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HQ/AMG EM

Aug. - Oct. 1944

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

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HQ/AMG EMILIA REGION - ADMINISTRATIVE MEMORANDUM

Aug. - Oct. 1944

ADJ.

File

CORRECTED COPY
Please destroy all previously
received copies.

HEADQUARTERS EMILIA REGION
ARMED MILITARY GOVERNMENT
400/394

ADMINISTRATIVE MEMORANDUM

NUMBER

4)

Adjutant

Asst. Asst.

Asst. Asst.

Chief Clerk

29 October 1944

CHANGE OF REFERENCE ON ADMINISTRATIVE

1. Administrative Memoranda numbers 1, 2 and 3, will be amended to read Headquarters Emilia Region, Armed Military Government.
2. In the future all reference to these memoranda will be as of Emilia Region.

By order of Lt. Col. HORTON:

D.H.G. HORTON-SMITH BARTLEY
Lt. Col., Coldstream Guards
Executive Officer

OFFICIAL:

David D. France
DAVID D. FRANCE
Capt., CMP
Adjutant

DISTRIBUTION:

HEADQUARTERS
400/394
400/394

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C.A. SECT.

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4138

HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT
APO 551

ADMINISTRATIVE MEMORANDUM

SUBJECT

REQUISITIONING PROCEDURE

Ref: GRO 123/44
GRO 124/44

A.C.C. Establishment Memorandum No. 4

OBJECT

1. To summarize procedure to be adopted by Staff of Regional and Provincial HQ for:
- a. Occupation of land and buildings.
- b. Requisitioning civilian property.

CO-OPERATION OF LAND AND BUILDINGS IN
EUROPEAN ARMY AREA AND BRITISH L OF C AREAS

2. Selection of Premises

Premises will be selected after consultation with Town Major or, in his absence, with HQ of Corps Area or Sub Area concerned.

3. Marching in State

Immediately premises are occupied (including when taken over from an outgoing unit) Marching in State will be completed in quadruplicate. Proforma attached at Appendix A. Copies will be distributed:

- a. 2 Copies to Town Major (or in his absence to Corps or Area HQ),
- b. 1 Copy to Region HQ, and
- c. 1 Copy to unit file.

4. Chattels

Only furniture and chattels which are essential for an office or mess will be taken, in each case an inventory will be prepared in quadruplicate, signed by the owner and the officer taking over, and disposed of as indicated in para 3.

5. All furniture and chattels NOT required for office or mess will be:-

- a. Removed by owner, if possible.
- b. If (a) is NOT possible, stored in one room which will be locked, sealed, and the key handed to the owner or his representative, or in their absence to the Staff of the Region.

4 September 1944

HEADQUARTERS REGION IX
4 SEP 1944
A.C.C.

Adjutant	3)
Asst. Asst.	
Asst. Asst.	
Chief Clerk	

1. To summarize procedure to be adopted by Staff of Regional and Provincial HQ.
- a. Occupation of land and buildings.
- b. Requisitioning civilian property.

OPERATION OF LAND AND BUILDINGS IN
EIGHT ARMY AREA AND BRITISH L OF C AREAS

2. Selection of Premises

Premises will be selected after consultation with Town Major or, in his absence, with HQ of Corps Area or Sub Area concerned.

3. Marching in State

Immediately premises are occupied (including when taken over from an outgoing unit) Marching in State will be completed in quadruplicate. Proforma attached at Appendix A. Copies will be distributed:

- a. 2 Copies to Town Major (or in his absence to Corps or Area HQ),
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- c. 1 Copy to unit file.

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All furniture and chattels NOT required for office or mess will be:-

- a. Removed by owner, if possible.
- b. If (a) is NOT possible, stored in one room which will be locked, sealed, and the key handed to the owner or his representative, or in their absence to the S.M. 4137
- c. If neither (a) nor (b) is possible an inventory will be prepared and disposed of as provided in para 4. This inventory will be separate from, and in addition to, the inventory described in para 4.

