

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

ACC

10000/109/1977

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

00/109/1977

ACC/AMG ADM. ORDERS, ETC.
NOV. 1943 - JAN. 1944

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Confidential
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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

31 January 1944

ADMINISTRATIVE ORDER)
NUMBER : 4)

ORGANIZATION AMG/ACC

Reference paragraph 3 d (2) of Administrative Order Number 6, HQ AMG, dated 25 January 1944, and Administrative Order Number 3, HQ ACC, dated 31 January 1944.

1. Under authority AFHQ cable No. FHMG 44368 and Administrative Memorandum both dated 31 January 1944, Region VI has been placed under command HQ ACC with effect from today.

By order of Lieut. General MACFARLANE:

OFFICIAL: *L. W. Stearns*
L. W. STEARNS
Capt, AGD
Asst Adj Gen

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:

- 2 - CG, ACC
- 1 - Brig. Gueterbock
- 1 - Brig. Lush
- 4 - AG
- 1 - Dep. C/S (O & ST)

2243

AMG, dated 25 January 1944, and Administrative Order Number 3, HQ ACC, dated 31 January 1944.

1. Under authority AFHQ cable No. FHMG 44368 and Administrative Memorandum both dated 31 January 1944, Region VI has been placed under command HQ ACC with effect from today.

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1 - G-1
1 - G-4
1 - Exec Off
1 - Hq Comdt
1 - Hq Comdt, Salerno
9 - Economic VP
8 - Admin VP
3 - Political Section
4 - Coms Section
3 - Hq ACC (Brindisi Detachment)
1 - Hq ACC (Rear Detachment)
1 - Hq AMG, ACMF
1 - AMG 5th Army
1 - AMG 8th Army
2 - MGS AFHQ
1 - Region I
1 - Region II
1 - Region III
1 - Region IV
1 - Region V
1 - Region VI
6 - Spare

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 ALIEN CONTROL COMMISSION
 APO 394

31 January 1944

ADMINISTRATIVE ORDER)
 :
 NUMBER 3)

ORGANIZATION: AMG/ACC

1. Reference paragraph 3d (2) of Administrative Order Number 6, HQ AMG, dated 25 January 1944. With effect from morning Thursday, February 3, 1944, HQ AMG, ACMF will cease to function and will be absorbed into HQ ACC. HQ ACC will thereafter deal direct with AMG Armies and Regions III and IV. Region VI has not yet been placed under command.

By order of Lieut. General MACFARLANE:

L. W. STEARNS
 Capt, AGD
 Asst Adj Gen

OFFICIAL: *L. W. Stearns*
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 Asst Adj Gen

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 1 - Brig. Lush
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 1 - Deputy C/S (O & SI)
 1 - G-1

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OFFICIAL:

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DISTRIBUTION:

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1 - Brig. Lush
4 - AG
1 - Deputy C/S (O & SI)
1 - G-1
1 - G-4
1 - Exec Off ✓
1 - Hq Comdt
1 - Hq Comdt, Salerno
9 - Economic VP
8 - Admin VP
3 - Political Section
4 - Coms Section
3 - Hq ACC (Brindisi Detachment)
1 - Hq ACC (Hear Detachment)
5 - Hq AMG ACMF (for favor of issue to AMG Armies and Regions III & IV)
3 - MGS AFHQ (for favor of issue of 1 copy to Region VI)
1 - Region I
1 - Region II
1 - Region V
6 - Spare
(Distribution Controlled by Executive Office)

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HEADQUARTERS

ALLIED CONTROL COMMISSION

APO 394

27 January 1944

ADMINISTRATIVE ORDER)

NUMBER 2)

ORDERS REGARDING THE EXPENDITURE OF PUBLIC FUNDS BY AMG-ACC OFFICERS1. General

a. As a general principle, no officer is entitled to expend public funds or incur expenditure chargeable to public funds except where such expenditure is duly authorized by regulations, orders by higher authority, or specific orders from this Headquarters. The only exception to this is in cases of emergency where there is no time for reference to higher authority. In such a case, an Officer may incur public expenditure up to a reasonable amount as a matter of urgent operational necessity and will immediately report such action with full details of the circumstances and the amount incurred or expended.

b. If an Officer contravenes the above order, the amount expended will be disallowed and he will be called upon to pay the sum from his own pocket.

c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.

d. The object of this order is to lay down clear instructions for the future which can be acted upon forthwith. This order will have retrospective effect from 30 October 1943, except as provided in paragraph 6e. below. Any pending cases originating before that date, however, will be considered on their individual merits.

2. Difficulties of an Inter-Allied Organization - Action to be Taken.

a. British and American regulations vary considerably. It is not, therefore, always possible in the case of AMG-ACC to make payments, or submit claims, under the procedure prescribed by those regulations.

b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from AMFA funds, and the necessary adjustment

Excluded Officers

b. If an Officer contravenes the above order, the sum from his own pocket will be disallowed and he will be called upon to pay the sum from his own pocket.

c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.

d. The object of this order is to lay down clear instructions for the future which can be acted upon forthwith. This order will have retrospective effect from 30 October 1943, except as provided in paragraph 6e. below. Any pending cases originating before that date, however, will be considered on their individual merits.

2. Difficulties of an Inter-Allied Organization - Action to be Taken.

a. British and American regulations vary considerably. It is not, therefore, always possible in the case of AMG-ACC to make payments, or submit claims, under the procedure prescribed by those regulations.

b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from AMFA funds, and the necessary adjustments as between the British and American Army financial authorities will be made by the Finance Sub-Commission through the Chief Accountant.

3. Out-of-Pocket Expenses.

a. It may happen that Officers and EM/OR on detached duty, or on tour in connection with their official duties are unable to arrange accommodation and messing at Government expense and have to make their own arrangements. In such cases, a claim giving full details will be submitted to Regional, or Army AMG, or (in the case of the Chief Officer of a Region, or Army AMG), to this Headquarters for Sanction and payment.

b. No claims under this paragraph will be submitted by American Officers for expenses incurred in respect of a period during which they were in receipt of "per diem" allowance.

4. Entertainment Allowance

a. It is not proposed to authorize any fixed scale of entertainment allowance, but it is recognized that occasions may arise where Officers will be out-of-pocket through having to entertain visiting Officers, distinguished per-

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Adm O #2 - 27 Jan 44 (Cont'd)

sonages, or Italian Officials. In such cases, claims for expenses necessarily incurred will be submitted, with full details, and where applicable supporting vouchers, to Regional, Army AMG or this Headquarters for sanction, and if approved, payment.

b. This paragraph is not intended to apply to private or unnecessary entertaining, nor is it applicable to Senior Officers in receipt of Table Money (British) or entertainment allowance (American). All claims will be closely scrutinized by Sanctioning Officers.

5. Personal Servants (British Officers only)

a. The overall British W.E. does not provide specifically for batmen, and only in very rare cases will it be possible to provide general duty men to act in that capacity. The vast majority of Officers will therefore be entitled to servant allowance at two shillings per day, and may if they wish engage personal servants at their own expense. Servants may be shared under private arrangements between Officers concerned.

b. Separate instructions regarding the conditions under which servant allowance may be claimed by Officers not already in possession of it are being issued shortly.

6. Hiring of Civilian Personnel Other than Personal Servants

a. The general principle to be observed is that except where otherwise provided by regulations or orders, civilian personnel can only be employed in authorized vacancies in a WE/TO where soldiers are not provided.

- (1) In an organization such as AMG-ACC however, the rigid application of this rule would lead to a number of hardships and anomalies.
- (2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
- (3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AMG-ACC. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.

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- (3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AMG-ACC. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.
- (4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1941, but modified so as to provide for the absence of batmen, who are taken into account by the above quoted - ACI. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in Appendix "B," such private servants as may be employed under paragraph 5 of this order. Officers concerned, will, however, bear in mind that they are responsible for exercising the greatest possible economy at all times, and if the presence of private servants renders it unnecessary to engage the full number of staff allowed under Appendix "B", the number of the latter employed will be reduced accordingly to what is reasonably necessary.

b. It must be clearly understood that civilian cooks and orderlies may only be hired under this paragraph for authorized Messes - i.e., Messes authorized by RCAOs / Regional Commissioners, SCAsOs, Army AMG, or this Headquarters.

Adm O #2 - 27 Jan 44 (Cont'd)

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c. Until the new British overall WE is published and activated, (which will be very shortly) it will not be clear to what soldier personnel a unit or detachment is entitled. Even if entitled, soldier personnel may not be forthcoming. Civilians will, therefore, be hired in accordance with physical facts - on the basis of soldier personnel actually present with the unit and employed in the capacity concerned.

d. All civilians will be hired at current official rates. Any excess over these rates paid must be met from private funds.

