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HQ AC, ESTABLISHMENT MEMORANDA
MAR. - DEC. 1944; OCT. 1945 - FEB. 1946

33/CC

Office of the
Chief Commissioner

ALLIED COMMISSION

LIST OF PAPERS

File under No. 33 HQ AC ESTABLISHMENT MEMORANDA

From: 6 Mar 44
To : 20 Dec 44

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PART I

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS
1449				

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HEADQUARTERS ALLIED COMMISSION

WFO 394

ESTABLISHMENT SECTION

20 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

350

CIVILIAN PERSONNEL PROCEDURE

1. GENERAL.

a. The standard operating procedure for reception, assignment and departure of all Allied civilian personnel, reporting to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

b. The Civilian Personnel Director will be responsible to the Vice-President of the Establishment Section for the execution of this plan.

2. DEFINITIONS.

a. "Attached" will be used in relationship to all personnel who do not come under the assigning jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.

b. "Assigned" will be used whenever personnel comes under complete control of an Allied Commission official and is available for assignment in place of an officer or enlisted men & other ranks.

3. PROCEDURE.

a. Reporting.

(1) The Head of the civilian agency will give advanced warning of new arrivals and have them report immediately to the Civilian Personnel Director, (or Duty Officer after office hours), with all credentials.

(2) No responsibility or privilege shall be allowed any civilian until the registration formalities are completed.

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Chief Commissioner

a. "Attached" will be used in relationship to all personnel who do not come under the assigning jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.

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3. PROCEDURE.

a. Reporting.

(1) The Head of the civilian agency will give advanced warning of new arrivals and have them report immediately to the Civilian Personnel Director, (or Duty Officer after office hours), with all credentials.

(2) No responsibility or privilege shall be allowed any civilian until the registration formalities are completed.

b. Registration.

(1) Each Allied Civilian will present a copy of his orders and sign the appropriate Headquarters Register upon arrival and departure.

(2) All Civilians will be interviewed; a secret "Registration-card File" will be kept by the Director.

c. Classification.

(1) The Civilian Personnel Director will determine the "assigned-", "attached-", or "miscellaneous-" status and the degree of Allied Commission responsibility.

(2) If assimilated rank is not stated by the Home Office of the Parent agency, the Civilian Personnel Director will recommend the case to the Allied Commission Adjutant for an appropriate letter of identification.

d. Assignment.

(1) Initial Allied Commission Section assignments will be made by the Civilian Personnel Director.

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Estab Memo No. 35, this He, dtd 20 Dec 44 (Cont'd):

- (2) Internal assignments will be made by the Personnel Officer concerned.
- (3) All changes in assignment will be checked with the Civilian Personnel Director.

e. Coordination.

- (1) All statistical information will be coordinated by the Civilian Personnel Director, so that accurate reports can be submitted to higher Headquarters.
- (2) All mutual matters of personnel policy will be cleared with the Civilian Personnel Director.

f. Orientation.

The Director will orient the new civilian to:

- (1) The overseas environment, giving special attention to military relations, Allied Commission organization and the section of Italy to which the individual is to be sent.
- (2) Responsibilities as to; military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.
- (3) Privileges as to billeting, messing, recreational facilities, P-X, transportation, etc.

g. Administrative.

- (1) In general, administrative details will be left to the agency concerned.
- (2) The Director will keep record of medical inoculations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.
- (3) He will check identification cards and keep number of all "privilege" cards issued.

cards issued, permits and permits, a routing slip

- (1) The overseas environment, giving special attention to the section of Italy to which the individual is to be sent.
- (2) Responsibilities as to: military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.
- (3) Privileges as to billeting, messing, recreational facilities, P-X, transportation, etc.

g. Administrative.

- (1) In general, administrative details will be left to the agency concerned.
- (2) The Director will keep record of medical inoculations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.
- (3) He will check identification cards and keep number of all "privilege" cards issued.
- (4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

h. Clearance.

- (1) Orders of departure will be given to the Director for issuance to the civilian concerned. If one civilian receives the order directly from higher Headquarters, he will immediately present it to the Civilian Personnel Director.
- (2) The civilian concerned will be notified immediately and provided with a clearance-slip to be completed.
- (3) Upon proper completion and signing out on the Headquarters Register, the travel orders will be handed to the civilian.

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Etab Memo No. 35, this Hq, dtd 20 Dec 44 (Cont'd):

4. CONCLUSION:

Effective this date, the procedure designated will be followed by all concerned.

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:



C. M. PARKIN
Colonel, Infantry
Executive Officer (US)

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"A" (plus 50 copies for the Allied Civilian Personnel Director)

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F.E.A.

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HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

19 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

34)

1. Establishment Memorandum No. 22, this Headquarters, dated 27 September 1944, is hereby rescinded in its entirety, and this Memorandum substituted in lieu thereof:

2. a. The Road Division, (TRANSPORTATION SUB-COMMISSION), will assume complete responsibility for technical supervision, organization and inspection of all vehicle maintenance (both TE & WE) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves the responsible officers of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

(1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.

(2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.

(3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.

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- (1) All motor maintenance and operating personnel will be assigned to the Headquarters and to the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.
- (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
- (3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.
- (4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
- (5) The Transportation Sub-Commission will be responsible for approving garage allocation.
3. Responsibility of C-4s (See Annex A and B attached).
4. Responsibility of other elements:
 - a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with C-4 (both American and British). (See Annex A and B).
 - b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance.

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Etab Memo No. 34, this Hq. dtd 19 Dec 44 (Cont'd):

and driving, and the continuous execution of preventive maintenance. He will make frequent technical inspections of all vehicles within his Region and bring about correction of all deficiencies noted.

c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in US AR 83 and AR 35-6640 and AR 850-15 and British WD regulations. (See also paragraph 7, annex B, for list of responsible officers).

5. Accountability: (See annex C-4 A and B).

b. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.

7. THE MOVEMENTS DIVISION, (TRANSPORTATION SUB-COMMISSION), will control the movement and selection of cargo, of load-bearing vehicles.

a. Regional Transportation Officers will perform this function within the Regions under the general direction of Movements Division, Transportation Sub-Commission.

By command of Rear Admiral STONE:

NORMAN E. FISKE

Colonel

Deputy Chief of Staff

OFFICIAL:

C. M. PARKIN

Colonel, Infantry

Executive Officer (US).

DISTRIBUTION:

1/11

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

C. M. PARKIN
Colonel, Infantry
Executive Officer (US).

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ANNEX "A" to Estab Memo
No. 34, this Hq, dtd
19 Dec 44.

RESPONSIBILITIES OF G-4 (A)

1. VEHICLE RECORDS.

a. G-4 (A) is accountable for all vehicles (which include requisitioned civilian vehicles), and Motor Maintenance equipment used by Allied Commission and 2675th Regiment and all motor maintenance parts for US Army military vehicles.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.

c. A Property Book will be set up in each Region by the American Unit Transportation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

(1) The Property Book, which will be known as the "Unit Transportation Regional (or Headquarters) Property Book", will record all US Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to companies.

(2) G-4 (A) will be notified in writing of the assignment, and relief of the Transportation Officer, so that a transfer of property in the Unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.

(3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as allocated by the Transportation Sub-Commission.

(4) The procurement, issuing, reassignment, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by the Transportation Sub-Commission.

d. Reports of Survey on Certificates will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit, and forwarded to G-4 (A). Ref. IR 35-6640.

e. In case of salience through an Ordnance Report

(1) The Property Book, will record all US Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to companies.

(2) G-4 (A) will be notified in writing of the assignment, and relief of the Transportation Officer, so that a transfer of property in the Unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.

(3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as allocated by the Transportation Sub-Commission.

(4) The procurement, issuing, reassignment, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by Transportation Sub-Commission.

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d. Reports of Survey or Certificate will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit, and forwarded to G-4 (A). Ref. AR 35-6640.

e. In case of salvage through an Ordnance Depot, a true copy of the Salvage Receipt of the old vehicle, and the Tally Out on the new vehicle, will be forwarded to G-4 (A).

2. REPORTS.

a. Monthly Material Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment as of 1200 hours on the 10th of each month, so as to reach the office of G-4 (A) not later than 1200 hours on the 12th day of each month. (This deadline must be met).

3. SUPPLIES.

a. All American vehicles and motor maintenance equipment and spare parts will be drawn through G-4 (A), this Headquarters.

b. All motor maintenance parts will be drawn on an exchange basis, direct from the nearest Ordnance Depot or the parts section of G-4 (A). Requisition will be submitted to G-4 (A).

c. Unserviceable vehicles may be salvaged at any Ordnance Depot. Unserviceable American vehicles will not be turned into REME. Replacements may be drawn direct from the nearest Ordnance Depot. (See paragraph 1, Section E).

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ANNEX "B" to
Estab Memo No. 34, this
Mo, dtd 19 Dec 44.

RESPONSIBILITIES OF G-4 (B)

1. G-4 (British) will be responsible for records and major items of supply.

2. RECORDS.

a. G-4 (British) will keep all records and prepare vehicles census of all W.D. vehicles in use in the Sub-Commission.

b. Vehicle Casualties. These will be rendered by G-4 (B) for all W.D. vehicles of the Commission.

c. Vehicle locations.

(1) Distribution of all vehicles to Regions, AMG Armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4 (B). W.E. and W.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of G-4 Branch.

(2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferer and transferee will sign and exchange A.Fs. G.1033 and transferer will forward a third copy signed by both to G-4 (British).

3. SUPPLY.

a. Vehicles.

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.

(2) AMG 8th Army are authorized to replace unserviceable British vehicles by ~~144~~ vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

A/. G-4 (B) will set up an M.T. Spare Parts and Equipment Section who will have the following duties:

sent to G-4 (B). M.E. and W.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of G-4 Branch.

(2) Whenever any W.D. vehicles, whether on M.E. or not, are transferred from one part of the Commission to another, transferer and transferee will sign and exchange A.F.s. G.1033 and transferer will forward a third copy signed by both to G-4 (British).

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(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.

(2) AMG 8th Army are authorized to replace unserviceable British vehicles by ~~draw~~ ^{draw additional} vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

A/. G-4 (B) will set up an M.T. Spare Parts and Equipment Section who will have the following duties:

(1) To indent for all G.1093 M.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

(2) If any garage equipment is required, surplus to IAD scale to endeavor to obtain release on receipt of a special application from Transportation Sub-Commission.

(3) To indent for M.T. First Aid sealing for all British W.D. vehicles of the Commission and to issue such sealings to Regions etc. as Transportation Sub-Commission may request.

(4) To hold a reserve of M.T. first aid kits and to replace any items used by Regions etc., on application from the Region concerned.

(5) To be responsible for all indents for tools, spare parts and other equipment for all British W.D. vehicles of the Commission.

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ANNEX "B" to
 Etab Memo No. 34, this
 Hq, dtd 19 Dec 44. (Cont'd)

B/. (1) Regions etc. will make all demands for tools, spare parts and M.T. equipment on G-4 (B) M.T. Spare Parts and Equipment Section and will not make indents on Ordnance.

(2) This does not prevent Transport Officers from using their own initiative to obtain local assistance from salvage etc., where permitted.

(3) AMG 8th Army are authorized to continue to work through Army sources where desirable. Their vehicles are, however, being included in scalings demanded. Any indents by AMG 8th Army will be clearly marked "AMG 8th ARMY" and such expressions as "AMG" will be avoided.

4. In order to carry out the above policy, the returns set out in appendix "B" will be rendered to G-4 Branch by the parties set out in such appendix. All previous instructions as to returns to G-4 Branch are cancelled.

