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

ACC

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

09/1976

ESTABLISHMENT MEMOS
FEB.-SEPT. 1944

Establishment officer

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

3 September 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 21)

REQUISITIONING AND REGISTRATION CIVILIAN VEHICLES

1. The purpose of this Establishment Memorandum is to amplify and clarify certain other subjects not covered in Establishment Memorandums 12 and 14 and changes thereto.

2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memorandums referred to in paragraph one (1).

3. Return and Derequisitioning of Vehicles.

a. When a vehicle is returned to the owner, it will be considered derequisitioned after completion of the following:

(1) Two (2) copies of release certificate, attached as Appendix "A," must be signed by the owner.

(2) One (1) copy of release certificate, together with requisition originally issued to owner, is to be forwarded to G-4 (A), this Headquarters.

(3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.

4. Transfer of Vehicles between Regions. 2208

a. Requisitioned civilian vehicles will not be transferred from one Region to another without the written approval of G-4 (A), this Head-

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2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memorandums referred to in paragraph one (1).

3. Return and Derequisitioning of Vehicles.

a. When a vehicle is returned to the owner, it will be considered derequisitioned after completion of the following:

(1) Two (2) copies of release certificate, attached as Appendix "A," must be signed by the owner.

(2) One (1) copy of release certificate, together with requisition originally issued to owner, is to be forwarded to G-4 (A), this Headquarters.

(3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.

4. Transfer of Vehicles between Regions.

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a. Requisitioned civilian vehicles will not be transferred from one Region to another without the written approval of G-4 (A), this Headquarters.

b. Regional Commissioners desirous of transferring a vehicle from or to another Region will request same in writing to G-4 (A), stating the reasons for making such transfer. G-4 (A) will approve or disapprove and notify the Region concerned as soon as possible.

c. If approval is granted, the Region transferring the vehicle will not reassign another vehicle the same Registration Certificate Number issued on vehicle being transferred.

d. Records to accompany the transfer of the vehicle to the new Region will be a copy of the requisition covering the vehicle.

e. The Region transferring the vehicle will, before release, remove the Registration Certificate, mark it "Cancelled, Transferred to Region _____," and forward cancelled Certificate to G-4 (A).

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f. The Region receiving the vehicle will, immediately upon receipt of same, assign it a Registration Certificate Number and notify the former Region and G-4 (A), this Headquarters, of the new number.

g. Civilian drivers will not accompany vehicles being transferred.

5. Stolen Vehicles.

a. When a vehicle is stolen, the following will govern:

(1) All police authorities in the Region concerned will be notified of the theft and every effort will be made to retrieve the vehicle.

(2) A complete report in triplicate will be sent to G-4 (A), setting forth all the circumstances involving the loss of the vehicle.

(3) No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

6. Accidents.

a. When a vehicle is involved in an accident, an accident report shall be rendered G-4 (A), as outlined in paragraph 5a(2) above.

b. If in the opinion of the Regional Transportation Officer a vehicle is damaged beyond economical repair, a certificate, attached as Appendix "B," will be rendered G-4 (A), together with a report, as outlined in 6a above.

c. In accidents resulting in injury of personnel, military or otherwise, the U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

7. Scrapping of Vehicles.

a. When in the opinion of the Regional Transportation Officer a vehicle is beyond economical repairs and parts from it can be utilized

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setting forth all the circumstances involving the loss of the vehicle.

(3) No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

6. Accidents.

a. When a vehicle is involved in an accident, an accident report shall be rendered G-4 (A), as outlined in paragraph 5a(2) above.

b. If in the opinion of the Regional Transportation Officer a vehicle is damaged beyond economical repair, a certificate, attached as Appendix "B," will be rendered G-4 (A), together with a report, as outlined in 6a above.

c. In accidents resulting in injury of personnel, military or otherwise, the U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

7. Scrapping of Vehicles.

a. When in the opinion of the Regional Transportation Officer a vehicle is beyond economical repairs and parts from it can be utilized advantageously to repair other vehicles, he will submit to G-4 (A) a certificate attached as Appendix "B" along with the Registration Certificate for the vehicle.

b. Where parts of a vehicle which is beyond economical repair are not needed to repair other vehicles, owners of such vehicles should be notified, and, whenever possible, vehicles returned to them in accordance with paragraph 3 above.

c. No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

8. Channels of Communications.

a. Regional Commissioners will instruct Provincial Commissioners to take up any questions involving civilian requisitioned cars through the proper channels, to the Regional Transportation Officer and not directly to G-4 (A), this Headquarters.

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9. Regional Transportation Officer.

a. Regional Commissioners are requested to forward to G-4 (A), this Headquarters, the full name, rank, and serial number of the Regional Transportation Officer in their respective Region, and of any newly appointed RTO's in the future.

10. Regional Requisitioning Officer.

a. Regional Requisitioning Officers are the only officers authorized in Regions to sign formal Requisition Forms. It is their responsibility to control all Requisitioning within their respective Regions.

b. If a change in Requisitioning Officers occurs, it will be reported to G-4 (A), accompanied by name, rank, and serial number and four samples of the signature of the newly appointed Requisitioning Officer.

11. Reproduction of Appendices "A" and "B" and "Forms for Requisitioning."

a. Permission is granted to the Regions to reproduce Appendices "A" and "B"; however, "Form for Requisitioning" will not be reproduced. An ample supply of standard U. S. Army Requisitioning Forms is on hand and will be dispatched to Regions promptly after receipt of request for same from Regional Requisitioning Officer.

12. Civilian Vehicles Not to Be Requisitioned.

a. For the information and guidance of all concerned vehicles belonging in the categories listed below will not be requisitioned:

Doctors	Italian Government
Nurses	Bankers
Food Distribution	Vatican City
Italian Army	Diplomatic Corps
Public Utilities	Italian Navy and Air Forces
State Railway	

Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizzazione.

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reported to G-4 (A), accompanied by name, rank, and serial number and four samples of the signature of the newly appointed Requisitioning Officer.

11. Reproduction of Appendices "A" and "B" and "Forms for Requisitioning."

a. Permission is granted to the Regions to reproduce Appendices "A" and "B"; however, "Form for Requisitioning" will not be reproduced. An ample supply of standard U. S. Army Requisitioning Forms is on hand and will be dispatched to Regions promptly after receipt of request for same from Regional Requisitioning Officer.

12. Civilian Vehicles Not to Be Requisitioned.

a. For the information and guidance of all concerned vehicles belonging in the categories listed below will not be requisitioned:

Doctors	Italian Government
Nurses	Bankers
Food Distribution	Vatican City
Italian Army	Diplomatic Corps
Public Utilities	Italian Navy and Air Forces
State Railway	

Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizzazione.

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13. Monthly Returns.

a. A monthly return in duplicate as of 2400 hours on the last day of each month will be rendered G-4 (A), this Headquarters, as shown below:

ACC NO.	MAKE	ITALIAN LICENSE NO.	MOTOR NO.	CHASSIS NO.	ASSIGNED TO

b. All vehicles will be recorded regardless of having been scrapped, derequisitioned, or stolen.

c. Report to reach G-4 (A) not later than the 6th day of each month.

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Establishment Memorandum No. 21, Hq ACC, dated 3 Sept 1944. (Cont.)

14. Official Use of ACC Civilian Vehicles.

a. The use of ACC civilian requisitioned vehicles will be restricted to circulation necessary to carry out the functions of the Sub-Commission, Branch or Division in connection with their ACC activities.

b. Civilian drivers will not be permitted to circulate in ACC vehicles after official duty hours unless on official business.

John J. Albright

JOHN. J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer,
For the Executive Commissioner.

DISTRIBUTION:

Group I - Dist. "C"
Group II - Dist. "A"
Group III - Dist. "B"
G-4 (A) - 25

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

Establishment Officer,
For the Executive Commissioner.

DISTRIBUTION:

Group I - Dist. "C"
Group II - Dist. "A"
Group III - Dist. "B"
G-4 (A) - 25

Declassified E.O. 12356 Section 3.3/NND No. T8504

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

APPENDIX "A" to
Establishment Memorandum
Number 21, 3 September 1944

HEADQUARTERS REGION _____
ALLIED CONTROL COMMISSION

_____
Date

RECEIPT FOR CIVILIAN VEHICLE

Received from Allied Control Commission the following described vehicle:

MAKE _____ OLD AMG/ACC NO. _____

MODEL _____ NEW ACC NO. _____

CHASSIS NO. _____ LICENSE NO. _____

MOTOR NO. _____ YEAR _____

In consideration of return of above vehicle to me, I hereby release the Allied Control Commission, the United States Army, and the British Army from any claims whatsoever for use of above-mentioned vehicle in the military service.

Signature _____

Address _____

_____

WITNESSES (Officers)

Name	Rank	ASN
Name	Rank	ASN

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NOTE: To be prepared in duplicate; original to C-4 (A) with copy of Requisition issued. Duplicate for record.

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

APPENDIX "B" to
Establishment Memorandum
Number 21, 3 September 1944

HEADQUARTERS REGION _____
ALLIED CONTROL COMMISSION

_____
Date

C E R T I F I C A T E

I certify that the following civilian vehicle has become unserviceable while being used by the military service, that repair parts are not available, and that it has been dismantled and the serviceable parts used or placed in stock to repair other civilian vehicles being utilized for military service.

MAKE _____ LICENSE NO. _____

MODEL _____ OLD AMG/ACC NO. _____

YEAR _____ NEW ACC NO. _____

MOTOR NO. _____ REMARKS _____

CHASSIS NO. _____ _____

_____

(Name) (Rank) (ASN) (Region) (Position)

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Establishment affairs

P 24

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

31 August 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 20)

- ISSUE OF SUPPLIES TO ACC/AMG FROM ARMY DEPOTS -

1. In order that proper accounting may be maintained both by the Armed Forces and by ACC it is essential that all ACC/AMG officers requisitioning or drawing stores or supplies from British or American Army depots should state clearly whether such issues are for ACC/AMG's own use and consumption (e.g. rations, Q.M. Stores for messes, offices, etc.) or whether they are for reissue to Italian civilians either direct from the Army Depot or via an ACC/AMG warehouse.

2. This information will be embodied in the requisition for example, "Required for 2675th Regiment" (this would apply to rations or other issues from American Depots for ACC/AMG's own consumption); Required for ACC/AMG Civilian supplies warehouse of X"; "Required for Refugee Camp of Y behalf of ACC/AMG"; "Required for ACC/AMG for civilian use."

3. All shipping tickets and issue vouchers will be receipted by the ACC/AMG officer drawing the supplies, who will retain a copy of the shipping ticket or issue voucher; in the case of supplies drawn for civilian use the ACC/AMG officer drawing them will submit his copy of the shipping ticket or issue voucher to the Regional Supply Accountant who will use it as a supporting document for his monthly stock movement reports.

4. Issues to Italian Army formations are not a concern of ACC Regional Officers. These shipping tickets will be signed for by the Italians and not by an ACC/AMG officer. Such issues are a matter only for accounting at ACC Headquarters.

John J. Albright
JOHN J. ALBRIGHT
Colonel, Infantry
Establishment Officer
For the Executive Commissioner.

2203

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO # 394
(Establishment Branch)

22 July 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 19)

USE OF GOVERNMENT TRANSPORTATION

1. Vehicles of ACC, whether military or civilian type, will be used only for official business. Vehicles will not be used to commute between the office and hotels or the office and billets within walking distance (1 mile).

2. Attention is invited to Part II, Par 20, Orders 15-31, Serial No. 3, 24 March 44, Hq AAI Routine Orders which states:

"1. Vehicles owned or hired by the WD will not be used to convey civilians unless: -

(a) They are Government Officials, or
(b) They are travelling upon official business or business directly connected with the prosecution of the War, or
(c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below. Such passes will be signed by the OC the Unit authorizing such travel.

"PASS ENTITLING BEARER TO
TRAVEL IN WD VEHICLES"

(Identify No.)_____
(Full Name) _____
(Unit or Affiliation)_____
is hereby authorized to travel in WD vehicles in the course of his/her official duties.
Place)

Declassified E.O. 12356 Section 3.3/NND No. 785011

"1. Vehicles owned or hired by the WD will not be used to convey civilians unless: -

(a) They are Government Officials, or
(b) They are travelling upon official business or business directly connected with the prosecution of the War, or
(c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below. Such passes will be signed by the OC the Unit authorizing such travel.

"PASS ENTITLING BEARER TO
TRAVEL IN WD VEHICLES"

(Identify No.)_____
(Full Name) _____
(Unit or Affiliation)_____
is hereby authorized to travel in WD vehicles in the course of his/her official duties.
Place) _____
(Date) _____

_____ _____
Commanding (Rank)
(Unit)

3. It is forbidden to give casual lifts to civilians.

4. Disciplinary action will be taken against any officer or EM/OR disregarding this order."

2201

3. Attention is also invited to Ltr. AG 510, dated 12 July, Hq. Rome Allied Area Command, which states:

"1. Permission to use government vehicles to transport civilians for organized recreation does not include individuals riding around the city of Rome independently. This practice, particularly with regard to the transportation of civilian women, has resulted in a considerable amount of unfavorable comment. Future violations will result in the impounding of the vehicle and the dismounting of all passengers, and the driver, on the spot.

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

2. Curfew in Rome is 2300 hrs., for all troops including officers. All vehicles moving on the streets of Rome after curfew without proper authority will be impounded, and all passengers, including the driver, dismounted on the spot."

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer
For the Executive Commissioner

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. T-85011

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Declassified E.O. 12356 Section 3.3/NND No. T85017

EXTRACT FROM DAILY BULLETIN NUMBER 150 - 24 June 1944

* * * * * * *

3. ISSUES FROM ACC SOURCES TO ITALIAN CIVILIAN DRIVERS OF ACC:

Daily issues as under from ACC sources are authorized for Italian Civilian Drivers of ACC.

Meat (canned)	100 gr.
or	
M & V Stew	200 gr.
Dehyd Soup	33 gr.

Supplies should be drawn in bulk direct through Regional Supply Officers or Food Sub-Commission or indent certifying numbers for whom these extra rations are claimed. Regional Commissioners and Hq. Commandant will arrange accordingly.

Payment will be made for all supplies drawn. Repayment should be obtained by deductions from the wages of employees drawing this extra ration. Repayment rates (at present prices) will be:

Soup	1 lire		Soup	1 lire
Meat	10 lire	or	Meat	12 lire
Total	11 lire		Total	13 lire

(Food sub-Com)

Establishment Br.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

2 June 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 18)

RATIONS FOR MILITARY
AND CIVILIAN PERSONNEL

1. The following procedures will govern the drawing of rations for military and civilian personnel from American, British, and Italian sources:

A. Rations from American or British Sources:

(1) Italian civilians employed in messes, rest camps and hotels as cooks, waiters, or attendants will draw the same rations as the military personnel in the establishment concerned.

(a) These rations are considered part of the wages of these civilian employees and no deductions from the wage scale (Appendix "A") are necessary.
(b) Civilian ration cards of these employees will be withdrawn by the Region or Headquarters concerned.

B. Rations from American Sources:

(1) Military and civilian personnel of officer rank or corresponding rank may be fed in officers messes, see Circular No. 14, Section 1, NATOUSA, dated 4-2-44 (Appendix "B").

(a) On the 3rd day of each month, each mess officer will submit cash receipts and shipping tickets in compliance with Section 1, Paragraphs 5 and 7 of above circular.

(2) Units of American officers or enlisted men, will draw rations in the manner prescribed by their nearest ration dump.

(3) Present regulations contain no authority for the feeding of soldiers other than Americans with American rations. Where the feeding of soldiers other than Americans is an operational necessity, requests for authority to draw American rations will be made to R.S.O. 2675th Regt, ACC. This request will be in the form shown in Circular No. 14, Section II, Paragraph 1d, NATOUSA, 4-2-44, (Appendix "B").

Declassified E.O. 12356 Section 3.3/NND No. 785011

civilian employees and no deductions from the wage scale (Appendix "A") are necessary.
(b) Civilian ration cards of these employees will be withdrawn by the Region or Headquarters concerned.

B. Rations from American Sources:

(1) Military and civilian personnel of officer rank or corresponding rank may be fed in officers messes, see Circular No. 14, Section 1, NATOUSA, dated 4-2-44 (Appendix "B").

(a) On the 3rd day of each month, each mess officer will submit cash receipts and shipping tickets in compliance with Section 1, Paragraphs 5 and 7 of above circular.

(2) Units of American officers or enlisted men, will draw rations in the manner prescribed by their nearest ration dump.

(3) Present regulations contain no authority for the feeding of soldiers other than Americans with American rations. Where the feeding of soldiers other than Americans is an operational necessity, requests for authority to draw American rations will be made to R.S.O. 2675th Regt, ACC. This request will be in the form shown in Circular No. 14, Section II, Paragraph 1d, NATOUSA, 4-2-44, (Appendix "B").

(4) Excess rations will be turned in as prescribed by Circular No. 14, Section IV, Paragraph 14f. 2199

(5) It is not considered necessary for ACC units who are not operating under an alerted or travel status, to maintain the type "C" and "D" ration reserve, Section IV, Paragraph 14c.

(6) Italian Laborers except for those in Region I may be fed one meal per shift of eight (8) hours in accordance with Circular No. 24, PBS, dated 5 February 1944 (Appendix "C").

(a) Paragraph 2, Appendix "C", add 1/4 lb. salt per 100 men per day.
(b) Deduction from pay for this meal will be in accordance with Appendix "D".
(c) Rations for these laborers will be requested through normal channels on daily ration request, i.e., "Rations for Laborers (Italian), one meal _____."

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

Estab Memo No. 18, this Hq, dtd 2 June 44 (Cont'd)

(7) Type "C" rations in lieu of type "B" rations will be issued only on receipt of Special Orders or Travel Orders.

(a) Note: Orders must contain:

1. List of all individuals (including drivers).
2. Total number of days rations are required.

C. Rations from British Sources:

(1) Units of British officers or Other Ranks, will draw rations in the manner prescribed by their nearest D.I.D.

(2) Allied officers and soldiers other than British may be fed, and rations will be drawn for them and accounted for to the D.I.D.

(3) Officers and officials of the Italian Government may be rationed in accordance with the scale shown in Appendix "E".

(4) Italian Military, Naval, and Air Force personnel may be rationed:

(a) In areas under command of 5th and 8th Armies, the above-mentioned personnel may be rationed in accordance with scale in Appendix "E".
(b) In areas in rear of army boundaries, the above-mentioned personnel may be rationed in accordance with scale in Appendix "F".
(c) Carabinieri and Guardia Finanza are considered Military Personnel.

(5) Italian civilians employed by the Allied Forces in Army areas where the civilian ration is unobtainable, may, subject to authority of Army Commanders receive rations not to exceed scale in Appendix "E".

(6) Italian civilians performing manual labor may, on authority of Regional Commissioners, be given one meal per eight (8) hour shift, based on scale in Appendix "G".

(a) When rations are supplied in accordance with Section C, Paragraph 4, daily wages will be reduced by:

1. Seven (7) lire when dehydrated soup is given or nine (9) lire when fresh meat is given.

(b) Dependent on local conditions the ration may consist of

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

(4) Italian Military, Naval, and Air Force personnel may be rationed:

(a) In areas under command of 5th and 8th Armies, the above-mentioned personnel may be rationed in accordance with scale in Appendix "E".
(b) In areas in rear of army boundaries, the above-mentioned personnel may be rationed in accordance with scale in Appendix "F".
(c) Carabinieri and Guardia Finanza are considered Military Personnel.

(5) Italian civilians employed by the Allied Forces in Army areas where the civilian ration is unobtainable, may, subject to authority of Army Commanders receive rations not to exceed scale in Appendix "E".

(6) Italian civilians performing manual labor may, on authority of Regional Commissioners, be given one meal per eight (8) hour shift, based on scale in Appendix "G".

(a) When rations are supplied in accordance with Section C, Paragraph 4, daily wages will be reduced by:

1. Seven (7) lire when dehydrated soup is given or nine (9) lire when fresh meat is given.

(b) Dependent on local conditions the ration may consist of bread and dehydrated soup.

1. The daily wage reduction for this ration is three (3) lire.

(c) Rations for this meal are in addition to normal civilian rations.

(7) When a contractor is used, but the civilians working for him draw rations according to Appendix "G", the contract price will be reduced by an amount equal to total reductions in wage scales, and the contractor must reduce wages accordingly.

(8) Rations for Paragraph C, 1, 2, 3, 4, and 5 above, will be drawn through normal supply channels. Demands will clearly state the number of Italian personnel, i.e., (Military, civilian) for whom rations are to be drawn.

(9) There is no authority for issue of cigarettes or tobacco from Allied stocks to Italians.

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Declassified E.O. 12356 Section 3.3/NND No. 785011

Estab Memo No. 18, this Hq, dtd 2 June 44 (Cont'd)

D. Rations from Italian Sources:

(1) Italian Army units assigned or attached to this organization will draw rations from the Italian Quartermaster in areas where the Italian Q.M. is functioning. If the Italian Q.M. is not functioning in any particular area, rations for Italian Army units assigned or attached this organization, may be drawn from American sources according to Section B, Paragraph 2 above, or from British sources according to Section C, Paragraph 2 above.

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.
For the Executive Commissioner.

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 785011

Colonel, Infantry,
Establishment Officer.
For the Executive Commissioner.

DISTRIBUTION:
"A"

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

RESTRICTED

APPENDIX "A"

EXTRACTED FROM "INSTRUCTIONS REGARDING THE EMPLOYMENT OF CIVILIAN LABOR", HQ A.C.M.F. (ADMIN. ECH.) MARCH 1944.

HOTEL GRADES

		Lire Monthly Min.	Max.
Head Waiter	(FOOD TO BE FURNISHED)	2500	3500
Waiter	(SEE NOTE 4)	1800	2500
Asst. Waiters		1200	1700
Head Cook		2000	3500
Cook		1800	2700
Asst. Cook		900	1200
Dishwasher		700	1000
Housekeeper (Female)		1500	2500
Chambermaid		1200	1800
Porter		1500	2000
Linen Keeper		1000	1500
Ironing Woman		700	1100
Washer (Male)		1100	1600
Washer (Female)		600	900
Elevator Operator		800	1200
Handyman		1000	1500
Skilled Labor (permanent)		1400	2100
Waitresses		1300	1900
Cashiers (Female)		900	1500

MESSES

		Min.	Max.
Head Cook	(FOOD TO BE FURNISHED)	1800	3500
Cook	(SEE NOTE 4)	1800	2700
Asst. Cook		900	1200
Head Waiter		1800	3500
Waiter		1800	2500
Asst. Waiter		1200	1700
Dishwasher		700	1000
Handyman		1000	1500
Orderly (British Mess)		1500	2100

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NOTE 4. Overtime will not be paid to hotel, mess or restaurant employees.

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Chambermaid	1200	1800
Porter	1500	2000
Linen Keeper	1000	1500
Ironing Woman	700	1100
Washer (Male)	1100	1600
Washer (Female)	600	900
Elevator Operator	800	1200
Handyman	1000	1500
Skilled Labor (permanent)	1400	2100
Waitresses	1300	1900
Cashiers (Female)	900	1500

MESSES

		Min.	Max.
Head Cook	(FOOD TO BE FURNISHED)	1800	3500
Cook	(SEE NOTE 4)	1800	2700
Asst. Cook		900	1200
Head Waiter		1800	3500
Waiter		1800	2500
Asst. Waiter		1200	1700
Dishwasher		700	1000
Handyman		1000	1500
Orderly (British Mess)		1500	2100

2197

NOTE 4. Overtime will not be paid to hotel, mess or restaurant employees.

RESTRICTED

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

US RESTRICTED Equals British RESTRICTED

Appendix B

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 536

CIRCULAR)
NUMBER 14)

4 February 1944

MESSES AND FOODS

XXX EXTRACT XXX

I — OFFICERS' MESSES

1. Government messing facilities will be made available to all officers of the United States Armed Forces in this theater. Private messing arrangements depending solely on civilian means are not permitted.

2. The following personnel are authorized to eat at officers' messes:

a. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army.

b. United States Navy, Marine Corps, Coast Guard and Public Health Service personnel corresponding in rank to those enumerated in a. above.

c. British personnel corresponding in rank to a and b, above, when no British mess is conveniently available. (This does not apply to British Officers on duty with Allied Force Headquarters who are covered by sub-paragraph 2d below.)

d. French, other United Nations and co-belligerent personnel corresponding in rank to a and b, above, when on duty at Allied Force Headquarters, or on liaison duty with United States Armed Forces.

e. Under exceptional circumstances enlisted personnel of United States Armed Forces may be subsisted at officers' messes but will not be required to pay for either the cost of the ration or any supplementary charge thereto.

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f. Duly accredited correspondents, photographers, entertainers, and Red Cross personnel.

Declassified E.O. 12356 Section 3.3/NND No. 785011

I — OFFICERS' MESSES

1. Government messing facilities will be made available to all officers of the United States Armed Forces in this theater. Private messing arrangements depending solely on civilian means are not permitted.

2. The following personnel are authorized to eat at officers' messes:

a. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army.

b. United States Navy, Marine Corps, Coast Guard and Public Health Service personnel corresponding in rank to those enumerated in a. above.

c. British personnel corresponding in rank to a and b, above, when no British mess is conveniently available. (This does not apply to British Officers on duty with Allied Force Headquarters who are covered by sub-paragraph 2d below.)

d. French, other United Nations and co-belligerent personnel corresponding in rank to a and b, above, when on duty at Allied Force Headquarters, or on liaison duty with United States Armed Forces.

e. Under exceptional circumstances enlisted personnel of United States Armed Forces may be subsisted at officers' messes but will not be required to pay for either the cost of the ration or any supplementary charge thereto.

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f. Duly accredited correspondents, photographers, entertainers, and Red Cross personnel.

g. Members of Congress, cabinet officers, and other high ranking government officials and their parties.

h. Commanding officers under whose jurisdiction the mess is being conducted may authorize civilian employees of the United States Government and of the British to eat at officers' messes when no civilian messes are conveniently available and the extention of the mess privilege is to the best interests of the United States.

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3. All individuals enumerated in paragraph 2, above, will be rationed at the mess to which assigned by competent authority, whenever more than one officers' mess is being operated in any one locality. Admission will be by membership card; transients will be accommodated in any mess.

4. In addition to the cost of subsistence allowance of seventy-five cents (75¢), all persons, except enlisted men, eating at Army officers' messes may be charged, not to exceed twenty-five (25¢) per day, for additional items. This sum will be paid in cash to the mess officer.

5. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army, will have deducted on their next pay voucher the sum of seventy-five cents (75¢) for each day's stay in this theater. However, upon entering or leaving this theater, when less than three meals are consumed, deductions will be made at the rate of twenty-five (25¢) cents for each meal. The rate of seventy-five cents (75¢) per day is retroactive to 1 October 1943, and necessary collections will be made for under-deduction subsequent to that date.

6. Members of the United States Navy; Marine Corps; Coast Guard, Public Health Service, correspondents, photographers, Red Cross personnel and civilians will pay the mess officer the sum of seventy-five cents (75¢) per day in cash, in addition to the amount called for under paragraph 4, above. The foregoing does not apply to Special Service entertainers and civilians whose terms of employment provide for subsistence at Government expense. The mess officer will turn in the money received for the ration to the sales officer.