*See Amendment
Par. 4,
D. B. #6,
1 Feb 44*

e. In cases where civilians employed in Officers' Messes have been paid out of Mess funds, mess accounting officers concerned may submit a claim with a brief statement of the circumstances, to Regional, Army AMG, or this Headquarters, as the case may be, for a refund. Such claims must be strictly limited to what would have been admissible under the terms of this order. Re-funds under this sub-paragraph will be effective as from date of arrival in Italy, on or after 30 October 1943. They are not applicable to Sicily except in so far as they may be made under the terms of paragraph c. or d. above.

7. Method of Payment and Accounting Procedure.

a. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

b. Any supplementary instructions which may be required to prescribe the procedure whereby payments are to be made or accounting methods to be adopted will be issued direct to all concerned by Chief Financial Officers of Regions (to Regional Officers), of AMG Armies (to Officers of AMG Armies) and of this Headquarters (to Officers of this Headquarters).

By command of Lieut. General MAC FARLANE:

OFFICIAL:

L. W. Stearns

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

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

in so far as they may be made under the terms of paragraph c. or d. above.

7. Method of Payment and Accounting Procedure.

a. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

b. Any supplementary instructions which may be required to prescribe the procedure whereby payments are to be made or accounting methods to be adopted will be issued direct to all concerned by Chief Financial Officers of Regions (to Regional Officers), of AMG Armies (to Officers of AMG Armies) and of this Headquarters (to Officers of this Headquarters).

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DISTRIBUTION:

12 - Region I
12 - Region II
8 - Region V
1 - G-1
2 - G-4
3 - Exec 0
1 - Political Section
1 - Comms Section
1 - Economic Section
1 - Admin Section
4 - Finance Sub-Commission
8 - HQ Comdt Naples) Includes copies for Officers
6 - HQ Comdt Salerno) Messes and Mess Council
6 - Brindisi Detachment
4 - O.C. Rear Detachment (Palermo)
2 - British Admin HQ
2 - HQ 2675 (American) Regt ACC
36 - HQ AMG ACMF (for favor of distribution to AMG 5th and 8th Armies,
Region III and Region IV).
6 - Region VI
12 - Spare
(Distribution controlled by Executive Office)

- 3 -

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HIRING OF CIVILIAN EMPLOYEES

Serial No <u>a</u>	Class of Employee <u>b</u>	Conditions of Hiring and Authority <u>c</u>	Whether Entitled to Rations & Authority <u>d</u>
1	Cooks, Officers' Messes.	Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)	American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 230, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ Adv. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.
2	Cooks, EM/CR Messes & (British) Sergeants Messes	do.	
3	Mess Orderlies Officers' Messes	Up to scale laid down in Appendix "B" See also paragraph 6a of this Order.	
4	Mess Orderlies EM/CR and (British) Sergeants' Messes	Up to scale laid down in Appendix "B"	

Appendix "A" to Admin Order No.2.....

Dated...27 January 1944.....

HIRING OF CIVILIAN EMPLOYEES

<u>HIRING AND AUTHORITY</u> <u>c</u>	<u>WHETHER ENTITLED TO</u> <u>EXTRA RATIONS & AUTHORITY</u> <u>d</u>	<u>SCALE AND AUTHORITY</u> <u>e</u>	<u>REMARKS</u> <u>f</u>
be laid down in Appendix ment or replace soldier District Letter No 21/1A mber 1943) do. aid down in Appendix "B" graph 6a of this Order. aid down in Appendix "B"	American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 230, dated 26 November 1943. There is at pres- ent no corresponding authority to issue British rations, but this matter is being taken up. AFHQ Adv. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per Appendix "B" (ACI 761 of 1941) do. do. War Department Circular No. 21 dated 15 January 1943 also refers. do.	

SERIAL NO	CLASS OF EMPLOYEE	CONDITIONS OF HIRING AND AUTHORITY	WHETHER ENTITLED TO RATIONS & AUTHORITY	SCALE
<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	
5	Cleaners for Officers' Billets	(1) If Officers are accommodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "B". (2) Similarly, cleaners may be required for any form of Officers' billet, whether or not a mess is in the same building, if such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The m ed essen responsi Regard v No. of p employed 5 of th (Authori
6	Civilians employed in the preparation of buildings shortly to be occupied and other classes of temporary employment.	Up to what is reasonably necessary in the circumstances	No	See (Author
7	Office Cleaners	do.	No	As i colu

HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
ers are accommodated in ed hotel which includes y be necessary to engage cleaning of bedrooms, . in excess of the scale nts authorized in Appen- y, cleaners may be re- y form of Officers' bil- or not a mess is in the g, if such work cannot by soldier personnel rvants.	As for Serials 1 - 4	The minimum consider- ed essential by the responsible Officer. Regard will be had to No. of private servants employed under Paragraph 5 of this Order. (Authority: This Order)	Proposed scale will be submitt for each individual case to Chief Regional or Army AMG Officers or Headquarters, to Executive Office for Sanction.
at is reasonably neces- circumstances	No	See column <u>c</u> (Authority: This Order)	do.
do.	No	As in Serial 6, column <u>c</u>	

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

SERIAL NO	CLASS OF EMPLOYEE	CONDITIONS OF HIRING AND AUTHORITY	WHETHER ENTITLED TO RATIONS & AUTHORITY	SCA
<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	
8	Clerks	do.	No	A
9	Civilians not provided for above or under AFHQ or other proper authority.	Prior authority will be requested from this Headquarters, giving details and reasons.	-	C

OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
do. Authority will be request- his Headquarters, giv- ls and reasons.	No -	As in Serial 6, Column <u>c</u> -	 -

Appendix "B" to Admin Order No. 2.

Dated.....27 January, 1944.....

AUTHORIZED SCALE OF COOKS AND MESS ORDERLIES FOR MESSES IN AMG-ACC

(Based on Army Council Instruction 761 of 1941)

1. OFFICERS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
1 - 5	1	1
6 - 10	1	2
11 - 20	1	3
21 - 30	2	4
31 - 40	2	5
41 - 50	2	6
51 - 60	2	7
61 - 70	2	8
71 - 80	2	9
81 - 90	3	10
91 - 100	3	11

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every
5 Officers.

2. SERGEANTS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
under 10	1	1
11 - 20	1	2
21 - 24	1	2
25 - 30	2	3
31 - 40	2	4
41 - 50	2	5
51 - 60	2	6
61 - 70	2	6
71 - 74	2	6
75 - 80	3	5

and thereafter 1 additional mess orderly for each 10 or part of 10

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61 - 70 2
71 - 80 2
81 - 90 3
91 - 100 3

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every

5 Officers.

2. SERGEANTS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
under 10	1	-
11 - 20	1	1
21 - 24	1	2
25 - 30	2	1
31 - 40	2	2
41 - 50	2	3
51 - 60	2	4
61 - 70	2	5
71 - 74	2	6
75 - 80	3	5

and thereafter 1 additional mess orderly for each 10 or part of 10 in the mess.

3. EM/OR MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
under 1	1	-
10 - 35	1	1
36 - 75	1	2

and thereafter 1 cook for each additional 50 and 1 mess orderly for each additional 35.

Administrative Orders

Hq. Army

Nos. 1 - 6

17 - 25 January

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HEADQUARTERS

ALLIED MILITARY GOVERNMENT

APO 394

25 January 1944

ADMINISTRATIVE ORDER)

NUMBER : 6)

ORGANIZATION, AMG/ACC1. Fusion of Headquarters:

Reference minutes dated 22 January 1944 of Executive Council Meeting held on 21 January. (Minutes 224). AFHQ MGS Cable No. 42485 dated 24 January 1944, gives authority for the fusion of HQ AMG, HQ ACC and HQ AMG ACOMF (late 15th Army Group) referred to in the above quoted Minutes, and certain other changes detailed below to be put into effect as from 25 January 1944. An AFHQ General Order dated 24 January 1944 is being issued.

2. Changes in Command and Organization:

a. General Sir Harold Alexander will be the representative in Italy of the President, Allied Control Commission and will also continue as Military Governor of occupied territory under AMG.

b. Lt. Gen. Sir Noel Mason MacFarlane, while serving as Deputy President, ACC, will be Chief Commissioner, ACC, and CCAO, occupied territory under AMG. His Hq will be Hq ACC, and in addition the Civil Affairs branch of HQ, ACOMF.

c. HQ AMG Fifth & Eighth Armies will be under operational control of Army Commanders and under technical and administrative control of HQ ACC.

d. Region VI is still under command AFHQ but is expected shortly to come under HQ ACC.

3. Implementation of New Organization:

a. The new combined Headquarters will be known as Headquarters, Allied Control Commission (HQ, ACC) and all orders, memoranda, letters, etc.,

changes detailed below to be put into effect as from 25 January 1944. An AFHQ General Order dated 24 January 1944 is being issued. (b-5)

2. Changes in Command and Organization:

- a. General Sir Harold Alexander will be the representative in Italy of the President, Allied Control Commission and will also continue as Military Governor of occupied territory under AMG.
- b. Lt. Gen. Sir Noel Mason MacFarlane, while serving as Deputy President, ACC, will be Chief Commissioner, ACC, and CCAO, occupied territory under AMG. His Hq will be Hq ACC, and in addition the Civil Affairs branch of HQ, ACMF.
- c. HQ AMG Fifth & Eighth Armies will be under operational control of Army Commanders and under technical and administrative control of HQ ACC.
- d. Region VI is still under command AFHQ but is expected shortly to come under HQ ACC.

