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HA ADMINISTRATIVE MEMORANDUM

NOV - DEC 1943

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

H. Q.
Administrative
Memorandum

1469

Administrative
Memorandum

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CONTAINS	
FROM	NOV 43
TO	DEC 43
CATALOGUE.	

1470

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

CE

RACCOLTORE "ITALIA"

TRAVELLA STEFANO

Fascicolo _____ N. _____

Città _____ Provincia _____

Ditta _____

Via _____

1471

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

TRAVELLA STEFANO

Milano - Italia

cia

Ditta

Anno

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

9 July 1953

INDEXER

Hope

TAGO FORM 01352 (Formerly AGO)
1 FEB 49

154699

U S SECRET Equals British SECRET

ALLIED COMMANDER IN CHIEF
MEDITERRANEAN
NO 112

PA.

Deputy C/P.S. operations
Sec. - Jettis

310

Palermo

2 December 1943

ADMINISTRATIVE INSTRUCTIONS

NO

INSTRUCTIONS

1. General

(a) Reference is made to Allied Control Commission Directive No. 1 dated 10 November 1943, forwarded under Memorandum of such date (Subject: Operations of Regions.)

(b) It has not been found possible to operate a Joint Headquarters 154 and 155 is thus contemplated. The position is as follows: that two Headquarters 154 have been constituted under AFHQ administrative Memorandum No. 59 dated 15 October 1943 as amended by No. 73 of 8 November 1943.

- (i) AFHQ 154 and 155 Group with under command Regions 3 and 4.
- (ii) Headquarters 154 (Palermo) with under command Regions 1 and 2.
- (iii) This Headquarters includes a number of officers who will later join Headquarters Allied Control Commission.
- (iv) AFHQ 154 Group is responsible for all territory north of the Provinces of Palermo, Porecia, and Bari. Headquarters 154 is responsible for all territory (including Sicily) south of the northern boundaries of the above mentioned provinces. The Province of Palermo has been transferred to control of Region 2 under General Order No. 4 dated 9 November 1943.

2. Allied Control Commission

The Headquarters of the Allied Control Commission (Brindisi) are under command personnel in the four Provinces now administered by the Italian Government. Region 5 remains for the time being under the direct command of AFHQ but will in due course come under 154.

3. Chiefs, AFHQ and 154

The respective chiefs are as follows:

C.S.A.C. and Chief AFHQ 154 Army Group - Major General Lord Rennell of Rodd
D.S.A.C. and Chief Headquarters 154 - Brigadier General F. J. Hetherington
(AFHQ Administrative Memo No. 69)
Major General Freeland, Allied Control Commission - Major General Freeland

1. General

(a) Reference is made to Allied General Commission Directive No. 1 dated 16 November 1943, forwarded under Memorandum 1, and, also, (Subject: Operations of the Italian Army).

(b) It has not been found possible to establish a joint headquarters and staff as then contemplated. The position in the present state of the Italian Army has been considered under the Administrative Memorandum No. 69 dated 13 October 1943 as amended by No. 73 of 8 November 1943.

- (i) The 15 Army Group with under command Regions 3 and 4.
- (ii) Headquarters 15 Army Group (Preliminary) with under command Regions 1 and 2. This headquarters includes a number of officers who will later join Headquarters Allied Control Commission.
- (iii) 15 Army Group is responsible for all territory north of the Provinces of Salerno, Potenza, and Bari. Headquarters 15 Army Group is responsible for all territory (including Sicily) south of the northern boundary of the above mentioned Provinces. The Province of Bari has been transferred to control of Region 2 under General Order No. 4 dated 2 November 1943.

2. Allied Control Commission

The Headquarters of the Allied Control Commission (Brindisi) has under command personnel in the four Provinces now administered by the Italian Government. Region 6 remains for the time being under the direct command of AFHQ but will in due course come under AFHQ.

3. Chiefs of Staff

The respective chiefs are as follows:

- C.O.A.O. and Chief of 15 Army Group - Major General Lord Rennell of Roda
- D.C.A.O. and Chief Headquarters AFHQ - Brigadier General R. J. McSherry
- (AFHQ Administrative Memo No. 69)
- Acting Deputy President, Allied Control Commission - Major General Maxton Joyce
- (AFHQ Administrative Memo No. 73 dated 2 November 1943)

4. Military Government

General Sir Lewis Alexander remains Military Governor of all Italian territory under Allied Military Government.

MILITARY ORGANIZATION

5. Sicily

- (a) No. 1 District (Brindisi), Headquarters Catania includes the whole island for defence and internal security purposes, and for the administration of British troops.

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(b) District Base Section (2nd) (American) Headquarters, 2nd District, AM responsible for administration of U. S. troops.

6. Mainland

No. 2 District (British) and Port Moresby Base Section (American) have similar responsibilities in Southern Italy. Jurisdiction of No. 2 District extends as far north as rear boundaries of 15 Army Group.

7. Relationship between Military Commanders and AF Officers

Relevant extracts from AFHQ letter AF 014.1-1 GWT AFHQ dated 12 November are embodied in Appendix 'A' hereto.