7. All foreign military and naval personnel will sign a receipt for each ration received except that when a large number is being fed at one mess application may be made to this headquarters for one officer to be designated to sign for the group as a whole. All issues to foreign military and naval personnel will be recaptured by the mess officer by means of shipping tickets in quintuplicate. Separate shipping tickets will be used for each nationality, and will show in all cases the names, rank, and organization of the officers and/or enlisted men to whom rations were furnished. The shipping tickets will be signed by proper authority, and will be forwarded in quadruplicate to the appropriate base section or Air Force commander for inclusion in Lend-Lease Report, or special report for co-belligerent accounting.

8. Mess officers will be held strictly responsible for instituting an accurate check or control system for determining the actual count of individual fed at each

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deductions will be made at the rate of twenty-five (25¢) cents for each meal. The rate of seventy-five cents (75¢) per day is retroactive to 1 October 1943, and necessary collections will be made for under-deduction subsequent to that date.

6. Members of the United States Navy; Marine Corps; Coast Guard, Public Health Service, correspondents, photographers, Red Cross personnel and civilians will pay the mess officer the sum of seventy-five cents (75¢) per day in cash, in addition to the amount called for under paragraph 4, above. The foregoing does not apply to Special Service entertainers and civilians whose terms of employment provide for subsistence at Government expense. The mess officer will turn in the money received for the ration to the sales officer.

7. All foreign military and naval personnel will sign a receipt for each ration received except that when a large number is being fed at one mess application may be made to this headquarters for one officer to be designated to sign for the group as a whole. All issues to foreign military and naval personnel will be recaptured by the mess officer by means of shipping tickets in quintuplicate. Separate shipping tickets will be used for each nationality, and will show in all cases the names, rank, and organization of the officers and/or enlisted men to whom rations were furnished. The shipping tickets will be signed by proper authority, and will be forwarded in quadruplicate to the appropriate base section or Air Force commander for inclusion in Lend-Lease Report, or special report for co-belligerent accounting.

8. Mess officers will be held strictly responsible for instituting an accurate check or control system for determining the actual count of individual fed at each meal. The control system will be of such a nature that it will exclude unauthorized individuals from the mess and insure compliance with instructions in this circular concerning procedure for obtaining reimbursement for rations furnished to foreign personnel.

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9. Civilian cooks, waiters, and mess attendants employed in messes run by the United States Army are authorized rations as part of their compensation. Requisitions and supporting papers covering these rations will cite this circular and War Department Circular Number 21, 15 January 1943, as authority for issue, and such vouchers will be accepted by inspecting officers as sufficient support of entries on stock record accounts.

II — ISSUE OF SUBSISTENCE FROM UNITED STATES ARMY STOCKS

11. The following instructions pertaining to the issue, sale or transfer by Lend-Lease agreements of subsistence from United States Army stocks are announced for the information and guidance of all concerned.

a. Organizations, agencies, and individuals other than United States Army personnel and prisoners of war in the custody of United States Forces, which may be furnished subsistence from United States Army stocks are listed below:

(1) United States Navy and Marine Corps — In accordance with letter this headquarters, subject: "Subsistence for United States Navy," dated 1 October 1943, file AG 430/178 QM-O.

(2) United States War Shipping Administration, including shore installations; this to include all United States War Shipping Administration ships and those under United States Army Charter — In accordance with letter this headquarters, subject: "Subsistence for WSA Ships", dated 7 October 1943, file AG 331.3/092 QM-O.

(3) American Red Cross — In accordance with letter this headquarters subject: "Subsistence for the American Red Cross", dated 21 September 1943, file AG 430/041 C/S-O and such revisions thereto as may be subsequently authorized, based on varying troop strength in the areas served.

(4) Civilians — Certain United States citizens may be furnished subsistence in accordance with the provisions of AR 30-2290, dated 10 August 1938, as amended by Change Number 1 of 15 December 1939, and AR 210-60 dated 11 November 1929, War Department Memorandum W-35-20-43, dated 7 September 1943, and as indicated in Section I, above.

(5) French Army detachments guarding prisoners of war in transit — See letter this headquarters, subject: "Issue of American Rations [illegible] file AG 400/017 DTC-M.

Declassified E.O. 12356 Section 3.3/NND No. 785011

(2) United States War Shipping Administration, including shore installations; this to include all United States War Shipping Administration ships and those under United States Army Charter — In accordance with letter this headquarters, subject: "Subsistence for WSA Ships", dated 7 October 1943, file AG 331.3/092 QM-O.

(3) American Red Cross — In accordance with letter this headquarters subject: "Subsistence for the American Red Cross", dated 21 September 1943, file AG 430/041 C/S-O and such revisions thereto as may be subsequently authorized, based on varying troop strength in the areas served.

(4) Civilians — Certain United States citizens may be furnished subsistence in accordance with the provisions of AR 30-2290, dated 10 August 1938, as amended by Change Number 1 of 15 December 1939, and AR 210-60 dated 11 November 1929, War Department Memorandum W-35-29-43, dated 7 September 1943, and as indicated in Section I, above.

(5) French Army detachments guarding prisoners of war in transit — See letter this headquarters, subject: "Issue of American Rations to French Escort Guards", dated 17 April 1943, file AG 400/017 DTC-M.

b. Allied and co-belligerent personnel as indicated in Section I, above.

c. Expeditionary forces of allied and co-belligerent powers in accordance with instructions as have been, or may be, issued by this headquarters.

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Declassified E.O. 12356 Section 3.3/NND No. 789011

d. Request for issue of subsistence to organizations, agencies, or individuals, or the use of United States Army subsistence in the operation of messes other than those specified in a, b and c, above, except where such issues are operationally necessary in the combat zones, will be referred to this headquarters for approval. When referring such request the following information will be furnished:

(1) Military Units,

(a) Name and designation of unit or units concerned.

(b) Strength of unit or units concerned, officers and men.

(c) Location of unit or units concerned.

(d) Estimated time rations will be required.

(e) Reason for requesting rations from United States Army sources.

(2) Civilian, other than United States citizens including casual labor, both skilled and unskilled.

(a) Place of employment.

(b) Number of individuals involved.

(c) Nature of work performed.

(d) Estimated time rations will be required.

(e) Reasons for requiring rations from United States Army stocks. Include statement as to why individuals cannot be subsisted from other sources.

e. Request for issues of subsistence to ships not under United States Army Charter. - All ships, exclusive of the United States Navy. Coast Guard, War Shipping Administration ships and ships under charter to the War Shipping Administration, will be provisioned from sources other than United States Army stocks, the only exceptions being:

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(e) Reason for requesting rations from United States Army sources.

(2) Civilian, other than United States citizens including casual labor, both skilled and unskilled.

(a) Place of employment.

(b) Number of individuals involved.

(c) Nature of work performed.

(d) Estimated time rations will be required.

(e) Reasons for requiring rations from United States Army stocks. Include statement as to why individuals cannot be subsisted from other sources.

e. Request for issues of subsistence to ships not under United States Army Charter. - All ships, exclusive of the United States Navy, Coast Guard, War Shipping Administration ships and ships under charter to the War Shipping Administration, will be provisioned from sources other than United States Army stocks, the only exceptions being:

(1) Those ships of other natiquality that are on shuttle service between two American operated ports and engaged in transportation American supplies and/or troops may be furnished essential subsistence supplies only while on such duty.

(2) Any ship not covered above required emergency rations while in an American operated port will be furnished only sufficient rations to enable it to reach the nearest port of its own nationality.

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(3) All request for issue of subsistence to ships not covered by the above will be reported to this headquarters for instructions.

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IV — FOOD

14. e. Prescribed reserves.

(1) The following maximum reserves will not be exceeded, except for units operating under an alerted or travel status or for units operating under special instructions issued by this headquarters.

(a) *Type B ration 1-2/3 days in unit

(b) Type C ration 1 day in unit) 2 days
1 day on man)

(c) Type D ration 1 day in unit

* If type B rations are received from depot or railhead in cycles of more than one day, the rations on hand in such units at any one time may be in excess of 1-2/3 days in proportions with the prescribed cycle.

(2) The type C and Type D rations on hand, on man or in unit, will not be consumed except on specific order of unit commander. Written explanation of necessity for consumption of unit or man reserves of type C or D rations will be maintained in files of unit. Base Section commanders will require certification signed by a commissioned officer outlining necessity for replacement of unit or man reserve of type C or D ration before making such replacement.

f. Turning in of Excess Subsistence Stocks.

(1) A commissioned officer of each messing organization will make a physical inventory of subsistence stores on hand in organization twice each month. Quantities on hand of any item in excess of reserve prescribed e above will be reported to the headquarters responsible for submitting ration strength returns to the Quartermaster depot or railhead from which rations are drawn. Such headquarters will be responsible for collecting this excess, listing the items and quantity thereof to be "turned in" on a "tally out" form in duplicate and, using unit motor transportation to be used in drawing rations, to effect return of excess stocks to issuing depot or railhead. One copy of "tally out" signed by depot or railhead representative [illegible] receipt will be retained in files of organizations. The other copy

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

(a) *Type B ration 1-2/3 days in unit

(b) Type C ration 1 day in unit) 2 days
1 day on man)

(c) Type D ration 1 day in unit

* If type B rations are received from depot or railhead in cycles of more than one day, the rations on hand in such units at any one time may be in excess of 1-2/3 days in proportions with the prescribed cycle.

(2) The type C and Type D rations on hand, on man or in unit, will not be consumed except on specific order of unit commander. Written explanation of necessity for consumption of unit or man reserves of type C or D rations will be maintained in files of unit. Base Section commanders will require certification signed by a commissioned officer outlining necessity for replacement of unit or man reserve of type C or D ration before making such replacement.

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(2) All excess subsistence items returned to Quartermaster at depot or railhead must be in original or similar case or unit package lots and in a condition fit for reissue. Proper enforcement directives will be issued to insure not breaking original case or unit packages in unit messes until necessity therefor exists.

XXX XXX XXX

By command of Lieutenant General DEVERS:

DAVID G. BARR,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

/s/ H. V. Roberts
/t/ H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

Reproduced by HQ ACC, dated 2 June 1944 AFI.

Declassified E.O. 12356 Section 3.3/NND No. 759011

OFFICIAL:

/s/ H. V. Roberts
/t/ H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

Reproduced by HQ ACC, dated 2 June 1944 A/L.

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APPENDIX "C"

HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

CIRCULAR)
: 5 February 1944.
NUMBER 24)

FEEDING OF LABORERS

1. Section II, Circular No. 35, this Headquarters, 18 December 1943, is rescinded and the following substituted therefor effective 10 February 1944.

2. All civilian laborers employed by this Base Section and XII AFSC units, located in the Peninsular Base Section Area, will be served a mid-shift meal, beginning 10 February 1944, consisting of the following:

1/3 pound of bread
6 ounces of fresh vegetables
Dehydrated soup on the basis of 5 pounds
to each 100 men per serving

3. The above will be drawn from the Quartermaster in the same manner as rations, the number of civilian laborers being shown on daily telegram separately.

4. The Quartermaster will purchase the vegetables and bake the bread. The flour will be from stock on hand to be replaced by Allied Control Commission. on monthly requisition showing amounts expended. Other ingredients for making of bread will be from Quartermaster stock to be replaced by Allied Control Commission at such time sufficient is on hand.

5. The soup and vegetables will be served hot, and the preparation thereof, including distribution of bread in the stated quantity, will be the responsibility of the employing unit. Employees will be required to furnish their own containers and will consume the food at the site of employment. Care will be taken to avoid waste or serving an amount in excess of that authorized.

6. A charge of $.07 per serving will be made. The manner of collection will be published in Change No. 5 to Procurement Regulations No. 1, this Headquarters.

7. The Chief of each employing section or service will be responsible for the operation of the plan within his section or service. (AG 230 BPBPA)

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1/3 pound of bread
6 ounces of fresh vegetables
Dehydrated soup on the basis of 5 pounds
to each 100 men per serving

3. The above will be drawn from the Quartermaster in the same manner as rations, the number of civilian laborers being shown on daily telegram separately.

4. The Quartermaster will purchase the vegetables and bake the bread. The flour will be from stock on hand to be replaced by Allied Control Commission. on monthly requisition showing amounts expended. Other ingredients for making of bread will be from Quartermaster stock to be replaced by Allied Control Commission at such time sufficient is on hand.

5. The soup and vegetables will be served hot, and the preparation thereof, including distribution of bread in the stated quantity, will be the responsibility of the employing unit. Employees will be required to furnish their own containers and will consume the food at the site of employment. Care will be taken to avoid waste or serving an amount in excess of that authorized.

6. A charge of $.07 per serving will be made. The manner of collection will be published in Change No. 5 to Procurement Regulations No. 1, this Headquarters.

7. The Chief of each employing section or service will be responsible for the operation of the plan within his section or service. (AG 230 BPBPA)

By command of Brigadier General PENCE:

FRANCIS H. OXX
Colonel, G.S.C.
Chief of Staff

2131

OFFICIAL:
/s/ L. F. Nickel
/t/ L. F. NICKEL
Lt. Col., A.G.D.
Adjutant General

DISTRIBUTION:
"A" "E" & "F"

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Appendix D

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HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

Change No. 5)
to Prourement Regulations)
Number 1)

7 February 1944

1. Note 3, of Exhibit "B", published in Change No. 4 to Procurement Regulations No. 1, this Headquarters, dated 26 Jan 44, is amended to read as follows, effective 10 February 1944:

Note 3. Food furnished civilian laborers under the provision of Circular No. 24, P.B.S., 5 February 1944 will be charged for at the rate of $.07 per serving. Each payroll will carry a heading stating that value of food furnished is shown opposite tne name of worker and that value has been dropped from balance due. Payrolls will be prepared to show the value of food furnished each worker by showing opposite his name the letter "F" followed by the total value. For example, for a laborer having been served food five days there will be shown: F-35¢. Preparation of payrolls will be as in the past except that the food deduction without showing in a column, will be dropped from the balance due.

Computation of amounts due a civilian employee will be carried to one decimal point only and the employee paid to nearest lire. Five-tenths will be considered one lire in favor of the employee.

Contractors employed directly by any service or section will be required to deduct the $.07 from the pay of each laborer. The contractor will be required to decrease amounts invoiced by value of food furnished by Government for serving to contractor's employees.

(AG 400.12BPBPA)

By command of Brigadier General PENCE:

FRANCIS H. OXX,
Colonel, G. S. C.
Chief of Staff

OFFICIAL:

/s/ L. F. Nickel

Declassified E.O. 12356 Section 3.3/NND No. 789011

Note 3. Food furnished civilian [illegible]
No. 24, P.B.S., 5 February 1944 will be charged for at the rate of $.07 per serving. Each payroll will carry a heading stating that value of food furnished is shown opposite the name of worker and that value has been dropped from balance due. Payrolls will be prepared to show the value of food furnished each worker by showing opposite his name the letter "F" followed by the total value. For example, for a laborer having been served food five days there will be shown: F-35¢. Preparation of payrolls will be as in the past except that the food deduction without showing in a column, will be dropped from the balance due.

Computation of amounts due a civilian employee will be carried to one decimal point only and the employee paid to nearest lire. Five-tenths will be considered one lire in favor of the employee.

Contractors employed directly by any service or section will be required to deduct the $.07 from the pay of each laborer. The contractor will be required to decrease amounts invoiced by value of food furnished by Government for serving to contractor's employees.

(AG 400.12HPBPA)

By command of Brigadier General PENCE:

FRANCIS H. OXX,
Colonel, G. S. C.
Chief of Staff

OFFICIAL:

/s/ L. F. Nickel
/t/ L. F. NICKEL
Lt. Col. A.G.D.
Adjutant General

DISTRIBUTION:
"A" "E" & "F"

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APPENDIX "E"

COMBAT RATION SCALE FOR ITALIAN ARMED FORCES

ITEM	UNIT	COMBAT RATION
Flour	oz	18 x
Pulses	"	1½
Canned Meat		
OR		
Preserved Fish	"	4
Cheese	"	1
Sugar	"	1
Macaroni	"	3
Rice	"	2
Beans, dried	"	2
Tomato Catsup or paste	"	½
Coffee	"	½
Pepper	"	1/200
Onions	"	2
Matches (weekly issue)	Book OR box	2 1

x Bread or biscuits to scale may be substituted as necessary.

Additional to be procured, stocked and furnished by Italian Military:

ITEM	UNIT	COMBAT RATION
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	Litre	½
Nuts	oz	1
Salt	"	½

Yeast and other bread making ingredients as required. Where it is impracticable to supply the above items from Italian sources to Italian troops forward of Army rear boundaries, substitutions from Allied stocks of suitable equivalents except for canned fruit, are authorized.

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Onions	"	2
Matches (weekly issue)	Book OR	2
	box	1

x Bread or biscuits to scale may be substituted as necessary.

Additional to be procured, stocked and furnished by Italian Military:

ITEM	UNIT	COMBAT RATION
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	Litre	½
Nuts	oz	1
Salt	"	½

Yeast and other bread making ingredients as required. Where it is impracticable to supply the above items from Italian sources to Italian troops forward of Army rear boundaries, substitutions from Allied stocks of suitable equivalents except for canned fruit, are authorized.

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APPENDIX "F"

BASIC RATION SCALE FOR ITALIAN ARMED FORCES

ITEM	UNIT	BASIC RATION
Whole wheat	oz	16
OR		
flour	oz	12
Pulses	"	2
Canned Meat	"	2
Preserved Fish	"	4 x
Sugar	"	2
Coffee	"	1/2
Pepper	"	1/200

x May be increased to 4 ozs when engaged in heavy manual labor.

Additional to be procured, stocked and furnished by Italian Military:

ITEM	UNIT	BASIC RATION
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	litre	1/2
Nuts	oz	1
Salt	"	1/2

Yeast and other bread making ingredients as required.

APPENDIX "G"

SUPPLY OF FOOD TO ITALIAN CIVILIANS

SCALE OF ISSUE

The following items may be provided from Service stocks (subject to replacement...) through regular channels.

ITEM	QUANTITY PER PERSON PER DAY

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x May be increased to 4 ozs when engaged in heavy manual labor.

Additional to be procured, stocked and furnished by Italian Military:

ITEM	UNIT	BASIC RATION
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	litre	½
Nuts	oz	1
Salt	"	½

Yeast and other bread making ingredients as required.

APPENDIX "G"

SUPPLY OF FOOD TO ITALIAN CIVILIANS

SCALE OF ISSUE

The following items may be provided from Service stocks (subject to replacement...) through regular channels.

ITEM	QUANTITY PER PERSON PER DAY
Flour	¼ lb
OR	OR
bread	1/3 lb
Fresh vegetables	6 ozs
Fresh Meat	1 oz
OR	OR
Dehydrated Soup	4/5 oz

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File with Establishment affairs

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

URGENT AND IMPORTANT

SWM/hhj.

17 June 1944.

RATIONS FOR MILITARY AND CIVILIAN PERSONNEL.

The enclosed letter will be attached as a supplement to Establishment Memorandum No.18 of 2 June 1944.

On no account will scale "A" rations be issued except in accordance with this letter, as a decision has already been received that payment will not be made for them.

Revised rationing instructions are being drawn up now and will be issued shortly. Meanwhile, the instructions in this letter will operate.

for JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.
For the Executive Commissioner.

HEADQUARTERS ALLIED ARMIES IN ITALY (REAR ADM ECHELON), APO 400, U.S. ARMY.

TO:- Chief Army Sub Commission, Allied Control Commission, APO 683, U.S. Army.

1. Authority is given for the issue of rations as follows. The identity is as shown in Appendix "B" basic letter.

1. War Ministry. B Scale. Rations to be issued only to bonafide members of the Armed Forces and the civil officials whose duties are executive to the extent that they may be classified as having the equivalent of officer grades, and for actual mess attendants at general messes where military rations are consumed. Military rations will not be issued for private messes, for civil officials or for officers below the grade of Brigadier General and will then be issued only for the military members of the mess. The number of rations issued to the War Ministry will not exceed 1300 without prior approval and will be reduced to conform to above instructions.

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JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.
For the Executive Commissioner.

HEADQUARTERS ALLIED ARMIES IN ITALY (REAR ADM ECHELON), APO 400, U.S. ARMY.

TO:- Chief Army Sub Commission, Allied Control Commission, APO 685, U.S. Army.

1. Authority is given for the issue of rations as follows. The identity is as shown in Appendix "B" basic letter.

1. War Ministry. B Scale. Rations to be issued only to bonafide members of the Armed Forces and the civil officials whose duties are executive to the extent that they may be classified as having the equivalent of officer grades, and for actual mess attendants at general messes where military rations are consumed. Military rations will not be issued for private messes, for civil officials or for officers below the grade of Brigadier General and will then be issued only for the military members of the mess. The number of rations issued to the War Ministry will not exceed 1300 without prior approval and will be reduced to conform to above instructions.

2. II Reparto Autonome Ministeriale. B Scale. Rations to be issued only to those of the Royal Household. Not to exceed 15 officers and 50 other ranks.

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3. Granatieri Battalion. B Scale. Not exceed 25 officers and 250 other ranks.

4. Royal Military Academy. B Scale. Not to exceed 40 officers and 430 other ranks including cadets.

5. Royal Navy Academy. B Scale. Not to exceed 450 all ranks including officers and cadets.

6. Comando Supremo. A Scale. The authorization of the "A" is made solely because it was previously authorized by the CAO, this headquarters, prior to the setting up of the present system. The "A" scale is subject to withdrawal at any time. The total ration will not exceed 600 all ranks including officers, civil officials of officer rank and mess attendants in general messes.

7. 1st Guide Group. No rations will be issued to members of this group while so employed.

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2. Any rations which may be issued from British or United States stocks which do not in your opinion conform to the directives listed in Appendix "A" basic letter will not be repaid without previous approval of this headquarters.

13 June 1944.

(Sgd) AL KAMERON,
Brigadier General, USA.
D.C.A.C.

DISTRIBUTION: "A".

Copies to : Army Sub-Commission.
D.C.A.C., A.A.I. (Could a copy of all instructions re rationing etc of Italians please be sent for attention G-4, Headquarters, Allied Control Commission).

NOTE:- Basic letter and Appendices "A" and "B" referred to in above letter have not been received but applied for by this Branch.

Declassified E.O. 12356 Section 3.3/NND No. 780017

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

Establishment 13a.

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

1 June 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 17)

RESPONSIBILITIES OF SENIOR OFFICERS

1. The senior American officer in each Region (Regional Commissioner or Executive), is responsible that U.S. property and supplies issued to the Company Commander, 2675th Regiment, of that Region, is properly safeguarded, maintained and accounted for. He is further responsible that all personnel records and reports are promptly submitted by the Company Commander as laid down in U.S. Army Regulations and War Department directives.

2. The Commanding Officer, 2675th Regiment, is authorized to correspond directly with the senior U.S. officer in the Region or Sub-Commission, on administrative matters in reference to U.S. personnel, equipment and supplies, and in turn, the senior U.S. officer may correspond directly with the Regimental Commander.

3. The senior British officer is similarly responsible for British personnel, supplies and equipment, and that the proper records are kept and returns forwarded.

JOHN J. ALRIGHT,
Colonel, Inf.,
Estab. Officer
For the Executive Commissioner

DISTRIBUTION:
"A" less 68, 69, 74, 79, 80

2103

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

Establishment Branch

JJA

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

24 May 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 16)

TELEPHONE SECURITY

1. It is absolutely necessary that strict security measures be observed in using the telephone, since practically all telephones are linked with civilian exchanges. The following rules will be observed when using the telephone:

a. Secret matters should never be discussed over the telephone.

b. Confidential matters should be discussed by reference to file numbers and dates in such a manner as to guard the content.

c. Care must be exercised in order to avoid indentifying names of telephone exchanges with locations of headquarters or Army units, i.e., if a person wishes to telephone to an Army headquarters or unit, he should ask for the exchange concerned (Fatima, Broadway), and never mention place names.

2. It is directed that all officers and men be notified of these rules.

John J. Albright

JOHN J. ALBRIGHT,
Colonel, Inf.,
Estab. Officer.
For the Executive Commissioner

DISTRIBUTION:
"A" less 68, 69, 74, 79, 80

2182

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

15 May 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 15)

LABOR CLASSIFICATIONS "A" & "B"

1. The following labor classifications are published for the information and guidance of all concerned. They are now in effect and full advantage should be taken of their provisions. Attention is directed to the fact that maximum should be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification "A":

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional-English Speaking).

ARMED FORCE WAGE SCALE: L 4,000-9,600 per month (Divide by 26 for daily rate)
Auth: AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:
(a) As a legal advisor to the Court concerning pertinent Italian law;
(b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in
(i) Accurately and rapidly interpreting technical legal arguments;
(ii) Being familiar with rules of evidence and court procedure;
(iii) Having an extensive knowledge of Italian idioms and customs;
(iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make

Declassified E.O. 12356 Section 3.3/NND No. 785011

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional-English Speaking).

ARMED FORCE WAGE SCALE: L 4,000-9,600 per month (Divide by 26 for daily rate)
Auth: AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

(a) As a legal advisor to the Court concerning pertinent Italian law;

(b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in

(i) Accurately and rapidly interpreting technical legal arguments;

(ii) Being familiar with rules of evidence and court procedure;

(iii) Having an extensive knowledge of Italian idioms and customs;

(iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

REQUIREMENTS:

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A. EDUCATION:

In order to qualify for this position the applicant must be a graduate of a recognized university, in law or in some other closely related subject such as economics, sociology, anthropology, history, literature, political science, etc., or any other combination of such professional study.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed three years of full or part time work in interpreting or translating work in law or Allied professional fields. This experience requirement may be met if the applicant can produce evidence that a major portion of his academic studies involved the

Declassified E.O. 12356 Section 3.3/NND No. 785011

continued and successful use of Italian and English languages, including extensive interpreting from Italian to English, or English to Italian.

SPECIAL PROVISIONS:

A. All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.

B. All persons whom it is proposed to employ at L 6,000 or above shall be given such salary only after three months of demonstrated successful employment, certified by the court and approved by the Executive Officer of the A.C.C. or his designated representative at Headquarters.

3. Labor Classification "B":

POSITION TITLE: Specialized Court Interpreter (Professional - English Speaking).

ARMED FORCE WAGE SCALE: L 4,000 - L 6,000 per month. (The top limit for this grade is imposed by A.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.A.I., and as published in AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

DUTY DESCRIPTION: Under the direct supervision of the Court; to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university,

Declassified E.O. 12356 Section 3.3/NND No. T-25017

A.A.I., and as published in AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

DUTY DESCRIPTION: Under the direct supervision of the Court; to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training in some special subject (law, medicine, engineering). Ability to speak fluently and idiomatically in both languages.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed one year of full or part time work in interpreting or translating technical subject matter involving the use of an extensive dual vocabulary.

SPECIAL PROVISIONS: All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.

For the Executive Commissioner:

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

DISTRIBUTION:
"A" less 68, 69, 74, 79, 80

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

File 704

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

1 May 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 14)

REQUISITIONING PROCEDURE

1. a. The following will govern all requisitioning of vehicles and supplies by ACC/AMG, effective this date:

(1) Only such civilian motor vehicles, supplies, and equipment as are essential will be requisitioned.

(2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full, G-4 will then issue instructions for their disposal.

