

ADMINISTRATIVE SECTION

Legal
Property Control
Interior
Public Safety
Public Health
Education
Monuments & Fine Arts

COMMUNICATIONS SECTION

Internal Transportation
Shipping
Telecommunications and Postal

MILITARY SECTION

Naval Forces
Land Forces
Air Forces
War Material Disposal

POLITICAL SECTION

Foreign and Internal
Internees and Displaced Persons and Refugees

2084

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

RESTRICTED

HEADQUARTERS

ALLIED CONTROL COMMISSION

APO 394

22 January 1944

MEMORANDUM: To those concerned.

1. a. Attached is the outline plan for the organization of HQACC as at present contemplated. It is published for planning purposes and later may be changed in some respects.

b. Personnel strengths shown indicate numbers who are to be at HQ and for whom office and living accommodation must be provided. No additional office accommodation is likely to be available for some time, but living accommodation for visitors in reasonable numbers will be available.

2. The Economic Half Section and the Administrative Half Section, from the point of view of procedure, correspond to the former Economic and Administrative Directorates which are abolished in their present form.

3. The first stage in the readjustment will be the movement of the Administrative Half Section to Salerno on 28 Jan 1944. The Executive Officers will issue all orders for the move as soon as informed by the Vice President Economic and Administrative Section the names of his officers concerned.

(Signature)
For the Chief of Staff

1 Encl. - Chart

DISTRIBUTION:

- 1 Chief Commissioner
- 2 C/S
- 2 C.G.A.O.
- 2 VP - Econ & Adm.
- 2 VP - Comm
- 2 VP - Political

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For the Chief of Staff

1 Encl. - Chart

DISTRIBUTION:

- 1 Chief Commissioner
- 2 C/S
- 2 C.C.A.O.
- 2 VP - Econ & Adm.
- 2 VP - Comm
- 2 VP - Political
- 2 D/VP - Econ & Adm
- 4 Executive Offrs
- 2 G-1
- 2 G-4
- 2 Hq. Comdt - Naples
- 2 Hq. Comdt - Salerno
- 6 ACC Brindisi
- 2 War Diary

2052

R-E-S-T-R-I-C-T-E-D

S-E-C-R-E-T

22 January 1944

LOCATION AND APPROXIMATE STRENGTH OF OFFICERS TO BE ACTUALLY AT HQ A.C.C.

PEARL HARBOR
S' LERNO

MAIN HQ
NAPLES

(a) Chief Commissioner	)	(a) Chief Commissioner	)
(a) Deputy Chief Commissioner	) 6	(a) Deputy Chief Commissioner	) 6
(a) Chief of Staff	)	(a) Chief of Staff	)
(a) A.D.C.s and P.A.s	)	(a) A.D.C.s and P.A.s	)
Staff Officers	2	Secretariat	3
Military Section		Security Intelligence	10
Navy	4	Public Relations	2
Army	6	Staff Officers	5
Air	2		
War Materila Disposal	4	Political Section	
Political Section		Vice President	1
Deputy V.P.	)	Staff Officer	1
Staff Officer	) 2	Displaced Persons	5
Administrative Half Section			
V.P. and A.D.C.	2	Economic Half Section	
Staff	4	D/V.P. & Civilian Staff	7
(Interior Group Director	2	Military Staff	4
(Local Government	7	(Industrial Group Director	2
(Public Safety	8	(Industry & Commerce	20
(Public Health	10	(Labour	8
Legal	10	(War Factories	1
Property Control	8	Agriculture, etc.	12
Monuments & Fine Arts	3	Food	5
Education	4	Public Works and Mines,	
		incl. Electrical	13
		Finance	40
Economic Half Section		Administrative Half Section	
D/V.P. and Staff	2	V.P. and A.D.C.	2
Agriculture	1	Legal	2
Finance	7	Visiting Officers of	
Industry & Commerce	3	Subcommissions	4
Public Works & Util.	2		
Labor	1	Communications Section	
Visiting Officers of	)	Vice President	1
	)	Staff Officer	2
	)		6

Displaced Persons	5
<u>Economic Half Section</u>	
(a) D/V.P. & Civilian Staff	7
Military Staff	4
(Industrial Group Director	2
(Industry & Commerce	20
(Labour	8
(War Factories	1
(Agriculture, etc.	12
Food	5
Public Works and Mines,	
incl. Electrical	13
Finance	40

Deputy V.P.	2
Staff Officer	
<u>Administrative Half Section</u>	
(a) V.P. and A.D.C.	2
Staff	4
(Interior Group Director	2
(Local Government	7
(Public Safety	8
(Public Health	10
Legal	10
Property Control	8
Monuments & Fine Arts	3
Education	4

<u>Administrative Half Section</u>	
(a) V.P. and A.D.C.	2
Legal	2
Visiting Officers of	
Subcommissions	4
<u>Communications Section</u>	
Vice President	1
Staff Officer	2
Telecommunications	3
(Internal Transportation	
(Shipping	
<u>Executive Officers</u>	
Internal Administration	2081

<u>Economic Half Section</u>	
(a) D/V.P. and Staff	2
Agriculture	1
Finance	7
Industry & Commerce	3
Public Works & Util.	2
Labor	1
Visiting Officers of	2
other Subcommissions	
<u>Communications Section</u>	
Staff Officer	1
Telecommunications	1
Liaison Section	10
Internal Administration	20

200

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- NOTES: (1) Officers marked (a) have office and living accommodation specifically allotted at each place.
- (2) Minor variations in numbers are permissible, but must be coordinated with Executive Officers.
- (3) Internal organization of Sections proposed is subject to amendment if Vice Presidents so desire.

S-E-C-R-E-T

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

AMG/440.

15 January 1944

SUBJECT: Central Medical Supply Depot and
Regional Medical Supply Depots

TO : Public Health Subcommittee

1. Pursuant to directive from the Central Economic Committee, the Public Health Subcommittee is authorized and directed to staff and operate a Central Medical Supply Depot and such Regional Medical Supply Depots as may be needed from time to time for the warehousing, accounting for and distribution of medical supplies for the civilian population in Italy.

2. Accordingly, the Public Health Subcommittee will have the responsibility for the following functions:

a. The establishment and maintenance of a system to handle the receipt and proper warehousing of all medical supplies, including all items listed in the list of "Medical Supplies for Occupied Areas" and such other medical items as may be received in Italy for ultimate or immediate civilian use.

b. The accounting for all such supplies until delivered to Regional Depots and the supervision and control of the payment for the same.

c. Supervision, through such Regional or Provincial or other warehouses or control points as may from time to time be deemed by it as necessary of such medical supplies to the first Italian civilian users for whom they are intended.

d. The preparation and maintenance of proper records and inventories of all such medical supplies on hand and awaiting distribution.

e. The maintenance of an appropriate control system in the various Regional warehouses and the Central warehouse.

f. Transportation of such medical supplies from the time they reach the Central Depot to the Regional Depots established.

g. Submission to the Central Economic Committee of proper

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e. The maintenance of an appropriate control system in the various Regional warehouses and the Central warehouse.

f. Transportation of such medical supplies from the time they reach the Central Depot to the Regional Depots established.

g. Submission to the Central Economic Committee of proper requisitions for CAD Medical items for the several AMG/ACC areas in Italy.

h. Submission to the Central Economic Committee of recommendations for the allocations of medical supplies as between the various Regions or other areas in occupied Italy.

3. The Central Economic Committee will maintain responsibility for the final allocations of medical supplies in occupied Italy.

4. Responsibility for the safeguarding, distribution, and payment of medical supplies within established AMG/ACC Regions, will be in accordance with directives to be promulgated by the Public Health Subcommittee and the Finance Subcommittee.

