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GENERAL INSTRUCTIONS

July 1944

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68

DRAFT OF CATALOG ENTRY

Name of drafter

WISDOKER

Location

AGAW-J
946

Agency of origin, agency-author, or other author

Rome Allied Area Command

DESCRIPTION

"General Instruction No. 1 only," 21 July 44,
5 pages, with appendixes A, B and C. Printed.
Restricted. Pertains to the principal Standing
Orders in force as applicable to US and British
units, on General Staff matters.

Additional information, if necessary

In Records of the Allied Commission (Italy)
10,000/134/68

Cross-references

1. Agency of Authorship 2. C-1 3. Italy

Control No.

0769

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

785016

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

7 July 1953

INDEXER

Wisniewski

054698

TAGO FORM 01352 (Formerly AGO)
1 FEB 49

R-2-S-T-2-i-C-T-E-D

ROME ALLIED AREA COMMAND
APO No. 794 U. S. ArmyGENERAL INSTRUCTION NO. 1 DATED 21 JULY 44GENERAL

1. This Instruction contains an extract of the principal Standing Orders in force as applicable to US and British Units, on General Staff matters.

LOCATIONS

2. In order to maintain accurate and current Location Lists, ALL units on arrival in Rome Allied Area Command will invariably call at Room 27 (G-3), to notify arrival, and afterwards to the Town Major, ROME.

3. The details required are:

Name of Unit:
Address:
Map Reference:
Telephone No:

4. Both US and British units will comply similarly when about to leave the above-mentioned Area.

REPORTS OF ENEMY ACTION

5. Air Landing and Organised Hostile Ground Action.

- a. Will be reported by "clear the line", telephone, or verbally.
- b. All available information, including time, place, with map reference, and estimated strength, will be given.
- c. Reports will invariably be checked before advising Area Headquarters.

6. Effects of Enemy Air Activity.

Activity affecting a unit will be reported to Area Headquarters (G-3) as early as possible and confirmed later on return as at Appendix 'A'.

7. Passive Air Defence.

See Operations Memorandum No. 1 (PAD) issued separately.

8. Crashed Aircraft: Allied/Enemy.

- a. Units locating crashed aircraft are wholly responsible for guarding them.
- b. Such guards will not be withdrawn until an alternative guard has been provided by Area Headquarters.
- c. Locations of crashed aircraft are to be reported to Area Headquarters (G-3) by telephone or fastest means of communication.

Adjutant	
Asst. Acs.	MP.
Asst Acs.	
Chief Clerk	

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See Operations Memorandum No. 1 (PAB) issued separately.

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a. Units locating crashed aircraft are wholly responsible for guarding them.

b. Such guards will not be withdrawn until an alternative guard has been provided by Area Headquarters.

c. Locations of crashed aircraft are to be reported to Area Headquarters (G-3) by telephone or fastest means of communication.

9. Sabotage, Enemy Agents, Suspected Persons.

Units will report note of sabotage, suspected presence of Enemy Agents, or soldiers in hiding, and suspicious characters to:

- G-2, Area Headquarters (both US and British units).
- Nearest Field Security Section (British), or CIC Detachment (US).

R-3-C-T-R-I-C-T-E-D

- 1 -

DIST
Ex. 0475 1+DP
G-1 (B) Legal SC
G-1 (B) W.M.D.
G-4 (C) Info Div
G-4 (A) Adj.
HQ Command
Army SC
Air Force SC

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

10. Guards and Sentries.

- a. Guards and sentries will be "provers", NOT ceremonial unless specially ordered. They will normally lead magazines, but with no round in the breach until a suspicious incident occurs.
- b. Guards must be ready to fire at suspected persons who run away, when it is not possible to stop by other means.
- c. All stored arms and ammunition will be guarded most carefully.
- d. Personnel who lose their weapons may be subject to Manual of Courts Martial (US) and MCM (British).

