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ACMF
Feb 1944

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ACMF ADMINISTRATIVE INSTRUCTIONS
Feb 1944

ADMF ADM INSTRUCTION NO. 1 ISSUED IN CONJUNCTION
WITH ADMF OPERATION INSTRUCTIONS DATED 25 FEB 44. SECRET

Copy No.

26 Feb 44

ORGANISATION

1. With effect from 0001 hrs 26 Feb 44 this HQ, formerly known as AFHQ Advanced Administrative Echelon, becomes part of HQ ADMF.
2. Consequent upon this re-organisation the following changes in titles will become effective:-

DCAG AFHQ Adv Adm Echelon BECOMES ... CAG, ADMF
D/DCAG " " BECOMES ... D/CAO, ADMF

CHANNELS OF COMMUNICATION

3. Correspondence intended for Administrative Branches of the Staff and Services will be addressed HQ ADMF (Adm Ech). Signals will continue to be addressed to FLMDIO.

4. Until further notice correspondence and signals having administrative implications addressed to HQ ADMF will be copied to AFIT (Adm Ech) or repeated to FLMDIO respectively. This procedure will not absolve officers of all branches of the staff and services at HQ ADMF from their normal responsibility for ensuring that correspondence and signals received by them if representing the action branch, are circulated to others affected by their contents.

5. When Adm Ech ADMF moves from its present location to join ADMF, certain portions of the administrative staff both in AFHQ, and in British Services, will remain in AFHQ. Arrangements concerning their system of communication will be notified later.

MAINTENANCE PROCEDURE

6. The re-organisation of command does not involve any change in maintenance procedure. No. 1 District will continue to submit their demands to AFHQ. A copy will be sent to this HQ. IIS and Sardinia Personnel will follow normal channels of supply.

7. A specimen copy of the Adm Bulletin issued by this HQ is attached for the information of No. 1 District, IIS and SARDINIA Personnel. These HQs are required to submit a weekly return under the same heading as in the specimen so far as is applicable to them. The figures given will be the totals for the week, daily figures not being required. The return should be completed to show the position as at 1800 hrs on the THURSDAY of each week.

8. The functions of co-ordination previously performed by AFHQ Adv Adm Echelon under AFHQ Instructions No. 67 will pass to HQ ADMF (Adm Ech).

REPRESENTATION ON BOARDS AND COMMITTEES

9. (a) Allied Force Local Resources Board

CHANNELS OF COMMUNICATION

3. Correspondence intended for Administrative Branches of the Staff and Services will be addressed HQ AFHQ (Adm Ech). Signals will continue to be addressed to FLADSO.
4. Until further notice correspondence and signals having administrative implications addressed to HQ AFHQ will be copied to AFHQ (Adm Ech) or repeated to FLADSO respectively. This procedure will not absolve officers of all branches of the staff and services at HQ AFHQ from their normal responsibility for ensuring that correspondence and signals received by them in representing the action branch, are circulated to others affected by their contents.
5. When Adm Ech AFHQ moves from its present location to join AFHQ, certain portions of the administrative staff both DS and British, and AFHQ British Services, will remain in KAHN. Instructions concerning their system of communication will be notified later.

MAINTENANCE PROCEDURE

6. The re-organization of command does not involve any change in maintenance procedure. No. 1 District will continue to submit their demands to AFHQ. A copy will be sent to this HQ. ICS and SARDINIA Garrison will follow normal channels of supply.
7. A specimen copy of the Adm Bulletin issued by this HQ is attached for the information of No. 1 District, ICS and SARDINIA Garrison. These HQs are required to submit a weekly return under the same heading as in the specimen so far as is applicable to them. The figures given will be the totals for the week, daily figures not being required. The return should be completed to show the position as at 1800 hrs on the THURSDAY of each week.
8. The functions of co-ordination previously performed by AFHQ Adv Adm Echelon under AFHQ Adm Memo No. 67 will pass to HQ AFHQ (Adm Ech).

REPRESENTATION ON BOARDS AND COMMITTEES

9. (a) Allied Force Local Resources Boards

The respective SICILIAN and SARDINIAN Boards will continue as at present. Their activities will be co-ordinated through the Local Resources Section of this HQ, and this channel will be used for all communications with the Allied Force Local Resources Section at AFHQ. The following will be submitted to this HQ, copy to Allied Force Local Resources Section AFHQ:..

- (i) One copy of agenda and minutes of meetings of each Board and its various Committees and Sub-Committees.
- (ii) The monthly report in duplicate called for under Allied Force Local Resources Section Adm Order No. 2 dated 9 Jan 44.

(b)/.....

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9. (contd)

(b) The SICILIAN and SARDINIAN Boards will not be represented on the Allied Force Local Resources (Italian) Board, but will be prepared to send representatives as requested.

(c) ACEF Central Electricity Board.

No. 1 District and SARDINIA Garrison will not be represented on this Board but will be prepared to send representatives as requested.

BRITISH A.G. AND H.S. MATTERS.

10. Armies, Districts etc., under command of HQ ACEF will deal with that HQ on all British AG and HS matters. They will not deal with AFHQ direct.

NOTE: The effective date of this procedure will be notified to all concerned by AG and HS Branches. Pending this notification the procedure at present in force for dealing with these matters will continue.

SERVICE DIRECTORATES

11. The organisation of British Services within ACEF will be the normal one prescribed in F.S.R. Vol. I., the senior officer in each service at HQ ACEF being the head of that service within ACEF. Services at Army, District etc HQs will no longer correspond direct with AFHQ.

MILITARY RAILWAY SERVICE

12. The Director General of Military Railways is responsible for the co-ordination of all railway matters throughout the territory under operational control of AFHQ. For purposes of the control of railways operating in territories under the command of ACEF he will report to this HQ.

13. Director of Transportation (Br) remains responsible for British Transportation Service matters throughout the area controlled by AFHQ.

POSTAL

14. The postal address of this HQ now is *AFHQ, Palermo*
"HQ ACEF (ADM ECHELON) CEF."

Major General,
Deputy Chief Administrative Officer.

AFHQ Adv Adm Echelon,
CEF.

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:

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8 July 1955

INDEXER

E. Allamonte

DISTRIBUTION

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 CHQ Middle East Forces
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 Rear Eighth Army
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 No. 2 District
 No. 3 District
 PBS
 IBS
 Allied Control Commission
 Commander S. R. L. Garrison
 C-in-C Med
 FOHIT
 FOTALL
 NOIC NAPLES
 DSNO ITALY
 NGAFF
 NAFAP
 DAF
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RECEIPT FORM

In lieu of Army Form A.16

TO: HQ ACW, (Adm Echelon), CMF

 RECEIPT is acknowledged of copy number(s)
 of ACW AM INSTRUCTION NO. 1 dated 25 Feb 44.

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NO. 3 District
FBS
IBS
Allied Control Commission
Commander S/ADMIRAL Garrison
C-in-C Mod
FOMIT
TOTAL
NOIU MAPLES
BOTO ITALY
MIAF
MATAF
DAF
MAGAF
ACUP List "A"
FLMCO List "B"
Was Diary (2)
Spares (20)

In lieu of Army Form A.16

RECEIPT FORM

TO: HQ ACME, (All Echelon), CEF

RECEIPT is acknowledged of copy number(s)
of ACME AMN INSTRUCTION NO. 1 dated 25 Feb 44.

DATE
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ACMF/AAI

WD WASH INSTON ETC

GRO'S ? A C I'S etc.

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