Declassified E.O. 12356 Section 3.3/NND No. 785017

ACC

10000/109/1514

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CIVILIAN SUPPLIES, REGION 7
MAY 1944

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HEADQUARTERS REGION VII 18 MAY Recd
ALLIED CONTROL COMMISSION

MEMORANDUM

Date: 11th May, 1944

NO I.

I. To obtain uniformity in the recording and handling of imported civilian supplies within the Region, the following instructions will govern.

The procedure prescribed is based on directions from Hq. ACC. These directions apply with equal force to the whole of the occupied mainland and islands, and to the territory governed by 5 & 8 Army AMG.

2. GENERAL RESPONSIBILITY OF SUPPLY OFFICERS

(a) The Supply Officer in each Province is responsible for ensuring the prompt and accurate recording of stores received in his Province, for acknowledging stores as sent, and for maintaining an accurate record of sales.

(b) In order that a monthly Regional return of stores handled may be sent Hq. ACC. each Provincial Supply Officer will render a monthly statement of stock movements on the prescribed form to this Hq by the 10 th of the following month.

(c) Where no ACC warehouse is maintained at the main sale point, the Supply Officer will ensure that care is taken in checking weights received, and for this purpose, according to local circumstances and at the Supply Officer's discretion, it may be necessary to employ a checker.

3. PRICE LISTS.

(a) Provincial price lists will be made by the Regional Supply Officer. To enable these price lists to reflect the expenses borne by the purchaser, it will be necessary for Provincial Supply Officers to report to this Hq. when it is considered that the price list, in whole or in part, should be amended or amplified.

(b) No new commodity will be issued for sale before a price therefor has been determined/and received from this Hq.

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(b) No new commodity will be issued for sale before a price therefor has been determined by and received from this Hq.

4. DISTRIBUTION OF STORES.

(a) It is the duty of the Provincial Supply Officer to ensure that there is an organised scheme of distribution by Consorzio or otherwise within the Province.

(b) No distribution or other expenses of wholesalers and retailers will be paid out of ACC. funds other than by way of price differentials.

(c) The scale of distribution will be on the standard ration or relief scales which will be issued from time to time by this Hq. and no local variations will be permitted without prior approval. Stores will be issued free only when authorised by this Hq.

(d) When stores are sent from one ACC warehouse to another ACC warehouse or to a Provincial Supply Officer by road, a Truck Loading Slip showing the weights which were despatched will ac

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company each vehicle in order that losses in transit may be ascertained by the receiver and reported to the sender.

(e) Distribution from ports to Provinces will be on the basis prescribed by this Hq.

(f) No imported food stuffs will be sent outside the Regional area without approval from this Hq.

5. PAYMENT FOR STORES.

(a) All sums due for stores sold will be demanded from the purchaser on an Issue Voucher certified by the Supply Officer. For this purpose issue vouchers will be prepared in triplicate: 1st copy to purchaser, 2nd for attachment to Monthly Statement of Stock Movements, and 3rd, retained by the Supply Officer.

(b) Sale money will be paid within 48 hours of taking delivery to an account at the Bank of Italy which is cleared twice per month to A.F.A. BARI. No sums will be withdrawn from this bank account. The date on which payment to the bank has been made will be endorsed on the 2nd and 3rd copies of the Issue Vouchers. Financing arrangements to permit of prompt payment will be made by purchasers with their own banks.

(c) A schedule of sales will be attached to the monthly statement of stock movements showing in summary form the quantities sold and the value for each commodity. This schedule will show the amount of sale money which has been paid to the Bank of Italy during the month and details of any sums unpaid at the date of the return.

6. RECEIPT OF STORES.

(a) When stores are received within a Province (or when notification of receipt is received from a distant point in the Province), Provincial Supply Officers will make out and certify a Receiving Report to which will be attached a copy of the transfer voucher or other document which relates to the delivery. This Receiving Report will be forwarded with the Monthly Statement of Stock Movements to this Hq. a copy being retained by the Supply Officer for his own use.

(b) At ports, a Ships Unloading Report will be completed in lieu of a Receiving Report. Unloading reports will be prepared in triplicate, one copy of which will be sent to this Hq. to enable the RAD's Register of Imports to be entered promptly, and one copy will be attached to the Monthly ...