5. Prices of medical items will be established by the Central Economic Committee.

DISTRIBUTION:
"C"

Plus: Heads all Subcommittees
Central Economic Committee - 5
Regions I and II - 5 each
AMG 15th Army Group - 5
AG Files - 2

Charles M. Spofford
CHARLES M. SPOFFORD
Colonel, G.S.C.
D.C.C.A.O., AMG HQ

RESTRICTED

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

13 January 1944

MEMORANDUM:

TO : All Concerned

Preparation of Cables

The following changes will be noted by all concerned in the preparation of cables:

1. Cables prepared for transmission to Hq, ACC, Brindisi will be addressed Fatima, Rear, and those for transmission to Hq, ACC, Salerno, will be addressed Fatima, Forward.
2. Six (6) copies of cables will be prepared in transmission text, four (4) in literal text for AG distribution. Extra copies may be prepared and marked to a particular Section or Sub Commission as required.
3. Cables addressed to "Freedom" will not repeat the code name in the body of the text. The text will show "to AFHQ", "to NATOUSA" (or to such other formation intended by the code "to Freedom") followed by the particular section for which the message is intended, (to AFHQ for MGS).
4. The classification of the message will be shown on top and bottom of sheet.
5. The Fargo cite number will be shown in upper right hand corner. Call Corporal Dionisio, extension 54, for serial number.
6. In the space provided for telephone number, Fargo telephone 10050 will be used.
7. A two-inch line will precede the typed message, which will be used by PBS for their cite number.
8. The correct name and title of the authenticating officer at PBS is:

J. F. NICKEL
Lt. Col., AGD
Adjutant General

2979
FRANK DI GIACOMO
Captain, Infantry
Actg. Asst. Adj. Gen.

DISTRIBUTION
"A" - Modified

RESTRICTED

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

gma
7 January 1944

MEMORANDUM:

TO : All Officers, HQ. AMG.

1. Officers of a superior headquarters who visit a subordinate headquarters should remember that their first task is to help the subordinate headquarters. It is particularly important that subordinate headquarters should welcome visits for the help given and should not receive unexpected criticism from a higher headquarters as the result of such a visit. Therefore when a visiting officer finds anything which appears to merit criticism he must, if it is at all possible, discuss the matter on the spot with the responsible officer and also with that officer's immediate superior, before he reports it to higher Headquarters. In this way, it is often possible to put matters right quickly and smoothly. If that cannot be done, at any rate the visiting officer will be able to return to his headquarters with a clear idea of what should be done to put matters right, and will leave behind him a feeling that higher Headquarters are trying to help and not just criticise.

2. In the case of visiting officers who are junior or whose duties do not normally touch such a matter under criticism, it is particularly important to conform to the above procedure.

By order of Colonel SPOFFORD;

L. W. Stearns
L. W. STEARNS
Capt, AGD
Asst Adj Gen

89a.

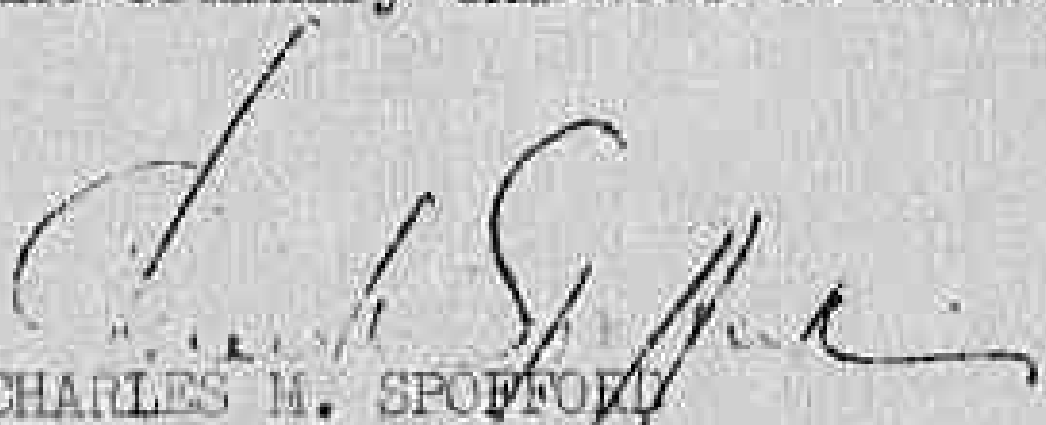
HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

5 January 1944

SUBJECT: Contact with Regions I and II

TO : Chiefs of all Staff Divisions, Directorates
and Subcommissions

1. It is considered essential for these Headquarters to keep in close touch with Headquarters, Regions I and II. In order to do this and at the same time to assist personnel in these Headquarters and in Regional Headquarters to handle problems requiring action by the other most expeditiously, personal liaison will be maintained periodically between these Headquarters and the Regions.
2. Major Lewis Van Dusen will visit Region I and Captain Evan Talbot will visit Region II for the present.
3. The number and character of the trips will depend on the use which can be made of these officers while they are performing this duty.
4. It is requested that officers in these Headquarters desiring to secure action from Regional Headquarters through the above Liaison Officers should keep in touch with them to ascertain when they will make their periodic visits. The first visits are planned for early in the week of January 9.
5. It is emphasized that the work of these officers will be in addition to, and not instead of, the ordinary channels of communication and liaison.


CHARLES M. SPOTTFORD
Colonel, G.S.C.
D.C.C.A.O., AMG, HQ.

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

4 January 1944

MEMORANDUM

TO : All Members of Executive Council

1. The Executive Council will include the following:

D.C.C.A.O. ✓
Acting Chief of Staff ✓
Deputy Chief of Staff (Operations & Security Intelligence) ✓
Executive Officers
Economic Director
Administrative Director
Adjutant General
Chief of Security Intelligence
Chief of Communications Section
Public Relations Officer
Chief of each Sub-Commission

2. Unless notified to the contrary there will be a meeting of the Executive Council each Friday at 1500 hours in the conference room. All members will attend. First meeting Friday, 14 January 1944.

If any member is unable to attend any meeting he will send a representative.

3. Any item which is desired to have placed on the agenda of any meeting will be in the hands of the Secretary by 1100 hours on the Thursday before the meeting. Secretary: Major L. H. Van Dusen Jr., Room 9.

L. W. Stearns
L. W. STEARNS
Capt., AGD
Asst Adj Gen.

SECRET

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

AMG/319.1

4 January 1944

SUBJECT: Reports

TO : Heads of Subcommissions
Heads of Directorates
Heads of Staff Sections
G-1) Through Executive Officer
G-4)

1. Attached is a copy of a letter addressed to R.C.A.O.s of Regions I and II.
2. Special attention is directed to para 6 from which it will be seen that the monthly reports from Regions are required by the TENTH day of the month.
3. Heads of Subcommissions, etc. will submit reports on the activities of their Subcommission to Chief HQ AMG (through channels) by the TWELFTH day of the month, latest.
4. All previous instructions on the subject of reports other than those relating to vehicles, stores and personnel are cancelled.

Encl - Letter on Reports

DISTRIBUTION:
As above
10 Spares

CHARLES M. SPOTFORD
Colonel, G.S.C.
D.C.C.A.O., AMG HQ

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Encl - Letter on Reports

DISTRIBUTION:

As above
10 Spares

CHARLES M. SPOTFORD
Colonel, G.S.C.
D.C.C.A.O., AMG HQ

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SECRET

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

AMG/319.1

4 January 1944

SUBJECT: Reports

TO : R.C.A.O. Region I
R.C.A.O. Region II

1. It has become essential to the general war requirements of the authorities in Washington and London that they should be kept informed of the Political, Economic and general situation in Italy and Sicily.

