

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

ACC

10000/109/1893

ADMIN
AUG. 19

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

10000/109/1893

ADMINISTRATIVE MEMORANDA, REGION 9
AUG. 1944

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CABLE

HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT
APO 394

ADMINISTRATIVE MEMORANDUM
3)

4 September 1944
copy DES B #
6 SEP Recd

REQUISITIONING PROCEDURE

Ref: GEO 123/44
GEO 124/44

A.C.C. Establishment Memorandum No. 4

OBJECT

- 1. To summarize procedure to be adopted by Staff of Regional and Provincial HQ for:
 - a. Occupation of land and buildings.
 - b. Requisitioning civilian property.

OCCUPATION OF LAND AND BUILDINGS IN
EIGHTH ARMY AREA AND BRITISH I OF C AREAS

2. Selection of Premises

Premises will be selected after consultation with Town Major or, in his absence, with HQ of Corps Area or Sub Area concerned.

3. Marching in State

Immediately premises are occupied (including when taken over from an outgoing unit) Marching in State will be completed in quadruplicate. Proforma attached at Appendix A. Copies will be distributed:

- a. 2 Copies to Town Major (or in his absence to Corps or Area HQ),
- b. 1 Copy to Region HQ, and
- c. 1 Copy to unit file.

4. Chattels

Only furniture and chattels which are essential for an office or mess will be taken, in each case an inventory will be prepared in quadruplicate, signed by the owner and the officer taking over, and disposed of as indicated in para 3.

5. All furniture and chattels NOT required for office or mess will be:-

- a. Removed by owner, if possible.
- b. If (a) is NOT possible, stored in one room which will be locked, sealed, and the key handed to the owner or his representative, or in their absence to the Studeco.
- c. If neither (a) nor (b) is possible an inventory will be prepared and disposed

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- b. If (a) is NOT possible, stored in one room which will be locked, sealed, and the key handed to the owner or his representative, or in their absence to the Sindaco.
- c. If neither (a) nor (b) is possible an inventory will be prepared and disposed of as provided in para 4. This inventory will be separate from, and in addition to, the inventory described in para 4.

6. Marching out State

Upon leaving requisitioned premises:

- a. Town Major or, in his absence, Area HQ, will be given as much notice as possible of intention to vacate premises,
- b. Inventories will be checked, and proforma (Appendix B) will be completed and disposed of as provided in para 3, and
- c. If premises are NOT handed over to an incoming unit:

- { 1 } Water, gas and electricity will be turned off,
- { 2 } Windows and doors will be secured, and
- { 3 } Keys will be labelled and handed to Town Major or Area HQ.

gmk

Administrative Memorandum 1. 3, this HQ. dated 4 Sept 44, Cont'd.

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OCCUPATION OF LAND AND BUILDINGS IN
FIFTH ARMY A&L P.B.S. AREAS

1. Application for Billets

Upon arrival in a community, the commanding officer will apply in writing stating the number of officers and other ranks to be billeted. U.S. billeting officer or FBS Real Estate Section will supply information as to the billeting available, and, where necessary, issue billeting orders.

When the premises are occupied, the necessary forms will be filled out and copies will be distributed according to the regulations of the U.S. billeting officer or FBS Real Estate Section.

2. Selection of Billets

Troops will not be billeted in places of worship, convents or buildings classified as historical monuments, with women living alone, nor unless absolutely unavoidable, in town halls or buildings used for trade, industry or agriculture. When the use of public or commercial buildings cannot be avoided, arrangements will be made for the safe custody of documents and chattels.

3. Electric Light, Heating and Water

Where available, the occupant of a billet is entitled to bathing and washing facilities, and to electric light and heating. Commanding Officers of units will impress upon all ranks the necessity for conservation of fuel, electricity, gas, and water, and will insure that strict economy is exercised, and will take disciplinary action against anyone guilty of waste.

