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HQ ADMINISTRATIVE - ORDERS

JAN 1944

This is a sample of
Administrative Order

RESTRICTED

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

Naples

25 January 1944.

ADMINISTRATIVE ORDER)

NUMBER : 6)

ORGANIZATION, AMG/ACC1. Fusion of Headquarters:

Reference minutes dated 22 January 1944 of Executive Council Meeting held on 21 January. (Minutes 224). AFHQ MGS Cable No. 42485 dated 24 January 1944, gives authority for the fusion of HQ AMG, HQ ACC and HQ AMG ACMT (late 15th Army Group) referred to in the above quoted Minutes, and certain other changes detailed below to be put into effect as from 25 January 1944. An AFHQ General Order dated 24 January 1944 is being issued.

2. Changes in Command and Organization:

- a. General Sir Harold Alexander will be the representative in Italy of the President, Allied Control Commission and will also continue as Military Governor of occupied territory under AMG.
 - b. Lt. Gen. Sir Noel Mason MacFarlane, while serving as Deputy President, ACC, will be Chief Commissioner, ACC, and CCAO, occupied territory under AMG. His Hq will be Hq ACC, and in addition the Civil Affairs branch of HQ, ACMT.
 - c. HQ AMG Fifth & Eighth Armies will be under operational control of Army Commanders and under technical and administrative control of HQ ACC.
 - d. Region VI is still under command AFHQ but is expected shortly to come under HQ ACC.
3. Implementation of New Organization:
- a. The new combined Headquarters will be known as Headquarters, Allied Control Commission (HQ, ACC) and all orders, memoranda, letters, etc., will be so headed. Orders and letters will be signed "By command of Lieutenant General MACFARLANE".
 - b. (1) HQ, (excluding the Tizi Ouzou Rear Party), is at present divided between Naples, Brindisi, Salerno and Palermo. Addresses and nomenclature will be as follows:

Name and Address for

Official Correspondence

Cable Address

471

1. Fusion of Headquarters:

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b. (1) HQ, (excluding the Tizi Ouzou Rear Party), is at present divided between Naples, Brindisi, Salerno and Palermo. Addresses and nomenclature will be as follows:

Place	Name and Address for Official Correspondence	Cable Address
Naples	Main HQ, ACC	Fargo
Brindisi	HQ, ACC (Brindisi Detachment)	Fatima (Rear)
Salerno	HQ, ACC (Salerno Detachment)	Fatima (Forward)
Palermo	HQ, ACC (Rear Detachment)	IBS for AMG for Rogers.

(2) It will be observed that Naples becomes Main HQ.

(3) Only correspondence affecting the Salerno detachment as a whole (i.e., to be dealt with by HQ Comdt., Salerno) will be so addressed.

- 1 -

RESTRICTED

RESTRICTED

Adm O #6 dtd 26 Jan 44, Cont'd.

Correspondence for the Administrative Half Section or any of its Sub-Commissions will simply be addressed to Vice-President Administrative Half Section or the Sub-Commission concerned, and dispatch will be effected from Main HQ.

c. Although HQ AMG ACMF (late 15th Army Group) has officially ceased to exist, it is not physically possible for that HQ to close down immediately. Until further notice, therefore, correspondence and cables will not be addressed direct to AMG 5th Army, AMG 8th Army, Region III or Region IV. Such correspondence, both by this HQ and by AMG Armies and Regions III and IV, will continue to be addressed to HQ AMG ACMF - cable address "Filpot for AMG". Detailed technical or administrative instructions intended for all AMG-ACC Units may, however, be so worded as to include AMG Armies and Regions III and IV, and addresses and distribution lists may include them. The copies for AMG Armies and Regions III and IV will, however, be sent to HQ AMG ACMF with a request to issue.

d. (1) Sub-paragraphs a and b will be effective immediately.

(2) As soon as AMG ACMF has actually ceased to function and been absorbed into HQ ACC, all concerned will be notified immediately, and HQ ACC will then deal direct with AMG Armies and with Regions III and IV. Similar notification will be made as soon as Region VI is placed under command.

By order of Colonel SPOFFORD:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. Stearns
L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:

1 - Region I
1 - Region II
1 - Region V
4 - AG
1 - Deputy C/S (O & SI)
1 - G-1
1 - C-4
1 - Exec. Off.
1 - Hq Comdt.
1 - Hq Comdt., Salerno

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OFFICIAL:

L. W. Stearns
L. W. STEARNS

Capt, AGD
Asst Adj Gen

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Capt, AGD
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1 - Region II
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4 - AG
1 - Deputy C/S (O & SI)
1 - G-1
1 - C 4
1 - Exec. Off.
1 - Hq Comdt.
1 - HQ Comdt., Salerno
9 - Economic VP
8 - Admin. VP
3 - Political Section
4 - Comms. Section
3 - Hq ACC (Brindisi Detachment)
1 - Hq ACC (Rear Detachment)
5 - Hq AMG ACMF (for favour of issue to AMG Armies and Regions III & IV)
3 - MGS APHQ (for favour of issue of 1 copy to Region VI)
6 - Spare
(Distribution Controlled by Executive Office)

- 2 -

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

27 January 1944

DAILY BULLETIN)

NUMBER 1)

OFFICIAL

1. CHANGE IN DAILY BULLETIN HEADING:

of the Hq AMG, series, last Bulletin # 26, dated 26 January 1944. (AG)

2. NIGHT STAFF DUTY OFFICER:

a. The Headquarters Night Staff Duty Officer will be Maj G. W. KNAUER and can be located in Room F, Provincia Building, Mezzanine Floor, telephone -- Vapor 8.

b. Night Staff Duty Clerk Pfc Tom Pappalardo, will eat supper at 1630 hours and report to the Duty Officer at 1730 hours. (AG)

3. HANDLING OF PHOTOGRAPHIC MATERIAL:

PBS Circular #13, dated 18 January 1944, for the information of all concerned.