5. Administrative Instructions No. 3 of 18 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

Type of Return	Rendered by	Rendered to	Date
Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately).	Responsible Officers named in Paragraph 7.	G-4 (B)	21st each month.
Vehicle Casualties. Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire accident, wear & tear). No particular form is necessary but vehicle must be clearly identified. If HIR, cause must be stated and EIR	Responsible Officers named in Paragraph 7.	G-4 (B)	Within 24 hours.

5. Administrative Instructions No. 3 of 18 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

Type of Return	Rendered by	Rendered to	Date
Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately).	Responsible Officers named in Paragraph 7.	G-4 (B)	21st each month.
Vehicle Casualties. Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire accident, wear & tear). No particular form is necessary but vehicle must be clearly identified. If ELR, cause must be stated and ELR certificate forwarded as early as possible.	Responsible Officers named in Paragraph 7.	G-4 (B)	Within 24 hours.

7. Responsibility for recording and returns of all vehicles, whether WE, civilian or otherwise authorized, will be as follows:

Responsible Officer	Vehicles for which Responsible
Headquarters Commandant	1. All British MD vehicles and Requisitioned vehicles in HQ Motor Pools or assigned to any official, Sub-Commission, etc., other than Sub-Commissions, etc., of which the Director is "Responsible Officer" as set out in this Instruction. 2. Vehicles of Liaison Officers in Rome.

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ANNEX "B" to
Sstab Memo No. 34, this
H.A. dtd 19 Dec 44 (Cont'd)

Responsible Officer	Vehicles for Which Responsible
SCAO's 5th & 8th Armies	All WE, civilian supply and other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.
Regional Commissioners	1. All WE vehicles on charge to Region or Province. 2. All requisitioned cars requisitioned by or transferred to Region. 3. All civilian supply vehicles allotted to Region. 4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch. 5. <u>For maintenance only</u>, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission.
Displaced Persons and Repatriation Sub-Commission	All own vehicles except those working in army areas.

1443

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HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SUGGESTION

ESTABLISHMENT MEMORANDUM

NUMBER

33)

15 December, 1944

AMC/AC EXPENDITURE

1. Establishment Memorandum No. 5, dated 2 August, 1944, dealt specifically with the authority and responsibility of AMC/AC Officers, in the making of Local Purchases and Contracts, for the provision of furniture and equipment, and labour and materials for re-conditioning offices, messes and billets; it also imposed certain limits on the authorization of expenditures for those purposes.
2. The object of the present Establishment Memorandum is to extend similar provisions to the other classes of Expenditure which are more commonly encountered at Headquarters, and in the Regions and Provinces. These classes of Expenditure are the "Housekeeping" Expenses of the Commission, and are principally made up as follows:

- (a) Maintenance and repairs to Motor Transport.
- (b) Printing and Stationery.
- (c) Maintenance (as opposed to reconditioning and furnishing) of Billets, Offices and Office Equipment.
- (d) Other expenses of the Commission (excluding items mentioned in para 6 below).

1442. The following procedure will be adopted forthwith in the expenditure of funds, for the purposes specified above:-

- (i) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated
- (i) Headquarters, Allied Commission to the HQ Purchasing and Contracting Officer.
- (ii) Regional Headquarters, to the Sub-accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
- (iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.

Amended

see change #1

of 3 out of 4s-

(attached)

(b) Expenditure of any one item or related group of items

33

Chief Commissioner
Dec 16 1944

Expenditure are the "Housekeeping" Expenses of the Commission, and are principally made up as follows:

- (a) Maintenance and repairs to Motor Transport.
- (b) Printing and Stationery.
- (c) Maintenance (as opposed to reconditioning and furnishing) of billets, Offices and Office Equipment.
- (d) Other expenses of the Commission (excluding items mentioned in para 5 below).

1442. The following procedure will be adopted forthwith in the expenditure of A/C/AO Funds, for the purposes specified above:-

- (a) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated
 - (i) Headquarters, Allied Commission to the HQ Purchasing and Contracting Officer.
 - (ii) Regional Headquarters, to the Sub-Accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
 - (iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.
- (b) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing, for Regions by the Regional Commissioner, and at Headquarters, Allied Commission by the Headquarters Commandant.

- (c) Expenditure on any one item or related group of items amounting to over Lire 200,000 whether in the Region or at Headquarters, Allied Commission, will be approved in writing by the Chief of Staff.

(d)

Where special authorization of any expenditure is required, by reason of the provisions of paras 3 and 4 above, the necessary approval in writing will be obtained by the Officer concerned before the expenditure is incurred; that is to say, that in these cases, no Officer will commit the funds of the Allied Commission, without the prior consent of the Officers mentioned above. Furthermore, the written authority, signed by the Officer designated in paras 3 and 4 above must be given on, or attached to, the relative Payment Voucher (P/M), and it will be the duty of the Finance Sub-Commission to report to the Chief of Staff any unauthorized payments in excess of the specified limits. The practice of splitting up bills for the same item of expenditure, in order to avoid the above

Changes #1, 2 & 3 attached.

Amended

see Change #1

of 3 out of 4s

(attached)

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provisions, will in no circumstances be adopted.

5. The limits fixed in paras 3 and 4 will apply only to payments in respect of the working expenses of the Commission (other than salaries) and will not apply to such items as:

- (a) Payrolls for Wages of Civilian Employees.
 - (b) Storage, handling and shipping expenses in connection with the Import and Export of Supplies, and transport or freight charges for the movement of supplies.
 - (c) Exceptional items, e.g. Purchases of Supplies for Export, or re-sale in Italy, or expenses connected therewith.
6. The responsibility for the correctness or otherwise of all Disbursements of ANG/AC funds rests with the Sub-Accountant, i.e. the Paying Officer, and not the authorizing Officer. Most sub-accountants are experienced Finance Officers, and are aware which types of Expenditures may, or may not, be charged against ANG/AC funds. Attached hereto, at Appendix "A", is a list of the principal Heads and Sub-Heads of Disbursements in respect of ANG/AC Expenditure, which should serve as a further guide to Paying Officers. Regional Commissioners, Provincial Commissioners and other Officers authorizing and incurring expenditure should therefore rely on the judgement of the Finance Officer or other Sub-Accountant. If there is doubt concerning a particular payment, the matter must be referred to the Chief Accountant (for Headquarters payments) or to the Regional Finance Officer (for Regional payments); in the latter case the responsibility will rest with the Regional Finance Officer who should consult the Chief Accountant in doubtful cases. In no circumstances will a Sub-Accountant be pressed into making a Disbursement, against his own judgement, which he may later be called upon to refund.

By command of Rear Admiral STORE:

NORMAN E. FISKE,
Colonel,
Deputy Chief of Staff.

OFFICIAL:

C. M. Puckin

C. M. PUCKIN,
Colonel, Infantry
Executive Officer (US)

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Accountant. If there is doubt concerning a particular payment, the matter must be referred to the Chief Accountant (for headquarters payments) or to the Regional Finance Officer (for Regional payments); in the latter case the responsibility will rest with the Regional Finance Officer who should consult the Chief Accountant in doubtful cases. In no circumstances will a Sub-Accountant be pressed into making a Disbursement, against his own judgment, which he may later be called upon to refund.

By command of Rear Admiral STONE:

NORMAN E. FISKE,
Colonel,
Deputy Chief of Staff.

OFFICIAL:

C. M. Parkin

C. M. PARKIN,
Colonel, Infantry
Executive Officer (US)

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APPENDIX "A"

Heads and Sub-Heads

DISBURSEMENTS IN RESPECT OF JAG/AD EXPENDITURE:

STORAGE AND HAULING OF CONFISCATED OR CAPTURED SUPPLIES:

Salvage Expenses
Other Expenses

MOTOR TRANSPORT (All Divisions):

Hire of Vehicles
Maintenance of Vehicles

OTHER ADMINISTRATIVE EXPENSES (All Divisions):

Printing & Stationery
Maintenance of Offices & Buildings
Maintenance of Office Equipment
Messing & Out-of-pocket Expenses (Including Emoluments of Civilian Personnel)
Transport & Travelling (Civilian Personnel)
Kitchen Fees & Expenses

SPECIAL EXPENDITURE:

Purchase of Office Furniture & Equipment
Purchase of Furniture & Equipment for Billots & Messes
Reconditioning of Offices, Billots & Messes
Purchase of Cash Boxes & Safes

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

3 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

33)

CHANGE NUMBER 1

1. Establishment Memorandum Number 33, this Headquarters, dated 15 December, 1944, is hereby amended as follows:

(a) Paragraph 3, sub-paragraphs (b) and (c).

Delete existing sub-paragraphs and substitute sub-paragraphs (b), (c), and (d) as follows:

- (b) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing at Headquarters, Allied Commission, by the Headquarters Commandant."
- (c) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing for Regions by the Regional Commissioner."
- (d) "Expenditure on any one item or related group of items amounting to over Lire 50,000 at Headquarters, Allied Commission or to over Lire 200,000 for Regions, will be approved in writing by the Executive Commissioner, Headquarters, Allied Commission."

BY COMMAND OF REAR ADMIRAL STONE:

1440

G.M. PARKIN
Colonel, Infantry,
Actg Vice President.

OFFICIAL :

J. L. JONES
Colonel,
Executive Officer (B)

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HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF THE CHIEF COMMISSIONER

12 February 1946

ESTABLISHMENT MEMORANDUM)

NUMBER

33)

CHANGE NUMBER 2

Establishment Memorandum Number 33, this Headquarters, dated 15 December, 1944, is hereby amended as follows:

1. Reference para. 3(a), sub-paras. (ii), and (iii)

Delete existing sub-paras. and substitute sub-paras. (ii), (iii), and (iv) as follows:

"(ii) Liaison Groups, to the Sub-Accountant designated by the Chief Liaison Officer as HQ Disbursement Officer."

"(iii) Udine Province, to the Sub-Accountant designated by the Provincial Commissioner as Provincial HQ Disbursement Officer."

"(iv) AMG Venezia Giulia, to the Sub-Accountant designated by the SCAO as HQ Disbursement Officer."

2. Reference para. 3, sub-paras. (c) and (d), as amended by Change Number 1, dated 3 October, 1945:

Delete existing sub-paras. and substitute sub-paras. (c), (d), and (e) as follows:

"(c) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing for Liaison Groups by the Chief Liaison Officer, and for AMG Udine Province by the Provincial Commissioner."

1439

See Change 3 for authority.

[Signature]

for authority see
Change 3 →

"(d) Expenditure of any item or related group of items amounting to between Lire 10,000 and Lire 100,000 will be authorized in writing for AMG Venezia Giulia by the SCAO, and for AMG Udine Province by the Provincial Commissioner".

"(e) Expenditure of any one item or related group of items amounting to over Lire 50,000 at Headquarters, Allied Commission, for Liaison Groups, and for AMG Udine Province, or to over 100,000 Lire for AMG Venezia Giulia, will be approved in writing by the Executive Commissioner, Headquarters, Allied Commission."

BY COMMAND OF REAR ADMIRAL STONE:

C.M. PARKIN
Colonel, Inf
Executive Officer (A)

OFFICIAL:

K. Wilbe-Jones
K. WILBE-JONES
Lieut Colonel
Executive Officer (B)

Distribution:

"A"

10535
 AUG 17 1946

CC

13 August 1946.

ESTABLISHMENT MEMORANDUM
 NUMBER 35

CHANGE NUMBER 3

1. Establishment Memorandum No. 33, this Headquarters, dated 15 December, 1944 is hereby amended as follows:

Reference para 3, sub-para (c) and (d) as amended by Change Number 2 dated 12 Feb 46.

Delete from sub-para (c)
 "and for AHC Using Province by the Provincial Commissioner".

