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HQ/ACC
JAN. 1944

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HQ/ACC ADMINISTRATIVE ORDER
JAN 1944

COPY

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

27 January 1944

ADMINISTRATIVE ORDER)

NUMBER : 2)

ORDERS REGARDING THE EXPENDITURE OF PUBLIC FUNDS BY AMG-ACC OFFICERS

1. General

a. As a general principle, no officer is entitled to expend public funds or incur expenditure chargeable to public funds except where such expenditure is duly authorized by regulations, orders by higher authority, or specific orders from this Headquarters. The only exception to this is in cases of emergency where there is no time for reference to higher authority. In such a case, an Officer may incur public expenditure up to a reasonable amount as a matter of urgent operational necessity and will immediately report such action with full details of the circumstances and the amount incurred or expended.

b. If an Officer contravenes the above order, the amount expended will be disallowed and he will be called upon to pay the sum from his own pocket.

c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.

d. The object of this order is to lay down clear instructions for the future which can be acted upon forthwith. This order will have retrospective effect from 30 October 1943, except as provided in paragraph 6c. below. Any pending cases originating before that date, however, will be considered on their individual merits.

2. Difficulties of an Inter-Allied Organization - Action to be Taken.

a. British and American regulations vary considerably. It is not, therefore, always possible in the case of AMG-ACC to make payments, or submit claims, under the procedure prescribed by these regulations.

b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from AFSA funds, and the necessary adjustments as between the British and American Army financial authorities will be made by the Finance Sub-Commission through the Chief Accountant.

3. Out-of-Pocket Expenses.

a. It may happen that Officers and EM/OR on detached duty, or on tour in connection with their official duties are unable to arrange accommodation and messing at Government expense and have to make their own arrangements. In such cases, a claim giving full details will be submitted to Regional, or Army AGC, or (in case of the

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- b. If an Officer contravenes the above order, the amount expended will be disallowed and he will be called upon to pay the sum from his own pocket.
- c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.
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- b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from AMFA funds, and the necessary adjustments as between the British and American Army financial authorities will be made by the Finance Sub-Commission through the Chief Accountant.

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3. Out-of-Pocket Expenses.

- a. It may happen that Officers and EM/OR on detached duty, or on tour in connection with their official duties are unable to arrange accommodation and messing at Government expense and have to make their own arrangements. In such cases, a claim giving full details will be submitted to Regional, or Army HQ, or (in case of the Chief Officer of a Region, or Army HQ), to this Headquarters for sanction and payment.
- b. No claims under this paragraph will be submitted by American Officers for expenses incurred in respect of a period during which they were in receipt of "per diem" allowance.

4. Entertainment Allowance

- a. It is not proposed to authorize any fixed scale of entertainment allowance but it is recognized that occasions may arise where Officers will be out-of-pocket through having to entertain visiting Officers, distinguished personages, or Italian

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Adm O No. 2 - 27 Jan 44 (Cont'd.)

officials. In such cases, claims for expenses necessarily incurred will be submitted, with full details, and where applicable supporting vouchers, to Regional, Army AMG or this Headquarters for sanction, and if approved, payment.

b. This paragraph is not intended to apply to private or unnecessary entertaining, nor is it applicable to Senior Officers in receipt of Table Money (British) or entertainment allowance (American). All claims will be closely scrutinized by Sanctioning Officers.

5. Personal Servants (British Officers only).

a. The overall British W.E. does not provide specifically for batmen, and only in very rare cases will it be possible to provide general duty men to act in that capacity. The vast majority of Officers will therefore be entitled to servant allowance at two shillings per day, and may if they wish engage personal servants at their own expense. Servants may be shared under private arrangements between Officers concerned.

b. Separate instructions regarding the conditions under which servant allowance may be claimed by Officers not already in possession of it are being issued shortly.

6. Hiring of Civilian Personnel Other than Personal Servants.

a. The general principle to be observed is that except where otherwise provided by regulations or orders, civilian personnel can only be employed in authorized vacancies in a VE/TO where soldiers are not provided.