TO/WES/TF/G1098

8. American Side

(a) The TO and TF for the 267th Regiment have been approved. All American personnel of AFHQ - ACC in this theater will be held on the strength of the TO.

(b) Colonel H. Parvin has been assigned as Commanding Officer of the Regiment.

9. British Side

(a) Personnel are at present held on the strength of one or other of the following VEs:

- (4) Post at Military Government School and Holding Center.
- (41) Armistice Control Commission National Headquarters (No. 10/147/1 dated 16 September 1943).
- (44) AFHQ VE dated 21 June 1943 which includes Regions 1 and 2.
- (iv) Regions 3, 4, 5, and 6.

The above are separate accounting units, each with its G1098. There is no separate VE for Headquarters AFHQ 15 Army Group (see (b) below).

(c) A 'global' VE (and G 1098) has been prepared which it is hoped to issue shortly. On the strength of this VE will be held all British personnel of AFHQ - ACC in this theater including those allotted to AFHQ Headquarters, 15 Army Group (including detachments with Fifth and Eighth armies).

(c) The unit VE which the above VE and G1098 have been prepared will be known as "AFHQ" (AFHQ - ACC) and will be administered, in routine personnel and equipment matters, by a British Administrative Headquarters of which Colonel Farren has been appointed acting Chief.

267TH REGIMENT AND BRITISH ADMINISTRATIVE HEADQUARTERS

10. Authority

The authority for the organization, location and functioning of these Headquarters is AFHQ letter AF-587 1-1 AFHQ dated 3 November 1943.

11. Location

At present the two Headquarters are located at Tisi Ouzou, North Africa.

Memorandum 'A' to
Administrative Memo
No. 2
Dated December 4, 1943.

CG 014.1-1 GPT-JCH

SUBJECT: Relations between Military Commanders and
Officers of Allied Military Government

1. This directive defines the relationship between Military Commanders (British District, Sub-District, Area, Sub-area and Garrison Commanders and U.S. Zone Section and District Commanders, and IIS officers, in the area which is under Headquarters Allied Military Government for military purposes.
2. a. Allied Military Government personnel will be under command of the Commander of the Base Section, District, Sub-District, Area, Sub-area or Garrison concerned for disciplinary purposes, subject to the provisions of Administrative Memorandum No. 11, IISG, ca. (Revised to 21 October 1943).
- b. In cases of military emergency, the Allied military commander responsible for defense and security will assume full command of Allied Military Government personnel and will issue such orders to them as the situation demands.
- c. In special circumstances, e.g., where there is a very small garrison under a commander junior to the Allied Military Government officer, or where an Italian commander is not suitable for the administration, defense or security, special instructions will be issued by this headquarters.
3. It will be the duty of the Regional Civil Affairs Officer to assist military commanders in his region in their dealings with the civil population. Similarly it will be the duty of the military commander to assist the Regional Civil Affairs Officer, and to uphold this authority in the civil sphere, by military action if need be.
4. Military commanders and Allied Military Government officers will maintain liaison at all times and will carry out their respective functions in close cooperation. Any differences which may arise between them will be promptly reported to this headquarters. If however an immediate decision is required, the military commander will make that decision and Allied Military Government Officers will comply with his orders, pending receipt of instructions from this headquarters.

Headquarters Allied Military Government personnel will be under command of the Commander of the Base Section, District, Sub-District, Area, Sub-Area or Garrison concerned for disciplinary purposes, subject to the provisions of Administrative Memorandum No. 11, JHQ: co, (revised to 21 October 1943).

b. In cases of military emergency, the Allied military commander responsible for defense and security will assume full command of Allied Military Government personnel and will issue such orders to them as the situation demands.

c. In special circumstances, e.g., where there is a very small garrison under a commander junior to the Allied Military Government officer, or where an Italian commander is not available for the administration, defense, or security, special instructions will be issued by this headquarters.

3. It will be the duty of the Regional Civil Affairs Officer to assist military commanders in his region in their dealings with the civil population. Similarly it will be the duty of the military commander to assist the Regional Civil Affairs Officer, and to uphold this authority in the civil sphere, by military action if need be.

4. Military commanders and Allied Military Government officers will maintain liaison at all times and will carry out their respective functions in close cooperation. Any difference which may arise between them will be promptly reported to this headquarters. If however an immediate decision is required, the military commander will make that decision and Allied Military Government Officers will comply with his orders, pending receipt of instructions from this headquarters.