"Section II, Circular No. 197, this Headquarters CS, is rescinded and the following substituted therefor:

Paragraph 3, Section IV, Circular No. 86, this Headquarters, CS, is hereby rescinded and the following substituted therefor:

Handling of Photographic Material.

a. Photographic material exposed by amateur photographers will be disposed of in accordance with the following instructions:

1. Black and white film (still pictures) will be handled through the Army Exchange Service as follows:

(a) Army Exchange Service will receive exposed film from military personnel and have it processed at civilian laboratories approved by the Base Section.

(b) after processing, film will be censored by Chief Base Censor, and then forwarded to addressee designated by soldier.

b. Color film and motion picture film, in which the cost of processing is included in the original cost of the film, will be forwarded direct to the Chief Base Censor for handling and disposition, and will not be handled through Army Exchange Service. Such film will have attached thereto, name and address of addressee in the United States to whom processed film will be sent. Processed film of this class will not be returned to addressee in this theater by processing agency.

c. Undeveloped exposed film will not be sent out of this theater in personal mail except as in b above.

d. All negatives and prints not passed by the censor will become the property of the United States Government and will be disposed of as directed by the War Department, Washington, D. C., or by the Theater Commander.

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2. NIGHT STAFF DUTY OFFICER:

- a. The Headquarters Night Staff Duty Officer will be Maj G. W. KNAUER and can be located in Room F, Provincia Building, Mezzanine Floor, telephone -- - Vapor 8.
- b. Night Staff Duty Clerk Pfc Tom Pappalardo, will eat supper at 1630 hours and report to the Duty Officer at 1730 hours. (AG)

3. HANDLING OF PHOTOGRAPHIC MATERIAL:

The following is extracted from PBS Circular #13, dated 18 January 1944, for the information of all concerned.

"Section II, Circular No. 197, this Headquarters ce, is rescinded and the following substituted therefor:

Paragraph 3, Section IV, Circular No. 26, this Headquarters, ce, is hereby rescinded and the following substituted therefor:

Handling of Photographic Material.

a. Photographic material exposed by amateur photographers will be disposed of in accordance with the following instructions:

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(a) Army Exchange Service will receive exposed film from military personnel and have it processed at civilian laboratories approved by the Base Section.

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4. OFFICIAL MAIL - REAR DETACHMENT, PALERMO:

Effective Saturday, 29 Jan 1944, no further mail will be sent from this Headquarters to Rear Detachment, Palermo. (AG Misc)

5. CHANGES IN TELEPHONE DIRECTORY:

The following changes are to be made

in the telephone directory:

NAME	ROOM	FLOOR	TEL EXT
Economic Section Staff	30 & 31	3rd	17
Gen MacFARLANE'S personal		2nd	34
Staff Officer (Lt Col Monfort) 11			(Com O)

Paragraph 6

470

Daily Bulletin # 1, dtd 27 Jan 1944 (Cont'd)

6. AMMENDANT - ADMIN ORDER NO. 5:

Order # 5, Headquarters AMG, dated 25 January 1944, subject: Movement Instructions, as pertains to the following named officers, is hereby rescinded. All Sections concerned will make the appropriate changes.

Maj	HARRY P. CAIN,	0241587	Spec. Res
Capt	MASON HAMMOND,	0918013	AC
Capt	HOWARD S. POTTER,	0362783	CAC (AG)

7. REGISTRATION OF INC MING PAPERS:

It is noted with regret the increasing practice of oddicers of sub-commissions handing documents direct to their opposite numbers in other sub-commissions.

It is essential that all documents are handed to Chief Clerks of Sub-Commission for registration and onward transmission through the correct channels, otherwise it is impossible to keep accurate records. (Ind & Com SQ)

8. EXECUTIVE COUNCIL MEETING:

The Executive Council Meeting scheduled for Friday, 28 January 1944, will not be held. In future, the Executive Council will meet only on special call. (Ex:Off)

By command of Lieut General MAC FARLANE:

OFFICIAL:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:

"A"

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OFFICIAL:

L. W. STEARNS
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Capt, AGD
Asst Adj Gen

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Capt, AGD
Asst Adj Gen

DISTRIBUTION:

"A"

1523

RESTRICTED
HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

25 January 1944.

ADMINISTRATIVE ORDER)
NUMBER : 5)

MOVEMENT INSTRUCTIONS

1. In compliance with NATOUSA Ltr Order 15 January 1944, (AG-210-482/300-AGP) and AFHQ file 1400/MS (7 January 44) War Office cable 99042GA99, 16 Dec. 43, the following named officers are relieved from further assignment and duty effective this date:

AMERICAN OFFICERS		USPHS	
Lt Col	Joseph A. Bell	P-1038	CMP
Lt Col	Allen B. Michell	0-223102	Sig C
Lt Col	James A. Tobey	0-235426	CMP
Major	Eberhard T. Deutsch	0-489525	TC
Major	Joseph C. Hickinbotham	0-907541	AC
Major	Theodore Sizer	0-167115	Spec Res.
Major	Theodore G. Frank	0-522478	Spec Res.
Major	Robert W. Desmond	0-516910	Spec Res.
Major	Douglas W. Meservey	0-522685	Spec Res.
Major	Thomas P. Hazard	0-521565	Spec Res.
Major	Harry P. Cain	0-241587	AC MGS. AFHQ
Major	Joseph A. Todd	0-354138	Sig C.
Major	Edward J. Davis	0-263883	CMP
Captain	Joseph L. Canby	0-479289	AC
Captain	Mason Hammond	0-918013	CWS
Captain	Jack Lowe	0-323140	Spec Res.
Captain	John C. Burke	0-519169	Spec Res.
Captain	Leslie D. Dawson	0-518598	AC
Captain	Lewis B. LaFarge	0-905778	CAC
Captain	Howard S. Potter	0-362783	Spec Res.
Captain	Leigh S. Plummer	0-521546	MC
Captain	Henry S. Price, Jr.	0-1688015	MI
Captain	Jean M. Evans	0-424577	AC
1st Lt.	Carol Van Heukelom	0-918099	Inf
1st Lt.	Joseph D. Bellerson	0-1302761	Spec Res.
1st Lt.	George B. Roessing	0-524747	CMP
1st Lt.	Edmund H. Emery	0-440748	CMP
1st Lt.	Anton J. Vlcek	0-1797564	CMP
1st Lt.	Richard L. Criley	0-1797441	CMP
2nd Lt.	Seymour Pinchefskey	0-1797522	CMP

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1st Lt.	Richard L. Criley	0-1797441
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469

BRITISH OFFICERS

Major	E. C. Sawyer	83663
Captain	F. A. Pearl	263372
Captain	E. W. Abel	None

2. Officers will report in full field equipment (full marching order) at Hq. Motor Pool, 59 Via Medina at 1500 hours 27 Jan. 1944.

3. The undermentioned Officers will carry out the following duties:

Lt. Col. Allen B. Michell - Officer Commanding
Major Thomas P. Hazard - Executive Officer
Captain L. B. LaFarge - Adjutant

- 1 -

RESTRICTED

R E S T R I C T E D

Capt. Henry S. Price, Jr.	-	Medical Officer
Capt. Jean M. Evans	-	Baggage Officer
1st Lt. C. Van Heukelom	-	Asst's Baggage Officer
1st Lt. Edmund H. Emery	-	"

4. Officers concerned will pack all personal baggage and effects and see that it is clearly marked with name, rank, and serial number. On or before 1700 26 January, each officer will personally report to the Billeting Office, Headquarters Commandant's Section, the location of his billet, and the amount of baggage to be picked up. No responsibility can be assumed for the conveying of any officer or of his baggage who does not report at that time. At that time arrangements will be made for having the officer report again to the Billeting Office at some time during the morning of 27 January, when he will be transported to his billet and his baggage picked up and brought to the HQ. Motor Pool, 59 Via Medina. Where more than one officer on the above mentioned list lives at a billet, arrangements will be made to have just one accompany the baggage truck to the billet. For those living at the hotel, special arrangements will be made.

5. Officers will not be required to check out with the Supply Officer, Headquarters Commandant's Section, but are reminded that under no circumstances may furniture or fixtures or any other Government or private property be removed from the billets or from the offices, unless paid for out of the officer's own personal funds or issued to the officer individually on shipping ticket. Property on Memorandum Receipt must be turned in to the Supply Office.

6. The officers' messes will make refund on all unused mess tickets. Such arrangement is the responsibility of each individual officer.

7. All officers will sign out on the official register and pick up their W.D., A.G.O. Form 66-1 at the Adjutant General's office.

By order of Colonel SPOFFORD:

OFFICIAL:



L. W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

L. W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

DISTRIBUTION:

1 - ea O Conc'd.

4 - Ex O

2 - G-1

10 - G-4

10 - HQ Gend.

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L. W. Stearns

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Capt., AGD,
Asst. Adj. Gen.

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Capt., AGD,
Asst. Adj. Gen.

DISTRIBUTION:

1 - ea O Conc'd.
4 - Ex O
2 - G-1
10 - G-4
10 - HQ Comdt.

- 2 -

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

28 January 1944.

DAILY BULLETIN)

NUMBER 2)

OFFICIAL

1. NIGHT STAFF DUTY OFFICER:

a. The Headquarters Night Staff Duty Officer will be Capt A. J. PARKER and can be located in Room F, Provincia Building, Mezzanine Floor, telephone - - Vapor 8.

b. Night Staff Duty Clerk Pfc B. E. Rodella, will eat supper at 1630 hours and report to the Duty Officer at 1730 hours. (AG)

2. CHANGE OF LOCATION - INSURANCE SECTION OF C.F.I., FINANCE SUB-COM

The Insurance Section of C.F.I., Finance Sub-Commission will close at 51, Via S. Brigida at 1000 hours on Friday, 28th January and will reopen in the Banca Nazionale del Lavoro, 30, Via Guglielmo Oberdan, Mezzanine Floor, at 1000 hours on the same day.

The following Officers will move with this Section:

Major J. OSMON (B)

Major E. S. ROBINSON (B)

Capt. A. H. REEDE (A)

The new telephone number will be VAPOUR 56. (Fin Sub-Com)

3. SPECIAL RELIGIOUS SERVICES:

Section I, War Department Circular No.