- (1) In an organization such as AMB-ACC however, the rigid application of this rule would lead to a number of hardships and anomalies.
- (2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
- (3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AMB-ACC. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.
- (4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1941, but modified so as to provide for the absence of batmen, who are taken into account by the above quoted - AGI. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in Appendix "B", such private servants as may be employed under paragraph 5 of this order. Officers concerned, will, however, bear in mind that they are responsible for exercising the greatest possible economy at all times, and if the presence of private servants renders it unnecessary to engage the full number of staff allowed under Appendix "B", the number of the latter employed will be reduced accordingly to what is reasonably necessary.

only

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- (1) In an organization such as AMG-ACC however, the rigid application of this rule would lead to number of hardships and anomalies.
- (2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
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- (4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1941, but modified so as to provide for the absence of batmen, who are taken into account by the above quoted - ACF. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in Appendix "B", such private servants as may be employed under paragraph 5 of this order. Officers concerned will, however, bear in mind that they are responsible for exercising the greatest possible economy at all times, and if the presence of private servants renders it unnecessary to engage the full number of staff allowed under Appendix "B", the number of the latter employed will be reduced accordingly to what is reasonably necessary.

b. It must be clearly understood that civilian cooks and orderlies may only be hired under this paragraph for authorized messes - i.e., messes authorized by RAOs, Regional Commissioners, SCAGs, Army AMG, or this Headquarters.

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c. Until the new British Overall ME is published and activated, (which will be very shortly) it will not be clear to what soldier personnel a unit or detachment is entitled. Even if entitled, soldier personnel may not be forthcoming. Civilians will, therefore, be hired in accordance with physical fact - on the basis of soldier personnel actually present with the unit and employed in the capacity concerned.

d. All civilians will be hired at current official rates. Any excess over these rates paid must be met from private funds.

e. In cases where civilians employed in Officers' Messes have been paid out of Mess funds, mess accounting officers concerned may submit a claim with a brief statement of the circumstances, to Regional, Army AMG, or this Headquarters, as the case may be, for a refund. Such claims must be strictly limited to what would have been admissible under the terms of this order. Refunds under this sub-paragraph will be effective as from date of arrival in Italy, on or after 30 October 1943. They are not applicable to Sicily except in so far as they may be ^{under} the terms of paragraph c. or d. above.

7. Method of Payment and Accounting Procedure.

A. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

B. Any supplementary instructions which may be required to prescribe the procedure whereby payments are to be made or accounting methods to be adopted will be issued direct to all concerned by Chief Financial Officers of Regions (to Regional Officers), of AMG Armies (to Officers of AMG Armies) and of this Headquarters (to Officers of this Headquarters).

By command of Lieut. General M.O. FARLAND:

OFFICIAL: (sgd.) L.W. STEARNS,
L.W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

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

DISTRIBUTION:

- 12 - Region I
- 12 - Region II
- 8 - Region V
- 1 - G-1
- 2 - G-4
- 3 - Exec. O
- 1 - Political Section
- 1 - Comm. Section
- 1 - Economic Section
- 1 - Admin. Section
- 1 - Finance Sub-Commission

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7. Method of Payment and Accounting Procedure.

A. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

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By command of Lieut. General MAC FARLANE:

OFFICIAL: (sgd.) L.W. Stearns,
L.W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

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DISTRIBUTION:

12 - Region I
12 - Region II
8 - Region V
1 - G-1
2 - G-4
3 - Exec. O
1 - Political Section
2 - Comms Section
1 - Economic Section
1 - Admin. Section
4 - Finance Sub-Commission
8 - HQ Comdt. Naples) Includes copies for Officers
6 - HQ Comdt. Salerno) Messes and Mess Council.
6 - Brindisi Detachment
4 - O.C. Rear Detachment (Palermo)
2 - British Admin HQ
2 - HQ 2675 (American) Regt. AGC
36 - HQ AMG ACFM (for favour of distribution to AMG 5th and 8th Armies,
Region III and Region IV).
6 - Region VI
12 - Spare
(Distribution controlled by Executive Office)