3. Implementation of New Organization:

a. The new combined Headquarters will be known as Headquarters, Allied Control Commission (HQ, ACC) and all orders, memoranda, letters, etc., will be so headed. Orders and letters will be signed "By command of Lieutenant General MacFarlane".

b. (1) HQ, (excluding the Tizi Ouzou Rear Party), is at present divided between Naples, Brindisi, Salerno and Palermo. Addresses and nomenclature will be as follows:

<u>Place</u>	<u>Name and Address for Official Correspondence</u>	<u>Cable Address</u>
Naples	Main HQ, ACC	Targo
Brindisi	HQ, ACC (Brindisi Detachment)	Fetima (Rear)
Salerno	HQ, ACC (Salerno Detachment)	Fetima (Forward)
Palermo	HQ, ACC (Rear Detachment)	IBS for AMG for Rogers.

(2) It will be observed that Naples becomes Main HQ.

(3) Only correspondence effecting the Salerno detachment as a whole (i.e., to be dealt with by HQ Comdt., Salerno) will be so addressed.

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Adm O #6 dtd 26 Jan 44, Cont'd.

Correspondence for the Administrative Half Section or any of its Sub-Commissions will simply be addressed to Vice-President Administrative Half Section or the Sub-Commission concerned, and dispatch will be effected from Main HQ.

c. Although HQ AMG ACMF (late 15th Army Group) has officially ceased to exist, it is not physically possible for that HQ to close down immediately. Until further notice, therefore, correspondence and cables will not be addressed direct to AMG 5th Army, AMG 8th Army, Region III or Region IV. Such correspondence, both by this HQ and by AMG Armies and Regions III and IV, will continue to be addressed to HQ AMG ACMF - cable address "Pilpot for AMG". Detailed technical or administrative instructions intended for all AMG-ACC Units may, however, be so worded as to include AMG Armies and Regions III and IV, and addresses and distribution lists may include them. The copies for AMG Armies and Regions III and IV will, however, be sent to HQ AMG ACMF with a request to issue.

d. (1) Sub-paragraphs a and b will be effective immediately.

(2) As soon as AMG ACMF has actually ceased to function and been absorbed into HQ ACC, all concerned will be notified immediately, and HQ ACC will then deal direct with AMG Armies and with Regions III and IV. Similar notification will be made as soon as Region VI is placed under command.

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. Stearns
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Capt, AGD
Asst Adj Gen

DISTRIBUTION:

1 - Region I
1 - Region II

- d. (1) Sub-paragraphs a and b will be effective immediately.
- (2) As soon as AMG ACMF has actually ceased to function and been absorbed into HQ ACC, all concerned will be notified immediately, and HQ ACC will then deal direct with AMG Armies and with Regions III and IV. Similar notification will be made as soon as Region VI is placed under command.

By order of Colonel SPOFFORD:

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DISTRIBUTION:

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 - 4 - AG
 - 1 - Deputy C/S (O & SI)
 - 1 - G-1
 - 1 - G-4
 - ✓ 1 - Exec. Off.
 - 1 - Hq Comdt.
 - 1 - Hq Comdt., Salerno
 - 9 - Economic VP
 - 8 - Admin. VP
 - 3 - Political Section
 - 4 - Comms. Section
 - 3 - Hq ACC (Brindisi Detachment)
 - 1 - Hq ACC (Rear Detachment)
 - 5 - Hq AMG ACMF (for favour of issue to AMG Armies and Regions III & IV)
 - 3 - MGS AFHQ (for favour of issue of 1 copy to Region VI)
 - 6 - Spare
- (Distribution Controlled by Executive Office)

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

25 January 1944.

ADMINISTRATIVE ORDER)

NUMBER : 5)

MOVEMENT INSTRUCTIONS

1. In compliance with NATOUISA Ltr Order 15 January 1944, (AG-210-482/300-AGP) and AFHQ file 1400/MS (7 January 44) War Office cable 99042CA99, 16 Dec. 43, the following named officers are relieved from further assignment and duty effective this date:

<u>AMERICAN OFFICERS</u>		
Lt Col	Joseph A. Bell	USPHS
Lt Col	Allen B. Michell	CMP
Lt Col	James A. Tobey	Sig C
Major	Eberhard T. Deutsch	CMP
Major	Joseph C. Hickinbotham	TC
Major	Theodore Sizer	AC
Major	Theodore G. Frank	Spec Res.
Major	Robert W. Desmond	Spec Res.
Major	Douglas W. Meservey	Spec Res.
Major	Thomas P. Hazard	Spec Res.
Major	Harry P. Cain	Spec Res.
Major	Joseph A. Todd	AC MGS, AFHQ
Major	Edward J. Davis	Sig C.
Captain	Joseph L. Canby	CMP
Captain	Mason Hammond	AC
Captain	Jack Lowe	CWS
Captain	John C. Burke	Spec Res.
Captain	Leslie D. Dawson	Spec Res.
Captain	Lewis B. LaFarge	AC
Captain	Howard S. Potter	CAC
Captain	Leigh S. Plummer	Spec Res.

Exempt
12

AMERICAN OFFICERS

Lt Col	Joseph A. Bell	P-1038	USPHS
Lt Col	Allen B. Michell	0-223102	CMP
Lt Col	James A. Tobey	0-235426	Sig C
Major	Eberhard T. Deutsch	0-489525	CMP
Major	Joseph C. Hickinbotham	0-907541	TC
Major	Theodore Sizer	0-167115	AC
Major	Theodore G. Frank	0-522478	Spec Res.
Major	Robert W. Desmond	0-516910	Spec Res.
Major	Douglas W. Meservey	0-522685	Spec Res.
Major	Thomas P. Hazard	0-521565	Spec Res.
Major	Harry P. Cain	0-241587	Spec Res.
Major	Joseph A. Todd	0-354138	AC MGS, AFHQ
Major	Edward J. Davis	0-263883	Sig C.
Captain	Joseph L. Canby	0-479289	CMP
Captain	Mason Hammond	0-918013	AC
Captain	Jack Lowe	0-323140	CWS
Captain	John C. Burke	0-519169	Spec Res.
Captain	Leslie D. Dawson	0-518598	Spec Res.
Captain	Lewis B. LaFarge	0-905778	AC
Captain	Howard S. Potter	0-362783	CAC
Captain	Leigh S. Plummer	0-521546	Spec Res.
Captain	Henry S. Price, Jr.	0-1688015	MC
Captain	Jean M. Evans	0-434577	MI
1st Lt.	Carol Van Heukelom	0-918099	AC
1st Lt.	Joseph D. Bellerson	0-1302761	Inf
1st Lt.	George B. Roessing	0-524747	Spec Res.
1st Lt.	Edmund H. Emery	0-440748	CMP
1st Lt.	Anton J. Vlcek	0-1797564	CMP
1st Lt.	Richard L. Criley	0-1797441	CMP
2nd Lt.	Seymour Pinchefskey	0-1797522	CMP

2230

BRITISH OFFICERS

Major	E. C. Sawyer	83663
Captain	F. A. Pearl	263372
Captain	E. W. Abel	None

2. Officers will report in full field equipment (full marching order) at Hq. Motor Pool, 59 Via Medina at 1500 hours 27 Jan. 1944.

3. The undermentioned Officers will carry out the following duties:

Lt. Col. Allen B. Michell - Officer Commanding
Major Thomas P. Hazard - Executive Officer
Captain L. B. LaFarge - Adjutant

- 1 -

RESTRICTED

RESTRICTED

Capt. Henry S. Price, Jr.	-	Medical Officer
Capt. Jean M. Evans	-	Baggage Officer
1st Lt. C. Van Heukelom	-	Ass't Baggage Officer
1st Lt. Edmund H. Emery	-	"

4. Officers concerned will pack all personal baggage and effects and see that it is clearly marked with name, rank, and serial number. On or before 1700 26 January, each officer will personally report to the Billeting Office, Headquarters Commandant's Section, the location of his billet, and the amount of baggage to be picked up. No responsibility can be assumed for the conveying of any officer or of his baggage who does not report at that time. At that time arrangements will be made for having the officer report again to the Billeting Office at some time during the morning of 27 January, when he will be transported to his billet and his baggage picked up and brought to the HQ. Motor Pool, 59 Via Medina. Where more than one officer on the above mentioned list lives at a billet, arrangements will be made to have just one accompany the baggage truck to the billet. For those living at the hotel, special arrangements will be made.

5. Officers will not be required to check out with the Supply Officer, Headquarters Commandant's Section, but are reminded that under no circumstances may furniture or fixtures or any other Government or private property be removed from the billets or from the offices, unless paid for out of the officer's own personal funds or issued to the officer individually on shipping ticket. Property on Memorandum Receipt must be turned in to the Supply Office.

