

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

785020

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AA/64

July 1944

S + T Operating Instruction

ARMY SUB COMMISSION, ACC.
(M.H.I.A.)

No 2.

S & T BRANCH OPERATING INSTRUCTIONS.

1. Effective this date Sector Liaison Officers will submit weekly reports in the form shown at Appendix I hereto.

2. Reports will be submitted as of close of business on Friday of each week. The first report will be submitted as at close of work on 14 July, 1944.

3. Sector Liaison Officers are required to carry out the following each month:

- a. Visit Italian Bulk Depots twice.
- b. Visit Italian Distribution Depots at least twice.
More frequent visits will be made whenever practicable.
- c. Visit Italian Petrol Depots twice.
- d. Visit as many Italian Army Units as possible and not less than three.
Different units will be selected each month, and days and times of such visits will be varied.
- e. Visit the head of the Sector or Island Commissariate once weekly as a routine liaison visit.
Other visits will naturally be made in the course of normal work, but a routine visit of this nature is essential, particularly when pressure of work is not great.

f. Carry out "spot" checks of selected items in both Bulk and Distribution Depots.

(1) For this purpose one or two commodities will be selected at random. The physical stock will be checked against the respective tally board and any discrepancies noted.

(ii) The actual stock counted will then be compared with the stock entry figures in the Depot Accounts.

(iii) Any surpluses thus revealed will be taken on charge in the Depot Accounts as a "Surplus Receipt", the entry being made in the presence and with the agreement of the responsible Italian officer. Such entries will be initialled by both the Allied L.O. and responsible Italian officer, and dated.

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more frequent visits.

Visit Italian Petrol Depot twice.

Visit as many Italian Army Units as possible and not less than three. Different units will be selected each month, and days and times of such visits will be varied.

Visit the head of the Sector or Island Commissariato once weekly as a routine liaison visit. In the course of normal other visits will naturally be made in the course of essential work, but a routine visit of this nature is not great, particularly when pressure of work is not great.

Carry out "spot" checks of selected items in both Bulk and Distribution Depots.

(i) For this purpose one or two commodities will be selected at random. The physical stock will be checked against the respective tally board and any discrepancies noted.

(ii) The actual stock count will then be compared with the stock entry figure in the Depot Accounts.

(iii) Any surpluses thus revealed will be taken on charge in the Depot Accounts as a "Surplus Receipt". The entry being made in the presence and with the agreement of the responsible Italian officer. Such entries will be initiated by both the Allied L.O. and responsible Italian officer, and dated.

(iv) Any deficiency revealed will be the subject of a press check and if this check confirms the deficiency, the Depot Accounts will be reconciled by entering the deficiency as a "Deficiency Issue". Under the same conditions as (iii) above. A full report of the circumstances surrounding any such deficit will be made by the Sector L.O. to this HQ without delay. Subsequent action will lie between this HQ and the Ministry of War.

(v) Finally, respective tally boards will be reconciled as necessary to bring them into line with the Depot Accounts. Adjusting entries on tally boards will be made by Sector L.O's, dated and SIGNED, not initialed.

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4. All available S&T personnel in each Sector will be used as the situation may from time to time require for the discharge of the duties prescribed, and the distinction between Sector Liaison Officers and Port Liaison Officers will not be unduly emphasized. Sector Liaison Officers are the senior IMA S&T personnel in each Sector and will control and allocate all available S&T personnel of all ranks.

5. Sector Liaison Officers are hereby nominated as follows:

Naples Sector	(Lt. Tunks, RASC, acting)
Bari	Capt. Bellare, U.S. Army.
Taranto	Lt. Freeland, RASC.
Catanzaro	(To be nominated)
Sicily	Major Bennett, U.S. Army.
Sardinia & Corsica	(To be nominated)
Rome	Capt. Monaghan, RASC.

HVS:1

11 Jul 1944.

BP:14

B.L. PIERCEVAL.
Lt. Col, RASC.
ADST, Army Sub Commission, ACJ.

