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Declassified E.O. 12356 Section 3.3/NND No. 785016

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AFHQ 1942³⁰ ADMINISTRATIVE MEMOS
Oct.-Dec. 1942

1757

MEMO FOR RECORD
(Do not detach from file)

This file item, or portions thereof as indicated below, has been indexed for inclusion in Departmental Records Branch Describable Item Index:

DATE
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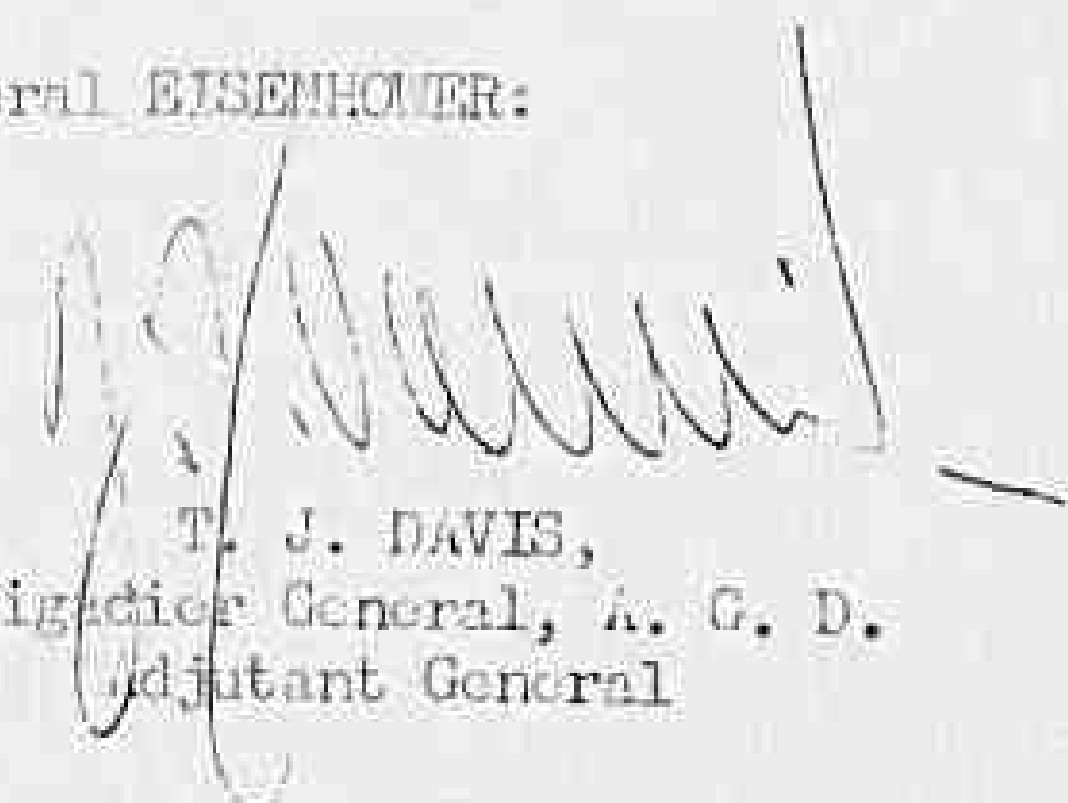
ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM) 31 December 1942
NUMBER 24)

INTERNAL ORGANIZATION OF ALLIED FORCE HEADQUARTERS
G-1 - G-4 DIVISIONS

1. The difference between the American and British systems of administration is too great to allow either to adopt the other's system. It has therefore been decided that the administrative side of Allied Force Headquarters should contain both the American and British elements which are necessary to operate their respective systems.
2. The American component will consist of G-1, G-4, and Special Staff. The British component will consist of A/Q staff, Services and RAF administrative Staff.
3. Coordination will be effected, under the direction of the Chief Administrative Officer, on matters of policy by close contact and liaison between G-1 and G-4 and the A/Q staff who will receive technical advice from the Special Staff and Services respectively.
4. Collaboration on technical matters will be insured by close contact and consultation between the American Special Staff and the British Services. Heads of British Services who, under the British System, are responsible for executive action as well as for advice, will also maintain close contact with the corresponding chiefs in the American organization responsible under the American system for implementing the instructions issued by Allied Force Headquarters.
5. The resulting outline organization is indicated in the attached diagram.
6. Further detailed instructions are in the course of preparation.

By command of Lieutenant General EISENHOWER:



T. J. DAVIS,
Brigadier General, A. G. D.
Adjutant General

1 Incl. - As listed.
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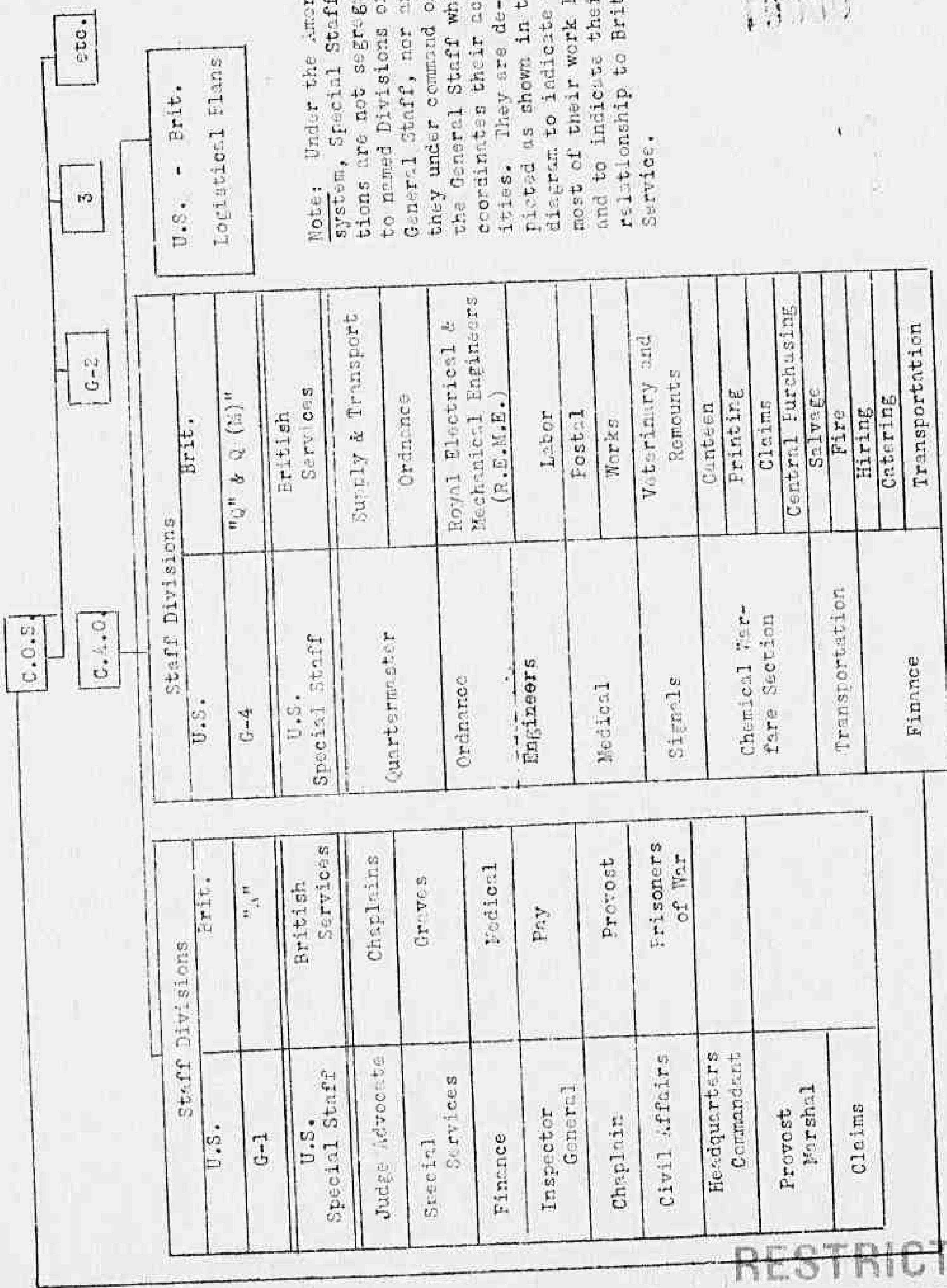
- 5 - S/GS
- 1 - CAO
- 3 - G-1, AFHQ
- 2 - G-3, AFHQ
- 1 - G-4, AFHQ
- 1 - Q (Maint)
- 1 - G-4 (Prov & Tn)
- 1 - Q (M)
- 1 - NCKP
- 1 - A/D C-in-C (Air)
- 1 - Civil Affairs
- 2 - Engineers
- 2 - Works
- 1 - Transportation (Br)
- 1 - OM
- 1 - ST
- 2 - Grd
- 1 - R.E.M.E.
- 2 - Med
- 1 - CWS
- 1 - Signals
- 1 - Labor
- 1 - Fin Advisor
- 2 - Provost Marshal
- 10 - First Army
- 10 - Fifth Army (U.S.)
- 1 - A-4, 12th AF
- 1 - EAC
- 10 - CG, CTF
- 10 - CG, WTF
- 2 - Med Base Section
- 2 - V Corps (Br)
- 1 - CHQ, 2d Ech.
- 5 - No. 1 L of C Area
- 5 - No. 1 Base Sub-Area
- 5 - No. 2 Base Sub-Area
- 5 - No. 3 Base Sub-Area
- 5 - No. 4 Base Sub-Area
- 5 - No. 1 L of C Sub-Area
- 5 - No. 2 L of C Sub-Area
- 2 - War Diary
- 1 - File
- 10 - Spares

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Note: Under the American system, Special Staff Sections are not segregated to named Divisions of the General Staff, nor are they under command of the General Staff which coordinates their activities. They are depicted as shown in this diagram to indicate where most of their work lies and to indicate their relationship to British Service.

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ALLIED FORCE HEADQUARTERS
APO 512

30 December 1942

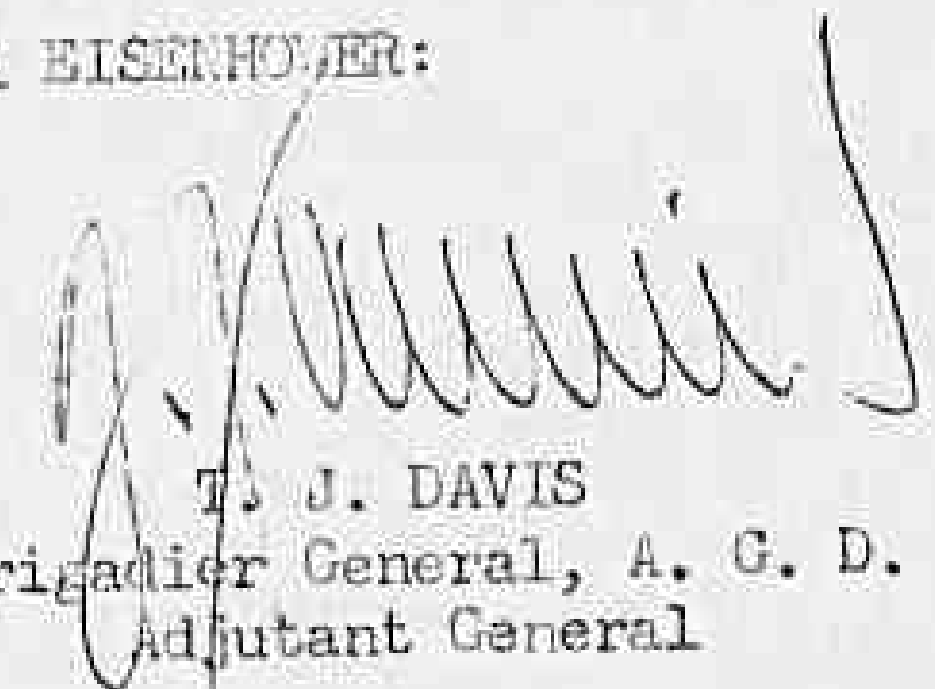
ADMINISTRATIVE MEMORANDUM)
NUMBER 23)

SUPPLY OF SIGNAL EQUIPMENT

Paragraph 2 d, Administrative Memorandum Number 22, this headquarters, is amended to read as follows:

The depot at ALGIERS will supply equipment for special projects to all forces in the Algiers area and to the East.

By command of Lieutenant General EISENHOWER:


T. J. DAVIS
Brigadier General, A. G. D.
Adjutant General

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- | | |
|-----------------------|---------------------------|
| 5 - SG/S | 1 - File |
| 1 - CAO | 1 - Fin Advisor |
| 3 - G-1, AFHQ | 2 - FM |
| 2 - G-3, AFHQ | 10 - Br. 1st Army |
| 1 - G-4, AFHQ | 10 - Fifth Army |
| 1 - Q (Maint) | 1 - A-4, 12th AF |
| 1 - G-4 (Mov & Tn) | 1 - BAC |
| 1 - Q (M) | 10 - CG, CTF |
| 1 - NCXF | 10 - CG, WTF |
| 1 - A/D, C-in-C (Air) | 2 - CG, MBS |
| 1 - CIV | 10 - Spares (G-4) |
| 2 - War Diary (G-4) | 2 - V Corps (Br.) |
| 2 - Eng. | 1 - GHQ, 2d Ech |
| 2 - Works | 5 - No. 1 L of C Area |
| 1 - Trans. (Br) | 5 - No. 1 Base Sub-Area |
| 1 - QM | 5 - No. 2 Base Sub-Area |
| 1 - S.T. | 5 - No. 3 Base Sub-Area |
| 2 - ORD | 5 - No. 4 Base Sub-Area |
| 1 - R.E.M.E. | 5 - No. 1 L of C Sub-Area |
| 2 - Medical | 5 - No. 2 L of C Sub-Area |
| 1 - C.W.S. | |
| 1 - SIG | |
| 1 - Labor | |

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ALLIED FORCE HEADQUARTERS
A.P.O. 512

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: 25 December 1942 :
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25 December 1942

ADMINISTRATIVE MEMORANDUM)

NUMBER 22)

SUPPLY OF SIGNAL EQUIPMENT

1. A U. S. Army Signal Corps Depot will be established at ALGIERS.
2. The following defines the functions in regard to the supply of signal equipment of the U. S. Army Signal Corps Depot and the British Base Ordnance Depot:
 - a. Unit signal equipment will be drawn by U. S. troops from the U.S. depot, and by British troops through the normal ordnance channels.
 - b. Signal items which are used by both U. S. troops and British troops will be held in the depot of the army which produces the items. Each army will place demands on its depot, but if the depot holds no stocks the demands will be passed to the depot of the other army. Where equipment is controlled, issues from either depot will be subject to approval by the Chief Signal Officer, Allied Force Headquarters.
 - c. Equipment required for special projects, for example, heavy wireless sets, carrier equipment, cables and overhead wire equipment, will be handled centrally for U. S. and British Forces in the U. S. Army Signal Corps Depot. Equipment of War Office supply shipped to B.O.D. marked S.S.C.R. will be transferred to and held by U. S. Army Signal Corps Depot.
 - d. The depot at ALGIERS will supply all forces in the ALGIERS area and to the East.

By command of Lieutenant General ELPHINSTON:

[Handwritten Signature]
T. J. DAVIS
Lieutenant General, A.G.D.
Adjutant General

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|-----------------------|-----------------|-------------------|------------------------|
| 5 - S/GS | 2 - ENG | | |
| 1 - CAO | 2 - Works | | |
| 3 - G-1, AFHQ | 1 - Trans. (Br) | 1 - Fin Advisor | |
| 2 - G-3, AFHQ | 1 - [?] | 2 - [?] | |
| 1 - G-4, AFHQ | 1 - S.T. | 10 - Br. 1st Army | 2 - V Corps (Br) |
| 1 - Q (Paint) | 2 - ORD | 10 - Fifth Army | 1 - GHC, 2d Ech. |
| 1 - G-4 (Mov & Tr) | 1 - H.E.M.E. | 1 - G-4, 12th AF | 5 - No. 1 L of C Area |
| 1 - Q (I) | 2 - Medical | 1 - EAC | 5 - No. 1 Base Sub-ar. |
| 1 - NCXF | 1 - C.W.S. | 10 - CG, CTF | 5 - No. 2 Base Sub-ar. |
| 1 - A/D. C-in-C (Air) | 1 - SIG | 10 - CG, WTF | 5 - No. 3 Base Sub-ar. |
| 1 - Civ | 1 - Labor | 2 - CG, MBS | 5 - No. 4 Base Sub-ar. |
| 2 - War Diary (G-4) | 1 - File | 10 - Stores (G-4) | 5 - No. 1 LofC Sub-ar. |
| | | | 5 - No. 2 LofC Sub-ar. |

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ALLIED FORCE HEADQUARTERS
AFO 512

24 December 1942

ADMINISTRATIVE MEMORANDUM)

NUMBER : 21)

USE OF RAIL TRANSPORTATION FACILITIES

1. Operational requirements for line of communication movement of air and ground personnel and material in this theater are placing a heavy strain on all available transportation facilities.
2. In particular, rail transportation facilities are proving inadequate to meet all demands made upon them and, while all possible technical measures are being taken and will continue to be taken to increase the available capacity, these measures will be ineffective unless all users of rail transportation cooperate in insuring that the utmost economy is exercised in the use of facilities allotted to them.

3. Such economy in the use of rail transportation will be exercised as follows:

a. Rapid turn-round of wagons (cars). The supply of railway wagons of all types is insufficient to meet requirements. It is, therefore, essential to get full use out of each available wagon by shortening its overall turn-round. Users of rail transportation can assist in this respect by:

- (1) Immediate and rapid unloading of wagons at depots and railheads.
- (2) Avoiding delay when wagons are placed for loading in ports and depots.
- (3) Insuring that wagons are fully loaded with one commodity for one destination. Part loads must be avoided, and railway wagons will not normally be allotted for part loads.

b. Forward planning of movement. Much waste and disorganization has been caused by nearly all recent demands for rail transportation having been made at short notice and classified as first priority. Movement of supply material, in particular, must be planned well in advance so that a coordinated program, making the best use of rail and sea transportation, can be made. Rush demands have to be met by rail movement and always at the expense of other priority movements.

c. Movement of full train-loads to single destinations. Policy for supply is being based on the accumulation of reserves at airfields, advanced bases, and railheads. When these are established, replenishment will normally be effected, as far as possible, by bulk trains containing a single commodity for a single destination. Demands by formations or depots for movement of small consignments at short notice will not be made except in emergency.

d. Use of transport for short hauls.

- (1) To reduce demands for rail transportation, road transport will be used for short hauls and up to thirty (30) and forty (40) miles, whenever possible.
- (2) An Allied Wagon Control has been set up, in collaboration

ALLIED FORCE HEADQUARTERS
AFO 512

24 December 1942

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3. Such economy in the use of rail transportation will be exercised as follows:
 - a. Rapid turn-round of wagons (cars). The supply of railway wagons of all types is insufficient to meet requirements. It is, therefore, essential to get full use out of each available wagon by shortening its overall turn-round. Users of rail transportation can assist in this respect by:
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 - (3) Insuring that wagons are fully loaded with one commodity for one destination. Part loads must be avoided, and railway wagons will not normally be allotted for part loads.
 - b. Forward planning of movement. Much waste and disorganization has been caused by nearly all recent demands for rail transportation having been made at short notice and classified as first priority. Movement of supply material, in particular, must be planned well in advance so that a coordinated program, making the best use of rail and sea transportation, can be made. Rush demands have to be met by rail movement and always at the expense of other priority movements.
 - c. Movement of full train-loads to single destinations. Policy for supply is being based on the accumulation of reserves at airfields, advanced bases, and railheads. When these are established, replenishment will normally be effected, as far as possible, by bulk trains containing a single commodity for a single destination. Demands by formations or depots for movement of small consignments at short notice will not be made except in emergency.
 - d. Use of transport for short hauls.
 - (1) To reduce demands for rail transportation, road transport will be used for short hauls and up to thirty (30) and forty (40) miles, whenever possible.
 - (2) An Allied Wagon Control has been set up, in collaboration with French Military and Civil Authorities, to control the

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2. In particular, rail transportation facilities are proving inadequate to meet all demands made upon them and, while all possible technical measures are being taken and will continue to be taken to increase the available capacity, these measures will be ineffective unless all users of rail transportation cooperate in insuring that the utmost economy is exercised in the use of facilities allotted to them.
3. Such economy in the use of rail transportation will be exercised as follows:
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 - (2) Avoiding delay when wagons are placed for loading in ports and depots.
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 - d. Use of transport for short hauls.
 - (1) To reduce demands for rail transportation, road transport will be used for short hauls and up to thirty (30) and forty (40) miles, whenever possible.
 - (2) An Allied Wagon Control has been set up, in collaboration with French Military and Civil Authorities, to control the use and allocation of wagons and to report daily on the wagon position throughout the theater. It will be responsible for bringing to the notice of this headquarters any uneconomical use of wagons or disregard of the principles set out above.

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4. Commanding officers will insure that the contents of this memorandum are brought to the notice of their staffs and the staffs of formations and units under their command and that all concerned are warned of the vital necessity for strict economy in the use of rail transportation.

By command of Lieutenant General Geoffrey EISENHOWER
 T. J. J. VIS
 Brigadier General, A.G.D.
 Adjutant General

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ALLIED FORCE HEADQUARTERS
APO 512

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: 12 December 1942 :
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12 December 1942

ADMINISTRATIVE MEMORANDUM)
NUMBER 20) CORRECTED COPY

CONTROL OF TRAFFIC ALONG THE LINE OF COMMUNICATION

1. The Annex to this memorandum lays down the system of road traffic control now in force on the line of communication in the Eastern Task Force area between ALGIERS and SOUK AIRAS.
2. It is published for information of, and compliance by, all military and air personnel moving by road along this line of communication.
3. Task Force Commanders will insure that commanders of road convoys passing into the Eastern Task Force area from the West are acquainted with the contents of this memorandum. It should be noted that movement control officers and their staffs act and give orders under the authority of the Commanding General Eastern Task Force.