6. The officers' messes will make refund on all unused mess tickets. Such arrangement is the responsibility of each individual officer.

7. All officers will sign out on the official register and pick up their W.D., A.G.O. Form 66-1 at the Adjutant General's office.

By order of Colonel SPOFFORD:

OFFICIAL:

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

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

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5. Officers will not be required to check out with the Supply Officer, Headquarters Commandant's Section, but are reminded that under no circumstances may furniture or fixtures or any other Government or private property be removed from the billets or from the offices, unless paid for out of the officer's own personal funds or issued to the officer individually on shipping ticket. Property on Memorandum Receipt must be turned in to the Supply Office.

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By order of Colonel SPOFFORD:

OFFICIAL:

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

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

DISTRIBUTION:

1 - ea 0 Conc'd.
4 - Ex 0
2 - G-1
10 - G-4
10 - HQ Comdt.

- 2 -

RESTRICTED

CONFIDENTIAL

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

25 January 1944

ADMINISTRATIVE ORDER)

NUMBER

4)

MOVE OF ADMINISTRATIVE HALF SECTION TO SALERNO

1. Move.

a. Reference Memorandum to all concerned, dated 24 January 1944 (Warning Order). Officers and EM/OR to move on 26 January (Party "A") are listed in Appendix "A", and those to move on 27 January (Party "B") in Appendix "B" to this order.

b. Both moves will be by road in own transport.

2. Command.

Lt Col CRIPPS, (Administrative Staff) will be in command of Party "A" and Lieut. W. V. M. LEWIS (Interior) of Party "B".

3. Transport.

a. Vehicles will be available as under:

(1) Party "A" - 26 January 1944:

Staff Cars	3
C & R's	3
Jeeps	2
3-ton Trucks	2

(2) Party "B" - 27 January 1944:

Staff Cars	4
3-ton Trucks	2
Jeep	1

(Includes Lord Stansgates
{Car, see b. below

The above vehicles will be drawn up in Via Medina facing north and will be

(Warning Order). Officers and EM/OR to move on 26 January (Party "A") are listed in Appendix "A", and those to move on 27 January (Party "B") in Appendix "B" to this order.

b. Both moves will be by road in own transport.

2. Command.

Lt Col CRIPPS, (Administrative Staff) will be in command of Party "A" and Lieut. W. V. M. LEWIS (Interior) of Party "B".

3. Transport.

a. Vehicles will be available as under:

(1) Party "A" - 26 January 1944:	Staff Cars	3	(Includes Lord Stansgate's Car, see b. below)
	C & R's	3	
	Jeeps	2	
	3-ton Trucks	2	
(2) Party "B" - 27 January 1944:	Staff Cars	4	
	3-ton Trucks	2	
	Jeep	1	

The above vehicles will be drawn up in Via Medina facing north and will be handed over to convoy commander at 1000 hours each day. Personnel will embus at 1020 hours.

b. Lord STANSGLATE'S Staff Car and one other Staff Car accompanying Party "B" will remain permanently at Salerno together with their drivers (See Appendix "B").

223

c. 2nd Lt SHADWICK will accompany both convoys as Transport Officer. All Staff Cars (except as ordered in b. above) C & R cars and Jeeps will return to Naples on completion of duty on both days, under command of Lt Shadwick.

4. Time and Place of Start.

I.P. and start time on both days will be the same - 61 Via Medina at 1030 hours.

5. Procedure on Arrival.

On arrival at the Palace of Justice, Salerno, convoy commanders will report to HQ Comdt (Capt DRAGE) before any Officer or man is permitted to leave his vehicle.

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Admin Order #4, dtd 25 Jan 1944 (cont'd)

6. Officers Moving Independently.

- a. Viscount Stansgate and Capt Kerker (Party "B") will move independently (See par 3 b) on 27 January 1944 either ahead of or behind the convoy.
- b. The following Officers, not now present in Naples, will move independently to Salerno at a date and time to be notified later under arrangements of G-4 direct with the Officers concerned:

Lt. Col WILLIAMS	Public Health
Lt. Col DOBOS	"
Lt. Col SHIELDS	"
Capt TRAGER	"
Major HANNAFORD	Legal

7. Officers' Mess - Salerno.

Until the move from Brindisi to Salerno takes place, Capt Drage will act as Mess Secretary and Treasurer. Lt. Col Cripps will, if necessary, detail a part-time Mess Officer to assist.

8. Office Procedure at Salerno.

- a. During the interim period, i.e. until the Brindisi - Salerno move takes place, no correspondence will be addressed to Salerno as an echelon of HQ, ACC. All correspondence and cables will be dealt with at Naples, and distributed to the Administrative Half Section from there by the twice-daily courier service.
- b. Cable address of Salerno detachment is "Fatima Forward", and there is now a direct telephone line.

9. Reallotment of Office Space at Naples.

- a. Separate orders will be issued at an early date.
- b. Under the revised office plan, no office space will be provided at HQ, ACC, Naples for Officers of the Administrative Half Section except as provided in the attached Memorandum to all concerned, dated 27 January 1944, i.e., for Vice President and PA, two Legal Officers and four (4) visiting officers of Sub-Commissions. Any Officers not in this category who have special work

Until the move from Brindisi to Salerno takes place, Capt Drage will act as Mess Secretary and Treasurer. Lt. Col Cripps will, if necessary, detail a part-time Mess Officer to assist.

8. Office Procedure at Salerno.

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b. Cable address of Salerno detachment is "Fatima Forward", and there is now a direct telephone line.

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a. Separate orders will be issued at an early date.

b. Under the revised office plan, no office space will be provided at HQ, ACC, Naples for Officers of the Administrative Half Section except as provided in the attached to Memorandum to all concerned, dated 27 January 1944, i.e., for Vice President and PA, two Legal Officers and four (4) visiting Officers of Sub-Commissions. Any Officers not in this category who have special work in Naples must vacate their offices and arrange for office accommodation with Region III. They may continue to occupy HQ billets and use HQ Messes.

By order of Colonel SPOFFORD:

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

DISTRIBUTION:

- 9 - Admin Directorate (includes 1 copy for Lt Col Cripps)
- 3 - Adjutant
- 4 - Hq Comdt, Naples
- 2 - Hq Comdt, Salerno
- 1 - G-1
- 2 - G-4
- 1 - Mess Secretary, Naples (Capt Marshall, Toledo Hotel)
- 1 - Lt Lewis (Interior Sub-Commission)
- 1 - Capt Kerker (for Lord Stansgate)
- 4 - Executive Officers

APPENDIX "A" to Administrative Order No 4, dated 25 January 1944.

PARTY "A" MOVING TO SALERNO ON THE 26TH OF JANUARY 1944.ADMINISTRATIVE DIRECTORATE:

<u>RANK</u>	<u>NAME</u>	<u>ASN</u>
Lt Col	R. R. CRIPPS	35548 (B)
Major	R. A. PERSELL	0311009 (A)
S/Sgt	W. Barber	S/198150 (B)
T/4	J. Guerra	12201640 (A)

LEGAL SUB-COMMISSION:

Lt Col	R. H. WILMER	0114573 (A)
Major	M. GROSSMAN	0515254 (A)
M/Sgt	G. Shanzer	37139851 (A)
Cpl	E. A. Papps	S/13058698 (B)

INTERIOR SUB-COMMISSION:

Lt Col	R. G. B. SPICER	282037 (B)
Lieut	T. C. SHANKS	128720 (B)
2nd Lt	R. R. WADLEIGH	01823526 (A)
T/Sgt	J. Trigony	32721259 (A)

PROPERTY CONTROL SUB-COMMISSION:

Lt Col	C. R. S. HARRIS	83741 (B)
Capt	G. K. CAVANAUGH	0910550 (A)
Capt	G. H. HEWETT	0182399 (A)

PUBLIC HEALTH SUB-COMMISSION:

Major	G. M. FRIZELLE	47891 (B)
Capt	J. G. EARNEST	0908279 (A)
Capt	E. E. SILVEIRA	0518455 (A)
1st Lt	M. A. MANZELLI	0483104 (A)
Sgt	A. R. Harrison	S/127238 (B)
M/5		7376258

2227

Lt Col
 Major
 M/Sgt
 Cpl

A. H. WILMER
 M. GROSSMAN
 G. Shanzer
 E. A. Papps

0515254
 37139851
 S/13058698

(A)
 (A)
 (A)
 (B)

INTERIOR SUB-COMMISSION:

Lt Col
 Lieut
 2nd Lt
 T/Sgt

R. G. B. SPICER
 T. C. SHANKS
 R. R. WADLEIGH
 J. Trigony

282037
 128720
 01823526
 32721259

(B)
 (B)
 (A)
 (A)

PROPERTY CONTROL SUB-COMMISSION:

Lt Col
 Capt
 Capt

C. R. S. HARRIS
 G. K. CAVANAUGH
 G. H. HEWETT

83741
 0910550
 0182399

(B)
 (A)
 (A)

PUBLIC HEALTH SUB-COMMISSION:

