

Declassified E.O. 12356 Section 3.3/NND No. 785015

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10000/110/271 40/XOA - SUPPLY AND SECURITY CONTROL.
MAY 45

Declassified E.O. 12356 Section 3.3/NND No. 785015S 2 - 2675 Noted 6/1
NND.

5/31/45

To note relative to
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Declassified E.O. 12356 Section 3.3/NND No.

785015

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION

Est Sec
Col. Parker 4/6/45

Noted
CMP

Tel. 12-407
Ext. 2232

31 MAY 1945

28 May 1945

RC/5039

SUBJECT: Supply Security Control.

TO : Headquarters Allied Commission, Establishment Section, APO 394.

REFERENCE: MTOUSA ltr AG 400.73/346-4, Subj: "Supply Security Control"
dtd 24 Feb 45.

1. In compliance with reference letter, a report of the security measures adopted within the Regional Headquarters building (located at Via Albania, N° 20 MILAN) is hereby submitted.

I GUARDING OF BUILDING

(A) DURING OFFICIAL HOURS

(1) There are three (3) possible means of entry, during office hours, all of which are properly guarded.

(B) AFTER OFFICIAL HOURS

(1) Only one (1) door is available for entry after hours. The door is constantly guarded by Italian police and unauthorized persons are not admitted.

(2) A duty officer and a duty EM/OR are present throughout the night.

II PASS SYSTEM

(A) Civilian employees - are issued permanent building passes upon employment, which are surrendered upon termination of employment. This pass is signed by the Security Officer and countersigned by the Division Chief. Passes are serially numbered and a close control is maintained.

(B) Permanent Passes - are issued to civilians who, in order to transact official business, are required to enter the building frequently. These passes are serially numbered and are issued in blocks by the Security Officer to the Division Chiefs. The latter issue the passes, as the occasions arise, to civilians with whom they must deal frequently. The Division Chiefs periodically report the passes issued and cancelled to the Security Officer.

(C) Civilian Visitors - Appointment - civilians who are asked by Division chiefs to return on a specific date are issued a special one-day pass. These passes come in pads, which are issued to Division Chiefs according to their needs. This pass gives the necessary particulars about the civilian, the

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date on which he will be attested and signed by the office concerned. The pass enables the civilian to enter the building and is surrendered to the guard at the door upon departure.

(D) Civilian Visitors - General - all civilians who do not possess any of the above passes enter through a separate door, where they are confronted by a trained reception and screening staff. After a brief interview and the legitimacy of the civilian's business is ascertained, a visitor's pass is issued. This pass is good for one visit only and is surrendered to the guard at the door upon departure.

III SAFETY OF SUPPLIES

(A) STORAGE - Stocks of office supplies and equipment are stored in rooms which are kept securely locked at all times and are under the custody and control of a competent NCO.

(B) SECURITY - The NCO in charge is in possession of all the keys for the supply room. The cleaning of the supply room is performed in the presence of the NCO.

(C) ISSUANCE OF SUPPLIES - Supplies are issued on a written request signed by an officer. Normally requests for supplies are limited to current needs. Non expendable property is issued on a Memorandum Receipt, which is signed by the responsible officer. Complete and accurate records are maintained of all non-expendable property.

IV REMOVAL OF PROPERTY

(A) CLEARANCE - no property of a non-expendable nature can be removed from the building without the knowledge and consent of the HQ Commandant. The guards at the various doors have been instructed to allow no property to leave the building without a clearance slip from the HQ Commandant.

2. It is believed that adequate control measures have been adopted within the Regional Headquarters building and that the instructions contained in reference letter are being complied with to the fullest extent.

3. It is regretted that this report could not be submitted previously but the delay was unavoidable due to the recent setting up of Headquarters at this location.

For the Regional Commissioner:

Joseph L. Galluzzo 4031
JOSEPH GALLUZZO
WOJG USA
Asst HQ Comdt

Copy to:
Reg. Public Safety O
Reg Security O

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