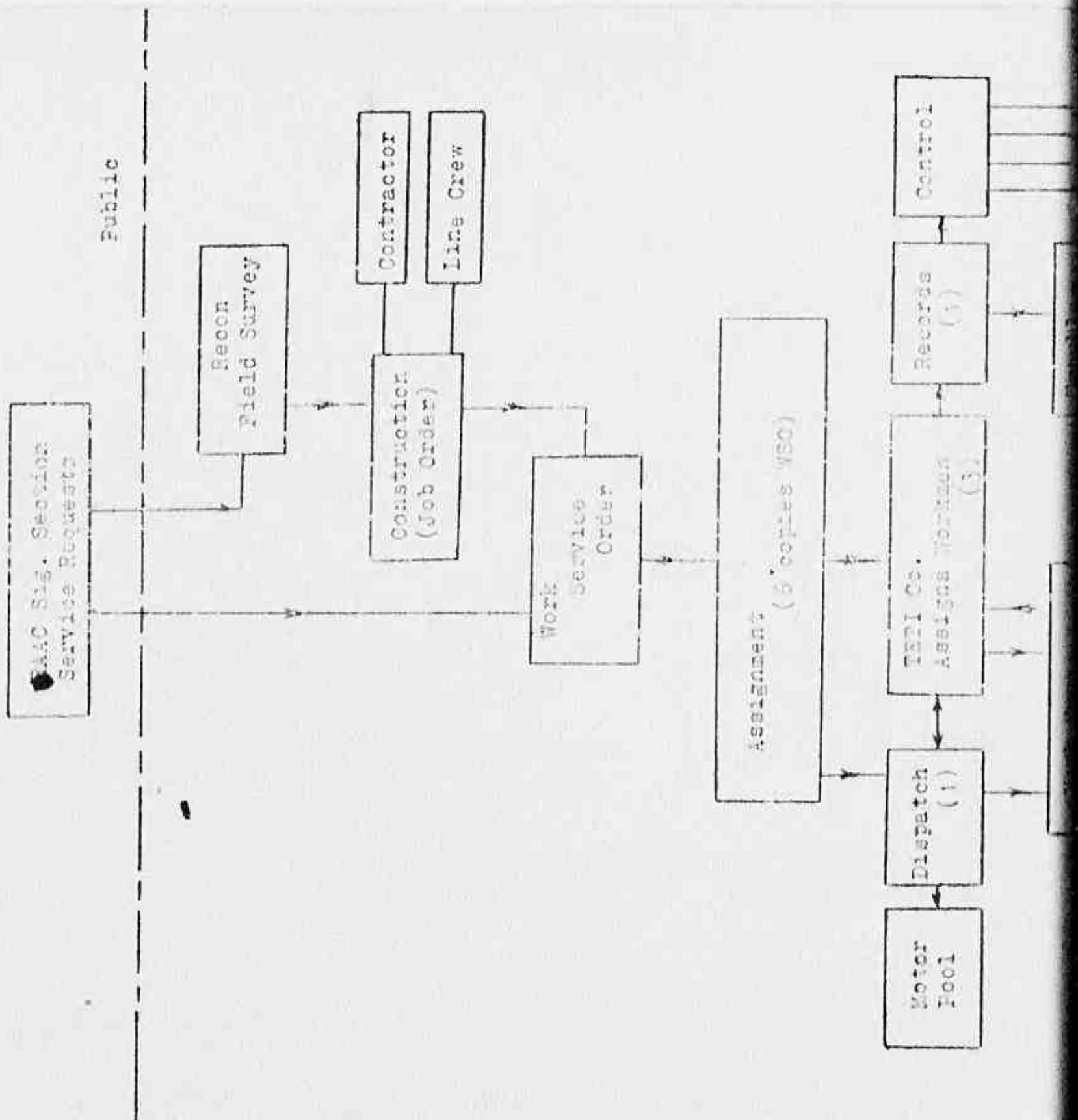
Flow Sheet-7p

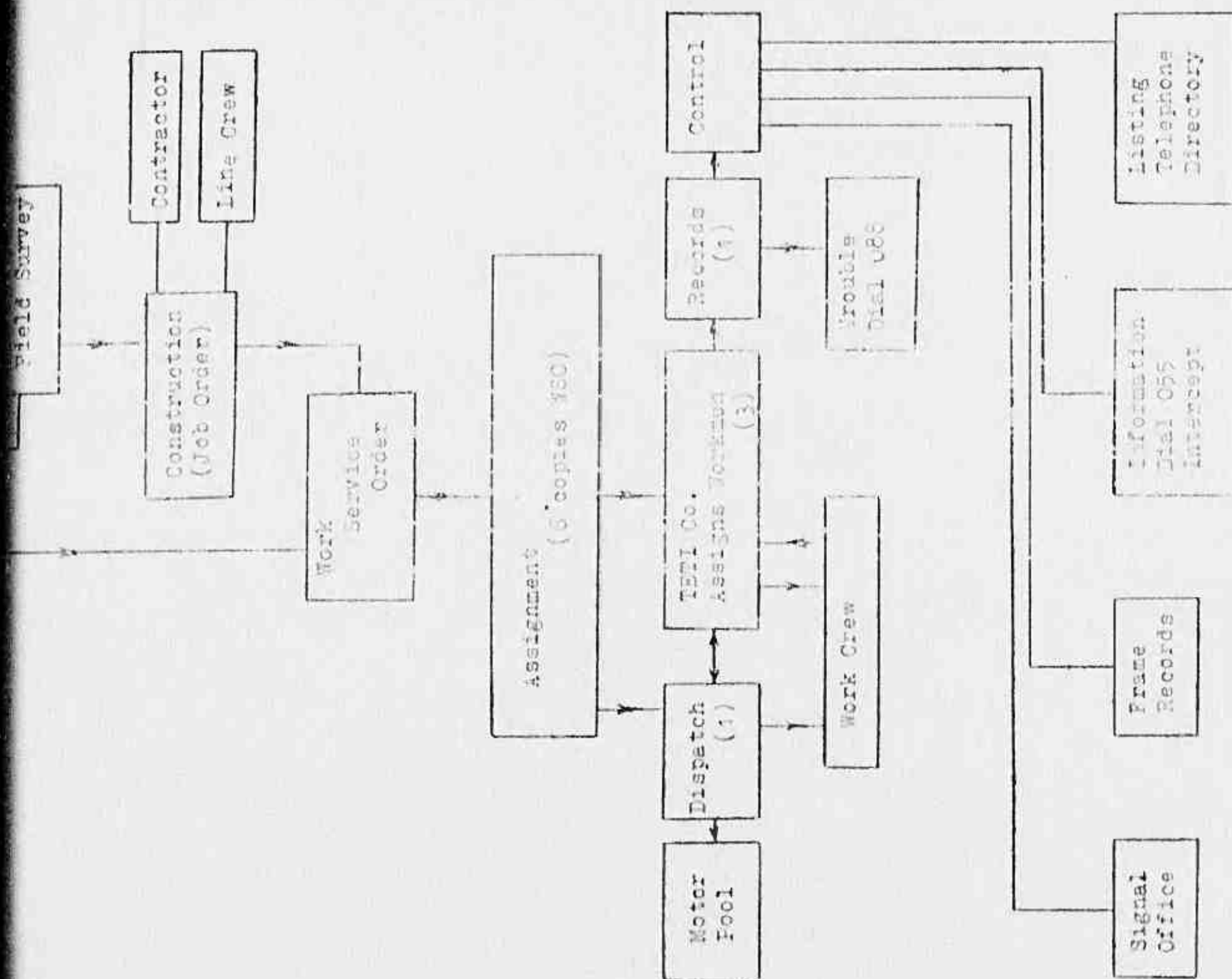
trouble reports

DISTRIBUTION:

WFO

FLOW SHEET
ASSIGNMENT





ROME AREA ALLIED COMMAND
OFFICE OF THE SIGNAL OFFICER
APO #794, US Army

pr

SIGNAL OPERATIONS PROCEDURE

Assignment

1. RAAC Sig Section. The assignment section receives and screens requests for telephone service. This service is requested by contacting the assignment section, Signal Office, RAAC.
2. Reconnaissance. If job requires field survey, party is contacted personally and job is surveyed for amount of work and material involved and if necessary turns job over to construction.
3. Construction. Makes survey with contractor, arranges for transportation, materials and draws up job order.
4. Contractor (civilian). Works under military supervision, completes job as surveyed and submits completion report.
5. Line crew. If job is of a nature that can be constructed by a military crew, the crew is dispatched with supervision.
6. Work Service Order. An order is issued carrying pertinent data, as to address, directory listing, location, work to be done, persons to contact, etc.
7. Assignments. Receives all work service Orders, arranges for completion of work or installation through TETI, and keeps all records for billing and completion.
8. Dispatch. Working in conjunction with TETI, dispatches a vehicle from the Signal Motor Pool and furnishes special instructions when necessary and assists the Motor Pool in keeping of vehicle records.
9. Motor Pool. Maintains garage, controls drivers, arranges for motor fuel and maintenance and keeps records on mileage and working hours.
10. TETI (civil). Receives work service orders, arranges for installations, main frame connections, completes