(3) Headquarters ACC, Regions, ~~and Independent Sub-Commissions~~ (amendment 20 July) will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.

b. (1) Each Region, ~~Independent Sub-Commission~~ (amendment 20 July), and Headquarters ACC will appoint one British and one American officer as Requisitioning Officer. AMG 5 Army will appoint an American officer and AMG 8 Army, a British officer. Their names will be submitted to G-4 this Headquarters, together with four specimens of their signatures. G-4 this Headquarters will be notified upon any change of Requisitioning Officer, and new signatures submitted.

(2) All requisitioning will be accomplished by Requisitioning Officers, and no other officer will be authorized to requisition except in emergencies, and then only on authority of the Regional Commissioner or SCAO of Armies.

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(2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full, G-4 will then issue instructions for their disposal.

(3) Headquarters ACC, Regions, ~~and Independent Sub Commissions~~ (amendment 20 July) will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.

b. (1) Each Region, ~~Independent Sub Commission~~ (amendment 20 July), and Headquarters ACC will appoint one British and one American officer as Requisitioning Officer. AMG 5 Army will appoint an American officer and AMG 8 Army, a British officer. Their names will be submitted to G-4 this Headquarters, together with four specimens of their signatures. G-4, this Headquarters will be notified upon any change of Requisitioning Officer, and new signatures submitted.

(2) All requisitioning will be accomplished by Requisitioning Officers, and no other officer will be authorized to requisition except in emergencies, and then only on authority of the Regional Commissioner or SCAO of Armies.

(3) When requisitioning is accomplished by an officer who is not designated as Requisitioning Officer, a temporary receipt containing full information will be given the owner and a copy forwarded to the Requisitioning Officer, who will satisfy himself that the requisition is correct. A formal requisition will then be delivered to the owner in exchange for the temporary receipt. Index-3

2. a. All requisition forms will show the Region, ~~Independent Sub Commission~~, or other unit by which issued except that original British Form AB 361 will not show rank or unit of Requisitioning Officer. All will be serially numbered beginning with number one. All pertinent information will be shown on all forms but no price or estimate of value will appear.

b. Requisition number and source, whether British or American, in requisitioning vehicles, will be entered on the "Registration Card", which was forwarded as Appendix "B", Establishment Memo No. 12 of this Headquarters, dated 21 April 1944, under "Requisition Number", in this manner: "124 A" or "124 B". The "A" or "B" indicating American or British requisition.

c. Complete and accurate records and location of all requisitioned vehicles will be maintained.

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3. British Procedure: Requisition is made either:

a. Through civil authorities in unoccupied Italy, in which case AFF 780 is delivered to civil authorities who are responsible for obtaining the items required, or,

b. Directly from owner.

c. In both (a.) and (b.), AB 361 will be prepared in triplicate and disposed of as follows:

Original - to civil authorities in case (a.) or to owner in case (b.).

Duplicate - direct to No. 8 Command Pay Office, C.M.F.

Triplicate - to G-4, Headquarters ACC.

d. Original copy will instruct recipient to present it to nearest ACC/AMG Headquarters.

e. On presentation, receiving ACC/AMG officer will give a receipt on AFF 781 and forward original AB 361 to Regional or other Headquarters. Regional or other Commander will satisfy himself that requisition is proper and if so, forward AB 361 to No. 8 Command Pay Office, C.M.F. If a Regional or other Headquarters receives AB 361 signed by a Requisitioning Officer other than its own, it will forward same to G-4, Headquarters ACC.

f. AFF 780 and 781 can be obtained from stationery Depots. All ACC/AMG Headquarters, must maintain a small stock of AFF 781, or proforma in lieu. AB 361 will only be issued by Headquarters ACC. AB 361 must be kept under lock, it is the sole responsibility of the Requisitioning Officer and will be used only by him. It will never be used as a temporary receipt.

g. A record of requisitions will be kept in the Requisitions Book which will be in the form indicated in Appendix "A" hereto. Vehicles and other stores will be shown in separate sections of the book.

4. American Procedure:

a. Requisitioning Officers will prepare "Form for Use in Requisitioning Property", (attached as Appendix "B"), in the name of the United States Army, in triplicate. These may be obtained from G-4, Headquarters ACC. After having the owner sign his name and address on all three copies, they will be disposed of as follows:

Declassified E.O. 12356 Section 3.3/NND No. 789011

Headquarters.

e. On presentation, receiving ACC/AMG officer will give a receipt on AFF 781 and forward original AB 361 to Regional or other Headquarters. Regional or other Commander will satisfy himself that requisition is proper and if so, forward AB 361 to No. 8 Command Pay Office, C.M.F. If a Regional or other Headquarters receives AB 361 signed by a Requisitioning Officer other than its own, it will forward same to G-4, Headquarters ACC.

f. AFF 780 and 781 can be obtained from stationery Depots. All ACC/AMG Headquarters, must maintain a small stock of AFF 781, or proforma in lieu. AB 361 will only be issued by Headquarters ACC. AB 361 must be kept under lock, it is the sole responsibility of the Requisitioning Officer and will be used only by him. It will never be used as a temporary receipt.

g. A record of requisitions will be kept in the Requisitions Book which will be in the form indicated in Appendix "A" hereto. Vehicles and other stores will be shown in separate sections of the book.

4. American Procedure:

a. Requisitioning Officers will prepare "Form for Use in Requisitioning Property", (attached as Appendix "B"), in the name of the United States Army, in triplicate. These may be obtained from G-4, Headquarters ACC. After having the owner sign his name and address on all three copies, they will be disposed of as follows:

Original - to owner.

Duplicate - to G-4, Headquarters ACC.

Triplicate - retained for record.

5. a. Regional Commissioners, [redacted], SCAOs AMG Armies, and Headquarters Commandant will immediately investigate the condition of requisitioned vehicles under their jurisdiction. All unserviceable vehicles which cannot be satisfactorily repaired will be reported to G-4, Headquarters ACC, giving full particulars, as well as all surplus serviceable vehicles.

b. All vehicles retained will be properly requisitioned, if this has not already been done.

c. Report of all requisitioned vehicles due on 21 May 1944 will indicate all vehicles being retained, and will include a certificate that all others have been reported to G-4, Headquarters ACC.

For the Chief Commissioner:

/s/ John J. Albright
JOHN J. ALBRIGHT
Colonel, Inf,
Establishment Officer.

DISTRIBUTION:
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Declassified E.O. 12356 Section 3.3/NND No. T85017

FORM OF REQUISITION BOOK

A. Vehicles.

Serial No. on A.B.361	Name of owner or local Authority	Address	Make & Type of vehicle	Reg'd No.	A.C.C. Reqtn. No.	Date of Requisition	Condition incl. year of manufacture	Remarks	Date inal from

B. Other Stores.

Serial No. on A.B.361	Name of owner or local Authority	Address	Article requisitioned incl: type & make	Quantity	No. (if applicable)	Condition	Remarks	Date rec'd owner

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

APPENDIX "A"

FORM OF REQUSITION BOOK

Reg'd No.	A.C.C. Reqtn. No.	Date of Requisition	Condition incl. year of manufacture	Remarks	Disposal of A.B. 361: Date orig. rec'd from owner	Date Sent to 8 C P O	Date Duplicate sent to 8 C P O	Date Triplicate sent to G-4

Disposal of A.B. 361

Issue	Quantity	No. (if applicable)	Condition	Remarks	Date original rec'd from owner	Date Sent to 8 CPO	Date Duplicate sent to 8 CPO	Date Triplicate sent to G-4

APPENDIX "B"

FORM FOR USE IN REQUISITIONING PROPERTY

UNITED STATES ARMY
ARMATA DEGLI STATI UNITI D'AMERICA

REQN NO. _____

DATE:
DATA: _____

The following items of property have been taken by the United States Army from

Le seguenti proprieta' sono prese per l'Armata degli Stati Uniti d'America

Owner or Possessor and Address

_____

_____

_____

_____

Signature Firma

_____

Address Indirizzo

Description of property
(Indicate condition.)
(If motor vehicle, engine, chassis, and Italian license numbers must be shown.)

Descrizione delle proprieta' prese
(Indicate la condizione.)

_____

_____

_____

_____

_____

_____

I certify that the property described above is required for immediate use in military service. Payment has not been made for the use or possession thereof.

Io certifico che le suddette proprieta' descritte sono necessarie per ragione militare e che nessun pagamento e' stato fatto per servizio a possessione di cio'.

_____

Name Rank Organization ASN

Declassified E.O. 12356 Section 3.3/NND No. 785011

(Indicate condition.)
(If motor vehicle, engine, chassis, and Italian license numbers must be shown.)

(Indicate la condizione.)

I certify that the property described above is required for immediate use in military service. Payment has not been made for the use or possession thereof.

Io certifico che le suddette proprieta' descritte sono necessarie per ragione militare e che nessun pagamento e' stato fatto per servizio a possessione di cio'.

Name Rank Organization ASN

Name of Headquarters or Office

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You will be notified at a future date whom to present this certificate to for consideration of your claim.

Sarete notificato prossimamente a chi dovete presentare questo certificato, affinche' il vostro reclamo venga preso in considerazione.

Note: To be prepared in triplicate: original to owner, duplicate to be forwarded to Headquarters, ACC, for Attention: G-4, and triplicate to be retained for record.

Declassified E.O. 12356 Section 3.3/NND No. F83011

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

Establishment officer

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

ESTABLISHMENT MEMORANDUM)

NUMBER 14)---Change No. 1.

20 July 1944

1. In Paragraph 1 (a) (3) delete words "and Independent Sub-Commissions."

2. In Paragraphs 1 (b) (1) and 2 (a) delete words "Independent Sub-Commission."

3. In Paragraph 5 (a) delete words "Directors of Independent Sub-Commissions."

For the Executive Commissioner:

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

DISTRIBUTION:
"A" less 68, 69, 74, 79, 80

Establishment B

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

25 April 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 13)

1. The following instructions are published in order to secure uniformity in the marking of all military vehicles of this organization.

2. Refer to Establishment Memo No. 12, Appendix "C", of this Headquarters, dated 21 April 1944, for the distinctive ACC marking. The rectangle therein referred to is 6" x 9" and the lettering within the rectangle is 2" high. A sample of the shade of green is attached. If paint of the proper color cannot be obtained locally, the Headquarters Commandant, Headquarters ACC, will furnish it upon request.

3. Vehicles will be marked as follows:

a. British Vehicles

(1) Vehicle signs will be painted on the near side wing in front, and on the sign plate, or body, on the off side at rear of the vehicle.

(2) The Formation Serial Number 5131 will be painted in white immediately below the vehicle sign, numerals to be 3" high.

(3) The ACC number of the vehicle will be painted in white on the opposite side wing of the vehicle. Displaced Persons Sub-Commission will allot serial numbers consecutively commencing with No. 1.

(4) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAOs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

b. American Vehicles

(1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the vehicle beginning 2 inches from the end of the bumpers

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3. Vehicles will be marked as follows:

a. British Vehicles

(1) Vehicle signs will be painted on the near side wing in front, and on the sign plate, or body, on the off side at rear of the vehicle.

(2) The Formation Serial Number 5131 will be painted in white immediately below the vehicle sign, numerals to be 3" high.

(3) The ACC number of the vehicle will be painted in white on the opposite side wing of the vehicle. Displaced Persons Sub-Commission will allot serial numbers consecutively commencing with No. 1.

(4) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAOs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

b. American Vehicles

(1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the vehicle beginning 3 inches from the end of the bumpers.

(2) The load classification marking will follow the ACC design on the front bumper only, indicated by a yellow circle 7 inches in diameter, (comparatively smaller on vehicles with narrower bumpers), with black numerals inside the circle. Tabulated below are numerals indicating load classifications of vehicles:

Sedans	2
Truck, 1/4-Ton 4x4	2
Truck, 3/4-Ton 4x4 Command	4
Truck, 3/4-Ton 4x4 Weapons Carrier	4
Truck, 2 1/2-Ton 6x6, Cargo	7
Trailer, 1/4-Ton, Cargo	0 1
Trailer, 1-Ton, Cargo	0 2

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(3) On the left side of the front bumper will be shown the Regimental marking of 2675 followed by the Company marking, such as HQ, A, B, C, etc. The unit vehicle number will follow the company marking, and the last numeral of the vehicle number will be 3 inches from the left end of the bumper. These numbers and markings will be in white.

(4) The Regimental marking of 2675 will be shown on the top half of the right rear bumper (if two bumpers), and the Company marking and unit vehicle number will be shown on the lower half. These numbers and markings will be in white.

(5) The base color of both front and rear bumpers will be olive drab.

(6) In the case of Company G, 2675 Regiment, 5A will be shown on the right triangle of the ACC design on all vehicles except those assigned to the 8th Army, in which case 8A will be shown. The letter G will be shown in the appropriate place on other markings on all vehicles.

(7) Method of showing the Region or Sub-Commission in the ACC design will be as follows:

(a) Roman numerals in right triangle of the design for the Region.

(b) In lieu of the Roman numeral of the Region, the following Sub-Commissions will use the letters as indicated below:

Internees and Displaced Persons Sub-Commission - DPS
Army Sub-Commission - AS

(c) The above Sub-Commissions will not show any Company markings on their vehicles.

(8) If the size of the bumpers will not permit the ACC design to be 9" by 6" size, then the size to be smaller, in proportion to the size of the bumper, and other markings to be proportionately smaller.

(9) Diagrams of the correct markings are shown below:

Front Bumper

ACC / III (4)	2675 C 10	or	ACC / III (4)	2675 C 10

Rear Bumpers

ACC / II	2675 B12	or	ACC / II	2675 B 12

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(a) Roman numerals in right triangle of the design for the Region.

(b) In lieu of the Roman numeral of the Region, the following Sub-Commissions will use the letters as indicated below:

Internees and Displaced Persons Sub-Commission - DPS
Army Sub-Commission - AS

(c) The above Sub-Commissions will not show any Company markings on their vehicles.

(8) If the size of the bumpers will not permit the ACC design to be 9" by 6" size, then the size to be smaller, in proportion to the size of the bumper, and other markings to be proportionately smaller.

(9) Diagrams of the correct markings are shown below:

Front Bumper	ACC / III (4)	2675 C 10	or	ACC III (4)	2675 C 10
Rear Bumpers	ACC / II	2675 B12	or	ACC / II	2675 B 12
Trailers	ACC / IV	(0) (1) 2675 D 18			

(10) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAOs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

For the Executive Commissioner:

JOHN J. ALBRIGHT,
Colonel, Inf,
Establishments Officer.

DISTRIBUTION:
"A" less 68, 69, 74, 79, 80

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Declassified E.O. 12356 Section 3.3/NND No. T85017

Establishment Branch

Correct
12

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

27 April 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 12)---Change No. 1.

1. In Paragraph 1 (a), - delete words "or rented".

For the Executive Commissioner:

JOHN J. ALBRIGHT,
Colonel, Inf.,
Establishments Officer

DISTRIBUTION:
"A" less 68, 69, 74, 79, 80

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

Establishment Branch

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

21 April 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 12)

REGISTRATION AND USE OF CIVILIAN TYPE
MOTOR VEHICLES FOR ACC PURPOSES

1. Every civilian type motor vehicle used for official purposes by ACC will as from 1 May 1944:

(a) Be properly requisitioned [redacted]
(b) be registered with this Headquarters and by the Region in which it operates;
(c) display on the windshield an approved certificate of registration (paragraph 3);
(d) bear the authorized marking of ACC and an identification number (paragraph 4).

2. Particulars of all civilian-type vehicles in use on 1 May 1944 in respect of which certificates of registration have been issued will be forwarded (as in proforma attached) to reach RC and MG Section by 10 May 1944. As additional vehicles are authorized, details (as pro forma) will also be forwarded to RC and MG Section.

It is anticipated that much of this information will be necessary at a later date when the payment of compensation is being considered.

3. RC & MG Section will furnish Regional Commissioners and SCAO's with the approved Certificates of Registration which will be serially numbered, and will be affixed to the windshield of the vehicle in such a way as to be plainly visible to a person standing in front of the vehicle. All certificates will be accounted for.

4. The identification marks referred to in Paragraph 1(c) will consist of the green and white rectangle of ACC on both sides and on the rear of each vehicle, with the Registration number immediately below it. The registration number will be that shown on the Certificate of Registration. Size of rectangle to be 6" x 9", with letters and numerals within the rectangle to be 2" high. Numerals of registration number to be 3" high. All redundant marks will be obliterated, except official W.D. numbers. All markings will be so placed as to be plainly visible.

5. It will be the responsibility of Regional Commissioners and SCAO's to ensure that Certificates of Registration are issued only in respect of vehicles which they are satisfied have been properly acquired and for use which is officially

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

justified. Such vehicles will be assigned by the Regional Commissioner either for general purposes; to a transport pool; or a sub-commission; or staff section.

6. ACC identification marks and certificates of registration will NOT be assigned to any civilian type vehicle to which ACC has no proper title or which is not required for official use.

7. Petroleum products, tires, services of any kind, will not be furnished in respect of a civilian type vehicle which does not bear ACC identification marks and a current certificate of registration.

8. ACC civilian type vehicles will not be licensed in accordance with Italian law, nor carry the motor vehicle circulating permits issued by the civil authorities.

9. Civilian type vehicles to which ACC has no proper title or right of use, will not be used for official purposes or provided with petroleum products, tires, or service, under any circumstances.

10. The provisions of this memorandum will not apply to British and American military vehicles.

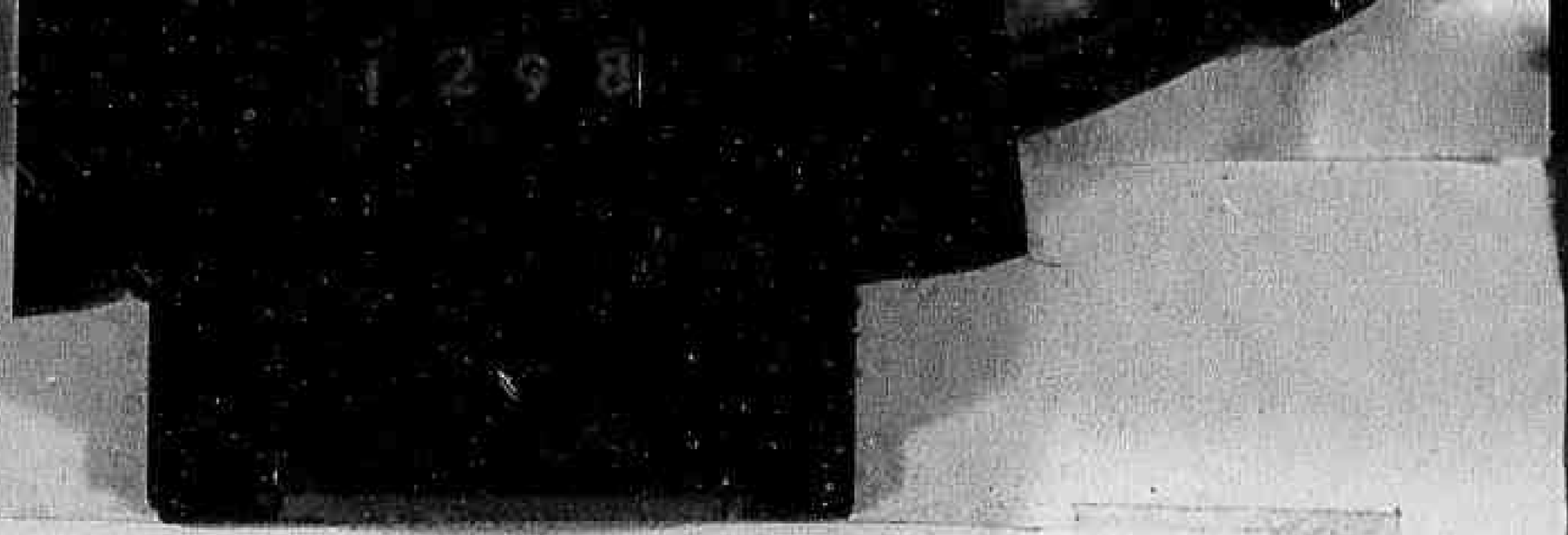
11. No markings other than those described above and official W.D. numbers, will appear on the vehicle. Under no circumstances will the letters ACC or AMG appear, other than the ACC within the green and white rectangle.

12. Forms of Registration Certificate and Motor Vehicle Registration File Card, and ACC Distinguishing Mark, are attached as Appendixes "A", "B", and "C".

For the Executive Commissioner:

JOHN. J. ALBRIGHT,
Colonel, Inf.
Establishments Officer.

DISTRIBUTION:
"A" (less 68, 69, 74, 79, 80)



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

ALLIED CONTROL COMMISSION

REGISTRATION CERTIFICATE

REGION ..... PROVINCE ..... No. .....

THIS VEHICLE IS AUTHORISED FOR

...COLLUSO DELLA COMMISSIONE ALLEATA DI CONTROLLO

OFFICIAL USE BY THE A.C.

...RMENTE AUTORIZZATO DALLA A.C.C.

STAMP

MILITARY REGISTRATION N° ..... MAKE ..... TYPE .....
N. di Registrazione Militare — Fabbrica — Tipo

DATE .....
Data

.....
EXECUTIVE or REGIONAL COMMISSIONER
COMMISSARIO ESECUTIVO o REGIONALE

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

APPENDIX "B" to
Estab. Memo. #12, 21 Apr '44

(Registration Certificate Number Assigned by RC or SCAC_____

ACC MOTOR VEHICLE

NOTE: This form will be accomplished in duplicate. The original will be forwarded to HQ. ACC, Establishment Branch, and the copy retained in the office of origin.

MAKE_____ YEAR OF MANUFACTURE_____ HORSE POWER_____

TYPE_____ CHASSIS NUMBER_____ ENGINE NUMBER_____

TYPE OF ENGINE_____ SEATING AND/OR LOAD CARRYING CAPACITY_____

HOW ACQUIRED (REQUISITIONED, FOUND ABANDONED, ETC.)_____

_____

REQUISITION NUMBER_____ PREVIOUS ITALIAN REGISTRATION NUMBER_____

ANY OTHER REGISTRATION NUMBER AND BY WHOM ASSIGNED_____

PURPOSE FOR WHICH USED, i.e., POOL, BRANCH, INDIVIDUAL, ETC.,_____

NAME AND ADDRESS OF FORMER OWNER_____

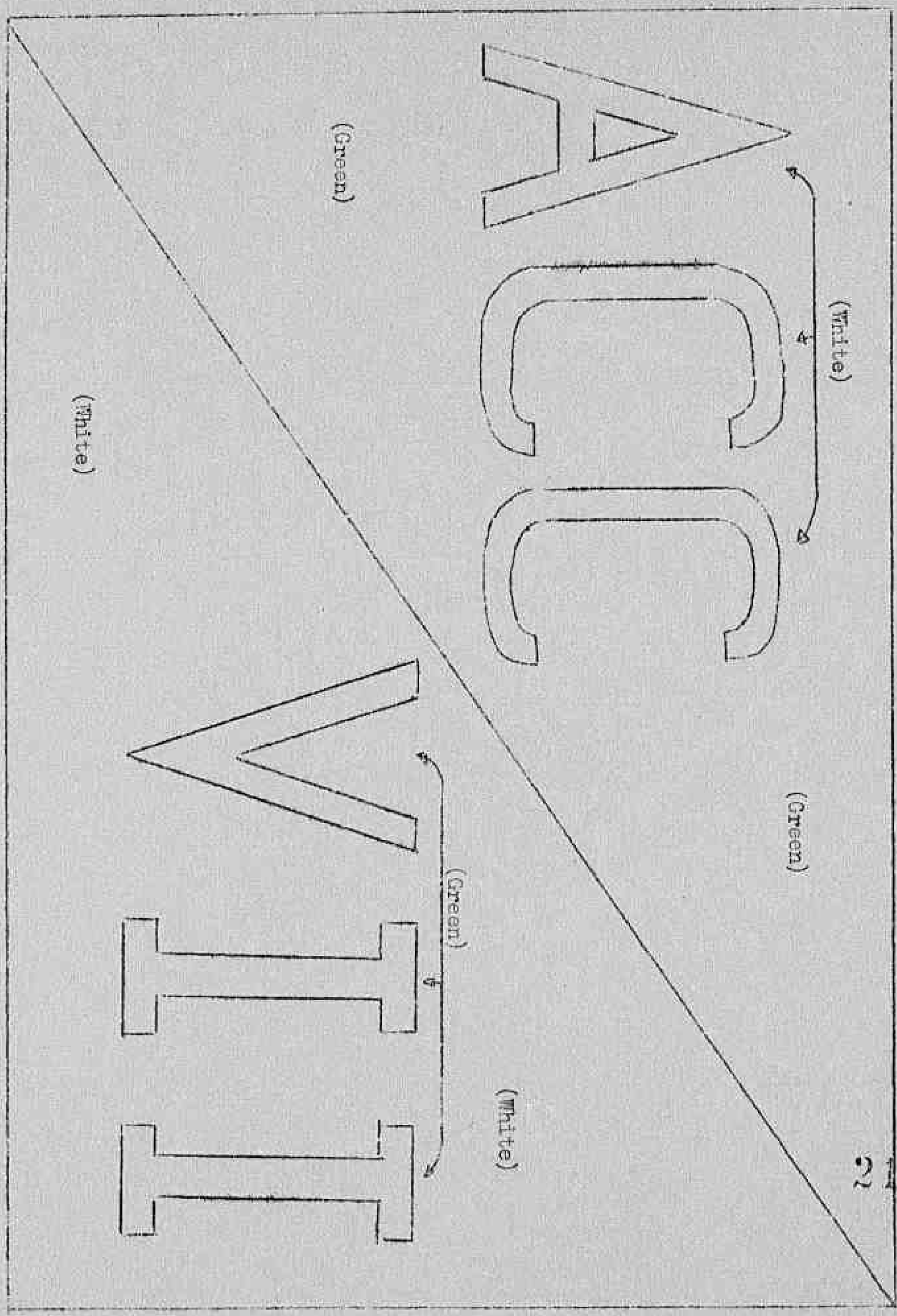
_____

REMARKS. _____

_____

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

APPENDIX "C" to
Estab. Memo. #12, 21 Apr '44



Establishment Branch

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION.
APO 394

28 March 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER 22)

CLASSIFICATION OF DOCUMENTS

The combined Chiefs of Staff have approved an agreement made between the American and British Services on the definition, classification and handling of matters to be safeguarded. Procedures, Names, Definitions and handling hereinafter set forth are to be put into effect by all United States Army and British Army Headquarters on 0001, 15 Mar 44.

Instructions to the same effect are being issued for the same effective date by the United States Navy, Roval Navy and Royal Air Force.

U.S. Army Regulations 380-5 and "Classification and Handling of Protected Documents" are being revised.

From 15 Mar 44 to date of receipt of these revisions the policy hereinafter outlined will be followed by all concerned. No change in the classification of existing documents is necessitated by this agreement.

Categories: Official matter requiring classification shall be examined and graded under one of the following categories:

TOP SECRET: (Signal Abbreviation - TOPSEC): Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, ie., PLANS OF FUTURE MAJOR OPERATIONS.

SECRET: Documents, information or material, the unauthorized disclosure of which would endanger the National Security, cause serious injury to the interests or prestige of the nation or any government activity thereof, or would be of great advantage to a foreign nation, ie., VITAL MILITARY INFORMATION.