Add to sub-para (d)
 "and for AHC Using Province by the Provincial Commissioner".

BY ORDER OF FIELD AREA COMMANDER:

N. W. HIND-SMITH

Brigadier,
 Executive Commissioner.

1438

Copy to:

AHC Using
 Hq. Office (B)
 Hq. Office (A)
 APA
 CC —

W

Chief of Staff

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

8 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

32)

HEADQUARTERS STORAGE POOLS FOR VEHICLES

1. Two storage pools for vehicles (American and British) are established in the Super Garage. Vehicles issued or transferred to this Headquarters, pending re-issue to Regions, or Headquarters Transportation Operating Pool, etc., will be stored in these pools.

2. Transfer of vehicles to and from these pools will be done by G-4 (A) and (B) respectively, subject to approval of the "Deputy Chief of Staff" Establishment Section.

3. The Headquarters Transportation Officer is responsible for the maintenance and repair of all vehicles in these pools.

4. Each pool will have an entire floor of the Super Garage assigned. For security of the vehicles, gates with locks will be erected on each floor. These floors will be out of bounds to all personnel except the G-4 personnel involved. When vehicles are moved for repairs to another section of the Super Garage, it will be done under supervision of a G-4 agent.

By command of Commodore STONE:

1437

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin
C. M. PARKIN
Colonel, Infantry
Executive Officer (US)

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Less Serial 85

Headquarters
ALLIED COMMISSION
APO 394

10 November 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

30)

CIVILIAN EMPLOYEES' TRAVELLING ALLOWANCE

1. Establishment Memorandum Number 29, this headquarters, dated 2 November 1944, is hereby revoked.

2. Authority is given as from 1 November 1944, for the payment of travelling allowance to civilian employees of the Allied Commission, in respect of periods of absence from their headquarters or duty station.

3. Absence from their headquarters or duty station is defined as a period exceeding 24 hours duration, in which the civilian employee, by virtue of his or her official duties, is ordered to be temporarily away from the headquarters (Headquarters, Regional or Provincial) by which he is employed, thereby involving absence from his or her home.

4. The rate of travelling allowance will be Lire 150 per day (24 hours), and Lire 100 for an additional part of a day, exceeding 8 hours, over and above the completed 24 hour periods.

Examples:

PERIOD OF ABSENCE:

TRAVELLING ALLOWANCE:

LIRE

a. 0830 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs) 250

b. 0800 hours 1 November to 1900 hours 3 November. (48 hrs plus 2 hrs) 300

1436

5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/P35), which will also be certified by the appropriate officer. Payment will be made to Finance Officers and/or sub-accountants.

4. The rate of travelling allowance will be £100 for an additional part of a day, exceeding 8 hours, over and above the completed 24 hour periods.

Examples:

PERIOD OF ABSENCE:

- a. 0800 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs)
- b. 0800 hours 1 November to 1600 hours 3 November. (43 hrs plus 2 hrs)

RATE

250

300

- 1436

5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. Then, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/F35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (F/F3). Supplies of Claim Form, F/F35, are being distributed to all Regions, by this headquarters, and additional supplies will be furnished upon application.

7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U.S. or British civilian employees.

By command of Commandant Stone:

NOELAN E. FISKE

Colonel

Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

C. M. PARKIN

Colonel, Infantry

Executive Officer (US).

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S.O. to A/Chief Comm

NEF/NP/ja

HEADQUARTERS ALLIED COMMISSION
APO 394

2 November 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

29)

1. Effective 1 November 1944, the travel allowance for Italian civilian employees of the Allied Commission will be fixed at the rate of 150 Lire per day.
2. For such portions of a day as exceed 8 hours, the travel allowance is 100 Lire.
3. The maximum period for which the travel allowance may be claimed without special permission is 14 days.
4. When the period of absence from home or duty station involves a longer period than 14 days, special permission will be granted by the chief of section employing the civilian. Such special permission constitutes authorization of the travel allowance in excess of the aforementioned 14 day period.
5. Absence from home or duty station is defined as a period exceeding 24 hours in length in which the civilian employee, by virtue of his official duties, is ordered to be temporarily away from the headquarters by which he is permanently employed, thereby involving absence from home.

1435

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

*C. M. Parkin*C.M. PARKIN,
Colonel, Infantry,
Executive Officer (US).DISTRIBUTION:

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HEADQUARTERS ALLIED COMMISSION
APO 394

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

28)

ORGANIZATION OF 1ST TRUCK BATTALION

1. Establishment Memorandum No. 25, Hq Allied Control Commission (Establishment Section) APO 394, is hereby rescinded and the following substituted therefor:

2. Announcement is made of the organization of the 1st Truck Battalion, Allied Commission (Italian Army Personnel).

3. This Truck Battalion will consist of a Battalion Headquarters and eight (8) companies from Italian Army Personnel.

4. Its activities will be supervised by Company "T", 2675th Regiment, Allied Control Commission (Ovhd).

5. The 1st Truck Battalion, Allied Commission (Italian Army) and Company "T", 2675th Regiment, Allied Control Commission (Ovhd), is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Commission, for maintenance and operation.

6. The Battalion and Company will be placed under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovhd), for administration and supply.

1434 - By command of Commodore STONE:

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:

C. M. Parkin

C. M. PARKIN,
Colonel, Infantry,
Executive Officer (US).

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HEADQUARTERS
ALLIED COMMISSION
AFD 394

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

23)

Charge No. 1

1. Establishment Memorandum Number 23, Paragraph 13 (f), dated 28 September 1944, SUBJECT: REQUISITIONED HOTELS, is deleted and the following substituted therefor:

(f) Essential "War Damage" repairs should be carried out and paid for by the hotel management. If the management have no funds available for this purpose, bearing in mind their hotel running expenses, they must be instructed to make application to the Italian Government (Ministry of Public Works), under the provisions of RDL 26 October 1940, No. 1543. This law governs the procedure for Italian Government participation in the reconstruction of war-damaged privately-owned property. In exceptional circumstances, it may be possible to utilize the appropriate Army Engineering Services, (Royal Engineers or Corps of Engineers). In this latter case, the cost is recorded by Armies, and no further action by AC/AMG is necessary.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

1433

OFFICIAL:

C. M. Parkin
C. M. PARKIN
Colonel, Infantry,
Executive Officer (US).

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Finance Sub-Commission).

S.O. to A/Chief Comm

HEADQUARTERS
ALLIED COMMISSION
APO 394

Q

29 October 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 27)

1. The following note from the Economic Section is quoted for the information and guidance of all Regional Commissioners and AMG Armies:

"1. On 5 October the Commerce Sub-Commission and the Industry Sub-Commission made a joint request to the Economic Section that the officers of subject Sub-Commissions in the Armies and Regions be consolidated as a separate and single division. Decision has been made after conference with the Chief of Staff to the effect that such consolidation will not be made."

"2. All assignments to Armies and Regions of Industry officers and Commerce officers on the ground that they would work as a single division in the field will be changed and assignments made either to Industry or Commerce, as the case may be."

By command of Commodore STONE:

1432

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:

C.M. Parkin

C.M. PARKIN,
Colonel, Infantry,
Executive Officer (US).

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ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 394

17 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

(26)

1. In accordance with the policy recently established by higher authority, awards, medals, decorations, honors, degrees and gifts of any nature whatsoever will not be accepted by members of the Allied Control Commission from the Italian Government, local sub-divisions thereof and Italian institutions. This prohibition applies whether the persons concerned are presently members of the Commission or have severed their connection thereto.

2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commodore STONE:

Order is in effect

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

*see file 511
folio 142*

*W
3/CC*

OFFICIAL:

C. M. Parkin
C.M. PARKIN,
Colonel, Inf.,
Executive Officer (U.S.)

1431

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ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 394

17 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

25)

1. In accordance with the policy recently established by higher authority, awards, medals, decorations, honors, degrees and gifts of any nature whatsoever will not be accepted by members of the Allied Control Commission from the Italian Government, local sub-divisions thereof and Italian institutions. This prohibition applies whether the persons concerned are presently members of the Commission or have severed their connection thereto.

2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin
C. M. PARKIN,
Colonel, Inf,
Executive Officer (U.S.)

1430

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*W. F. Fiske
Capt American Acc*

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

5)

CHANGE NUMBER #1

LOCAL PURCHASES AND CONTRACTS

1. In all paragraphs, substitute "Chief of Staff" for "Executive Commissioner" where the latter appears in the memorandum.

2. In Paragraph 4d (3), - delete "Executive Commissioner" and substitute "Purchasing and Contracting Officer".

By command of Commodore STONE:

NORMAN E. FISKE,
Colonel,
Deputy Chief of Staff.

OFFICIAL:

C.M. Parkin

C.M. PARKIN,
Colonel, Inf,
Executive Officer (US)

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Exhibit enclosure

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

8 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

24) ~~Change~~ Change No. 1.

1. Paragraph 3 is amended to read as follows: "The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used in all Regions with the exception of Southern, Liguria and Piemonte Regions who will use the capital letters SR, L and P respectively in place of Roman numerals."

By command of Commodore STONE:

NORMAN E. FISKE,
Colonel,
Deputy Chief of Staff. :

OFFICIAL:

C. M. Parkin

C.M. PARKIN,
Colonel, Inf.,
Executive Officer (US)

1428

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Section)
APO 394

NEF/LTM/ja

4 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

24)

REQUISITION OF MOTOR VEHICLES

1. Authority previously delegated to Regional Commissioners to requisition motor transport in their respective region is rescinded insofar as it affects Italian Government territory and the Commune of Naples. Headquarters, Allied Control Commission and its subordinate Commissions, Branches and other Subdivisions will not requisition motor vehicles in the above territory. Under very exceptional circumstances, individual requests for authority to requisition may be submitted to this Headquarters for action. Such requests should include specific details and full justification.

2. Requisitioned cars will not be transferred from one region to another except by authority of this headquarters, which will be granted only in exceptional circumstances. Regional Commissioners will derequisition and return all vehicles not essential to operation on the reduced scale contemplated by transfer of territory to the Italian Government. (See Establishment Memorandum #21, dated 3 September 1944).

3. The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used. The number III is assigned to the Southern Region and the number XIV to Liguria Region.

By order of Captain STONE (USNR):

1427

NORMAN E. FISKE,
Colonel,
Deputy Chief of Staff.

OFFICIAL:

C. M. Parkin
C.M. PARKIN,
Colonel, Inf.,
Executive Officer.

Secretary General

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

28 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER

23)

REQUISITIONED HOTELS

GENERAL PRINCIPLES:

1. The following instructions refer to hotels requisitioned fully furnished and equipped (as distinct from hotels requisitioned for office purposes) and occupied by ACC/AMG for purposes of officers' billets and messes. Such part of ACC Administrative Order No. 2 of 27 January 1944 as referred to hotels is hereby rescinded, but such part thereof as referred to other accommodation for billets and messes, e.g. requisitioned villas and apartments, remains unaltered.

2. as set out in HQ AAI Letter 72/2/Q2 of 1 March 1944, in subsequent instructions from AAI and ACC Letter 13048/F of 22 August 1944 to P.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for EM/ORs.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to P.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments

1426

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2. As set out in Hq. AI Letter 72/2/02 of 1 March 1944, in subsequent instructions from AI and ACC Letter 13048/F of 22 August 1944 to R.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/ANG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for EM/Os.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/ANG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/ANG payments (which will also be considered as payments on account of the total indemnity) have already been issued to R.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.

4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and Hirings Officer, British Forces, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented.

5. As indicated in the following detailed instructions, there will be a military officer in charge of each hotel, who will have certain specific duties and responsibilities to undertake. Regional Commissioners and the ACC Headquarters Commandant will, if they have not already done so, arrange to have appointed an "Allied Officer in Charge" of each hotel occupied by ACC/ANG for purposes of billeting and messing.

