

Declassified E.O. 12356 Section 3.3/NND No. 785016

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10000/105/305

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No.

785016

10000/105/305

FUNCTIONS OF STAFF BRANCHES
JULY, AUG. 1944

MINUTE SHEET.

①

12 A.P.

See H(6)

Presume you agree that R.C.M.G. should continue to be responsible for policy of General Orders & Gen. Rules. The Sec is happy to be relieved of the duties connected with the review

Printing

31 Jul 44

R.R. Briggs

②

12 Sec

① Item by A.P. 12.20.44 31 Dec 44 *R.R. Briggs*

③ Fi

-3-

MINUTE

Ref 3/54/AS.

To: Legal Sub Comm.

In accordance with an agreement reached with the Executive Commissioner, all Orders appointing General Courts and Panels for such courts will in future be signed by Vice President Admin Sec or acting Vice President in his absence.

ADMIN SEC
6 AUG 44

Recorded as a Memo

G.R. UPJOHN Col,
A/Ed. Admin Sec.

Copy to ECME Section.

1/2- OK (2)
① Rem by A.P. 12.20 hr. 31 Dec. 44 J.R. Lipp
② File

-3-

MINUTE
Ref 3/5A/AS.

To: Legal Sub Coman.

In accordance with an agreement reached with the Executive Commissioner, all Orders appointing General Courts and Panels for such courts will infuture be signed by Vice President Admin Sec or acting Vice President in his absence.

ADMIN SEC
6 Aug 44
Forwarded as a Memo
Guy H.
G.R. UPJOHN Col,
A/Hd. Admin Sec.

Copy to RCM Section.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Functions of Staff Branches

Declassified E.O. 12356 Section 3.3/NND No. 785016

Ext 603

RSC/gal

fitt

SUBJECT : Responsibilities of Admin Sec.

J/5A/MS.

TO : All Sub Comms, Admin Sec.

- 1 In accordance with an agreement reached with the Executive Commissioner, policy matters and executive action will in future be the responsibility of the Admin Sec or Sub-Commission thereof as enumerated below; these are in addition to the normal functions of Sub Comms and are matters in which hitherto has been some duplication of effort.
- Continue*
- a Admin Sec.
 - i Defascism including elimination of Fascist organisations.
 - ii OVRA elimination.
 - b Legal
Drafting for signature of Vice President of Orders appointing General Courts and panels for such courts.
 - c Public Safety
Prison clearance and maintenance.
 - d Public Safety and Public Health.
VD Control.
 - e All Sub Comms of Admin Sec.
Appointments and dismissal of Italian Officials, concerned in their respective spheres.
- 2 Any policy decisions will be made at all times in close co-operation through this Section with RSCG Section and the normal channels of communication for Orders and Executive Memoranda will be observed i.e. through the RSCG Section.

ADMIN SEC.
6 Aug 44

G.R. Unwin
G.R. UNWIN Col,
A/Hd. Admin Sec.

2496

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394

4(6)

Regional Control and Military Government Section.

Ref: 428/6/CA.

30th July 1944.

SUBJECT: Responsibilities of Admin Section.

TO : Acting Head Admin Section.

1. Reference your letter No. 3/5/AS of 6th July 1944. I have already agreed in general terms that the subjects which you mention should be dealt with by your Section.
2. As regards policy, I know we both agree that Vice Presidents are responsible for the initiation of policy: the Chief Commissioner on the advice of his Vice Presidents decides policy, and R.C. & M.G. Section is responsible for the execution of policy in the Regions.
3. With regard to the publication of Proclamations and General Orders, I am doubtful about this and suggest that further consideration be given to continuing with the present procedure as laid down in 278/35/CA of 1st March 1944, which appears on pages 3 and 4 of Part III of "Instructions for the Guidance of Officers of the Commission". Under this directive the originating Sub-Commission goes to its Vice President before anyone else and then to Legal Sub-Commission for drafting (vide para 2(a), (b) and (c)). The printing and distribution is done by my Section, as I think it should be.
4. I feel sure that much good should come of your suggestions and I think that the next Regional Commissioners' Meeting, by which time you and I will be in a better position to see how procedure works out in practice, will provide an excellent opportunity of consulting Regional Commissioners on the whole matter.

2495

MSL/JG.

MS L105 L
Brigadier,
Executive Commissioner.

Copy to: Vice President, Economic Section.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3 (w)

23 Jul 44

3/5A/AS

SUBJECT : Responsibilities of Administrative Section.

TO : Executive Commissioner.

Please may I now receive your revised answer to my letter of even number dated 6 Jul 44.