ACQUISITION OF CIVILIAN PROPERTY
OTHER THAN LAND OR BUILDINGS

1. General

Only essential stores, vehicles and equipment which cannot be obtained through normal military channels will be requisitioned.

No British officer of ACC/AMC has authority to requisition except in emergency.

2. Procedure

All requisitioning will be affected by an American officer appointed 2263 by the Regional Commissioner. The procedure will be the American procedure set out in Establishment Memorandum No. 14, ACC, dated 1 May 44.

3. Officers requiring articles requisitioned will inform the Requisitioning Officer, stating:-

4. No. and address of...

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OTHER THAN LAND OR BUILDINGS

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Only essential stores, vehicles and equipment which cannot be obtained through normal military channels will be requisitioned. No British officer of ACC/AMC has authority to requisition except in emergency.

2. Procedure

All requisitioning will be affected by an American officer appointed ²²⁶⁸ by the Regional Commissioner. The procedure will be the American procedure set out in Establishment Memorandum No. 14, ACC, dated 1 May 44.

3. Officers requiring articles requisitioned will inform the Requisitioning Officer, stating:-

4. No. and address of owner.
5. Full description of the items required, including, in case of vehicles:

- {1} Make and type.
- {2} Registered number
- {3} Engine and chassis number.
- {4} Condition and year of manufacture.

6. In emergencies, when time or distance does not permit obtaining prior consent of the Requisitioning Officer, any officer, British or American, may make a temporary requisition. In such cases a temporary receipt containing full information will be given to the owner and a copy sent to the Requisitioning Officer who will deliver a formal requisition to the owner in exchange for the temporary receipt.

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Administrative Memorandum No. 3, para 4, this HQ, dated 4 June 44, Cont'd.

If the Requisitioning Officer is NOT satisfied that the requisition is justified, the articles or premises will be returned to the owner forthwith.

- 3. No requisitioning will be carried out in an Army Area, or in the territory of another Region, without previously obtaining the consent of the Army or Region concerned.

By order of Lt. Col. BORMAN:

EDWARD D. FRENCH
Capt., CMP
Adjutant

OFFICIAL:

Edward D. French
EDWARD D. FRENCH
Capt., CMP
Adjutant

~~CONFIDENTIAL~~

10

Administrative Memorandum, 3, this Hq., dated 4 Sept 44.

APPENDIX "A"

MARCHING-IN STATE AND AUTHORITY
(to be completed in quadruplicate)

1. UNIT is hereby authorized to occupy premises as HQ. and/or Billets and/or Stores for Offrs. ORs.
ADDRESS.
Name of Street.....No. of House.....
No of floor.....and/or No. of Apartment.....Rooms Occupied.....
Civilians in Occupation.....Town.....Map Reference.....
Date of Occupation.....Furnished/unfurnished.

2. The unit has been informed that the Officer Commanding will be held PERSONALLY responsible for any claims etc. if on vacation a Marching-Out State is not obtained from the Town Major.

3. At least 24 hours notice will be given to the Town Major before vacation. If this is impossible full details will be forwarded to nearest Claim and Hirings (Br) Officer.

4. GENERAL CONDITION
Specific Damages etc.....
.....
.....

5. METER READINGS. Electricity.....Gas.....Water.....
(If no Electricity, Gas or Water in premises, this fact MUST be stated.-)

(Signed).....

(Officer Commanding.....

Date.....

Administrative Memorandum 1 3, this Hq., dated 4 Sept 44

APPENDIX "B" 9
SECRET

NOTICE OF VACATION

TO : CLAIMS AND HIRINGS OFFICER (BR.)

Unit will be vacating Premises situated
at on at hrs.
New Location will be

METER READINGS. Electricity Water

Marching-out certificate signed by owner attached.

(Signed)

(Officer Commanding)

Date

MARCHING OUT CERTIFICATE

..... has occupied
for use as from 1944 to 1944
On the date of vacation a check on the building and furnishings showed that there was
no damage done or articles missing due to any action of the occupying personnel.