6. Marching out State

Upon leaving requisitioned premises:

- a. Town Major or, in his absence, Area HQ, will be given as much notice as possible of intention to vacate premises,
- b. Inventories will be checked, and proforma (Appendix B) will be completed and disposed of as provided in para 3, and
- c. If premises are NOT handed over to an incoming unit:

- (1) Water, gas and electricity will be turned off,
- (2) Windows and doors will be secured, and
- (3) Keys will be labelled and handed to Town Major or Area HQ.

Administrative Memorandum No. 3, this HQ., dated 4 Sept 44, Cont'd.

OCCUPATION OF LAND AND BUILDINGS IN
FIFTH ARMY AND P.B.S. AREAS

1. Application for Billets

Upon arrival in a community, the commanding officer will apply in writing, stating the number of officers and other ranks to be billeted. U.S. billeting officer or PBS Real Estate Section will supply information as to the billets available, and, where necessary, issue billeting orders.

When the premises are occupied, the necessary forms will be filled out and copies will be distributed according to the regulations of the U.S. billeting officer or PBS Real Estate Section.

2. Selection of Billets

Troops will not be billeted in places of worship, convents or buildings classified as historical monuments, with women living alone, nor unless absolutely unavoidable, in town halls or buildings used for trade, industry or agriculture. When the use of public or commercial buildings cannot be avoided, arrangements will be made for the safe custody of documents and chattels.

3. Electric Light, Heating and Water

Where available, the occupant of a billet is entitled to bathing and washing facilities, and to electric light and heating. Commanding Officers of units will impress upon all ranks the necessity for conservation of fuel, electricity, gas, and water, and will insure that strict economy is exercised, and will take disciplinary action against anyone guilty of waste.

REQUISITION OF CIVILIAN PROPERTY
OTHER THAN LAND OR BUILDINGS

1. General

Only essential stores, vehicles and equipment which cannot be obtained through normal military channels will be requisitioned.

No British officer of AOC/AIG has authority to requisition except in emergency.

2. Procedure

All requisitioning will be effected by an American officer appointed by the Regional Commissioner. The procedure will be the American procedure set out in Establishment Memorandum No. 14, AOC, dated 1 May 44.

3. Officers requiring articles requisitioned will inform the Requisitioning Officer, stating:-

- a. Name and address of owner.
- b. Full description of the items required, including, in case of vehicles, (1) (b)

(1) Make and type.

Troops will not be billeted in places of worship, convents or buildings classified as historical monuments, with women living alone, nor unless absolutely unavoidable, in town halls or buildings used for trade, industry or agriculture. When the use of public or commercial buildings cannot be avoided, arrangements will be made for the safe custody of documents and chattels.

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1. General

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No British officer of AOC/ANG has authority to requisition except in emergency.

2. Procedure

All requisitioning will be effected by an American officer appointed by the Regional Commissioner. The procedure will be the American procedure set out in Establishment Memorandum No. 14, AOC, dated 1 May 44.

3. Officers requiring articles requisitioned will inform the Requisitioning Officer, stating:-

a. Name and address of owner.

b. Full description of the items required, including, in case of vehicles, 150

(1) Make and type.

(2) Registered number

(3) Engine and chassis number.

(4) Condition and year of manufacture.

In emergencies, when time or distance does not permit obtaining prior consent of the Requisitioning Officer, any officer, British or American, may make a temporary requisition. In such cases a temporary receipt containing full information will be given to the owner and a copy sent to the Requisitioning Officer who will deliver a formal requisition to the owner in exchange for the temporary receipt.

Administrative Memorandum No. 3, para 4, this Hq., dated 4 Sept 44, Cont'd.

If the Requisitioning Officer is NOT satisfied that the requisition is justified, the article or premises will be returned to the owner forthwith.

5. No requisitioning will be carried out in an Army Area, or in the territory of another Region, without previously obtaining the consent of the Army or Region concerned.

By order of Lt. Col. BOWMAN:

DUANE D. WATSE
Capt., CMP
Adjutant

OFFICIAL:

Duane D. Watse
DUANE D. WATSE
Capt., CMP
Adjutant

DISTRIBUTION:

ACC-DIST
Etab. O.
CAB.
Adj.
(3 Copies received)

Administrative Memorandum No. 3, this Hq., dated 4 Sept 44.