PROTECTION AGAINST THEFT

- 11. a. Officers Commanding Units and Depots are responsible that every possible step is taken to protect stores in their charge against theft.
- b. Adequate guards will at all times be placed on WD stores of all sorts and the strictest action taken against military personnel who wilfully or negligently allow losses to occur, and against any person found in unlawful possession of WD Stores.

The sale or giving away of WD Stores is strictly forbidden.

LOCAL CIVILIANS12. Security.

- a. All civilians employed as interpreters, or in offices, officers' messes and officers' hotels, must be approved for security through Field Security Section.
- b. This is a unit responsibility, not that of Labour (US) and DADL (British).
- c. Applications for vetting should be sent direct to 97 Field Security Section, 59 VIA SICILIA, 6th Floor, (749068), in duplicate, stating:
 - (1) Name.
 - (2) Identity Card No.
 - (3) Address.
 - (4) Date of Birth.
 - (5) Name of Father.
 - (6) If Father alive or dead (Di or Fu).
 - (7) Name of Mother.
 - (8) If Mother alive or dead (Di or Fu).
 - (9) Prospective Employment.
 - (10) Previous Employment.
- d. Apart from classes referred to in a., security vetting of employees is at unit discretion, but generally the following need not be vetted,
 - (1) Wage Labourers (in the ordinary sense).
 - (2) Employees who have no access to secret documents or stores.

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- (5) Name of Father.
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- (7) Name of Mother.
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- (9) Prospective Employment.
- (10) Previous Employment.

d. Apart from classes referred to in a., security vetting of employees is at unit discretion, but generally the following need not be vetted:

- (1) Wage Labourers (in the ordinary sense).
- (2) Employees who have no access to secret documents or stores.

13. Passes.

a. Civilians employed in military establishments must be issued with a pass. (This does not apply to civilians employed in construction of military installations).

b. Pending reprint of official stocks, Headquarters and Units should issue temporary passes to civilians employed by them in the following form:

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

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

PERMIT TO ENTER MILITARY ESTABLISHMENTS

Unit.....

Name of Employee.....

The above-mentioned has permission to enter either All Military Establishments or (Name of Establishment) on duty while in the employment of this unit.

Period of Validity of Pass.....

(Signature).

c. Applications for curfew permits for civilians should be made to APM.

UNEXPLODED BOMBS & MINES - DISPOSAL

14. Units locating Unexploded Bombs and/or Mines will report location immediately to Area Headquarters (G-3), using return at Appendix 'B' in DUPLICATE.

15. Priorities for Disposal.

- a. G-3 will issue priorities for disposal of Unexploded Bombs and Mines, and serial of the order in which disposal will be carried out.
- b. In an emergency PAD may issue orders direct to Bomb Disposal Section when Disposal of an Unexploded Bomb is necessary to enable PAD to function. G-3 Branch will be informed at the same time.

c. Table of Priorities in Use:

<u>Priority</u>	
Al	Immediate Disposal essential, but bomb will NOT be exploded in situ.
A	Immediate disposal essential, but bomb may be exploded in situ.
B	Disposal important.
C	Disposal necessary.
D	Disposal NOT necessary.

16. Responsibility of US Engrs and British Bomb Disposal Sections.

- a. On receipt of Unexploded Bomb Reports from Engineer Branch Area Headquarters, US Army Engineers and British Bomb Disposal Sections are responsible for taking disposal action in accordance with the priority allotted.
- b. Bomb Disposal Sections are authorized to appeal to Area Headquarters for Unexploded Bombs classified "A1" to be degraded to "A" if certain technical considerations prevail, e.g., Allied bombs fitted with delay or anti-disturbance fuzes.
- c. Unexploded Bombs classified "C" may be degraded to "D", but the

(Signature).

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APM.