(Signed)

Date

507 + Reg 799
MAA 8

HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT
APO 304

CABN

ADMINISTRATIVE MEMORANDUM
NUMBER 2)

1 September 1944

3 SEP 1944

CORRESPONDENCE

1. GENERAL COMMENTS.

- a. Letters from this headquarters like those from any business office make an indelible impression of the efficiency of the office on both military personnel and civilians. All official correspondence should be prepared neatly, completely, promptly, and accurately for unless communications are so prepared outsiders may conclude we do not know our business.
- b. Each letter should refer to one subject. Where you must write on two or more subjects to one headquarters or to one individual, compose two or more letters.
- c. All clerks are reminded they should never reveal the contents of official communications except to those entitled to know them.
- d. When, in order to clarify or support statements in your letter you must refer to printed authorities do so in respect to Orders, Bulletins and Memoranda, by referring to the paragraph number, section number, title and number, and date. For example:

Par 2, S/O 12 Hq Region IX, dated 12 August 44.

A reference to a letter or indorsement, telegram and so forth may include as much of the following as is necessary to insure easy identification: symbol, file number, subject, and date of communication. Normally references will be included in the first paragraph of the communication. For example:

Reference your letter, file number RIX/ACR/771, dated 22 July 44, or
Reference your letter, file number RIX/ACR/770, subject: Buffalo,
Bologna Province, dated 22 July 44.

e. When the name of a Officer, Warrant Officer or Enlisted Man or Other Rank is first mentioned in a communication it is good practice to mention his personal number.

f. This memorandum will not apply to the official correspondence emanating from the Headquarters of the American and British units. Each unit will follow the forms as prescribed by their respective Army Regulations.

2262

2. MECHANICS OF ARRANGEMENT.

a. Use standard letter size paper (8" x 10 1/2") where possible. Type on original on bond paper, using onion skin or tissue paper for carbon copies.

Letters from this headquarters like those from any business office make an indelible impression of the efficiency of the office on both military personnel and civilians. All official correspondence should be prepared neatly, concisely, promptly, and accurately for unless communications are so prepared outsiders may conclude we do not know our business.

b. Each letter should refer to one subject. Where you must write on two or more subjects to one headquarters or to one individual, compose two or more letters.

c. All clerks are reminded they should never reveal the contents of official communications except to those entitled to know them.

d. When, in order to clarify or support statements in your letter you must refer to printed authorities do so in respect to Orders, Bulletins and Memoranda, by referring to the paragraph number, section number, title and number, and date. For example:

Par 2, S/O 12 Hq Region IX, dated 12 August 44.

A reference to a letter or indorsement, telegram and so forth may include as much of the following as is necessary to insure easy identification: symbol, file number, subject, and date of communication. Normally references will be included in the first paragraph of the communication. For example:

Reference your letter, file number RIX/ACB/111, dated 22 July 44, or
Reference your letter, file number RIX/ACB/111, subject: Buf. Co.,
Bologna Province, dated 22 July 44.

e. When the name of an Officer, Warrant Officer or Enlisted Man or Civilian Rank is first mentioned in a communication it is good practice to mention his personal number.

f. This memorandum will not apply to the official correspondence emanating from the headquarters of the American and British units. Each unit will follow the forms as prescribed by their respective Army Regulations. 2262

2. MISCELLANEOUS OF ARRANGEMENT.

a. Use standard letter size paper (8" x 10 1/2") where possible. Type on original on bond paper, using onion skin or tissue paper for carbon copies.

b. Use only one side of the paper in all communications except for prescribed forms and mimeographed or other reproduced matter.

c. Unless otherwise instructed Americas will make two carbon copies of both letters and indorsements, except that all letters and reports to the Regional Commissioner will be submitted in triplicate.