244, 1941, is quoted for the information of all concerned:

"Attendance at special religious services.--In addition to services on the Sabbath, commanding officers are authorized to excuse from duty, soldiers who desire to attend religious services on other days which in the liturgical churches carry the ecclesiastical obligations of Sunday, or on occasions recognized as of special religious importance in non-liturgical churches. Those desiring to attend such services, either on the post or in adjacent communities, may be absent for such period as will enable them to be at their place of worship as publicly announced, provided no serious interference with their military training is occasioned thereby." (AG)

4. PAYMENT OF TROOPS:

All enlisted personnel (American) of Hq Co (Pvt Ech) 2675 Regt ACC will be paid at 1000 31 January 1944 at 61 Via Medina.

Enlisted Personnel (American) at Det S, 2675 Regt ACC will be paid at 1100 1 February 1944. (AG Pers)

5. EXCHANGE OF CURRENCY - NEWLY ARRIVED PERSONNEL:

Current theatre regulations require that regular U. S. and British currency and North African francs be exchanged for Allied Military currency by all military personnel in theatre but cannot be made by

ficier will be Capt A. J. PARKER and can be located in Room 5, Province 1, Mezzanine Floor, telephone - - Vapor 8.
 b. Night Staff Duty Clerk Pfc B. E. Rodella, will eat supper at 1630 hours and report to the Duty Officer at 1730 hours. (AG)

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5. EXCHANGE OF CURRENCY - NEWLY ARRIVED PERSONNEL:

Current theatre regulations require that regular U. S. and British currency and North African francs be exchanged for Allied Military currency by all military personnel in Italy. Exchanges may be made by commissioned officers but cannot be made by enlisted men.

Unit commanders are reminded that it is their responsibility to collect all such currency in the hands of personnel of their units, and to effect exchange for Allied Military currency at the Disbursing Office serving their unit. At time of exchange the officer will certify that such currency was legitimately brought into this area. (AG)

Jan. 6

Daily Bulletin # 2, dtd 28 Jan 1944 (Cont'd)

6. AMENDMENT - ADMIN ORDER NO. 4 (APPENDIX "A"):

Order No 4, dated 25 January 1944, is amended as follows:

ADD:

Capt R. R. TEMPLE, 0523284, Interior Sub-Commission, (A)
S/Sgt P. Wright, S/6205794, Interior Sub-Commission, (B)

DELETE:

2nd Lt R. R. WADLEIGH, 01823526, Interior Sub-Commission (A)
T/5 N. J. Defino, 32914959, Monuments & Fine Arts (A)

All Sections concerned will make the appropriate changes. (AG)

7. OFFICERS PAY:

Capt JUNEI WICZ will pay Officers of this Headquarters between the hours of 1600 and 1800 31 January 1944 at 61 Via Medina. (AG)

By command of Lieut General MACFARLANE:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. Stearns
L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:

U N O F F I C I A L

1. AMERICAN RED CROSS THEATER (AUGUSTEO):

Movie at 1100, 1530 and 1930. "Reveille with Beverly" with Ann Miller, Frank Sinatra and Duke Ellington. Stage show at 1330. Today Friday 28 January 1944.

L. W. S.
L. W. S.

CONFIDENTIAL

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

25 January 1944

ADMINISTRATIVE ORDER)

NUMBER : 4)

MOVE OF ADMINISTRATIVE HALF SECTION TO SALERNO1. Move.

a. Reference Memorandum to all concerned, dated 24 January 1944 (Warning Order). Officers and EM/OR to move on 26 January (Party "A") are listed in Appendix "A", and those to move on 27 January (Party "B") in Appendix "B" to this order.

b. Both moves will be by road in own transport.

2. Command.

Lt Col CRIPPS, (Administrative Staff) will be in command of Party "A" and Lieut. W. V. M. LEWIS (Interior) of Party "B".

3. Transport.

a. Vehicles will be available as under:

(1) Party "A" - 26 January 1944:	Staff Cars	3
	C & R's	3
	Jeeps	2
	3-ton Trucks	2
(2) Party "B" - 27 January 1944:	Staff Cars	4
	3-ton Trucks	2
	Jeep	1

(Includes Lord Stansgate's Car, see b. below)

The above vehicles will be drawn up in Via Medina facing north and will be handed over to convoy commander at 1000 hours each day. Personnel will embus at 1020 hours.

b. Lord STANSGATE'S Staff Car and one other Staff Car accompanying Party "B" will remain permanently at Salerno together with their drivers (See Appendix "B").

c. 2nd Lt SHADWICK will accompany both convoys as Transport Officer. All Staff Cars (except as ordered in b. above) C & R cars and Jeeps will remain at Salerno and of Lt Shadwick.

1. Move.

a. Reference Memorandum to all concerned, dated 24 January 1944 (Warning Order). Officers and EM/OR to move on 26 January (Party "A") are listed in Appendix "A", and those to move on 27 January (Party "B") in Appendix "B" to this order.

b. Both moves will be by road in own transport.

2. Command.

Lt Col CRIPPS, (Administrative Staff) will be in command of Party "A" and Lieut. W. V. M. LEWIS (Interior) of Party "B".

3. Transport.

a. Vehicles will be available as under:

(1) Party "A" - 26 January 1944:

Staff Cars	3
C & R's	3
Jeeps	2
3-ton Trucks	2

(2) Party "B" - 27 January 1944:

Staff Cars	4	{ Includes Lord Stansgate's Car, see b. below
3-ton Trucks	2	
Jeep	1	

The above vehicles will be drawn up in Via Medina facing north and will be handed over to convoy commander at 1000 hours each day. Personnel will embus at 1020 hours.

b. Lord STANSATE'S Staff Car and one other Staff Car accompanying Party "B" will remain permanently at Salerno together with their drivers (See Appendix "B").

c. 2nd Lt SHADWICK will accompany both convoys as Transport Officer. All Staff Cars (except as ordered in b. above) C & R cars and Jeeps will report to Naples on completion of duty on both days, under command of Lt Shadwick.