Distribution: To all Sector LOS (to pass copy to Port LO).

Copy to: "Q", IMA.

B. J. P. P.

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MIA SET SECTOR LIAISON OFFICERS' WEEKLY REPORTS. ALL

SECTOR

WEEK ENDING

REPORT NO.

A. Handover of Supplies (Ex Ships or Allied Depots). (See Note below)

1. What new cargoes have been ascertained since last report?
2. What supplies notified for release from Allied depots since last report?
3. What cargoes have been worked during period under report?
4. What releases ex Allied Depots have been worked during period under report?
5. Have markings of incoming cargoes during period under report been adequate, and what arrangements for sorting and/or allocation to VLS have been adopted?
6. What have been working conditions in period under report on cargoes and/or releases from Allied Depots in respect of (1) labor (11) transport?
7. Has documentation of Handover & creation of official receipts been satisfactory in period under report?

Note: WHERE APPROPRIATE, CROSS-REFERENCE MAY BE MADE IN THE ANSWERING OF THE FOLLOWING POINTS TO THE PORT WEEKLY REPORT (See Operating

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last report?

3. What cargoes have been worked during period under report?

4. What releases ex Allied depots have been worked during period under report?

5. Have markings of incoming cargoes during period under report been adequate, and what arrangements for sorting and/or allocation to SIs have been adopted?

6. What have been working conditions in period under report on cargoes and/or released from Allied Depots in respect of (i) labour (ii) transport? (1) (11)

7. Has documentation of Handover a creation of official receipts been satisfactory in period under report?

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Note: WHERE APPROPRIATE, CROSS-REFERENCE MAY BE MADE IN THE ANSWERING OF THE FOLLOWING POINTS TO THE PORT WEEKLY REPORT (See Operating Instruction No 3)

8. Maintenance of Sector Position.

1. Is Road Stocks position for your Sector satisfactory at time of writing, and if not, how not?

2. Is POL position ditto?

3. What Despatches to other Sectors have been programmed in period under report, and how have they progressed?

G. Physical Warehousing Position (Food).

1. Are supplies properly and neatly stacked?

2. Are stacks internally ventilated and on suitable dunnage?

3. Are Stack tally boards in existence and in use?

4. Are carton pucker sacked goods under cover?

5. Are goods marked with Warranty Expiry dates?

6. Is turnover assured by issuing from oldest stocks first?

7. Are mutually cont. emitting goods kept well apart?
(eg. Onions & Flour).

8. Are outdoor stacks on firm ground with well spaced & stack timber in wet weather?

9. If there is Recovery & Salvage Section is port & recess broken stock?

10. How much stock is there awaiting disposal as suspected unfit for human consumption? Is it so secured that it cannot reach civilian black market?

11. Is depot clean and tidy?

6. Is turnover measured by issuing from allied stocks first?

7. Are mutually cont: estimating goods kept well apart?
(CG. Onions & Flour).

8. Are outside stacks on firm ground which will stand up to black weather in wet weather?

9. Is there a Recovery & Salvage Section to assist in rescue broken stocks?

10. How much stock is there awaiting disposal as suspected until it has a consumption? Is it so secured that it cannot reach civilian black market?

11. Is depot clean and tidy?

12. What anti vermin measures are used?

13. Is Depot adequately protected against theft, by barbed wire, night lighting.

14. What guard arrangements exist, & do you consider them adequate?

C. (continued)

15. Are orders for sentries posted up where sentries can see them?

16. Are fire precautions adequate & is depot on the telephone?

17. "Spot check"?

Commodities Checked.	Surpluses found.	Remarks
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Remarks:--

(a)

18. What is the handling capacity of depot in 2 1/2 ton trucks per hour for:

(b)

a. Receipts.
b. Despatches.

19. Any labour problems?

Remarks:-

(a)
18. What is the
handling capacity
of Depot in 2 1/2
ton trucks per
hour for:
a. Receipts.
b. Despatches.