49
C. C. [Signature]
[Signature]

7

Administrative Memorandum No. 2, par 2, title Ho., dtd 1 Sept. 44, cont'd.

d. Margins should be left as follows:

<u>FIRST PAGE</u>	<u>SECOND AND SUCCEEDING PAGES</u>
TOP : 1 inch	1 1/4 inches
RIGHT : 1 1/4 inches	Same as first page
LEFT : 1/2 inch	" " " "
BOTTOM: 1 inch including page or which will be 1/2 inch from the bottom	" " " "

e. Headings will conform to the forms shown below:

(1) Regional Headquarters and Special Divisions

HEADQUARTERS REGION IX
 ALLIED MILITARY GOVERNMENT
 AUG 1944

(2) Provinces

HEADQUARTERS
 Province of Forli, Region IX
 ALLIED MILITARY GOVERNMENT
 AUG 1944

f. File numbers, subject, address and date will appear in the following order:

Reference
 Subject
 To
 Date

g. In normal military channels of communication will be observed, when it is desirable that correspondence be addressed to a commander outside of the normal channel because he should have knowledge of the subject, use the following form:

Ref. RIX/
 Subject: Org. 103
 Through: S.O. 100, 8th Army
 To : P.C. Forli Province Region IX, AMG

h. Numbering of the paragraphs will be as follows:

(1) When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1. Indent these numbers five spaces from the left margin. 2261

(2) Letter sub-paragraphs with unnumbered lower case letters commencing with a and indent as for the paragraph-5 spaces from left margin. Sub-sub-paragraphs will be indented 10 spaces from the left margin and indicated by arabic figures in parenthesis beginning with (1). For example:

(3) Care in the following things will aid you in turning out good

(1) Regional Headquarters and Special Divisions
HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT
AUG 1944

(2) Provinces

HEADQUARTERS
Province of Forli, Region IX
ALLIED MILITARY GOVERNMENT
AUG 1944

File numbers, subject, address and date will appear in the following order:

Reference
Subject
To
Date

In normal military channels of communication will be observed, when it is desired that correspondence be addressed to a commander outside of the normal channel because he should have knowledge of the subject, use the following form:

Ref. RIX/
Subject: Order
Through: S.O.O., 6th Army
To : P.C. Forli Province Region IX, AMG

Numbering of the paragraphs will be as follows:

- (1) When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1. Indent these numbers five spaces from the left margin. 261
- (2) Letter sub-paragraphs with underscored lower case letters commencing with a and indent as far as the paragraph-5 spaces from left margin. Sub-paragraphs will be indented 10 spaces from the left margin and indicated by arabic figures in parenthesis beginning with (1). For example:

(1) Care in the following things will aid you in turning out good military letters:

2. Next to Special is the following pointer:

(1) Keep your type clean.

1. Single space all letters and indents unless otherwise directed.

2. In closing, the signature of the officer in proper form will appear preceded by the order line for all staff officers and about the "order line" when signed by officers exercising a coordinating function.

Administrative Memorandum 2, par 2 section 1, this Hq., at 1 Sept. 44, 00011.

Letter or memorandum from a Hqs. special division or Provincial Commissioner addressed to the Regional Commissioner will close as a letter from an officer exercising a command function.

As a general rule communications leaving a headquarters will be signed for the commanding officer by his Adjutant or other designated staff officer or their assistants.

Use the phrase "By order of Lt. Col. BLANK" when writing to a subordinate unit or individual under his direct command.

Use the phrase "For the Regional Commissioner" or "For the Provincial Commissioner" in all other cases.

For example:

A letter or memorandum from the Legal Division to any subordinate unit under the Regional Commissioner would close.

By order of Lt. Col. BOWMAN:

A.H.H.M. DUNNIE
W/Comdr., R.C.F.
Legal Division

A letter on the other hand from the same Division to Hqs. A.C.C. or another Region, unit, or person not under the direct command of the Regional Commissioner will close.

For the Regional Commissioner:

A.H.H.M. DUNNIE
W/Comdr., R.C.F.
Legal Division

K. Enclosures and special distribution of copies will be listed on the face of the letter below the body of the letter and at the left margin.