6. The above are the general principles involved. Detailed procedure is dealt with below.

- 1 -

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Estab Memo No 23 this Hq. itd 28 Sept 44 (Cont'd)

13. The statement referred to in para. 11 above requires the approval of the allied officer in charge of the hotel. Furthermore, any payments made out of ACC/AMG funds requires the approval of the officer in charge of the hotel. The following explanations are accordingly submitted for guidance:

- (a) As regards payments made by the hotel management, the officer in charge of the hotel is required to "certify that the wages paid are correct", but as regards other expenditures his responsibility "is confined to the quality and quantity of the services received and does not include the prices". This is interpreted to mean that the officer concerned should, wherever possible, be present when employees are paid and see that they receive their money and sign the payroll, make tests from time to time to ensure that employees figures of pay payroll are on the job and verify that the basic gross rates of pay are within the limits imposed by amendment No. 5 to AFHQ Adv. Adm. Echelon Adm. Instr. No. 24 of 17 July 1944, or subsequent amendments thereto; he would not be required to check daily attendance of all employees, verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialled documents. He will then append the following signed declaration at the foot of the management's statement:

"With reference to the above statement, I certify to the best of my knowledge and belief that (a) the basic gross rates of pay for civilian employees are within the authorized limits, (b) that I have satisfied myself that employees figures on the payrolls have been paid and are "bona fide" employees of the hotel, (c) that the number of employees is not excessive, and (d) that the services and supplies included in the statement were authorized by me and that the quantity and quality thereof is fair and reasonable.

.....1944

Signature and Rank

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1944
 Signature and Rank

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1944
 Signature and Rank

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

28 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER

23)

REQUISITIONED HOTELSGENERAL PRINCIPLES:

1. The following instructions refer to hotels requisitioned fully furnished and equipped (as distinct from hotels requisitioned for office purposes) and occupied by AOC/AMG for purposes of officers' billets and messes. Such part of AOC Administrative Order No. 2 of 27 January 1944 as referred to hotels is hereby rescinded, but such part thereof as referred to other accommodation for billets and messes, e.g. requisitioned villas and apartments, remains unaltered.

2. As set out in H.Q. Letter 72/2/42 of 1 March 1944, in subsequent instructions from AAI and AOC Letter 13048/F of 22 August 1944 to R.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by AOC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for Hq/ORs.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of AOC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting AOC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to R.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.

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2. As set out in HQ AAI Letter 72/2/Q2 of 1 March 1944, in subsequent instructions from AAI and ACC Letter 13048/F of 22 August 1944 to R.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for EM/ORs.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to R.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.

4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and Hirings Officer, British Forces, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented.

5. As indicated in the following detailed instructions, there will be a military officer in charge of each hotel, who will have certain specific duties and responsibilities to undertake. Regional Commissioners and the ACC Headquarters Commandant will, if they have not already done so, arrange to have appointed an "Allied Officer in Charge" of each hotel occupied by ACC/AMG for purposes of billeting and messing.

6. The above are the general principles involved. Detailed procedure is dealt with below.

- 1 -

RESTRICTED

1426

quarters as a record of the articles requisitioned.

9. If a requisitioned hotel has more accommodation than is required by AGC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.

10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militere will advance funds to the hotel management to assure the continuity of service.

11. These advances will be made to the hotel management by the Comando Genio Militere on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments made by the management for the following items:

- (a) Wages and salaries of the civilian staff, at the authorized rates.
- (b) Replacements of crockery, cutlery, linen, glassware, etc.
- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants
- (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments
- (g) Heating expenses (including fuel for cooking)

This statement will not include any element of profit, rent or dilapidations.

12. If the hotel has sufficient working capital to meet its current expenses until the first advance can be made, all operating expenses will be paid by the hotel management. However, if the management is unable to pay the operating expenses and an advance cannot immediately be obtained from the Comando Genio Militere, then payments may be made out of AGC/AMG funds until funds are made available to the hotel management. Disbursements out of AGC/AMG funds must be supported by the vouchers prescribed by the Chief Accountant of AGC for use by Sub-accountants (see Sub-accountants Instructions Nos. 1 and 2).

RESTRICTED

Estab Memo No. 23 this HQ, dtd 28 Sept 44 (Cont'd)

DETAILED INSTRUCTIONS:

7. The actual requisitioning of hotels for AOC/AMG officers' billets and messes will be handled through the appropriate military authorities (Base Section, Town Major, etc.), who have been fully informed of the arrangements referred to in this memorandum.

8. It is essential when a hotel is requisitioned for AOC/AMG officers' billets and messes that a complete physical inventory of the furniture and equipment be taken by an AOC/AMG officer immediately the premises are occupied. This inventory must include reserve stocks of linen, china, cutlery, furniture, etc., but will not include such items as wines and spirits belonging to the hotel. This inventory, properly authenticated by AOC/AMG and countersigned by the hotel management, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional AOC/AMG Headquarters as a record of the articles requisitioned.

9. If a requisitioned hotel has more accommodation than is required by AOC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.

10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militare will advance funds to the hotel management to assure the continuity of service.

11. These advances will be made to the hotel management by the Comando Genio Militare on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments due by the management for the following items:

- (a) Wages and salaries of the civilian staff, at the authorized rates.
- (b) Replacements of crockery, cutlery, linen, glassware, etc.
- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants

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Zetab Memo No. 23 this No. dtd 28 Sept 44 (Cont'd)

DETAILED INSTRUCTIONS:

7. The actual requisitioning of hotels for ACC/AMG officers' billets and messes will be handled through the appropriate military authorities (Base Section, Town Major, etc.), who have been fully informed of the arrangements referred to in this memorandum.

8. It is essential when a hotel is requisitioned for ACC/AMG officers' billets and messes that a complete physical inventory of the furniture and equipment be taken by an ACC/AMG officer immediately the premises are occupied. This inventory must include reserve stocks of linen, china, cutlery, furniture, etc., but will not include such items as wines and spirits belonging to the hotel. This inventory, properly authenticated by ACC/AMG and countersigned by the hotel management, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional ACC/AMG Headquarters as a record of the articles requisitioned.

9. If a requisitioned hotel has more accommodation than is required by ACC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.

10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militare will advance funds to the hotel managements to assure the continuity of service.

11. These advances will be made to the hotel management by the Comando Genio Militare on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments made by the management for the following items:

- (a) Wages and salaries of the civilian staff, at the authorized rates.
- (b) Replacements of crockery, cutlery, linen, glassware, etc.
- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (c) above, but excluding the personal laundry of occupants

9. If a requisitioned hotel has more accommodation than is required by ACC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.

10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militare will advance funds to the hotel managements to assure the continuity of service.

11. These advances will be made to the hotel management by the Comando Genio Militare on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments made by the management for the following items:

- (a) Wages and salaries of the civilian staff, at the authorized rates.
- (b) Replacements of crockery, cutlery, linen, glassware, etc.
- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants
- (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance). payments
- (g) Heating expenses (including fuel for cooking)

This statement will not include any element of profit, rent or dilapidations.

12. If the hotel has sufficient working capital to meet its current expenses until the first advance can be made, all operating expenses will be paid by the hotel management. However, if the management is unable to pay the operating expenses and an advance cannot immediately be obtained from the Comando Genio Militare, then payments may be made out of ACC/AMG funds until funds are made available to the hotel management. Disbursements out of ACC/AMG funds must be supported by the vouchers prescribed by the Chief Accountant of ACC for use by Sub-accountants (see Sub-accountants Instructions Nos. 1 and 2).

Enchelon and, Insub, as well as, to check daily attendance of the clerical thereby; he would not be required to check daily attendance of the clerical employees, verify social insurance contributions other than for salaries accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialed documents. He will then sign the following signed declaration at the foot of the management's statement:

"With reference to the above statement, I certify to the best of my knowledge and belief that (a) the basic gross rates of pay for civilian employees are within the authorized limits, (b) that I have satisfied myself that employees figuring on the payrolls have been paid and are "bone fide" employees of the hotel, (c) that the number of employees is not excessive, and (d) that the services and supplies included in the statement were authorized by me and that the quantity and quality thereof is fair and reasonable.

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Signature and Rank"

(b) As regards any emergency payments made out of AOC/AMG funds, the officer in charge of the hotel must accept full responsibility as to quantities, quality, prices or rates, arithmetical accuracy of bills, etc. as prescribed in Sub-accountants Instructions Nos. 1 and 2.

(c) It is to be noted that if wages and salaries are paid out of AOC/AMG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and no benefits (e.g. family allowance) payments will be made. However, if the employees are paid by the hotel management, social insurance contributions and benefit payments will be dealt with in accordance with Italian law as modified by Proclamations, etc.

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Estab Memo No 23 this Ho, dtd 28 Sept 44 (Cont'd)

13. The statement referred to in para. 11 above requires the approval of the allied officer in charge of the hotel. Furthermore, any payments made out of ACC/AMC funds requires the approval of the officer in charge of the hotel. The following explanations are accordingly submitted for guidance:

(a) As regards payments made by the hotel management, the officer in charge of the hotel is required to "certify that the wages paid are correct", but as regards other expenditures his responsibility "is confined to the quality and quantity of the services received and does not include the prices". This is interpreted to mean that the officer concerned should, wherever possible, be present when employees are paid and see that they receive their money and sign the payroll, make tests from time to time to ensure that employees figuring on the payroll are on the job and verify that the basic gross rates of pay are within the limits imposed by Amendment No. 5 to AFHQ Adv. Adm. Echelon Adm. Instr. No. 24 of 17 July 1944, or subsequent amendments thereto; he would not be required to check daily attendance of all employees, verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialled documents. He will then append the following signed declaration at the foot of the management's statement:

"With reference to the above statement, I certify to the best of my knowledge and belief that (a) the basic gross rates of pay for civilian employees are within the authorized limits, (b) that I have satisfied myself that employees figuring on the payrolls have been paid and are "bona fide" employees of the hotel, (c) that the number of employees is not excessive, and (d) that the services and supplies included in the statement were authorized by me and that the quantity and quality thereof is fair and reasonable.

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Signature and Rank

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are within the limits imposed by Amendment No. 5 to ARHQ Adm. Echelon Adm. Instr. No. 24 of 17 July 1944, or subsequent amendments thereto; he would not be required to check daily attendance of all employees, verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialled documents. He will then append the following signed declaration at the foot of the management's statement:

"With reference to the above statement, I certify to the best of my knowledge and belief that (a) the basic gross rates of pay for civilian employees are within the authorized limits, (b) that I have satisfied myself that employees figuring on the payrolls have been paid and are "bona fide" employees of the hotel, (c) that the number of employees is not excessive, and (d) that the services and supplies included in the statement were authorized by me and that the quantity and quality thereof is fair and reasonable.

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.....
Signature and Rank"

(b)

As regards any emergency payments made out of ACC/MG funds, the officer in charge of the hotel must accept full responsibility as to quantities, quality, prices or rates, arithmetical accuracy of bills, etc. as prescribed in Sub-accountants Instructions Nos. 1 and 2.

(c)

It is to be noted that if wages and salaries are paid out of ACC/MG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and no benefits (e.g. family allowance) payments will be made. However, if the employees are paid by the hotel management, social insurance contributions and benefit payments will be dealt with in accordance with Italian law as modified by Proclamations, etc.