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C	Disposal necessary.
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- b. Bomb Disposal Sections are authorized to appeal to Area Headquarters for Unexploded Bombs classified "A1" to be degraded to "A" if certain technical considerations prevail, e.g., Allied bombs fitted with delay or anti-disturbance fuzes.
- c. Unexploded Bombs classified "C" may be degraded to "D", but the final decision will rest with Area Headquarters in both b. and c.
- d. On completion of disposal Bomb Disposal Section will complete the Clearance Certificate at the foot of their copy of the Unexploded Bomb Report, detach it, and forward it to Area, through Engineer Branch, retaining the remainder of the report for record.

17. General Safety Precautions.

- a. Captured enemy material (CEM) is the property of the Allied Forces and not of the individual or unit into whose hands it falls.

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b. In many cases, technical examination of CEM has produced results of the greatest value to the war effort.

Requirements of technical intelligence now take priority over all other uses of CEM.

c. Particulars of CEM will be reported to G-3 Area Headquarters. Any new or unusual types will be reported immediately.

d. CEM will not be disposed of without instructions from higher authority.

MOVEMENT

18. Authority to Move (US and British Units).

a. Units under command from Allied Area Command will NOT move without an order to move issued by Area Headquarters (G-3).

b. Units staging within Rear Allied Area Command boundaries, which do NOT come under command, will move on orders issued by Movements AAI.

TRAINING

19. a. Amunition required by units for use as ranges will be advised to Area Headquarters (G-3) for approval before being taken into use.

b. Details required:

- (1) Location.
- (2) Map Reference.
- (3) Trace (Overlay) of area.
- (4) Type of shoot, i.e., Small Arms, Mortar, etc.
- (5) Direction of shoot.
- (6) Owner's name and address.
- (7) Safety areas/angles.

c. On approval, copy of unit Range Orders will be forwarded to Area Headquarters.

TRAINING AMUNITION (BRITISH UNITS)

20. a. Training ammunition may be obtained by application to Area Headquarters (G-3), stating:

- (1) Number of weapons on which demand is based.
- (2) Period for which demand is made.
- (3) Quantities by types required. Correct and full nomenclature will be used.

b. Monthly demands should reach Area Headquarters (G-3) by the 10th of each month for the succeeding month. Demands by newly arrived units may be submitted immediately.

INTERCOMMUNICATION

21. Civilian Telephone Census

MOVEMENT18. Authority to Move (US and British Units).

- a. Units under command Rome Allied Area Command will NOT move without an order to move issued by Area Headquarters (G-3).
- b. Units staging within Rome Allied Area Command boundaries, which do NOT come under command, still move on orders issued by Movements AAI.

TRAINING19. a. Range Scheduling units for use as Range will be advised to Area Headquarters (G-3) for approval before being taken into use.b. Details required:

- (1) Location.
- (2) Map Reference.
- (3) Trace (Overlay) of area.
- (4) Type of shoot, i.e., Small Arms, Mortar, etc.
- (5) Direction of shoot.
- (6) Gunner's name and address.
- (7) Safety areas/angles.

c. On approval, copy of unit Range Orders will be forwarded to Area Headquarters.

TRAINING AMMUNITION (BRITISH UNITS)20. a. Training ammunition may be obtained by application to Area Headquarters (G-3), stating:

- (1) Number of weapons on which demand is based.
- (2) Period for which demand is made.
- (3) Quantities by types required. Correct and full nomenclature will be used.

b. Monthly demands should reach Area Headquarters (G-3) by the 10th of each month for the succeeding month. Demands by newly arrived units may be submitted immediately.

INTERCOMMUNICATION21. Civilian Telephone Census.

On occupation of a building containing civilian telephones, units will report particulars to Area Headquarters per attached Appendix 'C' in DUPLICATE.

22. Provision of Telephones.

Headquarters and offices requiring installation of telephones will forward requests per attached Appendix 'D' in DUPLICATE.

23. Wireless Frequencies and Training Frequencies.

- a. Formations or units arriving in Rome Allied Area Command will NOT break wireless silence without obtaining the express authority of AAI through normal channels.