APPENDIX "A"

MARCHING-IN STATE AND AUTHORITY
(to be completed in quadruplicate)

1. UNIT is hereby authorized to occupy premises as HQ. and/or Billets and/or Stores for;.....Offs.....ORs.
ADDRESS.
Name of Street.....No. of House.....
No of floor.....and/or No. of Apartment.....Rooms Occupied.....
Civilians in Occupation.....Town.....Map Reference.....
Date of Occupation.....Furnished/unfurnished.
2. The unit has been informed that the Officer Commanding will be held PERSONALLY responsible for any claims etc. if on vacation a Marching-Out State is not obtained from the Town Major.
3. At least 24 hours notice will be given to the Town Major before vacation. If this is impossible full details will be forwarded to nearest Claim and Hirings (Br) Officer.
4. GENERAL CONDITION
Specific Damages etc.....
.....
.....
5. METER READINGS. Electricity.....Gas.....Water.....
(If no Electricity, Gas or Water in premises, this fact MUST be stated.-)

(Signed).....

(Officer Commanding.....

Date.....

Administrative Memorandum No. 3, this Hq., dated 4 Sept 44.

APPENDIX "B"

SECRET

NOTICE OF VACATION

TO : CLAIMS AND HIRINGS OFFICER (BR.)

Unit will be vacating Premises situated
at on at hrs.
New Location will be

METER READINGS. Electricity Water

Marching-out certificate signed by owner attached.

(Signed)

(Officer Commanding)

Date

.....

MARCHING OUT CERTIFICATE

..... has occupied
for use as from 1944 to 1944.
On the date of vacation a check on the building and furnishings showed that there was
no damage done or articles missing due to any action of the occupying personnel.

(Signed)

Date

.....

HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT
APO 394

ADMINISTRATIVE MEMORANDUM

NUMBER : 2)

1 September 1944

Adjutant	
Asst. Asst.	
Asst. Asst.	
Chief Clerk	

CORRESPONDENCE

1. GENERAL COMMENTS.

- Letters from this headquarters like those from any business office, be an indelible impression of the efficiency of the office on both military personnel and civilians. All official correspondence should be prepared neatly, completely, promptly, and accurately for unless communications are so prepared our officers may conclude we do not know our business.
- Each letter should refer to one subject. Where you must write on two or more subjects to one headquarters or to one individual, compose two or more letters.
- All clerks are reminded they should never reveal the contents of official communications except to those entitled to know them.
- When, in order to clarify or support statements in your letter you must refer to printed authorities do so in respect to Orders, Bulletins and Memoranda, by referring to the paragraph number, section number, title and number, and date. For example:

Par 2, S/O 12 Hq Region IX, dated 12 August 44.

A reference to a letter or indorsement, telegram and so forth may include as much of the following as is necessary to insure easy identification: symbol, file number, subject, and date of communication. Normally references will be included in the first paragraph of the communication. For example:

Reference your letter, file number RIX/AGR/7/1, dated 22 July 44, or
Reference your letter, file number RIX/AGR/7/1, subject: Buñali,
Bologna Province, dated 22 July 44.

- When the name of an Officer, Warrant Officer or Enlisted Man or Other Rank is first mentioned in a communication it is good practice to mention his personal number.

- This memorandum will not apply to the official correspondence emanating from the Headquarters of the American and British units. Each unit will follow the forms as prescribed by their respective Army Regulations.

2. MECHANICS OF APPROPRIATEMENT.

- Use standard letter size paper (8" x 10½") where possible. Type the original on bond paper, using onion skin or tissue paper for carbon copies.
- Use only one side of the paper in all communications.

b. Each letter should refer to one subject. Where you must write on two or more subjects to one headquarters or to one individual, compose two or more letters.

c. All clerks are reminded they should never reveal the contents of official communications except to those entitled to know them.

d. When, in order to clarify or support statements in your letter you must refer to printed authorities do so in respect to Orders, Bulletins and Memoranda, by referring to the paragraph number, section number, title and number, and date. For example:

Par 2, S/O 12 Hq Region IX, dated 12 August 44.