2. Accordingly AFHQ has directed the following regular reports:

- (a) Weekly - To be known as SITREP - Situation Report
- (b) Monthly - To cover activities of the previous calendar month

3. The weekly report will be sent by cable. In order to simplify the rendering of form of report a code of key words has been drawn up, (see Appendix A) and will be strictly adhered to in the cables. A specimen report is shown in Appendix B with translation in Appendix C.

4. The same general form will be used for the monthly report except that the activities of all special divisions must be covered. The list of headings is given in Appendix D.

5. The weekly report will be dispatched so as to reach this office not later than 1200 hours on the Sixth (6), Thirteenth (13), Twentieth (20) and Twenty-eighth (28) day of each month. Cables will be addressed FARCO for SPOFFORD. (If any more expeditious method of ensuring that the report reaches its destination by the ordered time can on occasion be used, such method will be used in addition to the cable - e.g. an officer flying to report to HQ; special DRIS or ADLS, etc.)

6. The monthly report in triplicate will be dispatched so as to reach this office by the Tenth day of each month.

7. It is appreciated that the preparation, compilation and submission of reports entails considerable work. However, these reports are necessary if AFHQ and the reacting governments are to have current

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6. The monthly report in triplicate will be dispatched so as to reach this office by the Tenth day of each month.

7. It is appreciated that the preparation, compilation and submission of reports entails considerable work. However, these reports are necessary if AFHQ and the respective governments are to have current information on the situation in the field and an appreciation of the problems involved. You are therefore asked to assist by fullest cooperation and compliance. No more reports than are absolutely essential will be called for by this HQ.

8. Should it be necessary to expedite the reports in question the following form of cable message will be used by this HQ:

- (a) Weekly report;
e.g. SITREP FEBYOKE NOT RPT NOT RECEIVED EXPEDITE IMMEDIATE
- (b) Monthly report;
e.g. TENTH REPORT NOT RPT NOT RECEIVED EXPEDITE TODAY

Encls - 4

App. A, B, C, & D

Distribution:

All Submissions AMG HQ

15 Army Group AMG

AFHQ, MG3 (Info)

HQ ACC

HQ AMG Sardinia

CHARLES M. SPOFFORD

Colonel, G.S.C.

D.C.C.A.O., AMG HQ

SECRET

APPENDIX "A"

<u>KEY FOR SITREP</u>		<u>MONTH - Usual abbreviation</u>		<u>PERIOD</u>
<u>REGION and NUMBER:</u>	<u>SUBJECT</u>	<u>CODE NUMBER</u>	<u>REMARKS</u>	
POLITICAL	FOOD	ONE	Feeling; tendencies	
		TWO	Available to cover next period, etc.	
		THREE	All supplies including food	
		FOUR	Summarized police report, inc. agencies.	
		FIVE	Spec. ref. to notifiable diseases.	
		SIX	Staff matters, sickness, etc.	
		SEVEN	Inc. Displaced Persons	
		EIGHT	Rises & falls affecting inflation questions.	
		NINE	To be sent in clear and kept short as possible.	
<u>OVERALL COMMENT</u>		<u>CODE LETTER</u>		
GOOD	ABLE			
SATISFACTORY	BAKER			
CAUSING ANXIETY	CH-RME			
BAD	DOG			
NO CHANCE	ELSY			

PERSONNEL

SIX

Staff matters, sickness, etc.

REFUGEES

SEVEN

Inc. Displaced Persons

PRICE TENDENCIES

EIGHT

Rises & falls affecting inflation questions.

GENERAL COMMENTS

NINE

To be sent in clear and kept short as possible.

OVERALL COMMENT

CODE LETTER

GOOD

ABLE

SATISFACTORY

BAKER

CAUSING ANXIETY

CHARLIE

BAD

DOG

NO CHANGE

ELSY

SPECIAL REMARKS

FOX

(To be sent in clear)

PERIOD COVERED

CODE LETTER

Day 1 to Day 7

WILLIAM

Day 8 to Day 14

XRAY

Day 15 to Day 21

YOKE

Day 22 to end month

ZEBRA

2071

APPENDIX "B"

SPECIMEN SITREP CABLE

FARGO FOR SPOFFORD

SITREP REGION ONE JAN WILLIAM ED ONE CHARLIE TWO BAKER THREE DOG
FOUR EASY FIVE BAKER FOX FLU EPIDEMIC UNDER CONTROL NO NEW TYPHUS CASES
REPORTED SIX EASY FOX REQUIRE POOL ONE ZERO OFFICERS TWO ZERO EM RPT EASY
MIKE FOR RELIEF SICKNESS AND REST FULL REQUIREMENTS FOLLOW LETTER SEVEN
CHARLIE FOX RATE FLOW IN DOWN TO ONE FIVE ZERO DAILY SATURATION POINT
NEARLY REACHED SPECIAL REPORT SENT THREE JAN CURRENT EIGHT EASY NINE NIL

APPENDIX "C"

TRANSLATION OF SITREP

Situation report Region I for period 1-7 January.

Political	- Causing anxiety
Food	- Satisfactory
Supply	- Bad
Crime	- No change
Health	- Satisfactory - Special remarks. Influenza epidemic under control. No new typhus cases reported.
Personnel	- No change - special remarks - Require pool of 10

APPENDIX "C"

TRANSLATION OF SITREP

Situation report Region I for period 1-7 January.

Political - Causing anxiety

Food - Satisfactory

Supply - Bad

Crime - No change

Health - Satisfactory - Special remarks.
Influenza epidemic under control. No new typhus cases reported.

Personnel - No change - special remarks - Require pool of 10 officers and 20 enlisted men for relief of sickness and to allow rest periods. Details of full requirements follow by letter.

Refugees - Causing anxiety - special remarks - Rate of flow in down to 150 daily. Saturation point nearly reached. Special report was sent on this subject 3 January.

General Comments - Nil

APPENDIX "D"

HEADINGS FOR MONTHLY REPORT

PART A

Amplification of reports on subjects in SITREPS.

1. Political
2. Food
3. Supply
4. Crime
5. Health
6. Personnel
7. Refugees
8. Price Tendencies
9. General Comments.

PART B

Reports by Divisions.

1. Finance
2. Legal
3. Civilian Supply
4. Public Health
5. Public Safety
6. Property Control
7. Communications, P.W. & U.
8. Labor
9. Agriculture
10. Education

PART C

1. Other matters of special interest not included in the above.
2. Recommendations.
3. Requests for special consideration.

Reports by divisions.

1. Finance
2. Legal
3. Civilian Supply
4. Public Health
5. Public Safety
6. Property Control
7. Communications, P.W. & U.
8. Labor
9. Agriculture
10. Education

PART C

1. Other matters of special interest not included in the above.
2. Recommendations.
3. Requests for special consideration.

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JOM

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

2 January 1944.

MEMORANDUM: Distribution of Directive No. 2, Appendix "A".

1. The following distribution has been made of Directive No. 2 and Appendix "A". Additional copies will be distributed when received at this Headquarters:

Col SPOFFORD	1
Brig GUETERBOCK	1
Executive Officers	1
G-1	1
G-4	1
Hq Commandant	2
Communications Section	4
Economic Director	8
Administrative Director	7

R. L. Shadwick
R. L. SHADWICK
2nd Lt., Ord.,
Asst Adjutant General

IMMEDIATE ACTION

Done

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
A.P.O. 512

LWS/el

23 December 1943

MEMORANDUM:

TO : All Section Heads, Sub-Commissions, etc.