- 3 -

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Estab Memo No 23, this Hq, dtd 26 Sept 44 (Cont'd)

- (d) Where Allied military rations are provided, Lire 900 per month will be deducted from the wage or salary of each employee, whether payment is made out of ACC/AMG funds or by the hotel management. However, where deductions for such rations are made by the hotel management, the amount of such deductions will be paid over by the management to the nearest ACC/AMG Sub-accountant and it will be the responsibility of the officer in charge of the hotel to see that payment is duly made; this procedure has retroactive effect.
- (e) It has been intimated, that, wherever practicable, the former staffs of requisitioned hotels should be retained. However, should the existing staff to a hotel be obviously in excess of requirements, for example in the case of a hotel only partially occupied, it will be the responsibility of the officer in charge to see that an excessive number of employees is not retained on the payroll, whether payment is made out of ACC/AMG funds or by the hotel management. In these circumstances, it may not be practicable to keep the number of cooks, waiters and kitchen employees within the limits for messes set out in ACC Administrative Order No. 2 of 27 January 1944 and consequently the limits imposed by this Order are hereby relaxed in so far as messes in requisitioned hotels are concerned. Administrative Order No. 2 remains in effect so far as messes other than in requisitioned hotels are concerned.
- (f) Essential "war damage" repairs should not be paid for by the hotel management, but should be made by the appropriate military organization (e.g. Royal Engineers) or be paid for, if properly authorized (see Establishment Memorandum No. 5 of 2 August 1944), out of ACC/AMG funds.
- (g) Public services such as water, electricity, etc. will be taken care of by the Comando Genio Militare direct and consequently will not be paid either by the hotel management or out of ACC/AMG funds.
- (h) It is intended that bars should be operated as a separate unit either by the hotel management or the ACC/AMG Mess and therefore no expenses in connection therewith should be included in the monthly statement referred to in para. 11 above.

Payment is made out of ACC/AMG funds or by the hotel management. In these circumstances, it may not be practicable to keep the number of cooks, waiters and kitchen employees within the limits for messes set out in ACC Administrative Order No. 2 of 27 January 1944 and consequently the limits imposed by this Order are hereby relaxed in so far as messes in requisitioned hotels are concerned. Administrative Order No. 2 remains in effect so far as messes other than in requisitioned hotels are concerned.

- (f) Essential "war damage" repairs should not be paid for by the hotel management, but should be made by the appropriate military organization (e.g. Royal Engineers) or be paid for, if properly authorized (see Establishment Memorandum No. 5 of 2 August 1944), out of ACC/AMG funds.
- (g) Public services such as water, electricity, etc. will be taken care of by the Comando Genio Militare direct and consequently will not be paid either by the hotel management or out of ACC/AMG funds.
- (h) It is intended that bars should be operated as a separate unit either by the hotel management or the ACC/AMG Mess and therefore no expenses in connection therewith should be included in the monthly statement referred to in para. 11 above.

14. Regional Commissioners must report to the Chief Accountant at ACC Headquarters the date as from which each hotel in their region has been requisitioned for ACC/AMG officers' billets and messes and indicate whether any expenses have had or will have to be paid out of ACC/AMG funds.

DISTRIBUTION:

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(Plus 100 copies for the Accounting Sub-Section of Finance Sub-Commission)

Norman E. Fiske
 NORMAN E. FISKE,
 Colonel, Cavalry,
 For the Executive Commissioner.

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HEADQUARTERS

ALLIED CONTROL COMMISSION
(Establishments Branch)

APO 394

ESTABLISHMENT MEMORANDUM)

NUMBER

22)

27 September 1944

ESTABLISHMENT OF MAINTENANCE, ROAD DIVISION,
TRANSPORTATION SUB-COMMISSION

1. A Maintenance Section has been established under the Road Division, Transportation Sub-Commission.

2. a. The Road Division will assume complete responsibility for supervision, control, organization and inspection of all vehicle maintenance (both TE & WE) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves Regional Commissioners and Senior Officers of the responsibility of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

(1) All maintenance and operating personnel of this Headquarters and in the Regions operating or maintaining motor transport will be assigned to the Transportation Sub-Commission.

(2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

(3) The Transportation Sub-Commission will be responsible for garage allocation.

3. Responsibility of G-4 (See Annex "A" and "B" attached.)

4. Responsibility of other elements:

1424 a. Headquarters Maintenance Officer will be responsible for the carrying out of the duties detailed in paragraph 2 (a) above. It is essential that all incidents, involving accountability of property be coordinated with G-4 (both American and British). (See Annex "A" and "B".)

b. Regional Maintenance Officers (Transportation Sub-Commission Officer)

Secretary General

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b. To carry out this responsibility:

- (1) All maintenance and operating personnel of this Headquarters and in the Regions operating or maintaining motor transport will be assigned to the Transportation Sub-Commission.
- (2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
- (3) The Transportation Sub-Commission will be responsible for garage allocation.

3. Responsibility of G-4 (See Annex "A" and "B" attached.)

4. Responsibility of other elements:

a. Headquarters Maintenance Officer will be responsible for the carrying out of the duties detailed in paragraph 2 (a) above. It is essential that all incidents, involving accountability of property be coordinated with G-4 (both American and British). (See Annex "A" and "B".)

b. Regional Maintenance Officers (Transportation Sub-Commission Officer) will be directly responsible for the maintenance of all vehicles within their respective Region; the supervising and training of personnel in maintenance and driving, and the continuous execution of preventive maintenance. He will make frequent technical inspection of all vehicles within his Region and bring about correction of all deficiencies noted.

c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in U.S. AR 83 and AR 35-6640 and AR 850-15 and British W.D. Regulations.

5. Accountability (See Annex G-4 "A" and "B".)

6. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.

NORMAN E. FISKE,
Colonel,
Establishment Officer.

DISTRIBUTION:
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ANNEX "A" to
 Estab Memo No 22, 27 Sept 44.

RESPONSIBILITIES OF G-4 (A)1. Vehicle Records.

a. G-4 (A) is responsible for the accountability for all U.S. Army vehicles (which includes requisitioned civilian vehicles) and Motor Maintenance equipment used by Allied Control Commission and 2675th Regiment.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all U.S. Army vehicles, motor maintenance, and accessories now in the possession of the Transportation Sub-Commission.

c. A Property Book will be set up in each Region by the American Unit Transportation Officer in accordance with instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible and accountable for all such property within his unit.

- (1) The Property Book, which will be known as the "Unit Transportation Sub-Commission Property Book", will account for all U.S. Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to Companies.
- (2) G-4 (A) will be notified in writing of the assignment and relief of the Transportation Officer so that a transfer of property on the unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.
- (3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as directed by the Transportation Sub-Commission.
- (4) The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub-Commission. The Transportation Sub-Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to the Transportation Sub-Commission.

cular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible and accountable for all such property within his unit.

- (1) The Property Book, which will be known as the "Unit Transportation Sub-Commission Property Book", will account for all U.S. Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to Companies.
- (2) G-4 (A) will be notified in writing of the assignment and relief of the Transportation Officer so that a transfer of property on the unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.
- (3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as directed by the Transportation Sub-Commission.
- (4) The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub-Commission. The Transportation Sub-Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to the Transportation Sub-Commission.

d. Reports of Survey or certificates will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit and forwarded to G-4 (A). Ref. AR 35-6640.

e. In case of salvage through an Ordnance Depot, a true copy of the Salvage Receipt of the old vehicle, and the Tally Out on the new vehicle, will be forwarded to G-4 (A).

2. Reports.

a. Monthly Materiel Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment as of 1200 hours on the 10th of each month, so as to reach the office of G-4 (A) not later than 1200 hours on the 12th day of each month. This deadline must be met.

3. Supplies.

a. All American vehicles and motor maintenance equipment will be drawn through G-4 (A), this Headquarters.

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ANNEX "1" to
Estab Memo No 22. 27 Sept 44
(Cont'd)

b. All motor maintenance parts will be drawn on an exchange basis, direct from the nearest Ordnance Depot or the parts section of the Transportation Sub-Commission. Requisitions will be submitted to G-4 (A.).

c. Unserviceable vehicles may be salvaged at any Ordnance Depot. Unserviceable American vehicles will not be turned into REME. Replacements may be drawn direct from the nearest Ordnance Depot. (See paragraph 1, Section E.)

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ANNEX "B" to
Estab Memo No 22, 27 Sept 44.

RESPONSIBILITY OF G-4 (BRITISH)

1. G-4 (British) will be responsible for records and major items of supply.

2. Records.

a. G-4 (British) will keep all records and prepare vehicles censuses of all W.D. vehicles in use in the Sub-Commission.

b. Vehicle Casualties: These will be rendered by G-4 (B) for all W.D. vehicles of the Commission.

c. Vehicle Locations:

(1) Distribution of all vehicles to Regions, AMG Armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4. W.E. vehicles will not be moved except on the instructions of G-4 Branch.

(2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferer and transferee will sign and exchange A.F.'s G.1033 and transferer will forward a third copy signed by both to G-4 (British).

3. Supply.a. Vehicles:

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.

(2) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of

c. Vehicle locations:

- (1) Distribution of all vehicles to Regions, AMG Armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4. W.E. vehicles will not be moved except on the instructions of G-4 Branch.
- (2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transfer and transferee will sign and exchange A.F.'s G.1033 and transferer will forward a third copy signed by both to G-4 (British).

3. Supply.a. Vehicles:

- (1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.
- (2) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment:

- (1) Regions will be responsible for indenting for their own vehicle tools and spare parts.
- (2) G-4 will indent for all G.1098 M.T. Equipment and LAD equipment authorized under Special List 94/1 and will issue same when received to Transportation Sub-Commission for allotment.
- (3) G-4 will indent for M.T. First Aid Kits to scale and will issue them to Transportation Sub-Commission who will be responsible for keeping them replenished.
- (4) If any major items of garage equipment are required, surplus to LAD scale, Transportation Sub-Commission will submit a special case to G-4 Branch for supply.

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ANNEX "B" to
Estab Memo No 22, 27 Sept 44
(Cont'd)

4. In order to carry out the above policy, the returns set out in Appendix "B" will be rendered to G-4 Branch by the parties set out in such appendix. All previous instructions as to returns to G-4 Branch are cancelled.

5. Administrative Instruction No. 3 of 18 April 1944 is cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be Rendered

Type of Return	Rendered by	Rendered to	Date
Return of all vehicles in possession of or under orders that have been issued from any British source other than G-4 or Transportation Sub-Commission and present locations.	All Regions, AMG Armies, Sections, Sub-Commissions of Branches.	G-4 (B)	
Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately.)	Responsible officers named in Paragraph 7.	G-4 (B)	21st each month
Vehicle Casualties. Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire, accident, wear and tear.) No particular form is necessary but vehicle must be clearly identified. If BLR, cause must be stated	Responsible officers named in Paragraph 7.	G-4 (B)	Within 24 hours

Sub-Commissions of
Branches.

orders that have been
issued from any British
source other than G-4 or
Transportation Sub-Com-
mission and present lo-
cations.

Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately.)	Responsible officers named in Paragraph 7.	G-4 (B)	21st each month
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Vehicle Casualties. Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire, ac- cident, wear and tear.) No particular form is necessary but vehicle must be clearly identified. If BLR, cause must be stated and BLR certificate for- warded as early as possible.	Responsible officers named in Paragraph 7.	G-4 (B)	Within 24 hours
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7. With effect from 1 October 1944 responsibility for recording and
returns of all vehicles, whether WE, civilian or otherwise authorized, will
be as follows:

Responsible Officer	Vehicles for Which Responsible
Headquarters Commandant	1. All British WE vehicles and Requisition- ed vehicles in Hq Motor Pools or assigned to any official, sub-commission, etc., other than sub-commissions, etc., of which the Di- rector is "Responsible Officer" as set out in this Instruction.
	2. Vehicles of Liaison Officers in Rome.