A reference to a letter or indorsement, telegram and so forth may include as much of the following as is necessary to insure easy identification: symbol, file number, subject, and date of communication. Normally references will be included in the first paragraph of the communication. For example:

Reference your letter, file number RIX/AGR/7/1, dated 22 July 44, or
Reference your letter, file number RIX/AGR/7/1, subject: Buñali,
Bologna Province, dated 22 July 44.

e. When the name of an Officer, Warrant Officer or Enlisted Man or Other Rank is first mentioned in a communication it is good practice to mention his personal number.

f. This memorandum will not apply to the official correspondence emanating from the Headquarters of the American and British units. Each unit will follow the forms as prescribed by their respective Army Regulations.

2. MECHANICS OF ARRANGEMENT.

a. Use standard letter size paper (8" x 10½") where possible. Type on original on bond paper, using onion skin or tissue paper for carbon copies.

b. Use only one side of the paper in all communications except for prescribed forms and mimeographed or other reproduced matter.

c. Unless otherwise instructed clerks will make two carbon copies of both letters and indorsements, except that all letters and reports to the Regional Commissioner will be submitted in triplicate.

Administrative Memorandum No. 2, par 2, this Hq., dtd 1 Sept. 44, cont'd.

d. Margins should be left as follows:

FIRST PAGE		SECOND AND SUCCEEDING PAGES	
TOP :	1 inch	1 1/4 inches	
LEFT :	1 1/4 inches	Same as first page	
RIGHT :	3/4 inches	" "	
BOTTOM:	1 inch excluding page number which will be 1/2 inch from the bottom	" "	

e. Headings will conform to the forms shown below:

(1) Regional Headquarters and Special Divisions

HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT
AIG 394

(2) Provinces

HEADQUARTERS
Province of Forli, Region IX
ALLIED MILITARY GOVERNMENT
AIG 394

f. File numbers, subject, address and date will appear in the following order:

Reference	Date
Subject	
To	

g. The normal military channels of communication will be observed. When it is desired that correspondence be addressed to a commander outside of the normal channel because he should have knowledge of the subject, use the following form:

Ref. RIX/
Subject: Orders
Through: S.C.A.O., 8th Army Area,
To : P.C. Forli Province Region IX, AMG

h. Numbering of the paragraphs will be as follows:

- (1) When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1. Indent these numbers five spaces from the left margin.
- (2) Letter sub-paragraphs with unnumbered lower case letters commencing with a and indent as for the paragraph spaces from left margin. Sub-sub-paragraphs will be indented 10 spaces from the left margin and indicated by arabic figures

HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT
AIG 394

(2) Provinces

HEADQUARTERS
Province of Forli, Region IX
ALLIED MILITARY GOVERNMENT
AIG 394

f. File numbers, subject, address and date will appear in the following order:

Reference	Date
Subject	
To	

g. The normal military channels of communication will be observed. When it is desired that correspondence be addressed to a commander outside of the normal channel because he should have knowledge of the subject, use the following form:

Ref. RIX/
Subject: Orders
Through: S.O.M.O., 8th Army A.G.
To : P.C. Forli Province Region IX, AMG

h. Numbering of the paragraphs will be as follows:

- (1) When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1. Indent these numbers five spaces from the left margin.
- (2) Letter sub-paragraphs with unnumbered lower case letters commencing with a and indent as for the paragraph spaces from left margin. Sub-sub-paragraphs will be indented 10 spaces from the left margin and indicated by arabic figures in parenthesis beginning with (1). For example:

(1) Care in the following things will aid you in turning out good military letters:

- a. Numbering of paragraphs will be as follows:

(1) Keep your type clean.

i. Single space all letters and indorsements unless otherwise directed.

j. In closing, the signature of the writer in proper form will appear preceded by the order line for all staff officers and without the "order line" when signed by officers exercising a command function.