- requested by contacting the assignment section, Signal Office, RAAC.
2. Reconnaissance. If job requires field survey, party is contacted personally and job is surveyed for amount of work and material involved and if necessary turns job over to construction.
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 9. Motor Pool. Maintains garage, controls drivers, arranges for motor fuel and maintenance and keeps records on mileage and working hours.
 10. TETI (civil). Receives work service orders, arranges for installations, main frame connections, completes and returns completed W.S.O. with record data.
 11. Work Crew, TETI (civil). Crew of men, numbering to fit the work to be completed and under military supervision when necessary are dispatched to complete the W.S.O.

(Cont)

12. Records. Receives completed W.S.O. Posts to line record cards and pass on to control and to information for posting in line record cards of Trouble Desk 088.

13. Control. Informs subscriber of completed installation and new number and checks with military personnel at the various Exchanges for correctness of records as submitted by TETI. Dispatches completion data for records of Signal Officer, Exchange frame personnel, information and intercept and Directory office.

1 Incl.
Flow Sheet
Assignment
DISTRIBUTION:
"3"

CONFIDENTIAL

HEADQUARTERS FIFTH ARMY
A. P. O. #464, U.S. Army

4 September 1944

AG 300-6

Subject: Administration of the City of FLORENCE.

For: See Distribution.

1. The City of FLORENCE will be administered by this Headquarters through Headquarters, FLORENCE Command and Fifth Army AG Section as the City is in the Fifth Army zone. The following policy pertaining to military activities in FLORENCE is announced for the guidance of military personnel.

a. No units, other than those assigned or attached to Headquarters, FLORENCE Command and local AG office, will be billeted in the City without authority of this Headquarters (G-4).

b. No headquarters, other than FLORENCE Command and local AG, will be located in the City without authority of this Headquarters (G-4).

c. No Service installations, other than hospitals and Ordnance heavy maintenance shops, will be located in the City without authority of this Headquarters (G-4).

d. No building or ground space in the City will be occupied without prior clearance from Headquarters, FLORENCE Command.

e. Convoys will use established routes through the City.

f. Restaurants, except those specifically designated for use of Allied troops, will be "off-limits" to all ranks.

g. Bars, except those specifically designated for use by Allied troops, will be "off-limits" to all ranks.

h. A curfew from 2030 to 0600 will be established for all enlisted personnel.

i. No civilian vehicles will be requisitioned.

2. For the purpose of this directive, FLORENCE will consist of that portion of the City shown on map "Italy - Town Plan of Florence," 1/10,000 and the towns of FIESOLE, RIPPOLI, GALLI, and such other residential and industrial areas as form natural suburbs of the City.

By command of Lieutenant General CLARK:

B. W. SAUBEL,
Major, U. S. A.,
Asst. Adjutant General

5227

DISTRIBUTION:

"R"

All Troops

74-4-20

class: MAJF - 5 FSB - 5

AGC - 5 Hq. Florence Command - 10

13 Corps - 1

DC/S Br - 1

CONFIDENTIAL

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

Ref/57/61/CA

15 June 1944

SUBJECT: Regional Administration.

TO : Distribution below.

Para 2(b) of our 57/64/CA dated 10 June is now cancelled as Fifth Army area no longer contains any part of HITTORIA or FRESIONE Provinces.

1. 10. 1944
NORMAN E. FISKE
Colonel
Deputy Executive
Commissioner

DISTRIBUTION:

"C" - less 58, 60, 61 and
including Group II.

DW/JR

785015

HEADQUARTERS
ALLIED CONTROL COMMISSION
S.C. & H.C. Section
AM 394

Ref/57/64/GA

19 June 1946

SUBJECT: Regional Administration.

TO : Distribution below.

1. PROSINONE Province was handed over to Regional Commissioner Region IV at 1200 hrs Friday 9 June 46.

2.(a) Responsibility for all branches of administration of MITORIA Province is turned over to Regional Commissioner, Region IV W.A.F. 1200 hrs Friday 9 June 46.

(b) S.C.A.O., Fifth Army, retains the right to issue such operational instructions to the Provincial Commissioner as may be necessary to implement the wishes of the Army Commander so long as any part of the Province remains in the Army Area.

Alfred E. Fiske
ALFRED E. FISKE
Colonel,
Deputy Executive
Commissioner.