1. All section heads, sub-commissions, etc. will submit to the Adjutant General's Office, Personnel Section, complete rosters, British and American; of officer, warrant officer, enlisted men, and O.R. personnel within their sections. These rosters should show name, rank, and location (present for duty or on duty at some other office -- state where).

2. These rosters will be turned in not later than 1500 hours, 24 December 1943. It is essential that these rosters be properly and promptly completed; they are to be used in connection with distribution of mail and other essential material.

By order of Colonel STOFFORD:

L. W. Stearns
L. W. STEARNS,
Captain, AGD,
Actg Asst Adj. Gen.

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IMMEDIATE ACTION

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
WFO 512

16 December 1943

MEMORANDUM)

TO)

ALL CONCERNED (Including Regions I & II)

IMPORTANT

I. Attention is directed to the following quotation from NATOUSA Circular No. 235, dated 7 December 1943.

"SAFEGUARDING OF - - - - ARMY MOTOR VEHICLES"

1. The immobilizing of Army motor vehicles by the removal of the rotor is not a sure preventive measure against theft, since another rotor may be substituted in its place. Moreover, the mere locking of the vehicle by means of a switch-key or door-key is insufficient since most vehicle switch-keys and door-keys are alike.

2. No Army vehicle will hereafter be left unattended unless the vehicle immobilized by a lock and chain device on the steering wheel or by other equally effective locking devices on the driver's controls, or unless the vehicle is placed in an authorized parking lot or within an area where entrances are controlled by guards.

3. The foregoing will not be used as a basis for the requisitioning of lock-and-chain devices. (AG 451/245 ORD-O)

II. Attention of all AMG personnel is called to above quotation since motor vehicles have been lost or stolen under circumstances which indicate gross carelessness on part of individual in charge. Hereafter lost or stolen vehicles, assigned this organization, will be made subject of searching investigation and with possible court trials and charges to officers accounts.

By Order of Colonel RATHBONE:

/s/ C.G. Brown
/t/ C.G. BROWN
Lt. Col., AUS.
Actg. G-4

2065

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

ED/RAH/jc

6 December 1943

Memorandum: Policy Concerning Wage Increases in Region I

TO : All AMG Officers in AMG Headquarters and in Region I

1. Control of inflation in areas under A.M.G. (or A.C.G.) is one of the major requirements of A.M.G. Under this policy substantial additional wage increases cannot be granted, for such increases would be powerful inflationary forces. Officers are requested and instructed, therefore, to be extremely careful when wage questions are being considered to do or say nothing contrary or prejudicial to the A.M.G.'s efforts to control inflation.

2. Officers should understand that substantial additional wage increases leading to inflation are more harmful in the long run to the people than are the results of the present wage scale. The quantities of goods available in the area under A.M.G. control is limited to the amount on hand, plus the amount which can be produced in the area, plus the amount which can be imported. Because of war conditions payment of higher wages, with the consequent higher prices, will not alleviate the supply situation by increasing significantly the amounts of goods produced or imported. However, by furnishing added impetus to the inflationary tendencies the higher wages and higher prices will do positive harm. Inflation disrupts the civilian economy and creates civil unrest, thus reducing the amount of goods produced and available for consumption. The lot of the civilian is made worse and progress of the Allied armies is hindered because more men and more resources must be diverted to uses behind the combat lines.

3. A.M.G. is making vigorous efforts to forestall inflation and the fullest co-operation of all A.M.G. officers in not encouraging requests for wage increases is requested and expected.

By command of Brigadier General McENERY:

CHARLES M. SPOTFORD,
Colonel, U.S.C.
Acting Chief of Staff

OFFICIAL:

E. V. Clough
E. V. CLOUGH,
Lt. Col., A.C.D.
Actg Adjutant General

2034

Spec. Officer. Admin.

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 592

26 November 1945

MEMORANDUM:

TO : All Concerned

PREPARATION OF CABLES

1. For the information and guidance of all concerned, the following instructions dealing with the preparation and submission of cables is published.

2. a. Preparation: Cables will be typed, and will be submitted to Message Center in a total of FIVE (5) copies, of which three (3) will be on the regular cable form, and two (2) on white tissue. Such other additional carbon copies as are desired for file by the originating office or officer, may be prepared at the same time.

b. Distinguishing Information: All cables submitted for transmission will bear the following distinguishing information:

(1) The name of the originating office and officer, typed in the lower left-hand corner of the sheet.

(2) The "Cite" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "P.R. 999".

The purpose of (1) is to enable quick reference to the originating office of either reply or question in connection with the original cable. It is for the protection of the originator.

The purpose of (2) is to facilitate quick reference on the part of the transmitting agency - Island Base Section.

CABLES NOT PREPARED IN COMPLIANCE WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED FOR TRANSMISSION.

c. Authenticating signature and initials:

(1) All cables will be authenticated by the initials of the originating officer, placed in the space provided for that purpose in the

pared at the same time.

b. Distinguishing Information: All cables submitted for transmission will bear the following distinguishing information:

(1) The name of the originating office and officer, typed in the lower left-hand corner of the sheet.

(2) The "cite" number of the cable, typed in the extreme upper right-hand corner of the sheet. Example: "PARCO 985".

The purpose of (1) is to enable quick reference to the originating office of either reply or question in connection with the original cable. It is for the protection of the originator.

The purpose of (2) is to facilitate quick reference on the part of the transmitting agency - Island Base Section.

CABLES NOT PREPARED IN COMPLIANCE WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED FOR TRANSMISSION.

c. Authentication: signature and initials:

(1) All cables will be authenticated by the initials of the originating officer, placed in the space provided for that purpose in the upper right-hand corner of the blank. Such initials will appear on the third carbon copy only.

(2) All cables will be authorized for transmission by the signature of the Adjutant General of this organization, or of one of his regularly appointed assistants.

2003

3. Questions of procedure or information in connection with cables may be referred to the Adjutant General's Section, Miscellaneous Division, Room 13, 3, Via Bari.

By Command of Brigadier General McSHERRY:

L. W. Stewart
L. W. STEWART
Capt. AGP
Adjutant General Staff

DISTRIBUTION:

IMMEDIATE ACTION

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

26 November 1943

SUBJECT: Change in Office Hours and Free Time.

TO : All Concerned this Headquarters.

1. Effective as of 27 November 1943, the office hours this headquarters will be:

FULL SEVEN DAY WEEK

Weekdays	0830	-	1800
Sundays	0930	-	1800

(1 hour allowed for noonday meal)

2. Working Force on Duty during Lunch Period.

All offices will be kept open from 0830 to 1800 hours. At least one clerk will be left on duty in each office during the noon period. Rotation rosters will be maintained so that noon duty does not fall continually on any one. Offices in which there is only one enlisted man assigned, are exempt from the provisions of this order.

3. Full Day Holiday Per Week.

All personnel this headquarters will be required to take one full free day per week. Each chief of sub-commission and staff section will insure that every officer and OR/EM has a free day weekly and that a sufficient working force is on duty daily (including Sunday). Offices in which only one officer or OR/EM is on duty will comply through arrangement with the A.G.

4. Duty Officer and Clerk.

There will be an officer and clerk on duty in this Headquarters between the hours of 1800 and 0830. In addition to the above, there will be a clerk-typist on duty each night between the hours of 1800 and 2100.