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which, while NOT endangering the national security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, ie., ROUTINE INTELLI-

Declassified E.O. 12356 Section 3.3/NND No. 780011

U.S. Army Regulations 380-5 and "Classification and Handling of Protected Documents" are being revised.

From 15 Mar 44 to date of receipt of these revisions the policy hereinafter outlined will be followed by all concerned. No change in the classification of existing documents is necessitated by this agreement.

Categories: Official matter requiring classification shall be examined and graded under one of the following categories:

TOP SECRET: (Signal Abbreviation - TOPSEC): Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, ie., PLANS OF FUTURE MAJOR OPERATIONS.

SECRET: Documents, information or material, the unauthorized disclosure of which would endanger the National Security, cause serious injury to the interests or prestige of the nation or any government activity thereof, or would be of great advantage to a foreign nation, ie., VITAL MILITARY INFORMATION.

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which, while NOT endangering the national security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, ie., ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

RESTRICTED: Documents, information or material (other than TOP SECRET, SECRET or CONFIDENTIAL) which should NOT be published or communicated to anyone except for official purposes, ie., TRAINING AND TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

The United States regards TOP SECRET as a sub-division of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. Although this difference of view is recognized, it is immaterial to this agreement under which working uniformity is obtained by the adoption of agreed definitions, examples, and rules of treatment, for the handling of all classified matter.

GRADING: 1. The designation of persons responsible for grading and regrading will be a function of the proper authorities.

2. Each document should be graded according to its own content and not necessarily to its relationship to another document. This also applies to extracts from graded documents.

3. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

REGRADING: It is the obligation of all authorities to keep classified matter constantly under review and to downgrade it as soon as conditions permit.

HANDLING (treatment): No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

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

Establishment Memorandum No. 10

SECRET matter will be handled in accordance with the following rules:

1. The highest grade cryptographic systems available will be used for the transmission of SECRET messages.

2. SECRET documents will be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorized representative. Where officially designated courier service is NOT available, SECRET documents may be transmitted by registered mail service or mail service superior to Registered Mail Service, if the service is completely within national countrol.

3. Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

4. SECRET Messages will not be transmitted by electrical means in the clear, except over approved circuits and provided that there is no violation of the rule that messages which have been or are to be transmitted in a high grade cryptographical system of one nation will NOT be relayed by the other nation between point of origin and destination by electrical means in clear language or unapproved "SCRAMBLER" system or low grade cryptographic system.

5. It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

TOP SECRET matters will be handled in accordance with the above rules, with additional safeguards as follows:

1. Under no circumstances will such matters be transmitted by registered mail or by electrical means in the clear.

2. It is mandatory that transmission and custody of such matter be covered by a receipt system.

3. TOP SECRET documents will be handled only by persons specifically designated and may NOT be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL matters will be handled in accordance with the following rules:

1. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.

2. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that proper appropriate security precautions are taken at all times.

RESTRICTED matter will be handled in accordance with the following rules:

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

ation by electrical means in clear language or unapproved "SCRAMBLER" system or low grade cryptographic system.

5. It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

TOP SECRET matters will be handled in accordance with the above rules, with additional safeguards as follows:

1. Under no circumstances will such matters be transmitted by registered mail or by electrical means in the clear.

2. It is mandatory that transmission and custody of such matter be covered by a receipt system.

3. TOP SECRET documents will be handled only by persons specifically designated and may NOT be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL matters will be handled in accordance with the following rules:

1. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.

2. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that proper appropriate security precautions are taken at all times.

RESTRICTED matter will be handled in accordance with the following rules:

1. RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security.

2. Registered RESTRICTED documents will be transmitted from foreign countries in the same manner as registered SECRET documents.

By command of Lieut. General MASON MACFARLANE:

John J. Albright

JOHN J. ALBRIGHT,
Colonel Inf.,
Establishment Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785011

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

25 March 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 10)

PROMOTION OF OFFICERS

I. British Officers.

1. Recommendations for promotion of British officers will conform to the provisions of Establishment Memorandum No. 3 — published as Executive Memorandum No. 19, 15 February 1944: M.S. MATTERS (BRITISH PERSONNEL)

II. American Officers.

1. The following procedure will be followed in recommending American officers for promotion:

a. Recommendations may be submitted at any time after the officer has served the required minimum time in grade and it is considered that the performance of duty by the officer recommended, has indicated that he is worthy of promotion. Since there is no set TO/WE, the requirement for three months in position of vacancy will be considered to be three months assignment to suitable positions in ACC/AMG, not necessarily three months on any one assignment.

b. Recommendations will be originated by the senior American officer in the Province, Region, Sub-Commission, or Branch in which the officer is serving. They will be forwarded through normal command channels to Headquarters A.C.C.

c. Recommendations will be submitted in triplicate and will follow the form shown in Appendix "1". These forms may be mimeographed or typed and all the information must be given and given in the same sequence as shown on the attached form. In case any item of information may not be available, that space will be left blank to be filled by Headquarters 2675th Regiment.

Declassified E.O. 12356 Section 3.3/NND No. 783017

provisions of Establishment Memorandum No. 3 -- published as Executive Memorandum No. 19, 15 February 1944: M.S. MATTERS (BRITISH PERSONNEL)

II. American Officers.

1. The following procedure will be followed in recommending American officers for promotion:

a. Recommendations may be submitted at any time after the officer has served the required minimum time in grade and it is considered that the performance of duty by the officer recommended, has indicated that he is worthy of promotion. Since there is no set TO/WE, the requirement for three months in position of vacancy will be considered to be three months assignment to suitable positions in ACC/AMG, not necessarily three months on any one assignment.

b. Recommendations will be originated by the senior American officer in the Province, Region, Sub-Commission, or Branch in which the officer is serving. They will be forwarded through normal command channels to Headquarters A.C.C.

c. Recommendations will be submitted in triplicate and will follow the form shown in Appendix "1". These forms may be mimeographed or typed and all the information must be given and given in the same sequence as shown on the attached form. In case any item of information may not be available, that space will be left blank to be filled by Headquarters 2675th Regiment.

2. Recommendations for promotion will be forwarded as indicated below: 2168

a. FOR OFFICERS ASSIGNED TO REGIONS: Recommendations will be submitted by the next superior American officer, to the Senior American officer at the Provincial Headquarters, who in turn will forward it to the senior American officer at Regional Headquarters, who will forward it to Headquarters ACC. Each superior echelon in turn will approve or disapprove, adding such remarks as may be pertinent. In cases where the Provincial or Regional Commissioners are not American, the Provincial or Regional Commissioner will express his concurrence or dissent in a covering letter which will be forwarded with the recommendation. The approval or disapproval by the Commissioners is a necessary function of command and it is required separately only in order that the actual formal recommendation will be forwarded through American officers and the signature of British officers will not appear on the official form or document in connection with the promotion of American officers.

b. FOR OFFICERS ASSIGNED TO SUB-COMMISSIONS: Recommendations will

RESTRICTED

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

be originated by the senior American officer in the Sub-Commission and they will be forwarded through the Section Head, or, for independent Sub-Commissions, through the RC and MG branches, to the Executive Commissioner. Where the senior officer of the Sub-Commission or the Section is a British officer, the Section Head will indicate his approval or disapproval by covering letter as indicated in "a" above.

c. For officers assigned to the Establishments Branch, or separate staff Sections, recommendations will be processed through the Establishment Branch to the Executive Commissioner.

3. a. Heads of Sub-Commissions, whose officers have served alternately in Headquarters and in various Regions for short periods, may submit to Provincial or Regional Commissioners, a list of specialist officers whom they consider qualified for promotion, if the officers have been overlooked by the Commissioner due to the short period of service in their present assignment. When this is done, the Head of the Sub-Commission should cite the reasons which make him believe the officers are entitled to promotion, and should include the various assignments the officer has filled and the manner of performance.

b. Where only one American officer is assigned to a Province, Region, Sub-Commission, or Branch, the British officer who is superior to the American officer, will make recommendation to the next higher echelon by means of a letter citing the circumstances and giving so much of the information required in the promotion recommendation form as is available to him.

4. When the Executive Commissioner has acted upon the recommendation and the recommendation is approved by him, one copy of the form will be used by the Commanding Officer, 2675th Regiment, ACC, for preparation of the pertinent NATOUSA promotion form. In the event the Executive Commissioner disapproves the recommendation, the papers will be returned by Headquarters, Allied Control Commission, to the Region, Sub-Commission or Branch concerned, with the exception of one copy which will be placed in the Regimental 201 file of the officer concerned.

5. All recommendations for promotion submitted prior to 1 Mardh 1944, will be disregarded. Therefore, new recommendation must now be submitted in compliance herewith.

6. All previous instructions in conflict herewith, are rescinded.

For the Executive Commissioner:

Declassified E.O. 12356 Section 3.3/NND No. 785011

the Head of the Sub-Commission should cite the reasons which make him believe the officers are entitled to promotion, and should include the various assignments the officer has filled and the manner of performance.

b. Where only one American officer is assigned to a Province, Region, Sub-Commission, or Branch, the British officer who is superior to the American officer, will make recommendation to the next higher echelon by means of a letter citing the circumstances and giving so much of the information required in the promotion recommendation form as is available to him.

4. When the Executive Commissioner has acted upon the recommendation and the recommendation is approved by him, one copy of the form will be used by the Commanding Officer, 2675th Regiment, ACC, for preparation of the pertinent NATOUSA promotion form. In the event the Executive Commissioner disapproves the recommendation, the papers will be returned by Headquarters, Allied Control Commission, to the Region, Sub-Commission or Branch concerned, with the exception of one copy which will be placed in the Regimental 201 file of the officer concerned.

5. All recommendations for promotion submitted prior to 1 March 1944, will be disregarded. Therefore, new recommendation must now be submitted in compliance herewith.

6. All previous instructions in conflict herewith, are rescinded.

For the Executive Commissioner:

John J. Albright

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

DISTRIBUTION:
Group 1, "C" less 47-50-57
Group 2, "A"
Group 3, (None)

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785011

RESTRICTED APPENDIX I

(Province - Region - Sub-Commission - Staff Section, etc.)

210.2
X 201- _____ _____
(Officer's name) (Date)

SUBJECT: Recommendation for Promotion.

To : Executive Commissioner, Allied Control Commission, APO 394, U.S. Army, c/o Postmaster, New York, N.Y.

1. The following named officer is recommended to the Commanding Officer, 2675th Regiment, ACC, for promotion to the next higher rank:

(Name) (Rank, Branch, Component) (ASN) (Orgn)

a. Date of arrival in this Theater _____

b. Assignments (in order) since date of arrival in Theater to present date:

Assignment	Location	Dates From	Dates To	Manner of Performance

c. Date of entrance into active commissioned service _____.

d. Rank held upon entrance into active duty as commissioned officer _____.

Date of present rank _____.
Time in grade _____.

Declassified E.O. 12356 Section 3.3/NND No. 785011

a. Date of arrival in this theater _____

b. Assignments (in order) since date of arrival in Theater to present date:

Assignment	Location	Dates From	Dates To	Manner of Performance

c. Date of entrance into active commissioned service _____.

d. Rank held upon entrance into active duty as commissioned officer _____.

Date of present rank _____.

Time in grade _____.

2167

e. Authority and date of promotion to present grade _____.

f. Total length of active commissioned service _____.

g. Officer's age is _____.

h. Certificate: I have satisfied myself that the officer herein recommended to be promoted, has achieved the desired results in raising the disciplinary standards in the unit, activity or staff section he controls. I will be glad to have this officer under my command in the grade for which recommended.

i. Additional remarks:

_____
(Signature)

_____
(Rank & Title)

201- 1st Ind.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 783011

Establishment Branch

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

23 March 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 9)

1. The general shortage of Army drivers, both American and British, throughout ACC organizations will continue to increase as additional territory and activities come under control of ACC. Since it is the policy to maintain an Establishment of military drivers in the Forward Regions, (especially in AMG of the 5th and 8th Armies) Regions and units in the rear areas must solve the driver problem by the increased use of Italian (Sicilian) drivers. Steps have been taken by this Headquarters to obtain the services of an Italian Army unit of qualified drivers, but it will take time to recruit and train these drivers and the driver situation is becoming more acute each day.

2. You are, therefore, authorized to employ qualified Italian (Sicilian) civilian personnel to drive the government vehicles held on your charge.

3. The following procedure must be followed in the hiring of these drivers:

a. They must be carefully screened for political reliability.

b. Their credentials must be carefully examined for past experience and training.

c. They must be given instruction in driving and drivers' maintenance in accordance with regulations, American or British.

d. They must be tested as to driving ability and the knowledge of drivers' maintenance, and when they are found to be qualified, Driver's Licenses will be issued for the type of vehicle to which they are assigned, as required by American and British regulations.

Declassified E.O. 12356 Section 3.3/NND No. 785011

areas must solve the driver problem by the increased use of Italian (Sicilian) drivers. Steps have been taken by this Headquarters to obtain the services of an Italian Army unit of qualified drivers, but it will take time to recruit and train these drivers and the driver situation is becoming more acute each day.

2. You are, therefore, authorized to employ qualified Italian (Sicilian) civilian personnel to drive the government vehicles held on your charge.

3. The following procedure must be followed in the hiring of these drivers:

a. They must be carefully screened for political reliability.

b. Their credentials must be carefully examined for past experience and training.

c. They must be given instruction in driving and drivers' maintenance in accordance with regulations, American or British.

d. They must be tested as to driving ability and the knowledge of drivers' maintenance, and when they are found to be qualified, Driver's Licenses will be issued for the type of vehicle to which they are assigned, as required by American and British regulations.

2136

e. In addition to the Driver's License, they must be in possession of an "Authorization to Drive" the particular vehicle to which they are assigned. (See form of authorization in Appendix "A")

f. They will be thoroughly instructed in all regulations for the safeguarding from theft of vehicles and parts.

4. a. Pay for civilian drivers must be in conformity with scales laid down by the Wages Sub-Commission of the Resources Board.

b. Rations will not be issued to these drivers. (The subject of rations is under consideration, and particulars will be forwarded as soon as known.)

5. A return giving full particulars of employed Italian (Sicilian) drivers will be sent to this Headquarters the first of each month, showing the strength as on the last day of the preceding month. Casualty returns will be sent as and when they occur.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785011

Establishment Memo No. 9, dtd 23 Mar 44 (cont'd)

6. American and British drivers released by the use of civilian drivers will be reported to this Headquarters for reposting as soon as they have been released.

7. Accidents to or loss of vehicles will be reported and investigated by Surveying Officers (A) and Boards of Inquiry (B), who will fix responsibility under American or British regulations, depending to which nationality the car belongs.

By Command of Lieut General MACFARLANE:

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

Incl
App "A"

DISTRIBUTION:
"B"

Declassified E.O. 12356 Section 3.3/NND No. 783017

Incl
App "A"

DISTRIBUTION:
"B"

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 789011

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

R E S T R I C T E D

APPENDIX "A"

_____ 1944.

SPECIAL AUTHORIZATION (To bear Office Stamp)

The holder is _____, who is

employed as a Driver in the _____.
(Headquarters or Region)

A.C.C., and is authorized to drive _____ Vehicle, No. _____

His signature is appended below.

_____
(Signature)

_____ Holder's Signature _____

Date _____ 1944

R E S T R I C T E D

Cpl Allbright.

DA to Executive Comptg.
1 Cpl Gillelord

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

15 April 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 8) (Corrected Copy)

ORGANIZATION - ACC

1. Establishment Memorandum No. 8, of this Headquarters, dated 21 March 1944, is rescinded and the following substituted therefor:

2. Refer to Establishment Memorandum No. 2, dated 7 February 1944, and amend as follows:

Para. 2 b, Line 1 : Delete "Internal"
Para. 2 c, Line 4 : Delete "the Electric Power Mission, and "

Para. 3 d, (3) : Delete "Public Works"
Para. 3 e, (1) : Delete "Telecommunications" and substitute "Communications"

Para. 7 c, (11) : Delete "and the Electric Power Mission"

Appendix "A": Delete "Electric Power Mission"
Amend: "Internal Transportation" to read, "Transportation"
Amend: "Land Forces Sub-Commission" to read "Army Sub-Commission"
Amend: "Telecommunications and Posts" to read "Communications"

Appendix "B": Delete "Archivist and"

3. The Electric Power Mission is dissolved with effect from 14 March 1944, under authority of AFHQ (Adv. Admin. Ech.). Instruction No. 27, dated 8 February 1944. Functions formerly performed by the Electric Power Mission have been assumed by the Central Electric Board of HQ. A.A.I., Admin. Echelon.

133

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

2. Refer to Establishment Memorandum No. 2, dated 7 February 1944, and amend as follows:

Para. 2 b, Line 1 : Delete "Internal"
Para. 2 c, Line 4 : Delete "the Electric Power Mission, and "

Para. 3 d, (3) : Delete "Public Works"
Para. 3 e, (1) : Delete "Telecommunications" and substitute "Communications"

Para. 7 c, (11) : Delete "and the Electric Power Mission"

Appendix "A": Delete "Electric Power Mission"
Amend: "Internal Transportation" to read, "Transportation"
Amend: "Land Forces Sub-Commission" to read "Army Sub-Commission"
Amend: "Telecommunications and Posts" to read "Communications"

Appendix "B": Delete "Archivist and"

3. The Electric Power Mission is dissolved with effect from 14 March 1944, under authority of AFHQ (Adv. Admin. Ech.), Instruction No. 27, dated 8 February 1944. Functions formerly performed by the Electric Power Mission have been assumed by the Central Electric Board of Hq. A.A.I., Admin. Echelon.

4. The name "Land Forces Sub-Commission" is now changed to "Army Sub-Commission".

5. The Archives Section is now attached to the Secretary General's Branch, and not to the Information Division. Any Organization Charts in conflict will be amended accordingly. The Librarian remains in the Information Division.

For the Executive Commissioner:

JOHN J. ALBRIGHT,
Colonel, Inf.,
Establishments Officer.

All these should have gone into a general order - see latest orders by C.S. JJA/2614

DISTRIBUTION:
"A" (less 68, 69, 74, 79, 80)

Ex. Com.
Capt Stone personally approved this prior to the ruling re: Gen. Orders.
Better get it tidied up in a GO JJA/2614

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

Establishment Officer

CONFIDENTIAL

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

REFERENCE: 16053/G-1

21 March 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 8)

ORGANIZATION - HQ ACC

1. Reference is made to Establishment Memorandum No. 2 dated 7 February 1944 and the following amendments are made thereto:

Para 2 (c), line 4:

Delete the words "the Electric Power Mission, and"

Para 7 (c) (11):

Delete "and the Electric Power Mission".

2. The Electric Power Mission has now been transferred to HQ, AAI, w.e.f. 14, March 1944 under authority of AFHQ Advanced Admin. Echelon Admin Instruction No. 27 dated 8 February 1944.

Rescinded

Rescinded see Est Memo #8 15 April

J.J. ALBRIGHT,
Colonel,
Establishments Officer

RCE/FAD.

DISTRIBUTION

6 Region I

1 Det Public Health Sub-Commission (Main)

1 Pt to Executive Commissioner

2132

Declassified E.O. 12356 Section 3.3/NND No. 785011

Delete the words "the Electric Power Mission, and"

Para 7 (c) (11):

Delete "and the Electric Power Mission".

2. The Electric Power Mission has now been transferred to HQ, AAI, w.e.f. 14, March 1944 under authority of AFHQ Advanced Admin. Echelon Admin Instruction No. 27 dated 8 February 1944.

Rescinded — See Est. Memo #8, April 15, 1944

J.J. ALBRIGHT,
Colonel,
Establishments Officer

RCE/EAD.

DISTRIBUTION

6 Region I
6 " II
6 " III
6 " IV
6 " V
6 " VI
3 AMG FIFTH ARMY
3 " EIGHTH ARMY
1 Secretary-General
2 Land Forces Sub-Commission
2 Navy Sub-Commission
2 Air Sub-Commission
2 Telecomms Sub-Commission
1 War Material Disposal Sub-Commission
2 Political Section
25 Economic Section (Incl copies for Rear Econ Sub-Com)
15 Admin Section
1 Det Public Health Sub-Commission (Main)
1 PA to Executive Commissioner
1 Civil Affairs Branch
1 Intelligence Section
2 Displaced Persons Sub-Commission
2 Italian Refugee Branch
1 Security Branch
1 Establishments Officer
2 Executive Officer
2 G-1
2 G-4
8 AG
8 HQ Commandant, Main HQ
4 HQ Commandant, Rear HQ
3 ACC Liaison HQ AAI
3 AFHQ Adv Adm Echelon
25 AFHQ, MGS
12 Spare

Rescinded — See Est. Memo. #8, April 15, 1944

Declassified E.O. 12356 Section 3.3/NND No. 785011

Establishment officer

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

7 March 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 7)

1. In the past, the Assignment (Posting) of officers and EM/ORs have become complicated by the fact that subordinate headquarters have issued orders on officers or EM/ORs who were Attached (on temporary duty) from another organization. These orders placed them on duty either by Assignment or by Attachment to a third unit or headquarters, in many cases without notifying the organization to which the officer or EM/OR was Assigned (Posted). The result has been that Regional Headquarters and ACC Headquarters have been unable to keep an accurate record of the actual location of personnel. In order to clarify this situation and make possible the keeping of accurate records on personnel, the following procedure will be followed in making changes of Assignment (Postings) and Attachments (temporary duty) when officers are placed on some special duty.

2. a. Original and changes of Assignments (Postings) will be made only on orders of Headquarters ACC. When a Regional Commissioner or, an SCAO of an army AMG desires a transfer of an officer or EM/ORs to or from the Region, or AMG of an army, they will make request to Headquarters ACC. The actual transfer will not be made until Headquarters ACC has cleared the transfer with subordinate headquarters involved. If both headquarters are in agreement and the change of assignment is urgent, the headquarters to which the officer or EM/OR is Assigned, may upon request place the officer or EM/OR on temporary duty with the headquarters to which they are to be transferred pending receipt of the ACC order.

b. When the SCAO of either the 5th or 8th Army desires the attachment of personnel of a Region operating closely with AMG of that Army, they may make request to the Regional Commissioner direct and have the Attachment made by Regional order (3 copies of which will be furnished to Headquarters ACC), or they may make request direct to Headquarters ACC for the Attachment by ACC order after the Attachment has been cleared with the Region concerned. Relief from Attachment may be made by the Regional HQ only with the concurrence of Army AMG.

2161

Declassified E.O. 12356 Section 3.3/NND No. 780014

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b. When the SCAO of either the 5th or 8th Army desires the attachment of personnel of a Region operating closely with AMG of that Army, they may make request to the Regional Commissioner direct and have the Attachment made by Regional order (3 copies of which will be furnished to Headquarters ACC), or they may make request direct to Headquarters ACC for the Attachment by ACC order after the Attachment has been cleared with the Region concerned. Relief from Attachment may be made by the Regional HQ only with the concurrence of Army AMG.

3. a. Sub-commissions operating in the field will likewise issue no orders changing the Assignment or Attachment of personnel to their operating forces or from the operating forces to another unit. The head of the section or sub-commission involved will make request for such transfer or Attachment to Headquarters ACC.

b. Sub-commissions operating a distance from headquarters may and should issue travel orders when journeys required are of considerable length.

4. Emergency transfers of officers or EM/ORs from the forward areas may be made by verbal order, but must be accompanied by a request to Headquarters ACC to confirm the transfer by a written order.

For the Executive Commissioner:

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

DISTRIBUTION:
SEE REVERSE SIDE

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 780011

R E S T R I C T E D

DISTRIBUTION LIST FOR ESTABLISHMENT MEMO #7, dtd 7 March 1944:

Region I
" II
" III
" IV
" V
" VI
AMG 5 Army
AMG 8 Army
Secretary General
Land Forces Sub-Commission
Navy Sub-Commission
Air Sub-Commission
Telecommunications Sub-Commission
War Materials Sub-Commission
PRO
Pol Sec (2)
Econ Sec (10)
Admin Sec (8)
Det Public Health Sub-Com (Main Hq)
P.A. to Exec Comm
Civil Affairs Branch
Displaced Persons Sub-Com
Italian Refugee Branch
Establishment Officer
Executive Officers (2)
Security Branch
G-1
G-4
Adjutant (Main & Rear)
Hq Comdt (Main)
Hq Comdt (Rear)
ACC Liaison HQ ACMF
AFHQ Adv Adm Echelon
AFHQ MGS (2)
Spares (15)

Declassified E.O. 12356 Section 3.3/NND No. 780011

Admin Sec (2)
Det Public Health Sub-Com (Main Hq)
P.A. to Exec Comm
Civil Affairs Branch
Displaced Persons Sub-Com
Italian Refugee Branch
Establishment Officer
Executive Officers (2)
Security Branch
G-1
G-4
Adjutant (Main & Rear)
Hq Comdt (Main)
Hq Comdt (Rear)
ACC Liaison HQ ACMF
AFHQ Adv Adm Echelon
AFHQ MGS (2)
Spares (15)

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Declassified E.O. 12356 Section 3.3/NND No. 783011

EADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

ESTABLISHMENT MEMORANDUM

NO. 6

MAR 194

SECTION I

The following Orders relating to U. S. Army Motor Vehicles in the Allied Control Commission will be effective immediately.

1. Regional Commissioners and the SCAO 5th Army, AMG, Company Commanders 2675th Regiment, ACC, and all officers having or operating U. S. Army Motor Vehicles will immediately contact the nearest U. S. Army Ordnance Medium Maintenance Shop and arrange for the 6000-mile technical inspection of each vehicle assigned. All vehicles assigned will be given this technical inspection as rapidly as the Ordnance Shops can process them. Arrangements with the Ordnance Shops will be completed by 20 March 1944, and the records of the Motor Transport Officer will indicate the Ordnance Company to which each vehicle is assigned for inspection and repair.

2. Officers in charge of Headquarters ACC Motor Pools at Naples and Salerno, Regions III, IV, and AMG 5th Army (Hq. Co., Companies "C," "D," and "G," 2675th Regiment, ACC) will make their technical inspection arrangements with the 38th Ordnance Medium Maintenance Co., Naples.

3. In addition to the 6000-mile technical inspection by Ordnance Shops, each vehicle will be inspected by a qualified mechanic once every thousand miles or once every thirty days provided the vehicle has not traveled a thousand miles before the end of the thirty-day period. The attached form will be used for each of these inspections and will be filed with the dispatch records. Motor Transport Inspectors of this Headquarters will check dispatch records to ascertain completeness of these forms.

4. Captain George N. Davis, QMC, G-4 Section this headquarters, has been appointed Motor Transport Inspector, 2675th Regiment, and placed in charge of maintenance of all American ACC/AMG Transport. All Officers concerned will give him all co-operation and necessary facilities to enable him to efficiently carry out his assigned duties.

~130

Declassified E.O. 12356 Section 3.3/NND No. 785011

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5. Owing to a shortage of drivers, it will probably be necessary for Italian soldiers, Italian civilians, American and British soldiers to drive both American and British Army Vehicles both now and in the future. Officers in charge of Motor Transport must insure that all drivers have been trained, tested, and found qualified prior to entrusting vehicles to them. Otherwise, the officer may not be relieved of financial responsibility in case of damage to the vehicle. American and British drivers should, where possible, be assigned to drive vehicles of their own Army. When vehicles of one nationality are without drivers and qualified drivers of the other nationality are available, they will be used.