DISTRIBUTION:
"C" - Icons 58, 60, 61 and
including Group II

IV/753

5225

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

Ref/426/19/CA

27 May 1944

SUBJECT: Interior Administration (Italian Government)

TO : R.C.'s. Regions I, II, III, IV, V, VI, VII, VIII and IX.
S.O.A.O.'s. 5th and 8th Armies.

1. Reference 426/2/CA of 17 May 1944.
2. Please note that the fourth course in Local Government scheduled to commence on Monday 5 June 1944 is cancelled.
3. Revised date for the course will be notified.

W. Duffield
NORMAN E. FISKE
Colonel
Deputy Executive
Commissioner

Copy to:

Admin. Section (1)
Hq. Commandant (Rear Hq.)

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

Seen

18 May 1944

Ref/57/33/CA

SUBJECT: Administration of Regions.

TO : R.C.'s. Regions I, II, III VI and VII.

1. It is the Chief Commissioner's policy gradually to decrease the staffs of Allied Officers in Italian Government territory in order that their services may be available in forward Regions. The Combined Chiefs of Staff have imposed an extremely limited ceiling on the Commission and, as I explained at the last Regional Commissioners' conference, the ceiling is not likely to be increased as we advance through Italy and occupy more territory. If we are to do this job satisfactorily it means that Regional staffs in Italian Government territory will be progressively cut until very few officers remain.

2. It seems to me that officers will regard transfers forward with mixed feelings. There will be some who, having watched the present Italian administration grow from infancy up to its moderately satisfactory state, will maintain a natural and paternal interest in the progress of the child and will be loathe to leave it before it has advanced further towards maturity. There are others who, impatient of the frustration that often comes to those in an advisory capacity, are anxious to leave and to serve in an executive capacity under Military Government.

3. When selecting officers for transfer I want Regional Commissioners to exercise great care in ensuring that the officers left behind are those most fitted for the work of continuing advice and guidance. These will not necessarily always be those who wish to stay; those who are anxious to go forward may often be the best candidates for retention in Italian Government territory. Their duty must be made plain to them.

4. Remembering, therefore, that advisory work is far more difficult and needs infinitely more patience and experience than executive work, Regional Commissioners should study the problem in order that they may select the best men for the more difficult work.

W. S. L. Sharp
5-1-44
for
M.S. LSH
Brigadier
Executive Commissioner

Copy to:

R.C.'s Regions IV, V, VIII and IX.
S.C.A.O's. 5th & 8th Armies.
Establishments Branch

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394

Regional Control and Military Government Section.
+++++

Ref: 160/8/Ca.

8th March 1944.

SUBJECT: Interior Administration (Italian Government).

TO : Regional Commissioners,
Regions I, II, III, IV, V, VI, VIII, IX,
S.C.A.O., A.G., 5 Army.
S.C.A.O., A.G., 8 Army.

A. Interior Administration (Italian Government).

1. The Interior Sub-Commission advises the Italian Ministry of the Interior on local government. It also advises the Chief Commissioner on local government in territory under A.I.G.

2. The primary duty of Regional and Provincial Commissioners and their officers is to ensure that local government is carried out by the local Italian administrative officials in all its aspects.

3. It is therefore necessary that Regional Commissioners and their staffs should be in the closest contact with the Interior Sub-Commission, and should know the policy to be adopted with regard to local government throughout liberated territory.

4. In order to ensure that this contact is initiated and that Provincial officers have full knowledge of the intricacies of Italian local government, Regional Commissioners will attach one officer at a time to the Interior Sub-Commission for a period of two weeks. Upon completion of this temporary duty the officer will return to his permanent station, his place being taken by another officer for a similar period. The detail of these officers will continue until further notice.

5. The first batch of officers detailed should report to the Executive Commissioner at 1430 hours on 15th March, this Headquarters to be advised of names of officers by letter.

B. Reports and Communications.

6. It is important that the Administrative Section, of which the Interior Sub-Commission is part, should be fully informed of conditions in Regions. Regional Commissioners will therefore send duplicate copies of their reports to the U.C. & I.G. Section, who will forward them to the Administrative Section. There is no objection to Regional Commissioners reporting to the Administrative Section direct, and no reports other than

5-221

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7. Provincial Officers may also communicate through the Regional Commissioners with that Sub-Commission on any technical matters of local government which may be of interest to the head of the Sub-Commission.
8. Members of the Interior Sub-Commission and other Sub-Commissioners of the Administrative Section will visit the Regions from time to time, and Regional and Provincial Commissioners will be given all the facilities of information which they may require.

Copy to: Vice President, Admin Section (2) - includes
one copy for Interior Sub-Commission.

Executive Commissioner,
Brigadier,

8

1081