By Command of Brigadier General McSHERRY:

E. L. Clough
E. L. CLOUGH
Lt. Col., A.G.
Actg. Adjutant General

DISTRIBUTION:

'A'

IMMEDIATE ACTION

HEADQUARTERS
ALLIED AIR FORCE COMMAND
APO 512

26 November 1945.

MEMORANDUM:

TO : All Concerned

DISTRIBUTION LIST

1. For the information and guidance of all concerned, the distribution lists now in effect for publications of this headquarters are attached hereto as appendix "A".
2. Distribution "A" covers, in general, the distribution of publications of General Publication. This category includes the Daily Bulletin, General Orders, and Administrative Memorandums of General Application. It should be noted, however, that in the case of publications of General Application, but of a specialized nature, this distribution may not be complete.
3. Distribution "B" is used principally in the case of Special Orders. In addition to the distribution listed thereunder, copies of Special Orders are forwarded to the individuals concerned, and to their organizations of assignment, where applicable.
4. A number of special distributions are also in use, which cover in the main the higher staff officers of this headquarters. Such distributions will generally be indicated on the publication affected.
5. It should be borne in mind that the attached schedules are tentative, and subject to change. Such changes, when applicable, will be published as amendments.
6. It is requested that any office wishing to increase or decrease its allotment of publications as indicated herein transmit such suggested alterations in these schedules, in writing, to the Assistant Adjutant General, Miscellaneous Section, Room 13, 3, Via Bari. In requesting increased allotments of publications, especially those of comparatively transitory value, such as the Daily Bulletin, it should be remembered that every effort is being made to conserve the stocks of

that in the case of publications of general application, but of a specialized nature, this distribution may not be complete.

3. Distribution "B" is used principally in the case of Special Orders. In addition to the distribution listed thereunder, copies of Special Orders are forwarded to the individuals concerned, and to their organizations of assignment, where applicable.

4. A number of special distributions are also in use, which cover in the main the higher staff officers of these Headquarters. Such distributions will generally be indicated on the publication affected.

5. It should be borne in mind that the attached schedules are tentative, and subject to change. Such changes, when applicable, will be published as amendments.

6. It is requested that any office wishing to increase or decrease its allotment of publications as indicated herein transmit such suggested alterations in these schedules, in writing, to the Assistant Adjutant General, Miscellaneous Section, Room 13, 3, Via Bari. In requesting increased allotments of publications, especially those of comparatively transitory value, such as the Daily Bulletin, it should be remembered that every effort is being made to conserve our stocks of paper.

By command of Brigadier General MCKINNEY:

411 2630
L. W. STEVENS
Capt, AGO
Actg Asst Adj Gen.

DISTRIBUTION

"A"

785017

9702

9

Distribution List (Cont'd)

SUB-COMMISSIONS	2	
INFORMATION INCL. LIAISON, E.W.B.	1	
INTERMITTES AND DISPLACED PERSONS	10	
CHIEF OF EMIGRATION	3	
CHIEF OF IND. AND COLLEGE	1	
CHIEF OF PUBLIC WORK & UTILITY	1	
CHIEF OF RAIL	4	
CHIEF OF AGRIC., FORESTRY, AND FISHERIES	1	
CHIEF OF LABOR	1	
CHIEF OF INTERIOR INCL. RATIONS	1	
CHIEF OF PUBLIC HEALTH	1	
CHIEF OF LEGAL DEPARTMENT	1	
CHIEF OF PUBLIC SAFETY	1	
CHIEF OF PROPERTY CONTROL	1	
CHIEF OF MINES, ARTS AND ARCHIVES	2	
CHIEF OF EDUCATION	1	
CHIEF OF SHIPPING AND SHIP BUILDING	1	
CHIEF OF INTERNAL TRANSPORT	1	
CHIEF OF RAILWAYS AND HIGHWAYS	1	
CHIEF OF TELECOMMUNICATIONS	1	
JICA c/o I.B.S.	1	
SAUL LAMIN BOARD - 8 VIN BARI	1	
40-2675-1039	2	
SAUL LAMIN BOARD - 8 VIN BARI	2	
SPARES	25	

Monuments
Face into
100
25
Foreign & Internal

JICA-c/o I.B.S.
FULTON BOARD 8 VILABARI
44-2675-11037
LACH OFFICE
SPARES

Foreign Internal basket

100
25

1 1 1 2

2 2 25

7 File, Archival

U.S. RESTRICTED
(Equals BRITISH RESTRICTED)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

5 November 1943

NON-SECRET
SHORT TITLE UNIT DESIGNATIONS

1. The following non-secret short titles are approved to designate the units indicated below for use in all communications in this theater where brevity of the transmitted material is a paramount consideration. They will not be used under any circumstances in lieu of secret code words assigned to corresponding units. (This list insofar as security pertains is similar to a telephone directory).

2. For the purpose of uniformity and to avoid confusion, no other non-secret abbreviations, code words or short titles for these units or installations will be used in preparation of communications or other documents. These short titles are to be used for the purpose of electrical transmission only and under no circumstance will they be used in addressing official correspondence.

3. The non-secret short title unit designation of this HQ, it will be noted, is FARGO.

<u>UNIT</u>	<u>NON-SECRET SHORT TITLE UNIT DESIGNATION</u>
WAR OFFICE, LONDON	TROOPERS
WAR DEPARTMENT, WASHINGTON	AGAR
GENERAL HEADQUARTERS, MIDEAST.	MIDEAST
HEADQUARTERS EUROPEAN THEATER OF OPERATIONS	ETOUSA
UNITED STATES ARMY (In U.K.)	USSOSETOUSA
HEADQUARTERS SERVICES OF SUPPLY EUROPEAN THEATER OF	FREEDOM
OPERATIONS UNITED STATES ARMY (In U.K.)	FAIRFIELD
ALLIED FORCE HEADQUARTERS	FLAMBO
ALLIED FORCE HEADQUARTERS ADVANCED COMMAND POST	FAIRWAY
ALLIED FORCE HEADQUARTERS ADVANCED ADMINISTRATIVE ECHELON	USFAG
ALLIED FORCE CAMP (NEAR 15 Army Group)	FILPOT
HEADQUARTERS 1ST ARMY GROUP, LONDON	FINBAT
HEADQUARTERS 15 ARMY GROUP (MAIN)	FASTOX
HEADQUARTERS 15 ARMY GROUP (TAC)	
HEADQUARTERS 15 ARMY GROUP (REAR)	
COMMANDER UNITED STATES NAVAL FORCES NORTHWEST	COMNAVNW
AFRICAN WATERS	
COMMANDER UNITED STATES AMPHIBIOUS FORCES NORTHWEST	COMPHIBNAM
AFRICAN WATERS	MAC
HEADQUARTERS MEDITERRANEAN AIR COMMAND	