Administrative Memorandum, par 2, this Hq., dated 1 Sept. 44, contains the following instructions:

A letter or memorandum from a Hq., special division or Provincial Commissioner addressed to the Regional Commissioner will close as a letter from a superior exercising a command function.

A general rule communications leaving a headquarters will be addressed for the commanding officer by his Adjutant or other designated staff officer or their assistants.

Use the phrase "By order of Lt. Col. [Name], BLANK" when writing to a subordinate unit or individual under direct command.

Use the phrase "For the Regional Commissioner" or "For the Provincial Commissioner" in all other cases.

For example:

A letter or memorandum from the Legal Division to any subordinate unit under the Regional Commissioner will close:

By order of Lt. Col. BOWMAN:

A. H. H. H. H. H.
W/Comdr., [Name],
Legal Division

A letter on the other hand, if the same Division to Hqs. A.C.O. or another Region, unit, or person not under the direct command of the Regional Commissioner will close:

For the Regional Commissioner:

A. H. H. H. H. H.
W/Comdr., [Name],
Legal Division

k. Closures and special distribution of copies will be listed on the face of the letter below the body of the letter and at the left margin.

l. Use stationery and carbon paper as economically as possible. Prepare only such copies as are essential.

m. Indorsements will be used where the writer understands the indorsement procedure and desires to use it to facilitate answering correspondence. Indorsements from Headquarters A.C.O. or other Headquarters requesting replies by indorsement should be completed within the form requested. Attached (Appendix "A") is a specimen copy of a letter including an indorsement. This form will be used whenever indorsements are directed.

n. All clerks will initial the file copy in their respective Headquarters certifying by so doing they have read and understand the provisions of this memorandum.

For example:

A letter or memorandum from the Legal Division to any subordinate unit under the Regional Commissioner should close,

By order of Lt. Col. FOWMAN:

A.H.H.M. DUNNE
W/Comdr., Lt. Col.
Legal Division

A letter on the other hand from the same Division to Hqs. A.C.C. or another Region, unit, or person not under the direct command of the Regional Commissioner will close,

For the Regional Commissioner:

A.H.H.M. DUNNE
W/Comdr., Lt. Col.
Legal Division

k. Enclosures and special distribution of copies will be listed on the face of the letter below the body of the letter at the left margin.

1. Use stationery and carbon paper as economically as possible. Prepare only such copies as are essential.

m. Indorsements will be used where the writer understands the procedure and desires to use it to facilitate answering correspondence. Matters from Headquarters A.C.C. or other Headquarters requesting replies by indorsement should be complied with in the form requested. Attached (Appendix "A") is a specimen copy of a letter including an indorsement. This form will be used whenever indorsements are directed.

n. All clerks will initial the file copy in their respective Headquarters certifying by so doing they have read and understand the provisions of this memorandum.

By order of Lt. Col. FOWMAN:

4150

DUNNE D. F. F. SE
Capt. CME
Adjutant

OFFICIAL:

Dunne D. F. F. SE
DUNNE D. F. F. SE
Capt., CME
Adjutant

DISTRIBUTION:
"A"

Administrative Memorandum No. 2, this Hq., dtd 1 Sept. 44.

APPENDIX "A"

HEADQUARTERS
Province of I, Region IX
Allied Military Government
APO 394

Ref: RIX/A/2

DDF/vfs
18 August 1944

SUBJECT: Identification of Patriots.

TO : Regional Commissioner, Region IX A.M.G., APO 394.

1.

a.

(1)

(a)

2.

JOHN D. DOKES
Lt. Col., Infantry
Provincial Commissioner

3 Incls:

- Incl. No. 1 List of Patriots
- Incl. No. 2 Report from Prov. Pub. Safety Off.
- Incl. No. 3 Report of Defascitization Committee.

RIX/A/P/1

Headquarters, Region IX AMG, APO 394.
19 Aug 44.

1st. Ld.

ACE/jc

TO: Hqs. A.C.C. (R.C. & M.G. Section), APO 394.

- 1. For your information.

For the Regional Commissioner:

DUANE D. FREESE
Capt., CMP
Adjutant

Incl.
Withdrawn 1 incl. Inc. 2

a.