Major
 Capt
 Capt
 1st Lt
 Sgt
 T/5

G. M. FRIZELLE
 J. G. EARNEST
 E. E. SILVEIRA
 M. A. MANZELLI
 A. R. Harrison
 J. G. Andiorio

47891
 0908279
 0518455
 0483104
 S/127238
 32762258

(B)
 (A)
 (A)
 (A)
 (B)
 (A)

PUBLIC SAFETY SUB-COMMISSION:

Lt Col
 Major
 Capt
 Capt
 Capt
 Lieut
 SQMS
 Pvt

S. PICKERING
 K. C. SHEPHERD
 W. C. BALLANCE
 B. R. POWELL
 W. RONNIE
 O.G.A. MASTROIANNI
 A. Brooks
 H. Diaz

291710
 161186
 279396
 287718
 297018
 0428072
 S/93319
 13143022

(B)
 (B)
 (B)
 (B)
 (B)
 (A)
 (B)
 (A)

MONUMENTS AND FINE ARTS SUB-COMMISSION:

T/5

N. J. Defino

32914959

(A)

ORDERLINES:

Pte
 Rfn

W. Boyes
 J. H. Jones

4399486
 6971134

(B)
 (B)

APPENDIX "B" to Administrative Order No 4, dated 25 January 1944

PARTY "B" MOVING TO SALERNO ON THE 27TH OF JANUARY 1944ADMINISTRATIVE DIRECTORATE:

<u>RANK</u>	<u>NAME</u>	<u>ASN</u>	
The Rt Hon	The Viscount STANSFORD		(B)
Capt	P. KERKER	0523453	(A)

LEGAL SUB-COMMISSION:

Col	G. UPJOHN		(B)
Cpl	J. P. Latella	33430760	(A)
T/5	R. L. Principiano	19186616	(A)

INTERIOR SUB-COMMISSION:

Lieut	W. V. M. LEWIS	233198	(B)
Sgt	T. A. Iapicca	31094414	(A)

PROPERTY CONTROL SUB-COMMISSION:

S/Sgt	R. Bonomo	39247528	(A)
-------	-----------	----------	-----

PUBLIC HEALTH SUB-COMMISSION:

Brigadier	G. S. PARKINSON		(B)
Major	R. W. RUSHMORE	0380831	(A)
T/5	F. Caputo	32681783	(A)
Pte	T. Macrea	S/14223025	(B)

PUBLIC SAFETY SUB-COMMISSION:

Col	P. G. KIRK	0201090	(A)
Col	M. MEANET	0182202	(A)
Sgt	R. McLennan	196152	(B)
Pte	J. S. Lisburg	14526024	(B)
Pfc	G. E. Marinelli	33139374	(A)
Pfc	G. E. Tedaro	39028536	(A)

INTERIOR SUB-COMMISSION:

Lieut	W. V. M. LEWIS	233198	(B)
Sgt	T. A. Iapicca	31094414	(A)

PROPERTY CONTROL SUB-COMMISSION:

S/Sgt	R. Bonomo	39247528	(A)
-------	-----------	----------	-----

PUBLIC HEALTH SUB-COMMISSION:

Brigadier	G. S. PARKINSON		(B)
Major	R. W. RUSHMORE	0380831	(A)
T/5	F. Caputo	32681783	(A)
Pte	T. Macree	S/14223025	(H)

PUBLIC SAFETY SUB-COMMISSION:

Col	P. G. KIRK	0201090	(A)
Col	M. MEANET	0182202	(A)
Sgt	R. McLennan	196152	(B)
Pte	J. S. Lisburg	14526024	(B)
Pfc	G. E. Marinelli	33139374	(A)
Pfc	G. E. Tedaro	39028536	(A)

ORDERLIES:

Gnr	J. Lally	1125263	(B)
Pte	H. R. Iax	7044779	(B)

DRIVERS:

Dvr	R. L. Seager	T/226161	(B)
Dvr	L. R. Saunder	T/167313	

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RESTRICTED
HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

Executive officers
JM

ADMINISTRATIVE ORDER }
NUMBER 3 }

20 January 1944

CLOTHING SUPPLIES BY A.R.C.

1. Large consignments of clothing for Italian civilians called for by AMG through the American Red Cross organization are now arriving at Italian ports and will continue to arrive during the months of February and March.

2. The problem of handling these supplies divides itself into four stages:

- (a) Off-loading shipments and transporting to warehouse.
- (b) Taking inventories, sorting and allocating for distribution.
- (c) Transport to distribution points.
- (d) Individual distribution.

3. A Committee to be known as Civilian Clothing Committee (Italy) has been set up which will be responsible for 2 (a), (b) and (c) above.

4. Individual distribution (2 (d) above) will be the responsibility of the respective organizations in the regions to which the clothing has been consigned.

5. For supplies arriving at the port of Naples and any other ports, the following staff has been set up:

Major Goldsmith	- From Public Health Subcommittee
	(Senior Staff Officer)
Capt. Marks	- Transport Officer
Lieut. Siegel	
4 EM/ORs	

and will work in conjunction with A.R.C. Staff.

6. The responsible officer of Region III for 2 (a) above is Civil Supply Officer. (Lt. Col. Warren)

7. Major Goldsmith will be responsible for:

- (a) Ascertaining from C.S.O., Region III other available channels when shipments of clothing are expected and arrive;
- (b) Ensuring that warehouse space is made and kept available for storage and handling the shipments;
- (c) Ensuring that, as off-loading takes place, the goods are transferred (under arrangements made by C.S.O., Region III) to the designated warehouse;
- (d) Ensuring that the goods are not unduly exposed to weather deterioration and delays in transfer.
- (e) Preparation and maintenance of inventories, to be available to Red Cross.

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R E S T R I C T E D

- (f) Reporting progress, weekly, to D.C.C.A.O., HQ., AMG/ACC, D.C.C.A.O., HQ., A.F.I. and Head of Public Health Subcommittee (Brigadier Parkinson) (for information).
- (g) Provision of transport for clothing to distribution points on regional level.
- (h) Maintenance of liaison with A.R.C. and with military commands, where necessary, on matters pertaining to his duties.
- (i) Proper employment of the staff allotted to him.

8. The Transport Officer will be responsible to Major Goldsmith for:

- (a) Coordinating transport arranged by C.S.O., Region III for transfer of goods from shipside to warehouse.
- (b) Transfer of goods from truck to warehouse and from warehouse to trucks; and
- (c) Obtaining and directing transport for stage 2. (c) above.
- (d) Arranging transportation for staff as necessary for the adequate performance of their duties.

9. All Red Cross War Relief supplies remain the property of Red Cross in custody of A.M.G. until reaching the ultimate consumer.

10. In the event of difficulties arising that necessitate immediate reference to higher authority Major Goldsmith will report to D.C.C.A.O., HQ., AMG/ACC (Colonel Spofford), who will be responsible for coordinating when required.

11. This Administrative Order is issued with concurrence of HQ., A.M.G., ACMEF, and is retroactive from 13 January 1944.

By order of Colonel SPOFFORD:

OFFICIAL:

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

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

DISTRIBUTION:

"A"

R E S T R I C T E D

*Executive officers
ABR*

R E S T R I C T E D

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

16 January 1944

ADMINISTRATIVE ORDER)

NUMBER 2)

ECONOMIC & ADMINISTRATION SECTION
POLICY MATTERS

1. Effective immediately all matters of policy in any Sub-Commission of the Economic and Administrative Section will be referred, through the Directorate concerned, to the Vice President (Room 15, telephone 6) or to the Deputy Vice President (Room 24, telephone 11) of the Section, for necessary action.

2. The Vice and Deputy Vice Presidents will also be kept informed of all matters of importance and of general interest.

By order of Colonel SPOFFORD:

OFFICIAL:

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

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

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Executive officers
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ADM ORDER #1 REAR

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

17 January 1944.

ADMINISTRATIVE ORDER)
NUMBER - - - 1)

RECONSTITUTION OF FOOD SUB-COMMISSION

1. Effective 14 January 1944, the Food Sub-Commission will operate under the Economic Directorate and is reconstituted as follows:

Lt. Col. W. J. Legg	(B)	Central Economic Committee
Major S. P. McCreadie	(B)	Interior Sub-Commission
Capt. A. J. Parker	(B)	Interior Sub-Commission
Capt. F. F. Gregory	(B)	Interior Sub-Commission

a. The office of the Sub-Commission will occupy Room 8B, 2nd Floor, Provincia Building.

b. The Interior Sub-Commission no longer has any responsibility for food distribution and rationing.