2058

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NON-SECRET

UNIT	SHORT TITLE UNIT DESIGNATION
HEADQUARTERS COMMANDER-IN-CHIEF, MEDITERRANEAN	CINCOMED
HEADQUARTERS SEVENTH ARMY	SEVENTH ARMY
HEADQUARTERS FIFTH ARMY	FIFTH ARMY
HEADQUARTERS EIGHTH ARMY	EIGHTH ARMY
HEADQUARTERS EIGHTH AIR FORCE (U.S.) (In U.K.)	USIAW
HEADQUARTERS NORTHWEST AFRICAN TRAINING COMMAND	ALTC
HEADQUARTERS NORTHWEST AFRICAN AIR FORCE	NAAF
HEADQUARTERS NORTHWEST AFRICAN TACTICAL AIR FORCE	NAATF
HEADQUARTERS NORTHWEST AFRICAN COASTAL AIR FORCE	NACAF
HEADQUARTERS NORTHWEST AFRICAN PHOTO RECONNAISSANCE WING	NAFRC
HEADQUARTERS NORTHWEST AFRICAN AIR FORCE SERVICE COMMAND	NAAFSC
HEADQUARTERS TACTICAL BOMB FORCE	TBF
HEADQUARTERS UNITED STATES ARMY FORCES IN MIDDLE EAST	USAFIME
HEADQUARTERS WEST AFRICAN SERVICE COMMAND	WASUSAF
HEADQUARTERS NORTHWEST AFRICAN STRATEGICAL AIR FORCE	NASAF
HEADQUARTERS CANADIAN MILITARY FORCE (In U.K.)	CANMIL
AIR FORCE MATERIEL COMMAND, DAYTON, OHIO (U.S.A.)	AFMAC
SERVICES OF SUPPLY, DAKAR	AMPLIFIER
UNITED STATES ARMED FORCES, MIDDLE EAST, CAIRO	AMSME
BRITISH MILITARY MISSION, WASHINGTON, D.C.	BRITMAN
COMMANDER MOROCCAN SEA FRONTIER FORCES	COMOROCCANSEAFRON
AIR SERVICE COMMAND, PATTERSON FIELD, OHIO (U.S.A.)	ASCPFO
HEADQUARTERS SOUTHEAST ASIA COMMAND, NEW DELHI	COPIR
HEADQUARTERS BRITISH ARMY STAFF (In U.S.A.)	MILSTAF
HEADQUARTERS, GIBRALTAR	CHIEF GIBRALTAR
HEADQUARTERS, MALTA	COMMANDETH MALTA
HEADQUARTERS PERSIA AND IRAQ COMMAND	PAIC
HEADQUARTERS TRIPOLI DISTRICT	TRIPDIST
HEADQUARTERS NUMBER 1 DISTRICT	DISTONE
HEADQUARTERS NUMBER 2 DISTRICT	DISTWO
HEADQUARTERS NORTH AFRICAN THEATER OF OPERATIONS, U.S. ARMY	NATOUSA
HEADQUARTERS SERVICES OF SUPPLY NORTH AFRICAN THEATER OF OPERATIONS, UNITED STATES ARMY	SOSNATOUSA
HEADQUARTERS TWELFTH AIR SUPPORT COMMAND	12ASC
HEADQUARTERS ATLANTIC BASE SECTION	ABS
HEADQUARTERS MEDITERRANEAN BASE SECTION	MBS
HEADQUARTERS EASTERN BASE SECTION	EBS
HEADQUARTERS ISLAND BASE SECTION	IBS
HEADQUARTERS NORTH AFRICAN DISTRICT	NADIST
HEADQUARTERS BONE SUB-DISTRICT	BONSDIST
HEADQUARTERS ALGIERS SUB-DISTRICT	ALSDIST
HEADQUARTERS TUNIS SUB-DISTRICT	TUNSDIST
HEADQUARTERS ALGIERS GARRISON	ALGAR
HEADQUARTERS BOUGIE GARRISON	BOUGAR
HEADQUARTERS BONE GARRISON	BONGAR
HEADQUARTERS PHILIPPEVILLE GARRISON	FILGAR
HEADQUARTERS CONSTANTINE GARRISON	CONGAR

U. S. RESTRICTED
(Equals BRITISH RESTRICTED)

<u>UNIT</u>	<u>NON-SECRET</u> <u>SHORT TITLE UNIT DESIGNATION</u>
HEADQUARTERS TUNIS GARRISON	TUNGAR
HEADQUARTERS SOUSSE GARRISON	SOOGAR
HEADQUARTERS Sfax GARRISON	SEAGAR
PLANNING GROUPS FROM TACTICAL UNITS AT ALLIED FORCE	
HEADQUARTERS	(Unit) FORTUNE
HEADQUARTERS ALLIED MILITARY GOVERNMENT, SICILY	-FARGO-
HEADQUARTERS ALLIED MILITARY GOVERNMENT, SARDINIA	FABLE
HEADQUARTERS ALLIED MILITARY MISSION, ITALY	FATIMA
HEADQUARTERS ALLIED MILITARY MISSION, CORSICA	FAKIR
HEADQUARTERS 2665th QUARTERMASTER BASE DEPOT (ALLIED	
GROUND FORCES AND SERVICE TROOPS IN SARDINIA)	SARDEPOT
HEADQUARTERS SENIOR ALLIED COMMANDER, CORSICA	CORFORCE
G-4 (MOV) AFHQ	FREEMOVES
Q(MOV) ALGIERS	ALMOVES
Q(MOV) CONSTANTINE	CONMOVES
Q(MOV) TUNISIA	TUNMOVES
PORT COMMANDANT, ALGIERS	ALIMBARK
PORT COMMANDANT, BONE	BONIMBARK
PORT COMMANDANT, BOUGIE	BOUGIMBARK
PORT COMMANDANT, PHILIPPEVILLE	FILEMBARK
PORT COMMANDANT, TUNIS	TUNIMBARK
PORT COMMANDANT, SOUSSE	SOOIMBARK

By command of Brigadier General Frank J. McSHERRY:

E. L. Clough
E. L. CLOUGH,
Lt. Col., A.G.D.
Adjutant

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(Equals BRITISH RESTRICTED)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

28 October 1943.

INFORMATION
MEMORANDUM
NO. 1

1. The following information regarding the operation of the Adjutant's section of this Headquarters is published for the guidance of all concerned.

2. The section is divided into six sub-sections as follows:

- a. Miscellaneous - here incoming mail is received, routed, and dispatched to other offices within the Headquarters.
- b. Officers - in this sub-section are maintained all records pertaining to officers, such as vouchers, rosters, and personnel records.
- c. OR/EM - maintains ~~all~~ records of enlisted men.
- d. Publications - this sub-section operates the stencographic pool, typing pool, translating pool, and does all mimeographing and printing.
- e. Records - operates the general files of the Headquarters.
- f. Communications - operates the message center and APO, all couriers, dispatch riders, and messengers for distribution of correspondence within and without the Headquarters.

3. Incoming correspondence - is registered, a "buck-slip" is attached indicating the Sub-Commission or officer to whom the document should go and whether it is for information or action. If the officer who handles the correspondence needs further information or background material he sends to the Records sub-section for the files on the subject. This may be done by messenger or by writing a buck-slip requesting the files.

4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:

- b. Officers - in this sub-section are maintained all records pertaining to officers, such as vouchers, rosters, and personnel records.
 - c. OR/EM - maintains all records of enlisted men.
 - d. Publications - this sub-section operates the stencographic pool, typing pool, translating pool, and does all mimeographing and printing.
 - e. Records - operates the general files of the Headquarters.
 - f. Communications - operates the message center and APO, all couriers, dispatch riders, and messengers for distribution of correspondence within and without the Headquarters.
3. Incoming correspondence - is registered, a "buck-slip" is attached indicating the Sub-Commission or officer to whom the document should go and whether it is for information or action. If the officer who handles the correspondence needs further information or background material he sends to the Records sub-section for the files on the subject. This may be done by messenger or by writing a buck-slip requesting the files.
4. Outgoing correspondence - of a routine nature or relating only to the operations of the Sub-Commission involved will be handled within the Sub-Commission and sent to the Message Center for forwarding. All other correspondence will be handled as follows:
- a. Drafts will be submitted to the Adjutant for approval prior to dispatch. 2056
 - b. Sufficient copies will be prepared to allow one copy for filing in the Records Sub-section and one with the pertinent file of the Sub-Commission.
 - c. All communications will go forward in duplicate.
 - d. Replies will be made in the form of indorsements on the basic communication.
 - e. Correspondence addressed to subordinate headquarters, of a routine nature, will be prepared for the signature of the head of the Sub-Commission originating the correspondence, using the phrase "By command of Brigadier General McSHERRY" (See model attached).
 - f. All correspondence other than that referred to in "e" will use the phrase: "For the Commanding General".