L. Use stationery and carbon paper as economically as possible. Prepare only such copies as are essential.

M. Indorsements will be used where the writer understands the indorsement procedure and desires to use it to facilitate answering correspondence. Matters from Headquarters A.C.C. or other Headquarters requesting replies by indorsement should be complied with in the form requested. Attached (Appendix "A") is a specimen copy of a letter including an indorsement. This form will be used whenever indorsements are directed.

N. All clerks will initial the file copy in their respective Headquarters certifying by so doing they have read and understand the provisions of this memorandum.

By order of Lt. Col. BOWMAN:

... for the Regional Commissioner" or "For the Provincial Commis-
sioner" in all other cases.

For example:

A letter or memorandum from the Legal Division to any subordinate unit under the Regional Commissioner would close,

By order of Lt. Col. BOWMAN:

A.H.H.M. DUNNIE
W/Comdr., P.
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- 2. Use stationery and carbon paper as economically as possible. Prepare only such copies as are essential.
- 3. Indorsements will be used where the writer understands the indorsement procedure and desires to use it to facilitate answering correspondence. Letters from Headquarters A.C.C. or other Headquarters requesting replies by indorsement should be complied with in the form requested. Attached (Appendix "A") is a specimen copy of a letter including an indorsement. This form will be used whenever indorsements are directed.
- 4. All clerks will initial the file copy in their respective Headquarters certifying by so doing they have read and understand the provisions of this memorandum.

By order of Lt. Col. BOWMAN:

OFFICIAL: *Dunnie*
DUANE D. FRIESE
Capt., GMP
Adjutant

DUANE D. FRIESE
Capt., GMP
Adjutant

DISPOSITION:
"A"

Administrative Memorandum No. 2, this Hq., dtd 1 Sept, 44.

APPENDIX "A"

HEADQUARTERS
Province of I, Region IX
Allied Military Government
APO 394

Ref: RIX/A/2

DDP/vfs
18 August 1944

SUBJECT: Identification of Patriots.

TO : Regional Commissioner, Region IX A.M.G., APO 394.

1. _____
2. _____
- (1) _____
- (a) _____
2. _____

JOHN D. DOKES
Lt. Col., Infantry
Provincial Commissioner

ACEB/jc

3 Incls:
Incl. No. 1 List of Patriots
Incl. No. 2 Report from Prov. Pub. Safety Off.
Incl. No. 3 Report of Defascitization Committee.

RIX/A/P/1
Headquarters, Region IX AMG, APO 394.
19 Aug 44.

TO: Hqs. A.C.C. (R.C. & M.G. Section), APO 394.
1. For your information.

For the Regional Commissioner:

2253

DUANE D. FREESE
Capt., CAP
Adjutant

Incl. Withdrawn 1 incl. Inc. 2
Added 2 Inc.
Incl. 4 Report of Regional Pub Safety Off.
Incl. 5 Report of Regional Pub Safety Off.

18 August 1944

Identification of Patriots.

TO : Regional Commissioner, Region IX A.M.G., AFO 394.

1.

2.

(1)

(a)

2.

JOHN D. DOWNS
Lt. Col., Infantry
Provincial Commissioner

ACE/jc

3 Incls:

- Incl. No. 1 List of Patriots
- Incl. No. 2 Report from Prov. Pub. Safety Off.
- Incl. No. 3 Report of Defascitization Committee.

RDX/MP/1

Headquarters, Region IX AMG, AFO 394,
19 Aug 44.

1st. I'd.

TO: Hqs. A.C.C. (R.C. & M.G. Section), AFO 394.

- 1. For your information.

For the Regional Commissioner:

Incl.
Withdrawn 1 Incl. Inc. 2
Added 2 Inc.
Incl. 4 Report of Regional Pub Safety Off.
Incl. 5 Report from Regional Patriots Off.