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b. When such authority is obtained, application will be made by unit to Area Headquarters (G-3) for a frequency allotment, stating type of set, number of sets to be used, and purpose for which they will be used.

c. Frequencies will be allotted to British Units on application being made, by CSC 3 District to formations and units entering Area boundaries from the forward area who have received prior AAI authority to use wireless.

CONTROLLED STORES (BRITISH UNITS)

24. a. Units will forward all demands for Controlled Stores to Ord, Headquarters Rome Allied Area Command.

b. After "screening" by Ord, demands will be passed to G-4 (British) for approval.

c. Demands for Controlled Stores (Training) will follow same procedure but will be approved by G-3 (British).

MAPS

25. a. Demands for maps will be made on:

(1) (US) Engbr Branch, Rome Allied Area Command
45, Via Del Mare (749664).
Tel 66004.

(2) (British) 14 Field Survey Map Depot,
Titanus Studio,
16, Vicolo Farnesina (722722).
Tele 393457.

b. This Headquarters does NOT carry stocks of maps.

COURSES (BRITISH)

26. a. 3 District will deal direct with formation Headquarters.

b. Units will apply to and receive vacancies through Area Headquarters (G-3).

27. ACKNOWLEDGE RECEIPT of this instruction.

By command of Major General JOHNSON:

Thomas J. Shryock, Jr.

THOMAS J. SHRYOCK, JR.,
Colonel, GSC,
Chief of Staff.

4 - Incls:
Appendix "A"
"B"
"C"
"D"

b. After "screening" by CRI, demands will be passed to G-4 (British) for approval.

c. Demands for Controlled Stores (Training) will follow same procedure but will be approved by G-3 (British).

MAPS

25. a. Demands for maps will be made on:

- (1) (US) Engr Branch, Rome Allied Area Command
45, Via Del Moro (749664).
Tel 66004.
- (2) (British) 14 Field Survey Map Depot,
Titanus Studio,
15, Vicolo Farnesina (722722).
Tele 393457.

b. This Headquarters does NOT carry stocks of maps.

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4 - Incls:
Appendix "A"
"B"
"C"
"D"

DISTRIBUTION:

"R"

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APPENDIX 'A' to Rome Allied Area Command General Instruction No. 1 dated
21 July 1944.

SECRET

PRELIMINARY AIR ACTIVITY REPORT

- A. Times and Date of Raid.
- B. Target.
- C. Approximate number of aircraft.
- D. Type of attack.
- E. Damage including fires.
- F. Casualties.
- G. Number of HE Bombs.
- H. Whether incendiary bombs dropped and estimated number.

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- A. Times and Date of raid.
- B. Target.
- C. Approximate number of aircraft.
- D. Type of attack.
- E. Damage including fires.
- F. Casualties.
- G. Number of HE Bombs.
- H. Whether incendiary bombs dropped and estimated number.

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APPENDIX 'B' to Rome Allied Area Command General Instruction No. 1 dated
21 July 1944

DATE.....

UNEXPLODED BOMB (UXB) REPORT
(To be forwarded by unit (in DUPLICATE))

I M M E D I A T E

TO: Rome Allied Area Command (C-3).

1. Unit reporting incident, including location.....
2. Location of UXB including map reference.....
3. Time/date UXB fell.....
4. Location of guide to site.....
5. Character of site;
 - (a) Building (if yes, is it occupied by military).....
 - (b) Open or built up area.....
 - (c) Hard, medium or soft soil.....
 - (d) Remarks.....
6. Is UXB or any part exposed (full details).....
7. Diameter of hole of entry.....
8. Has crater been formed.....
(If yes, give diameter and depth)
9. Have splinters or splinter marks been found.....
10. Is there any sign of blackening.....
11. Any further details.....
(Sgd).....
12. Serial number allotted to incident.....
13. Priority of disposal allotted.....
14. Passed for action to..... at (Time)..... (Date).....
(Sgd).....