(b)
19. Any labour
problems?

20. Are rail cars
loaded from Depot
properly documented
& sealed?

21. Any difficulties
regarding provision
of trucks or rail car
guards?

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A. Physical Warehousing Position (POL).

1. Is the Depot securely protected against theft by barbed wire, night lighting, &c?

2. Is there a guard on during the night?
Is it adequate?
Do written guard orders exist?

3. During Depot closed periods in the daytime is there a duty man there as a protection against theft?
If so, has he written orders what to do?

4. If there are pumps, what happens to the pump keys at night and during Depot closed periods?

5. If ground tanks are in use, have any steps been taken to prevent theft by siphoning?

6. Are packed stocks (ie, cans, barrels) properly stacked?

7. Is there a tally board on each stack? Are they being used correctly?

a protection against theft? If so, has he written orders what to do?

4. If there are pumps, what happens to the pump keys at night and during Depot closed periods?

5. If ground tanks are in use, have any steps been taken to prevent theft by siphoning?

6. Are packed stocks (ie. cans, barrels) properly stacked?

7. Is there a tally board on each stock? Are they being used correctly?

8. What arrangements exist for checking flickers, and decanting into sound containers? Is it a daily check?

9. How are packed stocks issued? (Barrel for barrel basis)?

10. Are packed stock stacks trenched round to prevent fire spread?

11. Are fire fighting precautions & fire fighting equipment:
a. Comprehensive?
b. Strictly applied?
c. Documented?

B. Accounting Position (Food & POL Depot)

1. Are Food depot accounts internally in order, & that checks have you made in period under report?
(cf. ground stores - tally cards - depot stock records - procedure for accounting adjustments of discrepancies?)

2. What checks have you made as to whether ration stamps as recorded in Food depot accounts are confirmed by visits to unit is concerned?

3. Have unit ration books been produced, & app used to be in order in respect of unit validity?

4. Have POL depot accounts proved to be correct in order on inspections in period under report?

5. What checks have you been able to apply of POL issues as recorded by POL depots by means of visits to consuming units concerned?

What checks have you made as to whether Ration Strengths are recorded in food depot accounts are confirmed by visits to units concerned?

7. Have unit Ration Books been produced, & are they in order in respect of unit visits?

8. Have RCL depot accounts proved to be accurately in order on inspections in period under report?

9. What checks have you been able to apply of RCL issues as recorded by RCL depots by means of visits to consuming units concerned?

F. Unit Interior Economy.

1. In your opinion are unit's being used to best advantage?

2. Is there an over-use amount of kitchen & mess room usage?

3. Are unit's ration store arrangements satisfactory? Clean, cool & well ventilated?

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F. (continued)

4. Are unit cooks medically inspected at regular intervals? Are any cooks receiving treatment for V.D. or any contagious diseases?

5. Are anti fly precautions in ration store, kitchen & mess room satisfactory?

6. How is kitchen & mess room waste disposed of?

7. Are kitchen & mess room thoroughly cleaned?

8. What fuel is used for cooking?

9. Is the bread well made?

10. Did you check weight of flour?
(Standard wt = 300 grams)

11. Are issues from Ration Store to kitchen properly controlled on basis of actual needs & months to be issued?

12. How are messes kept away from unit & mess duty?

13. Are food cans kept on burn to prevent breeding of flies?

14. Is there a daily mess Officer appointed?

15. Does the unit try to augment the ration by growing anything locally?

16. Did you see a real mess? What were your impressions?

8. What fuel is used for cooking?

9. Is the bread well made?

Did you check weight of loaf?
(Standard wt = 300 grams)