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Appendix "A" to Admin Or
Dated..... 27 Jan

HIRING OF CIVILIAN EMPLOYEES

SERIAL NO <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND <u>e</u>
1	Cooks, Officers' Messes	Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)	American rations may be issued as part of the employees' remuneration under SATOSA Circular No. 230, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ ADV. Echelon letters No 75/Q-1 dated 4 January 1944 and 26/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per App (ACI 761
2	Cooks, EM/OR Messes & (British) Sergeants Messes	do		
3	Mess Orderlies Offi- cers' Messes	Up to scale laid down in Appendix "B" See also paragraph 6a of this Order.		War Depa cular No Jan. 1942
4	Mess Orderlies EM/OR and (British) Sergeants' Messes	Up to scale laid down in Appendix "B"		

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Appendix "A" to Admin Order No. 2.....

Dated.....27 January 1944.....

HIRING OF CIVILIAN EMPLOYEES

EMPLOYEE	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
ers'	Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)	American rations may be issued as part of the employees' remuneration under MATOUSEA Circular No. 230, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ XIV. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per Appendix "B" (ACI 761 of 1941)	
Messes Sergeants	do		do	
les Offi-	Up to scale laid down in Appendix "B" See also paragraph 6a of this Order.		do	
les	Up to scale laid down in Appendix "B"		do	
British)			War Department Circular No 21 dated 15 Jan. 1942 also refers	
Messes			do	

Appendix "B" to Admin Order No. 2.

Dated.....27 January 1944

AUTHORIZED SCALE OF COOKS AND MESS ORDERLIES FOR MESSES IN AHC-ACC

(Based on Army Council Instruction 764 of 1944)

1. OFFICERS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
1 - 5	1	1
6 - 10	1	2
11 - 20	1	3
21 - 30	2	4
31 - 40	2	5
41 - 50	2	6
51 - 60	2	7
61 - 70	2	8
71 - 80	2	9
81 - 90	3	10
91 - 100	3	11

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every 5 Officers.

2. SERGEANTS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
under 10	1	1
11 - 20	1	2
21 - 24	1	1
25 - 30	2	2
31 - 40	2	3
41 - 50	2	4
51 - 60	2	5
61 - 70	2	6
71 - 74	2	5
75 - 80	3	

and thereafter 1 additional mess orderly for each 10 or part of 10 in the mess.

3. EN/OR MESSES.

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
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under 10

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1. OFFICERS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
1 - 5	1	1
6 - 10	1	2
11 - 20	1	3
21 - 30	2	4
31 - 40	2	5
41 - 50	2	6
51 - 60	2	7
61 - 70	2	8
71 - 80	2	9
81 - 90	3	10
91 - 100	3	11

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every 5 Officers.

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<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
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11 - 20	1	1
21 - 24	1	2
25 - 30	2	1
31 - 40	2	2
41 - 50	2	3
51 - 60	2	4
61 - 70	2	5
71 - 74	2	6
75 - 80	3	5

and thereafter 1 additional mess orderly for each 10 or part of 10 in the mess.

3. EM/GR MESSES.

<u>No. in Mess</u>	<u>Cook</u>	<u>Mess Orderlies</u>
under 10	1	1
10 - 35	1	1
36 - 75	1	2

and thereafter 1 cook for each additional 50 and 1 mess orderly for each additional 35.

SERIAL <u>10</u> <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>
8	Clerks	do.	Ho.	As in Serial 6, Column <u>c</u>
9	Civilians not provided for above or under AFHQ or other proper authority.	Prior authority will be requested from this Headquarters, giving details and reasons.	—	—

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EMPLOYEE	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
is not pre- ceded above or below by other authority.	do. Prior authority will be requested from this Headquarters, giving details and reasons.	No. -	As in Serial 6, Column <u>c</u> -	-