To be completed by Rome Area Command

CLEARANCE CERTIFICATE

2. Location of UXB including map coordinates.....
3. Time/date UXB fell.....
4. Location of guide to site.....
5. Character of site;
 - (a) Building (if yes, is it occupied by military).....
 - (b) Open or built up area.....
 - (c) Hard, medium or soft soil.....
 - (d) Remarks.....
6. Is UXB or any part exposed (full details).....
7. Diameter of hole of entry.....
8. Has crater been formed.....
(If yes, give diameter and depth)
9. Have splinters or splinter marks been found.....
10. Is there any sign of blackening.....
11. Any further details.....
(Sgd).....

To be completed by Rome Area Command

12. Serial number allotted to incident.....
13. Priority of disposal allotted.....
14. Passed for action to..... at (Time).....(Date).....
(Sgd).....

CLEARANCE CERTIFICATE

(To be completed by US Army Engineers or British Bomb Disposal Section)
(To be detached and returned to Rome Allied Area Command on completion of disposal).

15. Serial number (as para 12).....
16. Operation begun (Time).....(Date).....
17. Operation completed (Time).....(Date).....
(Sgd).....

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

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

APPENDIX 'C' to Rome Allied Area Command General Instruction No. 1 dated
21 July 1944

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

CIVILIAN TELEPHONE CENSUS
(To be forwarded by unit in DUPLICATE)

Unit.....

Date.....

TO: Rome Allied Area Command (G-3).

1. There are the following telephone installations in buildings used
by this unit.

a. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

b. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

c. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

d. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

2. If there are no telephones in the building delete para 1 and write
across NIL.

(Sgd).....

Officer Commanding.....

0785

Unit.....
Date.....

TO: Rome Allied Area Command (G-3).

1. There are the following telephone installations in buildings used by this unit.

a. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

b. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

c. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

d. (1) Address -
(2) No. of Civilian Phones -
(3) Whether Civilian Exchange installed -
(4) Civilian Telephone Nos. -

2. If there are no telephones in the building delete para 1 and write across NIL.

(Sgd).....
Officer Commanding.....

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

APPENDIX 'D' to Rome Allied Area Command General Instruction No. 1 dated 21 July 44

WIRE SERVICE ORDER
(Application for Telephone Service).

NO. _____
DATE _____

NAME (FOR DIRECTORY LISTING) _____

ADDRESS _____

CO-ORDINATES (MAP REF) _____

REQUEST _____

REMARKS _____

PERSON TO SEE _____

AUTHORITY _____

SURVEY CLASSIFICATION: INSTL _____ RMTL _____ EXT _____ MW _____

PRINCIPAL CABLE AND PAIR _____ SECONDARY CABLE AND PAIR _____ LOCATION OF TERMINALS _____

ASSIGNED TELEPHONE NO. _____
(THE ABOVE TO BE FILLED IN BY THE ASSIGNMENT DESK)

NEW OR RE-USED EQUIPMENT _____

DATE COMPLETED _____ BY _____ (I.R.MAN)
(THE ABOVE TO BE FILLED IN BY THE INSPECTOR-REPAIRMAN)

ASSIGNMENT _____

WIRE CENTER _____

NAME (FOR DIRECTORY LISTING) _____

ADDRESS _____

CO-ORDINATES (MAP REF) _____

REQUEST _____

REMARKS _____

PERSON TO SEE _____

AUTHORITY _____

SURVEY CLASSIFICATION: INSTL _____ TRVL _____ EXT _____ MV _____

PRINCIPAL SECONDARY

CABLE AND PAIR CABLE AND PAIR LOCATION OF TERMINALS

ASSIGNED TELEPHONE NO. _____

(THE ABOVE TO BE FILLED IN BY THE ASSIGNMENT DESK)

NEW OR RE-USED EQUIPMENT _____

DATE COMPLETED _____ BY _____ (I.R.MAN)

(THE ABOVE TO BE FILLED IN BY THE INSTALLER-REPAIRMAN)

ASSIGNMENT _____

WIRE CHIEF _____

ASSIGNMENT _____

SERVICE CLERK _____

INFORMATION _____

DIRECTORY CLERK _____

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

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