(1)

(a)

2.

JOHN D. DOKES
Lt. Col., Infantry
Provincial Commissioner

ACB/jc

3 Incls:

- Incl. No. 1 List of Patriots
- Incl. No. 2 Report from Prov. Pub. Safety Off.
- Incl. No. 3 Report of Defascitization Committee.

RHX/A/P/1

Headquarters, Region IX AMG, APO 394,
19 Aug 44.

1st. Ind.

TO: Hqs. A.C.C. (R.C. & M.G. Section), APO 394.

- 1. For your information.

For the Regional Commissioner:

DUANE D. FREESE
Capt., CAP
Adjutant

Incl.

Withdrawn 1 incl. Inc. 2

Added 2 Inc.

Incl. 4 Report of Regional Pub Safety Off.

Incl. 5 Report from Regional Patriots Off.

4149

HEADQUARTERS REGION IX
ALLIED MILITARY GOVERNMENT

AGO 294

ADMINISTRATIVE MEMORANDUM

NUMBER

1)

31 August 1944

Adjutant	W. J. P.
Asst. Asst.	

DUTIES OF HQ OFFICERS

OUTSTANDING

HEADQUARTERS
8 SEP 1944
A. C. C.

1. The object of this memorandum is:
 - a. To define and co-ordinate duties of HQ officers.
 - b. To enable all officers to know which HQ officer they should approach on a particular matter.
 - c. To facilitate quick taking over of duties due to changes in appointments and assignments.

DUTIES

2. Executive Officer is the chief staff officer of the Region and will:
 - a. Ensure that the orders and policies of the Regional Commissioner are carried out.
 - b. Co-ordinate the work of Special Divisions.
 - c. Supervise internal administration of the Region.
 - d. Act as Commanding Officer of British personnel (see also C-1 and OC British Detachment).
 - e. Authorise engagement of civilian employees.
 - f. In the absence of the Regional Commissioner act as his deputy.
3. Assistant Executive Officer will assist the Executive Officer in carrying out his duties and in addition will:
 - a. Allocate office space.
 - b. Receive officials visiting headquarters.
 - c. Co-ordinate the work of Co. I, Brit. Det. and Italian Platoon. He will act through the unit commander concerned.
 - d. Be responsible for cleanliness and maintenance of HQ offices, and track area.
 - e. Supervise work of Milling, Requisitioning and Purchasing officers.
 - f. Supervise Italian workmen and office cleaners.
 - g. Be responsible for the efficient guarding of HQ.
 - h. Packing up and moving of Regional HQ.
4. Adjutant will be responsible for:
 - a. Handling all official Regional correspondence in accordance with regulations and approved policies. In cases where no policy has been established he will initiate action to secure a policy covering such cases.

1. To enable all officers to know which HQ. officer they should approach on a particular matter.
2. To facilitate quick taking over of duties due to changes in appointments and assignments.

DUTIES

2. Executive Officer is the chief staff officer of the Region and will:
- Ensure that the orders and policies of the Regional Commissioner are carried out.
 - Co-ordinate the work of Special Divisions.
 - Supervise internal administration of the Region.
 - Act as Commanding Officer of British personnel (see also G-1 and OC British Detachment).
 - Authorise engagement of civilian employees.
 - In the absence of the Regional Commissioner act as his deputy.
3. Assistant Executive Officer will assist the Executive Officer in carrying out his duties and in addition will:

- Allot office space.
- Locate officials visiting headquarters.
- Co-ordinate the work of Co. I, Brit. Det. and Italian Platoon. He will act through the unit commander concerned.
- Be responsible for cleanliness and maintenance of HQ offices, and messack area.
- Supervise work of cleaning, Requisitioning and Purchasing officers.
- Supervise Italian Armen and office cleaners.
- Be responsible for the efficient guarding of HQ.
- Packing up and moving of Regional HQ.