- E. List all inclosures on the face of the letter, below the body and at the left margin of the page.
 - h. All correspondence addressed to a higher headquarters will be prepared for the signature of the Commanding General.
 - i. Correspondence ruling on questions of policy will be prepared for signature of ~~Executive Officer~~ ^{Chief of} Secretariat.
 - j. Each letter should refer to only one subject.
 - k. Stationery of uniform size will always be used.
5. Officers of the Secretariat are available for advice on the form and preparation of correspondence. Consult them at any time.
6. Bulletins and Memoranda will be published from time to time for the information of the command. Matters of general interest will be forwarded to the Adjutant for publication therein.
7. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

8. OUTGOING CABLES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.G., I.B.S.

Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's numbers, should be included in the text. Cables must NOT be signed. This will be done by A.G., I.B.S. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:

Colonel C. M. SPORFORD
Lt. Colonel CLOUGH
Major J. R. McDOUGALL
Captain A. S. FARRAR

The following is an example of how a message should be prepared for authentication:

785017

Adjutant for publication therein.

7. All papers which are classified as "SECRET" will be returned to the office of the Adjutant after the necessary action has been taken. A cross reference sheet may be placed in the files of the Sub-Commission concerned.

8. OUTGOING CABLES:

Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.G., I.B.S.

Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's numbers, should be included in the text. Cables must NOT be signed. This will be done by A.G., I.B.S. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:

Colonel C. M. SECFORD
Lt. Colonel CLOUGH
Major J. R. McDOUGALL
Captain A. S. FARRAR

The following is an example of how a message should be prepared for authentication:

Office of Origin	H.Q. AMG	Date	
Classification	Restricted	Precedence:	Routine
(Restricted-Confidential-Secret)		(Deferred-Routine-Priority-Urgent)	

To: A.F.H.Q.

Wheat now available all area PAKEN From IBS to AFHQ cite HQ.
AC. PAKEN Present supplies will last 2 weeks ref your 268 of 25 Aug.

Unless cables are despatched in the correct manner they will be returned by A.G. Section, I.B.S., thus causing considerable delay.

The following stereotyped phraseology will not be used at the beginning or ending of messages, nor will they be used as a complete message in themselves:

ACKNOWLEDGE
ADVANCE
ADVISE
ARRIVE
ATTENTION
CITE
CONFIRM
DEPART
ENEMY
FOLLOWING
FOR
FROM
IN REPLY
NUMBERS "1", "2", "3", etc.
OUR
PARAPHRASE
TITLES "COMMANDING GENERAL";
etc

PLEASE
RECEIPT
RECEIVED
RECOMMEND
REFER
REFERENCE
REPORT
REQUEST
REWARD
YOURS
END
END OF MESSAGE
PERIOD
REPLY
REQUESTED
SIGNED (INCLUDING NAMES)
STOP

Messages will only be prepared on the official form, a specimen of which is attached. A supply of these can be obtained on application to the Chief Clerk.

E. L. Clough
E. L. CLOUGH,
Lt. Col., A.G.D.
Chief of Secretariat

M O D E L

HEADQUARTERS
ALLIED MILITARY GOVERNMENT

201.10

28 October 1943.

Subject : Transfer of Personnel

To : ^{RCAO}
~~Headquarters~~ Region 1

1. Body of letter.
Number each paragraph.
- 2.

By command of Brigadier General McSHEPPY:

- 2 Incls-
Incl 1 - Officers Qualification Card
Incl 2 - Letter of Commendation

JOHN R. SMITH,
Captain, A.G.D.
Adjutant.

DISTRIBUTION:

Commissions (2)
Sub-Commissions (2)
All Regions (6)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

STAFF ORGANIZATION & CHANNELS OF COMMUNICATIONS
(PROVISIONAL)

1. The Deputy President, Vice-Presidents and Directors of the Allied Commission have each a staff. In the case of the Deputy President, his senior staff officer is known as the "Chief of Staff". In all other cases the senior staff officer is known as the "Executive officer".
2. The Chief of Staff is responsible to the Deputy President for the efficient working of the Allied Commission as a whole. The orders of the Deputy President are issued in his name by the Chief of Staff or by officers to whom he may delegate this authority.
3. The Chief of Staff is responsible in particular for the direction of the work of (a) the Secretary General through whom he controls the Public Relations Staff (b) the Assistant Chief of Staff (c) the Industrial Planning Staff and (d) any committees the chairmanship of which he may assume. He will be responsible for the appointment of Chairmen of all other committees.
4. Each Executive Officer is responsible for:
 - (a) the co-ordination of work within his Section and between his Section and other Sections so as to ensure that there are no gaps or overlaps and that work is carried out in accordance with superior authorities' orders.
 - (b) the initiation and, if applicable, conduct of conferences between Sections, Subcommittees etc. and the direction of the work of any Committees within the Section.
 - (c) seeing that the problems of Subcommittees are adequately studied.
 - (d) sifting and canalising all material proceeding from Subcommittees to higher authority.
 - (e) issuing orders, through the A.G. if necessary, in accordance with the wishes of the head of his Section and to further the work of the Commission.

3. The Chief of Staff is responsible in particular for the direction of the work of (a) the Secretary General through whom he controls the Public Relations Staff (b) the Assistant Chief of Staff (c) the Industrial Planning Staff and (d) any committees the chairmanship of which he may assume. He will be responsible for the appointment of Chairmen of all other committees.

4. Each Executive Officer is responsible for:

- (a) the co-ordination of work within his Section and between his Section and other Sections so as to ensure that there are no gaps or overlaps and that work is carried out in accordance with superior authorities' orders.
 - (b) the initiation and, if applicable, conduct of conferences between Sections, Subcommissions etc. and the direction of the work of any Committees within the Section.
 - (c) seeing that the problems of Subcommissions are adequately studied.
 - (d) sifting and canalising all material proceeding from Subcommissions to higher authority.
 - (e) issuing orders, through the A.G. if necessary, in accordance with the wishes of the head of his Section and to further the work of the Commission.
 - (f) Co-ordinated advice to the head of his Section, regarding the functioning of the Section.
 - (g) the organization of intelligence work within his Section.
 - (h) the organization of his office and the transmission of correspondence therein.
 - (i) the allocation of duties to, and the supervision of the work of his staff and clerks, and ensuring that they keep themselves informed on subjects which effect them.
 - (j) recommendations to the head of his Section regarding the upgrading, downgrading or re-assignment etc. of his own staff or other office personnel, and the appropriate action in the case of corresponding matters regarding personnel of subordinate subcommissions.
5. In every case in Para. 4, "Section" includes "Directorate" (or Sub-Section).
6. It is the duty of other staff officers to assist their Executive Officer in the performance of his duties.

7. All matters of policy and, in addition, important questions affecting more than one Subcommittee will be dealt with through staff channels.
8. Chiefs of Subcommittees will however, be responsible for discussing problems with other Subcommittees concerned and for drawing the attention of the Staff to questions of policy or to questions affecting other Subcommittees.
9. Correspondence between the Allied Commission or any portion of it and higher or parallel authority or the Italian Government will be dealt with through the Secretary-General, other than routine correspondence with A.F.H.Q. regarding internal administration of the Allied Commission. Such correspondence will be dealt with through the Adjutant General.
10. Correspondence between the HQ Allied Commission and its subordinate Regions will be dealt with through the A.G., unless it is a technical matter which concerns only one Section of the Commission.
11. Functional correspondence between one Section of the HQ Allied Commission and subordinate Regions will be dealt with through the staff of that section unless it is a purely technical matter concerning one Subcommittee only. In such a case, the Subcommittee will correspond direct, except in the case of Economic or Administrative Subcommittees which will correspond in all cases through the Staff of their Directorate.
12. In personal contacts, staff officers should in general deal with opposite numbers of their own rank. But an Executive Officer will always have right of access to his next superior Chief Staff Officer.
13. A chief of a Subcommittee will not deal with his Vice President or Director, or their deputies, on any matter of principle or policy without first informing the Executive Officer of the Vice-President of Director concerned.
14. These instructions will apply also to Headquarters, Allied Control Commission when it is officially set up.