10. Are items from ration store to kitchen properly controlled on basis of actual needs? How often to be inspected?

11. How are men kept away from unit? Is there any duty?

12. Are food cans packed or burnt to prevent breeding of flies?

13. Is there a Unit - Senior Officer appointed?

14. Does the unit try to augment the ration by growing anything itself?

15. Did you see a meal prepared? What were your impressions?

16. Is any attempt made to use up leftovers from meals?

17. Has unit got a latrine?

18. Are the vehicles clean and well maintained?

19. How many ex-managers? road as non-managers? Why are they off the road?

20. What is being done to get in spare parts?

21. Any difficulties over getting P.O.I.?

F. (continued)

22. Is unit training any drivers?
23. If officers live away from unit, how do they get to and fro between unit & billets?
24. Are vehicles properly on charge to a nominated driver?
25. Has unit a POL Store or Dump?
If so, is it:-
a. Away from other buildings?
b. Clean?
c. Properly safeguarded?
d. Equipped with fire fighting appliances?
26. Are issues of POL to vehicles made on basis of duly authorized trip chit. (Work tickets)?
If not, what is the system?
27. Do the men look cheerful & alert, or are they apathetic?
28. What do you judge to be the relationship between officers and enlisted men?
29. What is the standard of discipline?
30. Do the officers set a good example in dress, personal cleanliness and general bearing?
31. Did you hear or note

buildings?

- b. Clean?
- c. Properly safeguarded?
- d. Equipped with fire fighting appliances?

26. Are issues of POL to vehicles made on basis of duly authorized trip sheet. (Work tickets)? If not, what is the system?

27. Do the men look cheerful & alert, or are they apathetic?

28. What do you judge to be the relationship between officers and enlisted men?

29. What is the standard of discipline?

30. Do the officers set a good example in dress, personal cleanliness and general bearing?

31. Did you hear or note anything during your visit which led you to suspect:
a. Unrest among personnel (officers & men)?
b. Pro Fascist activities or tendencies?
c. Pro German activities or tendencies?
d. Unwillingness to help Allied cause?
e. Leakage in Allied security?

32. Has Unit Commander any complaints or suggestions to make on any matter affecting his unit?

33. Any further remarks?

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G. Visits to Head of Sector Committee.

Unit of visit	Points raised	Action taken	Action required
		by you.	by U.K.I.A.

H. General. (To include any points of general interest discovered during the week).

S & C BRANCH OPERATING INSTRUCTION N° 6.

APPENDIX "A".

Schedule of Provisional Warranties for Foodstuffs received from U.S.A.

<u>Commodity</u>	<u>Pack Details</u>	<u>Provisional "Life Expectation" reckoned from date of receipt into Depdt.</u>
Bacon Tinned	Tins and Cases	12 months
Beans Canned, (with Pork)	Tins and Cases	18 "
" " (without Pork)	Packets & Cartons	12 "
Biscuits, Type 'C'	Tins & Cases	12 "
Cheese Tinned		
Dehydrated Cabbage	Lever Lid tins & cases	12 "
" Carrots		
" Potatoes		
" Turnips		
Herrings Tinned	Tins and cases	18 "
M & V. Hash		
M & V. Stew	Tins and cases	18 "
M & V. Meat & Beans		
M & V. Irish Stew	Tins and cases	18 "
Preserved Meat		
Onion Powder	Lever Lid tins and cases	9 "
Pepper	Composite Cardboard/	
Pilchards	Tinplate containers in cartons	12 "
Pork Luncheon Meat	Tins and cases	18 "
incl Chopped Ham		
Pork Soya Links	Tins and cases	18 "
Potatoes Tinned	Tins and cases	18 "
Salmon Tinned	Tins and cases	18 "
Sardines	Tins and cases	18 "
Sausage Tinned	Tins and cases	18 "
Tomatoes Tinned	Tins and Cases	12 "