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ANNEX "B" to
Etab Memo No 22, 27 Sept 44
(Cont'd)

Responsible Officer	Vehicles for Which Responsible
Director, Transportation	1. All WE and Requisitioned Vehicles assigned to Transportation Sub-Commission.
Sub-Commission	2. All other vehicles (civilian supply, fire, etc.) assigned to Sub-Commission, Branches, etc., at Hq ACC.
SCAO's 5th & 8th Armies	All WE, civilian Supply & other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.
Regional Commissioners	1. All WE vehicles on charge to Region or Province. 2. All requisitioned cars requisitioned by or transferred to Region. 3. All civilian supply vehicles allotted to Region. 4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch. 5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission
Displaced Persons and Repatriation Sub-Commission	All own vehicles except those working in army areas.

Regional Commissioners

1. All WE vehicles on charge of Region or Province.
2. All requisitioned cars requisitioned by or transferred to Region.
3. All civilian supply vehicles allotted to Region.
4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch.
5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission

Displaced Persons and Repatriation Sub-Commission

All own vehicles except those working in Army areas.

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Secretary General

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

14 September 1944

G4/44/A

SUBJECT: Requisitioned Civilian Vehicles.

TO : All Sub-Commissions, Sections, Divisions, Branches, this Headquarters.

1. Reference paragraph 12, Establishment Memorandum Number 21, this headquarters, dated 3 September 1944.

2. All Sub-Commissions, Sections, Divisions, Branches, etc., this headquarters, having civilian requisitioned vehicles assigned shall submit "Monthly Returns."

Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, QMC
G-4

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G-4 (A) - 15

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

3 September 1944

ESTABLISHMENT MEMORANDUM
NUMBER 21)

REQUISITIONING AND REGISTRATION CIVILIAN VEHICLES

1. The purpose of this Establishment Memorandum is to amplify and clarify certain other subjects not covered in Establishment Memorandums 12 and 14 and changes thereto.
2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memorandums referred to in paragraph one (1).
3. Return and Derequisitioning of Vehicles.
 - a. When a vehicle is returned to the owner, it will be considered derequisitioned after completion of the following:
 - (1) Two (2) copies of release certificate, attached as Appendix "A," must be signed by the owner.
 - (2) One (1) copy of release certificate, together with requisition originally issued to owner, is to be forwarded to G-4 (A), this Headquarters.
 - (3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.
4. Transfer of Vehicles between Regions.
 - a. Requisitioned civilian vehicles will not be transferred from

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without the written approval of G-4 (A), this Head-

2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memorandums referred to in paragraph one (1).
3. Return and Derequisitioning of Vehicles.
- a. When a vehicle is returned to the owner, it will be considered derequisitioned after completion of the following:
- (1) Two (2) copies of release certificate, attached as Appendix "A," must be signed by the owner.
 - (2) One (1) copy of release certificate, together with requisition originally issued to owner, is to be forwarded to G-4 (A), this Headquarters.
 - (3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.
4. Transfer of Vehicles between Regions.
- a. Requisitioned civilian vehicles will not be transferred from one Region to another without the written approval of G-4 (A), this Headquarters.
- b. Regional Commissioners desirous of transferring a vehicle from or to another Region will request same in writing to G-4 (A), stating the reasons for making such transfer. G-4 (A) will approve or disapprove and notify the Region concerned as soon as possible.
- c. If approval is granted, the Region transferring the vehicle will not reassign another vehicle the same Registration Certificate Number issued on vehicle being transferred.
- d. Records to accompany the transfer of the vehicle to the new Region will be a copy of the requisition covering the vehicle.
- e. The Region transferring the vehicle will, before release, remove the Registration Certificate, mark it "Cancelled, Transferred to Region _____," and forward cancelled Certificate to G-4 (A).

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- 1 -

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Establishment Memorandum No. 21, HQ ACC, dated 3 Sept 1944. (Cont.)

f. The Region receiving the vehicle will, immediately upon receipt of same, assign it a Registration Certificate Number and notify the former Region and G-4 (A), this Headquarters, of the net number.

g. Civilian drivers will not accompany vehicles being transferred.

5. Stolen Vehicles.

a. When a vehicle is stolen, the following will govern:

- (1) All police authorities in the Region concerned will be notified of the theft and every effort will be made to retrieve the vehicle.
- (2) A complete report in triplicate will be sent to G-4 (A), setting forth all the circumstances involving the loss of the vehicle.
- (3) No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

6. Accidents.

- a. When a vehicle is involved in an accident, an accident report shall be rendered G-4 (A), as outlined in paragraph 5a(2) above.
- b. If in the opinion of the Regional Transportation Officer a vehicle is damaged beyond economical repair, a certificate, attached as Appendix "B," will be rendered G-4 (A), together with a report, as outlined in 6a above.
- c. In accidents resulting in injury of personnel, military or otherwise, the U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

7. Scrapping of Vehicles.

- a. When in the opinion of the Regional Transportation Officer a vehicle is beyond economical repairs and parts from it can be utilized to repair other vehicles, he will submit to G-4 (A) a

(2) A complete report in triplicate will be sent to G-4 (A), setting forth all the circumstances involving the loss of the vehicle.

(3) No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

6. Accidents.

a. When a vehicle is involved in an accident, an accident report shall be rendered G-4 (A), as outlined in paragraph 5a(2) above.

b. If in the opinion of the Regional Transportation Officer a vehicle is damaged beyond economical repair, a certificate, attached as Appendix "B," will be rendered G-4 (A), together with a report, as outlined in 6a above.

c. In accidents resulting in injury of personnel, military or otherwise, the U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

7. Scrapping of Vehicles.

a. When in the opinion of the Regional Transportation Officer a vehicle is beyond economical repairs and parts from it can be utilized advantageously to repair other vehicles, he will submit to G-4 (A) a certificate attached as Appendix "B" along with the Registration Certificate for the vehicle.

b. Where parts of a vehicle which is beyond economical repair are not needed to repair other vehicles, owners of such vehicles should be notified, and, whenever possible, vehicles returned to them in accordance with paragraph 3 above.

c. No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

8. Channels of Communications.

a. Regional Commissioners will instruct Provincial Commissioners to take up any questions involving civilian requisitioned cars through the proper channels, to the Regional Transportation Officer and not directly to G-4 (A), this Headquarters.

Establishment Memorandum No. 21, Hq AGC, dated 3 Sept 1944. (Cont.)

9. Regional Transportation Officer.

a. Regional Commissioners are requested to forward to G-4 (A), this Headquarters, the full name, rank, and serial number of the Regional Transportation Officer in their respective Region, and of any newly appointed RTO's in the future.

10. Regional Requisitioning Officer.

a. Regional Requisitioning Officers are the only officers authorized in Regions to sign formal Requisition Forms. It is their responsibility to control all Requisitioning within their respective Regions.

b. If a change in Requisitioning Officers occurs, it will be reported to G-4 (A), accompanied by name, rank, and serial number and four samples of the signature of the newly appointed Requisitioning Officer.

11. Reproduction of Appendices "A" and "B" and "Forms for Requisitioning."

a. Permission is granted to the Regions to reproduce Appendices "A" and "B"; however, "Form for Requisitioning" will not be reproduced. An ample supply of standard U. S. Army Requisitioning Forms is on hand and will be dispatched to Regions promptly after receipt of request for same from Regional Requisitioning Officer.

12. Civilian Vehicles Not to Be Requisitioned.

a. For the information and guidance of all concerned vehicles belonging in the categories listed below will not be requisitioned:

Doctors.	Italian Government
Nurses.	Bankers
Food Distribution	Vatican City
Italian Army	Diplomatic Corps
Public Utilities	Italian Navy and Air Forces
State Railway	
Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizzazione.	

reported to G-4 (A), accompanied by four samples of the signature of the newly appointed Requisitioning Officer.

1412

11. Reproduction of Appendices "A" and "B" and "Forms for Requisitioning."

a. Permission is granted to the Regions to reproduce Appendices "A" and "B"; however, "Form for Requisitioning" will not be reproduced. An ample supply of standard U. S. Army Requisitioning Forms is on hand and will be dispatched to Regions promptly after receipt of request for same from Regional Requisitioning Officer.

12. Civilian Vehicles Not to Be Requisitioned.

a. For the information and guidance of all concerned vehicles belonging in the categories listed below will not be requisitioned:

- | | |
|--|-----------------------------|
| Doctors. | Italian Government |
| Nurses. | Bankers |
| Food Distribution | Vatican City |
| Italian Army | Diplomatic Corps |
| Public Utilities | Italian Navy and Air Forces |
| State Railway | |
| Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizzazione. | |

13. Monthly Returns.

a. A monthly return in duplicate as of 2400 hours on the last day of each month will be rendered G-4 (A), this Headquarters, as shown below:

ACC NO.	MAKE	ITALIAN LICENSE NO.	MOTOR NO.	CHASSIS NO.	ASSIGNED TO

b. All vehicles will be recorded regardless of having been scrapped, derequisitioned, or stolen.

c. Report to reach G-4 (A) not later than the 6th day of each month.

Establishment Memorandum No. 21, Hq ACC, dated 3 Sept 1944. (Cont.)

14. Official Use of ACC Civilian Vehicles.

- a. The use of ACC civilian requisitioned vehicles will be restricted to circulation necessary to carry out the functions of the Sub-Commission, Branch or Division in connection with their ACC activities.
- b. Civilian drivers will not be permitted to circulate in ACC vehicles after official duty hours unless on official business.

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer,
For the Executive Commissioner.

DISTRIBUTION:

Group I - Dist. "C"
Group II - Dist. "A"
Group III - Dist. "B"
G-4 (A) - 25

7843

DISTRIBUTION:

Group I -- Dist. "C"

Group II -- Dist. "A"

Group III -- Dist. "B"

G-4 (A) -- 25

APPENDIX "A" to
Establishment Memorandum
Number 21, 3 September 1944

HEADQUARTERS REGION
ALLIED CONTROL COMMISSION

Date

RECEIPT FOR CIVILIAN VEHICLE

Received from Allied Control Commission the following described vehicle:

MAKE _____	OLD AMC/ACC NO. _____
MODEL _____	NEW ACC NO. _____
CHASSIS NO. _____	LICENSE NO. _____
MOTOR NO. _____	YEAR _____

In consideration of return of above vehicle to me, I hereby release the Allied Control Commission, the United States Army, and the British Army from any claims whatsoever for use of above-mentioned vehicle in the military service.

Signature _____

Address _____

WITNESSES (Officers)

_____ Name	_____ Rank	_____ ASN
---------------	---------------	--------------

1417

_____ Name	_____ Rank	_____ ASN
---------------	---------------	--------------

NOTE: To be prepared in duplicate; original to G-4 (A) with copy of Requisition issued. Duplicate for record.

APPENDIX "B" to
Establishment Memorandum
Number 21, 3 September 1944

HEADQUARTERS REGION
ALLIED CONTROL COMMISSION

Date

C E R T I F I C A T E

I certify that the following civilian vehicle has become unserviceable while being used by the military service, that repair parts are not available, and that it has been dismantled and the serviceable parts used or placed in stock to repair other civilian vehicles being utilized for military service.

MAKE _____	LICENSE NO. _____
MODEL _____	OLD AMG/ACC NO. _____
YEAR _____	NEW ACC NO. _____
MOTOR NO. _____	REMARKS _____
CHASSIS NO. _____	_____

1416

(Name)

(Rank)

(ASN)

(Region)

(Position)

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

31 August 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

20)

- ISSUE OF SUPPLIES TO ACC/AMG FROM ARMY DEPOTS -

1. In order that proper accounting may be maintained both by the Armed Forces and by ACC it is essential that all ACC/AMG officers requisitioning or drawing stores or supplies from British or American Army depots should state clearly whether such issues are for ACC/AMG's own use and consumption (e.g. rations, Q.M. Stores for messes, offices, etc.) or whether they are for reissue to Italian civilians either direct from the Army Depot or via an ACC/AMG warehouse.