By Command of Brigadier General McFERRY:

E. Gueteneock

E. GUETENEOCK
Brigadier
Acting Chief of Staff

RESTRICTED

NA/180/1

SHEET NO. 3

ALLIED MILITARY GOVERNMENT FORWARD HEADQUARTERS

WAR ESTABLISHMENT (continued)

(iii) Distribution of rank and file by trades and duties.

HQ AMG 15 Army Group

Clerks	1	1	1	5	8
Drivers I. C. and Motor-cyclists		1	1	8	9
Driver-mechanics			1		1
Cooks				3	3
Sanitary dutymen				1	1
Water dutymen				1	1
General dutymen		1		10	11
Total, rank and file, HQ AMG 15 Army Group	1	3	2	26	34

HQ AMG Eight Army

Clerks	1	1	1	4	7
Transport Serjeant		1			1
Driver-mechanics			2	24	24
Driver I.C. and Motor-cyclists					1
Pitters, M.V.		1			2
Cooks				2	1
Sanitary dutymen				1	1
General dutymen		1		5	6
Total, rank and file, HQ AMG Eighth Army	1	2	1	4	44

Drivers I. C. and Motor-cyclists

Driver-mechanics	1	1	1	1	1	1	1	1	1
Cooks			3	1	1	1	1	1	1
Sanitary dutymen			1	1	1	1	1	1	1
Water dutymen			1	1	1	1	1	1	1
General dutymen	1	1	10	10	11	11	11	11	11
Total, rank and file, HQ AMG 15 Army Group	1	3	2	26	34	34	34	34	34

HQ AMG Eight Army

Clerks
 Transport Sergeant
 Driver-mechanics
 Driver I.C. and Motor-cyclists
 Fitters, M.V.
 Cooks
 Sanitary dutymen
 General dutymen

Clerks	1	1	1	1	4	7
Transport Sergeant	1	1	1	1	4	7
Driver-mechanics			2	24	24	24
Driver I.C. and Motor-cyclists			1	2	24	24
Fitters, M.V.			1	1	2	2
Cooks			1	1	2	2
Sanitary dutymen			1	1	1	1
General dutymen			1	5	6	6
Total, rank and file, HQ AMG Eighth Army	1	2	1	4	36	44

HQ AMG Fifth Army

Clerks
 Drivers I.C. and Motor-cyclists
 Driver-mechanic
 Cooks
 General dutymen

Clerks	1	1	1	1	2
Drivers I.C. and Motor-cyclists	1	1	1	1	2
Driver-mechanic			1	1	10
Cooks			1	1	1
General dutymen			1	1	3
Total, rank and file, HQ AMG Fifth Army	1	2	14	17	17

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SHEET NO. 4

ALLIED MILITARY GOVERNMENT FORWARD HEADQUARTERS

WAR ESTABLISHMENT (continued)

(iv) Transport.

Motor-cycles

2 4 2 8

Cars, 2-seater, 4 x 2

4 12 4 20

Car, 4-seater, 4 x 2

1 1

Car, 6-seater, 4 x 2

1 1

Trucks, 15-cwt, 4 x 2 G.S.

1 5 2 8

Lorry, 3-ton 4 x 2, G.S.

3 1 4

Total, vehicles

6 21 7 34

NOTES

(a) With local rank of Major-General.

(b) Includes 1 R. Sigs Staff officer, grade I.

Cars, 2-seater, 4 x 2
Car, 4-seater, 4 x 2
Car, 6-seater, 4 x 2
Trucks, 15-cwt, 4 x 2 G.S.
Lorry, 3-ton 4 x 2, G.S.

Total, vehicles

4	12	4	20
	1		1
1			1
1	5	2	8
	3	1	4
6	21	7	34

NOTES

- (a) With local rank of Major-Genreal.
(b) Includes 1 R. Sigs Staff officer, grade I.

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(File 423/Org-3)

ALLIED MILITARY GOVERNMENT FORWARD HEADQUARTERS

(11) Distribution of officers

DETAIL	HQ AMG 15 Army Group							HQ AMG Eighth A			
	Brigadiers	Colonels	Lieutenant-Col.s	Majors	Captains	Lieutenants	Total	Brigadiers	Colonels	Lieutenant-Col.s	Majors
Headquarters staff	(a)1	1	1	2	3		8	1	3	4	3
Special divisions											
Legal			1				1				
Financial					1		1				1
Public Health and Welfare		1					1				1
Public Safety			1	1			2			1	
Economics and Supply			1				1		1		
Transportation and Communications		(b)1					1				
Civil affairs officers and civil											
affairs police officers										2	6
Labour											
Camp Commandant					1		1				
TOTALS	1	2	5	3	5		16	1	4	7	11

ALLIED MILITARY GOVERNMENT FORWARD HEADQUARTERS.

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SHEET NO. 2.(ii) Distribution of officers by functions

HQ AMG 15 Army Group							HQ AMG Eighth Army							HQ AMG Fifth Army						
Brigadiers	Colonels	Lieutenant-Col.s	Majors	Captains	Lieutenants	Total	Brigadiers	Colonels	Lieutenant-Col.s	Majors	Captains	Lieutenants	Total	Brigadiers	Colonels	Lieutenant-col.s.	Majors	Captain	Lieutenants	Total
(a) 1	1	1	2	3		8	1	3	4	3	2	13		1		1	1			3
	1					1									1					1
			1			1				1		1					1			1
1						1				1		1								1
	1	1				2			1			1			1					1
	1					1		1				1				1				1
(b) 1						1														
									2	6	6	14			1	3	6			10
															1					1
			1			1														
1	2	5	3	5		16	1	4	7	11	8	31		1	3	6	8			18

RESTRICTED

Effective date 9th OCTOBER 1943.

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ALLIED MILITARY GOVERNMENT FORWARD HEADQUARTERS

(BRITISH SECTION)

WAR ESTABLISHMENT

(1) Personnel.

Amdt No.
Date 9 Oct 43
Officers 65
O.Ps. 95
Total 160
Vehs 34
Trailers -
M.O. 8

DETAIL	HQ AMG 15 ARMY GROUP	HQ AMG EIGHTH ARMY	HQ AMG FIFTH ARMY	Total HQ Forward AMG
Staff officers :-				
Brigadiers	(a) 1			1
Colonels	2	1	1	4
Lieutenant-colonels	(b) 5	4	3	12
Majors	3	7	6	16
Captains	4	11	8	23
Lieutenants		8		8
Camp commandant	1			1
Total officers	16	31	18	65
Warrant officers, class II	1	1		2
Serjeants		2		2
Total, warrant officers, staff-serjeants and sergeants	1	3		4
Corporals	3	1	1	5
Lance-corporals	2	4	2	8

Colonels	2	1	1	4
Lieutenant-colonels	(b) 5	4	3	12
Majors	3	7	6	16
Captains	4	11	8	23
Lieutenants		8		8
Camp commandant	1			1
Total officers	16	31	18	65
Warrant officers, class II	1	1		2
Serjeants		2		2
Total, warrant officers, staff-serjeants and serjeants	1	3		4
Corporals	3	1	1	5
Lance-corporals	2	4	2	8
Troopers, gunners, privates, drivers, etc.	28	36	14	78
Total, rank and file	33	41	17	91
Total, other ranks	34	44	17	95
Total, Allied Military Government Forward Headquarters	50	75	35	160

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