6. It is essential that complete Motor Transport records are maintained at this Headquarters and by all subordinate units. As there is no Table of Equipment established for each Region (Company), there can be no fixed allotment of vehicles to Regions (Companies). As the varying situations demand, vehicles will be transferred by this Headquarters from and to the various Regions (Companies).

7. No transfers or exchange of assigned vehicles will be made without the authority of the Executive Officers communicated through

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

G-4 Section of this Headquarters.

8. Regions and AAG 5th Army through the Company Commanders of the 2675th Regiment, ACC, and all other Officers concerned, will render a report to this Headquarters not later than noon on 27 March 1944, indicating the Ordnance Companies servicing vehicles assigned to them or a complete explanation of the difficulties which have prevented such inspections and servicing. Assistance, when requested, will be given by the Motor Transport Inspector in making such arrangements.

9. A complete report will be submitted to reach this Headquarters by noon on the 21st day of each month, giving the following information:

Vehicle Number	Type	Location	Date of Last M/Shop Inspection	Whether Serviceable	Remarks

10. Motor Transport Inspectors of this Headquarters will make periodic spot checks of all motor pools operated by organizations of this command and of vehicles assigned to various Sub-Commissions. These officers are available to assist motor transport officers in any way possible to insure the establishment of suitable motor pools and to clarify and expedite the supply of necessary replacement parts. Transport problems should be reported to this Headquarters, addressed to G-4 Section.

11. The Commanding General, ACC, desires the above orders to be put into effect at once and expects all officers concerned to do everything in their power to improve the standard of motor maintenance in ACC.

SECTION II

The following orders relating to British W.D. Vehicles in the Allied Control Commission will operate immediately.

1. Regional Commissioners, C.C.A.O. 5th and 8th Armies, and all officers having W.D. Vehicles on charge, will contact their nearest Area or Sub Area Commanders, and arrange with them for the affiliation of each vehicle to a R.E.M.E. or R.A.O.C. Workshop for maintenance purposes. The affiliation is to be completed before March 20, 1944.

2. All W.D. Vehicles will be sent to their affiliated Workshop for

Declassified E.O. 12356 Section 3.3/NND No. 785011

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2. All W.D. Vehicles will be sent to their affiliated Workshop for inspection on days allotted by the Officer i/c the Workshops concerned.

3. Each vehicle will be taken off the road one day a week, when it will be maintained up to driver's repair capacity.

4. The daily task system will be enforced.

5. A.F.B. 406 will be completed and signed monthly by a responsible officer.

6. A.F.B.s 412 will be kept up to date and signed by the driver of the vehicle concerned.

7. Tools will be checked weekly and the result recorded.

8. Work Tickets will be signed by an officer or the Transport Sergeant.

9. Capt. J. Carter, R.A.S.C., G-4 Section of this Headquarters, has been appointed M.T. Officer and placed i/c of British AOC/AMG transport

Declassified E.O. 12356 Section 3.3/NND No. 759011

from today. He will shortly be visiting the H.Q. of all Formations, to advise on M.T. maintenance. The fullest use should be made of his services, and all possible facilities accorded to him in the execution of these duties.

10. Arrangements are being made at this H.Q. for the attachment of trained maintenance personnel to units of ACC/AAG. Their duties will be to supervise the maintenance of British transport, in accordance with instructions issued from this H.Q. from time to time. Their reports will be submitted direct to the officers concerned who will take appropriate action on them.

11. Arrangements have been made with A.C.M.F. (Adv. Admin. Ech.) for unit maintenance teams (Officers R.E.M.E., R.A.S.C. etc.) to carry out spot inspections of A.C.C. Tpt., and every facility must be accorded to these teams during their visits.

12. It will be appreciated that owing to a shortage of drivers, it may be necessary for American and British, and possibly Italian soldiers, or civilians, to be employed as drivers of either American or British vehicles. The principle of one driver to one vehicle will be observed.

13. Complete M.T. records will be maintained by all concerned. As the A.C.C. War Establishment is not to be broken down, a fixed allotment of transport to Formations cannot be made. In any case, as operational conditions change, so accordingly will this H.Q. direct the movement of transport.

14. No transfer or exchange of vehicles on charge to Formations will take place without the authority of the Executive Officers, communicated through G-4 Section of this H.Q.

15. Regions, and A.M.G. 5th & 8th Armies, will render a report to his H.Q., not later than noon on March 27, to the effect that the affiliation of vehicles to Workshops has been arranged.

16. A further return is required by the 21st of each month, giving particulars of both W.D. and Requisitioned transport held on charge on the 15th of each month. The return will give the following details:

Vehicle	Type.	Location.	Date of	Whether	Remarks.

Declassified E.O. 12356 Section 3.3/NND No. 785011

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Vehicle Number.	Type.	Location.	Date of Last W/Shop Inspection.	Whether Serviceable.	Remarks.

2159

17. The Chief Commissioner looks to all officers concerned to put this scheme into effect at once, and to do everything in their power to improve the standard of vehicle maintenance in the A.C.C.

By command of Lieutenant General MACFARLANE:

J. J. ALBRIGHT,
Colonel, Inf,
Establishment Officer.

Incl.
Vehicle Inspection Report Form

DISTRIBUTION:

Exec. Comm. - 2
Establishment Officer - 2
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Refugee Sub-Comm. - 5
Army Sub-Commission - 5
Hq. Comdt., Naples - 10
Hq. Comdt., Salerno - 10
Each Region - 10
Each Co., 2675th Regt. - 10
A.G 5th Army - 5
A.G 6th Army - 5

Declassified E.O. 12356 Section 3.3/NND No. 785011

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

VEHICLE INSPECTION REPORT

Date_____

W.D. No._____ Make_____ Model_____ Mileage_____

Drive_____ Body Type_____ Organization_____

Legends: Satisfactory, X - Adjustment, XX - Repair, Defective.
OK - Defect corrected, L - Lubricate

1. Vehicle markings		31. Steering mechanism	
2. Interior of cab		32. Steering knuckle	
3. Doors		33. Wheel bearing	
4. Horn		34. Spring & shackles	
5. Fire extinguisher		35. Shock absorbers	
6. Rear view mirrors		36. Brake lines	
7. Windshield		37. Master cylinder	
8. Windshield wipers		38. Differential	
9. Panel instruments		39. Transmission	
10. Lights & warning deflectors		40. Transfer case	
11. Brakes		41. Propeller shaft & jts.	
12. Clutch pedal		42. Pillow block	
13. Handbrake		43. Driving axles	
14. Starter		44. Muffler & tail pipe	
15. Radiator		45. Tires: (1)_____(2)_____	
16. Hose connections		(3)_____(4)_____(5)_____	
17. Fan and fan belt		(6)_____7)_____(8)_____	
18. Ignition system		(9)_____(10)_____	
19. Battery & connection		46. Wheels & axle flge nuts	
20. Air cleaner		47. Winch & cables	
21. Fuel filter		48. Tarpaulin & fastenings	
22. Carburetor & contls.		49. Tools and equipment	
23. Governor & seals		50. Body	
24. Fuel & oil lines		51. Bumpers	
25. Filler breather cap		52. Towing hooks & pintles	
26. Engine oil		53. Safety chains & straps	
27. Engine		54. General lubrication	
28. Engine mountings		55. General appearance	
29. Generator		56. Operators permit (yes or no)	
30. Starting motor		57. Accident form 26(yes or no)_____	
		58. Driver's knowledge of vehicle (yes or no)	

REMARKS:_____

RECOMMENDATIONS:_____

2158

Encl, No. 1*
*Will be reproduced by Regions and Companies concerned

_____
(Signature & rank of Inspector)

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

Establishment Branch

R E S T R I C T E D

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

31 March 1944.

ESTABLISHMENT MEMORANDUM)
NUMBER 5A)

1. This Memorandum is published to clarify and supplement Establishment Memorandum No. 5, originally published as Executive Memorandum No. 28, "Local Purchases and Contracts." It will be filed with that Memorandum and considered in interpretation of the original about which some misunderstanding has arisen.

2. Establishment Memorandum No. 5 is intended to apply only to purchases and contracts to provide for, rebuild, or refurbish messes, billets, offices, or other buildings used or occupied by ACC/AMG. It does not apply to purchases or contracts for routine operational requirements such as printing, stationery, office equipment, etc.

3. In the last sentence of Establishment Memorandum No. 5 (page 3), the term "purchase" is used to include a number of separate purchases for the same service. Some confusion has arisen over the exact meaning of this sentence. If, for example, the total expenditure required to recondition a building was L. 45,000 and if for any reason there were three separate contracts for L. 15,000 each, the "purchase" would be regarded as one of L. 45,000 and not as three purchases of L. 15,000 each.

4. It is not possible to lay down hard and fast rules on the subject of the purchase of office equipment as much must depend on local conditions such as the possibility of drawing from Army sources and the quantity and state of the office equipment existing in offices requisitioned. Regional Commissioners should, however, exercise the greatest care in seeing that expenditure on office equipment covers only absolute essentials. They should also assure themselves that the power to authorize all purchases of this nature is channelled through a responsible officer and that proper inventories are maintained of all capital assets purchased, such as tables, chairs and typewriters.

For the Executive Commissioner:

2156

JOHN J. ALBRIGHT
Colonel, Inf,
Establishments Officer.

DISTRIBUTION:
"B" - to those listed
Group 1 - 28, 32, 40
41, 42, 58 (Only)
Group 2 - (Comp) R E S T R I C T E D

Establishment officer

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

2 August 1944.

ESTABLISHMENT MEMORANDUM:

NUMBER 5:

LOCAL PURCHASES AND CONTRACTS

1. Establishment Memorandum No. 5 (originally published as Executive Memorandum No. 28, 20 February 1944) and Establishment Memorandum No. 5A of 31 March 1944, are hereby rescinded. These memoranda dealt with local purchases and contracts for supplies and labor, to repair, furnish and maintain messes, billets, offices and other buildings for the occupation and use of ACC/AMG. These instructions have not been complied with in many cases either through misunderstanding or for other reasons.

2. This memorandum restates the policies and regulations which must be followed in entering into contracts for the local purchases of:

a. Furniture and equipment for offices, messes, and billets.

b. Labor and materials for the reconditioning and repairing of offices, messes and billets.

3. The following policies will be observed in making all local purchases or contracts for items listed in 2 a and b above:

a. Normal military channels will be used to obtain available supplies or to make use of the military supply services for repairs and renovations.

b. Where possible, billets, offices and messes will be requisitioned with contents. (See para. 4b for regulations governing).

c. Purchases will only be made of such equipment as would normally be issued by the quartermaster departments of the American or British Armies but cannot be obtained owing to local conditions. This same policy applies to the rebuilding and remodeling of messes, offices and billets. Under no circumstances may purchases be made which would give grounds for criticism that officers or EM/ORs of ACC/AMG were getting benefits denied to personnel of army formations. Individual personal items are not be bought with public funds

Declassified E.O. 12356 Section 3.3/NND No. 785011

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c. Purchases will only be made of such equipment as would normally be issued by the quartermaster departments of the American or British Armies but cannot be obtained owing to local conditions. This same policy applies to the rebuilding and remodeling of messes, offices and billets. Under no circumstances may purchases be made which would give grounds for criticism that officers or EM/ORs of ACC/AMG were getting benefits denied to personnel of army formations. Individual personal items are not be bought with public funds.

d. When application is made in accordance with para 3 a, military formation concerned will be asked, if supplies are not available, to give a certificate to that effect, and state whether supplies are a proper subject for local purchase. When in doubt as to the legitimacy of a particular purchase or in doubt as to the policy or regulations of the local purchase directive, the Executive Commissioner, ACC, will be consulted for clarification.

4. Regulations governing the above policies:

a. When it is impossible to obtain furniture and equipment for the furnishing and re-equipment of billets, offices and messes from normal military sources or by requisition (see 3 b above), local purchases may be made, and payment will be made from ACC/AMG funds.

b. Requisitioning of offices, billets, and buildings will be done through the proper authorities (local representative of American Base Section or British District) controlling the area, e.g.: Buildings requisitioned in the Naples area must be procured through the Real Estate Section of Peninsular Base Section; in Rome through Real Estate Board of Rome Allied Area Command: Buildings requisitioned in a British area would be procured through the office

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of the Town Major. In the latter case, if it is desired to requisition the contents of the building, provisions of GRO123/44 para 25 must be observed.

c. Local purchase is the responsibility of the officer designated as Purchasing and Contracting Officer at Headquarters, ACC and at Regional Headquarters. The Headquarters Commandant is, hereby, designated as Purchasing and Contracting Officer for Headquarters, ACC. The Purchasing and Contracting Officer in each Region is responsible to the Regional Commissioner for local purchases made in the Region. No other officer will effect local purchases without the written authority of the Purchasing and Contracting Officer of ACC Headquarters, or in the Regions by the written authority of the Purchasing and Contracting Officer of the particular Region. In Regions where no Regional Purchasing and Contracting Officer has been appointed, immediate steps will be taken to appoint one.

d. The following procedure will be followed in the expenditure of ACC/AMG funds. The amount of the expenditure for the purposes of authorization will include the several purchases or contracts that make up the total cost of any one project.

(1) Expenditure on any one purchase or contract up to 10,000 Lire may be authorized by the Purchasing and Contracting Officer unless in any Region the Regional Commissioner shall decide to lower this limit.

(2) Bids and contracts for repairs to buildings in excess of 10,000 Lire will be submitted to a representative of the P.W. & U. Sub-Commission for opinion and recommendation as to its acceptance prior to submission for approval to the Regional Commissioner or Executive Commissioner.

(3) Expenditure on any one purchase or contract amounting to between 10,000 and 100,000 Lire will be approved in writing for Region by the Regional Commissioner and for Headquarters, ACC by the Executive Commissioner.

(4) Expenditures on any one purchase or contract amounting to over 100,000 Lire, whether in the Region or at Headquarters, ACC, will be approved in writing by the Executive Commissioner.

(5) In all cases where local purchases or contracts exceed 50,000 Lire, the Purchasing and Contracting Officer will obtain bids in writing from two or more sellers or contractors and the lowest bid will be accepted. When it is impracticable or impossible to obtain more than one bid on a purchase or contract of 50,000 Lire, the Purchasing and Contracting Officer shall obtain bids in writing prior to purchase.

Declassified E.O. 12356 Section 3.3/NND No. 789011

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e. The hiring of laborers, skilled or unskilled, for the construction or repair of offices, messes, billets - furniture or other maintenance work for the proper care of the offices, messes and billets, is the responsibility of the Purchasing and Contracting Officer.

f. The written authority signed by the officer authorized under para 4 d above must be given on or attached to the relative payment voucher and it will be the duty of the Chief Accountant to report to the Executive Commissioner any payments in excess of the specified limits which are not properly authorized.

g. The Purchasing and Contracting Officer, both at Headquarters, ACC and the Regions will account for and dispose of all moveable property obtained through local purchase in the same manner as other government property.

John J. Albright

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer
For the Executive Commissioner.

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 789011

Colonel Rathbone, Executive Office.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Estab Memo #5

EXECUTIVE MEMORANDUM)
:
NUMBER 28)

REFERENCE : 16052/C-1.

20 February 1944.

ESTABLISHMENT MEMORANDUM NO. 5

Local Purchases and Contracts.

1. Reproduced below are copies of two letters No. 16090/1/C-1, both dated 19 Jan 44, addressed to Chief Financial Officer and HQ Commandant, A.C.C.

Subject:- Local Purchases and Contracts 16090/1/C-1

To:- Chief, Finance Sub-Commission. 19 January 1944.

1. It is desired to raise the question of payment from AMFA Funds for local purchase of articles required for this organization, which are not obtainable from the ordinary military supply sources.

2. The position at Naples varies somewhat from that in Palermo. In Palermo it was possible to requisition accommodation for billets and other purposes complete with furniture, beds, mattresses, etc. In Naples we have requisitioned buildings without furniture and there is a local order forbidding the separate requisitioning of furniture and similar items.

3. It is, however, necessary to provide furniture and equipment of various kinds in order that officers and EM/ORs may be properly housed and fed.

4. It is understood that you agree in principle that such essential items as indicated above, which can neither be requisitioned nor obtained from Army sources, may be purchased and paid for from AMFA Funds, since there is no difference in principle between requisitioning an article and compensating the owner at a subsequent date, and purchasing the article from public funds.

5. It would, therefore, be appreciated if you would issue instructions to AMA to pay bills certified by the Headquarters Commandant as coming within the terms of this memorandum, whether for the purchase of material, or the hiring of laborers to construct essential articles, such as tables, and similarly to pay contractor's bills for repair, alteration, and renovation of buildings.2

Declassified E.O. 12356 Section 3.3/NND No. 780011

1. It is desired to raise the question of payment from AMFA Funds for local purchase of articles required for this organization, which are not obtainable from the ordinary military supply sources.

2. The position at Naples varies somewhat from that in Palermo. In Palermo it was possible to requisition accommodation for billets and other purposes complete with furniture, beds, mattresses, etc. In Naples we have requisitioned buildings without furniture and there is a local order forbidding the separate requisitioning of furniture and similar items.

3. It is, however, necessary to provide furniture and equipment of various kinds in order that officers and EM/ORs may be properly housed and fed.

4. It is understood that you agree in principle that such essential items as indicated above, which can neither be requisitioned nor obtained from Army sources, may be purchased and paid for from AMFA Funds, since there is no difference in principle between requisitioning an article and compensating the owner at a subsequent date, and purchasing the article from public funds.

5. It would, therefore, be appreciated if you would issue instructions to AMFA to pay bills certified by the Headquarters Commandant as coming within the terms of this memorandum, whether for the purchase of material, or the hiring of laborers to construct essential articles, such as tables, and similarly to pay contractor's bills for repair, alteration, and renovation of buildings and other contracts certified by G-4. Cases may also arise when cash is required to make purchases. Will you kindly, therefore, also instruct AMFA to provide such cash on the certificate and receipt of the Headquarters Commandant.

6. Copies of this memorandum are being sent to Headquarters Commandant and to G-4, with governing instructions, copies of which are enclosed herewith.

(Sgd) R.E.RATHBONE,
Col.,
Executive Officer.

Copy to: Headquarters Commandant,
G-4.

.....2. Letter ref 16090/1/G-1
dated 19 Jan 44.

Declassified E.O. 12356 Section 3.3/NND No. 785011

Subject:- Local Purchases and Contracts. 16090/1/G-1

To:- Headquarters Commandant
G-4

19 January 1944

1. Copy of memorandum of even date and number, addressed to Chief, Finance Sub-Commission, is forwarded herewith for your information and guidance.

2. The general principle to be observed is that supplies will be obtained, and repairs and renovations carried out through the normal military channels and by the military supply services whenever possible. When this is not possible, contracts may be arranged, or articles purchased, and payment will be made by AMFA. Care must be taken that bills presented to AMFA for payment are confined to articles or services which could, in other circumstances, be provided free of charge by the Government through the military supply and Engineering Services. Examples of legitimate charges against public funds are as follows :

(a) Purchases of essential furniture including mattresses.

(b) Purchase of equipment, e.g. cooking apparatus, frigidaires, lighting and heating apparatus. The purchase of mess equipment such as crockery, glass, napery, etc. is not a legitimate charge against public funds. Such equipment together with all non-essential and luxury items must be paid for privately from mess funds, or by individual subscription. The same applies to personal items of officers' kit, such as sheets, pillow cases, towels etc.

3. (a) Local purchase is the responsibility of the Headquarters Commandant and no officer will effect local purchases without his authority in writing. He will satisfy himself that the price proposed to be paid is fair and reasonable.

(b) The hiring of laborers such as carpenters for the construction, for example, of office furniture and other small services is the responsibility of the Headquarters Commandant.

4. Arrangements for regular contracts for repairs, renovations, etc. (see para 2 above) are the responsibility of G-4.

5. Cases of doubt will be referred by Headquarters Commandant or G-4, as the case may be, to the Executive Officer.

6. AMFA, HQ AAC-ACC is located in Via Santa Brigida, near the Opera House.

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

(b) Purchase of equipment, e.g. cooking apparatus, frigidaires, lighting and heating apparatus. The purchase of mess equipment such as crockery, glass, napery, etc. is not a legitimate charge against public funds. Such equipment together with all non-essential and luxury items must be paid for privately from mess funds, or by individual subscription. The same applies to personal items of officers' kit, such as sheets, pillow cases, towels etc.

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4. Arrangements for regular contracts for repairs, renovations, etc. (see para 2 above) are the responsibility of G-4.

5. Cases of doubt will be referred by Headquarters Commandant or G-4, as the case may be, to the Executive Officer.

6. AMFA, HQ NBG-ACC is located in Via Santa Brigida, near the Opera House.

(Sgd) R.B.RATHBONE,
Col.,
Executive Officer.

Copy to:- Chief, Finance Sub-Commission.

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2. These principles should be observed in the Region under your Command.

3. The essential point to bear in mind is that purchases should only be made of such furniture, equipment etc., as would normally be issued by the quartermasters department of the American or British Armies but which cannot be obtained from them owing to local conditions. In no circumstances may purchases be made which would give grounds for the criticism that Officers or EM/ORs of NBG/ACC have the benefit of amenties denied to personnel of Army formations.

...3.... 4. It is essential.....

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4. It is essential that as far as possible a similar policy should be followed in all Regions and at Headquarters as it would be most undesirable for Officers and EM/ORs in one Region to have amenities, acquired with NFA funds, which are denied them in others. You will therefore delegate authority to approve local purchases and contracts very sparingly, and will arrange for a periodical scrutiny of contracts and local purchases which have been made. You will reserve to yourself the power to sanction expenditure for any one service, purchase, or contract between 10,000 and 20,000 lire, and will submit proposals for expenditure in excess of 20,000 lire to this HQ for approval. The term "purchase" as used above includes a number of separate purchases for the same service.

R.B.RATHBONE,
Colonel,
Executive Officer.

FAP/es.

Distribution.

For action - Regional Commissioner, Region III
" " IV
" " V
" " VIII
" " IX
S.C.A.O. AMG HQ 5 Army.
" " " 8 "

For information - G-4 HQ ACC.
Finance Sub-Commission (4)

Declassified E.O. 12356 Section 3.3/NND No. 785011

For action - Regional Commissioner, Region III
" " " IV
" " " V
" " " VIII
" " " IX
S.C.A.O. AMG HQ 5 Army.
" " " " 8 "

For information - G-4 HQ ACC.
Finance Sub-Commission (4)

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Declassified E.O. 12356 Section 3.3/NND No. 780017

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Establish Memo #4

19 February 1944

EXECUTIVE MEMORANDUM)
NO. 23)

ESTABLISHMENT MEMORANDUM NO. 4

AUTHORIZATION FOR TRAVEL

1. General.

a. Paragraph 4, Adminstrative Order Number 1, Hq. AMG, dated 7 January 1944 and Administrative Order No. 3, Hq. AMG, dated 19 November 1943 are hereby revoked.

b. Effective this date the regulations laid down in paras 3 to 5 below will be strictly complied with in regard to authorization for travel and for obtaining the necessary transport.

2. Travel within the Station.

a. Within the Station or for trips of less than 12 hours duration motor transport will be obtained from the Dispatcher, Headquarters Commandant's Office, Naples or Salerno. Trips from Naples to Salerno and the reverse should be arranged on the regular courier passenger service as far as possible.

b. Trips of longer duration are dealt with in paras 4,5, and 7 below.

3. Recreation & Sight-Seeing.

Transport for recreation and sight-seeing tours not exceeding one day may, if vehicles are available, be arranged with the Headquarters Commandant for a limited number of trips by the use of drivers and one other EM/OR (to assist in guarding the transport at halts) on their days off provided the officers ensure that proper arrangements are made for the feeding and re-creation of the EM/ORs.

4. Travel not involving a Change of Assignment.

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b. Effective this date the regulations laid down in paras 3 to 5 below will be strictly complied with in regard to authorization for travel and for obtaining the necessary transport.

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4. Travel not involving a Change of Assignment.

This may be either travel on temporary duty or may involve a permanent change of Station (e.g. on attachment of a Sub-Commission Officer to a Region for an indefinite period). The undermentioned officers may authorize either type of travel, in the latter case having first made the necessary arrangements with the receiving unit and others concerned.

Officer to Authorize Travel	For Officers & EM/OR of
Chief Assistant or his designated Deputy, Economic Section	Economic Section
Chief Assistant or his designated Deputy Administrative Section	Administrative Section
Director or his Chief Assistant, Civil Affairs Branch	Civil Affairs Branch, Italian Refugees Branch & personnel of Displaced Persons Sub-Commission at main Hq.
Director, Security Branch	Security Branch
Heads or ~~Deputy heads of~~ Independent Sub-Commissions	Independent Sub-Commissions
Executive Officers	All other branches and sections

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EXECUTIVE MEMORANDUM NO. 23 (con't)

5. Form of Authorization & Provision of Transport.

a. Officers enpowered to authorize journeys under para. 4 above will do so in writing in the form given in Appendix "A" attached. They will classify journeys under para. 5 of the appendix as follows:

(1) A — Travel of the first importance having an operational aspect and when time is of the essence of the journey.

(2) B — Important visits or tours which it is considered essential should be made as soon as possible.

(3) C — Journeys which are desirable but not particularly urgent.

b. Authorizing Officers will consider carefully the urgency of the trip so that real emergencies receive priority over trips of less urgency. They will also determine the relative priority of applications they receive for travel.

c. On receipt of theform of authorization, G-1(or at Rear Hq., the Deputy Adj't.) will arrange for the necessary orders to be issued, a copy being sent to G-4 (at Rear Hq., the Hq. Comd't.) (See Para. 6 below).

d. On publication of the orders, G-4 will arrange the necessary transportation and notify details as to the type of transportation provided, date and time of departure, etc. to the officer or officers concerned. If any question of priority of moves arises or if he considers that the allotment of Motor Transport would bring the reserve for emergencies dangerously low, he will refer to the Executive Officers. At Rear Hq. the Hq. Comd't. will arrange transportation provided only motor transport is involved.

e. Should circumstances prevent an officer from proceeding on a journey duly applied for and authorized, the sanctioning authority will immediately inform the officers to whom the form of authorization has been sent (i.e. G-1, G-4, Hq. Comd't.).

6. Orders for Travel not involving Change of Assignment.

Orders are required and will be issued as follows: -

a. For American Personnel: - A Regimental Order, or, for personnel

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b. Authorizing Officers will consider carefully the urgency of the trip so that real emergencies receive priority over trips of less urgency. They will also determine the relative priority of applications they receive for travel.

c. On receipt of theform of authorization, G-1(or at Rear Hq., the Deputy Adj't.) will arrange for the necessary orders to be issued, a copy being sent to G-4 (at Rear Hq., the Hq. Comd't.) (See Para. 6 below).

d. On publication of the orders, G-4 will arrange the necessary transportation and notify details as to the type of transportation provided, date and time of departure, etc. to the officer or officers concerned. If any question of priority of moves arises or if he considers that the allotment of Motor Transport would bring the reserve for emergencies dangerously low, he will refer to the Executive Officers. At Rear Hq. the Hq. Comd't. will arrange transportation provided only motor transport is involved.

e. Should circumstances prevent an officer from proceeding on a journey duly applied for and authorized, the sanctioning authority will immediately inform the officers to whom the form of authorization has been sent (i.e. G-1, G-4, Hq. Comd't.).