4. Time and Place of Start.

I.P. and start time on both days will be the same - 61 Via Medina at 1030 hours.

5. Procedure on Arrival.

On arrival at the Palace of Justice, Salerno, convoy commanders will report to HQ Comdt (Capt DRAGE) before any Officer or man is permitted to leave his vehicle.

CONFIDENTIAL

Admin Order #4, dtd 25 Jan 1944 (cont'd)

6. Officers Moving Independently.

- a. Viscount Stansgate and Capt Kerker (Party "B") will move independently (See par 3 b) on 27 January 1944 either ahead of or behind the convoy.
- b. The following Officers, not now present in Naples, will move independently to Salerno at a date and time to be notified later under arrangements of G-4 direct with the Officers concerned:

Lt. Col WILLIAMS	Public Health
Lt. Col DOBOS	"
Lt. Col SHIELDS	"
Capt TRAGER	"
Major HANNAFORD	Legal

7. Officers' Mess - Salerno.

Until the move from Brindisi to Salerno takes place, Capt Drage will act as Mess Secretary and Treasurer. Lt. Col Cripps will, if necessary, detail a part-time Mess Officer to assist.

8. Office Procedure at Salerno.

- a. During the interim period, i.e. until the Brindisi - Salerno move takes place, no correspondence will be addressed to Salerno as an echelon of HQ, ACC. All correspondence and cables will be dealt with at Naples, and distributed to the Administrative Half Section from there by the twice-daily courier service.
- b. Cable address of Salerno detachment is "Fatima Forward", and there is now a direct telephone line.

9. Reallotment of Office Space at Naples.

- a. Separate orders will be issued at an early date.
- b. Under the revised office plan, no office space will be provided at HQ, ACC, Naples for Officers of the Administrative Half Section except as provided in the attached to Memorandum to all concerned, dated 27 January 1944, i.e., for Vice President and PL, two Legal Officers and four (4) visiting Officers of Sub-Commissions. Any Officers not in this category who have special work in Naples must vacate their offices and arrange for office accommodation with Region III. They may continue to occupy HQ billets and use HQ Messes.

By order of Colonel SPOFFORD:

L. W. Stearns
L. W. STEARNS
Capt, AGD

Lt. Col WILLIAMS	Public Health
Lt. Col DOBOS	"
Lt. Col SHIELDS	"
Capt TRAGER	"
Major HANNAFORD	Legal

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9. Reallotment of Office Space at Naples.

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b. Under the revised office plan, no office space will be provided at HQ, ACC, Naples for Officers of the Administrative Half Section except as provided in the attached Memorandum to all concerned, dated 27 January 1944, i.e., for Vice President and PA, two Legal Officers and four (4) visiting Officers of Sub-Commissions. Any Officers not in this category who have special work in Naples must vacate their offices and arrange for office accommodation with Region III. They may continue to occupy HQ billets and use HQ Messes.

By order of Colonel SPOFFORD:

L. W. Stearns
L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:

9 - Admin Directorate (includes 1 copy for Lt Col Cripps)
3 - Adjutant
4 - Hq Comdt, Naples
2 - Hq Comdt, Salerno
1 - G-1
2 - G-4
1 - Mess Secretary, Naples (Capt Marshall, Toledo Hotel)
1 - Lt Lewis (Interior Sub-Commission)
1 - Capt Kerker (for Lord Stansgate)
4 - Executive Officers

- 2 -

CONFIDENTIAL

APPENDIX "A" to Administrative Order No 4, dated 25 January 1944.

PARTY "A" MOVING TO SALERNO ON THE 26TH OF JANUARY 1944.

ADMINISTRATIVE DIRECTORATE:

<u>RANK</u>	<u>NAME</u>	<u>ASN</u>	
Lt Col	R. H. CRIPPS	35548	(B)
Major	R. A. PERSELL	0311009	(A)
S/Sgt	W. Barber	S/198150	(B)
T/4	J. Guerra	12201640	(A)

LEGAL SUB-COMMISSION:

Lt Col	R. H. WILMER	0114573	(A)
Major	M. GEOSMAN	0515254	(A)
M/Sgt	G. Shanzer	37139851	(A)
Cpl	E. A. Papps	S/13058698	(B)

INTERIOR SUB-COMMISSION:

Lt Col	R. G. B. SPICER	282037	(B)
Lieut	T. C. SHANKS	128720	(B)
2nd Lt	R. R. WADLEIGH	01823526	(A)
T/Sgt	J. Trigony	32721259	(A)

PROPERTY CONTROL SUB-COMMISSION:

Lt Col	C. R. S. HARRIS	83741	(B)
Capt	G. K. CAVANAUGH	0910550	(A)
Capt	G. H. HEWITT	0182399	(A)

PUBLIC HEALTH SUB-COMMISSION:

Major	G. M. FRIZELLE	47891	(B)
Capt	J. G. LARNEY	0908279	(A)
Capt	E. E. SILVEIRA	0518455	(A)
1st Lt	M. A. MANZELLI	0483104	(A)
Sgt	A. E. Harrison	S/127238	(B)
T/5	J. G. Andiorio	32762258	(A)

PUBLIC SAFETY SUB-COMMISSION:

Lt Col	S. PICKERING	291710	(B)
Major	K. C. SHEPHERD	161186	(B)
Capt	W. C. BALLANCE	279396	(B)
Capt	B. R. POWELL	287718	(B)
Capt	W. RONNIE	297018	(B)