2494

G. R. UPTON, Colonel,
A/Head, Admin Section.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEAD HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

2(a)

5/54/44

6 Jul 44

SUBJECT : Responsibilities of Administrative Section.TO : Executive Commissioner.

- 1 Following our discussions yesterday, this is to confirm the proposal put forward by me that Admin Section will in future be responsible for all policy, action and co-ordination in connection with the following subjects, over which there has in the past been unnecessary duplication in our respective offices.
 - (a) LEGAL: Appointments of General Courts and Panels.
 - (b) ALL ADMIN SUB-SECTION: Appointments and dismissal of Italian officials concerned in their respective spheres.
 - (c) PUBLIC SAFETY: Prisons, clearance and maintenance.
 - (d) PUBLIC SAFETY & PUBLIC HEALTH: VD control.
 - (e) ADMIN SECTION:
 - (i) Defascistisation including elimination of Fascist organisations.
 - (ii) OVRA elimination.
 - (iii) Espionage.
 - (iv) Policy on publication of Proclamations and General Orders and when in force, printing and distribution.
- 2 Any policy decisions taken will at all times be made in close co-operation with AG & MD Section; and the normal channels of communications for orders and Executive Memoranda will be observed i.e. through your Section.
- 3 The centralising of these matters in the Section should be of benefit to Regions as the whole subject will be dealt with in one office and should lead to a more expeditious handling of correspondence. This is subject of course to all communications relative to the matters set out in para 1 above being forwarded immediately to this Section.

2493

G. H. Upton
G. H. UPTON, Colonel,
Acting Head, Admin Section.

Copy to: Acting Chief Commissioner.
VF Economic Section.

Adm. Sec.

General

FUNCTIONS OF US STAFF BRANCHES

(with comparative Table of British Staff Branches and Services)

US STAFF *482* FUNCTIONS *1a*

Gen Staff EQUIVALENT
BRITISH STAFF
& SERVICES

Brief of Staff Coordinates the work of all Staff Branches Nil

G-1

1. All subjects relating to personnel A
2. Morale and discipline A
3. Army Postal Service Q (Maint)
4. Collection and disposition of stragglers and prisoners of war A
5. Relations with Civil Government and civilians in the theatre of operations G (Ops) & A

6. Pay } A
7. Provost } A
8. ATS } Q (Maint)
9. Chaplains }

10. Allowances }
11. Messes }
12. Welfare }
13. Canteens }
14. Entertainment and Cinema }
15. Courts of Inquiry (US term = Boards of Inquiry) } C (Maint)
16. Writes off }

G-2

1. Collection, collation and distribution of information of the enemy etc.)
2. Planning, relative to map supply - also aerial photographs)
3. Combat intelligence training within the unit)
4. Censorship and dissemination of information to the public and to our troops)
5. Reception and supervision of visitors to the Unit Headquarters)
6. Propaganda and counter-propaganda)

2492

G (Int)

G-3

1. Mobilisation A
2. Organisation and equipment of units G (SD)
3. Training C (TrE)

2492

Q (Maint)

G (Int)

A
G (SD)
G (Trg)
G (Ops)
G (Ops) and
G (M)
G (Ops) and
G (L)
G (ccn)
G (Maint) &
G (Ops)
G (Ops) and
RF
G (Maint)

G-2

1. Collection, collation and distribution of information of the enemy etc.
2. Planning, relative to map supply - also aerial photographs
3. Combat intelligence training within the unit
4. Censorship and dissemination of information to the public and to our troops
5. Reception and supervision of visitors to the Unit Headquarters
6. Propaganda and counter-propaganda

G-3

1. Mobilisation
2. Organisation and equipment of units
3. Training
4. Operations
5. Troop movements
6. Establishment and maintenance of liaison with adjacent, higher and subordinate units, supervision of signal communications
7. P&I and Fire-Fighting

G-4

1. All phases of supply
2. Construction and maintenance of transportation facilities
3. Maintenance of equipment
4. /...

1634.