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Dehydrated Cabbage)	Packets & Cartons	12	"
" Carrots)	Tins & Cases	12	"
" Potatoes)			
" Turnips)	Lever lid tins & cases	12	"
Herrings Tinned	Tins and cases	18	"
M & V. Hash)			
M & V. Stew)	Tins and cases	18	"
M & V. Meat & Beans)	Tins and cases	18	"
M & V. Irish Stew)	Tins and cases	18	"
Preserved Meat	Lever lid tins and cases	9	"
Onion Powder	Composite Cardboard/		
Pepper	Tinplate containers in cartons	12	"
Pilcherda	Tins and cases	18	"
Pork Luncheon Meat)	Tins and cases	18	"
incl Chopped Ham)	Tins and cases	18	"
Pork Soya Links	Tins and cases	18	"
Potatoes Tinned	Tins and cases	18	"
Salmon Tinned	Tins and cases	18	"
Sardines	Tins and cases	18	"
Sausage Tinned	Tins and cases	18	"
Tomatoes Tinned	Tins and Cases	12	"
Variety Meats.	Tins and cases	13	"
Stewed Steak			
Vegetables Tinned.			
Beans Tinned (cut))	Tins and cases	18	"
" " (sliced))	Tins and cases	12	"
Beetroot Tinned (cut))	Tins and cases	18	"
" " (diced))	Tins and cases	12	"
Carrots Tinned (cut))	Tins and cases	18	"
" " (sliced))			
" " (plain))			
Peas Tinned	Tins and cases	12	"
Spinach	Tins and cases	18	"
Sweet Peas Tinned			

NOTE: The term 'cases' includes timber, chip and batten cases or fibreboard cartons.

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3. C. (continued).

iii. If Provisional Warranty Expiry dates have NOT been so applied, OSC Italian Army Depôts will act as in "A" or "B" above, whichever is applicable, and themselves apply Provisional Warranty Expiry Dates.

iv. If foodstuffs received under this paragraph are clearly old stock (i.e. weathered, damaged cases, and other indications) OSC Italian Army Depôts will apply to such foodstuffs a Provisional Warranty Expiry date based on 2/3 rds. of the "Life Expectations" shown at Appendix "A" and calculated from date of receipt into the Depôts.

Normally, MMIA Sector Liaison Officers will be called in to give their advice in such cases.

v. All Provisional Warranty Expiry dates applied in Italian Army Depôts will be so applied with a bold, clear cut stencil, using a prominent paint colour and will take the form shown in the following example:

A.F.D.G. Iug. 45.

representing 'Alla Fine della Garanzia - Maggio 1945'.

4. The Provisional Warranty Expiry stencil will be applied to each individual box, crate, case, barrel, etc., and it will usually be necessary to apply it to one side and one end, so that the stencil is visible when foodstuffs are stacked in the Depôts.

5. Care must be exercised in the case of sacked goods (i.e. flour, sugar, etc) to ensure that the paint does not penetrate the sacks and contaminate the contents.

It may be necessary to sack sacked goods in accordance with the Warranty Expiry dates (i.e. all stock, having the same Warranty Expiry date stacked in the same stack) and to mark each of such stacks **6373** a single board showing the Warranty Expiry date.

6. Officers Commanding Italian Army Depôts will be instructed that the principle of stacking foodstuffs in Depôts is so to stack that the goods most near to Warranty Expiry can be issued first, thus ensuring prompt and regular turnover.

OSC Depôts must bear this in mind at all times and be constantly

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give their advice in such cases.

D. All Provisional Warranty Expiry dates applied in Italian Army Depôts will be so applied with a bold, clear cut stencil, using a prominent paint colour and will take the form shown in the following example:

A.F.D.G. Aug. 45.

representing 'Alla Fina della Garanzia - Lucilio 1945'.

4. The Provisional Warranty Expiry stencil will be applied to each individual box, crate, case, barrel, etc., and it will usually be necessary to apply it to one side and one end, so that the stencil is visible when foodstuffs are stacked in the Depôts.

5. Care must be exercised in the case of sacked goods (i.e. flour, sugar, etc) to ensure that the paint does not penetrate the sacks and contaminate the contents.