2. This information will be embodied in the requisition for example, "Required for 2675th Regiment" (this would apply to rations or other issues from American Depots for ACC/AMG's own consumption); "Required for ACC/AMG Civilian supplies Warehouse of X"; "Required for Refugee Camp of Y behalf of ACC/AMG"; "Required for ACC/AMG for civilian use."

3. All shipping tickets and issue vouchers will be receipted by the ACC/AMG officer drawing the supplies, who will retain a copy of the shipping ticket or issue voucher; in the case of supplies drawn for civilian use the ACC/AMG officer drawing them will submit his copy of the shipping ticket or issue voucher to the Regional Supply Accountant who will use it as a supporting document for his monthly stock movement reports.

4. Issues to Italian Army formations are not a concern of ACC Regional Officers. These shipping tickets will be signed for by the Italians and not by an ACC/AMG officer. Such issues are a matter only for accounting at ACC Headquarters.

1415

John J. Albright
JOHN J. ALBRIGHT
Colonel, Infantry
Establishment Officer
For the Executive Commissioner.

DISTRIBUTION:

"A"

for

1414

Copy furnished:
Col. Almonroe
agr

R E S T R I C T E D

251 27 July 1930

APR

HEADQUARTERS

ALLIED CONTROL COMMISSION

APO # 394

(Establishment Branch)

22 July 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

19)

USE OF GOVERNMENT TRANSPORTATION

1. Vehicles of ACC, whether military or civilian type, will be used only for official business. Vehicles will not be used to commute between the office and hotels or the office and billets within walking distance (1 mile).
2. Attention is invited to Part II, Par 20, Orders 15-31, Serial No. 3, 24 March 44, Hq AAI Routine Orders which states:

"1. Vehicles owned or hired by the WD will not be used to convey civilians unless: -

- (a) They are Government Officials, or
- (b) They are travelling upon official business or business directly connected with the prosecution of the War, or
- (c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below. Such passes will be signed by the OC the Unit authorizing such travel.

"PASS ENTITLING BEARER TO
TRAVEL IN WD VEHICLES"

(Identify No.) _____

(Full Name) _____

(Unit or Affiliation) _____

is hereby authorized to travel in WD
vehicles in the course of his/her

1413

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civilians unless: -

- (a) They are Government Officials, or
- (b) They are travelling upon official business or business directly connected with the prosecution of the War, or
- (c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below. Such passes will be signed by the OC the Unit authorizing such travel.

"PASS ENTITLING BEARER TO TRAVEL IN WD VEHICLES"

(Identify No.) _____
 (Full Name) _____
 (Unit or Affiliation) _____
 is hereby authorized to travel in WD vehicles in the course of his/her official duties.
 Place) _____
 (Date) _____

Commanding _____ (Rank)
 _____ (Unit)

- 3. It is forbidden to give casual lifts to civilians.
- 4. Disciplinary action will be taken against any officer or EM/OR disregarding this order."

3. Attention is also invited to Ltr. AG 510, dated 12 July, Hq. Rome Allied Area Command, which states:

"1. Permission to use government vehicles to transport civilians for organized recreation does not include individuals riding around the city of Rome independently. This practice, particularly with regard to the transportation of civilian women, has resulted in a considerable amount of unfavorable comment. Future violations will result in the impounding of the vehicle and the dismounting of all passengers, and the driver, on the spot.

- 1 -

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2. Curfew in Rome is 2300 hrs., for all troops including officers. All vehicles moving on the streets of Rome after curfew without proper authority will be impounded, and all passengers, including the driver, dismounted on the spot."

John J. Albright
 JOHN J. ALBRIGHT, Lt
 Colonel, Infantry, Lt
 Establishments Officer
 For the Executive Commission

DISTRIBUTION:
 "A"

- 2 -

RESTRICTED

NOTE.—Open by cutting the label.
Re-use by affixing fresh label.

ON HIS MAJESTY'S SERVICE

12

RECEIVED
MEDICAL DIRECTOR
G. H. Q. C. M. F.

The Chief Accountant,
Allied Supply Accounting Agency,
C. I. F.

RECEIVED
MEDICAL DIRECTOR
G. H. Q. C. M. F.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

ESTABLISHMENT MEMORANDUM)

20 July 1944

NUMBER

14)---Change No. 1.

1. In Paragraph 1 (a) (3) delete words "and Independent Sub-Commissions."
2. In Paragraphs 1 (b) (1) and 2 (a) delete words "Independent Sub-Commission."
3. In Paragraph 5 (a) delete words "Directors of Independent Sub-Commissions."

For the Executive Commissioner:

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

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HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

DIR/MORC/AMJ.

25 June 1944

GI/101/16

SUBJECT : Vehicle Markings.

TO : Distribution 'A' (less outside Units).

Reference Establishment Memorandum No. 13, and this H.Q. letters of even reference dated 9 May 1944 and 16 May 1944.

The following additional markings will be placed on British W.D. vehicles:-

In the case of vehicles with a right hand drive and not fitted with traffic indicators, the following will be painted in 2 ins lettering on the tailboard or rear of the vehicles:-

CAUTION - RIGHT HAND DRIVE - NO SIGNALS.

If, subsequently, traffic indicators are fitted to any such vehicles, the words "NO SIGNALS" will be deleted.

1410

[Handwritten signature]

[Handwritten signature]
S. W. MILLER.
Lieut. Col.
G-4.

[Vertical handwritten note: All P & C work finished]

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

URGENT AND IMPORTANT

SWA/und.

17 June 1944.

RATIONS FOR MILITARY AND CIVILIAN PERSONNEL.

The enclosed letter will be attached as a supplement to Establishment Memorandum No. 18 of 2 June 1944.

On no account will scale "A" rations be issued except in accordance with this letter; as a decision has already been received that payment will not be made for them.

Revised rationing instructions are being drawn up now and will be issued shortly. Meanwhile, the instructions in this letter will operate.

John J. Alderight
JOHN J. ALDRIGHT,
Colonel, Infantry,
Establishment Officer.
For the Executive Commissioner.

HEADQUARTERS ALLIED ARMS IN ITALY (REAR AREA BATHON), APO 400, U.S. ARMY.

TO: Chief Army Sub Commission, Allied Control Commission, APO 383, U.S. ARMY.

1. Authority is given for the issue of rations as follows. The identity is as shown in Appendix "B" basic letter.

1. War Ministry. B Scale. Rations to be issued only to bonafide members of the Armed Forces and the civil officials whose duties are executive to the extent that they may be classified as having the equivalent of officer grades, and for actual mess attendants at general messes where military rations are consumed. Military rations will not be issued for private messes, for civil officials or for officers below the grade of Brigadier General and will then be issued only for the military members of the mess. The number of rations issued to the War Ministry will not exceed 1500 without prior approval and will be reduced to conform to above instructions.

1409

Off. Pub.

for JOHN J. ALBRICHT,
Colonel, Infantry,
Establishment Officer,
For the Executive Commissioner.

HEADQUARTERS ALLIED ARMIES IN ITALY (REAR ADM EXMILON), APO 400, U.S. ARMY.

TO: Chief Army Sub Commission, Allied Control Commission, APO 683, U.S. Army.

1. Authority is given for the issue of rations as follows. The identity is as shown in Appendix "B" basic letter.

1. War Ministry. B Scale. Rations to be issued only to bonafide members of the Armed Forces and the civil officials whose duties are executive to the extent that they may be classified as having the equivalent of officer grades, and for actual mess attendants at general messes where military rations are consumed. Military rations will not be issued for private messes, for civil officials or for officers below the grade of Brigadier General and will then be issued only for the military members of the mess. The number of rations issued to the War Ministry will not exceed 1300 without prior approval and will be reduced to conform to above instructions.

2. II Reparto Autonomo Ministeriale. B Scale. Rations to be issued only to those of the Royal Household. Not to exceed 15 officers and 50 other ranks.

3. Granatieri Battalion. B Scale. Not exceed 25 officers and 250 other ranks.

4. Royal Military Academy. B Scale. Not to exceed 40 officers and 430 other ranks including cadets.

5. Royal Navy Academy. B Scale. Not to exceed 450 all ranks including officers and cadets.

6. Comando Supremo. A Scale. The authorization of the "A" is made solely because it was previously authorized by the CAO, this headquarters, prior to the setting up of the present system. The "A" scale is subject to withdrawal at any time. The total ration will not exceed 600 all ranks including officers, civil officials of officer rank and mess attendants in general messes.

7. 1st Guide Group. No rations will be issued to members of this group while so employed.

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2. Any rations which may be issued from British or United States stocks which do not in your opinion conform to the directives listed in Appendix "A" Basic letter will not be repaid without previous approval of this Headquarters.

13 June 1944.

(SGS) AL. HUBBARD,
Brigadier General, USA,
D.I.A.O.

DISTRIBUTION: "A".

Copies to : Army Sub-Commission.

D.I.A.O., A.A.R. (Could a copy of all instructions re rationing etc of Italians please be sent for attention G-4, Headquarters, Allied Control Commission).

NOTE: Basic letter and Appendices "A" and "B" referred to in above letter have not been received but applied for by this Branch.

785015

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19 JUN 1944
5220
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HEADQUARTERS

ALLIED-CONTROL COMMISSION

APO 394

(Establishment Branch)

ESTABLISHMENT MEMORANDUM)

NUMBER

18)

RATIONS FOR MILITARY
AND CIVILIAN PERSONNEL

1. The following procedures will govern the drawing of rations for military and civilian personnel from American, British, and Italian sources:

A. Rations from American or British Sources:

(1) Italian civilians employed in messes, rest camps and hotels as cooks, waiters, or attendants will draw the same rations as the military personnel in the establishment concerned.

(a) These rations are considered part of the wages of these civilian employees and no deductions from the wage scale (Appendix "A") are necessary.

(b) Civilian ration cards of these employees will be withdrawn by the Region or headquarters concerned.

B. Rations from American Sources:

(1) Military and civilian personnel of officer rank or corresponding rank may be fed in officers messes, see Circular No. 14, Section 1, MATOUSA, dated 4-2-44 (Appendix "B").

(a) On the 3rd day of each month, each mess officer will submit cash receipts and shipping tickets in compliance with Section 1, Paragraphs 5 and 7 of above circular.

(2) Units of American officers or enlisted men, will draw rations in the manner prescribed by their nearest ration dump.

(3) Present regulations contain no authority for the feeding of soldiers other than Americans with American rations. Where the feeding of soldiers other than Americans is an operational necessity, requests for authority to draw American rations will be made to R.S.O. 2675th Regt, ACC. This request will be in the form shown in Circular No. 14, Section II, Paragraph 1d, MATOUSA, 4-2-44, (Appendix "B").

(4) Excess rations will be turned in as prescribed by Circular No.

1402



- (Appendix "A") are necessary.
 (b) Civilian ration cards of these employees will be withdrawn by the Region or Headquarters concerned.