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SERIAL NO <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>
5	Cleaners for Officers' Billets	(1) If Officers are accommodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "p" (2) Similarly, cleaners may be required for any form of Officers' billet, whether or not a mess is in the same building. If such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The Minimum considered essential by the responsible Officer. Regard will be had No. of private servants employed under Paragraph 5 of this Order. (Authority: This Order)
6	Civilians employed in the preparation of buildings shortly to be occupied and other classes of temporary employment	Up to what is reasonably necessary in the circumstances.	No	See column <u>c</u> (Authority: This Order)
7	Office Cleaners	do	No	As in Serial 6 Column <u>c</u>

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CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
rs' (1) If Officers are accommodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "B" (2) Similarly, cleaners may be required for any form of Officers' billet, whether or not a mess is in the same building, if such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The Minimum considered essential by the responsible Officer. Regard will be had to No. of private servants employed under Paragraph 5 of this Order. (Authority: This Order)	Proposed scale will be submitted for each individual case to Chief Regional or Army AFG Officers or Headquarters, to Executive Officer for Sanction.
in Up to what is reasonably necessary in the circumstances. to be class employment 1221	No	See column <u>c</u> (Authority: This Order) As in Serial 6 Column <u>c</u>	do
do	No		

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

31 January 1944

ADMINISTRATIVE ORDER)
NUMBER : 3)

ORGANIZATION. AMG/ACC

1. Reference paragraph 3d (2) of Administrative Order Number 6, HQ AMG, dated 25 January 1944. With effect from morning Thursday, February 3, 1944, HQ AMG, ACHP will cease to function and will be absorbed into HQ ACC. HQ ACC will thereafter deal direct with AMG Armies and Regions III and IV. Region VI has not yet been placed under command.

By order 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:

2 - CG, ACC
1 - Brig. Gusterbock
1 - Brig. Lush.
4 - AG
1 - Deputy C/S (O & SI)
1 - G-1
1 - G-4
1 - Exec Off
1 - Hq Comdt
1 - Hq Comdt, Salerno
9 - Economic VP
8 - Admin VP
3 - Political Section
4 - Coms Section
3 - Hq ACC (Brindisi Detachment)
1 - Hq ACC (Rear Detachment)

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ADMINISTRATIVE ORDER)

NUMBER 3)

ORGANIZATION, AMG/ACC

1. Reference paragraph 3d (2) of Administrative Order Number 6, HQ AMG, dated 25 January 1944, with effect from morning Thursday, February 3, 1944, HQ AMG, ACPF will cease to function and will be absorbed into HQ ACC. HQ ACC will thereafter deal direct with AMG Armies and Regions III and IV. Region VI has not yet been placed under command.

By order of Lieut. General MACFARLANE:

L. W. STEARNS
Capt, ACD
Asst Adj Gen

OFFICIAL:

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

DISTRIBUTION:

- 2 - CC, ACC.
- 1 - Brig. Quarterback
- 1 - Brig. Lush.
- 4 - AG
- 1 - Deputy C/S (O & SI)
- 1 - G-1
- 1 - G-4
- 1 - Exec Off
- 1 - Hq Comdt
- 1 - Hq Comdt, Salerno
- 9 - Economic VP
- 8 - Admin VP
- 3 - Political Section
- 4 - Cons Section
- 3 - Hq ACC (Brindisi Detachment)
- 1 - Hq ACC (Rear Detachment)
- 5 - Hq AMG ACPF (for favor of issue to AMG Armies and Regions III & IV)
- 3 - KGS AFHQ (for favor of issue of 1 copy to Region VI)
- 1 - Region I
- 1 - Region II
- 1 - Region V
- 6 - Spare
(Distribution Controlled by Executive Office)

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

27 January 1944

ADMINISTRATIVE ORDER)
NUMBER 2)

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1. General

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b. No claims under this paragraph will be submitted by American Officers for expenses incurred in respect of a period during which they were in receipt of "per diem" allowance.