It may be necessary to stack sacked goods in accordance with the Warranty Expiry dates (i.e. all stock, having the same Warranty Expiry date stacked in the same stack) and to mark each of such stacks a single board showing the Warranty Expiry date.

6. Officers Commanding Italian Army Depôts will be instructed that the principle of stacking foodstuffs in Depôts is so to stack that the goods most near to Warranty Expiry can be issued first, thus ensuring prompt and regular turnover.

CAC Depôts must bear this in mind at all times and be constantly alert to ensure that the storemen and issuing clerks are carrying this principle into effect.

7. Immediate action is necessary in all Italian Army Depôts to have stocks checked for Warranty Expiry and stencilled in accordance with these instructions.

24 July, 44.
BP/LW.

Distribution: All Sections (3)
M of W (4)
"Q" MMIA (2)
Spare (5)
File & Diary (2)

B. L. Percival
B. L. PERCEVAL.
Lt. Col, RASC,
ADST, Army Sub Comm, ACC.

ARMY SUB COMMISSION, AOC.
(M.M.I.A.)

No 6.

3 & 4 BRANCH OPERATING INSTRUCTION.

This instruction applies to Italian Army Bulk Depôts only.

1. Considerable quantities of foodstuffs received from the U.S.A. by the Italian Armed Forces are NOT marked with a manufacturer's warranty period or packing date.
2. To secure uniformity of practice in Italian Army Depôts and to ensure maximum conservation of foodstuffs by reducing to a minimum losses due to deterioration in stock, a list is attached at Appendix "A" showing "Life Expectations" of various food commodities.
3. Effective the date of this instruction Officers Commanding Italian Army Depôts will be instructed to put the following procedure into operation. -

A. Foodstuffs received direct from the USA - Unmarked.

Any such foodstuffs received without warranty period or packing date marks will be stencilled, on receipt into the Depôt, with a Provisional Warranty Expiry date, based on the "Life Expectations" at Appendix "A" and calculated from the date of receipt of such supplies into the Depôt.

B. Foodstuffs received direct from the USA - Marked with packing date only.

Any such foodstuffs similarly will have applied to them a Provisional Warranty Expiry date based on the "Life Expectations" at Appendix "A" and calculated from the packing date shown on the boxes, etc.

C. Foodstuffs received from US Army or Allied Army Depôts.

1. All such foodstuffs will be carefully scrutinized by OAC Italian Army Depôts to see whether a Provisional Warranty Expiry date has already been applied to them. Such Warranty Expiry dates may appear on such foodstuffs in any of

"A" showing "Life Expectations" of various food commodities.

3. Effective the date of this instruction Officers Commanding Italian Army Depôts will be instructed to put the following procedure into operation.

A. Foodstuffs received direct from the USA - Unmarked.

Any such foodstuffs received without warranty period or packing date marks will be stencilled, on receipt into the Depôt, with a Provisional Warranty Expiry date, based on the "Life Expectations" at Appendix "A" and calculated from the date of receipt of such supplies into the Depôt.

B. Foodstuffs received direct from the USA - Marked with packing date only.

Any such foodstuffs similarly will have applied to them a Provisional Warranty Expiry date based on the "Life Expectations" at Appendix "A" and calculated from the packing date shown on the boxes, etc.

C. Foodstuffs received from US Army or Allied Army Depôts.

i. All such foodstuffs will be carefully scrutinized by OSC Italian Army Depôts to see whether a Provisional Warranty Expiry date has already been applied to them.

Such Warranty Expiry dates may appear on such foodstuffs in any of the forms shown in the following examples, viz:

W/E Mar. '44 or 3/44.
PROV W/E Apr. '45 or 4/45.
Warranty Expiry Jun. '46 or 6/46.

Other methods may be used. In cases of doubt MMIA Sector Liaison Officers will advise.

ii. If Provisional Warranty Expiry dates have been applied such dates will stand effective and OSC Italian Army Depôts need take no action to apply new dates.

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