6. Orders for Travel not involving Change of Assignment.

Orders are required and will be issued as follows: -

a. For American Personnel: -	A Regimental Order, or, for personnel at Rear Hq. when only motor transport is involved, an order by the Deputy Adjutant.
b. For British Personnel:-	The authorization for travel under para. 4 above will suffice.
c. For personnel of both nationalities is the travel is by air	Order by ACC Adjutant, on direction of G-1.

7. Orders for Travel involving Change of Assignment.

Orders directing the travel will be issued by the Hq. Adjutant ACC on the direction of G-1. These orders must be presented to G-4 to obtain the transportation

8. Economy.

Conservation of transportation is necessary at all times in order that transport may be available for the required business of the Commission.

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EXECUTIVE MEMORANDUM NO. 23 (con't)

Availability of transport will depend on the strict observance of the above regulations and the thoughtful cooperation of every officer.

By command of Lieutenant General MACFARLANE:

Walter P. Scoggins
Major, GSC
For R. B. RATHBONE
Colonel,
Executive Officer

DISTRIBUTION:
1 - Sec. General
1 - Economic Section
1 - Economic Sub-Commission
1 - Admin. Section
1 - Admin. Sub-Commission
1 - Independent Sub-Commissions (each)
1 - Det. Legal Sub-Commission (Main Hq.)
1 - Det. Public Health Sub-Commission
1 - PA to Exec. Comm.
1 - CA Branch
1 - Information Div.
1 - D.P. Sub-Commission
1 - Italian Refugee Branch
1 - Security Branch
1 - G-1
1 - G-4
1 - Adjutant Main
1 - Dep. Adjutant Rear
4 - Hq. Comd't. Main
4 - Hq. Comd't. Rear

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1 - PA to Exec. Comm.
1 - CA Branch
1 - Information Div.
1 - D.P. Sub-Commission
1 - Italian Refugee Branch
1 - Security Branch
1 - G-1
1 - G-4
1 - Adjutant Main
1 - Dep. Adjutant Rear
4 - Hq. Comd't. Main
4 - Hq. Comd't. Rear

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App. "A" to Exec. Memo. No.23
dated 19 February 1944

Form of Authorization for Travel

Ref. No. Date

To: G-1

1. The undermentioned personnel are authorized to proceed to (give destination) on (state whether permanent change of station or temporary duty)

(Here list rank, name, ASN, Assignment & Nationality of personnel for whom journey is authorized).

2. Travel by (state whether sea, rail, motor, or air transport is desired) is requested.

3. Period of absence will be about (state period in case of temporary duty only).

4. It is requested that transport be made available on (date) or as soon as possible thereafter.

5. The importance of this journey is classified as (state classification under para. 5a. of the memorandum).

6. Will you please arrange for the necessary orders to be issued.

Signature & designation of
authorizing officer.

Copies to:
G-4
Adjutant
Hq. Comd't.

Notes: 1. This form will be sent to G-1 in duplicate if both American & British personnel are involved.

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3. Period of absence will be about (state period in case of temporary duty only).

4. It is requested that transport be made available on (date) or as soon as possible thereafter.

5. The importance of this journey is classified as (state classification under para. 5a. of the memorandum).

6. Will you please arrange for the necessary orders to be issued.

Signature & designation of
authorizing officer.

Copies to:
G-4
Adjutant
Hq. Comd't.

Notes: 1. This form will be sent to G-1 in duplicate if both American & British personnel are involved.

2. Copy to Hq. Comd't. is only required in the case of motor transport.

3. At Rear Hq. if motor transport is involved the form will be to the Deputy Adjutant and the copy to G-4 omitted.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

Estab Memo #3

REFERENCE: 16052/G-1 15th February 1944

ESTABLISHMENT MEMO # 3

SUBJECT : Executive Memorandum No. 19 dated 15th February 1944

TO : Distribution below.

1. The attached copy of the above noted Executive Memorandum issued by this HQ is forwarded.

2. As this memorandum is being reproduced in printed form, the present distribution is on a small scale only. Printed copies will be generally issued in approximately three weeks.

3. The booklet, when published, will contain also instructions regarding discipline of British Personnel.

BY COMMAND OF LIEUT GENERAL MACFARLANE

F.A. PURGOLD,
for Lt-Colonel, R.A.,
G-1

RCE/FAD.

DISTRIBUTION

RCAO REGION I)
" " II)
" " III)
" " IV)
" " V) Appendix "B" of Executive Memorandum
" " VI) not attached.
" " VIII)

Declassified E.O. 12356 Section 3.3/NND No. 785011

3. The booklet, when published, will contain also instructions regarding discipline of British Personnel.

BY COMMAND OF LIEUT GENERAL MACFARLANE

for F.A. PURGOLD,
Lt-Colonel, R.A.,
G-1

RCE/FAD.

DISTRIBUTION

RCAO REGION I
" " II
" " III
" " IV
" " V
" " VI
" " VIII
" " IX
AMG HQ FIFTH ARMY
" " EIGHTH ARMY
G-1
G-4
PA to Executive Commissioner
Sec. Gen.
PA to Chief Commissioner
Executive Officer
CA Branch
Displaced Persons Sub-Commission
Italian Refugees Branch
Security Branch
Economic Section (10)
Admin Section (8)
HQ Commandant, Main
HQ Commandant, Rear
M.S. A.C.M.F.

Appendix "B" of Executive Memorandum not attached.

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HEADQUARTERS

ALLIED CONTROL COMMISSION

APO 394

Estab. Memo #3

REFERENCE: 16052/G-1

15th February 1944

EXECUTIVE MEMORANDUM)
No. 19 ESTABLISHMENT MEMORANDUM #3

M.S. MATTERS (BRITISH PERSONNEL)

GENERAL

1. Grouping of M.S. Matters

These may be conveniently grouped for the purposes of this Instruction, under the following headings, and are dealt with in paragraphs as shown :

a.	Appointments, Officers	(Para 7)
b.	Advancement of Officers	(Paras 8-11
c.	Change of Employment, Officers	(paras 12-13)
d.	Adverse Confidential Reports	(Paras 14-23)
e.	Periodical Reports on Officers of the rank of Lt-Col and above	(Paras 24-28)
f.	General Confidential Matters, Officers	(Para 29)
g.	Honours and Awards	(Para 30)
h.	Miscellaneous	(Paras 31-32)

All except g. affect Officers only - g. affects both Officers and ORs.

2. Definitions

a. Throughout this Order the expression "Region" includes AMG FIFTH or EIGHTH ARMY or a province, detachment, or pool for which a specified Commander has been appointed, under the immediate command of this Headquarters.

b. Similarly, the expression "Regional Commissioner" includes the Commander of a Detachment as in a. above. Where the context so requires, it further includes, in the case of a Region commanded by an American Officer, the Senior British Officer

Declassified E.O. 12356 Section 3.3/NND No. 785011

These may be conveniently grouped for the purposes of this Instruction, under the following headings, and are dealt with in paragraphs as shown :

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b. Similarly, the expression "Regional Commissioner" includes the Commander of a Detachment as in a. above. Where the context so requires, it further includes, in the case of a Region commanded by an American Officer, the Senior British Officer in that Region, for the purpose of paragraph 4 below.

3. Signature of Documents - Concurrence of American Commanders. 2147

a. The signature of an American Officer must not appear on any official form or document in connection with M.S. matters. The form will therefore be signed by the Senior British Officer concerned. (See para 11).

b. American Officers holding positions in the chain of command which would, if ACC were a wholly American organization, necessitate their assent and signature to recommendations will express such assent in a covering letter to the form or document being forwarded (and should be given an opportunity of so doing). If the Senior British Officer in a Region commanded by an American Officer feels strongly that a recommendation to which the American Commander does not agree should be made, he may submit such recommendation with a full statement of his views to the American Commander, who will forward it to the next higher authority giving detailed reasons for his dissent.

2..... 4. Channels for .....

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4. Channels for Recommendations and Reports.

a. The normal chain of command will be followed, subject to paragraph 3 above, and to the remainder of this paragraph. It must be remembered that competence in M.S. matters is a question of rank and seniority, not of appointment.

b. (1) All recommendations will be those of the Senior British Officer of the Region, etc., and will reach this Headquarters in consolidated form.

(2) The Commander of a detachment operating under a separate command from its parent Region will submit recommendations through the parent Region Headquarters if the parent Region is operating.

c. Heads of Regional Special Divisions will NOT forward recommendations, nor copies of recommendation in respect of specialist officers to heads of corresponding Sub-Commissions at Headquarters ACC. The Regional Commander will consult his technical heads as necessary.

d. Reports on Officers of the "pool" - i.e. not allotted to a HQ or operating Region, will be from the Senior British Officer of the pool to this HQ.

e. In view of the often fleeting and sporadic character of "attachments" reports on Officers attached to an operating Region may be initiated either by the Region to which attached or by the parent Region. In the former case reports will be forwarded through the parent Region.

5. Initiation of Reports

a. Regional Commissioners will issue orders as to which Officers are to initiate reports, and the channel to be followed within the Region. In general, it is desirable that reports should not be initiated by an officer below field rank, and wherever possible the initiating officer should hold the rank of Lt. Colonel or above.

b. The channels to be observed within HQ ACC are laid down in Appendix "B" hereto.

6. Remarks of Superior Reporting Officers

Recommendations will be definite and unambiguous - remarks such as "I concur" or "I do not know this officer" will be avoided.

APPOINTMENTS

7. This will only arise in the case of the original assignment of an officer to ACC from another military or Service organization. Such cases will be dealt with by AFHQ or HQ ACC.

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consult his technical heads as necessary.

d. Reports on Officers of the "pool" - i.e. not allotted to a HQ or operating Region, will be from the Senior British Officer of the pool to this HQ.

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Recommendations will be definite and unambiguous - remarks such as "I concur" or "I do not know this officer" will be avoided.

APPOINTMENTS

7. This will only arise in the case of the original assignment of an officer to ACC from another military or Service organization. Such cases will be dealt with by AFHQ or HQ ACIF.

ADVANCEMENT OF OFFICERS

8. General

All appointments have to be approved by AFHQ. When approved, they are published in GROs and transmitted to the War Office.

9. Status of Officers

All officers in ACC are graded as Staff Officers. The word "Advancement" is therefore used in this Memorandum in preference to "Promotion", since every grade of Staff Officer automatically carries a specific rank, and no question of "Regimental" promotion will arise.

3.... 10. Quarterly Returns

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10. Quarterly Returns

a. A consolidated quarterly return, on the proforma Appendix "A" hereto will be rendered in duplicate to this HQ, so as to arrive on the 1st of April, July, October and January through the usual channels, as prescribed in para 4 above. In the case of HQ ACC, the return will be rendered by the Initiating officer named in col (c) of Appendix "B" hereto, which gives the channels to be observed within this HQ.

b. The first return will be rendered as soon as possible as a matter of urgency, whether or not AF B 194D or any other form of recommendation has been previously rendered.

c. A recommendation (on the pro-forma) may be submitted at any time between the Quarterly periods if there is a special reason for so doing, but in such cases it will usually be more appropriate to render AF B 194D (see paragraph 11 b. below).

d. If an officer recommended for advancement is transferred from one Region, HQ, etc. to another, the reporting authority of the unit from which he is transferred will forward his recommendation (on the pro-forma, Appendix "A" to the Commander of the unit to which the officer is transferred.

e. The quarterly return is a confidential document. In order to avoid disappointment, officers will NOT be informed that they have been recommended.

11. AF B 194D

a. This is the official form which is required before any recommendation can be given effect to. In order, however, to avoid an unnecessary accumulation of forms on which possibly no action can be taken for some time, (since advancement depends entirely upon vacancies) it will only be rendered (subject to (b) below) when called for by this HQ.

b. If there are special reasons - e.g. if a reporting authority considers that it is in the interests of the Service that an Officer should be advanced at once, the form may be rendered at any time, but advantage will only be taken of this proviso for really good and sufficient reasons.

c. The form will be initiated and forwarded through the usual channels.

d. Officers reported upon will NOT initial, nor will they be shown AF B 194D.

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e. The Officer's exact rank, e.g. "W/S Capt, T/Maj. Actg Lt-Col, must be stated, together with his personal No., type of commission (e.g. RARO), Regiment or Corps, age, medical category and whether p.s.c., s.c., etc.

f. If a superior reporting authority disagrees with a recommendation put forward on AF B 194D and is not prepared to forward it to higher authority, it will

Declassified E.O. 12356 Section 3.3/NND No. 785011

d. If an officer recommended for advancement is transferred from one Region, HQ, etc. to another, the reporting authority of the unit from which he is transferred will forward his recommendation (on the pro-forma, Appendix "A" to the Commander of the unit to which the officer is transferred.

e. The quarterly return is a confidential document. In order to avoid disappointment, officers will NOT be informed that they have been recommended.

11. AF B 194D

a. This is the official form which is required before any recommendation can be given effect to. In order, however, to avoid an unnecessary accumulation of forms on which possibly no action can be taken for some time, (since advancement depends entirely upon vacancies) it will only be rendered (subject to (b) below) when called for by this HQ.

b. If there are special reasons - e.g. if a reporting authority considers that it is in the interests of the Service that an Officer should be advanced at once, the form may be rendered at any time, but advantage will only be taken of this proviso for really good and sufficient reasons.

c. The form will be initiated and forwarded through the usual channels.

d. Officers reported upon will NOT initial, nor will they be shown AF B 194D.

e. The Officer's exact rank, e.g. "W/S Capt, T/Maj. Actg Lt-Col, must be stated, together with his personal No., type of commission (e.g. RARO), Regiment or Corps, age, medical category and whether p.s.c., s.c., etc.

f. If a superior reporting authority disagrees with a recommendation put forward on AF B 194D and is not prepared to forward it to higher authority, he will inform the initiating office accordingly and thus give guidance as to the standard required.

g. AF B 194D will reach this Headquarters in duplicate. One copy will be the original, and only this copy need be signed - signatures on any other copies required may be typed.

4..... CHANGE OF EMPLOYMENT .....

Declassified E.O. 12356 Section 3.3/NND No. 785011

CHANGE OF EMPLOYMENT

12. AF B 194F

a. This form may be rendered at any time.

b. It will only be used when the new employment recommended is either

(1) Outside ACC altogether, or
(2) To AMG-ACC in another theatre of war.

Change of employment within ACC Italy will be dealt with under paragraph 13 below.

c. Officers reported upon WILL initial AF B 194F.

d. Alternative employments must be recommended.

e. The form will NOT be used as a substitute for AF B 194E (see paragraph 14 below). Its object is to place an efficient officer who finds himself in an unsuitable employment in an appointment better suited to his capabilities.

f. The same rules as regards number of copies required and signatures apply as for AF B 194D (paragraph 11 e.).

g. The form will be initiated and forwarded through the usual channels.

h. The Officer reported upon may submit an appeal or protest (see paragraph 18).

13. Reposting and Transfer

a. If transfer to other duties within ACC Italy is recommended, the Regional Commissioner will submit the recommendation in letter form, giving the following information :

(1) Appointment or type of appointment for which recommended.

(2) In the case of an Officer in a Region, whether the proposed transfer is within the Region or to an appointment outside the Region.

(3) Whether or not the Officer is desirous of the transfer.

(4) Full reasons for the recommendation.

b. This procedure applies only to transfers to appointments carrying the same rank. It will NOT be used as a substitute for either AF B 194 D or E

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

e. The form will NOT be used as a substitute for AF B 194E (see paragraph 14 below). Its object is to place an efficient officer who finds himself in an unsuitable employment in an appointment better suited to his capabilities.

f. The same rules as regards number of copies required and signatures apply as for AF B 194D (paragraph 11 e.).

g. The form will be initiated and forwarded through the usual channels.

h. The Officer reported upon may submit an appeal or protest (see paragraph 18).

13. Reposting and Transfer

a. If transfer to other duties within ACC Italy is recommended, the Regional Commissioner will submit the recommendation in letter form, giving the following information :

(1) Appointment or type of appointment for which recommended.

(2) In the case of an Officer in a Region, whether the proposed transfer is within the Region or to an appointment outside the Region.

(3) Whether or not the Officer is desirous of the transfer.

(4) Full reasons for the recommendation.

b. This procedure applies only to transfers to appointments carrying the same rank. It will NOT be used as a substitute for either AF B 194 D or E

SPECIAL CONFIDENTIAL REPORTS - AF B 194E

14. General

a. AF B 194E is not a substitute for disciplinary action - if an officer commits an offence under the Army Act, the appropriate disciplinary action will be taken.

b. Subject to para 18 c. below, the final decision on AF B 194E is taken by the Army Council, and this will be explained to Officers reported upon.

15. Submission of Form

The form may be submitted at any time, and should be rendered as soon as the initiating officer has come to a decision in the matter.

5..... 16. Previous Warning.....

Declassified E.O. 12356 Section 3.3/NND No. 785011

16. Previous Warning

Whenever possible, an officer should be warned of his inefficiency before AF B 194E is rendered, so as to give him the chance of rectifying his faults.

17. Grounds for Special Reports

Reports must be based on definite observations over a reasonable period, and will be couched in clear and unmistakeable terms.

18. Protests and Appeals (See form ACI 545/43, para 4 (1)(m) & (o)).

a. An appeal under Section 42 of the Army Act, and a protest not amounting to a formal appeal will be forwarded to the Army Council with the report.

b. The initiating officer and any superior reporting officer will comment on a protest or appeal, and will do so in a covering letter. Comments will not be seen by the Officer reported upon.

c. An Officer may appeal to his Sovereign under Sec. 42 of the Army Act against a decision of the Army Council.

d. If called upon to submit an application to retire or to resign his Commission, he may apply for an interview with a military member or a deputy of such member of the Army Council under K.R. (1940) para 236. The application will not, however, necessarily be granted.

19. Initialling of Form

a. An Officer reported on will be shown and will initial and date AF B 194E. This does not mean that he agrees with it; merely that he is aware of its contents. An officer cannot refuse to initial a report.

20. Channels

Reports will be initiated and forwarded as for AF B 194D.

21. Remarks of Superior Reporting Officers

If a superior reporting authority does not concur in the report on AF B 194E and is not prepared to forward it to higher authority, the Officer reported on will be so informed. On the other hand, whenever the remarks and recommendations of a superior reporting officer are more adverse than the original report, they must be shown to and initialled by the Officer reported on.

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

against a decision of the Army Council.

d. If called upon to submit an application to retire or to resign his Commission, he may apply for an interview with a military member or a deputy of such member of the Army Council under K.R. (1940) para 236. The application will not, however, necessarily be granted.

19. Initialling of Form

a. An Officer reported on will be shown and will initial and date AF B 194E. This does not mean that he agrees with it; merely that he is aware of its contents. An officer cannot refuse to initial a report.

20. Channels

Reports will be initiated and forwarded as for AF B 194D.

21. Remarks of Superior Reporting Officers

If a superior reporting authority does not concur in the report on AF B 194E and is not prepared to forward it to higher authority, the Officer reported on will be so informed. On the other hand, whenever the remarks and recommendations of a superior reporting officer are more adverse than the original report, they must be shown to and initialled by the Officer reported on.

22. Resignation of Commission

In cases where the initiating officer recommends that an Officer be called on to resign his Commission, he will inform the Officer, if he is of military age (i.e. at present under 51 years of age), that the effect of the recommendation if accepted by the Army Council will be that he will be liable for Service under the provisions of the National Service (Armed Forces) Acts. If relinquishment of Commission is recommended, an interview will be granted to the Officer reported on by the British Commander next superior to the initiating Officer. An Officer has no right to claim an interview with any other superior officer except as stated in para 18 d.

23. Copies and Signatures

The same rules apply as laid down for AF B 194D in paragraph 11 e. If a protest or appeal is made, three copies of such protest or appeal are required. They must all be signed.

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

REPORTS ON OFFICERS OF THE RANK OF LT COLONEL AND ABOVE (AF B 194G)

24. General

a. This report will be rendered every six months on all officers of the rank of Lt-Colonel and above. The first report will be rendered as soon as possible, as a matter of urgency. This report will state the date the Officer was last reported upon. Thereafter it will be submitted on the first of June and December. It will also be submitted when an Officer relinquishes an appointment.

b. AF B 194 G will not be rendered in respect of an Officer for whom AF B 194D has been submitted.

25. Initiating Officers (for reports on Lt-Colonels)

a. Regions :

(1) If the Region Commissioner is British the Regional Commissioner.

(2) If the Regional Commissioner is American, the Senior British Officer, not below the rank of Colonel exercising command over the officer reported upon. (A British Regional Chief of Staff will be considered as coming under this heading). If there is no such British Officer in the Region, the American Regional Commissioner will forward his recommendations in letter form, and AF B 194G will be initiated at this HQ.

b. Pool of Unallotted Officers

The Senior British Officer not below the rank of Colonel in the Pool.

c. Officers at Headquarters

See Appendix "B"

26. Initiating Officers (for reports on Colonels).

a. Regions - British Regional Commissioner if holding the rank of Brigadier.

b. All others - Senior British Officer not below rank of Brigadier.

27. Concurrence of American Commanders

Declassified E.O. 12356 Section 3.3/NND No. 785011

(1) If the Region Commissioner is British the Regional Commissioner.

(2) If the Regional Commissioner is American, the Senior British Officer, not below the rank of Colonel exercising command over the officer reported upon. (A British Regional Chief of Staff will be considered as coming under this heading). If there is no such British Officer in the Region, the American Regional Commissioner will forward his recommendations in letter form, and AF B 194G will be initiated at this HQ.

b. Pool of Unallotted Officers

The Senior British Officer not below the rank of Colonel in the Pool.

c. Officers at Headquarters

See Appendix "B"

26. Initiating Officers (for reports on Colonels).

a. Regions - British Regional Commissioner if holding the rank of Brigadier.

b. All others - Senior British Officer not below rank of Brigadier.

27. Concurrence of American Commanders

The concurrence of American Officers superior in rank and exercising command over the officer reported upon will be obtained as already explained in paragraph 3 and Appendix "B".

28. Channels, number of copies and Signatures

As for AF B 194D, except as modified by paragraphs 25-27 above.

GENERAL CONFIDENTIAL MATTERS

29.a. Any matter not already covered above will be dealt with by confidential letter.

b. Appeals and complaints under Section 42 of the Army Act will be forwarded through the usual channels. American superiors in the chain of command may forward comments with appeals, but in this case the appropriate British Superior Officer must also comment.

7..... HONOURS AND AWARDS.....

Declassified E.O. 12356 Section 3.3/NND No. 185011

HONOURS AND AWARDS

30. a. Recommendations for Honours and Awards are usually called for twice a year, and are published on the King's Birthday and New Year's Day.

b. Detailed instructions as to the eligibility of officers, WOs., NCOs. and ORs. for various types of award are issued by the Military Secretary, approximately two months prior to the above dates. These instructions, together with instructions for implementing them will be issued by this HQ to Regions, etc.

c. On receipt of the above mentioned instructions, recommendations will be made on AF W 3121, being initiated and forwarded through the channels laid down at Appendix "A" and Appendix "B".

d. No recommendations for Honours and Awards will be made at present. The first recommendations will be made when the instructions mentioned in sub-paragraph b. above are received.

c. For immediate awards, AF W 3121 may be initiated and forwarded at any time other than the regular periods mentioned above.

MISCELLANEOUS PROVISIONS

31. Forms

a. A supply of the forms to be used, referred to in the preceding paragraphs will be issued to all concerned in due course.

b. Detailed information is contained on the forms themselves. This information supplements the detailed instructions given in this Memorandum.

32. Care in Preparation of Reports

a. It cannot be emphasized too strongly that reports and forms must be accurate in every detail. Failure in this respect only means reference back to reporting officers, thereby inevitably causing unnecessary delay and additional clerical work.

b. All officers concerned will, therefore, ensure that the instructions in this Memorandum are meticulously followed, and that reports are punctually rendered. It is the duty of superior reporting officers and their Staffs to check the accuracy of reports and forms and to ensure that they are properly completed before they are forwarded.

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

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BY COMMAND OF LIEUT GENERAL MACFARLANE

2113

R.B. RATHBONE,
Colonel,
Executive Officer.

RBR/fad.

DISTRIBUTION/.....

Declassified E.O. 12356 Section 3.3/NND No. TB504

DISTRIBUTION

Region I (less Appendix "B")
" II do.
" III do.
" IV do.
" V do.
" VI do.
" VIII do.
" IX do.
HQ AMG FIFTH ARMY do.
" " EIGHTH ARMY do.
G-1
G-4
PA to Executive Commissioner
Sec. Gen
PA to Chief Commissioner
Executive Officer
CA Branch
Displaced Persons Sub-Commission
Italian Refugees Branch
Security Branch
Economic Section (10)
Admin Section (8)
HQ Commandant, Main
HQ Commandant, Rear
M.S., ACMF.

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

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

CONFIDENTIAL

ADVANCEMENT OF OFFICERS
Quarterly Return of Officers Recommended for Advancement
(To be submitted in order of seniority of highest Subs, Temporary or Acting Rank held)

Serial No.	Rank			Initials and Name	Personal No.	Age	Present Appointment	Appointm and rank for whic recommen (Alternat Appts ma be given
	Subs or War Subs	Temporary	Acting					

To Headquarters A&E

N.B. If the Commander of the Region or Detachment submitting the recommendations is American, he will countersign the form.

Signat submit signat

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

Appendix "A" to Executive Memorandum (U.S. Matters) No. 19 dated 15 Feb 44

Office of Origin _____
Ref No. _____
Date _____

ADVANCEMENT OF OFFICERS

Quarterly Return of Officers Recommended for Advancement

(To be submitted in order of seniority of highest Subs, Temporary or Acting Rank held)

Name	Personal No.	Age	Present Appointment	Appointment and rank for which recommended (Alternative Appts may be given)	Whether recommended on previous Quarterly Return	Whether AF B194D has been rendered (If so, quote Ref & date of covering letter)	Remarks

Signature and Designation of British Officer submitting the Recommendations. Counter-signature of American Officer if senior.

Appendix "B" to Executive
Memorandum No. 19 dated
15 Feb 44 (M.S. Matters)

CHANNELS TO BE OBSERVED FOR RECOMMENDATIONS AND REPORTS WITH HQ ACC

Note: 1. The abbreviation "SBO" used in the following table means "Senior British Officer."

2. Where an American Officer is senior to the British initiating Officer, the concurrence of this American Officer will first be obtained.