By command of Lieutenant General EISENHOWER:

T. J. Davis
T. J. DAVIS,
Brigadier General, A.C.D.,
Adjutant General

1 Incl
Annex to Administrative Memorandum No. 20

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ANNEX TO ADMINISTRATIVE MEMORANDUM NO. 20

CONTROL OF TRAFFIC ALONG THE L OF C

1. In view of the fact that the BOUIRA, SETIF, CONSTANTINE, SOUK AHRAS road has to be used for the majority of vehicles moving EAST, it has been found necessary to enforce a strict system of Traffic Control along this route in order to avoid congestion.

2. STAGING AREAS. Headquarters of Staging Areas are at the following places:

- L'ARBA.....N 88
- BENI MANSOUR.....O 86
- SETIF.....P 85
- CONSTANTINE.....L 98
- GUELMA.....H 69

a. Movement Control Officer will be attached to each Staging Area and he will be responsible for coordinating all Road Movement forward to the next Staging Point.

b. Attached to each Staging Area will be a Traffic Sector Control whose Traffic Posts detailed in paragraph 3 will act as a nervous system along the whole route.

c. The necessary Medical, Recovery, Road Repair, Re-fueling and Re-victualling organizations, as detailed below, will be in the closest touch with each of these centers of control and information.

d. The Movement Control Officer will collect the Progress Reports from the attached Sector Control and will, each evening, telephone a summary to Movement Control CONSTANTINE or ALGIERS District. They will, in turn, pass this information to Q(M) Advance First Army, No.1 L of C Sub Area, No. 2 L of C Sub Area, and any Base Sub Area concerned.

3. TRAFFIC POSTS. A series of Traffic Posts will be set up along the L of C and manned by Traffic Control personnel. They will be located as follows:

Under Sector Control, L'Arba N 88	MENERVILLE	J 11
	PALESTRO	O 29
	BOUIRA	O 75
Under Sector Control, Beni Mansour O 86	MANSOURA	P 03
	EL ACHIR	P 13
Under Sector Control, Setif P 85	ST. DONAT	L 15
Under Sector Control, Constantine L 98	AINE REGARDA	K 37
Under Sector Control, Guelma H 69	DUVIVIER	G 90
	SOUK AHRAS	N 18
	GHARDILLOU	H 51
	SOUK EL ARBA	H 81

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2. STAGING AREAS. Headquarters of Staging Areas are at the following places:

- MARDA.....M 88
- BENI MANSOUR.....O 86
- SETIF.....P 85
- CONSTANTINE.....L 98
- GUELMA.....H 69

- a. A Movement Control Officer will be attached to each Staging Area and he will be responsible for coordinating all Road Movement forward to the next Staging Point.
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	EL ACHIR	P 13
Under Sector Control, Setif P 85	ST. DONAT	L 15
Under Sector Control, Constantine L 98	AINE REGARDA	R 37
Under Sector Control, Guelma N 69	DUVIVIER	G 90
	SOUK AHRAS	N 18
	GHERDELLOU	H 51
	SOUK EL ARBA	H 81

- a. These posts will enable a check to be maintained on the progress of all convoys.
- b. All posts will receive each evening from Q(M), details of moves passing through their area on the following day. All posts will check convoys past them and report forward to the next Traffic Post. In the event of any vehicle breaking down the Convoy Commander will contact the nearest post which will report the accident to the appropriate authority.

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3. TRAFFIC POSTS, contd.

c. Each post will have full information as to the nearest Unit Recovery Point, Medical Detachment, Re-fueling Point, and any other information which might prove of value to a Convoy Commander.

4. VEHICLE RECOVERY. a. At the moment 6 Army Ordnance Workshop is at CONSTANTINE with a detachment at SETIF. All vehicles West of SETIF should be towed, where possible, to Scissons Garage, SETIF. Breakdowns East of SETIF should be towed to the Citroen Garage, CONSTANTINE.

b. If a vehicle cannot be towed it should be left under an armed guard and details reported to the nearest Traffic Post. They will then inform the nearest Recovery Section who will arrange to collect. ON NO ACCOUNT WILL VEHICLES BE ABANDONED AT THE SIDE OF THE ROAD.

5. MEDICAL ARRANGEMENTS. A Medical Inspection room in the charge of a responsible Non Commissioned Officer will be established at each Staging Area.

6. ROAD REPAIR. a. Full details of any damage to roads by enemy action or otherwise will be reported through the nearest Traffic Post to the Movement Control Officer at the nearest Staging Area. This Officer will be responsible for reporting the damage to the CRE of the appropriate Sub Area and also for informing C(1) First Army. He should also take what action he considers necessary to re-route any convoys in his area.

b. The CRE will arrange for either civil repair organizations or his own troops to repair the damage as soon as possible.

7. INTER-COMMUNICATIONS. a. Military telephones will be installed at CONSTANTINE and SETIF. Arrangements will be made for other staging places to be provided with civil telephones.

b. Traffic Control Commanders will, wherever possible, site their Traffic Posts at a civil telephone. If this is impossible details of the nearest telephone will be forwarded to their headquarters and arrangements will be made either to extend this line to their post or to provide another civil telephone for their use.

c. All information will be passed by Traffic Posts to the nearest staging camp which will in turn pass it on to the appropriate headquarters.
AG 370.41 - D

Guard and Recovery Section who will arrange to collect. ON NO ACCOUNT WILL VEHICLES BE ABANDONED AT THE SIDE OF THE ROAD.

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30 November 1942

ALLIED FORCES HEADQUARTERS
APC 5.2

30 November 1942.

ADMINISTRATIVE MEMORANDUM

NUMBER

19)

MOVEMENTS AND TRANSPORTATION POLICY

1. The increased demands on the Theater transportation facilities caused by the rapid eastward movement of personnel, M.I. and stores require that this headquarters assume certain co-ordinating functions without delay.

2. These functions are:-

(a) Co-ordinating of all rail and sea movements between Task Force Areas. This co-ordinating action will include confirmation of the ability of the Task Forces concerned to accept and receive the traffic.

(b) The allocation of means of movement - by sea, rail and road - between Task Force Areas. This to include allocation of shipping (personnel, cargo, coastal or hospital ships) and, when necessary, of road trucks where shortage exists.

(c) The determination of priorities of Inter-Area traffic in consultation with the Task Forces concerned. This to include, for rail movement, decisions on priority of allocation of train paths ("marches") and special rolling stock (war flats etc).

3. Commanding Generals will, for the present, retain full responsibility for the control, execution and co-ordination with the appropriate authority, of all movements within their Task Force Area and it will be the responsibility of this headquarters to provide Task Forces with all necessary information relative to movements between Areas, prior to such movements being ordered.

4. In the co-ordination of the Transportation Requirements of the Allied Forces and of French Military and Civil Authorities a joint organization is being established immediately.

5. All questions of policy on the allocation or use of French Controlled transportation facilities will be referred to this headquarters by Task Forces. Matters connected with the day to day control and operation of facilities whose allocation and use is already agreed will continue to be dealt with by Task Force Commanders.

By command of Lieutenant General EISENHOWER:

1772

1. The increased demands on the Theater transportation facilities caused by the rapid eastward movement of personnel, M.T. and stores require that this headquarters assume certain co-ordinating functions without delay.

2. These functions are:-

(a) Co-ordination of all rail and sea movements between Task Force Areas. This co-ordinating action will include confirmation of the ability of the Task Forces concerned to carry to and receive the traffic.

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By command of Lieutenant General EISENHOWER:

[Handwritten Signature]
H. J. DAVIS,
Colonel, A.C.D.,
Adjutant General.

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- 10 - CG, ETF
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- 10 - N.C.X.F.
- 2 - Each Staff Section, AFHQ

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ALLIED FORCE HEADQUARTERS
APO 512

COPY NUMBER _____

23 October 1942

ADMINISTRATIVE MEMORANDUM

NUMBER 16)

LONG TERM ACCOMMODATION ESTIMATES

1. In order that provision may be taken for accommodation material, tents, and hutting for the summer and early winter 1943 task forces will take steps to review their total estimated requirements as soon as possible after arrival in the Theater.

2. Demands based on the estimates as revised by reconnaissance will be placed on Allied Force Headquarters.

3. As a guide to Task Forces in preparing their revised estimates, the following general policy will apply to all Task Forces:

4. BASIS OF CALCULATIONS FOR ACCOMMODATION PURPOSES.

Task Forces will base their estimates:

- Western Task Force....Five (5) divisions and necessary supporting troops as approved scales.
- Center Task Force....Four (4) divisions and necessary supporting troops to approved scales.
- Eastern Task Force....Six (6) divisions and necessary supporting troops to British approved scales.

Note: Two (2) of these divisions if provided in the Eastern Task Force area will be at the expense of divisions in Center and Western Task Force areas.

5. AIR COMMANDS.

Eastern and Western Air Commands requirements will be coordinated respectively by Eastern and Center Task Forces, who will include the requirements of Air Commands in Task Force estimates.

6. TENTED CAMPS.

Tented Camps will be provided with essential roads and paths, water supply, electric light and drainage where available.

7. PERMANENT CAMPS EAST AND I. OF C.

Accommodation to be hatted except sleeping accommodation, which will be tented.

8. HOSPITALS.

Sixty (60) per cent of wards may be tented.

9. HUTTING SCALES.

Hatted accommodation in Permanent Camps will be estimated as follows: Cook houses (but not dining rooms.) Wash houses and sickrooms.

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LONG TERM ACCOMMODATION ESTIMATES

1. In order that provision action may be taken for accommodation material, tents, and hutting for the summer and early winter 1943, Task Forces will take steps to review their total estimated requirements as soon as possible after arrival in the Theater.

2. Demands based on the estimates as revised by reconnaissance will be placed on Allied Force Headquarters.

3. As a guide to Task Forces in preparing their revised estimates, the following general policy will apply to all Task Forces:

- 4. BASIS OF CALCULATIONS FOR ACCOMMODATION PHASES.
 Task Forces will base their estimates:
 Western Task Force...Five (5) divisions and necessary supporting troops to approved scales.
 Center Task Force...Four (4) divisions and necessary supporting troops to approved scales.
 Eastern Task Force...Six (6) divisions and necessary supporting troops to British approved scales.

Note: Two (2) of these divisions if provided in the Eastern Task Force area will be at the expense of divisions in Center and Western Task Force areas.

5. AIR COMMANDS.
 Eastern and Western Air Commands requirements will be coordinated respectively by Eastern and Center Task Forces, who will include the requirements of Air Commands in Task Force estimates.

6. TENTED CAMPS.
 Tented Camps will be provided with essential roads and paths, water supply, electric light and drainage where available.

7. PERMANENT CAMPS EAST AND I. OF C.
 Accommodation to be hutted except sleeping accommodation, which will be tented.

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8. HOSPITALS.
 Sixty (60) per cent of wards may be tented.

9. HUTTING SCALES.
 Hutted accommodation in Permanent Camps will be estimated as follows:
 Cook houses (but not dining rooms.)
 Wash houses and showers.
 Latrines and urinals.
 Offices and stores.
 E.P.I. (for British).
 Recreation huts and Post Exchanges (for U.S.) (Hutted accommodation for cooking and permanent staff only.)

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- 10. ACCOMMODATION FOR STORES.
 a. BASE DEPOTS: Covered accommodation will be provided for stores which deteriorate in the open, on the minimum scale approved by Task Forces.
 b. BASE WORKSHOPS: Covered accommodation will be provided for protection of machinery and for such work as cannot be carried out in the open, on the minimum scales approved by Task Forces.

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11. SHIPPING RESTRICTIONS.
 Pass Forces and Air Commands are reminded that shipping restrictions will severely limit the possibility of providing building material. Task Force demands will therefore take into account:

- a. Maximum usage of existing buildings.
- b. Maximum usage of local materials.

By Command of Lieutenant General EISENHOWER:

[Handwritten Signature]
 T. V. DAVIS
 Colonel, A.S.D.
 Adjutant General

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- 83 thru 85 - L-4, AFHQ
- 86 thru 95 - CG, HQ Comd, AF
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- 97-98 - CG, SCS, ETOUSA
- 99 - Rep SCS Trains (Col. Stewart)
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- 103-104 - British W.O. (D. Mov.)
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- 107 thru 121 - CG, Twelfth Air Force
- 122-123 - CG, MAC
- 124-125 - CM, AFHQ
- 126 thru 175 - 1st British Army
- 176-177 - Ord, AFHQ
- 178-179 - Sig, AFHQ
- 180-181 - Eng, AFHQ
- 182-183 - CWS, AFHQ
- 184-185 - G-1, AFHQ
- 186 - CHQ (M) Home Forces
- 187-188 - CIV, AFHQ
- 189-190 - OLM, AFHQ
- 191-192 - Capt. Wright, USM
- 193-194 - Commodore Douglas Pennant
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I. W. Davis
Colonel, A.S.D.
Adjutant General

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- 64-66 - CG, II Corps Group
- 67-68 - War Office Q (ops)
- 69-70 - CG, ETP, AF
- 71 thru 80 - CG, EAF, AF
- 81 - D. & Q.G, ETP, AF
- 82 - G-4, EAF, AF
- 83 thru 85 - G-4, AFHQ
- 86 thru 95 - CG, HQ Comd, AF
- 96 - J & In Br Rep II Corps Group
- 97-98 - CG, SCS, ZTAUSA
- 99 - Rep SOS Trains (Col. Steward)
- 100 thru 102 - J & In, AFHQ
- 103-104 - British W.O. (D. Gov.)
- 105-106 - CG, ETPUSA
- 107 thru 121 - CG, Twelfth Air Force
- 122-123 - CG, EAC
- 124-125 - Q.G, AFHQ
- 126 thru 175 - 1st British Army
- 176-177 - Ord. AFHQ
- 178-179 - Sig. AFHQ
- 180-181 - Eng. AFHQ
- 182-183 - CWS, AFHQ
- 184-185 - G-1, AFHQ
- 186 - HQ Q (M) Home Forces
- 187-188 - CIV, AFHQ
- 189-190 - CIM, AFHQ
- 191-192 - Capt. Wright, USN
- 193-194 - Comdore Douglas Pennant
- 195-196 - Air Section (Adm)
- 197 - AG, AFHQ
- 198 - AG, AFHQ
- 199 - AG, AFHQ
- 200 - CG Western Air Command
- 201-202 - CG, Western Task Force
- 203-204 - AG, EAC (RAF)
- 205-214 - Spares to G-1, AFHQ

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ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 14)

23 October 1942

PUBLICATION OF ROUTINE INSTRUCTIONS, ETC., AFHQ.

1. The following procedure with respect to publication of General Routine Instructions will be instituted upon the arrival of this headquarters in the "TORCH" area: (exact date will be announced later.)

a. The Adjutant General, Allied Force, will publish and distribute to U.S. Forces:

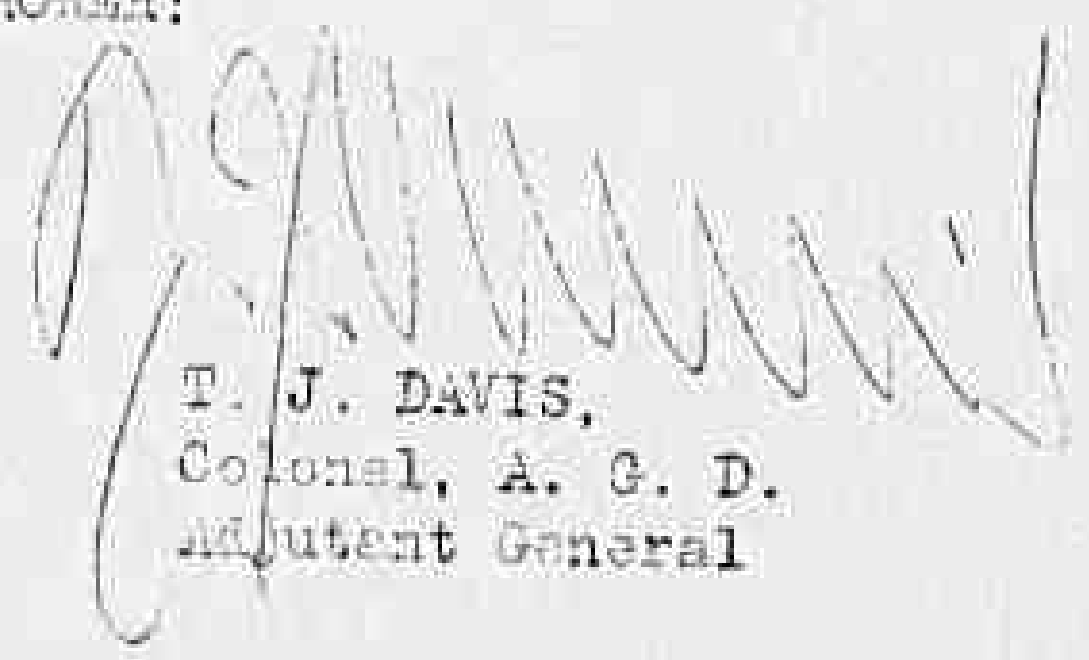
- (1) All matter affecting U.S. Forces only.
- (2) All matter affecting both U.S. and British Forces of the Allied Force.

b. The Chief Administrative Officer (British) will publish and distribute for all British Forces:

- (1) A repeat of matter referred to in la (2) above.
- (2) All matter affecting British Forces only.

2. Chiefs of General and Special staff sections must indicate clearly on all documents sent to the Adjutant General for publication the fact that the document either applies to U.S. forces only, or to both. The Adjutant General will send a copy to Deputy Adjutant General (DAG) (Br.) office of Assistant Chief of Staff, G-1, Allied Force, of any document which applies to both forces. Documents applying to British forces only will be sent directly by originating section to the DAG (Br.) office of G-1, Allied Force.

By command of Lieutenant General EISENHOWER:



T. J. DAVIS,
Colonel, A. G. D.
Adjutant General

DISTRIBUTION:

- "A"
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ALLIED FORCE HEADQUARTERS
APO 512

20 October 1942

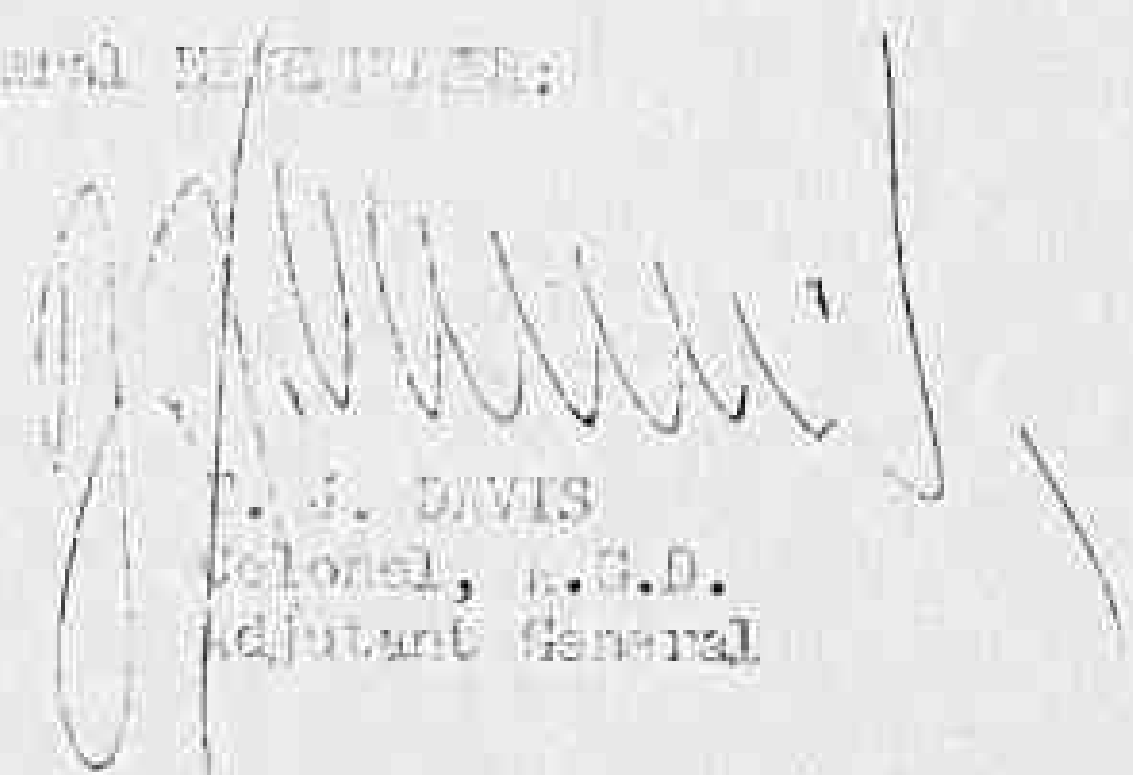
ADMINISTRATIVE MEMORANDUM

NUMBER 13

MOVEMENTS AND TRANSPORTATION INSTRUCTIONS

1. The attached instructions on Movements and Transportation are issued as guide to the general policy to be adopted by all Task Forces on the establishment of their Movements or Transportation organization after the assault.
2. The object of these instructions is to insure that a common policy is followed in the use and development of transportation facilities, particularly as regards relations with existing French transport agencies whose willing cooperation will be essential to the successful development of the operation.
3. It is essential that the responsible staffs and services of both Allied Forces should conform as far as possible to the common policy set out in these instructions, particularly in view of the inefficient methods and organization.
4. At a later stage, when experience of actual conditions in the theater is available, necessary amendments or supplementary instructions will be issued, and the Task Force Commanders are invited to forward suggestions based on such experience for additions or alterations to this directive.