2253

DUANE D. FRISSE
Capt., CMP
Adjutant

397 CABH

HEADQUARTERS REGION II
ALLIED MILITARY GOVERNMENT
APO 304

31 August 1944

3 SEP Recd

ADMINISTRATIVE MEMORANDUM

1)

DUTIES OF HQ OFFICERS

OBJECT

1. The object of this memorandum is:
 - a. To define and co-ordinate duties of HQ officers.
 - b. To enable all officers to know which HQ officer they should approach on a particular matter.
 - c. To facilitate quick taking over of duties due to changes in appointments and assignments.

DUTIES

2. Executive Officer is the chief staff officer of the Region and will:
 - a. Ensure that the orders and policies of the Regional Commissioner are carried out.
 - b. Co-ordinate the work of Special Divisions.
 - c. Supervise internal administration of the Region.
 - d. Act as Commanding Officer of British personnel (see also G-1 and OC British Detachment).
 - e. Authorise engagement of civilian employees.
 - f. In the absence of the Regional Commissioner act as his deputy.
3. Assistant Executive Officer will assist the Executive Officer in carrying out his duties and in addition will:
 - a. Maintain office space.
 - b. Receive officials visiting headquarters.
 - c. Co-ordinate the work of Co. I, Brit. Det. and Italian Platoon. He will act through the unit commander concerned.
 - d. Be responsible for cleanliness and maintenance of HQ offices, and barracks area.
 - e. Supervise work of Milling, Requisitioning and Purchasing officers.
 - f. Supervise Italian workmen and office cleaners.
 - g. Be responsible for the efficient handling of HQ.
 - h. Packing up and moving of Regional HQ.
4. Adjutant will be responsible for:
 - a. Handling all official Regional correspondence in accordance with regulations 58 and approved policies. In cases where no policy has been established he will initiate action to secure a policy covering such cases.
 - b. Authentication and distribution of all orders and instructions except those matters reserved for signature by the Regional Commissioner.
 - c. Maintenance of the official files of the Region.

- 1. The object of this memorandum is:
 - a. To define and co-ordinate duties of HQ officers.
 - b. To enable all officers to know which HQ officer they should approach on a particular matter.
 - c. To facilitate quick taking over of duties due to changes in appointments and assignments.

DUTIES

- 2. Executive Officer is the chief staff officer of the Region and will:
 - a. Ensure that the orders and policies of the Regional Commissioner are carried out.
 - b. Co-ordinate the work of Special Divisions.
 - c. Supervise internal administration of the Region.
 - d. Act as Commanding Officer of British personnel (see also G-1 and OC British Detachment).
 - e. Authorise engagement of civilian employees.
 - f. In the absence of the Regional Commissioner act as his deputy.

3. Assistant Executive Officer will assist the Executive Officer in carrying out his duties and in addition will:

- a. Maintain office space.
- b. Receive officials visiting headquarters.
- c. Co-ordinate the work of Co. I, Brit. Det. and Italian Platoon. He will act through the unit commander concerned.
- d. Be responsible for cleanliness and maintenance of HQ offices, and track area.
- e. Supervise work of Milling, Requisitioning and Purchasing officers.
- f. Supervise Italian workmen and office cleaners.
- g. Be responsible for the efficient guarding of HQ.
- h. Packing up and moving of Regional HQ.

4. Adjutant will be responsible for:

- a. Handling all official Regional correspondence in accordance with regulations 58 and approved policies. In cases where no policy has been established he will initiate action to secure a policy covering such cases.
- b. Authentication and distribution of all orders and instructions except those matters reserved for signature by the Regional Commissioner.
- c. Maintenance of the official files of the Region.
- d. Operation of message center.
- e. Operation in accordance with approved policies of activities at headquarters pertaining to:

- (1) Classification of all individuals joining the Region, their subsequent assignment, reclassification, and reassignment (coordination with British G-1, OC Brit. Det. and American Company Commander).
- (2) Procurement and replacement of personnel.
- (3) Leaves of absence and furloughs (coordination with Br. G-1 and American Company Commander).
- (4) Internal arrangement of headquarters (in conjunction with Ass't Ex. Officer).