4. Entertainment Allowance

a. It is not proposed to authorize any fixed scale of entertainment allowance, but it is recognized that occasions may arise where Officers will be out-of-pocket through having to entertain visiting Officers, distinguished per-

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Adm O #2 - 27 Jan 44 (Cont'd)

sonages, or Italian Officials. In such cases, claims for expenses necessarily incurred will be submitted, with full details, and where applicable supporting vouchers, to Regional, Army AMG or this Headquarters for sanction, and if approved, payment.

b. This paragraph is not intended to apply to private or unnecessary entertaining, nor is it applicable to Senior Officers in receipt of Table Money (British) or entertainment allowance (American). All claims will be closely scrutinized by Sanctioning Officers.

5. Personal Servants (British Officers only)

a. The overall British W.E. does not provide specifically for batmen, and only in very rare cases will it be possible to provide general duty men to act in that capacity. The vast majority of Officers will therefore be entitled to servant allowance at two shillings per day, and may if they wish engage personal servants at their own expense. Servants may be shared under private arrangements between Officers concerned.

b. Separate instructions regarding the conditions under which servant allowance may be claimed by Officers not already in possession of it are being issued shortly.

6. Hiring of Civilian Personnel Other than Personal Servants

a. The general principle to be observed is that except where otherwise provided by regulations or orders, civilian personnel can only be employed in authorized vacancies in a WE/TO where soldiers are not provided.

- (1) In an organization such as AMG-ACC however, the rigid application of this rule would lead to a number of hardships and anomalies.
- (2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
- (3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AMG-ACC. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.
- (4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1941, but modified so as to provide for the absence of batmen, who are taken into account by the above quoted - A.C.I. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in Appendix "B," such private servants as are engaged under paragraph 5 of this order. Officers con-

b. This paragraph is not intended to apply to private or unnecessary entertaining, nor is it applicable to Senior Officers in receipt of Table Money (British) or entertainment allowance (American). All claims will be closely scrutinized by Sanctioning Officers.

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b. It must be clearly understood that civilian cooks and orderlies may only be hired under this paragraph for authorized Messes - i.e., Messes authorized by RCOs / Regional Commissioners, SCAOs, Army AMG, or this Headquarters.

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c. Until the new British overall WE is published and activated, (which will be very shortly) it will not be clear to what soldier personnel a unit or detachment is entitled. Even if entitled, soldier personnel may not be forthcoming. Civilians will, therefore, be hired in accordance with physical facts - on the basis of soldier personnel actually present with the unit and employed in the capacity concerned.

d. All civilians will be hired at current official rates. Any excess over these rates paid must be met from private funds.

e. In cases where civilians employed in Officers' Messes have been paid out of Mess funds, mess accounting officers concerned may submit a claim with a brief statement of the circumstances, to Regional, Army AMG, or this Headquarters, as the case may be, for a refund. Such claims must be strictly limited to what would have been admissible under the terms of this order. Refunds under this sub-paragraph will be effective as from date of arrival in Italy, on or after 30 October 1943. They are not applicable to Sicily except in so far as they may be made under the terms of paragraph c. or d. above.

7. Method of Payment and Accounting Procedure.

a. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

b. Any supplementary instructions which may be required to prescribe the procedure whereby payments are to be made or accounting methods to be adopted will be issued direct to all concerned by Chief Financial Officers of Regions (to Regional Officers), of AMG Armies (to Officers of AMG Armies) and of this Headquarters (to Officers of this Headquarters).

By command of Lieut. General MAC FARLANE:

OFFICIAL:

L. W. Stearns

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

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

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1218

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1 - Economic Section
1 - Admin Section
4 - Finance Sub-Commission
8 - HQ Comdt Naples) Includes copies for Officers
6 - HQ Comdt Salerno) Messes and Mess Council
6 - Brindisi Detachment
4 - O.C. Rear Detachment (Palermo)
2 - British Admin HQ
2 - HQ 2675 (American) Regt ACC
36 - HQ AMG ACMF (for favor of distribution to AMG 5th and 8th Armies,
Region III and Region IV).
6 - Region VI
12 - Spare
(Distribution controlled by Executive Office)