By command of Lieutenant General W. S. DAVIS:



W. S. DAVIS
Colonel, U.S.A.
Adjutant General

1 Incl.
Incl. 1 - Instructions on Movements - 1 -
and Transportation

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- 40 - Brig. Sage - plus 40 copies of Annexure 5
- 5 - CO, CTF (General Fredendall)
- 1 - Colonel Stewart
- 3 - E. Coy. (W.C.)
- 3 - D. Coy. (W.C.)
- 1 - Lt. Col. Lacey
- 1 - Col. Ross (SAS)
- 1 - WIP Rep. (Major Stevens)
- 1 - Brig. Lewis
- 1 - Brig. Westropp
- 1 - Brig. Gen. Lechnitzer
- 1 - Brig. Gen. Rocks
- 1 - Brig. Gen. Larkin
- 1 - Brig. Vogel
- 2 - Col. Stokes
- 1 - Col. Adcock
- 1 - Col. Dunn, A.
- 1 - Col. Zane, Twelfth Air Force
- 1 - Col. Archibald
- 1 - Col. Ramsay
- 1 - Air Marshal Water
- 1 - Air Comd. MacFarlane
- 10 - Naval C-in-C
- 1 - CAG, AFHQ
- 1 - G-1, AFHQ
- 1 - G-2, AFHQ
- 1 - G-3, AFHQ
- 2 - G-4, AFHQ
- 1 - A, AFHQ
- 1 - CAG, AFHQ
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MOVEMENT AND TRANSPORTATION INSTRUCTIONS.

INTRODUCTION.

I. GENERAL

1. Definitions.
2. Organization.
3. Relations with Civil Transportation Agencies.
4. Common Use and Control of Transportation Facilities.
5. Decentralized Control within the Theatre.
6. Task Forces Areas of Operations (Movements and Transportation)
7. Allotments of Port and Place Code Numbers.

II. SHIPPING

8. North African Shipping Board.
9. Allocation to Task Forces.
10. Diversion of Shipping.
11. Follow-up Convoy Programme.
12. Stores Shipments Programme.
13. Hospital Ships and Evacuation of Casualties.

III. PORT OPERATION.

14. Responsibility for Operation.
15. Relations with French Port Authorities.
16. Port Organisation - U.S.
17. Port Organisation - British.
18. Port Clearance by Road.

IV. RAILWAY MOVEMENT, OPERATIONS AND CONNECTION.

19. Use of Railways in the Theatre of Operations.
20. Relations with French Railway Authorities.

- 2. Operation.
- 3. Relations with civil transportation agencies.
- 4. Common use and control of transport facilities.
- 5. Decentralized Control within the Theatre.
- 6. Task Force Areas of Operations (Movements and Transportation)
- 7. Allocations of Port and Place Code numbers.

III. SHIPING

- 8. North African Shipping Board.
- 9. Allocation to Task Forces.
- 10. Diversion of shipping.
- 11. Roll-on-Roll-off Programme.
- 12. Stores shipment programme.
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- 14. Responsibility for operation.
- 15. Relations with French Port Authorities.
- 16. Port Organisation - U.S.
- 17. Port Organisation - British.
- 18. Port Clearance by Road.

IV. RAILWAY MATERIALS, OPERATIONS AND CONSTRUCTION.

- 19. Use of Railways in the Theatre of Operations.
- 20. Relations with French Railway authorities.
- 21. Allocation of locomotives and rolling stock.
- 22. Priority of moves.
- 23. Inter-rail Rail Moves.
- 24. Authority for Railway construction.
- 25. Allocation of Transportation Units and Engineer Units and Railway Material.
- 26. Opening of Railway Stations as Railheads.

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V. ROAD TRAFFIC

- 27. Role of the Road.
- 28. Inter-area Road Moves.
- 29. Repair of Roads and Bridges - Road Classification.
- 30. Establishment of Road L. of U - Allocation of Motor Transportation.

VI. ACCIDENTARY PRODUCTION

- 31. Mail and Main Documents.
- 32. Statistical Data and Returns (British).

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MOVEMENT AND TRANSPORTATION INSTRUCTIONS.

INTRODUCTION.

These instructions are complementary and supplementary to existing U.S. and British Regulations as laid down in the respective manuals, etc.

I. GENERAL.

1. Definitions.

(a) U.S. Transport Section Corps.

Special Staff and Transportation Section of the Services of Supply (S.S.S.).

These contain the functions of the British (Overseas) Staff, Movement Control, and Transportation Service (except as regards Railway and Port Construction, which are a U.S. Marine Corps responsibility).

(b) British Government Control Staff.

A branch of the G or (G-2) Staff, which executes staff control of movement by all the various transport agencies whether civil or military.

(c) British Government Control (B.G.C.)

The military organization which under direction of G. (Overseas) Staff, provides the channel through which requests for transport of personnel or stores for the Navy, Army, or Air Force are co-ordinated and presented to the civil or military transport agencies for action.

Functions.

Shipping Programmes.

Control of Movement through Locks.

" " " " by Rail.

" " " " by Road.

Provision and employment of all transportation personnel.

Shipping Programmes.

Control of Movement through Locks

" " " " by Rail.

" " " " by Road.

Provision and employment of B.G.C. personnel.

Co-ordinate and controls all movement, through Locks or by rail, by means of Embarkation Staff Officers (E.S.O's) or Railway Traffic Officers (R.T.O's).

The Military Forwarding Organisation is also controlled by British Government Control through Military Forwarding Officers (M.F.O's).

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(e) U.S. Transportation Command

Special Staff and Transportation Sections of the Services of Supply (T.S.O.S.).

These comprise the functions of the British (Overseas) Staff, Movement Control, and Transportation Service (except as regards facilities and port construction, which are a U.S. Army Corps responsibility).

(f) British (Overseas) Staff

A branch of the G or (C-4) Staff, which exercises staff control of movement by all the various transport agencies whether civil or military.

(g) British Government Control (B.G.C.)

The military organization which under direction of the (Overseas) Staff, provides the channel through which permits for transport of personnel or stores for the Army, Navy, or Air Force are co-ordinated and presented to the civil or military transport agencies for action.

Shipping Programmes.

Control of movement through Docks.

" " " " by Rail.

" " " " by Road.

Provision and employment of all transportation personnel.

Shipping Programmes.

Control of movement through Docks

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" " " " by Road.

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The Military Forwarding Commission is also controlled by British Government Control through Military Forwarding Officers (M.F.Os).

(h) Traffic Control

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1. Definitions (Contd).

(d) Traffic Control.

The Traffic Control Branch of the Corps of Military Police (C.M.P. (T.C.)) are C.M.P. Troops employed primarily on the I. of C. Their administration and individual training is the responsibility of the Deputy Provost Marshal (D.P.M. (T.C.)) (Movements) is responsible for their collective training and operational use in accordance with the intentions of the C.C.

(e) British Transportation.

A technical service for provision and employment of:-

- Railway Operating Units.
- " Construction, Maintenance, and Survey Units.
- " Workshops.
- Port Operating Units.
- " Maintenance
- " Construction and Repair Units.
- Transportation Stores Units.

2. Organisation.

In principle, U.S. Transportation Staff and British (Movements) Staff of Allied Force Headquarters will together form a Combined Movements and Transportation Staff, responsible for policy direction and co-ordination of all executive action by the U.S. Transportation Corps, British Movement & Traffic Controls and British Transportation Service.

Both Services will be individually responsible through their own normal channels of command for the efficient employment of their respective Transportation Services together they will be responsible for policy and for allocation of facilities to the various areas of operations in accordance with the Commanding General's operational requirements.

Details of the organization of Staff and Services at present contemplated in A.F.H.Q. and in the Eastern and Centre Task Force Areas are given in Annexure I (a, b & c).

3. Relations with Civil Transportation Agencies.

(a) Where applicable negotiations and agreements with the Civil Transportation Agencies will be undertaken in consultation with the Civil Affairs Officer or his local representative.

(b) In principle, relations with the civil agencies must be directed to ensure that all Transportation facilities, subject

Movements.

Ensure smooth running of Road Convoys so that they reach their destination without delay.

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To operate, construct, maintain and repair, within the limit of their resources, Ports and Railways, when work normally performed by civilian agencies is inadequate or has ceased.

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to operate, construct, maintain and repair, within the limit of their resources, ports and harbours, when work normally performed by civilian agencies is inadequate or has ceased.

(e) British Transportation.

A technical service for provision and employment of -

- Railway Operating Units.
- " Construction, Maintenance, and Survey Units.
- " Workshops.
- Port Operating Units.
- " Maintenance
- " Construction and Repair Units.
- Transportation Stores Units.

2. Organisation.

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Both Services will be individually responsible through their own normal channels of command for the efficient employment of their respective Transportation Services; together they will be responsible for policy and for allocation of facilities to the various areas of operations in accordance with the Commanding General's operational requirements.

Details of the organisation of Staff and Services at present contemplated in A.P.H.O. and in the Eastern and Centre Task Force areas are given in Annexure 1 (a, b & c).

3. Relations with Civil Transportation Agencies.

(a) Where applicable negotiations and agreements with the Civil Transportation Agencies will be undertaken in consultation with the Civil Affairs Officer or his local representative.

(b) In principle, relations with the civil agencies must be directed to ensuring that they continue to operate all Transportation facilities, subject to such Allied Military Control as is necessary to adapt the existing system to military use.

It must be emphasised that there cannot be sufficient Allied Transportation Troops available for the operation of ports and railways for many months and that

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3. Relations with Civil Transportation Agencies (Contd)

(b)(Contd). that, without the willing co-operation of the civil authorities, the maintenance of the Allied Force will be endangered and its ability to undertake major operations severely restricted.

(c) In view of the importance of obtaining the whole-hearted co-operation of civilian managements and operatives of existing transport organisations, also of establishing cordial relations, every endeavour will be made to employ to the fullest extent, personnel and labour which is normally engaged in Port, Railway or Road operation and maintenance.

Military technical personnel will in principle be superimposed on the civil organisations and will be engaged only on work of superintendence and control, except and unless local co-operation by civilian managements or operatives is unobtainable.

(d) Preliminary discussions with the most responsible and available Railway Authority will be held as soon as possible to establish the following facts:-

- (i) The general state of efficiency of the railways in the Base Areas i.e., in vicinity of Ports.
- (ii) The extent to which rolling stock and locomotive power can be made available and distributed locally to best advantage, and the deficiency or surplus which exists in any particular type.
- (iii) The irreducible minimum of rail traffic necessary to maintain reasonable living conditions for the local civilian community.
- (iv) The available resources of coal for steam or electric locomotive power. The extent to which locomotives, at present adapted for burning wood or ALTA fuel, will need modification before they can again be fired by coal.
- (v) The points to which imported coal can be distributed most usefully.
- (vi) The railway operating centres at which it will be necessary to establish military liaison or control officers for effective operation of traffic to military requirements, which will have to be issued preliminary instructions, to railway and military personnel.
- (vii) Whether any inter Railway or local Railway Port agreements affecting Railway operation exist and to what extent these will require cancellation or alteration.

4. Common Use and Control of Transportation Facilities.

It must be expected that the Transportation facilities in the area of operations will be inadequate to meet the full requirements of the Allied Forces. In order, therefore, to avoid competing demands and the disorganisation likely to be caused by independent action by the Allied Armies, certain common measures will be adopted by all Task Forces from the outset. These include:-

- (a) Common documentary procedure for Railways - rail warrants, train warrants, rail car or wagon labels, etc.
- (b) Similar methods of payment for transportation facilities, locomotives, rolling stock, tin stores and coal, etc., - as soon as contact is established between the Task Forces.
- (c) Centralised Control and allocation of Transportation and Engineer units
- (d) Common use, when necessary, of available transportation and Engineer units
- (e) Common use, when necessary, of available transportation and Engineer units

Railway or Port operation and maintenance. Military technical personnel will in principle be superimposed on the civil organisations and will be engaged only on work of superintendence and control, except and unless local co-operation by civilian managements or operatives is unobtainable.

- (d) Preliminary discussions with the most responsible and available Railway Authority will be held as soon as possible to establish the following facts:-
 - (i) The general state of efficiency of the railways in the Base Areas i.e., in vicinity of Ports.
 - (ii) The extent to which rolling stock and locomotive power can be made available and distributed locally to best advantage, and the deficiency or surplus which exists in any particular type.
 - (iii) The irreducible minimum of rail traffic necessary to maintain reasonable living conditions for the local civilian community.
 - (iv) The available resources of coal for steam or electric locomotive power. The extent to which locomotives, at present adapted for burning wood or ALFA fuel, will need modification before they can again be fired by coal. The points to which imported coal can be distributed most usefully.
 - (v) The railway operating centres at which it will be necessary to establish military liaison or control officers for effective operation of traffic to military requirements.
 - (vi) The nature of the preliminary instructions, which will have to be issued to railway and military personnel.
 - (vii) Whether any inter Railway or local Railway Port agreements affecting Railway operation exist and to what extent these will require cancellation or alteration.

4. Common Use and control of Transportation Facilities.

It must be expected that the transportation facilities in the area of operations will be inadequate to meet the full requirements of the Allied Forces. In order, therefore, to avoid competing demands and the disorganisation likely to be caused by independent action by two Allied Armies, certain common resources will be adopted by all Task Forces from the outset. These include:-

- (a) Common documentary procedure for Railways - rail warrants, train warrants, rail car or wagon labels, etc.
- (b) Similar methods of payment for transportation facilities.
- (c) Pooling of available facilities - coastal shipping, locomotives, rolling stock, TK Stores and coal, etc., - as soon as contact is established between the Task Forces.
- (d) Centralised Control and allocation of Transportation material.
- (e) Common use, when necessary, of available transportation and Engineer units and troops under direction of Allied Force Headquarters as to priorities of Transportation requirements.
- (f) Collation of statistical data on Traffic handled in Ports, on Railways and by road, in such form that adequate information, common to each Task Force, will be available at A.F.H.F.
- (g) Preparation of detailed organisation charts giving particulars of location, telephone numbers, etc., of Movement Control or Transportation Corps Offices for early information of adjacent Task Forces as soon as through communication is established.

Direction on these points will be the responsibilities of the Movement Staff and Transportation Special Staff at A.F.H.F. and the general policy to be adopted by Task Forces is outlined in later paragraphs.

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5. Decentralized Control within the Theatre.

Until contact is established overland between the three Forces, each will remain in control of the transportation facilities in its area.

The organizations set up in each area will, so far as possible, be designed so that the minimum of alteration is necessary when A.F.H.C. is established.

6. Task Force Areas of Operations (Movements and Transportation).

- (a) Western Task Force - All Ports, Railways and Roads in the territory of French Morocco.
- (b) Center Task Force - From the boundary between French Morocco and Algeria in the West, to a line drawn to include TEMUC (on the coast) - OULAKVILLE - TIAWT - GHYVILLE - thence due South.
- (c) Eastern Task Force - All territory east of the line drawn excluding TEMES - OULAKVILLE - TIAWT - GHYVILLE.

Note:- The boundaries set out above assume that occupation by the Allied Forces of French Morocco and Algeria is accomplished. If, however, the C.F.F. has to move Westwards, beyond the boundary laid down above, the sphere of its influence on Movements and Transportation will be adjusted subsequently as necessary.

7. Allotment of Port and Place Code Numbers.

In the interests of security it is important that references which have to be made verbally or in telephone conversations to ports and certain important inland towns, depots etc., should not be given in clear, and for this reason and to ensure that individual Task Forces do not adopt conflicting methods of describing ports or towns, an allocation of blocks of numbers is provided as follows:-

<u>Task Force.</u>	<u>Port and Place Numbers to be Used.</u>
Western	1 - 99
Centre	100 - 199
Eastern	200 - 299.

In addition to the Port and Place numbers, a system of letter and number codes will eventually be required for labelling of rail wagons to Depots or Railheads, to ensure that locations of formations and units is not disclosed. For this purpose the following designations will be made initially by each Task Force as and when railway stations are opened for traffic.

Type of Depot or Railhead	Letter Code	Numbers to follow letter code, for each Task Force Area.
Ammunition	A	Centre 1-99 Eastern 200-299
Transportation Stores	G	" 100-199 " "
Petrol or gasoline	G	" " " "
Medical	M	" " " "

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- (b) Center Task Force - French Morocco.
 - From the boundary between French Morocco and Algeria in the west, to a line drawn to include TAMEC (on the coast) - ORFÈVRESVILLE - TIAFFI - GUYVILLE - thence due South.
- (c) Eastern Task Force - All territory east of the line drawn excluding TENES - ORFÈVRESVILLE - TIAFFI - GUYVILLE.

Note:- The boundaries set out above assume that occupation by the Allied Forces of French Morocco and Algeria is accomplished. If, however, the C.T.F. has to move westwards, beyond the boundary laid down above, the sphere of its influence on Movements and Transportation will be adjusted subsequently as necessary.

7. Allotment of Port and Place Code Numbers.

In the interests of security it is important that references which have to be made verbally or in telephone conversations to ports and certain important inland towns, depots etc., should not be given in clear, and for this reason and to ensure that individual Task Forces do not adopt conflicting methods of describing ports or towns, an allocation of blocks of numbers is provided as follows:-

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In addition to the Port and Place numbers, a system of letter and number codes will eventually be required for labelling of rail wagons to Depots or Railheads, to ensure that locations of formations and units is not disclosed. For this purpose the following designations will be made initially by each Task Force as and when railway stations are opened for traffic.

Type of Depot or Railhead	Letter Code	Numbers to follow letter code, for each Task Force Area.
Ammunition	A	Western 1-99 Centre 100-199 Eastern 200-299
Transportation Stores	B	" " " " " "
Petrol or gasoline	C	" " " " " "
Medical	M	" " " " " "
Crunchance	D	" " " " " "
Engineer Stores	P	" " " " " "
Supplies	S	" " " " " "

Thus a wagon which arrives in error at (for example) CONSTANTINE bearing the code marking S.105 will be identifiable as belonging to C.T.F. Supply Railhead, (for example) ORFÈVRESVILLE to which number 105 has been allotted.

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II SHIPPING

8. North African Shipping Board.

(a) From the outset of the operation a North African Shipping Board (NASBO) will be established for the control of all Merchant Shipping both directly concerned in the operation (AFCA and passing through waters within the responsibility of the British Naval C in C.M. Force.

This Shipping Board is composed as shown at Annexure C and its responsibilities are set out in its Terms of Reference in the same Annexure.

(b) Initially, it will be established in skeleton form at SUICED by D-2,

9. Allocation to Task Forces.

In principle, all shipping demands by Task Forces will be addressed or reported to Allied Force Headquarters, whose approval will be necessary before ships are finally allocated or sailed.

The expression "shipping demands" will be taken to include any of the following:

- (a) Demands for additional shipping of any kind.
 - (b) Requests for diversion of shipping in main convoys.
 - (c) Major variations in location or ships which may cause changes in numbers or types of ships in a convoy.
 - (d) Changes of convoy dates or destinations.
 - (e) Requests for allocation of shipping and craft for assault operations.
 - (f) Use of remaining ships for the transport of personnel, vehicles or cargo, civil or military.
 - (g) Cancellation of any of above once approved.
- The following "Shipping Demands" will not require A.F.H.Q. authority but should be notified to this Headquarters for information.
- (h) Use of coastal shipping already allocated within the area controlled by the Task Force Naval Commander.
 - (i) Opening up of use of any ports within the Task Force area, provided the concurrence of the Naval Commander and (in the case of the T.M.F.) P.S.-F.O. has been obtained.
 - (j) Reduction of shipping demands already approved.
 - (k) Minor variations in loads, not affecting numbers or type of ships.

10. Diversion of Shipping.

Shipping may be diverted either:-

- (a) By order of Allied Force Headquarters.

sponsoring services and
arrangements.
(k) Initially, it will be established in skeleton form of REPORT R-3,

9. Allocation to Task Forces.

In principle, all shipping demands by Task Forces will be addressed or reported to Allied Force Headquarters. Where approval will be necessary before ships are finally allocated or sailed.

The expression "shipping demands" will be taken to include any of the following:

- (a) Demands for additional shipping of any kind.
 - (b) Requests for diversion of shipping in task convoys.
 - (c) Major variations in location or date which may cause changes in numbers or types of ship in a convoy.
 - (d) Changes of course, rates or destinations.
 - (e) Requests for allocation of ships and craft for assault operations.
 - (f) Use of remaining ships for the transport of personnel, vehicles or cargo, civil or military.
 - (g) Cancellation of any of those once approved.
- The following "shipping demands" will not require A.F.H.Q. authority but should be notified to his Headquarters for information.
- (h) Use of coastal shipping areas allocated within the area controlled by the Task Force Head Quarters.
 - (i) Opening and use of new ports within the Task Force area, provided the concurrence of the Naval Commanding Officer (in the case of the ...) I.C.S.O. has been obtained.
 - (j) Deviation of shipping demands already approved.
 - (k) Minor variations in location, not affecting numbers or type of ships.

10. Diversions of Shipping.

Shipping may be diverted either:-

- (a) By order of Allied Force Headquarters.
 - (b) At the request of a Task Force.
- In the first case, Allied Force Headquarters will be responsible for ensuring that the port to which shipping is to be diverted can and has agreed to accept. In the second case, if the diversion is to a port within the area of operations of the Task Force making the request, the latter will ensure that the ships can be accepted at the new destination port. If outside this area, A.F.H.Q. will confirm the utility of the port to accept before authorising the change.
- The above instruction does not apply to the movement of coastal shipping within the area of operations of a Task Force.

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11. Follow up Convoy Programs.

The Convoy Programs (Main and Coastal) set up at the time of sailing of the Assault are shown in Annexure 3 (to be issued later). These programs will be accepted as authoritative, and variations which may become necessary will be notified by Allied Force Headquarters to all recipients of these instructions.

12. Stores Shipment Programs. (To be issued later)

13. Hospital Ships and Evacuation of Casualties.

(a) Hospital Ships.

Initially the allocation of hospital ships to Task Forces is as follows:
Eastern Task Force - one ship to arrive HULL D+2.
Center Task Force - " " " HULL D+3.