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Lt Col	H. R. GRIPPS	35548	(B)
Major	R. A. PERSELL	0311009	(A)
S/Sgt	W. Barber	S/198150	(B)
T/4	J. Guerra	12201640	(A)

LEGAL SUB-COMMISSION:

Lt Col	R. H. WILMER	0114573	(A)
Major	H. GROSSMAN	0515254	(A)
M/Sgt	G. Shanzer	37139851	(A)
Cpl	E. A. Papps	S/13058698	(B)

INTERIOR SUB-COMMISSION:

Lt Col	R. G. B. SPICER	282037	(B)
Lieut	T. C. SHANKS	128720	(B)
2nd Lt	R. R. MADLEIGH	01823526	(A)
T/Sgt	J. Trigony	32721259	(A)

PROPERTY CONTROL SUB-COMMISSION:

Lt Col	C. R. S. HARRIS	83741	(B)
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Capt	E. E. SILVEIRA	0518455	(A)
1st Lt	M. A. MANZELLI	0483104	(A)
Sgt	A. R. Harrison	S/127238	(B)
T/5	J. G. Andiorio	32762258	(A)

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Major	K. C. SHEPHERD	161186	(B)
Capt	W. C. BALLANCE	279396	(B)
Capt	B. R. POWELL	287718	(B)
Capt	W. RONNIE	297018	(B)
Lieut	O. G. A. MASTROIANNI	0428072	(A)
SQMS	A. Brooks	S/93319	(B)
Pvt	H. Diaz	13143022	(A)

MONUMENTS AND FINE ARTS SUB-COMMISSION:

T/5	N. J. Defino	32914959	(A)
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ORDEFLIES:

Pte	W. Boyes	4399486	(B)
Rfn	J. H. Jones	6971134	(B)

APPENDIX "B" to Administrative Order No 4, dated 25 January 1944

PARTY "B" MOVING TO SALEM ON THE 27TH OF JANUARY 1944

ADMINISTRATIVE DIRECTORATE:

<u>RANK</u>	<u>NAME</u>	<u>ASN</u>	
The Rt Hon	The Viscount STALSGATE		(B)
Capt	P. KERKER	C523453	(A)

LEGAL SUB-COMMISSION:

Col	G. UPJOHN		(B)
Cpl	J. P. Latella	33430760	(A)
T/5	R. L. Principiano	19186616	(A)

INTERIOR SUB-COMMISSION:

Lieut	W. V. M. LEWIS	233198	(B)
Sgt	T. A. Iapicca	31094414	(A)

PROPERTY CONTROL SUB-COMMISSION:

S/Sgt	R. Bonomo	39247528	(A)
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PUBLIC HEALTH SUB-COMMISSION:

Brigadier	G. S. PARKINSON		(B)
Major	R. W. RUSHMORE	0380831	(A)
T/5	F. Caputo	32681783	(A)
Pte	T. Macrea	S/14223025	(B)

PUBLIC SAFETY SUB-COMMISSION:

Col	P. G. KIRK	0201090	(A)
Col	M. NEAL	0182202	(A)
Sgt	R. McLennan	196152	(B)
Pte	J. S. Lisburg	14526024	(B)
Pfc	G. E. Marinelli	33139374	(A)
Pfc	G. E. Tedero	39028536	(A)

ORDERLIES:

Gnr	J. Lally	1125263	(B)
Pte	H. R. Lax	7044779	(B)

DRIVERS:

Dvr	R. L. Seager	T/226161	(B)
Dvr	L. R. Saundor	T/167313	

20 January 1944

CLOTHING SUPPLIES BY A.R.C.

- Major Goldsmith - From Public Health Subcommittee
(Senior Staff Officer)
Capt. Marks - Transport Officer
Lieut. Siegel
4 EM/ORs

- (a) Ascertaining from C.S.O., Region III other available channels when shipments of clothing are expected and arrive;
- (b) Ensuring that warehouse space is made and kept available for storage and handling the shipments;
- (c) Ensuring that, as off-loading takes place, the goods are transferred (under arrangements made by C.S.O., Region III) to the designated warehouse;
- (d) Ensuring that the goods are not unduly exposed to weather deterioration and delays in transfer.
- (e) Preparation and maintenance of inventories, to be available to **404**

RESTRICTED

R E S T R I C T E D

- (f) Reporting progress, weekly, to D.C.C.A.O., HQ., AMG/ACC, D.C.C.A.O., HQ., A.F.I. and Head of Public Health Subcommittee (Brigadier Parkinson) (for information).
- (g) Provision of transport for clothing to distribution points on regional level.
- (h) Maintenance of liaison with A.R.C. and with military commands, where necessary, on matters pertaining to his duties.
- (i) Proper employment of the staff allotted to him.

8. The Transport Officer will be responsible to Major Goldsmith for:

- (a) Coordinating transport arranged by C.S.O., Region III for transfer of goods from shipside to warehouse.
- (b) Transfer of goods from truck to warehouse and from warehouse to trucks; and
- (c) Obtaining and directing transport for stage 2. (c) above.
- (d) Arranging transportation for staff as necessary for the adequate performance of their duties.

9. All Red Cross War Relief supplies remain the property of Red Cross in custody of A.M.G. until reaching the ultimate consumer.

10. In the event of difficulties arising that necessitate immediate reference to higher authority Major Goldsmith will report to D.C.C.A.O., HQ., AMG/ACC (Colonel Spofford), who will be responsible for coordinating when required.