3. The Chief Commissioner is the concurring authority in every case.

Serial No. (a)	Section, Branch etc. (b)	Initiating Officer (c)	Remarks by (see para 6 of the Memo.) (d)
1.	Civil Affairs Branch	Executive Commissioner	Chief Commissioner.
2.	Security Branch	Director	Executive Commissioner
3.	Displaced Persons Sub-Commission	S.B.O.	do.
4.	Italian Refugees Branch	Director	do.
5.	G-1 and G-4 (Heads of Sections)	British Executive Officer	do.
6.	Assistant G-1s and G-4s	G-1 and G-4 (if of rank of Lt-Col otherwise British Executive Officer	1. British Executive Officer 2. Executive Commissioner
7.	HQ Commandants Main & Rear HQ	British Executive Officer	Executive Commissioner
8.	Staff, HQ Commandants Main & Rear HQ	S.B.O. (not below rank of Major)	1. British Executive Officer 2. Executive Commissioner,

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

1.	Civil Affairs Branch	Executive Commissioner	Chief Commissioner.
2.	Security Branch	Director	Executive Commissioner
3.	Displaced Persons Sub-Commission	S.B.O.	do.
4.	Italian Refugees Branch	Director	do.
5.	G-1 and G-4 (Heads of Sections)	British Executive Officer	do.
6.	Assistant G-1s and G-4s	G-1 and G-4 (if of rank of Lt-Col otherwise British Executive Officer	1. British Executive Officer 2. Executive Commissioner
7.	HQ Commandants Main & Rear HQ	British Executive Officer	Executive Commissioner
8.	Staff, HQ Commandants Main & Rear HQ	S.B.O. (not below rank of Major)	1. British Executive Officer 2. Executive Commissioner. 24 1
9.	Admin Section Staff	S.B.O.	Executive Commissioner.
10.	Econ Section Staff	S.B.O.	do.
11.	Administrative Sub-Commissions	S.B.O. of Sub-Commission with concurrence of Chief of Sub-Commission if American	do.
12.	Economic Sub-Commission	do.	do.
13.	All independant Sub-Commissions except Land Forces Sub-Commission	S.B.O.	do.
14.	P.R.O.	Executive Commissioner.	Chief Commissioner
15.	Land Forces Sub-Commission	Chief of Sub-Commission if British. Otherwise as in Serial 13.	Chief Commissioner

Declassified E.O. 12356 Section 3.3/NND No. 785011

Post in our copy
Exec Memo #2

Estab. Memo #2

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

REFERENCE: 16052/G-1

ESTABLISHMENT MEMO #2

23 February 1944

Amendment No. 2 to Executive Memorandum No. 2 dated 7 Feb 44.
(Executive Memorandum No. 25 dated 18 Feb 44 constituted Amendment No. 1)

1. It has been decided that the Legal Sub-Commission will not in future be represented at Main HQ. Any officers desiring to avail themselves of legal advice in connection with ACC activities will therefore refer to the HQ of the Sub-Commission at SALERNO.

2. MFA & A Sub-Commission will be located at Rear HQ with a detachment at Main HQ.

3. The following amendment to Executive Memorandum No. 2 dated 7 Feb will therefore be made :

Para 3e(1) :

Delete "Legal" and substitute "Monuments, Fine Arts and Archives".

4. Effective immediately, the Air Sub-Commission will move location from Rear to Main Headquarters and the following amendment to Executive Memorandum No. 2 made :

Para 3c(2) :

Insert "except Air Sub-Commission which will be located at Main HQ".

BY COMMAND OF LIEUT GENERAL MASON MACFARLANE

Declassified E.O. 12356 Section 3.3/NND No. 789011

Main Hq.

3. The following amendment to Executive Memorandum No. 2 dated 7 Feb will therefore be made :

Para 3e(1) :

Delete "Legal" and substitute "Monuments, Fine Arts and Archives".

4. Effective immediately, the Air Sub-Commission will move location from Rear to Main Headquarters and the following amendment to Executive Memorandum No. 2 made :

Para 3c(2) :

Insert "except Air Sub-Commission which will be located at Main HQ".

BY COMMAND OF LIEUT GENERAL MASON MACFARLANE

F.A. PURGOLD,
Lt-Colonel, A.G.D.
G-1

2140

RCE/FAD.

DISTRIBUTION

1 - Deputy Chief Commissioner
1 - Secretary General
1 - Political Section
25 - Economic Section
15 - Admin Section
1 - Telecommunications Sub-Commission
1 - Telecommunications Sub-Commission (Main HQ).
1 - PA to Executive Commissioner
1 - Civil Affairs Branch
1 - Information Division
1 - Displaced Persons Sub-Commission
1 - Liaison Officer, Main HQ
1 - Executive Officers
1 - Security Branch
1 - G-1
1 - G-4
1 - Adjutant
1 - HQ Commandant, Main HQ
1 - HQ Commandant, Rear HQ
1 - ACC Liaison HQ ACMF
6 - Spare

Declassified E.O. 12356 Section 3.3/NND No. 785011

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

Executive offices
NDR

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394.

Regional Control and Military Government Section.

EXECUTIVE MEMORANDUM
NUMBER 25

18 February 1944.

Amendments to Exec Memo # 2

With reference to Executive Memorandum No.2 of 7.February.44, the importance is realised of independent Sub-Commissions maintaining their present relations with outside military formations.

Executive Memorandum No.2 will therefore be amended as follows:-

In paragraph 2(c), last sentence, after "that" insert "except for independent commissions".

In paragraph 7(a) after "Regions and AMG Armies" insert "or with technical branches of military formations".

M. S. LUSH,
Brigadier,
Executive Commissioner.

/JG.

DISTRIBUTION: As for Executive Memorandum No.2

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Estab. Memo # 2

EXECUTIVE MEMORANDUM) ESTABLISHMENT MEMORANDUM # 15 February 1944
:
NUMBER 16)

SCOPE

1. This Memorandum is issued in amplification and modification of Executive Memorandum No. 2, dated 7 February 1944. All references are to Memorandum No. 2 unless otherwise stated.

ORGANIZATION

2. Routine Orders (para. 5)

a. Travel orders are being dealt with in a separate Memorandum.

b. The Hq A.C.C. Adjutant will, on the direction of G-1, issue orders for assignments and reassignments for personnel of both nationalities. In the case of American Officers this will be supplemented by a Regimental, and of British officers by an A.C.C. Routine Order.

3. Information Division (paras. 2, 3c (3), 7 and Appendix B)

a. An Information Division has been established under the Civil Affairs Branch of the R.C. and M.G. Section. Its functions and responsibilities are detailed in Appendix "A" hereto.

b. The following amendments to Exec. Memo. No. 2 will be made as a result of the institution of the Information Division:

(1) Delete para. 3c (3). The Archivist and Librarian will in future be located at Main Hq, but an office will be at their disposal at Rear Hq also.

(2) Para. 7 (c). Between (4) and (5) insert "(4A). Information Division." The Information Division will maintain operative subject files.

(3) A new chart, Appendix "B" hereto, is issued in substitution of Appendix B to Memorandum No. 2. All copies of the latter Appendix will be destroyed.

OFFICE PROCEDURE, HQ A.C.C. (para. 7)

4. General

Declassified E.O. 12356 Section 3.3/NND No. 785011

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(3) A new chart, Appendix "B" hereto, is issued in substitution of Appendix B to Memorandum No. 2. All copies of the latter Appendix will be destroyed.

OFFICE PROCEDURE, HQ A.C.C. (para. 7)

4. General

The instructions contained in the ensuing paragraph are issued pending the completion of the detailed Office Order referred to in paragraph 7 of Memorandum No. 2.

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5. Initial Reference of Papers

a. Incoming letters and cables will be referred for action only to the Sections, Sub-Commissions, Branches, etc. authorized to maintain files under paragraph 7c of Memorandum No. 2 as amended by para. 3b (2) above. This means that action copies of letters and cables will not be referred in the first instance to RC and MG Section but to the Branch of that Section concerned. (See also Appendix "B" to Memorandum No. 2).

b. Furthermore, in the case of the Establishment Branch, papers will not normally be referred direct to the Executive Officers but to G-1 or G-4 according to the subject matter.

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c. Other Sections, Branches, etc. of the Commission addressing letters to the RC and MG Section will facilitate the execution of the above instructions if they will add after the Section address the appropriate Branch in parenthesis, e.g., "Executive Commissioner (CA Branch)" or "Executive Commissioner (G-1)."

d. The instructions contained in this paragraph are not intended to restrict the distribution of 'information copies' of cables or of routine orders - the intention is to insure that papers are dealt with in the first instance in the normal manner by the Branch concerned before being referred higher.

6. Executive Memoranda.

Executive Memoranda will only be issued by the RC and MG Section. They will be numbered serially and G-1 will be responsible for maintaining the series. Any branch of the RC and MG Section wishing to issue an Executive Memorandum will, therefore, obtain the correct number from G-1, to whom a copy of the memorandum when issued will invariably be sent.

7. Economy in Paper.

Supplies of paper are becoming increasingly difficult to obtain. Correspondence within Headquarters A.C.C. will therefore be conducted in original only. Two copies of a letter are not required. Paper will also be cut according to the length of the letter. There have been instances recently of letters consisting of one short paragraph typed on foolscap size paper. Further instructions for the conservation of paper have been issued by the Executive Commissioner in Memorandum dated 13 February 1944.

R. B. RATIBONE,
Colonel,
Executive Officer.

DISTRIBUTION:

Regions I to VI	-	2 ea.
Regions VIII and IX	-	1 ea., together with 1 ea. of Ex. Memo No. 2
AMG - 5th & 8th Armies	-	1 each
Independent Sub-Comms.	-	1 each
Political Section	-	1
Economic Section	-	25 (incldg copies for Rear Hq Sub Comm Dets)
Admin. Section	-	15
Pet Legal SubComm(Main)	-	1

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Independent Sub-Comms	-	1 each	
Political Section	-	1	
Economic Section	-	25	(incldg copies for Rear Hq Sub Comm Dets)
Admin. Section	-	15	
Det Legal SubComm(Main)	-	1	
P.A. to Exec. Comm'snrs		1	
C.A. Branch	-	1	
Information Division	-	1	
D.P. Sub-Comm.	-	2	
Italian Refugee Branch	-	1	
Security Branch	-	1	
Executive Officers	-	2	
G-1	-	4	
G-4	-	4	
Adjutant	-	4	
Hq Condt, Main	-	2	
Hq Condt, Rear	-	2	
ACC Liaison, HQ ACMF	-	2	
AFHQ (MGS)	-	6	(incldg copies for HQ 2675 Rgt and Brit. Admin. Hq)
Det Public Health(Main)	-	1	
Spare	-	6	

Declassified E.O. 12356 Section 3.3/NND No. 785011

Appendix "A" to Exec. Memo No. 16
dated 15 February 1944

INFORMATION DIVISION

The responsibilities of this Division are:

a. To collect Economic, technical, political and other strategical information from intelligence agencies of the Armed Forces for operational use by the A.C.C. and to supply these agencies from available A.C.C. sources with such information as they may require.

b. To deal with such special requests for information as may be received from Higher Headquarters.

c. To maintain contact with the intelligence agencies of the various Allied Commands and to assist Subcommissions, when requested, in obtaining such information as they may desire.

d. To maintain an INFORMATION ROOM where copies of reports, surveys, and studies may be seen by members of the Commission and where the current military situation may be kept posted for their information.

e. To prepare bulletins on the current activities of the Commission for the information of their members in the field.

f. To hold, maintain, and distribute maps as needed by the Commission.

g. To supervise and assist the Archivist and Librarian, and the pool of Interpreters and Translators.

Subcommissions and Staff Branches are requested to assist the work of the INFORMATION DIVISION and are invited to make full use of its facilities.

Declassified E.O. 12356 Section 3.3/NND No. 783011

Allied Commands and to assist Subcommissions, when requested, in obtaining such information as they may desire.

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e. To prepare bulletins on the current activities of the Commission for the information of their members in the field.

f. To hold, maintain, and distribute maps as needed by the Commission.

g. To supervise and assist the Archivist and Librarian, and the pool of Interpreters and Translators.

Subcommissions and Staff Branches are requested to assist the work of the INFORMATION DIVISION and are invited to make full use of its facilities.

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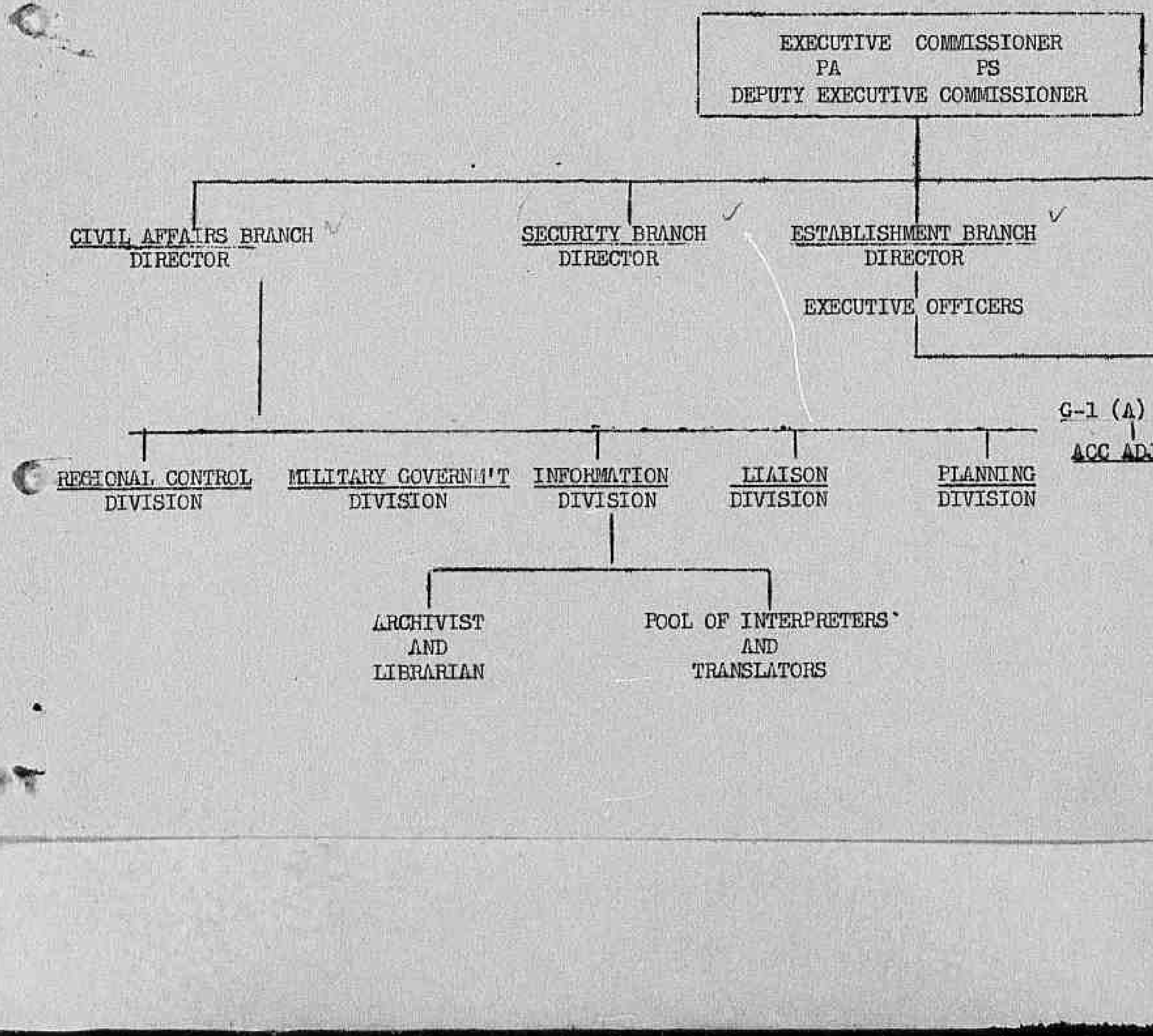
Declassified E.O. 12356 Section 3.3/NND No. 785017

APPENDI

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTIO

DETAILED ORGANIZATION



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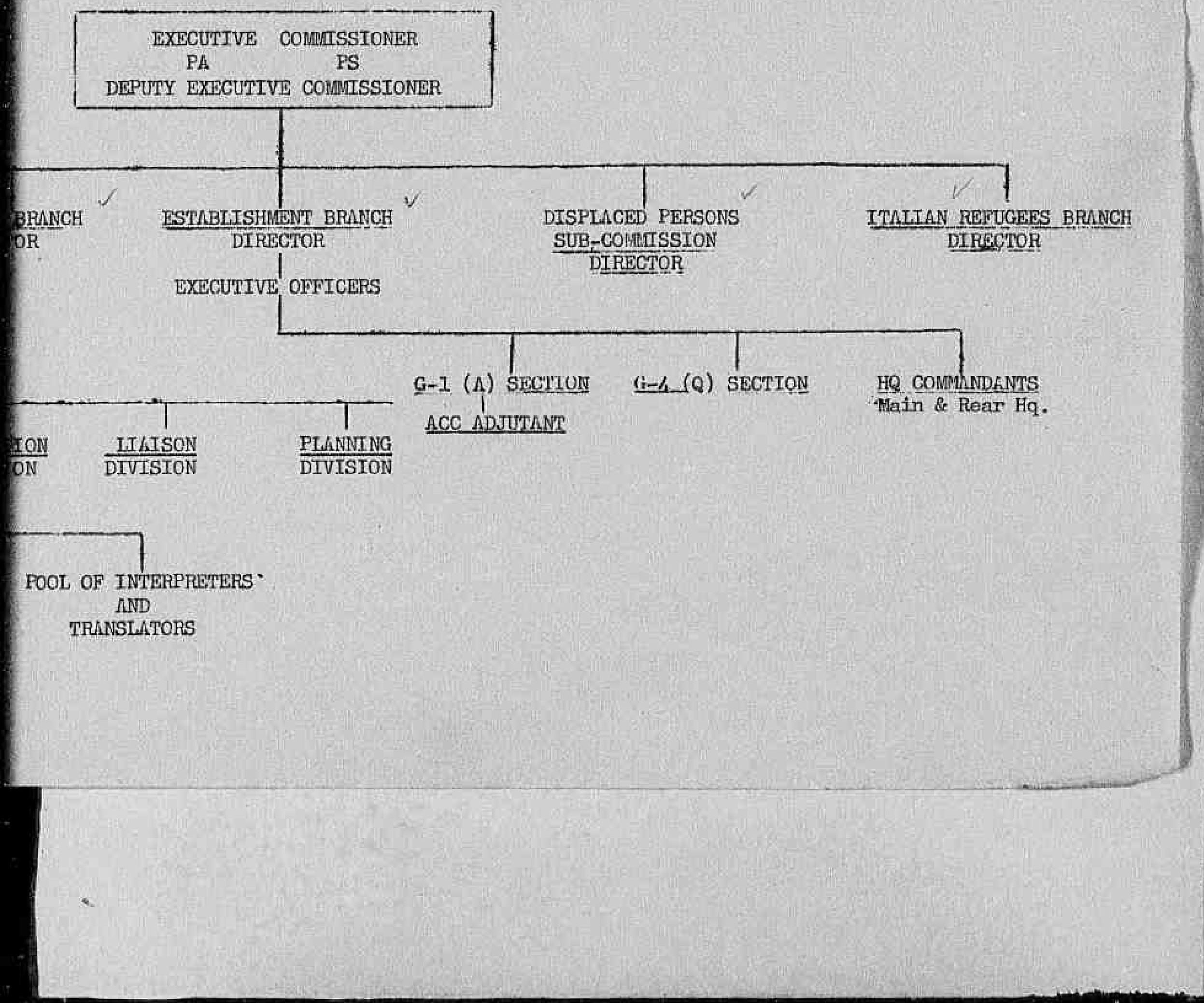
APPENDIX "B" TO EXEC. MEMO NO. 16 DATED 15 FEB. 44
(In Substitution of Appendix "B"
to Executive Memorandum No. 2
Dated 7 February 1944)

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION

DETAILED ORGANIZATION



Establishment Branch

CONFIDENTIAL.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Reference:- 16052/G-1.

7 February, 1944.

EXECUTIVE MEMORANDUM)
NUMBER 2)

ORGANIZATION - HQ ACC

1. Previous references.

a. Reference is made to the following:

(1) ACC Directive No. 1 dated 10 November 1943, issued to all concerned under Memorandum of same date.

(2) ACC Directive No. 2 dated 2 December 1943 (issued about 28 December 1943) and Appendix "A" thereto - a printed chart giving the organization of Main and Rear HQ., ACC.

(3) HQ AMG Administrative Memorandum No. 2 dated 4 December 1943.

(4) HQ ACC Administrative Order No. 1 dated 17 January 1944, which re-constituted the Food Sub-Commission.

(5) HQ ACC Memorandum to All Concerned dated 23 January 1944, dealing with the terms of the Armistice, and the functions and organization of ACC.

(6) HQ AMG Administrative Order No. 6 dated 25 January 1944. (The AFHQ General Order referred to in paragraph 1 thereof is No. 5 dated 24 January 1944). This Order announced the amalgamation of HQ AMG, HQ ACC and HQ AMG ACMF (late 15th Army Group), changes in command, and consequential changes in organization.

(7) HQ ACC Administrative Order Nos 3 and 4 both dated 31 January 1944, announcing respectively the physical extinction of HQ AMG, ACMF and the placing under command HQ ACC of Region VI.

(8) HQ ACC Memorandum to All Concerned dated 31 January 1944, dealing with Military Government and ACC supervision, Regional Organization and [illegible] and functions of the new Regional Control and Military Government

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

ization of Main and Rear HQ., ACC.

(3) HQ AMG Administrative Memorandum No. 2 dated 4 December 1943.

(4) HQ ACC Administrative Order No. 1 dated 17 January 1944, which re-constituted the Food Sub-Commission.

(5) HQ ACC Memorandum to All Concerned dated 23 January 1944, dealing with the terms of the Armistice, and the functions and organization of ACC.

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(7) HQ ACC Administrative Order Nos 3 and 4 both dated 31 January 1944, announcing respectively the physical extinction of HQ AMG, ACMF and the placing under command HQ ACC of Region VI.

(8) HQ ACC Memorandum to All Concerned dated 31 January 1944, dealing with Military Government and ACC supervision, Regional Organization and the formation and functions of the new Regional Control and Military Government Section of ACC.

b. (2) and (3) above are hereby cancelled, except that part of (3) dealing with relations between ACC-AMG and the Military Authorities. Appendix "A" to ACC Directive No. 1 (Organization Chart) is cancelled together with so much of the Directive itself as is obviously superseded by the subsequent Orders and Memoranda listed in a. above, and by this Order.

c. A Directive dealing with revised Regional re-organization and personnel ceilings under ACC conditions will be issued shortly.

2. New Organization - HQ ACC.

Appendix "A" to this Order gives the new organization in outline, and Appendix "B" the detailed breakdown of the Regional Control and Military Government Section. The new organization will be put into operation forthwith to the extent possible - full implementation will have to await final completion of moves from Brindisi to Salerno and the absorption of Regimental Headquarters (see paragraph 3 below). The main changes are as follows:

.....a. The Military...

Declassified E.O. 12356 Section 3.3/NND No. 789011

a. The Military Section as such, is abolished.

b. The Communication Section is abolished, the Internal Transportation & Shipping Sub-Commissions being transferred to the Economic Section, and the Telecommunications and Posts Sub-Commission becoming independent (see c. and e. below).

c. The Economic and Administrative Section is divided into two Sections, an Economic and an Administrative Section, and the former Economic and Administrative Directorates are abolished. The Economic Section takes over ~~the Electric Power Mission, and~~ the Transportation & Shipping Sub-Commissions.

d. The Industrial Planning Branch is abolished, its functions being taken over by Headquarters Economic Section.

e. A Regional Control and Military Government Section is introduced, under which comes the Civil Affairs Branch (formerly the department of the D.C. of S. (O & SI)), the Establishment Branch (Executive Officers), the Displaced Persons Sub-Commission, a new Italian Refugees Branch and the Security Branch. (See Memorandum to all Concerned, dated 31 January 1944, referred to in paragraph 1. a. (8) above. It is emphasized that all liaison and contact with HQ ACMF and outside military formations is the responsibility of, and will be carried out through this Section. except for independent Commissions

f. The Independent Sub-Commissions as shown in Appendix "A" will deal direct with the Chief or Deputy Chief Commissioner. The heads of the Political Section are styled Joint-Directors, and the Section has no dependent Sub-Commissions.

g. A Secretary General is introduced. His functions are explained in paragraph 4. below.

3. Main and Rear HQ.

a. Main Headquarters will be at Naples, Rear Headquarters at Salerno. Most of the Italian Ministries will be at the latter place. All component parts of HQ ACC will be located at Naples except as detailed in b. to e. below.

b. The following will have offices at both Main and Rear Headquarters:-

(1) Chief Commissioner.

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Security Branch. (See Memorandum to all Concerned, dated 31 January 1944, referred to in paragraph 1. a. (8) above. It is emphasized that all liaison and contact with HQ ACMF and outside military formations is the responsibility of, and will be carried out through this Section.

except for independent Commissions

f. The Independent Sub-Commissions as shown in Appendix "A" will deal direct with the Chief or Deputy Chief Commissioner. The heads of the Political Section are styled Joint-Directors, and the Section has no dependent Sub-Commissions.

g. A Secretary General is introduced. His functions are explained in paragraph 4. below.

3. Main and Rear HQ.

a. Main Headquarters will be at Naples, Rear Headquarters at Salerno. Most of the Italian Ministries will be at the latter place. All component parts of HQ ACC will be located at Naples except as detailed in b. to e. below.

b. The following will have offices at both Main and Rear Headquarters:-

(1) Chief Commissioner.

(2) Deputy Chief Commissioner.

(3) Political Section Joint Directors.

(4) Liaison Groups. Most have their own offices outside ACC at Naples. An office will be provided at Main Headquarters for two Italian liaison officers.

c. The following will be located at Rear Headquarters :-

(1) Administrative Section and all its Sub-Commissions (see e. below).

(2) All Independent Sub-Commissions. (see f. below). except Air Sub-Commission, which will be located at MAIN Hq.

(3) Archivist and Librarian.

(4) Deputy Adjutant and Staff, including a detachment of the pool of Interpreters and Translators.

....d.The following....

Declassified E.O. 12356 Section 3.3/NND No. 785011

d. The following Economic Sub-Commissions stationed at Main Headquarters will maintain permanent detachments at Rear Headquarters for Liaison duties with the Italian Government, but with the exception of the Finance Sub-Commission detachment, they will have no operating functions. They will not (again excepting Finance) issue or receive correspondence or maintain files (see paragraph 7), though they will be included in the distribution of routine orders :-

(1) Agriculture.

(2) Industry & Commerce.

(3) Public Works.

(4) Labor.

(5) Finance.

e. Reference c. (1) and (2) above.

(1) The ~~Legal~~ Monuments, Fine Arts and Archives and Telecommunications Sub-Commissions will maintain small detachments at Main Headquarters but they will not be operating detachments for the purposes of issue and receipt of correspondence, nor need they normally be included in distribution lists except for routine orders.

(2) The Public Health Sub-Commission will maintain a detachment at Main Headquarters. This will be an operating detachment and will issue and receive correspondence. Copies of all orders and correspondence to the Public Health Sub-Commission will therefore be sent to its Naples Detachment.

f. An office will be available in the Post Office Building for visiting officers of Sub-Commissions located at Rear Headquarters.

g. An office will similarly be available at Main Headquarters for the Archivist.

4. Functions of the Secretary-General.

The Secretary-General is the personal Secretary of the Chief Commissioner. He is not the Secretary of the Commission. He will keep no active office files - only such personal files as may be required by the Chief

Declassified E.O. 12356 Section 3.3/NND No. 783011

e. Reference c. (1) and (2) above.