In addition, one ship will be available at ULMOR for allocation by A.F.M. in accordance with the situation at the time. In provision for hospital ships has been made for the Eastern Task Force, the are employing returning personnel ships for this purpose. Thereafter the Chief Surgeon S.C.S. (or P.F.C. for S.C.S.) will submit their requirements to this A.F.M. for hospital ships or accommodation on returning personnel ships.

(b) Evacuation of Casualties.

Evacuation of casualties will take place by 100' until rail facilities become available. No ambulance trains are being imported to the theatre for the first few months, so that ambulance trains will have to be made up from existing wagon-lits, passenger stock and converts fitted with imported stretcher seats. The rolling stock available will be limited, and until A.F.M. arrive each Task Force will make their own arrangements. When A.F.M. is established, rolling stock will be allocated to the task forces in accordance with the situation at the time.

III PORT OPERATIONS

14. Responsibility for Operation.

- (a) In principle, responsibility for the control in operation of every port in the theatre will be assigned to either the United States Forces or the British Forces. No joint control of any port will normally be established.
- (b) Generally, all ports in the theatre of operations - as described in para. 6 - of the Eastern and Center Task Forces will be under control of the United States Forces; all ports in the Eastern Task Force Area of operations under British control.
- (c) Control of British personnel, vehicles and supplies through U.S. controlled ports in theaters will invariably conform to the regulations and policies of the controlling authority. Civil, military and sea transport liaison officers from one Allied Force may be appointed, as required by the Port authorities of the other Allied

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(a) Residual Chins.

Initially the allocation of hospital ships to Task Forces is as follows:

Western Task Force - one ship to arrive H.M.F.F. D-2.
 Center Task Force - " " " " H.M.F.F. D-3.
 In addition, one ship will be available at TURENS for allocation by A.S.S. in accordance with the situation at the time. No provision for hospital ships has been made for the Western Task Force, who are employed retaining personnel ships for this purpose. Thereafter the Chief Surgeon M.C.S. (or D.S.S.) (or S.S.) will submit their requirements to the A.S.S. for hospital ships or accommodation on returning personnel ships.

(b) Evacuation of Casualties.

Evacuation of casualties will take place by road until rail facilities become available. No ambulance trains are being imported to the theatre for the first few months, as that ambulance trains will have to be made up from existing wagon lifts, passenger stock and converts fitted with imported treadle seats.
 The rolling stock available will be limited, so until A.S.S. arrive each Task Force will make their own arrangements. When A.S.S. is established, rolling stock will be allocated to the Task Forces in accordance with the situation at the time.

III FORTH OPERATIONS14. Responsibility for Operation.

- (a) In principle, responsibility for the control or operation of every port in the theatre will be assigned to either the United States Forces or the British Forces. No joint control of any port will normally be established.
- (b) Generally, all ports in the area of operations - as described in Para. 6 - of the Western and Center Task Forces will be under control of the United States Forces; all ports in the Eastern Task Force area of operations under British control.
- (c) Movement of British personnel, vehicles and supplies through U.S. controlled ports and vice versa will invariably conform to the relations and protocols of the controlling authority. Civ. 1, military and Air Transport liaison officers from one Allied Force may be appointed, if required by the Port authorities of the other Allied Force, at ports under the latter's control.

15. Relations with French Port Authorities.

- (a) In principle, ports mentioned in Para. 2, all occupied ports in French NORTH AFRICA will be controlled through the existing French machinery. In order to ensure, however, that Allied operational needs are fully met, the Allied Naval Officer in charge of the Port will be ex-officio the Chairman of the Commission on Port; other Allied naval and military officers will be closely associated with the French dock and port organizations.
- (b) Should the French officials not co-operate, an Allied Port Control - American or British - will be established immediately and be directly

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15. Relations with French Port Authorities (Cont'd)

- (b) (cont'd) responsible for the operation of the port. In this event, the strictest measures will be taken to prevent sabotage.
- (c) Whether the port is directly or indirectly under Allied control, use of civil stevedore labour must be organized from the outset, both to encourage local co-operation and because insufficient military labour will be available at any stage of the operation to enable the ports to be worked to capacity without civil assistance.

16. Port Organization - United States Forces.

- (a) The division of responsibility between the U.S. Army and Navy in port areas of the C.B.S. is shown at Annexure 4 and is included mainly for the information of British personnel who may disembark at a United States controlled port or who may be in any way concerned in its operation.
- (b) Commanders of British formations and units which are to be disembarked at a U.S. controlled port will always be supplied with a copy of Annexure 4 either before or on arrival. Similarly, staff Officers and service representatives concerned with the passage of British personnel, vehicles or stores through an American port must be familiar with this organization.

17. Port Organization - British.

- (a) A similar outline describing British Navy and Army Division of responsibilities is shown for the benefit of the American forces at Annexure 5.
- (b) Similar action should be taken to ensure that personnel of the United States Forces, passing through a British controlled port, are fully informed as to its organization.

18. Port Clearance by Road.

- (a) The rapid discharge of ships and clearance from the port area is vital to the success of the operation.
- (b) The shipping programs is based on using ports continuously to the limit of their clearance capacity. Initially all clearance will take place by road, and priority will be necessary for the allocation of sufficient motor transport, either military or requisitioned, in order that clearance shall keep pace with discharge from ships.
- (c) To ensure that motor transport is used with maximum efficiency, a central control will be established at each port which will obtain and retain current particulars of the status of motor transport and routes so that improvements in turn-round can be made.
- (d) Where necessary, comprehensive one-way traffic circuits will be introduced and in all cases routes, queues and delays will be clearly marked by day and by night. So far as possible, existing one-way streets will not be altered.

IV RAILWAY TRAFFIC, OPERATION AND NO. STATION.19. Use of Railways in the Theatre of Operations.

- (a) Task Force Commanders will in the initial stages control all railway operation in their areas.

- (a) The division of responsibility between the U.S. Army and Navy in Port areas of the C.I.A. is shown at Annexure 4 and is included mainly for the information of British personnel who may disembark at a United States controlled port or who may be in any way concerned in its operation.
- (b) Commanders of British Commissions and units which are to be disembarked at a U.S. controlled port will always be supplied with a copy of Annexure 4 either before or on arrival. Similarly, staff officers and service representatives concerned with the passage of British personnel, vehicles or stores through an American port area or familiar with this organization.

17. Port Organization - British.

- (a) A similar outline (describing British Navy and Army Division of responsibilities) is shown for the benefit of the American Forces at Annexure 5.
- (b) Similar action should be taken to ensure that personnel of the United States Force, passing through a British controlled port, are fully informed as to its organization.

18. Port Clearance by Road.

- (a) The rapid discharge of ships and clearance from the port area is vital to the success of the operation.
- (b) The shipping programme is based on using ports continuously to the limit of their clearance capacity. Initially all clearance will take place by road, and priority will be necessary for the allocation of sufficient motor transport, either military or requisitioned, in order that clearance shall keep pace with discharge from ships.
- (c) To ensure that motor transport is used with maximum efficiency, a central control will be established at each port which will obtain and retain current particulars of the status of motor transport and routes so that arrangements in turn-round can be made.
- (d) Where necessary, comprehensive one-way traffic circuits will be introduced and in all cases routes, signs and signals will be clearly marked by day and by night. So far as possible, existing one-way streets will not be altered.

IV RAILWAY TRAFFIC, OPERATION AND CONSTRUCTION.

19. Use of Railways in the Theatre of Operations.

- (a) Task Force Commanders will in the initial stages control all railway operation in their areas.
- (b) The actual operation will, under the Task Force Commanders' control, be left in the hands of the management, staff and labor of the railway authorities, but the commanders will provide such operational assistance as circumstances may require and permit.
- (c) Task Force Commanders will inform railway authorities that the railways will be operated primarily to meet the requirements of their forces; that all facilities must be made available for use by their forces on request; and that the authorities must continue to collect the proper charges for even civil traffic as Task Force Commanders may permit them to handle.

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IV RAILWAY TRAFFIC, OPERATION AND CONSTRUCTION (Contd)

19. Use of Railways in the Theatre of Operations. (Contd)

- (d) The authority for conveyance of military traffic by rail will be a railway warrant issued to the railway authority by the appropriate transport officers. Books of railway warrants, and instructions how to use them, (see para 11) are being issued to these officers.
- (e) The Civil Affairs Officer with each Task Force will provide the railways with such funds as are necessary in addition to their receipts from civilian traffic to meet current operating expenses. Detailed arrangements between the railways and the Civil Affairs Officer will be made as early as possible.
- (f) The railway authorities should be informed accordingly.

20. Relations with French Railway Authorities.

General instructions on this subject have already been included in para 5. As soon as preliminary negotiations with railway authorities have been concluded, and movement of military stores can be started by rail suitable movements of Transportation Liaison Officers will be established by each Task Force at Civil Railway Headquarters and District or Regional Offices. Their function will be to ensure that:-

- (a) All necessary instructions are given to the appropriate railway officials, and that these instructions are carried out.
- (b) Information as to the general railway situation is passed promptly to the appropriate military authority.

21. Allocation of Locomotives and Rolling Stock.

Any necessary re-distribution of available locomotives and rolling stock will be made through Civil Railway Channels by each Task Force within its own area, in order to produce the most economical and efficient use of available resources.

At a later stage, when communications between the respective Task Forces is possible, a further re-allocation will undoubtedly be necessary. This will be arranged by A.M.H. as soon as it is established in the field.

22. Priority of Movs.

Available resources for movement by road or rail will normally be employed in the following general order of priority:-

- (a) Clearance of Jumbos and Loads.
- (b) Stocking of Base Depots.
- (c) Operating, and extending as necessary, the lines of communication.

23. Inter Area Rail Movs.

If moves between Task Forces are possible or necessary before A.M.H. is established in the field, preliminary contact with Movements (Transportation Officer) of the receiving Task Force must be made and their agreement obtained to the despatch of the train(s) concerned. No consignment will be despatched unless it is known that it can be accepted at destination.

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20. Relations with British Railway Authorities.

General instructions on this subject have already been included in para 3. As soon as preliminary negotiations with British authorities have been concluded, and movement of military stores can be started by rail suitable movements on Transportation Liaison Officers will be established by each Task Force at Civil Railway Headquarters and District or Regional Offices. Their function will be to ensure that -

- (a) All necessary instructions are given to the appropriate railway officials, and that these instructions are carried out.
- (b) Information as to the general railway situation is passed currently to the appropriate military authority.

21. Allocation of Locomotives and Rolling Stock.

Any necessary re-distribution of available locomotives and rolling stock will be made through Civil Railway Commands by each Task Force within its own area, in order to produce the most economical and efficient use of available resources. At a later stage, inter-communications between the respective Task Forces is possible, a further re-allocation will undoubtedly be necessary. This will be arranged by A.R.C. as soon as it is established in the field.

22. Priority of Moves.

Available resources for movement by road or rail will normally be employed in the following general order of priority:-

- (a) Clearance of mines and booby traps.
- (b) Stocking of Base Depots.
- (c) Opening and extending as necessary, the lines of Communication.

23. Inter Area Mail Moves.

If moves between Task Forces are possible or necessary before A.R.C. is established in the field, preliminary contact with movements (Transportation Officer) of the receiving Task Force must be made and their agreement obtained to the despatch of the train(s) concerned. No consignment will be despatched unless it is known that it can be accepted at destination.

24. Authority for Railway Construction.

Construction of any new railways or sidings, or any major programme of re-laying will be carried out only after authority has been given by H.Q. of the Task Force concerned. At a later date, this authority will be vested in A.R.C.

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25. Allocation of Transportation and Engineer Units and Railway Material.

- (a) Transportation units have been allocated to the Task Forces for initial development of transportation facilities. These will later revert to the control of Allied Force Headquarters and Services of Supply when these are established in the field.
- (b) Supply and allocation of transportation material in the area of operations will be undertaken by Allied Force Headquarters when established in the field.

26. Opening of Railway Stations as Railheads.

Depots, railheads and other establishments which require rail services will not be established without consultation with the Transportation Service or British Movement Control except by direction of the Task Force Commanding Officer.

V ROAD TRAFFIC

27. Rule of the Road.

The rule of the road in North Africa - keep to the RIGHT - will be strictly observed. Imposing one-way streets will not be changed unless essential.

28. Inter-Area Road Moves.

Each Task Force will be responsible for road movement in their own area. Where inter-area road moves of convoys of more than 50 vehicles take place, preliminary contact with the Transportation Corps or British Movement Control of the receiving Task Force will be made, except in emergency, and their agreement obtained before the convoy is despatched.

29. Repair of Roads and Bridges - Road Classification.

- (a) Each Task Force will be responsible for the repair of damaged roads and bridges in their own area. This will include making such local arrangements as are necessary for the employment of civilian labour and material. Transportation Corps (British Movements) will be responsible for providing information as to the state of roads to the Engineers of each Task Force and for indicating which roads on the Lines of Communication and in Base Areas it is vital to keep open.
- (b) Reference CITEE (CIVILIAN SHEET 151, Scale 1 in 2,000,000) pending reconnaissance in the field of the road system throughout the theater, all roads will be classified for the purpose of priority of maintenance as follows:-
 - Red Roads,
 - Yellow Roads,
 - Minor roads, i.e., all those not red or yellow on Sheet 151.
- (c) The maintenance of these roads will be the responsibility of each Task Force and normally in accordance with the following priority:
 - (i) Roads from Ports to Depots.
 - (ii) Roads from Depots to Red roads.
 - (iii) Road BONE to DUVIVIER.
 - (iv) Red Roads.
 - (v) Other Yellow roads.

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The rule of the road in North Africa - keep to the RIGHT - will be strictly observed. Existing one-way streets will not be changed unless essential.

28. Inter-Area Road Movement.

Each Task Force will be responsible for road movement in their own area. Where inter-area road movements of more than 50 vehicles take place, preliminary contact with the Transportation Corps or British Movement Control of the receiving Task Force will be made, except in emergency, and their agreement obtained before the convoy is despatched.

29. Repair of Roads and Bridges - Road Classification.

- (a) Each Task Force will be responsible for the repair of damaged roads and bridges in their own area. This will include making such local arrangements as are necessary for the employment of civilian labour and material.
- (b) Transportation Corps (British Movements) will be responsible for providing information as to the status of roads to the Engineers of each Task Force and for indicating which roads on the lines of communication and in Base Areas it is vital to keep open.
- (c) Reference CAPM (COMBAT) Sheet 151, Scale 1 in 2,000,000: pending reconnaissance in the field of the road system throughout the theater, all roads will be classified for the purpose of priority of maintenance as follows:-

- Red Roads,
 - Yellow Roads.
 - Minor roads, i.e., all those not red or yellow on Sheet 151.
- (d) The maintenance of these roads will be the responsibility of each Task Force and normally in accordance with the following priority:
- (i) Roads from Forts to Depots.
 - (ii) Roads from Depots to Red roads.
 - (iii) Road BOME to DUWITIER.
 - (iv) Red Roads.
 - (v) Other Yellow roads.

30. Establishment of Road I of C - Allocation of Motor Transportation.

- (a) A Road I of C may have to be established in any one of the following cases:-
- (i) Until rail facilities are available.
 - (ii) To cover a break in the rail I of C.
 - (iii) To supplement one section of the line the capacity of which is lower than other sections owing to curvature, steep gradients, limited axle load, or length of block sections.

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30. Establishment of Road I of C - Allocation of Motor Transportation. (Contd)

- (b) Initially each Task Force will be responsible for the establishment of any necessary Road I of C in its own area.
- (c) The situation may arise where the establishment of Road I of C to supplement the Rail I of C in the area of one Task Force is vital for the maintenance of another Task Force. In such cases A.F.H.C., if established in the field will state the source from which the T.F. is to be provided. If this situation arises before the establishment in the field of A.F.H.C., Task Forces will make mutual arrangements to ensure the provision of the necessary vehicles.
- (d) In all cases where Road I of C is established it will be controlled by the Transportation Corps or British overments.

VI DOCUMENTARY PROCEDURE

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21. Railway and Train Warrants.

In the initial stage of the campaign, and until further orders are issued on the subject by A.F.H.C., the British type of bi-lingual rail warrants, as used in the 1939 - 1940 campaign in France, will be employed by each Task Force.

The object of these warrants is to ensure that only authorized demands are placed on the railways, and to enable the amount of Allied Force traffic carried to be recorded. They will be issued, therefore, only by officers of the U.S. Corps of Transportation, and the British overment Control, and such other Officers as may be specifically authorized. These warrants are of three types:-

Army Book 424 a - General Train Warrant.

For moves of personnel individually or in parties, or for conveyance of baggage, vehicles or stores in less than wagon loads, in civil passenger trains.

Army Book 405 a - Train Warrant.

For moves of personnel, vehicles, baggage, stores etc. when conveyed in special troop or ambulance trains.

Army Book 497 c - Freight Warrant.

For the move of baggage, equipment, stores etc. when conveyed in full car or train loads by Freight Train.

The following notes are issued for guidance, in the light of previous experience, in the use of these documents:-

- (a) Each warrant will, when used for conveyance of U.S. personnel or stores, be headed in the left hand top corner to read "Army Stats Unit" instead of "Army Technique" as now printed.
- (b) Each despatching point will enter, in the top right hand corner, a progressive serial number.
- (c) Any alteration made on warrants, such as deletion of a wagon number, should be initialed by an officer who must indicate the place where the alteration was made.
- (d) Consignees should state for the number of packages or wagons received and should make a note on the reverse of the form of any shortages or breakages.
- (e) The fullest possible detail should be entered on each warrant and should be written clearly.

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(c) In all cases where a road load is used by the Transportation Corps or British Government.

VI DOCUMENTATION PROCEDURES

21. Railway and Air Warrants.

In the initial stage of the campaign, and until further orders are issued on the subject by A.I.C., the British type of bi-lingual rail warrants, as used in the 1939-1940 campaign in France, will be employed by each Task Force.

The object of these warrants is to ensure that only authorized demands are placed on the railways, and to ensure the amount of Allied force traffic carried to be recorded. They will be issued, therefore, only by officers of the U.S. Corps of Transportation, and the British Government Control, and such other Officers as may be specifically authorized.

These warrants are of three types:-

Army Book 424 a - General Traffic Warrant.

For moves of personnel individually or in parties, or for conveyance of baggage, vehicles or stores in less than train loads, in civil passenger trains.

Army Book 425 a - Train Warrant.

For moves of personnel, vehicles, baggage, stores etc. when conveyed in special (road) or equivalent trains.

Army Book 427 a - Freight Warrant.

For the move of baggage, equipment, stores etc. when conveyed in full car or train loads by freight train.

The following notes are issued for guidance, in the light of previous experience, in the use of these documents:-

- (a) Each warrant will, when used for conveyance of U.S. personnel or stores, be headed in the left hand top corner to read "Armed Units Unit" instead of "Arree Britanique" as now printed.
- (b) Each despatching point will enter, in the top right hand corner, a progressive serial number.
- (c) Any alteration made on warrants, such as deletion of wagon number, should be initialed by an officer who must indicate the place where the alteration was made.
- (d) Consignees should sign for the number of packages or wagons received and should make a note on the reverse of the form of any shortage or breakages.
- (e) The fullest possible detail should be entered on each warrant and names of despatching point and destination should be written clearly. Space for "to in train" should be used to ensure the particular Dock Area, Depot etc. at which the consignment is loaded. Wagon numbers, numbers of axles and weights, computed or actual, must always be inserted in the spaces provided.
- (f) A Summary or Abstract of all Freight Warrants, should be prepared weekly by each despatching point and forwarded, with Copy No. 4 of each Freight Warrant issued, to each Task Force H.Q. Holdings for this abstract are given below:-

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RESUME OF FORWARDED THROUGH WARRANTS.

Week ending.....1942.

Date	Prog Series No.	Total No. of Tons	Total Weight of Consignment.	Destination	Reserved for Notation at Force H.Q.

32. Statistical Data and Returns.

(a) General.

Previous experience in other theatres of war has shown the need for compilation of certain information on movement statistical data, and the importance of basic records being kept, from the start of the campaign, in each Base, Sub-area or District.

It has therefore been decided that a minimum of essential statistics will be recorded and maintained by Transportation Corps (US), British Movement Control, and British Transportation during the initial stages of operation TORCH, so that to a large degree necessary facts and figures will be available for collection by A.F.H.Q.

(b) Statistical Data Required.

(i) Road and Rail Traffic Received for Unloading.

For the initial phase of operation TORCH, i.e. until A.F.H.Q. is established in the field, it will be sufficient for the various Executive Headquarters of Transportation or Movement Control to record Stores tonnage figures only, but if and when any rail movement of personnel or L.L. is arranged the appropriate entries and records will also be made.

A pro-forma (220) is included in Annexure 7 illustrating the method which will be adopted by A.C. throughout the S.F.F. for recording the necessary statistical detail.

(ii) Port Working.

British - One copy of Army Form M.5157 (of which a specimen is contained in Instruction for Docks Working in War (overseas)-1941) will be obtained daily from the Docks Supt. and retained for subsequent reference if necessary to A.C. of a Port. It is the responsibility of the Docks Supt. to forward the vital information in D.I.U. to A.F.H.Q. U.S.

The Commanding Officer of each Port Headquarters will maintain for each ship which is being discharged daily records to show:-

- Daily Working at Port.
- Tons or vehicles on board, in each ship.
- Time and date discharge started.
- Hours work per day - ship and shore.
- Details of military or civil labour employed.
- Time and date discharge completed.
- Tons or L.L. remaining in ship.
- Summary of loading or discharge during each 24 hour period showing tonnage of each commodity or number of vehicles.

(iii) Tonnage of Stores Cleared from Ports.

There is no existing Army Form on which the daily total of tonnage cleared from any one Port Area is recordable.