11. This Administrative Order is issued with concurrence of HQ., A.M.G., ACMF, and is retroactive from 13 January 1944.

By order of Colonel SPOFFORD:

OFFICIAL:

L. W. Stearns

L. W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

L. W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

DISTRIBUTION:

"A"

- 2 -

R E S T R I C T E D

File

R E S T R I C T E D

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO 394

16 January 1944

ADMINISTRATIVE ORDER)
NUMBER 2)

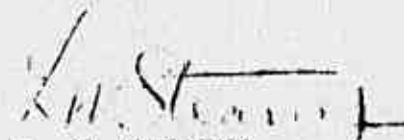
ECONOMIC & ADMINISTRATION SECTION
POLICY MATTERS

1. Effective immediately all matters of policy in any Sub-Commission of the Economic and Administrative Section will be referred, through the Directorate concerned, to the Vice President (Room 15, telephone 6) or to the Deputy Vice President (Room 24, telephone 11) of the Section, for necessary action.

2. The Vice and Deputy Vice Presidents will also be kept informed of all matters of importance and of general interest.

By order of Colonel SPOFFORD:

OFFICIAL:


L. W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

L. W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

DISTRIBUTION:
"A"

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R E S T R I C T E D

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
APO #12

7 January 1944

ADMINISTRATIVE ORDER)

NUMBER 1)

OPERATION OF MOTOR VEHICLE POOL

1. The Headquarters Commandant is responsible for the operation and maintenance of all motor vehicles, British and American, issued to this headquarters.

2. General rules for operation of motor vehicles in this area.

a. Speed limit within the motor pool area of 25 MPH during daylight and 15 MPH during darkness and outside the area the speed limit painted on the vehicle will be observed.

b. All traffic regulations and signs will be observed.

c. Passengers will be limited to 3 per truck 1/4 ton and 4 per truck G.R.

d. Enlisted drivers will drive at all times except in cases of illness or other emergency. (See AM 250-15, par 16).

e. The driver will remain with his vehicle at all times except during meal hours at which time the vehicle should be returned to the motor pool. Any vehicle left un-

attended will be locked with lock and chain. Such locking does not release the driver from his responsibility for the vehicle. This section does not apply while the vehicle is in the motor pool. If a vehicle is stolen from an officer or enlisted man, it will be assumed, unless proven otherwise, that the above regulations were not observed. The individual responsible will be charged with the value of the stolen vehicle.

f. Civilian passengers may not be carried unless an official business. In case of doubt a signed statement from the head of the section will be required.

g. In case of accident Standard Form No. 26 or 26a will be fully completed at the scene of the accident by the driver of the vehicle. A copy of Standard Form No. 26 or 26a will be kept in each vehicle at all times. The senior officer or enlisted man in the vehicle at the time is responsible that this form is properly filled in. It is important that names and addresses of witnesses be obtained. These will be delivered to the dispatcher with the completed Form 26.

h. No vehicle will be permitted out of the motor pool without a trip ticket issued by the motor pool dispatcher. The officer using the vehicle is required to complete his part

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tenance of all motor vehicles, British and American, issued to this Headquarters.

2. General rules for operation of motor vehicles in this area.
 - a. Speed limit within the motor pool area of 25 MPH during daylight and 15 MPH during darkness and outside the area the speed limit painted on the vehicle will be observed.
 - b. All traffic regulations and signs will be observed.
 - c. Passengers will be limited to 3 per truck 1/4 ton and 4 per truck Car.
 - d. Enlisted drivers will drive at all times except in cases of illness or other emergency. (See AL 850-15, par 16).
 - e. The driver will remain with his vehicle at all times except during meal hours at which time the vehicle should be returned to the motor pool. Any vehicle left unattended will be locked with lock and chain. Such locking does not release the driver from his responsibility for the vehicle. This section does not apply while the vehicle is in the motor pool. If a vehicle is stolen from an officer or enlisted man, it will be assumed, unless proven otherwise, that the above regulations were not observed. The individual responsible will be charged with the value of the stolen vehicle.
 - f. Civilian passengers may not be carried unless on official business. In case of doubt a signed statement from the head of the section will be required.
 - g. In case of accident Standard Form No. 26 or 26a will be fully completed at the scene of the accident by the driver of the vehicle. A copy of Standard Form No. 26 or 26a will be kept in each vehicle at all times. The senior officer or enlisted man in the vehicle at the time is responsible that this form is properly filled in. It is important that names and addresses of witnesses be obtained. These will be delivered to the Dispatcher with the completed Form 26.
 - h. No vehicle will be permitted out of the motor pool without a trip ticket issued by the motor pool dispatcher. The officer using the vehicle is required to complete his part of the trip ticket and sign it. The driver will complete his part of the ticket and turn it in to the dispatcher who will check to see if the ticket is properly completed. Each driver will be assigned to a vehicle and changes of assignment will be discouraged.
 - i. Officers will not order driver to violate any of the above regulations.
3. Dispatching of vehicles for trips taking less than one day.
 - a. Vehicles will be dispatched for official business only.
 - b. Vehicles will be assigned to individual officers only on instructions of the Executive Officer. Such vehicles should have trip tickets and be subject to all general rules.
 - c. A dispatcher will be at Headquarters daily from 0900-1800, and a dispatcher on duty at the motor pool 24 hours a day.