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U. S. SECRET LONIS DUTISH: MOST SECRET

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APR 512

26 November 1943

ADMINISTRATIVE MEMORANDUM

NUMBER

1

OFFICE ORGANIZATION & PROCEDURE

1. GENERAL.

The object of this Memorandum is to insure that,

a. Papers are referred with the minimum of delay to the correct branch, section or staff officer who should deal with them.

b. Papers are then circulated to all who should see them. (Copies being made when necessary - See par. 5 below)

c. Routine and comparatively unimportant matters are NOT referred direct to senior officers.

d. Matters are dealt with according to urgency.

e. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. INITIAL REFERRAL OF PAPERS.

a. An incoming letter or cable will be referred by the AG in the first instance, as follows:-

- (1) If it affects the Communication Section, the Economics Directorate, or the Administrative Directorate: - To the AG of the Section or Directorate concerned.
- (2) If it affects the Political Section: - To the Staff of the Deputy C. of S. (C. & S.I.)
- (3) If it affects more than one Section or (until the formation of the Economic and Administrative Section) both Directorates: - to the Staff of the Deputy C. of S. (C. & S.I.)
- (4) If it affects the Department of the Deputy C. of S. (Adm.): - To G-1 or G-4 according to the subject matter; in cases of doubt, to the Executive Officers.
- (5) In no case will a paper be referred initially to a Sub-Commission.
- (6) If one AG is in doubt as to the officer to whom a paper should be initially referred, having referred to (1) above, he will consult the Executive Officers.

b. All papers will be marked with the File number.

Deputy Chief of Staff
119 - 3 various Security
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The object of this Memorandum is to insure that,

a. Papers are referred with the minimum of delay to the correct branch, section or staff officer who should deal with them.

b. Papers are then circulated to all who should see them. (Copies being made when necessary - See par. 5 below)

c. Routine and comparatively unimportant matters are not referred direct to senior officers.

1. Matters are dealt with according to urgency.

a. The distribution and/or circulation of every paper is properly recorded, and available for future reference.

2. INITIAL DISTRIBUTION OF PAPERS.

a. In incoming letter or cable will be referred by the AD in the first instance, as follows:-

- (1) If it affects the Communication Section, the Economics Directorate, or the Administrative Directorate: - To the HQ of the Section or Directorate concerned.
- (2) If it affects the Political Section: - To the Staff of the Deputy C. of S. (C. & S.I.)
- (3) If it affects more than one Section or (until the formation of HQ Economic and Administrative Section) both Directorates: - To the Staff of the Deputy C. of S. (C. & S.I.)
- (4) If it affects the Department of the Deputy C. of S. (Adm.): - To C-1 or C-2 according to the subject matter; in cases of doubt, to the Executive Officers.
- (5) In no case will a paper be referred initially to a Sub-Commission.
- (6) If the AD is in doubt as to the officer to whom a paper should be initially referred, having referred to (1.) above, he will consult the Executive Officers.

b. All papers will be marked with the file number.

c. The manner in which a letter or cable is addressed has frequently no bearing on the question of its initial reference. For instance, letters are often addressed, "Chief of Staff" and cables, "Barge for Ambassador". Attention will be paid to such address - letters and cables will be referred as directed in (a) above. The only exception to this rule:

- (1) A letter addressed personally by name to an officer. (This does not include a letter addressed to Major, Chief of Staff, etc., for the attention of a named officer)
- (2) A cable containing the phrase "personal for a named officer".

d. If more than one copy of a letter is received, only one will be referred as above - this copy will be marked with the total number of copies received.

6. ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
 affecting several branches, (and) several other branches, and the fact that
 a regular distribution list must be made from which to select the
 branches. The same applies to several other branches and to the fact that
 Bulletin, etc., issued by this office.

7. Additional copies of notes will be made, and the fact that
 action will already have been taken to the effect that.

3. ADDITIONAL INFORMATION FROM THE OFFICE OF THE DIRECTOR

It is the duty of every branch, and particularly the fact that
 named in par 2 above to arrange by which specific action is taken to
 them under par 2 above to be dealt with in the first instance, and they
 will insure that all clerks and managers are so informed.

Cap. Koster

4. REPORT CONTAINING

In the case of important letters or cables requiring special action, the
 AG will mark the paper "Immediate Action" or "red line 1". This marking will
 not be missed, it will be reserved for early urgent action. Any such papers
 will be taken immediately to the responsible officer under par 2 and 1 above.

5. REPORT AFTER INITIAL ACTION

6. The officer to whom a paper is initially referred under par 2 and
 3 above, and not the AG, will be responsible for correct circulation and action.

(1) In the case of important papers, particularly such as papers
 as to the "Chief" or "Chief" of the branch or section, and
 will have full attention of office.

(2) The fact that the paper is referred to all branches
 who should see it. Circulation by each office may be made
 or it may be necessary to have copies prepared and distributed.
 In the latter case, the AG will arrange to do so. In distribution
 copies it must be made clear by means of a pencil, mark or
 other-wise when action is being taken in each office, or
 as required by other branches and sections.

7. Papers will be finally disposed of by being filed in the files of the
 branch or section to whom they pertain.

6. FILES AND DISTRIBUTION

a. Officers dealing with papers will mark the subject file (one
 number of which will be marked from the paper - see par. 2 (b) above) of
 and then required, from the AG office.

b. It is essential that the subject file should contain copies of all
 important policy papers in proper order of date, with reference to it, and the AG
 will insure that this is done. Under no circumstances will an officer remove
 any paper from an official file. Files will be promptly returned intact.

c. The circulation and/or distribution of a paper (see par. 5 above)
 must be evident from the office copy on the branch or section file, (see par.
 5 (b) above) or from the filed copy on a copy of the paper, which must
 which must be filed with the paper to which it refers.

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