By command of Lieut. General MAC FARLANE:

OFFICIAL:

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

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

DISTRIBUTION
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R E S T R I C T E D

Executive officers
AMN

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

17 January 1944.

ADMINISTRATIVE ORDER)
NUMBER - 1 - REAR)

RECONSTITUTION OF FOOD SUB-COMMISSION

1. Effective 14 January 1944, the Food Sub-Commission will operate under the Economic Directorate and is reconstituted as follows:

Lt. Col. W. J. Legg	(B)	Central Economic Committee
Major S. P. McCreadie	(B)	Interior Sub-Commission
Capt. A. J. Parker	(B)	Interior Sub-Commission
Capt. F. F. Gregory	(B)	Interior Sub-Commission

a. The office of the Sub-Commission will occupy Room 8, 2nd Floor, Provincia Building.

b. The Interior Sub-Commission no longer has any responsibility for food distribution and rationing.

By command of Lieut. General MAC FARLANE:

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

OFFICIAL:

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

DISTRIBUTION
"A"

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RESTRICTED

Administrative Orders
Hq. Army.

Nos. 1-7.

26 Nov to 4 Dec. 1943

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

Administrative Orders

1 - 7

EXHIBIT C

HEADQUARTERS

ALLIED MILITARY GOVERNMENT

AFG 512

1 December 1943

ADMINISTRATIVE ORDER

NUMBER

7

1. In order to secure coordination of all activities pertaining to the food supply of Italy there is hereby created within this headquarters the office of Food Coordinator.

2. The functions of the Food Coordinator will be as follows:

a. He will serve as Chairman of the Food Committee AMSG HQ.

b. He will be responsible for coordinating all action of the Sub-Commissions relating to civilian food supply, including overall requirements, production, imports, exports, transport, agricultural development, processing, and all other matters pertaining to the availability of food supply for civilian requirements.

3. The various Sub-Commissions will provide the Food Coordinator with such statistics and other information as he shall require. Action of Sub-Commissions involving questions of program or policy affecting any of the matters specified in paragraph 2b. will be coordinated with the Food Coordinator.

4. The Food Coordinator and his staff will be attached to the staff of the Economic Directorate. The Food Coordinator will be free, however, to communicate directly with Chiefs of any of the Sub-Commissions of other Sections which exercise any functions pertaining to the food supply.

5. Lt Col ALEXANDER I. HENDERSON (A) is nominated as the Food Coordinator under paragraph 1 above.

By command of Brigadier General McSHERRY:

a. He will serve as Chairman of the Food Committee and as
b. He will be responsible for coordinating all action of the Sub-Committees relating to civilian food supply, including overall requirements, production, imports, exports, transport, agricultural development, processing, and all other matters pertaining to the availability of food supply for civilian requirements.

3. The various Sub-Committees will provide the Food Coordinator with such statistics and other information as he shall require. Action of Sub-Committees involving questions of program or policy affecting any of the matters specified in paragraph 2b, will be coordinated with the Food Coordinator.

4. The Food Coordinator and his staff will be attached to the staff of the Economic Directorate. The Food Coordinator will be free, however, to communicate directly with Chiefs of any of the Sub-Committees of other Sections which exercise any functions pertaining to the food supply.

5. Lt Col ALEXANDER I. WANDERSON (4) is nominated as the Food Coordinator under paragraph 1 above.

By command of Brigadier General McSHERRY:

2218

E. GUETTERBACH
Brigadier
Acting Chief of Staff

OFFICIAL:

E. J. Kline
F. L. SLOUGH
Lt Col, AGP
Actg Adjutant General

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REQUISITIONS FOR CIVIL SUPPLIES
NO 512

2 December 1943

ADMINISTRATIVE ORDER:

6:

REQUISITIONS FOR CIVIL SUPPLIES

1. Until further notice the following procedure will be adopted in regard to requisitions for all Civil supplies..
2. (a) All demands will be submitted to Industry and Commerce sub-commission who will scrutinize, collate and prepare requisitions on ITC, in the proper form.
(b) Sub-Commissions and Regions will not under any circumstances, send requisitions direct to ITC.
(c) All requisitions must be signed by or for the Commanding General, after submission at stated intervals to the Chief of staff.
3. Demands should cover periods of six months forward and must reach I and C Sub-commission not later than 31st March and 30th September.
4. (a) The date by which supplies are required will be stated in the demand.
(b) The port to which it is desired that supplies should be sent will be named.
(c) Items in demand will be described in complete detail using recognized 3-4 (or 5) descriptions where possible and a statement to justify each item will accompany the demand.

5. Supplementary requisitions. These will only be submitted in cases of extreme urgency. Demands should reach Industry and Commerce Sub-Commission not later than the 15th day of the month; for the current period not later than 15th December.

2217

Notes: Demands will be considered.

requisitions direct to JMW.
(c) All requisitions must be signed by or for the Commanding General, after submission at stated intervals to the Chief of Staff.

3. Demands should cover periods of six months forward and must reach I and C Sub-commission not later than 31st March and 30th September.

4. (a) The date by which supplies are required will be stated in the Demand.
(b) The port to which it is desired that supplies should be sent will be named.
(c) Items in demand will be described in complete detail using recognized C-4 (or 1) descriptions where possible and a statement to justify each item will accompany the demand.

5. Supplementary Requisitions. These will only be submitted in cases of extreme urgency. Demands should reach Industry and Commerce Sub-Commission not later than the 15th day of the month; for the current period not later than 15th December.

Notes:

- A. Only minimum essential requirements will be considered.
- B. Rehabilitation demands will only be considered if they relate to an industry or undertaking the functioning of which is vital to the war effort.
- C. Civil supplies requisitioned from JMW, take between 3 and 6 months before they reach the port of discharge.
- D. Requisitions for the first six months of 1944 have already been forwarded to A.P.I.

By Command of Brigadier General HOSKINS:

E. GUMERBOCK
Brigadier,
Actg. Chief of Staff

OFFICIAL:

L. A. STRICKS,
Capt., A.C.D.,
Actg. Asst. Adj. Gen.

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

26 November 1943

ADMINISTRATIVE ORDER)

NUMBER 5)

1. Reference paragraph 2b, Administrative Order No 1, this Hq, dated November 9, 1943, Lt Col ALEXANDER L. HENDERSON, O503097, Industry Commerce Sub-Commission, is appointed Chairman of Ford Committee, vice Col D. S. ADAMS relieved.

By command of Brigadier General MOSHERAY:

E. GUTTERBOCK
Brigadier
Acting Chief of Staff

OFFICIAL:

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

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

21 November 1943.

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(not directly related to the technical functions of the mission)

ADMINISTRATIVE ORDER)

NUMBER : 4)

ESTABLISHMENT OF TECHNICAL MISSION ON REHABILITATION
OF ELECTRIC POWER FACILITIES.

1. There is created within this headquarters a special Technical Mission to be known as the Electric Power Mission. The functions of this Technical Mission will be to survey electrical generation, transmission and transformation facilities in all occupied territory and to arrange, with the appropriate authorities, for the rehabilitation and repair of such facilities.

2. The responsibility of this Technical Mission will extend only to generating, transmission and transformation facilities. It will not extend to facilities for local distribution, or to administration, financial, wage and rate matters, in territory controlled by HQ AMG or A.C.C., which will continue to be handled by the Public Works & Utilities Subcommittee. The activities of the Mission will be closely coordinated with those of the Public Works & Utilities Subcommittee.

3. The Mission will perform its functions not only in territory subject to AMG HQ but will also, with the consent of the appropriate authorities, perform such functions in territory of 15 Army Group, in conjunction with the Engineers of the 5th and 8th Armies, and in territory now or hereafter controlled by the Italian Government.

4. The Mission will, for purposes of operation, be responsible directly to the Economic Director for AMG HQ. For purposes of AMG Administration it will be attached to the Economic Directorate.

5. The Mission is provisional and its establishment is to be regarded as temporary.

6. Colonel JAMES P. GROWDON is named Chief of the Electric Power Mission.

appropriate authorities, for the rehabilitation and repair of such facilities.

2. The responsibility of this Technical Mission will extend only to generating, transmission and transformation facilities. It will not extend to facilities for local distribution, or to administration, financial, wage and rate matters in territory controlled by HQ AMG or A.C.C., which will continue to be handled by the Public Works & Utilities Subcommittee. The activities of the Mission will be closely coordinated with those of the Public Works & Utilities Subcommittee.

3. The Mission will perform its functions not only in territory subject to AMG HQ but will also, with the consent of the appropriate authorities, perform such functions in territory of 15 Army Group, in conjunction with the Engineers of the 5th and 8th Armies, and in territory now or hereafter controlled by the Italian Government.

4. The Mission will, for purposes of operation, be responsible directly to the Economic Director for AMG HQ. For purposes of AMG Administration it will be attached to the Economic Directorate.

5. The Mission is provisional and its establishment is to be regarded as temporary.

6. Colonel JAMES P. GROWDON is named Chief of the Electric Power Mission. 2214

By command of Brigadier General McSHERRY:

E. GUETTELLOCK,
Brigadier,
Acting Chief of Staff.

OFFICIAL:

L. W. STEVENS
L. W. STEVENS,
Capt, AGC
Actg Asst Adj Gen.

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

19 November 1943

ADMINISTRATIVE ORDER)

NUMBER

3)

TRAVEL ORDERS

Considerable confusion has hitherto been caused owing to officers desirous of traveling to the mainland, and elsewhere, applying direct to the Air Transportation Officer, sometimes without due authority for the journey. Effective this date, the following orders will be strictly complied with.