- d. All vehicles while not actually on trips will be kept at the motor pool except two (2), which will be at Headquarters for routine dispatch only from 0800-1800. One vehicle will be kept at the Headquarters for dispatch from 1800-0800 on orders of the Duty Officer.
- e. Available vehicles will be dispatched to individual officers assigned or attached to AMS as requested, subject to efforts to combine trips and conserve transportation. Requests for particular drivers can seldom be recognized. Requests made the day before will be given priority. To insure transportation being available, notice should be given 24 hours in advance. Requests for transportation for more than 20 miles from this Headquarters will be submitted 24 hours in advance on "Application for Transport" form (copy attached).
- f. During the enlisted men's lunch period (1130 to 1300) only the minimum number of vehicles need be kept available. All officers will keep requests for transportation on Wednesday mornings to a minimum in order not to interfere with motor stables.
- g. To conserve transportation the Headquarters Commandant may set up such scheduled runs as may be desirable.
- h. All officers will be informed that if it is planned to be at a place in this city for a long period, the driver should be returned to the motor pool and instructed to return at a certain time. The dispatcher will see that this instruction is followed.
- i. On or before 0800 each Tuesday a report will be submitted to the Executive Officer covering the previous week. This report will show the daily number of vehicles on hand, those on deadline, those out of operation for servicing, those assigned to individual officers, those available for dispatch and the number dispatched. Part two (2) will show the names of the officers and destination a vehicle dispatched to them, for those who have received more than four (4) dispatched vehicles per week. Part three (3) will contain notification for discontinuance or addition of daily scheduled runs. Part four (4) will contain remarks, comments and recommendations and will give brief outlines of accidents.
4. Dispatching of vehicles for trips of more than one day (See Admin. Order No. 3, HQ, AMS, 19 Nov. 43).
 - a. Vehicles will be released for such trips by authority of G-4 only on receipt of properly executed travel order issued by the AG and on approval of "Application of Transport" form, CSO-Com. Sec., Econ. & Admin. Directorate will indicate approval and priority upon the form.
 - b. The issue of travel orders does not insure that transport is available. Arrangements must be made in advance with G-4 to insure its availability.
 - c. Travel orders for the driver must be secured through the Adjutant General. Arrangements for rationing and billeting the driver will be made with G-4 by the officer travelling by car.
5. Organization of the Motor Pool.
 - a. The Officers and enlisted men of the motor pool will be organized as a "Provisional Motor Platoon." A chart showing the suggested organization will be presented to the Executive Officer for approval. This may be modified from time to time without further reference to the Motor Pool.

- h. To conserve transportation the Headquarters Commandant may set up such scheduled runs as may be desirable.
- i. All officers will be informed that if it is planned to be at a place in this city for a long period, the driver should be returned to the motor pool and instructed to return at a certain time. The dispatcher will see that this instruction is followed.
- j. On or before 0900 each Tuesday a report will be submitted to the Executive Officer covering the previous week. This report will show the daily number of vehicles on hand, those on deadline, those out of operation for servicing, those assigned to individual officers, those available for dispatch and the number dispatched. Part two (2) will show the names of the officers and destination a vehicle dispatched to them, for those who have received more than four (4) dispatched vehicles per week. Part three (3) will contain notification for discontinuance or addition of daily scheduled runs. Part four (4) will contain remarks, comments and recommendations and will give brief outlines of accidents.

4. Dispatching of vehicles for trips of more than one day (See Admin. Order No. 3, HQ, AMG, 10 Nov. 43).

- a. Vehicles will be released for such trips by authority of G-4 only on receipt of properly executed travel order issued by the AG and on approval of "Application of Transport" form, GSO-Com. Sec., Secn. & Admin. Directorate will indicate approval and priority upon the form.
- b. The issue of travel orders does not insure that transport is available. Arrangements must be made in advance with G-4 to insure its availability.
- c. Travel orders for the driver must be secured through the Adjutant General. Arrangements for rationing and billeting the driver will be made with G-4 by the officer travelling by car.

5. Organization of the Motor Pool.

- a. The Officers and enlisted men of the motor pool will be organized as a "Provisional Motor Platoon." A Chart showing the suggested organization will be presented to the Executive Officer for approval. This may be modified from time to time without further reference to the Executive Officer. However, the Executive Officer will be notified of all such changes.
- b. Weekly checks and instructions will be held each Wednesday morning from 0900-1200. Vehicles will be dispatched only in case of urgent necessity during that period.
- c. Other inspections and motor status may be scheduled as necessary.

By order of Colonel SPOFFORD:

OFFICIAL:

L. W. STEARNS,
Capt, AGD,
Asst. Adj. Gen.

DISTRIBUTION

1 - Every Officer
25 - Motor Transport Officer.

APPLICATION FOR TRANSPORT

(Transport for All passenger journeys and All load carrying transport will be applied for on this form which should be submitted to HQ Commandant, Ground Floor Provincial Building, giving 24 hours notice for journeys over four hours.

1. Transport is required at Transport Dispatch Office on.....1944
at.....hours, to move the following personnel and stores:

Rank.....Name.....Room No.....Tel No.....

Rank.....Name.....Room No.....Tel No.....

Rank.....Name.....Room No.....Tel No.....

Baggage and/or stores.....

Type of Vehicle Desired:.....Passenger or Load Carrying.....

2. Destination.....
3. This transport will return to AMG HQ on (date).....
4. Have necessary complete travel orders, or other orders, been issued to cover proposed move?.....By whom?.....Date.....
5. Reason for journey and degree of urgency.....

Date of application 4/4

Signature of Chief of Staff
Branch or Sub-Commission

Date of approval 4/4

APPROVED:

Priority:

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G.S.O. Section

Directorate

1545