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(b) At ports, a Ships Unloading Report will be completed in lieu of a Receiving Report. Unloading reports will be prepared in triplicate, one copy of which will be sent to this Hq. to enable the RCD's Register of Imports to be entered promptly, and one copy will be attached to the Monthly Statement of Stock Movements prepared by the Imports Officer.

7. TRANSFERS OF STORES.

(a) When stores are transferred to another Province, a Transfer Voucher will be prepared in triplicate showing railway car or truck numbers.

(b) two copies of the Transfer Voucher will be sent to the receiving Officer, one of which will be signed as an acknowledgement and endorsed with discrepancies before being returned to the sending officer. The sending officer will attach this receipted copy to his Monthly Statement of Stock Movements.

(c) When stores are received from outside or within the Regional area and no Transfer Voucher is received, applicat[illegible]

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will be made direct to the sending Supply Officer.

8. All issues from ACO sources to Army units will not be billed, but will be the subject of reconciliation by higher autho-rity.

It is, however, essential that a receipt be obtained on of the following Army forms:

AFG 1033.
AB 30
AB 108

which will be issued as a supporting voucher on the Monthly Statement of Stock Movement for the month concerned.

9. WAREHOUSE PROCEDURE.

(a) At least once in three months a stock-taking will be made in each ACO. warehouse. Arrangements will be made at CROTONE and REGGIO with the least practicable delay for the physical stock to be counted and compared with the paper record, and report made to this headquarters.

(b) Officers in charge of warehouses are responsible for ensuring in relation to each warehouse: -

(i) Patrolling to prevent theft.
(ii) Reasonable fire precautions.
(iii) The keeping of an up-to-date stores ledger, to facilitate stock-taking and the detection of theft.
(iv) The early issue of stocks with a time warranty, e.g. milk.
(v) Reasonable stacking of commodities to ensure a quick count and facility for fire-fighting.

10. DEPOSITS FOR SACKS.

The local circumstances vary and it is not thought fit to prescribe in detail at this stage the manner of handling sacks and the taking of deposits.

It is the responsibility of Supply Officers, however, to institute a simple system which will ensure that sacks are returned to ACO. sources. Where deposits are charged and refunded by Consorzi or other Agent, the deposits charged should

CROTONE and REGGIO with the least practicable delay for the physical stock to be counted and compared with the paper record, and report made to this headquarters.

(b) Officers in charge of warehouses are responsible for ensuring in relation to each warehouse: -

(i) Patrolling to prevent theft.
(ii) Reasonable fire precautions.
(iii) The keeping of an up-to-date stores ledger, to facilitate stock-taking and the detection of theft.
(iv) The early issue of stores with a time warranty, e.g. milk.
(v) Reasonable stacking of commodities to ensure a quick count and facility for fire-fighting.

10. DEPOSITS FOR SACKS.

The local circumstances vary and it is not thought fit to prescribe in detail at this stage the manner of handling sacks and the taking of deposits.

It is the responsibility of Supply Officers, however, to institute a simple system which will ensure that sacks are returned to ACC. sources. Where deposits are charged and refunded by Consorzii or other Agent, the deposits charged should not normally exceed 300 lire per sack, and any deposits forfeited for non-return of sacks will be paid over to ACC. funds.

11. Exchange on a sack for sack basis will be used wherever practicable.

12. PRINTING OF FORMS.

Arrangements for issuing of a supply of the following forms have been made by this Hq.-

Stores Ledger
Issue Voucher
Transfer Voucher
Receiving Report
Monthly Statement of Stock Movements.
Truck Loading Slips.

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13. It is appreciated that some extra work will be involved in bringing local methods methods into line with ACC.

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standard procedure, and any help required in this connection will be readily given, on request to this Hq. by members of the Finance Sub.Commission.

13. Acknowledgement of receipt of this memorandum is desired.

By order of Colonel KIRKWOOD:

J. HOWARD SALTER, Maj, RA
Major, RA
Adjutant.

Distribution:

Copies	To.
1	Exec. Comm, ACC
2	I & C Sub-Com, ACC
1	Lieut. C. Button, CROTONE
6	2 to each Province.
2	RS.O
1	R.F.O
5	File.

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