1. The following officers may authorize journeys on temporary duty:

a. Authorized Officers

(1) Acting Chief or Acting Chief Staff Officer of Section or Directorate for:

Communication Section
Economics Directorate
Administrative Directorate
(2) Deputy Chief of Staff, O & I, (or his CSO) or CSO Economics and Administration Section for:

Staff of Deputy Chief of Staff, O & I
Administration & Economics Section (when formed)
Industrial Planning Staff

(3) For all other officers:

Deputy Chief of Staff (Admin) or Executive Officers (through usual channels)

b. In the case of journeys on permanent change of station, the Section, Directorate, or Branch of Staff concerned will apply to the Executive Officers, for the necessary authorization. Journeys of OR/PM will also be

2215

(1) Acting Chief or Acting Chief Staff Officer of Section or Directorate for:

Communication Section
Economics Directorate
Administrative Directorate
(2) Deputy Chief of Staff, O & I, (or his GSO) or GSO Economics and Administration Section for:

Staff of Deputy Chief of Staff, O & I
Administration & Economics Section (when formed)
Industrial Planning Staff

(3) For all other officers:

Deputy Chief of Staff (Admin) or Executive Officers (through usual channels)

2215

b. In the case of journeys on permanent change of station, the Section, Directorate, or Branch of Staff concerned will apply to the Executive Officers, who will issue the necessary authorization. Journeys of OR/EM will also be dealt with by the Executive Officers.

2. Officers empowered to authorize journeys under par 1 above, will apply in writing, at least 24 hours in advance except in urgent or unavoidable cases, to the Adjutant General stating that the journey has been authorized and requesting the issue of the necessary order. The day's Special Order will be closed at 1530 daily. A copy will be sent to G-4 with a request that he will arrange the transportation. The following details will be given:

a. Names, Rank, ASN, assignments and nationality of officers and EM/ OR for whom journey is authorized.

b. Destination.

c. Whether on temporary duty or permanent transfer.

d. If on temporary duty, approximate length of stay.

e. Date of move desired (e.g. "Soon as possible").

f. Type of transportation desired, i.e., air, road and/or water.

- 1 -

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Adm Order #3, 19 Nov 1943 (cont'd)

3. On receipt of the application, the AC will issue to the officer or officers concerned the necessary travel order, sending copies to G-1 and to the initiating Section, Directorate, or Staff Branch.
4. G-4 will furnish to the officer or officers concerned details as to method of transportation, date, time of departure, etc. If any question of priority of moves arises, he will refer to the Executive Officers.
5. As soon as transportation has been definitely arranged, G-4 will advise by cable the "receiving" Hq or Unit (e.g. ACC Advanced Command Post (Fatima). Advanced Adm Echelon AFHQ (Plambean)). If in doubt as to the correct authority to be informed, he will refer to the Military Authority under par 1 above.
6. Should circumstances prevent an officer from proceeding on a journey duly applied for under par 2, above, the initiating authority will so inform the AS and G-4 immediately, personally or by telephone, confirming in writing later.

By command of Brigadier General MCSHERRY:

E. GUETTERBOCK
Brigadier
Acting Chief of Staff

OFFICIAL:

L. M. STEARNS
L. M. STEARNS
Capt, AGD
Actg Asst Adj Gen

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duly applied for under par 2, above, the initiating authority will so inform the IG AND G-4 immediately, personally or by telephone, confirming in writing later.

By command of Brigadier General McSHERRY:

E. CULPINBOCK
Brigadier
Acting Chief of Staff

OFFICIAL:

L. W. STEARNS

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

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

4 December 1943.

ADMINISTRATIVE MEMORANDUM)

NO 2)

INTRODUCTORY

1. General

(a) Reference is made to Allied Control Commission Directive No. 1 dated 10 November 1943, forwarded under Memorandum of same date (Subject: Operations of Regions.)

(b) It has not been found possible to operate a joint Headquarters AMG and ACC as then contemplated. The position is at present that two Headquarters AMG have been constituted under AFHQ Administrative Memorandum No. 69 dated 18 October 1943 as amended by No. 75 of 8 November 1943.

- (i) AMG 15 ARMY GROUP with under command Regions 3 and 4.
- (ii) Headquarters AMG (Palermo) with under command Regions 1 and 2.
- (iii) AMG 15 Army Group is responsible for all territory north of the Provinces of Salerno, Potenza, and Bari. Headquarters AMG is responsible for all territory (including Sicily) south of the northern boundaries of the above mentioned Provinces. The Province of Salerno has been transferred to control of Region 2 under General Order No. 4 dated 9 November 1943.

2. Allied Control Commission

The Headquarters of the Allied Control Commission (Brindisi) has under comd. personnel in the four Provinces now administered by the Italian Government. Region 6 remains for the time being under the direct command of AFHQ but will in due course come under ACC.

3. Chiefs, AMG and ACC

The respective chiefs are as follows:

C.C.A.O. and Chief AMG 15 Army Group-Major General Lord Kennell of Rodd
D.C.C.A.C. and Chief Headquarters AMG - Brigadier General T. J. McSherry
(AFHQ Administrative Memo No. 69)
Acting Deputy President, Allied Control Commission - Major General Kenyon
Joyce
(AFHQ Administrative Memo No. 73 dated 2 November 1943)

4. Military Governor

General Sir Harold Alexander remains Military Governor of all Italian territory under Allied Military Government.

2313

MILITARY ORGANIZATION

5. Sicily

(a) No. 1 District (British), Headquarters Catania includes the whole island for defense and Internal Security purposes, and for the administration of British troops.

(b) Island Base Section (IBS) (American) Headquarters, Palermo, is responsible for administration of U. S. troops.

6. Mainland

No. 2 District (British) and Peninsula Base Section (American) have similar responsibilities in Southern Italy. Jurisdiction of No. 2 District extends as far north as rear boundaries of 15 Army Group.

7. Relationship between Military Commanders and AMG Officers

Relevant extracts from AFHQ letter AG 014.1-1 GOT AGM dated 12 November are embodied in Appendix "A" hereto.

TO/WES/TE/G1098

8. American Side

(a) The TO and TE for the 2675th Regiment have been approved. All American personnel of AMG - ACC in this theater will be held on the strength of the TO.

(b) Colonel H. Parkin has been assigned as Commanding Officer of the Regiment.

9. British Side

(a) Personnel are at present held on the strength of one or other of the following WEs:

- (i) Pool at Military Government School and Holding Center.
- (ii) Armistice Control Commission National Headquarters (No. NA/147/1 dated 16 September 1943).
- (iii) AMGOT WE dated 24 June 1943 which includes Regions 1 and 2.
- (iv) Regions 3, 4, 5, and 6.

The above are separate self-accounting units, each with its G1098. There is no separate WE for Headquarters AMG 15 Army Group (See b below)

(b) A 'global' WE (and G 1098) has been prepared which it is hoped to issued shortly. On the strength of this WE will be held all British personnel of AMG - ACC in this theater including those allotted to AMG Headquarters, 15 Army Group (including detachments with Fifth and Eight Armies).

(c) The unit for which the above WE and G1098 have been prepared will be known as "AMGAC" (AMG - ACC) and will be administered, in routine personnel and equipment matters, by a British Administrative Headquarters of which Colonel Farren has been appointed acting Chief.

2675TH REGIMENT AND BRITISH ADMINISTRATIVE HEADQUARTERS

10. Authority

The authority for the organization, location and functioning of these Headquarters is AFHQ letter AG-387 4-1 MGS-AGM dated 3 November 1943.

11. Location

At present the two Headquarters are located at Tizi Ouzou, North Africa with advanced echelons with Headquarters AMG.

By Command of Brigadier General McSHERRY:

/s/ r. b. rathbone
/t/ R. B. RATHBONE,
Colonel,
Executive Officer.

DISTRIBUTION

3 Region 1
3 Region 2
1 D C of S (O & SI)
1 G-1
1 G-4
1 Executive Officer
1 Economic Directorate
6 AFHQ MGS includes copies for British Administrative Hq. and Hq. 2675th Regt.
1 Commsn. Sec.
1 Admin. Director
1 All Sub-Coms (1 each)
1 AG
2 Hq Commandant
3 Hq ACC
3 Hq AMG 15 Army Group (for information)

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

9 November 1943

ADMINISTRATIVE ORDER)

NUMBER 1)

1. BLACK MARKET:-

a. The Black Market Committee is established to coordinate measures to facilitate the equitable distribution of food and other necessities at reasonable prices. This Committee will be particularly concerned with the necessary measures to control prices, to curb an eliminate the Black Market and to control the rationing of necessities.