(1) The ~~Legal~~ Monuments, Fine Arts and Archives and Telecommunications Sub-Commissions will maintain small detachments at Main Headquarters but they will not be operating detachments for the purposes of issue and receipt of correspondence, nor need they normally be included in distribution lists except for routine orders.

(2) The Public Health Sub-Commission will maintain a detachment at Main Headquarters. This will be an operating detachment and will issue and receive correspondence. Copies of all orders and correspondence to the Public Health Sub-Commission will therefore be sent to its Naples Detachment.

f. An office will be available in the Post Office Building for visiting officers of Sub-Commissions located at Rear Headquarters.

g. An office will similarly be available at Main Headquarters for the Archivist.

4. Functions of the Secretary-General.

The Secretary-General is the personal Secretary of the Chief Commissioner. He is not the Secretary of the Commission. He will keep no active office files - only such personal files as may be required by the Chief Commissioner. He will ensure that papers from Sections, etc. for the Chief Commissioner's signature or information are presented in proper form. He will ensure that a copy of letters or cables initiated by the Chief Commissioner are passed to the Section or Branch principally concerned, so that a file copy may be kept and any necessary internal distribution made. Independent Sub-Commissions will deal direct with the Chief or Deputy Chief Commissioner - in the former case through the Secretary-General.

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5. Adjutant's Department.

Under the procedure prescribed in paragraphs 3. and 5., the former AG's responsibilities will be limited in general to the reception, distribution and dispatch of correspondence and cables, the operation of the Post Office and the issue of routine orders of certain types. The Adjutant will have no responsibility for personnel and will only maintain files pertaining to his own department - not central files. His functions will be defined in more detail in the Office Order referred to in paragraph 7 below.

.....6. British Admin.....

Declassified E.O. 12356 Section 3.3/NND No. 785011

6. British Administrative Headquarters and Headquarters, 2675th Regiment.

It will be observed that these Headquarters do not appear on the chart. The reason for this is that they will not operate as separate entities. Their functions will be absorbed by the Establishment Branch and the necessary personnel allotted to the G-1 and G-4 Sections. There will also be a 2675th Regiment Executive Officer. The Establishment Branch will therefore carry out Regimental as well as Staff functions. In the case of the 2675th Regiment, there are certain types of orders and correspondence which have to be issued over the signature or by order of the Regimental Commander, but this is simply a question of headings and form.

Liaison Detachment.

A Liaison detachment, HQ ACC, will be attached to HQ ACMF. It will be known as "ACC Liaison, HQ ACMF". Copies of all important correspondence will be sent to ACMF Liaison and it will be included on all distribution lists.

7. Office Procedure.

A detailed Office Order is under preparation. Meanwhile, the following principles are here stated :-

a. The head of a Sub-Commission may correspond direct with the head of the corresponding division in Regions and AMG Armies but only on technical and routine matters affecting his Sub-Commission. All other correspondence to Regions and Army AMG will be carried out through the R.C.M.G. Section. Similarly, all correspondence from Regions addressed to HQ ACC will be referred to the appropriate Branch of the R.C.M.G. Section.

or with technical branches of military formations

b. All other offices which maintain their own files (see c. below) may correspond direct, on their own subject, with other Sections, Branches, Sub-Commissions, etc., of HQ ACC. Correspondence with higher and parallel authorities will be through Headquarters of Sections or the Secretary-General as the case may be.

c. The following offices only of HQ ACC will maintain their own operative subject files :-

(1) HQ Political Section.
(2) HQ Economic Section.
(3) HQ Administrative Section.

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7. Office Procedure.

A detailed Office Order is under preparation. Meanwhile, the following principles are here stated :-

a. The head of a Sub-Commission may correspond direct with the head of the corresponding division in Regions and AMG Armies but only on technical and routine matters affecting his Sub-Commission. All other correspondence to Regions and Army AMG will be carried out through the R.C.M.G. Section. Similarly, all correspondence from Regions addressed to HQ ACC will be referred to the appropriate Branch of the R.C.M.G. Section.

or with technical branches of military formations

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c. The following offices only of HQ ACC will maintain their own operative subject files :-

(1) HQ Political Section.
(2) HQ Economic Section.
(3) HQ Administrative Section.
(4) Civil Affairs Branch.
(5) Italian Refugees Branch.
(6) Security Branch.
(7) G-1 (who will also maintain files for Establishment Branch for matters not strictly G-1 or G-4)
(8) G-4.
(9) 2675 Regimental Executive Officer.
(10) Adjutant (see paragraph 5 above).
(11) All Sub-Commissions, including Displaced Persons, ~~and the Electric Power Mission~~
(12) Detachments Finance and Public Health Sub-Commissions (see paragraph 3 d and e)
(13) P.R.O.
(14) HQ Comdt, Naples, HQ Comdt, Salerno.

R.B.R.Hon.

R.B.RATHBONE,
Colonel,
Executive Officer.

RBR/es.

NOTE. The Mining Division has been transferred from Public Works and Utilities Sub-Commission to Industry and Commerce Sub-Commission.

Declassified E.O. 12356 Section 3.3/NND No. 785011

DISTRIBUTION.

6	Region I.	1	Det.Pub.Health Sub-Com (Main)
6	" II.	1	PA to Executive Commissioner.
6	" III.	1	Civil Affairs Branch.
6	" IV.	1	Intelligence Section.
6	" V.	2	Dis. Persons Sub-Com.
6	" VI.	2	Italian Refugees Branch.
3	AMG 5 Army.	1	Security Branch.
3	AMG 8 Army.	1	Establishment Officer.
1	Secretary-General	2	Executive Officer.
2	Land Forces Sub-Com.	2	G-1.
2	Navy Sub-Com.	2	G-4.
2	Air Sub-Com.	8	AG.
2	Telcoms Sub-Com.	8	Hq Comdt. Main Hq.
1	War Material Disposal.	4	Hq Comdt. Rear Hq.
2	Political Section.	3	ACC Liaison HQ ACMF.
25	Economic Section (Incls copies for Rear Econ Sub-Com)	3	AFHQ Adv.Admin.Echelon.
		25	AFHQ MGS.
15	Admin Section.	12	Spare.
1	Det Legal Sub-Com (Main HQ)		

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15 1 Admin Section.
Det Legal Sub-Com (Main HQ)
12 Spare.

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

HEADQUARTERS, ALLIED CONTROL COMMISSION

ORGANIZATION

Lt. Gen. Noel Mason Mac Farlane

ADC | CHIEF COMMISSIONER / DEPUTY CHIEF COMMISSIONER | PA / PA

SECRETARY GENERAL

Mr. Henry Grady

The Rt. Hon. The Viscount Stansgate

ADMINISTRATIVE SECTION
VICE PRESIDENT

ECONOMIC SECTION
VICE PRESIDENT

REGIONAL CONTROL & MILITARY GOVERNMENT SECTION
EXECUTIVE COMMISSIONER

POL
JC
Mr
Mr

ADMINISTRATIVE SUB COMMISSIONS (7)

ECONOMIC SUB COMMISSIONS (9)

- INTERIOR Col. R.G.A. Steiner
- PUBLIC SAFETY Col. L.G. Kirk
- PUBLIC HEALTH Surg. R.S. Parkinson (R)
- PROPERTY CONTROL Lt. Col. E.R. Harris (R)
- LEGAL Col. O.R. Yeaton (R)
- EDUCATION & FINE ARTS Lt. Col. G.R. Hyde (R) Maj. Delmar
- MONUMENTS AND FINE ARTS Maj. Kantzeman
- AGRICULTURE Maj. Kantzeman
- INDUSTRY AND COMMERCE Col. W. Evans (R)
- LABOUR Col. L.R. Blair (R)
- FOOD Col. Lee (R) Lt. Col. Young (R)
- PUBLIC WORKS & UTILITIES
- ELECTRIC POWER COMMISSION Lt. Col. Young (R)
- TRANSPORTATION Col. Stephens (R)
- SHIPPING Mr. Sheridan
- FINANCE Mr. Hemming
- CIVIL AFFAIRS Mr. Hemming
- DISPLACED PERSONS Col. Findlay (R)
- SUB COMMISSION Col. Findlay (R) Lt. Col. Smith
- ITALIAN REFUGEES BRANCH Col. Hedley (R)
- SECURITY BRANCH Col. Young (R)
- ESTABLISHMENT BRANCH Col. Pilkington

Declassified E.O. 12356 Section 3.3/NND No. T85017

Appendix "A" to Executive Memorandum
No. 12 dated 7th February 1944.

HEADQUARTERS, ALLIED CONTROL COMMISSION

ORGANIZATION

Lt Gen. Noel Mason Mac Farlane (B)

ADC | CHIEF COMMISSIONER / DEPUTY CHIEF COMMISSIONER | PA / PA -- → Lt Col Nelson Montfort (A)

SECRETARY GENERAL

REGIONAL CONTROL & MILITARY GOVERNMENT SECTION
EXECUTIVE COMMISSIONER

POLITICAL SECTION
VPS
JOINT ~~DIRECTORS~~
Mr. Harold Caccia (B)
Mr. J. Reber (A)

INDEPENDENT SUB COMMISSIONS
5 and PRO

...ONS (9)

...TRANSPORTATION — Lt. Col Dunn (B)

SHIPPING — Mr. Dean Campbell (B)

FINANCE — Mr. Hemming (B) / Lt Col Smallbone (A) / Lt Col Findlay (A)

CIVIL AFFAIRS — Lt Col Findlay (A)

DISPLACED PERSONS — Lt Col Findlay (A)

SUB COMMISSION — Lt Col Hadley (A)

ITALIAN REFUGEES BRANCH — Lt Col Young (A)

SECURITY FRANCHISE BRANCH — Lt Col Young (A)

ESTABLISHMENT BRANCH — Lt Col Gilchrist (A)

MAVY — Commander Mc Clymont (B)

Army — Lt Col Brownrigg (B)

AIR — Air Commodore R. M. Foster (B)

COMMUNICATIONS — Col U.S. Anderson (B)

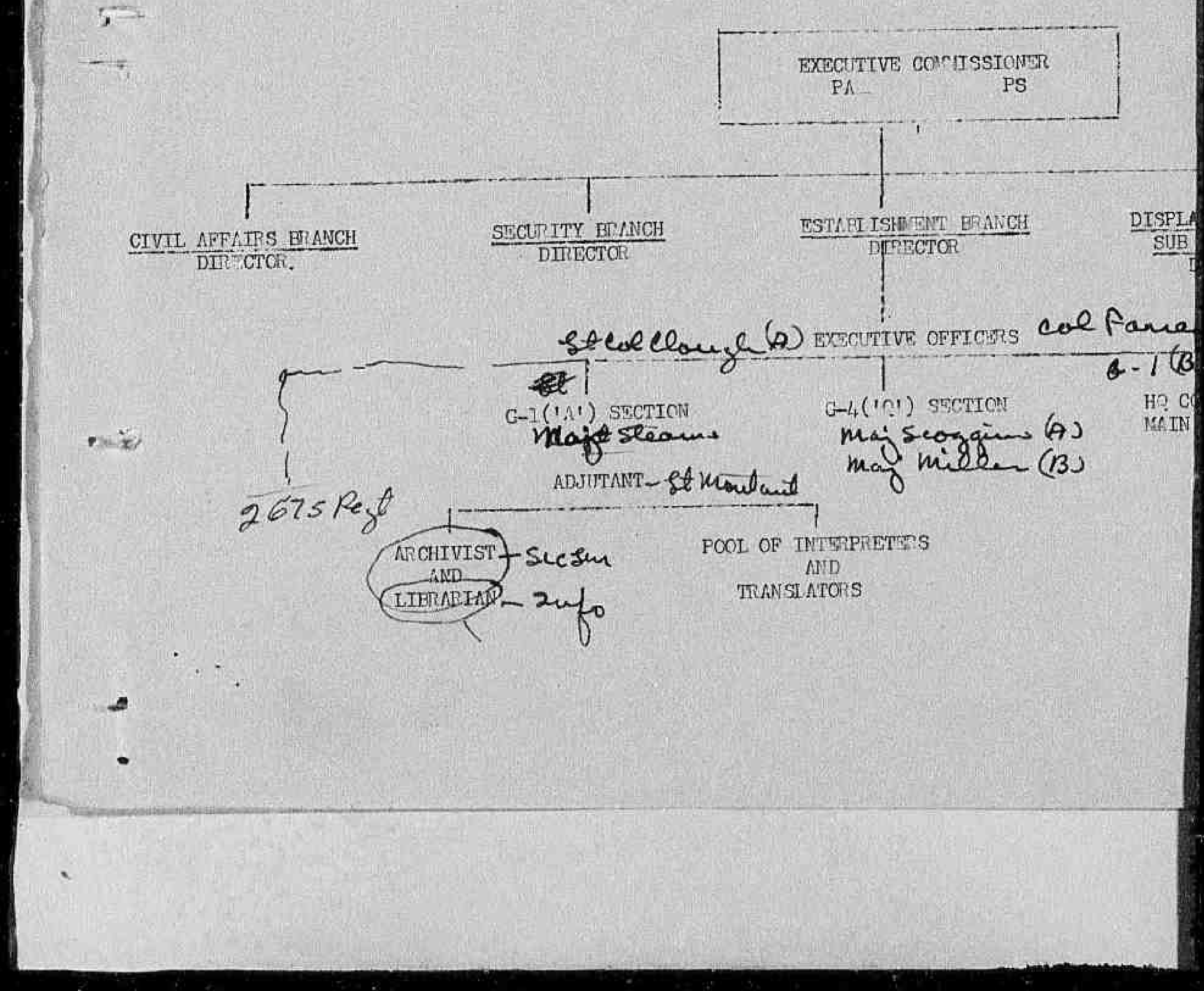
WAR MATERIAL DISPOSAL — Mr. Smith

SUB COMMISSION — Mr. Findlay

PRO — Mr. Findlay

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

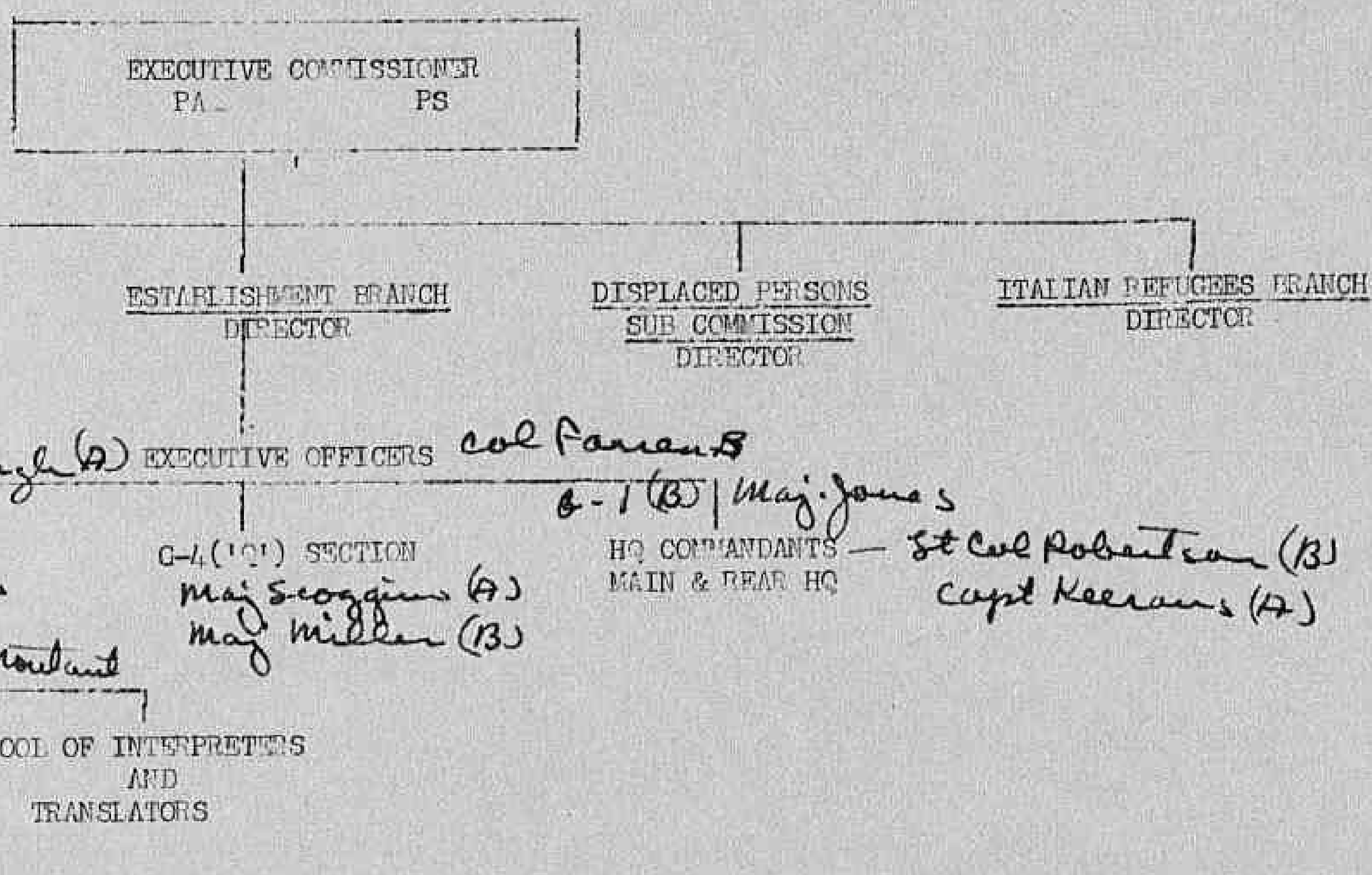
REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION



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

Appendix "B" to Executive Memorandum
No. 2 dated 7th February 1944

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION



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

Establishment Branch

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

6 March 1944

Ref 16052/G-1

ESTABLISHMENT MEMORANDUM)
:
NUMBER 1)

1. Matters pertaining to the Establishment Branch of RC & MG will henceforth be published in "Establishment Memoranda", and will not be included in Executive Memoranda as previously required by para. 6 Executive Memorandum No. 16. Establishment Memoranda will include only those matters of general application and interest.

2. The following Establishment Branch matters previously published as Executive Memoranda will not be republished but will be considered as Establishment Memoranda, numbers as indicated and these numbers will not again be used:

EXECUTIVE MEMORANDUM	ESTABLISHMENT MEMORANDUM
No. 2 Organization HQ ACC - 7 Feb 1944 as amended by No. 16 - 15 Feb 1944	No. 2
No. 19 M.S. Matters, Brit. Personnel - 15 Feb 1944	No. 3
No. 23 Authorization for Travel - 19 Feb 1944 NOTE: This applies strictly to HQ ACC but may be considered as a guide by Regions.	No. 4
No. 28 Local Purchases and Contracts	No. 5

3. Establishment Branch matters applying only to this Headquarters will be published as "Office Memoranda".

By command of Lieut General MACFARLANE:

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

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DISTRIBUTION:
"A"

RESTRICTED

Establishment Branch

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Adj: 461. 18 May 1944.

SUBJECT: Distribution List No. 1

TO : Distribution as below

1. Attached Distribution List No. 1 supersedes all previous Distribution Lists issued by Headquarters AMG/ACC.

2. Amendments thereto will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies, or notification of any other desired amendment(s) will be made to the Adjutant, this Headquarters.

3. The following information concerning the new Distribution List is furnished for the guidance of all concerned:

a. List "A" covers all the possible recipients under the present organization, and provides for the largest number of copies in each case.

b. List "B" includes all Branches of Headquarters, ACC, excepting Economic and Administrative Sub-Commissions. It also includes Regions, AMG Armies and outside authorities.

c. List "C" is the internal distribution for Headquarters, ACC. It covers all Sections, Branches, and Sub-Commissions of Headquarters, but does not include Regions, AMG Armies, and outside authorities.

d. All three Lists include ACC Liaison, Headquarters, AAI.

4. a. The Lists have been divided into the following three groups:

(i) Group 1 consisting of all Sections, Branches, and Sub-Commissions of Headquarters, and ACC Liaison, Headquarters, AAI.

(ii) Group 2 consisting of the Regions and AMG 5th and 8th Armies.

(iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals.

Declassified E.O. 12356 Section 3.3/NND No. 785011

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(ii) Group 2 consisting of the Regions and AMG 5th and 8th Armies.

(iii) Group 3 consisting of the outside authorities with which Allied Control Commission principally deals.

b. A serial number has been allotted to each recipient indicated in Column 1.

c. The object of 4 a and b above is to give originators of correspondence an easy means of cutting down the distribution to what is actually necessary.

Example: "Distribution "B" plus Serials 6 & 10 less Serials 74, 75, and 81", signifies that the originator desires copies to go to the Interior and Property Control Sub-Commissions for which distribution "B" does not provide, but does not desire copies to go to AFHQ, NATOUSA, or L.O., IBS of Group 3.

By command of Lieutenant General MASON MACFARLANE:

L. T. MONTANT, Jr,
1st Lt, AGD,
Adjutant.

DISTRIBUTION:
1 copy to all Serials.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

DISTRIBUTION LIST

18 May 1944.

NUMBER 1

	A	B	C
GROUP I - HQ ACC			
1. Secretary General (Main Hq)	2 X	2 X	2 X
2. Deputy Secretary General (Rear Hq)	2 X	2 X	2 X
Political Section			
3. Section Hq (Main)	2	1	1
4. Section Hq (Rear)	2	1	1
Administrative Section (Rear Hq)			
5. Hq Administrative Section	2	1	2
6. Interior	2		1
7. Public Safety	2		1
8. Public Health (Rear Hq)	2		1
9. Public Health (Main Hq) (incl. Red Cross clothing)	2		1
10. Property Control	2		1
11. Legal	2		1
12. Education (Main Hq)	2		1
13. Monuments and Fine Arts (Main Hq)	2		1
Economic Section			
14. Hq Economic Section	2	1	2
15. Agriculture (Main Hq)			

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Declassified E.O. 12356 Section 3.3/NND No. 785011

Administrative Section (Rear Hq)

5. Hq Administrative Section	2	1	2
6. Interior	2		1
7. Public Safety	2		1
8. Public Health (Rear Hq)	2		1
9. Public Health (Main Hq) (incl. Red Cross clothing)	2		1
10. Property Control	2		1
11. Legal	2		1
12. Education (Main Hq)	2		1
13. Monuments and Fine Arts (Main Hq)	2		1
Economic Section			
14. Hq Economic Section	2	1	2
15. Agriculture (Main Hq)	2		1
16. Agriculture (Rear Hq)	2		1
17. Industry and Commerce (Main Hq)	6		2
18. Industry and Commerce (Rear Hq)	1		1
19. Requisition Division	1		1
20. Labor (Main Hq)	2		1
21. Labor (Rear Hq)	1		1
22. Food	3		1
23. Public Works ~~(Main Hq)~~ & UTILITIES	4		4
~~24. Public Works (Rear Hq)~~	~~1~~		~~1~~
25. Mining Division	1		1

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

DISTRIBUTION LIST

NUMBER 1 (Cont'd)

		A	B	C
	Economic Section (Cont'd)			
26.	Transportation	2		1
27.	Shipping	2		1
28.	Finance (Main Hq)	10		1
29.	Finance (Rear Hq)	2		1
	Regional Control & Military Government Section			
30.	PA to Executive Commissioner	1	1	1
31.	Civil Affairs Branch	2	2	1
32.	Information Division	2	2	2
33.	Establishments Officer	1	1	1
34.	Executive Officers	2	2	2
35.	Displaced Persons (Bari)	3	2	1
36.	Italian Refugees Branch	2	1	1
37.	Security Branch	2	1	1
38.	G-1 (A)	2	3	1
39.	G-1 (B)	2	3	1
40.	G-4 (A)	1	1	1
41.	G-4 (B)	1	1	1
42.	Hq Commandant (Main Hq)	13	4	2
43.	Hq Commandant (Rear Hq)	5	2	2
44.	Adjutant (Main Hq)	4	3	2

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31.	Civil Affairs Branch	2	2	1
32.	Information Division	2	2	2
33.	Establishments Officer	1	1	1
34.	Executive Officers	2	2	2
35.	Displaced Persons (Bari)	3	2	1
36.	Italian Refugees Branch	2	1	1
37.	Security Branch	2	1	1
38.	G-1 (A)	2	3	1
39.	G-1 (B)	2	3	1
40.	G-4 (A)	1	1	1
41.	G-4 (B)	1	1	1
42.	Hq Commandant (Main Hq)	13	4	2
43.	Hq Commandant (Rear Hq)	5	2	2
44.	Adjutant (Main Hq)	4	3	2
45.	Adjutant (Rear Hq)	6	6	2
46.	Postal Officer, APO 394		2	
47.	CO, 2675th Regiment	1	1	1
48.	Adjutant, 2675th Regiment	2	2	1
	Independent Sub-Commissions. etc.			
49.	Navy (Taranto)	2	2	2
50.	Navy (Rear Hq)	1		1
51.	Army (Lequile)	1	1	1
52.	Army (Rear Hq)	1		1
53.	Air (Bari)	1	1	1
54.	Air (Main Hq)	1		1

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	Independent Sub-Commissions, etc. (Cont'd)	A	B	C
55.	Communications (Rear Hq)	2	1	1
56.	War Material Disposal	1	1	1
57.	Public Relations Branch	1	1	1
58.	Liaison Officers			
	(Chief Liaison Officer) Lt Col A. C. BOWMAN (C.A. Branch)	1	1	1
	(Port of Naples) Major J. M. RORIMER (Food S.C.)	1	1	1
59.	ACC Liaison, Hq AAI	4	2	2
60.	Liaison Officer with Russian Representative	1	1	1
61.	Major General X. De Sevin	1	1	1
	GROUP II - REGIONS & AMG ARMIES			
62.	Hq Region I	11	2	
63.	Hq Region II	8	2	
64.	Hq Region III	6	2	
65.	Hq Region IV	10	2	
66.	Hq Region V	6	2	
67.	Hq Region VI	6	2	
68.	Hq Region VII	6	2	
69.	Hq Region VIII	1	1	
70.	Hq Region IX	1	1	

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60. Liaison Officer with Russian Representative	1	1	1
61. Major General X. De Sevin	1	1	1

GROUP II - REGIONS & AMG ARMIES

62. Hq Region I	11	2	
63. Hq Region II	8	2	
64. Hq Region III	6	2	
65. Hq Region IV	10	2	
66. Hq Region V	6	2	
67. Hq Region VI	6	2	
68. Hq Region VII	6	2	
69. Hq Region VIII	1	1	2123
70. Hq Region IX	1	1	
71. AMG 5 Army (Field)	6	2	
72. AMG 5 Army (C.A.S.)	2	2	
73. AMG 8 Army	8	2	

GROUP III - OUTSIDE AUTHORITIES

74. AFHQ - G-5	25	3	
75. NATOUSA	2	2	
76. Hq AAI (Attention: AG, U.S. Contingent)		3	
77. L.O. 1 District	2	2	
78. L.O. 2 District	2	2	
79. L.O. 3 District	2	2	

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NUMBER 1 (Cont'd)

GROUP III - OUTSIDE AUTHORITIES (CONT'D)	A	B	C
80. Peninsular Base Section	2	2	
81. L.O. Island Base Section	2	2	
82. P.W.B. (Executive Memoranda only)	2		
83. Directory Section, APO 790		2	

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