Until such time as the Statistical Return (220) referred to in (i) above is collected at A.F.H.Q. and the necessary details

correlation of cost in transport and movement statistical data, and the importance of basic records being kept, from the start of the campaign, in each Base, Sub-area or District.

It has therefore been decided that a minimum of essential statistics will be recorded and maintained by Transportation Corps (US), British Overseas Control and British Transportation during the initial stages of operation (OCH), so that at a later date necessary facts and figures will be available for collation by A.F.H.Q.

(b) Statistical Data Required.

(i) Board and Rail Traffic Received for Unloading.

For the initial phase of operation (OCH), i.e. until A.F.H.Q. is established in the field, it will be sufficient for the various Executive Headquarters of Transportation or Movement Control to record Stores tonnage figures only, but if and when any rail movement of personnel or L.S. is arranged the appropriate entries and records will also be made.

A pro-forma (220) is included in Annexure 7 illustrating the method which will be adopted by L.S. throughout the E.F.F. for recording the necessary statistical detail.

(ii) Port Entries.

British - One copy of Army Form 7.5167 (of which a specimen is contained in Instruction for Docks or Bay in "M" (overseas)-1941) will be obtained daily from the Docks Supt. and retained for subsequent reference if necessary by L.S. of each Port. It is the responsibility of the Docks Supt. to fort and identify information in D.In. to A.F.H.Q. U.S. The Commanding Officer of each Port Headquarters will maintain for each ship which is being discharged daily records to show:-

- Daily Entries at Port.
- Tons or vehicles on tally in each ship.
- Time and date each was sorted.
- Hours work per day - ship and shore.
- Details of military or civil labour employed.
- Time and date discharge completed.
- Tons or L.S. remaining in ship.
- Summary of loading or discharge during each 24 hour period showing tonnage of each commodity or number of vehicles.

(iii) Tonnage of Stores Cleared from Ports.

There is no existing Army Form on which the daily total of tonnage cleared from any one Port Area is recordable.

Until such time as the Statistical Return (220) referred to in (i) above can be collated at A.F.H.Q., and the necessary detail extracted currently each Port Headquarters or Movement Control will record, and if necessary report daily to superior H.Q. (a) the total tonnage of stores of all categories removed by road or rail transport from the Port Area up to 2359 hours on the preceding day, and (ii) the estimated total tonnage of stores discharged, but not yet cleared from the Port Area.

This record or report will be valid in the initial stages of the operation to enable Transportation Corps (U.S.) or British Movement Control at Base or Force H.Q., after scrutiny of the tonnage discharge total shown on A.F.H.Q. 5167, or the equivalent report rendered by Port H.Q. (U.S.), to allocate available L.S. or rolling stock to the best advantage and to ensure that any accumulation or congestion within the Port Area is anticipated and dealt with promptly.

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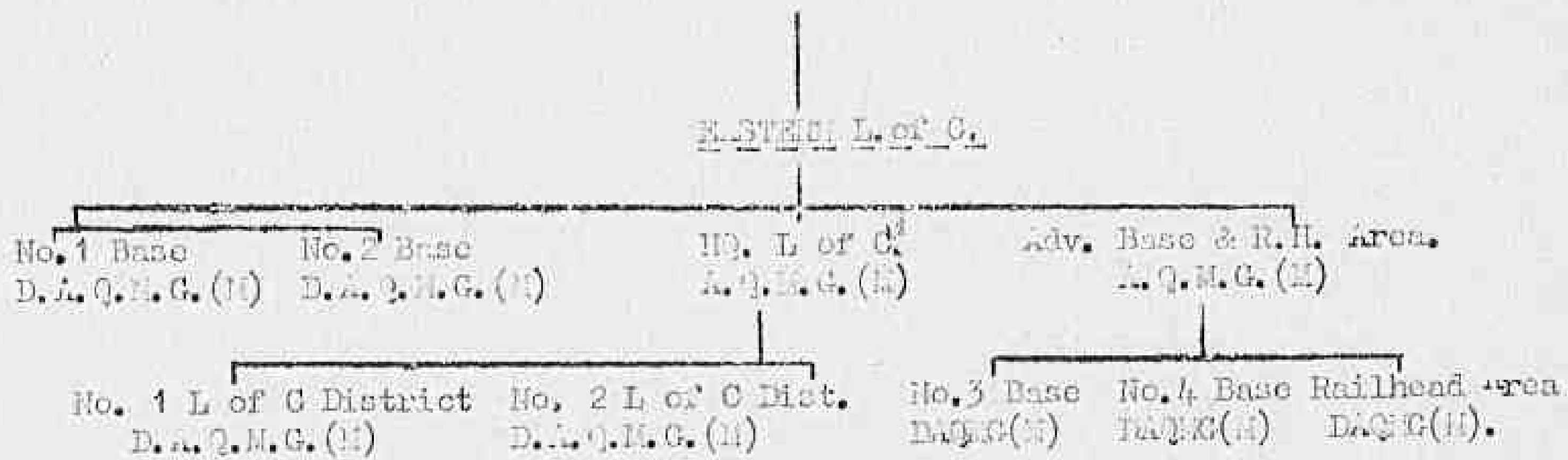
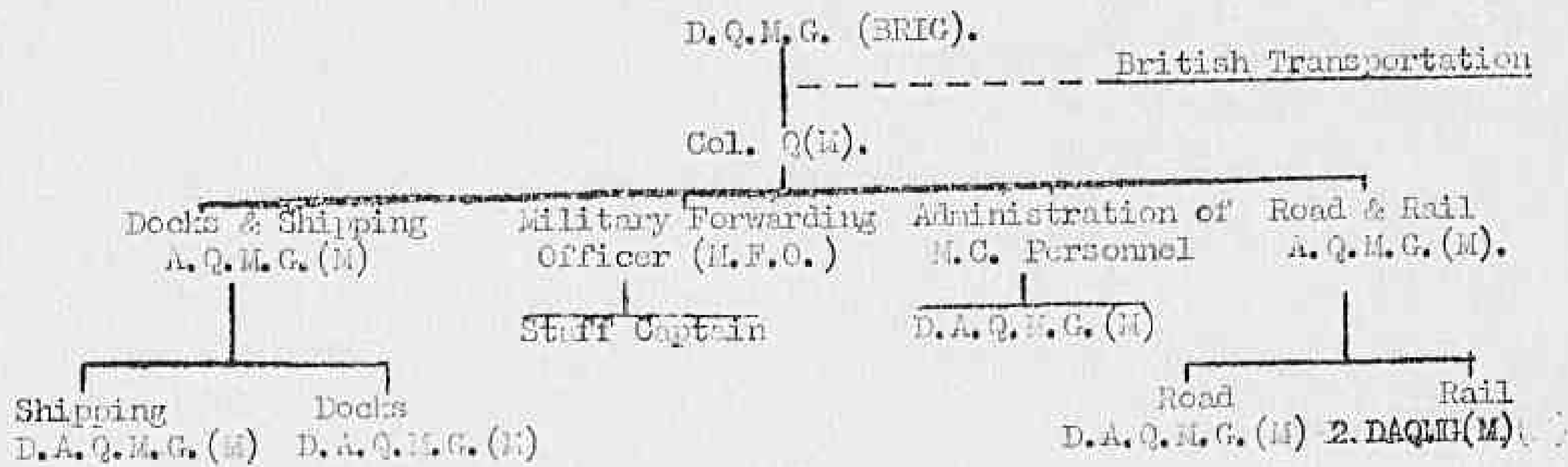
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ANNEXURE 1 (a).

ARMED FORCE HEADQUARTERS
BRITISH Q (MOVEMENTS) ORGANISATION.



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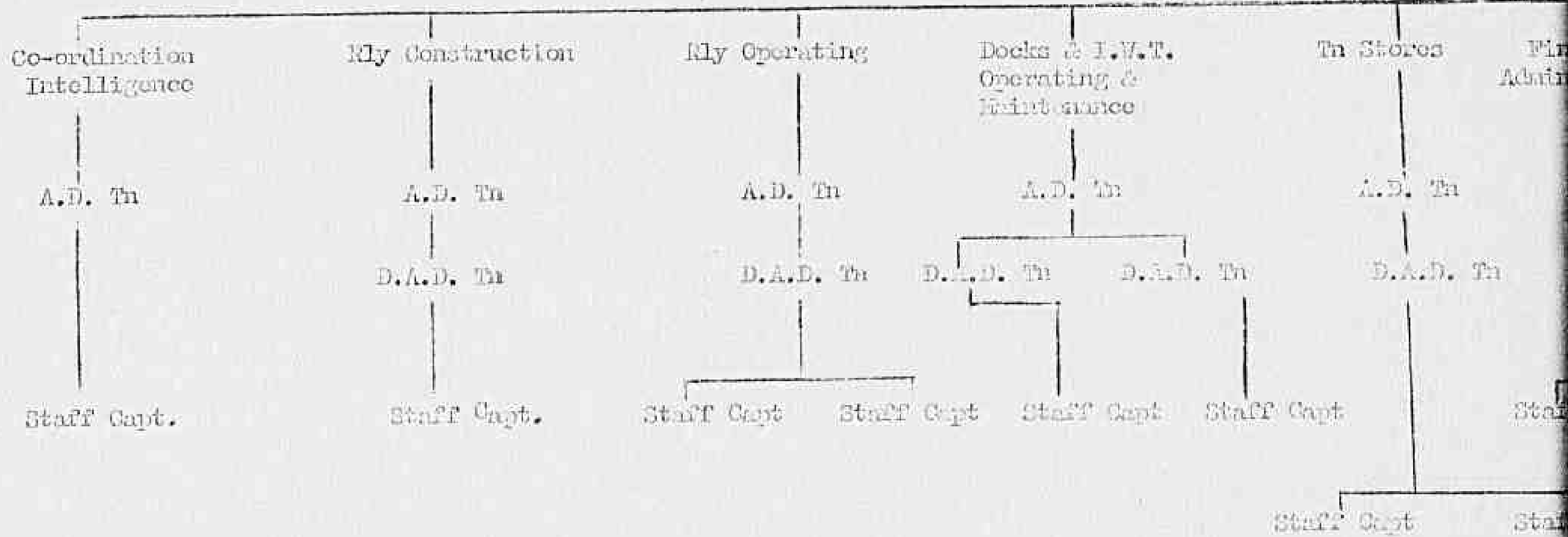
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ALLIED FORCE HEADQUARTERS
BRITISH TRANSPORTATION ORGANISATION

APPENDIX 1 (b)

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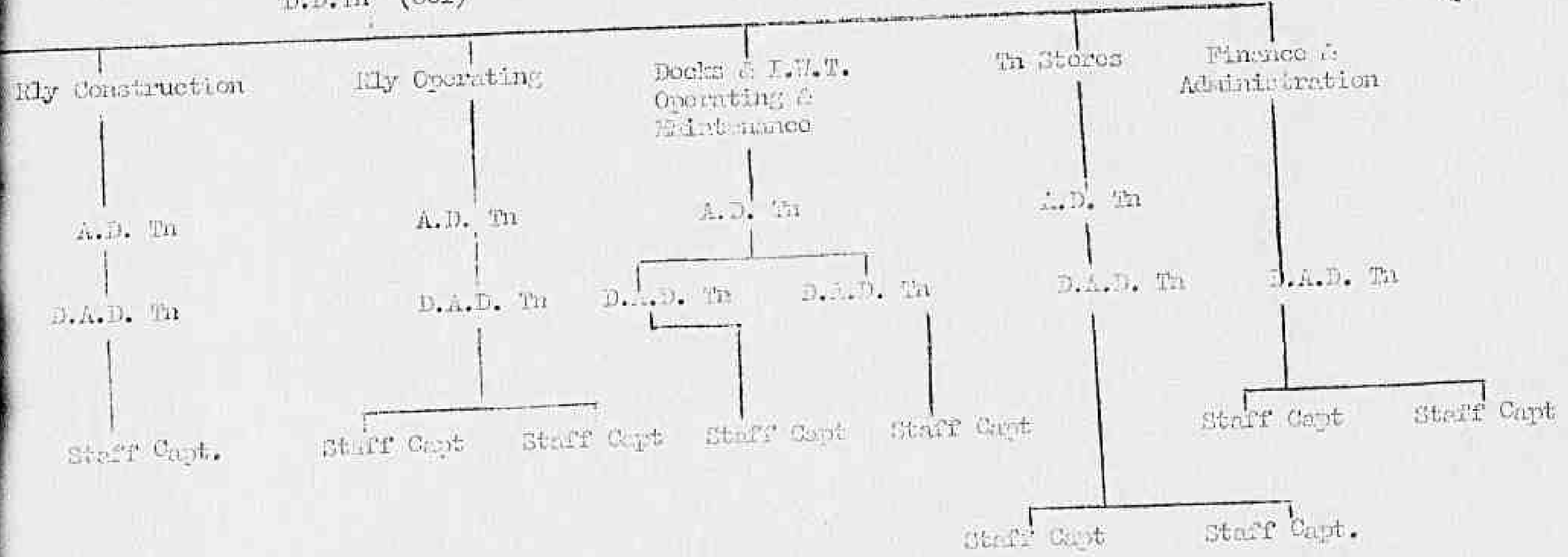
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ALLIED FORCE HEADQUARTERS
BRITISH TRANSPORTATION ORGANISATION

ANNEXURE 1 (b)

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ANNEXURE 1 (c)
Page 1.

C.T.F. TRANSPORTATION ORGANISATION.

1. Port Operations.

Initially, port facilities at CHAI, PERS EL KEDIR and AGENU will be utilised for the debarkation of personnel and discharging cargo. Army operations and facilities will be under the Commanding Officer, 3rd Port Headquarters located in CHAI.

2. Railway Operations.

Full advantage will be taken of all railway facilities available in the area under the control of the United States Forces. Railway facilities will be used initially for the transportation of Air Force, fuel, ammunition and supplies from the dock area to air fields. Existing Commercial Railway Organisations will be utilised. Arrangements for railway transportation will be made by Commanding Officer, Transportation Company, 761st Engineer Railroad Operating Battalion.

3. Motor Transportation Operations.

Motor transportation allocated to the Chief of Transportation will be employed to transport supplies from the dock to dumps and depots. Motor transportation organisations allocated to the Chief of Transportation will be under the Commanding Officer, 25th M. Regt. (Trk). Operation of Motor Transportation will be in accordance with Traffic Control Plan to be issued by the Chief of Transportation.

4. Mission - Means Provided and Organisation.

Mission. The Mission of Transportation Corps is:-

- a. The operation of all port facilities under the control of U.S. Forces
- b. The operation of all military railroads.
- c. The operation of all Motor Transport not assigned by the Force Commander to other commands.
- d. The control of Traffic in Port Areas.
- e. The embarkation and disembarkation of personnel at ports.
- f. The receipt at ports of all supplies and their transportation to dumps and depots.
- g. The operation of fuel pipe lines when construction has been completed

5. Duties of Various Elements.

a. Chief of Transportation:

- (1) To perform the duties of a special staff officer for Transportation matters.
- (2) Acting under the authority of the Force Commander, to employ and direct Transportation Corps Troops, and facilities to execute the Transportation Mission.

2. Railway Operations.

Full advantage will be taken of all railway facilities available in the area under the control of the United States Forces. Railway facilities will be used initially for the transportation of Air Force, fuel, ammunition and supplies from the dock area to air fields. Existing Commercial Railway Organisations will be utilised. Arrangements for railway transportation will be made by Commanding Officer, Transportation Company, 761st Engineer Railroad Operating Battalion.

3. Motor Transportation Operations.

Motor transportation allocated to the Chief of Transportation will be employed to transport supplies from the dock to dumps and depots. Motor transportation organisations allocated to the Chief of Transportation will be under the Commanding Officer, 25th MI Regt. (Trk). Operation of Motor Transportation will be in accordance with Traffic Control Plan to be issued by the Chief of Transportation.

4. Mission - Means Provided and Organisation.

Mission. The Mission of Transportation Corps is:-

- a. The operation of all port facilities under the control of U.S. Forces
- b. The operation of all Military airfields.
- c. The operation of all Motor Transport not assigned by the Force Commander to other commands.
- d. The control of Traffic in Port Areas.
- e. The embarkation and disembarkation of personnel at ports.
- f. The receipt at ports of all supplies and their transportation to dumps and depots.
- g. The operation of fuel pipe lines when construction has been completed

5. Duties of Various Elements.

a. Chief of Transportation:

- (1) To perform the duties of a special staff officer for Transportation matters.
- (2) Acting under the authority of the Force Commander, to employ and direct Transportation Corps Troops, and facilities to execute the Transportation Mission.

b. Port Command.

- (1) To command, administer and operate ports and sub-ports.
- (2) To receive, discharge and load on land transportation all cargo discharged from vessels.
- (3) To embark and disembark personnel, including sick and wounded.

c. Motor Transport Command.

- (1) To command, administer, and operate Motor Transport Organisations
- (2) To deliver to dumps, and depots cargo received from Port Commands.

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ANNEXURE 1 c.
Page 2.

C.T.T. Transportation Organisation (Contd).

5. Rail Command.

- (1) To command and administer all Railway Troops.
- (2) To operate Military railroads.
- (3) To arrange for the transportation of U.S. Personnel and supplies on Commercial railways.
- (4) To deliver to consignees all cargo received from Port Command.

6. Traffic Control.

- (1) To set up and operate in conjunction with civil authorities if practicable, a traffic control organisation in the area extending from docks to dumps and/or depots for the control of motor traffic in order to ensure the efficient operation of motor transport employed in clearing cargo from the ports.

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CENTRE TASK FORCE.

ANNEXURE 1c.
Page 3.

Initial Organisation of Transportation Corps (U.S.) at CRAY, MERS EL KEIR and ARZEU.

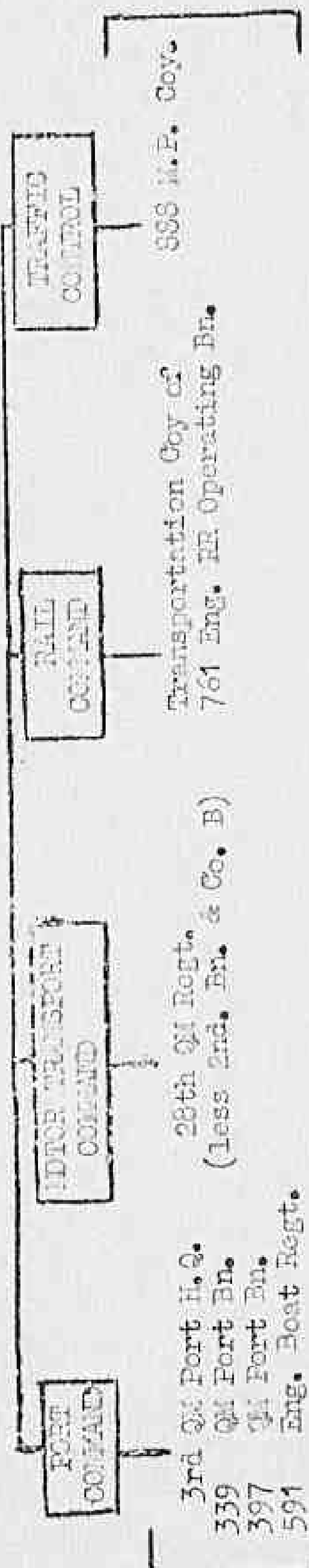
ASSISTANT CHIEF OF STAFF, G, 4.
(at S.A. II Corps, U.S.)

OFFICE OF CHIEF OF TRANSPORTATION.

STAFF BRANCHES



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Annexure 2.
Page 1.

NORTH AFRICAN SUPPLY BOARD, N.A.S.B.

I. TITLE.

The committee will be called the North African Shipping Board.

II. LOCATION.

For at least three months the location of the board will be TUNIS, due to communication difficulties. After about three months the committee can itself decide whether it should have its location forward.

III. COMPOSITION.

Representative of U. K.

(a) F. S. N. O. Western Mediterranean. (Commander Vaughan-Jones).

(a) Representative of Allied Force S. C. (S. C. Section).

U. S. Control and Reporting Officer.

(a) U. C. S. O. (Adjutant).

(a) Representative of M. V. I. Committee S. C.

Representative of Director of Merchant Ship Repair.

Representative of War Shipping Administration.

(a) Initial nucleus. See para 3(b)

IV. TERMS OF REFERENCE.

(a) General.

The committee will serve as a coordinating centre for all shipping questions arising in the area. It will act as a centre of communication on shipping questions to all from London and Washington. It will be provided by the naval authorities with means of communication to all from the local ports in the area. Shipping intelligence facilities will be provided for the committee by the naval authorities.

(b) Allocation of duties in the area.

It will be responsible for giving advice as to provision and allocation of shipping to meet the demands arising in the area. It will, however, have no command power and its function will be advisory only. Each Service represented retains its own executive functions in its respective sphere.

III. COMPOSITION.

Representative of U.S.P.

(a) U.S.T.O. Western Hemisphere. (Commander Vanjant-Jones).

(a) Representative of Allied Forces. (S.A. Section).

U.S. Control and Routing Officer.

(a) H.C.S.O. Gibraltar.

(a) Representative of J.F.I. Committee. (C.I.).

Representative of Director of Merchant Ship Repair.

Representative of The Shipping Administration.

(a) Initial actions. See para 3(b).

IV. TERMS OF REFERENCE.

(a) General.

The committee will serve as a co-ordinating centre for all shipping questions within the area. It will act as a centre for communications on shipping matters to and from London and Washington. It will be advised by the naval authorities with a view to ensuring that the level of the ports in the area. Shipping intelligence facilities will be provided for the committee by the naval authorities.

(b) Allocation of shipping in the area.

It will be responsible for giving advice as to provision and allocation of shipping to meet requirements arising in the area. It will, however, have no command power and its function will be advisory only. Such Service requirements retaining its own executive functions in its respective sphere.

In the event of the Committee being unable to give agreed advice, reference will have to be made to the Allied C-in-C, and, if necessary, to London and Washington.