4. Adjutant will be responsible for:

- Handling all official Regional correspondence in accordance with regulations and approved policies. In cases where no policy has been established he will initiate action to secure a policy covering such cases.
- Authentication and distribution of all orders and instructions except those matters reserved for signature by the Regional Commissioner.
- Maintenance of the official files of the Region.
- Operation of message center.
- Operation in accordance with approved policies of activities at headquarters pertaining to:

- (1) Classification of all individuals joining the Region, their subsequent assignment, reclassification, and reassignment (coordination with British G-1, OC Brit. Det. and American Company Commander).
- (2) Procurement and replacement of personnel.
- (3) Leaves of absence and furloughs (coordination with Br. G-1 and American Company Commander).
- (4) Internal arrangement of headquarters (in conjunction with Ass't Ex. Officer).

Administrative Memorandum No. 1, par 5, + Hq., dated 31 August 1944, cont'd.

- f. Custody of the records of all personnel belonging to the Region which are not kept in some subordinate unit.
- g. Preparation and submission of reports on strength as required by Allied Control Commission Headquarters, and not submitted by unit commanders concerned.
- h. Preparation of official procedure as regards administrative matters including recommendations and similar arrangements in headquarters of subordinate units.
- i. General regulation and routine administration not specifically assigned to another staff section or unit.
- j. Fulfilling the Regional Commissioner's advice on morale.
- k. Other duties as directed by the Regional Commissioner and Executive Officer.

5. 4-1 British will under the directions of the Executive Officer, deal with the following:

a. All "A" and MS matters concerning British Officers and in particular:

- (1) Officers' records.
- (2) Officers' pay and allowances.
- (3) Casualty and other returns on British Officers.
- (4) Courts of Inquiry.
- (5) Summaries of evidence.
- (6) Audit.

- b. Monthly reports, arrears and similar matters.
- c. Defalcation: deal with all correspondence on this subject and distribute to Special Divisions. Consult with and co-ordinate action taken by them.
- d. Bribe: Duties as for Defalcation.
- e. In the absence of the Adjutant act as his deputy.
- f. Other duties as directed by Regional Commissioner and Executive Officer.

6. C. Co. I is responsible for:

- a. Administration and discipline of American personnel.
- b. Obtaining, maintaining, safeguarding and accounting for all American equipment, supplies and vehicles (including civilian vehicles requisitioned through U.S. Army channels). (See also duties of Motor Transport Officer).
- c. Issuing and distributing American rations and PX items.
- d. Pay of all American personnel.
- e. Maintenance of officers and enlisted men's 201 files.
- f. Submission of reports pertaining to American personnel.
- g. Investigation and reports of traffic accidents, personal injuries, and death.
- h. Cleanliness and maintenance of EM quarters and American store rooms.
- i. Ensure satisfactory standard of messing for EM/OR. (Coordinate with C.C. Br Det).

7. O.C. No. 9 Det. is responsible for administration of Brit. Det. and in particular:

- a. Discipline of British OR.
- b. Officers' pay and allowances.
- c. Operating the imprest account.
- d. Casualty and other returns on OR.
- e. Casualty and other returns on Italian soldiers attached to this Hq.
- f. Issuing and accounting for British stores, equipment and vehicles including items requisitioned through British Army channels.
- g. Drawing rations for British personnel.

a. 1. "A" and MS matters concerning British Officers and in particular:

- (1) Officers records.
- (2) Officers pay and allowances.
- (3) Casualty and other returns on British Officers.
- (4) Courts of Inquiry.
- (5) Summaries of evidence.
- (6) Audit.

b. Monthly reports, arrears and similar matters.
 c. Defalcation: deal with all correspondence on this subject and distribute to Special Divisions. Consult with and co-ordinate action taken by them.
 d. Reports: Duties as for Defalcation.
 e. In the absence of the Adjutant act as his deputy.
 f. Other duties as directed by Regional Commissioner and Executive Officer.