Administrative Memorandum No. 1, par 5, 4, 3 Hq., dated 31 August 1944, cont'd

- f. Custody of records of all personnel belonging to the Region which are not kept in some subordinate unit.
- g. Preparation and submission of reports on strength as required by Allied Control Commission Headquarters, and not submitted by unit commanders concerned.
- h. Operation of office procedure as regards administrative matters including recommendations as to similar arrangements in headquarters of subordinate units.
- i. General regulations and routine administration not specifically assigned to another staff section or unit.
- j. Furnishing the Regional Commissioner advice on morale.
- k. Other duties as directed by the Regional Commissioner and Executive Officer.

5. C-1 British will under the directions of the Executive Officer, deal with the following:

- a. All "A" and MS matters concerning British Officers and in particular:
 - (1) Officers records.
 - (2) Officers pay and allowances.
 - (3) Casualty and other returns on British Officers.
 - (4) Courts of Inquiry.
 - (5) Summaries of evidence.
 - (6) Audit.
- b. Monthly reports, returns and similar matters.
- c. Defascism: deal with all correspondence on this subject and distribute to Special Divisions. Consult with and co-ordinate action taken by them.
- d. Patriots: Duties as for Defascism.
- e. In the absence of the Adjutant act as his deputy.
- f. Other duties as directed by Regional Commissioner and Executive Officer.

6. C.O. Co. I is responsible for:

- a. Administration and discipline of American personnel.
- b. Training, maintenance, safeguarding and accounting for all American equipment, supplies and vehicles (including civilian vehicles requisitioned through U.S. Army channels). (See also duties of Motor Transport Officer).
- c. Drawing and distributing American rations and PX items.
- d. Pay of all American personnel.
- e. Maintenance of officers and enlisted mens 201 files.
- f. Submission of reports pertaining to American personnel.
- g. Investigation and reports of traffic accidents, personal injuries, and death.
- h. Cleanliness and maintenance of EM quarters and American store rooms.
- i. Ensure satisfactory standard of messing for EM/OR. (Coordinate with O.C. Br Det).

7. O.C. No. 9 Det. is responsible for administration of Brit. Det. and in particular:

- a. Discipline of British CR.
- b. ORs pay and allowances.
- c. Operating the imprest account.
- d. Casualty and other returns on CR.
- e. Incenting and other returns on Italian soldiers attached to this Hq.
- f. Drawing and accounting for British stores, equipment and vehicles including requisitioned through British Army channels.
- g. Drawing rations for British personnel.
- h. Medical supplies.
- i. PHU account.

2257

a. All "A" and MS matters concerning British Officers and in particular:

- (1) Officers records.
- (2) Officers pay and allowances.
- (3) Casualty and other returns on British Officers.
- (4) Courts of Inquiry.
- (5) Summaries of evidence.
- (6) Audit.

b. Monthly reports, returns and similar matters.
 Defalcation: deal with all correspondence on this subject and distribute to Special Divisions. Consult with and co-ordinate action taken by them.
 Patriots: Duties as for Defalcation.
 In the absence of the Adjutant act as his deputy.
 Other duties as directed by Regional Commissioner and Executive Officer.

6. C.O. Co. I is responsible for:

- a. Administration and discipline of American personnel.
- b. Clothing, maintenance, safeguarding and accounting for all American equipment, supplies and vehicles (including civilian vehicles requisitioned through U.S. Army channels). (See also duties of Motor Transport Officer).
 Drawing and distributing American rations and PX items.
 Pay of all American personnel.
 Maintenance of officers and enlisted mens 201 files.
 Submission of reports pertaining to American personnel.
 Investigation and reports of traffic accidents, personal injuries, and death.
 Cleanliness and maintenance of EM quarters and American store rooms.
 Ensure satisfactory standard of messing for EM/OR. (Coordinate with O.C. Br Det).