The Committee will also discharge such other functions as may be assigned to it.

(c) Disposal of shipping after discharge.

It will be responsible for arranging for the disposal of ocean-going shipping after discharge in the area in accordance with the policy of the appropriate authorities. H.F./Constal shipping will be under the control of the P.S.T.O.

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Annexure 2.
Page 2.

IV (a) Nomination of ships and composition of convoys originating in the theatre.

The Naval C-in-C, will look to the Committee for nomination of ships for inclusion in the convoys, originating in the theatre, for indications of order of priority of the ships for inclusion that all available ships cannot be included in convoys, and for advice as to the running of additional convoys if considered necessary. In short, the Committee will comprise the sole channel of communication to the Naval C-in-C, in respect of convoys.

(e) Insurance against loss of shipping.

The committee will be responsible for scrutinising all delays to merchant ships in the theatre and for investigating the reasons for such delays. It will also ensure that all facilities for war time-requirements (including war bunkering facilities) are available.

(f) Organisation of Merchant Shipping including U.S. Merchant and Army Vessels.

The Committee will be responsible for organising the best use of the available facilities available, including the use of the Gibraltar Naval Dockyard where necessary. This will cover U.S. merchant ships, including U.S. Army ships; Services of Supply will not have a separate organisation.

The Merchant Marine Surveyors will be sent out from U.K. and U.S. Naval Constructors, to supervise repairs.

(g) Arrangement of Civil Transport and Merchant Shipping Programmes.

The Committee will be responsible for allocating specific ships to load export cargoes in accordance with the priorities laid down also for loading London and Washington of the total amounts of imports that can be accepted having regard to the state of the ports and clearance facilities etc.

They will have to ensure that the use of the ports by foreign (neutral) tonnage for imports in the theatre is controlled in accordance with the accepted policies.

(h) Co-ordination of Traffic and Collier Movements.

The allocation, berthing and general control of tankers and colliers in this area will rest on the Committee.

(i) Methods of Merchant Shipping.

The Committee will advise the organization of arrangements for the care of all merchant vessels in the theatre, ensuring that they share the facilities of the theatre. This responsibility will be discharged at the local ports by the S.F.O's.

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ANNEXURE 4THE DIVISION OF RESPONSIBILITY BETWEEN THE UNITED STATES ARMY AND THE UNITED STATES NAVY IN THE PORT AREAS OF C.T.F.

- I. The responsibilities of the United States Navy inter alia will be:
- (a) To command the Naval area, installations, and the U.S. and Allied Naval vessels connected with Port Operation and local Naval defence.
 - (b) To operate a system of shipping control and clearance, including identification, piloting, and berthing for incoming and outgoing vessels of all kinds.
 - (c) To route all shipping.
 - (d) To maintain a guard vessel or Harbor Entrance Control Post near harbor entrance for identification and transmission of orders.
 - (e) To direct and control the use of British Naval Units in the execution of their tasks. (See British Tasks).
 - (f) The Navy to be responsible for the mooring of ships along side piers, moles and docks and at harbor berths as desired by the Army. The Navy will also control all water borne traffic within the in the approaches to the harbor.
 - (g) To control the operation of all self-propelled harbor equipment.
 - (h) To operate all ship repair facilities and all major repair facilities for floating equipment in craft.
 - (i) To assist in the repair of landing craft.
 - (j) To render, with the assistance of the Army and British Naval units prompt assistance and salvage to damaged vessels in harbors and along the coast.
- II. The responsibilities of the United States Army inter alia will be:
- (a) To assist as far as possible with personnel and equipment in the clearing of harbor and pier obstructions, in clearing the Naval area, and in construction and rehabilitation of Naval installations.
 - (b) To operate through a port committee these piers and moles allocated to the Army. Allocation of piers and moles to the Army and to the Navy are to be made by mutual agreement between the Services.
 - (c) To accomplish all unloading and loading of ships, whether at docks or in streams, including dumb barges, and to distribute and store all cargo.
 - (d) To control all transport (Trucks, roads etc.) on docks and on shore.
 - (e) To provide security and police guards for all Naval and military installations.

of all kinds.

- (c) To route all shipping.
- (d) To maintain a guard vessel or Harbor Entrance Control Post near harbor entrance for identification and transmission of orders.
- (e) To direct and control the United States Navy Units in the execution of their tasks. (See British Tasking).
- (f) The Navy to be responsible for the design of ships, long side piers, moles and docks and at least on both as desired by the Army. The Navy will also control all water borne traffic within and in the approaches to the harbor.
- (g) To control the operation of all self-propelled harbor equipment.
- (h) To operate all ship repair facilities and all other repair facilities for floating equipment in craft.
- (i) To assist in the repair of incoming craft.
- (j) To render, with the assistance of the Army and British Navy units prompt assistance and salvage to damaged vessels in harbors and along the coast.

II. The responsibilities of the United States Army inter alia will be:

- (a) To assist as required with personnel and equipment in the clearing of harbor and pier obstructions, in clearing the Naval area, and in construction and rehabilitation of Naval installations.
- (b) To operate through a port committee those piers and moles allocated to the Army. Allocation of piers and moles to the Army and to the Navy are to be made by mutual agreement between the Services.
- (c) To accomplish all unloading and loading of ships, whether at docks or in streams, including dumb trusses, and to distribute and store all cargo.
- (d) To control all transport (cars, roads etc.) on docks and on shore.
- (e) To provide security and police guards for all Naval and military installations.
- (f) To operate the ship fuelling installations on shore under the direction of the Navy.

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ANNEXURE 5.
PAGE 1.

INSTRUCTION ON PORT ORGANISATION. (BRITISH).

1. For the smooth working of a port it is essential that all authorities should work together as a team. The following instructions and definitions of duties have, therefore, been issued by the Allied C-in-C in order to assist all concerned to understand the organisation. These instructions are complementary to and do not supersede the orders and instructions contained in various Naval, Military, and Air Force publications.

These instructions do not cover the defence of ports. The duties of certain officers who have a dual role are, however, mentioned.

OCCUPIED PORTS POLICY.

2. It is intended where possible to control occupied ports in French NORTH AFRICA through the existing French machinery. In order to ensure, however, that British needs are fully met the Naval Officer in charge of the port will be ex-officio the Chairman of the Commission du Port; other British officials will be associated with the various French tasks and port organisations.

PORT CONTROL COMMITTEE.

3. In addition to the French organisation a purely British Port Control Committee is to be established comprising :-

N.O.I.C. (Chairman).

D.S.M.O.

Senior Movement Officer.

Base Sub-area Commander's Representative.

N.M.F. Representative, if any when appointed.

This Committee is to meet daily as arranged by the Chairman and is responsible for the satisfactory running of the Port to meet the British requirements. The Chairman has power to co-opt United States representatives and such others as may be necessary.

4. If the French officials are co-operative, the requirements of the Port Control Committee will be passed to the appropriate French officials either direct or through the N.O.I.C. to the Commission du Port.

5. Should the French officials not co-operate, then the Port Control Committee will be responsible for running the port direct. The Port Control Committee through its members will in all cases control British personnel working in the port.

THE DOCKS AREA.

6. The Docks area will be a reserved transportation area and will be agreed locally between the Base Sub-area Commander, the Movements Staff and the Transportation Service. It normally includes the Transit area and Transit Sheds (but not Depots), all the cranes, and other equipment, sheds, railways up to the Exchange Sidings, roads, telegraph and telephone lines, office accommodation and ancillary buildings required for the operation of the port in the transfer of consignments of all sorts to and from ships.

2. It is intended where possible to control occupied ports in French NORTH AFRICA through the existing French machinery. In order to ensure, however, that British needs are fully met the Naval Officer in charge of the port will be ex-officio the chairman of the Commission du Port; other British officials will be associated with the various French dock and port organisations.

PORT CONTROL COMMITTEE.

3. In addition to the French organisation a purely British Port Control Committee is to be established comprising:-

N.O.I.C. (Chairman).

D.S.S.O.

Senior Movement Officer.

Base Sub-area Commander's representative.

N.O.I.C. Representative, if and when appointed.

This Committee is to meet daily as arranged by the Chairman and is responsible for the satisfactory running of the Port to meet the British requirements. The Chairman has power to co-opt United States representatives and such others as may be necessary.

4. If the French officials are co-operative, the requirements of the Port Control Committee will be passed to the appropriate French officials either direct or through the N.O.I.C. to the Commission du Port.

5. Should the French officials not cooperate, then the Port Control Committee will be responsible for running the port direct. The Port Control Committee through its members shall in all cases control British personnel working in the port.

THE DOCK AREA.

6. The Dock area will be a reserved transportation area and will be agreed locally between the Base Sub-area Commander, the Movements Staff and the Transportation Service. It normally includes the Transit area and Transit Sheds (but not Depots), all the jetties, cranes, and other equipment, sheds, railways up to the Exchange Storage, roads, telegraph and telephone lines, office accommodation and ancillary buildings required for the operation of the port in the transfer of consignments of all sorts to and from ships.

MOVEMENTS STAFF.

7. The Senior Movement Officer of the Port under the general direction of the D.M.C. (Mov), is responsible for the co-ordination of the work of all Army Services which are concerned with the loading and discharge of ships or with the clearance of personnel, M.T. and stores through his area of jurisdiction.

STAFF OF HEAD QUARTERS.

8. To obtain the maximum efficiency of working the following headquarters should be in close touch:-

Local Military Headquarters (Base Sub-area Commander).

Divisional Sea Transport Officer.

2 (Movements)

Transportation (Senior Military Stocks Officer).

Senior R.A.F. Embarkation Officer.

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SITING OF HEADQUARTERS. (Contd)

3. These offices should where possible be in the same buildings, and as near the Office of the Naval Officer in Charge of the port as possible. The Office of the Naval Control Service Officer should, when possible, be in the same building as the Naval Officer in Charge. Where practicable, a joint signal office could greatly to smooth and efficient working.

DIVISION OF RESPONSIBILITY.

3. In Operational Ports the following responsibility has been agreed upon:-

- (a) Pilots
- (b) Manning of Ships.
- (c) Tugs and Lighters for discharge, in, ships.
- Navy.
- Navy; to the requirements of the Port Control Committee.
- Provided by the Sea Transport Officer. If manned by civilian personnel, will work under the operational control of the Sea Transport Officer. If manned by the Army, will work under the operational control of the Docks Service.

Note: In order to enable the Sea Transport Officer to control the tugs and lighters when manned by civilians and ensure they are handled in a safe and efficient manner, the Naval Officer in charge will attach one or more petty officers to work under the Sea Transport Officer.

- (d) Embarkation and Disembarkation of Personnel Ships.
Is the responsibility of the Sea Transport Officer and Army
- (e) Manning of Cargo Ships.
Sea Transport Officer and Army (Docks Service)
For detailed division of responsibility, see Appendix...I.....
- (f) On the tugs and in the docks to suit arms.
Army (Transportation (Docks) Service) is responsible for providing the crew on the quay, checking, sorting, stacking and loading on to wagons, motor transport or inland water transport, and for receiving, packing wagons to be from Docks Exchange Sidings.
- (g) Labour, Labour and Labour in Lighters.
Army (Transportation (Docks) Service) unless civilian stevedores are available.
- (h) Manning of Army-owned Tugs and Lighters.
Army (Transportation Docks Service).
- (i) Leave Remains, the Refit of Tugs and Lighters.

- (a) Pilots
- (b) Captain of Ships.
- (c) Tugs and Lighters for
Coastal and ships.
- Navy; to the requirements of the
Port Control Committee.
- Provided by the Sea Transport Officer.
If manned by civilian personnel, will
work under the operational control
of the Sea Transport Officer.
If manned by the Army, will work
under the operational control of
the Docks Service.

Note: in order to enable the Sea Transport Officer to control the
tugs and lighters which will be by civils he has ensured they
are manned manned in a certain manner, the Naval Officer
in charge will assign one or more petty officers to work under
the Sea Transport Officer.

- (d) Embarkation and Disembarkation of Personnel Ships.
Is the responsibility of the Sea Transport Officer and Army
- (e) Working of Ocean Ships.
Sea Transport Officer and Army (Docks Service)
For details of division of responsibility, see Appendix I.....
- (f) On the tugs and in the docks transit areas.
Army (Transportation (Docks) Service) is responsible for
receiving the cargo on the quays, checking, sorting, stacking and
loading on to tugs, motor transport or inland water transport,
and for the inland waterway systems to and from Docks Exchange Sidings.
- (g) Inboard Labour and Labour in Lighters.
Army (Transportation (Docks) Service) unless civilian stevedores
are available.
- (h) Running Reamers of Army-trained Tugs and Lighters.
Army (Transportation Docks Service).
- (i) Leave Reamers in Relief of Tugs and Lighters.
Navy.
- (j) Salvage Dredging and Port Clearance below High Water Mark.
Navy.
- (k) Port Improvement above High Water Mark.
Army
- (l) Mooring.
Navy.

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9. Car and Fuel in Port.

Army (Base Sub-area Headquarters, Hqs., and, trays and bins, petrol trays in bins, fuel bins, and bomb bins, which are on P.S.T.O. charges. By arrangements between Army Base Service and P.S.T.O. they will be held, maintenance in good condition, and issues as necessary from the Central Car Store which is manned by personnel of the Port Maintenance Company. (Army)

(ii) Provision of Supervision of Labour.

Army, (By D.A.D. Labour attached to Base Sub-area Headquarters)

(iii) Provision of Motor Transport.

Army: Motor Transport for port work, will be demanded daily by ... (ii) from C.I/O Transport B.A.S.O.

(iv) Provision of Military Issues.

Army

(v) Personnel and Vehicle Trains.

Army: Issue orders for and control all entrainments of personnel and their vehicles.

(vi) Administration and Discipline of Military Personnel.

Is the responsibility of Base Sub-area Headquarters.

(vii) Administration of Naval Personnel.

Naval Officer in Charge.

(viii) Administration and Discipline of R.M.F. Personnel.

Senior R.M.F. Administrative Officer.

(ix) General Policy for Port Installations, Transit Area etc.

Army (Base Sub-area Headquarters).

(x) P.O.D. and Fire Fighting.

Army (Base Sub-area Headquarters) will co-ordinate all services including Naval Establishments ashore. Naval Officer in Charge is responsible for fire fighting, fleet and for co-ordinating the services of military vessels engaged in fire fighting craft.

(xi) Red Cross and Medical Foundation, and Civil Administration, Welfare and Recreational of Lines, Facilities in Port Transport, and other matters.

Army (Base Sub-area Headquarters).

- (o) Evacuation of Port of Transport.
Army: After transport for port warship will be demanded daily by U.S.C. (U) from C./C Transport U.S.C.
- (p) Provision of Military W. etc.
Army
- (q) Personnel and Vehicle Details.
Army: Less orders for all control all entry into the port personnel and their vehicles.
- (r) Administration and Control of Port.
Is the responsibility of Base Sub-areas from the port.
- (s) Administrative and Military Personnel.
Naval Officer in Charge.
- (t) Administrative and Military Personnel.
Commander Base, Embarkation Officer.
- (u) Guards and Police for Port Installations, Transit Area etc.
Army (Base Sub-areas Headquarters).
- (v) Food and Fire Fighting.
Army (Base Sub-areas Headquarters) will co-ordinate all services including Navy establishments. Naval Officer in Charge is responsible for fire fighting, fire and for co-ordinating the services of all port vessels and port fire fighting craft.
- (w) Medical and Dental Administration.
Medical and Dental Administration by Civil Administration. Includes the administration of Base, Buildings and Port Transport, Reception and other.
- (x) Security.
Army, Navy and U.S.C. in conjunction.

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BOATS AND SHIPS IN PORTS

- 10. All boats, small craft and ships from in ports are potential prizes. The Assistant Chief Harbourmaster initially acts as Deputy Authority Marshal and is responsible for use of such boats etc., and to be made available to him. The Authority Marshal is responsible to make an inventory and report disposal of all boats with a view to their being brought eventually before a prize court for consideration.
- 11. The listing of all boats, craft and ships is to be made by the Assistant Harbourmaster who is also responsible for allocating boats to the prize court in prize is the Authority. See also from Navy services.

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APPENDIX 1 to
MEMORANDUM 5
(Page 1)

Division of Responsibility between the Sea Transport Service
and the Army (Transportation Docks) Service.

1. The general division of responsibility between the Sea Transport Service and the Army is the ship's side. The actual responsibility for carrying out the work of loading or unloading varies with the type of port being worked as given below:-
 - a. In the case of a section of a port operated entirely by military personnel with or without the aid of unskilled or semi-skilled civilian labour, the division between the Sea Transport Service and the Transportation (Docks) Service is as follows.
 - (1) General.
 - (a) The Sea Transport Officer shall have at all times complete control of the ship and be responsible for its reception and departure, and all routine matters, except the over-riding priority of H.Q. I.C. as regards safety of shipping.
 - (b) The allocation of berths is a matter for decision by the Port Control Committee.
 - (c) Where a Military Docks Service is established, the actual loading or unloading of the ship shall be undertaken by them, but the Sea Transport Officer will confer with the Docks Officer in Charge in advance of the arrangements proposed by him and will satisfy himself that they are the best that can be made with the means which the Docks Officer has at his disposal.
 - (d) The Docks Service will supply and supervise the labour used.
 - (e) The Sea Transport Officer will give any instructions to the Military Docks Officer in charge of working parties and be directly to the military personnel, except in emergency or to obviate damage to ship's gear or cargo.
 - (f) If the Sea Transport Officer is not satisfied with the rate of loading or discharge or considers that the methods employed are dangerous to the ship or her gear, he will request the Military Docks Officer in Charge to rectify matters, in the case of risk to the ship. The Sea Transport Officer shall have the right to stop the work if he considers it advisable.
 - (g) The custody and maintenance of the cargo handling gear is the responsibility of the Military Docks Service.
 - (h) The Army is responsible for documentation for both loading and unloading.

(ii) Loading.

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personnel with or without the assistance of consular officials. In the event of a dispute between the Sea Transport Service and the Transport Administration, the decision between the Sea Transport Service and the Transport Administration is as follows.

(1) General.

- (a) The Sea Transport Officer shall have at all times complete control of the ship and be responsible for its reception and berthing, unloading, stowage, except the over-riding priority of I.C.C. as regards safety of shipping.
- (b) The allocation of berths is a matter for decision by the Port Control Committee.
- (c) Where a Military Dock Service is established, the actual loading or unloading of the ship shall be undertaken by the Dock Service. The Sea Transport Officer will confer with the Dock Service in advance in relation to the arrangements proposed by him regarding entirely himself that they are the best that can be made with the means which the Dock Officer has at his disposal.
- (d) The Dock Service will supply and supervise the labour used.
- (e) The Sea Transport Officer will give any instructions to the Military Dock Officer in charge of various parties and not direct to the Military personnel, except in emergency or to obviate a delay to ship's gear or cargo.
- (f) If the Sea Transport Officer is not satisfied with the rate of loading or unloading or considers that the methods employed are hazardous to the ship or her crew, he will request the Military Dock Officer in Charge to rectify matters, in the case of risk to the ship. The Sea Transport Officer shall have the right to stop the work if he considers it advisable.
- (g) The custody and maintenance of the cargo handling gear is the responsibility of the Military Dock Service.
- (h) The Army is responsible for documentation for both in and out discharge.
- (i) The Army is responsible for loading the cargo to the ship's side; for carrying out the loading, stowage and securing of the cargo in accordance with the Sea Transport Officer's requirements.
- (j) The Sea Transport Officer is responsible for the loading, stowage and securing of cargo ships.

(iii) Discharge.

- (a) The Sea Transport Officer is responsible for cargo until it is landed on the quay (or in Service craft alongside the ship).

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APPENDIX 1 to
ANNEXURE 5
(Page 2)

(111) Discharge (contd)

- (a) The Army is responsible for carrying out the unloading in accordance with the Sea Transport Officer's requirements; for the reception and disposal of the cargo once it has been landed on the ship or discharged into service craft.
3. At Ports where the Sea Transport Service employs a normal civilian stevedore organization, full responsibility for the loading, or discharge of a ship in the provision of the above 1 hour for this is that of the Sea Transport Service. The Army Dock Service will in these circumstances maintain on board each ship for liaison with such officers as stevedore personnel as may be necessary for the type of military cargo to be handled.
4. In the case of non-1 civil ports where the Army Dock Services only called in occasionally to help when there is a shortage of civil labour or for other unforeseen causes, the Sea Transport Officer remains fully responsible.

(112)

Appendix II to Annex

<u>Service.</u>	<u>Table showing Staff and Services represented at the Port with their Duties at Operational</u> <u>Designation of</u> <u>Representative</u>	<u>Duties.</u>
R.N.	Naval Officer in Charge.	The Naval Officer in Charge is responsible for the berthing and all ships, tugs, lighters etc., as far as the defence of the port safety of the shipping therein is concerned. Under normal circumstances at a commercial port the Naval Officer in Charge does not control the movements in detail. At an operational port the Naval Officer is appointed as the King's Harbourmaster and thereby becomes the port. As King's Harbourmaster he is responsible for the port up to the high water mark. No works may be instituted on the adjacent foreshore which may be required without the King's Harbourmaster's permission in writing. The Naval Officer in Charge is inter alia in command of all naval Personnel and establishments and normally of the local naval craft, even though he is not the senior officer present (the senior naval officer need not delegate this
R.N.	Assistant King's Harbourmaster.	The Assistant King's Harbourmaster is the officer on the Naval Officer's staff who actually arranges the movements of ships, pilots, berthing
R.N.	Naval Control Service Officer.	The Naval Control Service Officer is the officer on the Naval Officer's staff who is responsible for the routing of merchant vessels and the issue of instructions to their masters.
R.N.	Base Engineer Officer.	The Base Engineer Officer is the technical officer on the staff who is in charge, who is responsible for the repair and organisation of
R.N.	Maintenance Commander.	The Maintenance Commander is responsible to the Naval Officer in Charge in disciplinary and maintenance questions affecting naval personnel and establishments.