6. Co. Co. I is responsible for:

a. Administration and discipline of American personnel.
 b. Obtaining, maintaining, safeguarding and accounting for all American equipment, supplies and vehicles (including civilian vehicles requisitioned through U.S. Army channels). (See also duties of Motor Transport Officer).
 c. Issuing and distributing American rations and PX items.
 d. Pay of all American personnel.
 e. Maintenance of officers and enlisted mens 201 files.
 f. Submission of reports pertaining to American personnel.
 g. Investigation and reports of traffic accidents, personal injuries, and death.
 h. Cleanliness and maintenance of EM quarters and American store rooms.
 i. Ensure satisfactory standard of messing for EM/OR. (Coordinate with C.C. Br Det).

7. O.C. No. 9 Det. is responsible for administration of Brit. Det. and in particular:

a. Discipline of British OR.
 b. ORs pay and allowances.
 c. Operating the imprest account.
 d. Casualty and other returns on OR.
 e. Casualty and other returns on Italian soldiers attached to this Hq.
 f. Issuing and accounting for British stores, equipment and vehicles including items requisitioned through British Army channels.
 g. Drawing rations for British personnel.
 h. Mail supplies.
 i. PRU account.
 j. Maintenance of British vehicles.
 k. Traffic accident reports.
 l. Accounting for POL drawn from British sources.
 m. Cleaning and maintenance of ORs quarters and British store rooms.

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Administrative Memorandum No. 1, this Reg., dated 31 August 1944, cont'd.

8. Motor Transport Officer is responsible for:

- a. Co-ordinating the working of the British and American motor transport of the Region and detailing transport for duty as required.
- b. Under respective unit commanders be responsible for operating and maintaining all British and American vehicles including civilian requisitioned vehicles.
- c. Account to the respective unit commander for spare parts, tires, and POL supplied from Army sources.
- d. Consolidate returns on British and American vehicles as required by C-4, ACC.
- e. Ensure compliance with purely ACC instructions (e.g. use of windscreen labels) regarding both British and American vehicles.

9. Supplying Officer is responsible to Assistant Executive Officer for obtaining accommodation for Regional i.e. offices, stores and personnel. He will comply with instructions given in Region IX Administrative Memorandum No. 3, to be issued shortly.

10. Requisitioning Officer is responsible to Assistant Executive Officer for all requisitioning of civilian property and will comply with A.C.C. Establishment Memorandum No. 1.

11. Purchasing Officer is responsible to the Assistant Executive Officer for all purchases of supplies/stores and will comply with A.C.C. Establishment Memorandum No. 5 and such other instructions as may be issued by the Finance Officer.

12. APPENDICES.

Names of officers performing the above duties are at Appendix "A".

By order of Lt. Col. BOWMAN:

DUANE D. FREESE
Capt., GIP
Adjutant

OFFICIAL:

Luigi W. D. Fries
DUANE D. FREESE
Capt., GIP
Adjutant

DISTRIBUTION:

"A"

ransum No. 11.

11. Purchasing Officer is responsible to the Assistant Executive Officer for all purchases of supplies/stores and will comply with A.C.U. Establishment Memorandum No. 5 and such other instructions as may be issued by the Finance Officer.

12. APPOINTMENTS.

Names of officers performing the above duties are at Appendix "A".

By order of Lt. Col. BOWMAN:

DUANE D. FREESE
Capt., GIP
Adjutant

OFFICIAL:

Luay M. D. Freese
DUANE D. FREESE
Capt., GIP
Adjutant

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Administrative Memorandum No. 2, this Hq., dated 31 August 1944 APPENDIX "A"

Executive Officer	Lt. Col. H. H-S HARTLEY
Ass't Executive Officer	Capt. LUMMUS
Adjutant	Capt. D.D. FREESE
G-1 Unit	Capt. P.R.P. KNEEL
G.O. Co. I	Major CARILLO
G.O. Co. 9 Detachment	Lieut. E.J. RICHARDS
Mot. Transport Officer	Capt. McCULLOUGH
	Lt. Lt. GRUPPUSO
Billing Officer	Lt. Lt. RICOOMINI
Requisitioning Officer	" "
Purchasing Officer	" "

Capt. McCULLOUGH
1st. Lt. GRUPPUSO

1st. Lt. RICCUMINI

"

"

Motor Transport Officer

Billing Officer

Requisitioning Officer

Purchasing Officer

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