<u>US STAFF</u>	<u>FUNCTIONS</u>	<u>EQUIVALENT BRITISH STAFF & SERVICES</u>
Gen Staff		
5-4 (cont)	4. Traffic Control	Q (M)
	5. Evacuation and hospitalization of men and animals	Q (Ops)
	6. Salvage, including collection and disposal of captured equipment, etc.	Q PAVC
	7. Operational transport	
	8. Labour in emergency conditions	Q (Ops)
	9. All questions of accommodation	
	10. Requisitions	Q (Acon)
	11. Hivings	and RE
	12. New construction	
	13. Works Services (with CR)	Q (Maint)
	14. Messes	
	15. Barrack Services	
	16. Catering	
	17. By-Products	

SPECIAL STAFF AND SERVICES

<u>Special Staff</u>	<u>Service</u>	<u>Functions</u>	<u>Equivalent British Staff or Service</u>
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OPERATIONAL

Air	Air Support Comd	Coordination between Ground and Air Forces.	C - Air Staff offers down to Corps only.
Arty	Arty	Artillery advice to Commander Artillery Coordination.	RA
Anti-Aircraft	"	Anti-aircraft advice to Commander Anti-Aircraft Coordination	2491 RA (no specialist)
Anti-tank	"	Anti-tank advice to Commander Anti-tank coordination	" " "
Engr	Corps of Engrs	Maps and Mapping	SV

- 15. Barrack Services
- 16. Catering
- 17. Ry-Products

C (Maint)

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SPECIAL STAFF AND SERVICES

<u>Special Staff</u>	<u>Service</u>	<u>Functions</u>	<u>Equivalent British Staff or Service</u>
<u>OPERATIONAL</u>			
Air	Air Support Comd	Coordination between Ground and Air Forces.	G - Air Staff Officers down to Corps only.
Arty	Arty	Artillery advice to Commander Artillery Coordination	RA 2491
Anti-aircraft	"	Anti-Aircraft advice to Commander Anti-Aircraft Coordination	RA (no specialist)
Anti-tank	"	Anti-tank advice to Commander Anti-tank coordination	" " "
Engr	Corps of Engrs	Maps and mapping	Svy
"	" (Combat)	Construction, Road maintenance	RE
"	"	Issue of Engineering Equipment	RE Engr Services
"	" (SOS)	Accommodation, provision, construction and maintenance	RE Works Services
Inspector Gen		Inspections on behalf of Commander General especially in regard to interior economy and state of training.	Nil
Sigs	Sigs Corps	Provision and maintenance of communications. Procurement and issue of Signals stores and equipment. Ciphers and Codes.	R Sigs

-3-

Special Staff and Services (Contd)

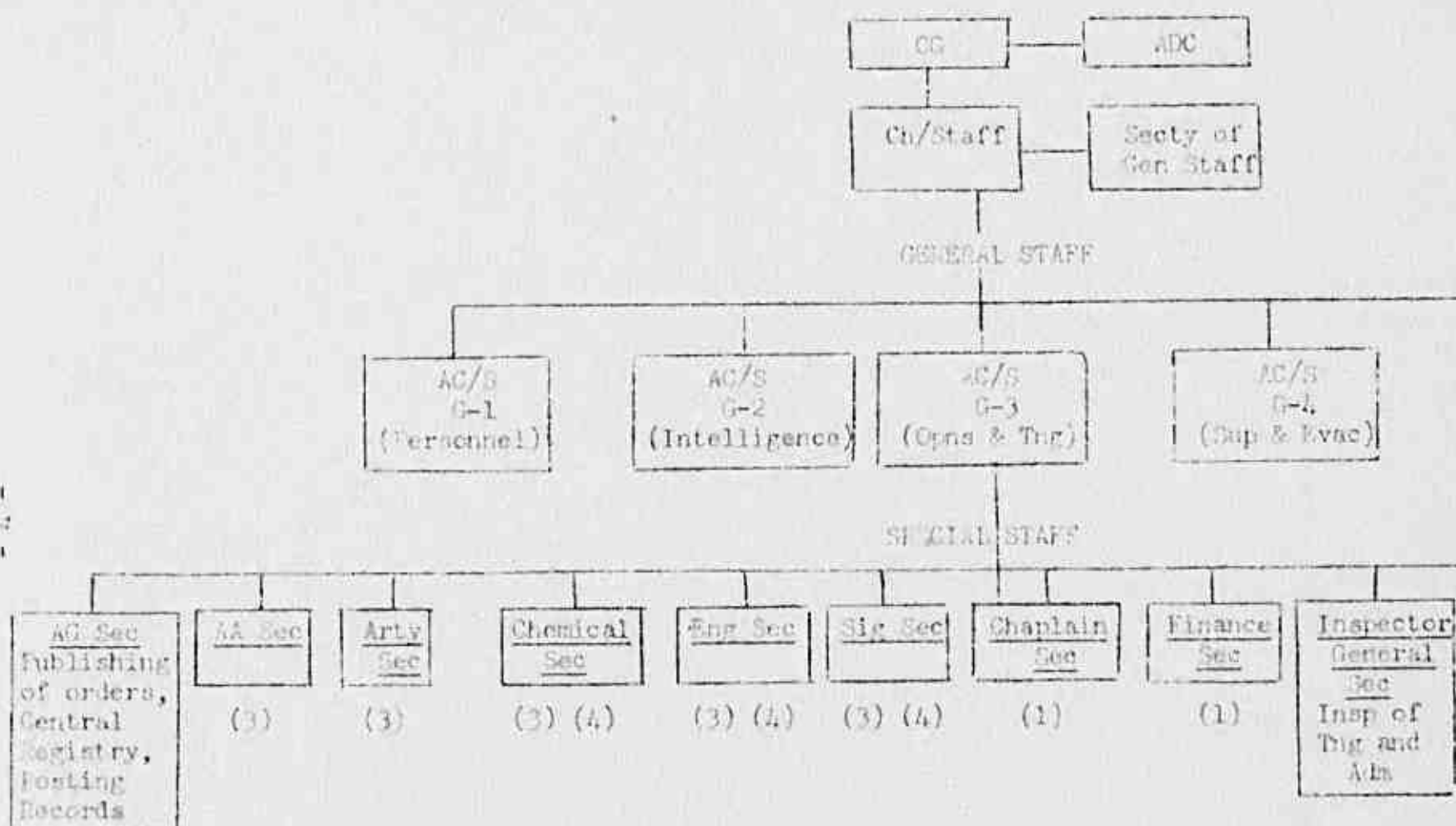
<u>Special Staff</u>	<u>Service</u>	<u>Functions</u>	<u>Equivalent British Staff or Service.</u>
<u>ATM</u>			
QM	QM Corps	Supply (including clothing and accommodation stores).	RASC (S & T) & RAOC (Ord)
Tn	Tn Corps	Transport	RASC (S & T) & RE (Tn) & RAOC (Ord)
Ord	Ordnance Department	Ammunition Supply, Weapons, Maintenance of ordnance equipment	RAOC
	-	Maintenance, recovery and repair	REEF
Surgeon	Med Dept	Medical	Med
Chaplain	Chaplain Corps	Chaplain	Chaplaincy Services
PM	Provost Marshal	Provost	Pro
Finance Offr	Finance Department	Pay	Phr
-	Corps of Engrs	Lands	Lands
-	-	Salvage	Sal
Adjut-Gen	-	Handles all administrative paper work	-
Postal Offr	Army Postal Service	Post	Postal
JAG	JAG Department	Judge Advocate General	JAG
-	Claims Commission	Claims	Claims