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Appendix II to Annexure 5. (Page I).

able showing Staff and Services represented at the Port with their Duties at Operational Ports.

Designation of Representative

Duties.

Naval Officer in Charge.

The Naval Officer in Charge is responsible for the berthing and movement of all ships, tugs, lighters etc., as far as the defence of the port and the safety of the shipping therein is concerned. Under normal circumstances at a commercial port the Naval Officer in Charge does not control the berthing and movements in detail. At an operational port the Naval Officer in Charge is also appointed as the King's Harbourmaster and thereby becomes the port authority. As King's Harbourmaster he is responsible for the port up to the high water mark. No works may be instituted on the adjacent foreshore which may affect the port without the King's Harbourmaster's permission in writing. The Naval Officer in Charge is inter alia in command of all naval Personnel and establishments on shore and normally of the local naval craft, even though he is not the senior naval officer present (the senior naval officer need not delegate this authority).

Assistant King's Harbourmaster.

The Assistant King's Harbourmaster is the officer on the Naval Officer in Charge's staff who actually arranges the movements of ships, pilots, berthing etc.

Naval Control Service Officer.

The Naval Control Service Officer is the officer on the Naval Officer in Charge's staff who is responsible for the routing of merchant vessels and the sailing instructions to their masters.

Base Engineer Officer.

The Base Engineer Officer is the technical officer on the staff of the Naval Officer in Charge, who is responsible for the repair and organisation of the base.

Maintenance Commander.

The Maintenance Commander is responsible to the Naval Officer in Charge for all disciplinary and maintenance questions affecting naval personnel or naval establishments.

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APPENDIX

13

<u>Service</u>	<u>Designation of Representative.</u>	<u>Duties.</u>
R.N.	First Lieutenant = (or Commander)	The First Lieutenant is the 'executive Officer' of the naval base. He deals with the day to day work of the naval personnel and the discipline routine matters.
R.N.	Staff Officer = Operations (S.O.O.)	The Staff Officer, Operations, is responsible for the operational staff.
R.N.	Port Minesweeping = Officer (P.M./S.O.)	The Port Minesweeping Officer is responsible for the minesweeping operation and the anti-mining organisation.
R.N.	Extended Defence = Officer (E.D.O.)	The Extended Defence Officer is the officer working in close collaboration with the Army Base Commander for Coast Defence.
R.N.	Beach Defence = Officer (B.D.O.)	The Beach Defence Officer is responsible for all beach defences and beach defence.
R.N.	Base Accountant = Officer (B.A.O.)	The Base Accountant Officer is responsible for the feeding, clothing, and all naval personnel at the base.
Sea Transport	Divisional Sea Transport Officer (D.S.T.O.)	The Divisional Sea Transport Officer (or Sea Transport Officer) is responsible for the loading and discharge of all merchant vessels chartered for Sea Transport. Ships used primarily as cargo carriers. When military stevedores are used, the Sea Transport Officer will undertake the actual discharge of the cargo. The Sea Transport Officer will therefore confer with the Docks Officer regarding the proposed by the latter for the discharge of the ship. The Divisional Sea Transport Officer is responsible for the organisation and safety of tugs and lighters between their safety when alongside. When tugs and lighters are manned by the Docks Service, the responsibility of the Docks Service. When civilian stevedores are used, the Divisional Sea Transport Officer's responsibility for cargo ends when the lighters are manned by the Army, D.S.T.O.'s responsibility begins and ends. Sea Transport Officers are under Naval Discipline Act but are not under the authority of the Army. The Sea Transport Officer is in charge as regards the working of ships. The Sea Transport Officer has authority for the chartering and hiring of boats, small craft or ships.

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APPENDIX II TO ANNEXURE 5 (Page 2)

Duties.

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The First Lieutenant is the 'executive Officer' of the naval base. He deals with the day to day work of the naval personnel and the disciplinary routine matters.

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The Staff Officer, Operations, is responsible for the operational staff work.

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(S.O.)

The Port Sweeping Officer is responsible for the minesweeping operations and the anti-mining organisation.

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(2.)

The Extended Defence Officer is the officer working in close collaboration with the Army Fire Commander for Coast Defence.

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The Boom Defence Officer is responsible for all boom defences and boom defence craft.

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(.)

The Base Accountant Officer is responsible for the feeding clothing, and payment of all naval personnel at the base.

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The Divisional Sea Transport Officer (or Sea Transport Officer) is responsible for the loading and discharge of all merchant vessels chartered for Sea Transport and for R.A.F. Ships used primarily as cargo carriers. When military stevedores are employed, Transportation will undertake the actual discharge of the cargo. The Divisional Sea Transport Officer will therefore confer with the Docks Officer regarding the arrangements proposed by the latter for the discharge of the ship. The Divisional Sea Transport Officer is responsible for the organisation and safety of tugs and lighters between ship and shore and for their safety when alongside. When tugs and lighters are manned by the Army, the above will be the responsibility of the Docks Service. When civilian stevedores are employed in lighters the Divisional Sea Transport Officer's responsibility for cargo ends when the cargo is on shore. When lighters are manned by the Army, D.S.T.O.'s responsibility begins and ends at the ship's side. Sea Transport Officers are under naval discipline but are not under the orders of the Naval Officer in charge as regards the working of ships. The Sea Transport Officer is the only authority for the chartering and hiring of boats, small craft or ships.

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<u>Service</u>	<u>Designation of Representative</u>	<u>Duties.</u>
Army (Movements)	A.S.T.O. ()	(I) Co-ordination and Control of all Military and R.A.F. movement through (II) Requests berthing of ships and gives priorities to the D.S.T.O.
"	D.S.T.O. ()	Staff Officer to A.S.T.O. (). Arranges embarkation, disembarkation and of of personnel, accompanied stores and accompanied motor transport.
"	D.A.P. Tr.	Technical Staff Officer to the D.S.T.O. (). Controls movement of unaccomp vehicles through the port area by road and rail.
"	Military Forwarding Officer. (.S.O.)	Handling of all M.F.O. stores in and out. See Instructions for Movement C 1952, Chapter II, Sections 128-131.
Army Transportation Superintendent (Docks)	Docks	(I) Working of cargo through the port area to the requirements of Revenue (II) Responsible for receiving cargo on quay, checking, sorting, stacking wagon, motor transport or inland water transport and for the working from the Docks Exchange Buildings. (III) If stevedores are not civilian under D.S.T.O., also responsible for cargo from ships held to quay or into lighter.

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APPENDIX II TO ANNEXURE 5 (Page 3)

Duties.

- (I) Co-ordination and Control of all Military and R.S.F. movement through the port area.
- (II) Requests berthing of ships and gives priorities to the D.S.T.O.

Staff Officer to A.S. S.O. (). Manages embarkation, disembarkation and other movements of personnel, accompanied stores and accompanied motor transport.

Technical Staff Officer to the D.S.T.O. (). Controls movement of unaccompanied stores and vehicles through the port area by road and rail.

Handling of all R.S.O. stores in and out. See Instructions for Movement Control (Overseas) 1958, Chapter II, Sections 100-111.

- (I) Sorting of cargo through the port area to the requirements of Movement Staff,
- (II) Responsible for receiving cargo on quay, checking, sorting, stacking and loading to barge, motor transport or inland water transport and for the working of barges to and from the locks through Sidings.
- (III) If stevedores are not civilian under D.S.T.O., also responsible for the discharge of cargo from ship's hold to quay or into lighter.

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APPENDIX II to Annexure 5, Page 4.

<u>Service</u>	<u>Designation of Representative.</u>	<u>Duties.</u>
Army.	Base Sub Area Headquarters.	<p>Responsible for:-</p> <p>P.A.D. inside and outside Dock Area.</p> <p>Sanitation.</p> <p>Relations with local civil population.</p> <p>Discipline.</p> <p>Security (Docks Police).</p> <p>Provision of Labour.</p>
Army (Medical).	Embarkation Medical Officer.	<p>Supervision of all embarkation and disembarkation of invalids.</p> <p>Responsible for ensuring sufficient medical stores on outgoing ships.</p>
R.A.F.	R.A.F. B.S.O.	<p>Arranges and supervises in conjunction with the Movements Staff the disembarkation and other movements of R.A.F. personnel accompanied mechanical transport. Identification of consignment of R.A.F. of its handling.</p>
	<u>NOTE. I.</u>	<p>Officers marked * are usually appointed to Naval Officer in Charge of defence purposes though they are not normally concerned with the r</p>

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APPENDIX II to Annexure 5, Page 4.

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Function of
Executive.

Duties.

Sub Area
quarters.

Responsible for:-

P.A.D. inside and outside
Dock Area.
Sanitation.
Relations with local civil
population.
Discipline.
Security (Docks Police).
Provision of Labour.

Works Services (Defence and P.A.D. only).
Allotment of Motor Transport.
Hiring and requisitioning of Land, buildings,
and motor transport.
Amenities and Welfare.

Medical Officer.

Supervision of all embarkation and disembarkation of invalids.
Responsible for ensuring sufficient medical stores on outgoing ships.

M.H.S.O.

Arranges and supervises in conjunction with the Movements Staff the embarkation
disembarkation and other movements of R.A.F. personnel accompanied equipment and
mechanical transport. Requisitioning of consignment of R.A.F. equipment and supervision
of its handling.

B. I.

Officers marked * are usually associated to Naval Officer in Charge's Staff for
defence purposes though they are not normally concerned with the working of the port.

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(SECRET) U.C. STATISTICAL RETURN 220.

Traffic received for unloading at... in 'X' Base Sub-area...

Period... 24 hours... ending 23.59 on 15/3/53.

A FROM AREA	B POINTS (e.g. TABLE)			C 'X' Base Sub-area			D Interior			E (Completed at)
	Commodity	TONNES	TONS	TONNES	TONS	TONNES	TONNES	TONS	TONNES	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Personnel	-	(All movements by march route or train carrying transport)								
Vehicles	-									
Supps : Gen.		300								Note :- (x) A column is required which traffic is received in 'X' Base Sub-area. (y) "Interior" denotes any U.C. Area, e.g. contractors. (z) Totals at foot of column are total traffic clearance portion of the tonnage in 'X' Base Sub-area.
" : P.O.S.		250								
Ordnance		270		100	By road.					
Amunition		320		160	45					
M.E. Stores		120								
M. Stores		70								
Coal		450								
M.F.O.		-								
TOTAL		1780		260	45					

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ANNEXURE 6.

(TRAFFIC) H.C. STATISTICAL REPORT 220.

Traffic received for unloading at... in 'X' Base Sub-area...

Period... 24 hours... ending 23.59 on 15/2/54.

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B		C		D		E		F		G	
TONS		TONS		TONS		TONS		TONS		TONS	
HAZARDOUS		HAZARDOUS		HAZARDOUS		HAZARDOUS		HAZARDOUS		HAZARDOUS	
(a)		(b)		(c)		(d)		(e)		(f)	
Tons		Tons		Tons		Tons		Tons		Tons	
(All movements by such route or troop carrying transport)											
300											
250											
370	moved	100	By road.								
320	by	160	40								
120	road										
70											
450											
-											
1780		260	40								
(3)											

Note :-

- (x) Column is required for each H.C. Area from which traffic is received.
- (y) "Interior" denotes localities not covered by any H.C. Area, e.g., Stores from civil contractors.
- (z) Totals at foot of column 'B' do not represent total traffic cleared from HAZARDOUS but only that portion of the tonnage cleared which is unloaded in 'X' Base Sub-area.

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ALLIED FORCE HEADQUARTERS
AFO 512

Auth: C in C AF
Initials
13 October 1942

13 October 1942

ADMINISTRATIVE MEMORANDUM)

NUMBER 12)

COPY NO. 13

ORGANIZATION OF PSYCHOLOGICAL WARFARE ACTIVITIES

The following is the organization for the Psychological Warfare activities of the Allied Force under control of the Civil Affairs Section:

PROPAGANDA OPERATIONS

PSYCHOLOGICAL ANALYSIS AND PLANNING

Mr. Percy Winner, Supervisor
(Mr. Winner will be assisted by Lieutenant Colonel Johnstone who will control British Political Warfare personnel.)

Mr. Edmond L. Taylor, Supervisor

FUNCTIONS: To be responsible for the coordination and control of the four teams for the emission of propaganda, i.e.: Headquarters, Algiers, Oran, and Casablanca.

FUNCTIONS: To be responsible for the psychological analysis of information received, and for planning.

A American

B British

AFHQ

ALGIEFS

ORAN

- A. Major Donald F. Wall
- B. Major D. MacFarlane

Eastern Assault Force

1st Echelon

- A. Mr. Frederick Frick
- A. Mr. George Rehn
- B. Major C. O'Neill
- B. Major W. de Lane Lea
- B. Mr. Brereton
- B. Capt. A.L. Bickford-Smith
- B. Lieut. K.E. Arnold
- B. Mr. Lambert
- B. Captain Hackett
- B. Lieut. G.S. Cosgrove

- B. Lt. Col. K.R. Johnstone
- A. Maj. Frederick M. Seager
- B. Maj. J. E. Sturt

- A. Mr. Oliver H.P. Garrett
- B. Maj. H. Bettelcy

- A. Lt. H. A. Donegan
- A. Mr. Charles P. Braxton
- B. Capt. P. Lieven
- B. Cdsm, C. Pullen

- A. Mr. Thomas Crowell
- A. Mr. Patrick Waldberg
- A. Mr. Richard Thomas
- B. Capt. D.W.J. O'Meagher
- B. Capt. G. B. Foster

Eastern Task Force

- A. Mr. Peter Tompkins
- B. Capt. H. G. Pison
- B. Capt. C. K. Colhoun

- B. Sgt. J. Brierley
- A. Pte. John Waldberg
- A. Pte. Vincent Millzarski

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AFHQ (Cont.)

- B. Lieut. E. H. Wall
- B. Capt. Pearce
- B. Capt. R.H.F. Heycock

- B. Sgt. Midgley
- B. Sgt. Hendry
- B. 6 Enlisted Men

ALSIERS (Cont.) Eastern Task Force (Cont.)

- B. Capt. E. P. Bedford
- B. Capt. W. R. Loveluck

- B. Sgt. J. S. Fletcher
- B. Pte. Stephen Fulton
- B. 1 Enlisted Man

ORLI (Cont.)

2d Echelon

- B. Capt. L. I. Stowe

- B. Capt. R. Birchenall

- B. Sgt. J. F. Woods

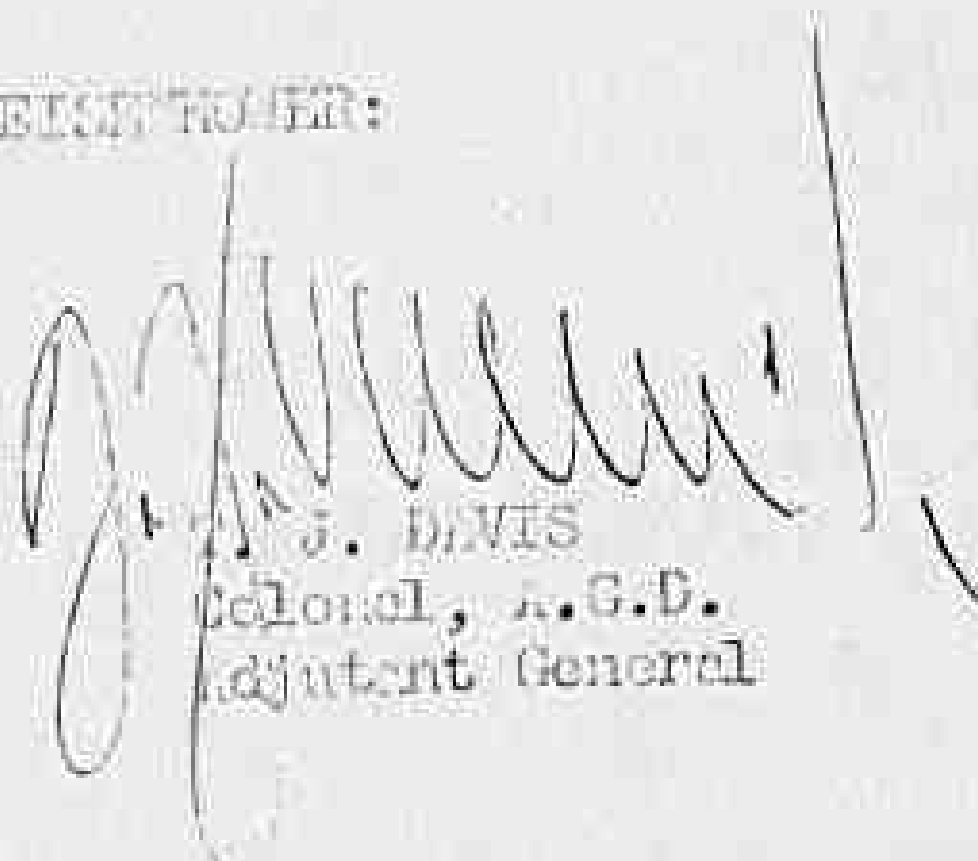
SPECIAL ASSAULT FORCE HARPO

- B.) 2 British Officers

- Reserves:
- B. Capt. A. H. Galsworthy
 - B. Capt. T. H. O'Brien
 - B. Sgt. J. H. Deshayes

- B. Capt. C. Beauclerk
- B. Capt. W. J. Oestermann

By command of Lieutenant General EMMETTOMER:



J. DAVIS
Colonel, A.G.D.
Adjutant General

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18 October 1942

ALLIED FORCE HEADQUARTERS
APO 512

18 October 1942

ADMINISTRATIVE MEMORANDUM)
NUMBER 11)

COPY NO. _____

CONSOLIDATION OF POLITICAL SERVICE ACTIVITIES
WITH CIVIL AFFAIRS SECTION

1. Effective this date, the Political Section of this headquarters is combined with the Civil Affairs Section.
2. Mr. W. H. E. Mack, at present Chief of the Political Section, is designated "British Civil Liaison Officer" and as such a member of the staff of the Commander-in-Chief.
3. Propaganda and Psychological Warfare activities are transferred to the Civil Affairs Section and will henceforth be under the control of that section. These activities will be organized as sub-sections of the Civil Affairs Section as follows:
 - a. PROPAGANDA OPERATIONS, of which Mr. Percy Minner will be the SUPERVISOR. He will be assisted by Lieutenant Colonel K. R. Johnston who will control British Political Warfare personnel.
 - b. PSYCHOLOGICAL ANALYSIS AND MARKING, of which Mr. Edmond L. Taylor will be the SUPERVISOR.
4. The Civil Affairs Section will be supervised by the G-1 Section of the General Staff. Colonel J. C. Holmes of G-1 has been assigned to coordinate Civil Affairs activities.

By command of Lieutenant General EISENHOWER:

[Handwritten Signature]
T. J. DAVIS
Colonel, A.C.D.
Adjutant General

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ALLIED FORCE HEADQUARTERS

Date 15 October 1942

ADMINISTRATIVE MEMORANDUM)

NUMBER 8)

REWARDS FOR SPECIAL SERVICES (REDEMPTION OF "BLOOD CHITS")

1. Crews of Air Craft and certain other personnel including those of armored units operating well ahead of the main body, will be furnished "Blood Chits" written in three languages to facilitate their return by friendly natives in the event they become lost in the zone of operations.

2. In order to insure prompt payments of suitable rewards for the services of such natives, the following procedure will be followed by U.S. forces:

a. Commanding Officers, to include regiments and separate battalions, will designate a Staff Intelligence Officer as the officer to receive natives returning lost personnel. They will make payments of the rewards determined to be sufficient, but not to exceed \$50.00 per person delivered.

b. The Intelligence Officer should provide himself with sufficient funds by drawing them from the nearest finance officer, using the Class "A" Agent Officer method. This Officer can immediately make the necessary payments, accounting for the funds on O.C.S. Form 6 (Confidential Voucher), such voucher to be supported by his signed certificate authorizing the payment. The certificate should read substantially as follows:

"I certify that the sum of \$ _____ was expended for Special Services rendered to a member (or members) of United Nations Forces in accordance with instructions contained in Administrative Memorandum No. 8, AFHQ, 15 Oct. 1942
(Signed) Name
(Typed) Name
(Title)"

c. Finance Officers will accept these vouchers when the Intelligence Officers make periodic returns to him, and will replace such amounts as have been expended. This will keep the Intelligence Officers' funds at levels agreed upon by the Finance Officers and the Intelligence Officers concerned.

d. Payment should be made for any personnel returned regardless of nationality, as long as the Intelligence Officer is satisfied as to their identity as members of the United Nations Forces.

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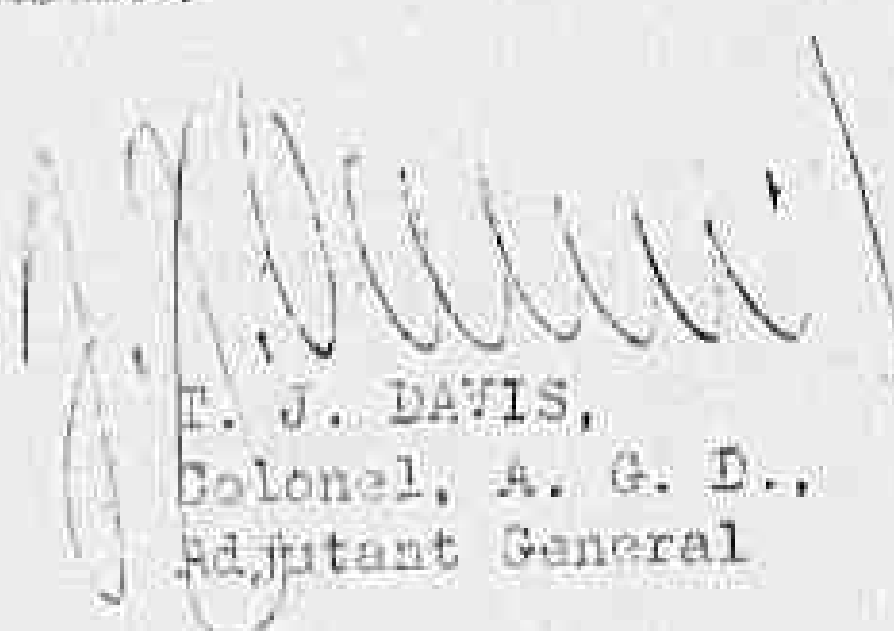
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e. It is obviously of highest importance that these checks be redeemed promptly.