7. O.C. No. 9 Det. is responsible for administration of Brit. Det. and in particular:

- a. Discipline of British OR.
- b. Officers pay and allowances.
- c. Operating the imprest account.
- d. Casualty and other returns on OR.
- e. Casualty and other returns on Italian soldiers attached to this Hq.
- f. Issuing and accounting for British stores, equipment and vehicles including requisitioned through British Army channels.
- g. Drawing rations for British personnel.
- h. NAAI supplies.
- i. FR account.
- j. Maintenance of British vehicles.
- k. Traffic accident reports.
- l. Accounting for POL from British sources.
- m. Cleanliness and maintenance of ORs quarters and British store rooms.

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Administrative Memorandum No. 1, this HQ., dated 21 August 1944, cont'd.

- 8. Motor Transport Officer is responsible for:
 - a. Coordinating the working of the British and American motor transport of the Region and detailing transport for duty as required.
 - b. Motor respective unit commanders be responsible for operating and maintaining:
 - (1) British and American vehicles including civilian requisitioned vehicles.
 - (2) Account to the respective unit commander for spare parts, tires, and POU supplies from Army sources.
 - (3) Consolidate returns on British and American vehicles as required by G-4, ACC.
 - (4) Ensure compliance with purely ACC instructions (e.g. use of windshield labels) regarding both British and American vehicles.
- 9. Piloting Officer is responsible to Assistant Executive Officer for obtaining coordination for Regional Iq. offices, stores and personnel. He will comply with instructions given in Region II Administrative Memorandum No. 3, to be issued shortly.
- 10. Requisitioning Officer is responsible to Assistant Executive Officer for all requisitioning of civilian property and will comply with A.C.C. Establishment Memorandum No. 14.
- 11. Purchasing Officer is responsible to the Assistant Executive Officer for all purchases of supplies/stores and will comply with A.C.C. Establishment Memorandum No. 5 and such other instructions as may be issued by the Finance Officer.

12. ATTACHMENTS.

Names of officers performing the above duties are at Appendix "A".

By order of Lt. Col. BOWMAN:

OFFICIAL: *Duane D. Freeze*
 DUANE D. FREEZE
 Capt., OMP
 Adjutant

DUANE D. FREEZE
 Capt., OMP
 Adjutant

DISCONTINUED:

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9. Relieving Officer is responsible to Assistant Executive Officer for obtaining accommodation for Regional In. offices, stores and personnel. He will comply with instructions given in Region IX Administrative Memorandum No. 3, to be issued shortly.

10. Relieving Officer is responsible to Assistant Executive Officer for all requisitioning of civilian property and will comply with A.C.C. Establishment Memorandum No. 14.

11. Purchasing Officer is responsible to the Assistant Executive Officer for all purchases of supplies/stores and will comply with A.C.C. Establishment Memorandum No. 5 and such other instructions as may be issued by the Finance Officer.

12. ATTACHMENTS.

Names of officers performing the above duties are at Appendix "A".

By order of Lt. Col. BOWMAN:

DUANE D. FRESSE
Capt., CAP
Adjutant

OFFICIAL:

Duane D. Fresse
DUANE D. FRESSE
Capt., CAP
Adjutant

DISPATCH:

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Administrative Memorandum No. 2, this HQ, dated 31 August 1954

APPENDIX "A"

- Executive Officer
- Asst Executive Officer
- Adjutant
- Chief Clerk
- C.O. Co. I
- C.O. Co. 2 Detachment
- Motor Transport Officer
- Billing Officer
- Requisitioning Officer
- Purchasing Officer

- Lt. Col. H. H-S HARGREY
- Capt. LUMMUS
- Capt. D.D. FERRER
- Capt. P.R.P. KESSLE
- Major CARILLO
- Lieut. E.J. RICHARDS
- Capt. McCHUGH
- Lt. Lt. CHIFFUSO
- Lt. Lt. RUCOMINI
- " "
- " "

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