2490

2490

Surgeon	Med Dept	Medical	Med
Chaplain	Chaplain Corps	Chaplain	Chaplaincy Services
FM	Provost Marshal	Provost	Pro
Finance Officer	Finance Department	Pay	Per
-	Corps of Engineers	Lands	Lands
-	-	Salvage	Sal
Adj-Gen	-	Handles all administrative paper work	-
Postal Offr	Army Postal Service	Post	Postal
JAG	JAG Department	Judge Advocate General	JAG
-	Claims Commission	Claims	Claims
CV	CV Service	Provision of CV weapons, ammunition and equipment (including smoke and incendiaries) AG Measures, Decontamination	G (CV) Staff Offrs down to Livs. Adm functions by Ord.
Special Services	-	Recreation and Welfare	Welfare
Progress	-	Keeping of Statistics	Statistics

US STAFF CHANNELS



(1)

Staff channels only are shown

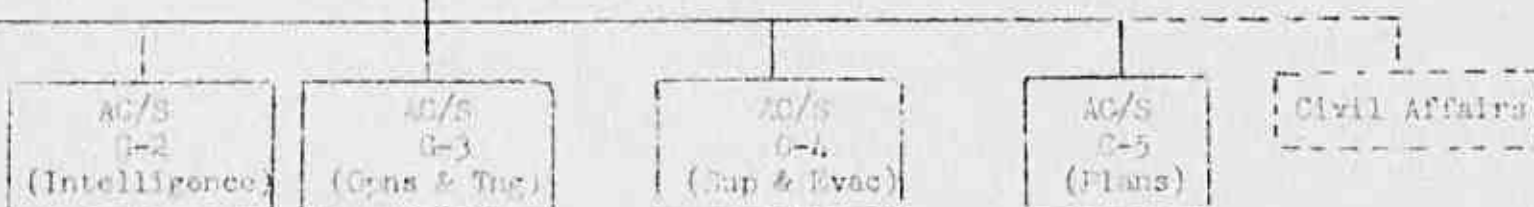
- (1) Principle contact with G-1
- (3) Principle contact with G-3
- (4) Principle contact with G-4