3. The British War Office has issued the necessary instructions to British Forces so as to pay rewards for United States personnel as well as their own.

4. Action to carry this directive into effect will be taken after troops have embarked.

By command of Lieutenant General BISHOP:



E. J. DAVIS,
Colonel, A. G. D.,
Adjutant General

DISTRIBUTION:

G-3, 3-A
To include all Finance Officers
in Allied Force.

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 Initials: TJD
 15 October 1942

ALLIED FORCE HEADQUARTERS

Date 15 October 1942

ADMINISTRATIVE MEMORANDUM

7

NUMBER

30

1. Local Procurement of Supplies and Facilities. The following policies in regard to the procurement of supplies, services, facilities and transportation, locally in the "TORCH" theater will govern all units of this command.
 2. General. As far as compatible with the requirements of the tactical situation and the amount of opposition encountered, it is desired that procurement of supplies, services, facilities and labor interfere as little as possible with the local economic situation. Local procurement should not deprive the local inhabitants of a reasonable supply of food and utilities.
 3. Method of Regulating Procurement. The procurement of supplies, services, facilities, labor, real estate and billeting space will be regulated in each Task Force by an Agency designated by the Commanding General.
 4. Purpose. The object of the Agency to be established initially by each Task Force is to insure uniformity of procurement throughout each Task Force and to coordinate the requirements of the Army, Navy, and Air Force and prevent competition in the acquisition of local resources.
 5. Phase of operation. At a later stage these separate Task Force Agencies will operate under the guidance of a central agency designated by the Commander-in-Chief.
 6. Composition. The Agency will consider the needs of the Civil Affairs Section, the Claims Service and of interested services of the Army, Navy, and R.A.F. and other services as determined by the Commanding General. It will be the responsibility of the Civil Affairs Section to make recommendations to the Agency in regard to supplies and utilities insofar as they affect the local civilian population and the economic structure of the territory.
 7. Duties of the Agency. The Agency in coordination with interested services will establish policies and methods of procurement, procedure, priorities, methods of payment and regulate the amount of supplies, facilities and labor to be procured, and prices to be paid, as approved by the Task Force Commander.
 8. Method of Procurement. The normal powers of requisition and local purchase in force in the U. S. Army and British Army Services Directorates, will operate subject to any restrictions which may be imposed by the Controlling Agency. Procurement by requisition or local purchase will only be undertaken by officers of the Service Directorate

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and transportation, locally in the "TORON" theater will govern all units of this command.

2. General. As far as compatible with the requirements of the tactical situation and the amount of opposition encountered, it is desired that procurement of supplies, services, facilities and labor interfere as little as possible with the local economic situation. Local procurement should not deprive the local inhabitants of a reasonable supply of food and utilities.

3. Method of Regulating Procurement. The procurement of supplies, services, facilities, labor, fuel, water and billeting space will be regulated in each Task Force by an Agency designated by the Commanding General.

4. Purpose. The object of the Agency to be established initially by each Task Force is to insure uniformity of procurement throughout each Task Force and to coordinate the requirements of the Army, Navy, and Air Force and prevent competition in the acquisition of local resources.

5. Phases of operation. At a later stage these separate Task Force Agencies will operate under the guidance of a central agency designated by the Commander-in-Chief.

6. Composition. The Agency will consider the needs of the Civil Affairs Section, the Claims Service and of interested services of the Army, Navy, and A.M.F. and other services as determined by the Commanding General. It will be the responsibility of the Civil Affairs Section to make recommendations to the Agency in regard to supplies and utilities insofar as they affect the local civilian population and the economic structure of the territory.

7. Duties of the Agency. The Agency in coordination with interested services will establish policies and methods of procurement, procedure, priorities, methods of payment and regulate the amount of supplies, facilities and labor to be procured, and prices to be paid, as approved by the Task Force Commander.

8. Method of Procurement. The normal powers of requisition and local purchase in force in the U. S. Army and British Army Services Directorates, will operate subject to any restrictions which may be imposed by the Controlling Agency. Procurement by requisition or local purchase will only be undertaken by officers of the Service Directorate concerned.

9. Responsibility. The responsibility for procurement in each Task Force area for Army, Navy and Air Force is subject to any directions issued by the Task Force Commander are shown in Appendix A.

By command of Lieutenant General EISTENHOWER:

T. J. Davis
T. J. DAVIS,
Colonel, A. G. D.,
Adjutant General

See page 2 for Distribution

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- Number 59-54-51 - CG, II Corps Group
- Number 62-52 - War Office O (Ops)
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- Number 66-71 - 93, 205, AF
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- Number 121-121 - 205, AF
- Number 122-171 - 1st British Div
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- Number 174-175 - 205, AF
- Number 176-177 - 205, AF
- Number 178-179 - 205, AF
- Number 180-181 - 205, AF
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- Number 183-184 - 205, AF
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- Number 193 - ...
- Number 194-201 - ...
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Appendix A to Administrative Memorandum Number 7 dated 15 Oct. 1942

Ser. No.	Commodity Article or Service.	Responsibility for Procurement	
		U.S. Areas.	British Areas.
1	Harbor Craft (except Naval & technical Craft)	Navy	Principal See Transport Officer (P.S.T.O.)
2	Naval & Technical Craft.	Navy	Royal Navy
3	Hire of Vehicles *	*	Supplies & Transport Services.
4	Purchase & requisition of Vehicles	Ordnance Corps.	Ordnance Service
5	Railway facilities. Railway Service	Engineer Corps Transportation	Movement Staff or Transportation Service. (as applicable)
6	Local Labor	As directed by the Coordinating Agency.	Labor Service
7	Billetting	Engineer Corps	'Q' Staff at H.Q. concerned.
8	Use of Real Estate	Engineer Corps	Hirings Service.
9	Utilities	Engineer Corps	'Q' Staff at H.Q. concerned.
10	Local Produce (Brit. Supplies; U.S. Supplies Class I).	Quartermaster Service	Supplies & Transport Service.
11	Local Supplies other than Serial 10.	*	As directed by the Board.

* Normal supply procedure of the responsible supply agency subject to control or supervision by the Coordinating Agency.

2	Naval & Technical Draft.	Naval	Royal Navy
3	Hire of Vehicles *	*	Supplies & Transport Service.
4	Purchase & Requisition of Vehicles	Ordnance Corps.	Ordnance Service
5	Railway facilities. Railway Service	Engineer Corps Transportation	Movement Staff or Transportation Service. (as applicable)
6	Local Labor	As directed by the Coordinating Agency.	Labor Service
7	Billeting	Engineer Corps	HQ Staff at H.Q. concerned.
8	Use of Real Estate	Engineer Corps	Hiring Service.
9	Utilities	Engineer Corps	HQ Staff at H.Q. concerned.
10	Local Produce (Brit. Supplies; U.S. Supplies Class I).	Quartermaster Service	Supplies & Transport Service.
11	Local Supplies other than Serial 10.	*	As directed by the Board.

* Normal supply procedure by the responsible supply agency subject to control or supervision by the Coordinating Agency.

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ALLIED FORCE HEADQUARTERS

8 October 1942

ADMINISTRATIVE MEMORANDUM)

NUMBER 3)

FINANCE PLAN

	<u>Section</u>
Procurement of Funds; Types of Money Used; Responsibility for Payment; British and United States Forces.....	I
Special Instructions for British Forces.....	II
Special Instructions for United States Forces.....	III
Finance Matters of Personal Interest for U. S. Officers.....	IV
Local Money Operation Area	V

I. PROCUREMENT OF FUNDS; TYPES OF MONEY USED; RESPONSIBILITY FOR PAYMENT; BRITISH AND UNITED STATES FORCES.

1. Funds - Procurement.

a. British Military Authority notes will be obtained by the British Chief Paymaster from the British War Office.

b. Local currency and special dollar notes will be the responsibility of the American Civil Affairs Officers and American Finance Officers respectively, and the British Chief Paymaster will draw these currencies from them.

2. Types of Money Used; Responsibility for Payment.

a. British personnel at destination will initially be paid in special British Military Authority notes. These notes are in denominations of one pound to one shilling, inclusive.

b. United States personnel at destination will initially be paid in special United States currency and regular U. S. coin.

c. Bank of England notes and regular U. S. currency are not to be introduced into the combat zone under any circumstances. The Commanding Officer of troops at each destination is responsible that necessary steps are taken to assure the above. Special arrangements have been made for exchanging money in the possession of personnel, and the necessary instructions will be issued to each force by the Finance Officer concerned.

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d. Payments for supplies and services purchased will be in local currency, if available, or by special dollar or B.M.A. notes.

e. Rentals for Allied Force Headquarters and other rentals for the exclusive use of facilities by U. S. forces to be paid for by the Finance Officers of the U. S. Army.

f. Rentals covering facilities for the exclusive use of British forces to be paid for by British Paymasters.

For facilities used jointly by both forces, the rental to be paid by the Paymaster of the contracting force, where it is agreed that payment should be made. No adjustment between forces to be made.

h. Supplies on hand to be exchanged between British and U.S. forces without payment of money, in accordance with present agreements.

i. Supplies or services procured locally to be paid for by the force which contracts for such supplies or services.

j. Payments of claims for damages to be settled by the respective claims commissions of the British and U. S. forces.

k. Any questions of doubt or differences of opinion on any of the above points to be submitted to this headquarters for final decision.

II--SPECIAL INSTRUCTIONS FOR BRITISH FORCES

1. The general instructions on Finance and Accounts, as laid down in Chapter XXI of Field Service Regulations, Volume I, 1930, will be complied with, subject to any modifications as may be notified in Standing Orders, General Routine Orders or Departmental Instructions.

2a Arrangements have been made for an officer of the R.A.P.C. (to be known as the Ferry Paymaster) to be on board each transport leaving the United Kingdom, to issue the D.P.O. convey, for the purpose of exchanging sterling into B.M.A. notes. This exchange will be made at a time to be decided by the Officer Commanding Troops in each transport who will take whatever steps he considers necessary to ensure that no sterling is introduced into the theatre of operations.

b. The Ferry Paymasters will return to the United Kingdom in their transports with the sterling they have received in exchange.

cc. Special detailed instructions are being issued to Officers commanding troopships and Ferry Paymasters respectively.

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3. Arrangements for exchanging sterling for the B.M.A. notes on convoys later than D plus 32 will be made at ports of debarkation.

4. Attention is directed to paragraph 7 of A.C.I. 2033/42, which limits the amount of sterling which can be taken abroad by any individual to £10 (ten pounds) which must not include Bank of England notes of denominations higher than £1 (one pound).

5. Supplies and services purchased locally will be paid for in local currency. If local currency is not available, the special B.M.A. or dollar notes will be used.

III--SPECIAL INSTRUCTIONS FOR UNITED STATES FORCES.

1. The funds issued from this headquarters will be allotted under general authority and may be used for any authorized purpose except entertainment.

2. Funds required for entertainment will be made the subject of a separate request.

3. Funds required by subordinate units and Staff Section Heads of Task Forces and The Twelfth Air Force will be processed by written request to their respective Commanding Generals, by Commanding Officers, and Section Heads concerned.

4. Personnel at destination will initially be paid in special United States currency and regular United States coin. This money will be supplied to the disbursing office as departing from the United Kingdom by the Finance Officer, Allied Force Headquarters.

5. Arrangements have been made for a British Army Paymaster to be on board each transport leaving the United Kingdom, to include the D plus 32 convoy, for the purpose of exchanging sterling and regular U. S. currency into special U. S. currency. This exchange will be made at a time designated by the Commanding Officer of troops on board each transport. If the transport calls at an intermediate port, the exchange should be made after departure from the last port of call. Company funds can be exchanged on shipment. The Commanding Officer of troops will take whatever steps he considers necessary to ensure that no sterling notes are introduced into the zone of operations. The British Paymasters will return to the United Kingdom on their transport with the sterling they have received in exchange.

6. The regulation which requires not more than ten Pounds be taken out of the country has been waived for our personnel, but everyone should reduce his cash requirements to the minimum. Excess cash may be disposed of by one of the following means:

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- a. By purchase of Postal money orders.
- b. By purchase of dollar checks from the nearest disbursing officer. These checks are negotiable only in the United States, and their purchase is not advised due to the difficulty of replacement in the event of loss in transit.
- c. By purchase of letter of credit from a bank. The rate of exchange is \$4.025, and a charge of one shilling and six pence is made to cover cost of air mail. These letters may be purchased from the Guaranty Trust Company of New York, Chase National Bank, National City Bank of New York, Barclays Bank, Lloyds Bank, and other large British Banks. A check is mailed from the New York representative of the respective listed banks, and can be made payable to any person or deposited to credit of any account in any bank in the United States. Delivery is guaranteed. This method of transferring funds is advised when speed is not essential.
- d. By cable transfer. The same banks designated in c. above may be used, and the same rate of \$4.025 applies. The cable charge is eight shillings. This method of transfer is advisable when speed is essential.
- e. By deposit. Selected men may deposit money with the Army disbursing officers through their Personnel Administrators. Interest at the rate of four per cent is paid on these deposits. Selected men should be encouraged to save part of their pay by use of this method. This will provide a "nest egg" upon discharge from the service to use during their period of readjustment in civil life. The rate of interest is very favorable. Officers cannot use this method.
- f. By purchase of War Bonds.
- g. By depositing in account in the United Kingdom.

7. For personnel of Allied Force Headquarters going to an advance command post, the following currencies will have been made:

- a. Personnel traveling by air should not take more than ten pounds in Bank of England notes. There is no limit on coin. For such personnel desiring to take more than ten pounds, the Finance Officer, Colonel L. H. Sims, will take the money to any bank, giving a receipt to the officer concerned, and exchange it for proper local currency as soon as possible. This is a personal and not an official Finance Department transaction, and is for the convenience of personnel on duty at this headquarters.
- b. For personnel traveling by water transport to the advance command post, Bank of England notes will be exchanged for proper local currency at destination.

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c. Payments will be made in appropriate local currency while at the advance command post.

d. For all personnel on duty at the advance command post, the Finance Officer will exchange balance of funds into special U. S. currency just before leaving for the final destination.

8. Supplies and services purchased locally will be paid for in local currency, at a rate of exchange to be announced later. A limited amount of local currency will be made available to each Task Force Commander, to meet his immediate requirements. Further supplies of this currency will have to be procured locally after the military situation stabilizes.

9. A limited amount of gold in stamped ten and five dollar denominations will be provided each Task Force Commander for special purposes only. This gold should be cleared through the disbursing offices on confidential G-2 vouchers. The ten dollar coins are to be disbursed at \$16.9312 and the five dollar coins at \$8.4656 each.

10. No exchange facilities will be provided en route for personnel leaving the United Kingdom later than the D plus 32 Convoy. The Commanding Officer of troops on each such transport is responsible that all sterling is taken up from personnel prior to disembarkation at destination. No regular British money may be allowed to get into circulation in the combat zone. It is recommended that each Detachment Commander be required to collect all British money from his personnel, and turn it in to the Port Finance Officer at port of disembarkation, in exchange for special U.S. currency. This U.S. currency can then be distributed to the personnel concerned by Detachment Commanders. Special instructions will be given to the Port Finance Officers on disposition of sterling so exchanged.

IV--FINANCE MATTERS OF PERSONAL INTEREST FOR U. S. OFFICERS.

1. Each officer should have in his possession for pay purposes the following:

- a. Pay data card.
- b. Statements of service, in duplicate, for any officer other than Regular Army, claiming longevity pay.
- c. Personnel orders requiring participation in regular and frequent flights, and orders showing the operational rating as pilots, observers, etc., for officers claiming PAY/AV.
- d. Two copies of orders of assignment to this headquarters.

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2. If officers will provide themselves with the above, it will greatly facilitate their payment, as a new Finance Officer will be paying them in the future, and Army Regulations require the above data to be filed with the first voucher in his accounts.

3. Each commissioned officer and certain enlisted men should make a will if one is not already in existence. This can be in very simple form, signed, witnessed by two witnesses, and notarized.

4. Beneficiary should be advised where you maintain bank accounts. A joint account is very advisable. For personnel leaving the United Kingdom, it is considered advisable to close small bank accounts, and transfer the funds to a person or account in the United States, using one of the methods described in paragraph 6, Section III.

5. Allotments of pay can be made to include base pay, longevity pay, and subsistence allowance. Rental allowance and foreign service pay may not be allotted. Any one desiring to increase present allotments should make a substitute allotment through their respective personnel officers. This should be made in triplicate; the original to be mailed to the Finance Officer, U. S. Army, Washington, D. C., the duplicate to be furnished the Finance Disbursing Officer who pays your account, and the triplicate retained for personal file.

6. Pay and allowances. Any person who is in active service and is officially reported as missing, missing in action, interned in a neutral country, or captured by an enemy shall, while so absent, be entitled to receive or have credited to his account the same pay and allowances to which such person was entitled at the time of the beginning of the absence or may become entitled to thereafter; Provided, that such person shall not have been officially reported as having been absent from his post of duty without authority; Provided further, that expiration of the agreed term of service during the period of such absence shall not operate to terminate the right to receive such pay and allowances; And provided further, that should proper authority subsequently determine that the person concerned had been absent from his post of duty without authority, such person shall be indebted to the Government in the amount for which payments have been made or pay and allowances credited to his account in accordance with the provisions of this Act during such absence. Sec. 2, act March 7, 1942 (sec. III, Bull. No. 14, W.D., 1942).

7. Allotments. Any person entitled under section 2 of this Act to receive pay and allowances, and who has made an allotment of pay for the support of dependents or for the payment of insurance premiums, shall be entitled to have such allotments for dependents or insurance premiums as he previously may have executed continued for a period of twelve months from date of commencement of absence, notwithstanding that the period for which the allotments had been executed may have expired.

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during such twelve months' period, and the proper disbursing officer shall so continue the allotments during such absence: Provided, that in the absence of a previously executed allotment, or where the allotment made is not sufficient for reasonable support of a dependent and for the payment of insurance premiums, the head of the department concerned may direct that an allotment not to exceed the base pay, plus longevity of the person concerned, shall be paid by the appropriate disbursing officer to the insurer or such dependent as has been designated in official records or, in the absence of such designation, to such person as may be determined by the head of the department concerned, or by such person as he may designate, to be a bona fide dependent within the meaning of section 1(c): Provided further, that for the initial period of six months, unless prior decision as to status is made, a monthly allotment for support of such dependent shall be paid in an amount not to exceed the monthly base pay, plus longevity, without regard to the fact that the six months' death gratuity may be paid later: Provided further, that at the expiration of the initial six months' period, no further decision having been made as to status, the payment as heretofore provided shall continue for an additional period not to exceed six months; any payment paid to a dependent for a period subsequent to date of death occurred subsequent to the expiration of the first six months' period, shall be deducted from the six months' gratuity: Provided further, that the premiums on insurance issued on the life of the person paid by the Government subsequent to the declared date of death and unearned shall revert to the appropriations of the department concerned: And provided further, that the total of all payments made under this section, including those for insurance premiums, shall not exceed the total pay and longevity pay due. Sec. 3, act March 7, 1942 (sec. III, Bull. No. 14, W.D., 1942).

V-- LOCAL MONEY OPERATION AREA.

1a. ALGERIA: Notes, issued by Banque de l'Algerie, in denominations of 1,000, 500, 100, 50, 20 and 5 francs.

b. In 1939 the 20 and 5 franc notes were being withdrawn, and nickel pieces of 20, 10 and 5 substituted. What happened since is not known, but it is probable that the nickel was later withdrawn, as in France, and notes re-issued.

c. There is no local subsidiary coin: it is all Banque de France.

2. MOROCCO: Notes issued by the Banque d'Etat du Maroc: 5,000, 1,000, 500, 100, 50.

Silver	Fcs. 20	
	" 10	
	" 5	1
Nickel Bronze	Fcs. 2	
	Fc. 1	
	50 centimes	
	25 centimes	
	10 centimes	
	3 centimes	

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3. TUNIS: Notes issued by the Banque de l'Algerie for the Tunisian Government (Fcs. 5,000 ?), 1,000, 500, 50, 20, 5. They are the same as those used in Algeria except that they have "Tunisia" overprinted.

Coins: Aluminum	Fcs. 2
	Fc. 1
	50 centimes
Nickel	25 centimes
	10 "
	5 "
Bronze	10 "
	5 "
	2 "
	1 "

4. Bank Addresses:

ALGIERS

Banque de l'Algerie	8 Boulevard Carnot.
Compagnie Algerienne	1 Bis Rue Dumont d'Urville Bureau de Quartier, 65 Rue d'Isly. 48 Avenue de la Bouzareah.

ORAN

Banque de l'Algerie	13 Boulevard Gallieni.
Compagnie Algerienne	1 Rue d'Alsace-Lorraine. 15 Boulevard G-Clemenceau.

BOUGIE

Banque de l'Algerie	Place de Gueydon.
Compagnie Algerienne	Place Gricydon Rue Liausson.
Banque d'Etat du Maroc	2 Boulevard du Iama Zouaves, CASABLANCA.
Banque Commerciale de Maroc	1 Rue Gallieni, CASABLANCA

5. The rate of exchange for the entire occupied area has been set at 300 francs to the British Military Authority pound and 75 francs to the special United States dollar.

By command of Lieutenant General EISENHOWER:

T. J. Davis
T. J. DAVIS
Colonel, A. G. D.
Lieutenant General

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