- 3 -

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Appendix "A" to

Dated...27 Jan

SERIAL NO <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	HIRING OF CIVILIAN EMPLOYEES WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>
1	Cooks, Officers' Messes.	Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)	American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 230, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ Adv. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per Appendix "B" (ACI 761 of 1941)
2	Cooks, EM/OR Messes & (British) Sergeants Messes	do.		do.
3	Mess Orderlies Officers' Messes	Up to scale laid down in Appendix "B" See also paragraph 6a of this Order.		do.
4	Mess Orderlies EM/OR and (British) Sergeants' Messes	Up to scale laid down in Appendix "B"		War Department Circular No. 21 dated 15 January 1943 also refers. do.

Appendix "A" to Admin Order No.2.....

Dated...27.January.1944.....

HIRING OF CIVILIAN EMPLOYEES

CONDITIONS OF HIRING AND AUTHORITY

cWHETHER ENTITLED TO
RATIONS & AUTHORITYd

SCALE AND AUTHORITY

e

REMARKS

f

Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)

do.

Up to scale laid down in Appendix "B"
See also paragraph 6a of this Order.

Up to scale laid down in Appendix "B"

American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 230, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ Adv. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.

As per Appendix "B"
(ACI 761 of 1941)

do.

do.

War Department Circular
No. 21 dated 15 January
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do.

SERIAL NO <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>
5	Cleaners for Officers' Billets	(1) If Officers are accommodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "B". (2) Similarly, cleaners may be required for any form of Officers' billet, whether or not a mess is in the same building, if such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The minimum considered essential by the responsible Officer. Regard will be had to No. of private servants employed under Paragraph 5 of this Order. (Authority: This Order)
	Civilians employed in the preparation of buildings shortly to be occupied and other classes of temporary employment.	Up to what is reasonably necessary in the circumstances	No	See column <u>c</u> (Authority: This Order)
7	Office Cleaners	do.	No	As in Serial 6, column <u>c</u>

CONDITIONS OF HIRING AND AUTHORITY	WHETHER ENTITLED TO RATIONS & AUTHORITY	SCALE AND AUTHORITY	REMARKS
<u>c</u>	<u>d</u>	<u>e</u>	<u>f</u>
(1) If Officers are accommodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "A". (2) Similarly, cleaners may be required for any form of Officers' billet, whether or not a mess is in the same building, if such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The minimum considered essential by the responsible Officer. Regard will be had to No. of private servants employed under Paragraph 5 of this Order. (Authority: This Order)	Proposed scale will be submitted for each individual case to Chief Regional or Army AMG Officers or at Headquarters, to Executive Officer for Sanction.
Up to what is reasonably necessary in the circumstances	No	See column <u>c</u> (Authority: This Order)	do.
do.	No	As in Serial 6, column <u>c</u>	

SERIAL NO <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>
8	Clerks	do.	No	As in Serial 6, Column <u>c</u>
9	Civilians not provided for above or under AFHQ or other proper authority.	Prior authority will be requested from this Headquarters, giving details and reasons.	-	-

CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
do. Prior authority will be requested from this Headquarters, giving details and reasons.	No -	As in Serial 6, Column <u>c</u> -	-

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ADM ORDER #1 REAR

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

17 January 1944.

ADMINISTRATIVE ORDER)
NUMBER - - - 1)

RECONSTITUTION OF FOOD SUB-COMMISSION

1. Effective 14 January 1944, the Food Sub-Commission will operate under the Economic Directorate and is reconstituted as follows:

Lt. Col. W. J. Legg	(B)	Central Economic Committee
Major S. P. McCreadie	(B)	Interior Sub-Commission
Capt. A. J. Parker	(B)	Interior Sub-Commission
Capt. F. F. Gregory	(B)	Interior Sub-Commission

a. The office of the Sub-Commission will occupy Room 8B, 2nd Floor, Provincia Building.

b. The Interior Sub-Commission no longer has any responsibility for food distribution and rationing.

By command of Lieut. General MAC FARLANE:

1214

OFFICIAL:

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

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

DISTRIBUTION
"A"

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P. 4.5