US STAFF CHANNELS

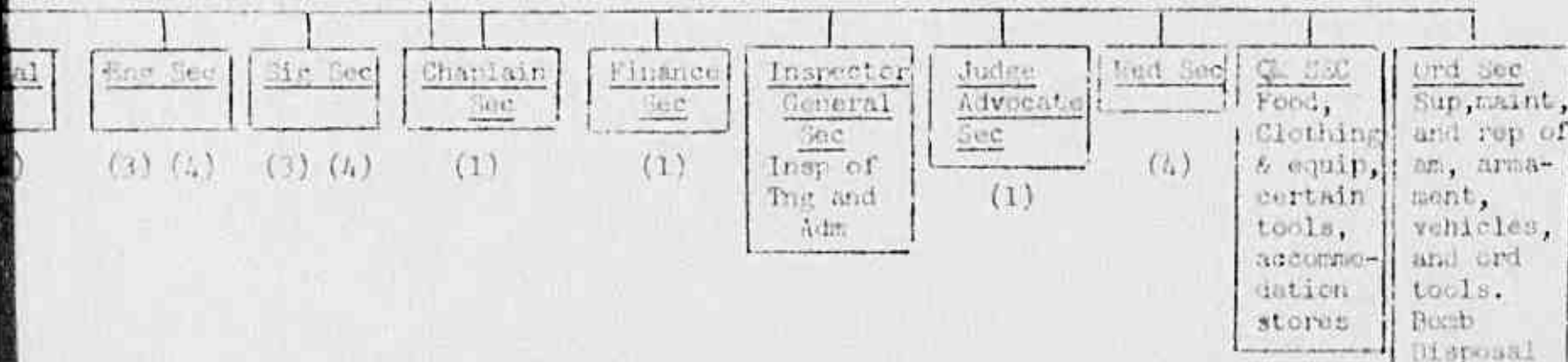


GENERAL STAFF

In large HQ



SPECIAL STAFF



Staff channels only are shown.
 (1) Principle contact with G-1
 (3) Principle contact with G-3
 (4) Principle contact with G-4

SPECIAL STAFF AND SERVICES

TN SERVICE Ops ports Tpt of personnel and sups ex- ship except tn effected by units Op and maint mil rlys and inland water- ways and procures eqpt	QM SERVICE Procures stores and issues:- Rations Clothing POL Personal eqpt (less weapons) Accn stores. Post exchange (NAAFI) and sales commissaries Depots Op vchs	ORD SERVICE Procures issues and maint:- Arm Weapons Tpt and spares (except spe- cialist vchs) Veh maint. Rec	MED SERVICE Med and Dental care Med Sups	SIG SERVICE Comms for SOS Issue and maint of Sig stores and eqpt. Constr of Sig facilities In eqpt Codes and Ciphers Net eqpt	Prepa for Provi Const camps wareh rlys etc. Mil Svy Small land so on
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PROGRESS DIV Reports Statist- tics Coord War Diary	CLAIMS As for British System	HQ COMMANDANT Camp	SPECIAL SERVICE Supervises recreation and welfare matters. Procures recreation- al eqpt. Service Clubs Libraries	SENIOR CHAPLAIN Chaplaincy Services	PM Provost Control of dis- ciplinary barracks PW	STAFF JAG Legal Courts Martial	CHIEF FINANCE OFFICER Pay and allow- ances. Disbursements.
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SPECIAL STAFF AND SERVICES

GND SERVICE Procures, issues and maint. - Arm Weapons Tpt and spares (except spe- cialist vehs) Veh maint. Rec	MED SERVICE Med and Dental care Med Sups	SIG SERVICE Comms for SOS Issue and maint of Sig stores and eqpt. Constr of Sig facilities Ph eqpt Codes and Ciphers Met eqpt	ENGR SERVICE Prepares plans for Engr Tps Provides accn, Constr, maint camps, hosps, warehouses, rds, rlys, plants, etc. Mil demolition Svy and Engr recon Small boats and landing craft if so ordered	CW SERVICE Sup of CW arm and eqpt incl Smoke and Incendiaries AG Decn		
SPECIAL SERVICE Supervises recreation and welfare matters. Procures recreation- al eqpt. Service clubs libraries	SENIOR CHAPLAIN Chaplaincy Services	PM Provost Control of dis- ciplinary barracks PV	STAFF JAG Legal Courts Martial	CHIEF FINANCE OFFICER Pay and allow- ances. Disbursements.	INSPECTOR GENERAL Informal inspections with parti- cular ref to interior economy. Investiga- tion of reports	ADJT GEN Normal channel for issue of orders and correspondence from all branches (except on orders) Maint all HQ files Central Records whole force. Sales of War Bonds and Location statements. APO

1702

1702