Questions of policy and communications to other Headquarters will be handled through normal staff channels.

b. The following assignments to the Committee are hereby announced:

Chairman	-	Col P. S. Kirk
Secretary	-	Capt R. J. Northland
Members	-	A qualified member of the following Subcommittees:
		Legal
		Industry & Commerce
		Interior
		Finance
		Agriculture

A suitable member of the Labor Sub-Commission will be available as an additional member of the Committee and will attend meetings on the call of the chairman.

c. Formal reports will be made monthly and interim reports as required will be made to the Deputy Chief of Staff (Operations and Security Intelligence), pending the appointment of the Vice President Economic and Administrative Section.

2. FOOD COMMITTEE:-

- b. The following assignments to the Committee are hereby announced:
- Chairman - Col D. S. Kirk
 - Secretary - Capt R. J. Northland
 - Members - A qualified member of the following Subcommittees:

- Legal
- Industry & Commerce
- Interior
- Finance
- Agriculture

A suitable member of the Labor Sub-Commission will be available as an additional member of the Committee and will attend meetings on the call of the chairman.

- c. Formal reports will be made monthly and interim reports as required will be made to the Deputy Chief of Staff (Operations and Security Intelligence), pending the appointment of the Vice President Economic and Administrative Section.

2. FOOD COMMITTEE:-

- a. The Food Committee, for the coordination of measures to increase production, supply and distribution of food in the territory under jurisdiction of Hq, AMG(ACC), is hereby constituted. Questions of policy and communications with other Headquarters will be processed through normal staff channels.

- b. The following assignments to the Committee are hereby announced:

Chairman	-	Col D. S. Adams
Secretary	-	Capt R. J. Northland
Members	-	The Chief or Deputy Chief of the following Sub-Committees:
		Public Health
		Agriculture
		Industry & Commerce
		Interior

The Chief or Deputy Chief of the following Sub-Committees will be available as additional members of the Committee when required. They will attend meetings on call of the Chairman of the Committee.

- Finance
- Public Safety
- Communications
- Legal

RESTRICTED**ADMINISTRATIVE ORDER NO. 1 (Cont'd)**

c. Formal reports will be made monthly and interim reports as required will be made to the Deputy Chief of Staff (Operations and Security Intelligence), pending the appointment of the Vice President Economic and Administrative Section.

By command of Brigadier General McSHERRY:

E. GUETERBOCK
Brigadier
Acting Chief of Staff

OFFICIAL:

E. V. Clough
E. V. CLOUGH
Lt Col, AGD
Acting Adjutant

DISTRIBUTION:

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3 - Ea Staff Section
1 - Ea O Concerned
1 - Archives

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- 3 - Ea Sub-Commission
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- 1 - Ea O. Concerned
- 1 - Archives

Acting Adjutant

*Exec Officer Admin**RRR*HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 512

26 November 1943

ADMINISTRATIVE MEMORANDUM

NUMBER

1)

OFFICE ORGANIZATION & PROCEDURE1. GENERAL.

The object of this Memorandum is to insure that,

- a. Papers are referred with the minimum of delay to the correct branch, section or staff officer who should deal with them.
- b. Papers are then circulated to all who should see them. (Copies being made when necessary - See par. 5 below)
- c. Routine and comparatively unimportant matters are NOT referred direct to senior officers.
- d. Matters are dealt with according to urgency.
- e. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. INITIAL REFERENCE OF PAPERS.

a. An incoming letter or cable will be referred by the AG in the first instance, as follows:-

- (1) If it affects the communication Section, the Economics Directorate, or the Administrative Directorate: - To the Hq of the Section or Directorate concerned.
- (2) If it affects the Political Section: - To the Staff of the Deputy C. of S. (O. & S.I.)
- (3) If it affects more than one Section or (until the formation of Hq Economic and Administrative Section) both Directorates: - to the Staff of the Deputy C. of S. (O. & S.I.)
- (4) If it affects the Department of the Deputy C. of S. (Adm.): - To G-1 or G-2 according to the subject matter in cases of

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Cpl. V. - file

- b. Papers are then circulated to all who should see them. (Copies being made when necessary - See par. 5 below)
- c. Routine and comparatively unimportant matters are NOT referred direct to senior officers.
- d. Matters are dealt with according to urgency.
- e. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. INITIAL REFERENCE OF PAPERS.

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- (1) If it affects the communication Section, the Economics Directorate, or the Administrative Directorate: - To the Hq of the Section or Directorate concerned.
- (2) If it affects the Political Section: - To the Staff of the Deputy C. of S. (C. & S.I.)
- (3) If it affects more than one Section or (until the formation of Hq Economic and Administrative Section) both Directorates: - to the Staff of the Deputy C. of S. (C. & S.I.)
- (4) If it affects the Department of the Deputy C. of S. (Adm.): - To G-1 or G-4 according to the subject matter; in cases of doubt, to the Executive Officers.
- (5) In no case will a paper be referred initially to a Sub-Commission.
- (6) If the AG is in doubt as to the officer to whom a paper should be initially referred, having referred to (1) above, he ²⁷⁰¹⁹ consult the Executive Officers.

b. All papers will be marked with the File Number.

c. The manner in which a letter or cable is addressed has frequently no bearing on the question of its initial reference. For instance, letters are often addressed, "Chief of Staff" and cables, "Cargo for Gusterbock". No attention will be paid to such address - letters and cables will be referred as directed in (a) above. The only exceptions to this are:

- (1) A letter addressed personally by name to an officer. (This does not include a letter addressed to Hq AG, Chief of Staff, etc., for the attention of a named officer)
- (2) A cable containing the phrase "personnel for a named officer".

d. If more than one copy of a letter is received, only one will be referred as above - this copy will be marked with the total number of copies received.

e. AFHQ Administrative Memorandums, and other numbered documents effecting several branches, which several copies are received, will be issued on a regular distribution which must be made known by the AG to all Sections and Branches. The same applies to General Administrative and Special Orders, Daily Bulletins, etc., issued by this HQ.

f. Additional copies of cables will be marked "Information Copy" since action will already have been taken on the original.

5. ARRANGEMENTS WITHIN BRANCHES FOR RECEPTION OF PAPERS.

It is the duty of every Section and Directorate, HQ and Staff branch named in par 2 above to arrange by which specific officer papers referred to them under par 2 above are to be dealt with in the first instance, and they will insure that all clerks and messengers are so informed.

4. URGENT CORRESPONDENCE.

In the case of important letters or cables requiring urgent action the AG will mark the paper "Immediate Action" or "red line it". This marking will not be abused, it will be reserved for really urgent matters. Any such papers will be taken immediately to the responsible officer under par. 2 and 3 above.

5. ACTION AFTER INITIAL REFERENCE.

a. The officer to whom a paper is initially referred under par. 2 and 3 above, and not the AG, will be responsible for correct circulation and action.

- (1) In the case of important papers, personally show the papers at once to the Senior Officer of his branch or section, who will give instructions for action.
- (2) He will insure that the paper is circulated to all branches who should see it. Circulation by Buck Slip may be adequate or it may be necessary to have copies prepared and distributed. In the latter case, he will arrange to do so. In distributing copies it must be made clear by means of a covering memo or other-wise which branch is taking action and what action if any is required by other branches and sections.

b. Papers will be finally disposed of by being filed in the files of the branch or section to whom they pertain.

6. FILE AND DISTRIBUTION.

- a. Officers dealing with papers will call for the Subject File (the number of which will be apparent from the paper - see (par. 2 (b) above) if and when required, from the AG's office.
- b. It is essential that the subject file should contain copies of all

5. ACTION AFTER INITIAL REFERENCE.

a. The officer to whom a paper is initially referred under par. 2 and 3 above, and not the AG, will be responsible for correct circulation and action.

- (1) In the case of important papers, personally show the papers at once to the Senior Officer of his branch or section, who will give instructions for action.
- (2) He will insure that the paper is circulated to all branches who should see it. Circulation by Duck Slip may be adequate or it may be necessary to have copies prepared and distributed. In the latter case, he will arrange to do so. In distributing copies it must be made clear by means of a covering memo or other-wise which branch is taking action and what action if any is required by other branches and sections.

b. Papers will be finally disposed of by being filed in the files of the branch or section to whom they pertain.

6. FILE AND DISTRIBUTION.

a. Officers dealing with papers will call for the Subject File (the number of which will be apparent from the paper - see (par. 2 (b) above) if and when required, from the AG's office.

b. It is essential that the subject file should contain copies of all important policy papers in proper order of date, which belong to it, and the AG will insure that this is done. Under no circumstances will an officer remove any paper from an official file. Files will be promptly returned intact.

c. The circulation and/or distribution of a paper (see par. 5 above) must be apparent from the office copy on the branch or section file, (see par. 5 (b) above) or from the office copy on a covering memo ordering distribution which must be filed with the paper to which it refers.

d. An important paper referred to a high level for decision or guidance must be accompanied by all relevant previous correspondence. This is the duty of the branch or section to which the paper was initially referred for action.

By command of Brigadier General LESLIE:

L. G. BROCK,
Brigadier,
Acting Chief of Staff

ORIGINAL

L. G. BROCK,
Brigadier,
Acting Chief of Staff

DISTRIBUTION

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