B. Rations from American Sources:

- (1) Military and civilian personnel of officer rank or corresponding rank may be fed in officers messes, see Circular No. 14, Section 1, NATOUSA, dated 4-2-44 (Appendix "B").
- (a) On the 3rd day of each month, each mess officer will submit cash receipts and shipping tickets in compliance with Section 1, Paragraphs 5 and 7 of above circular.
- (2) Units of American officers or enlisted men, will draw rations in the manner prescribed by their nearest ration dump.
- (3) Present regulations contain no authority for the feeding of soldiers other than Americans with American rations. Where the feeding of soldiers other than Americans is an operational necessity, requests for authority to draw American rations will be made to R.S.C. 2675th Regt, ACC. This request will be in the form shown in Circular No. 14, Section II, Paragraph 1d, NATOUSA, 4-2-44, (Appendix "B").
- (4) Excess rations will be turned in as prescribed by Circular No. 14, Section IV, Paragraph 14f.
- (5) It is not considered necessary for ACC units who are not operating under an alerted or travel status, to maintain the type "C" and "D" ration reserve, Section IV, Paragraph 14c.
- (6) Italian Laborers except for those in Region I may be fed one meal per shift of eight (8) hours in accordance with Circular No. 24, PBS, dated 5 February 1944 (Appendix "C").
 - (a) Paragraph 2, Appendix "C", add 1/4 lb. salt per 100 men per day.
 - (b) Deduction from pay for this meal will be in accordance with Appendix "D".
 - (c) Rations for these laborers will be requested through normal channels on daily ration request, i.e., "Rations for Laborers (Italian), one meal _____".

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Estab Memo No. 18, this Hq, dtd 2 June 44 (Cont'd)

(7) Type "C" rations in lieu of type "B" rations will be issued only on receipt of Special Orders or Travel Orders.

(a) Note: Orders must contain:

1. List of all individuals (including drivers).
2. Total number of days rations are required.

C. Rations from British Sources:

(1) Units of British officers or Other Ranks, will draw rations in the manner prescribed by their nearest D.I.D.

(2) Allied officers and soldiers other than British may be fed, and rations will be drawn for them and accounted for to the D.I.D.

(3) Officers and officials of the Italian Government may be rationed in accordance with the scale shown in Appendix "E".

(4) Italian Military, Naval, and Air Force personnel may be rationed:

(a) In areas under command of 5th and 8th Armies, the above-mentioned personnel may be rationed in accordance with scale in Appendix "E".

(b) In areas in rear of army boundaries, the above-mentioned personnel may be rationed in accordance with scale in Appendix "F".

(c) Carabinieri and Guardia Finanza are considered Military Personnel.

(5) Italian civilians employed by the Allied Forces in Army areas where the civilian ration is unobtainable, may, subject to authority of Army Commanders receive rations not to exceed scale in Appendix "E".

(6) Italian civilians performing manual labor may, on authority of Regional Commissioners, be given one meal per eight (8) hour shift, based on scale in Appendix "C".

(a) When rations are supplied in accordance with Section C, Paragraph 4, daily wages will be reduced by:

1. Seven (7) lire when dehydrated soup is given or nine (9) lire when fresh meat is given.

(b) When rations are supplied on local conditions the ration may consist of

- (3) Officers and officials of the Italian Government may be rationed in accordance with the scale shown in Appendix "E".
- (4) Italian Military, Naval, and Air Force personnel may be rationed:
- (a) In areas under command of 5th and 8th Armies, the above-mentioned personnel may be rationed in accordance with scale in Appendix "E".
 - (b) In areas in rear of army boundaries, the above-mentioned personnel may be rationed in accordance with scale in Appendix "F".
 - (c) Carabinieri and Guardia Finanza are considered Military Personnel.
- (5) Italian civilians employed by the Allied Forces in Army areas where the civilian ration is unobtainable, may, subject to authority of Army Commanders receive rations not to exceed scale in Appendix "E".
- (6) Italian civilians performing manual labor may, on authority of Regional Commissioners, be given one meal per eight (8) hour shift, based on scale in Appendix "G".
- (a) When rations are supplied in accordance with Section C, Paragraph 4, daily wages will be reduced by:
 - 1. Seven (7) lire when dehydrated soup is given or nine (9) lire when fresh meat is given.
 - (b) Dependent on local conditions the ration may consist of bread and dehydrated soup.
 - 1. The daily wage reduction for this ration is three (3) lire.
 - (c) Rations for this meal are in addition to normal civilian rations.
- (7) When a contractor is used, but the civilians working for him draw rations according to Appendix "G", the contract price will be reduced by an amount equal to total reductions in wage scales, and the contractor must reduce wages accordingly.
- (8) Rations for Paragraph C, 1, 2, 3, 4, and 5 above, will be drawn through normal supply channels. Demands will clearly state the number of Italian personnel, i.e., (Military, civilian) for whom rations are to be drawn.
- (9) There is no authority for issue of cigarettes or tobacco from Allied stocks to Italians.

RESTRICTED

RESTRICTED

Estab Memo No. 18, this Hq, dtd 2 June 44 (Cont'd)

D. Rations from Italian Sources:

(1) Italian Army units assigned or attached to this organization will draw rations from the Italian Quartermaster in areas where the Italian Q.M. is functioning. If the Italian Q.M. is not functioning in any particular area, rations for Italian Army units assigned or attached to this organization, may be drawn from American sources according to Section B, Paragraph 2 above, or from British sources according to Section C, Paragraph 2 above.

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.
For the Executive Commissioner.

DISTRIBUTION:
"A"

DISTRIBUTION:
"A"

1407 .

- 3 -

RESTRICTED

For the Executive Office of the President

RESTRICTED

APPENDIX "A"

EXTRACTED FROM "INSTRUCTIONS REGARDING THE EMPLOYMENT OF CIVILIAN LABOR", HQ A.C.M.F.
(ADMIN. ECH.) MARCH 1944.

HOTEL GRADES

(FOOD TO BE FURNISHED)
(SEE NOTE 4)

- Head Waiter
- Waiter
- Asst. Waiters
- Head Cook
- Cook
- Asst. Cook
- Dishwasher
- Housekeeper (Female)
- Chambermaid
- Porter
- Linen Keeper
- Ironing Woman
- Washer (Male)
- Washer (Female)
- Elevator Operator
- Handyman
- Skilled Labor (permanent)
- Waitresses
- Cashiers (Female)

Lire Monthly	
Min.	Max.
2500	3500
1800	2500
1200	1700
2000	3500
1800	2700
900	1200
700	1000
1500	2500
1200	1800
1500	2000
1000	1500
700	1100
1100	1600
600	900
800	1200
1000	1500
1400	2100
1300	1900
900	1500

MESSES

(FOOD TO BE FURNISHED)
(SEE NOTE 4)

- Head Cook
- Cook
- Asst. Cook
- Head Waiter
- Waiter
- Asst. Waiter
- Dishwasher
- Handyman
- Orderly (British Mess)

Min.		Max.	
1800	3500	1800	3500
1800	2700	1800	2700
900	1200	900	1200
1800	3500	1800	3500
1800	2500	1800	2500
1200	1700	1200	1700
700	1000	700	1000
1000	1500	1000	1500
1500	2100	1500	2100

not be paid to hotel, mess or restaurant employees.

1600
900
1200
1500
2100
1900
1500

Ironing Woman
Washer (Male)
Washer (Female)
Elevator Operator
Handyman
Skilled Labor (permanent)
Waitresses
Cashiers (Female)

MESSES

Min.
1800
1800
900
1800
1800
1200
700
1000
1500
Max.
3500
2700
1200
3500
2500
1700
1000
1500
2100

(FOOD TO BE FURNISHED)
(SEE NOTE 4)

Head Cook
Cook
Asst. Cook
Head Waiter
Waiter
Asst. Waiter
Dishwasher
Handyman
Orderly (British Mess)

NOTE 4. Overtime will not be paid to hotel, mess or restaurant employees.

RESTRICTED

NO RESTRICTED Equals British RESTRICTED

Appendix B

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 535

4 February 1944

CIRCULAR)
:
NUMBER 14)

MESSES AND FOODS

XXX

EXTRACT

XXX

I -- OFFICERS' MESSES

1. Government messing facilities will be made available to all officers of the United States Armed Forces in this theater. Private messing arrangements depending solely on civilian means are not permitted.
2. The following personnel are authorized to eat at officers' messes:
 - a. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army.
 - b. United States Navy, Marine Corps, Coast Guard and Public Health Service personnel corresponding in rank to those enumerated in a. above.
 - c. British personnel corresponding in rank to a and b, above, when no British mess is conveniently available. (This does not apply to British Officers on duty with Allied Force Headquarters who are covered by sub-paragraph 2d below.)
 - d. French, other United Nations and co-belligerent personnel corresponding in rank to a and b, above, when on duty at Allied Force Headquarters, or on liaison duty with United States Armed Forces.
 - e. Under exceptional circumstances enlisted personnel of United States Armed Forces may be subsisted at officers' messes but will not be required to pay for either the cost of the ration or any supplementary charge thereto.

1405

1. Government messing facilities. Private messes in the United States Armed Forces in this theater. Private messes are not permitted, depending solely on civilian means are not permitted.
2. The following personnel are authorized to eat at officers' messes:
 - a. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army.
 - b. United States Navy, Marine Corps, Coast Guard and Public Health Service personnel corresponding in rank to those enumerated in a. above.
 - c. British personnel corresponding in rank to a and b, above, when no British mess is conveniently available. (This does not apply to British Officers on duty with Allied Force Headquarters who are covered by sub-paragraph 2d below.)
 - d. French, other United Nations and co-belligerent personnel corresponding duty with Allied Force Headquarters, or on liaison duty with United States Armed Forces.
 - e. Under exceptional circumstances enlisted personnel of United States Armed Forces may be subsisted at officers' messes but will not be required to pay for either the cost of the ration or any supplementary charge thereon.
 - f. Duly accredited correspondents, photographers, entertainers, and Red Cross personnel.
 - g. Members of Congress, cabinet officers, and other high ranking government officials and their parties.
 - h. Commanding officers under whose jurisdiction the mess is being conducted may authorize civilian employees of the United States Government and of the British to eat at officers' messes when no civilian messes are conveniently available and the extension of the mess privilege is to the best interests of the United States.

-1-
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1405

Cir #14
Hq Natousa

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3. All individuals enumerated in paragraph 2, above, will be rationed at the mess to which assigned by competent authority, whenever more than one officers' mess is being operated in any one locality. Admission will be by membership card; transients will be accommodated in any mess.

4. In addition to the cost of subsistence allowance of seventy-five cents (75¢), all persons, except enlisted men, eating at Army officers' messes may be charged, not to exceed twenty-five (25¢) per day, for additional items. This sum will be paid in cash to the mess officer.

5. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army, will have deducted on their next pay voucher the sum of seventy-five cents (75¢) for each day's stay in this theater. However, upon entering or leaving this theater, when less than three meals are consumed, deductions will be made at the rate of twenty-five (25¢) cents for each meal. The rate of seventy-five cents (75¢) per day is retroactive to 1 October 1943, and necessary collections will be made for under-deduction subsequent to that date.

6. Members of the United States Navy; Marine Corps; Coast Guard, Public Health Service, correspondents, photographers, Red Cross personnel and civilians will pay the mess officer the sum of seventy-five cents (75¢) per day in cash, in addition to the amount called for under paragraph 4, above. The foregoing does not apply to Special Service entertainers and civilians whose terms of employment provide for subsistence at Government expense. The mess officer will turn in the money received for the ration to the sales officer.

7. All foreign military and naval personnel will sign a receipt for each ration received except that when a large number is being fed at one mess application may be made to this headquarters for one officer to be designated to sign for the group as a whole. All issues to foreign military and naval personnel will be recaptured by the mess officer by means of shipping tickets in quintuplicate.

Separate shipping tickets will be used for each nationality, and will show in all cases the names, rank, and organization of the officers and/or enlisted men to whom rations were furnished. The shipping tickets will be signed by proper authority, and will be forwarded in quadruplicate to the appropriate base section or Air Force commander for inclusion in Lend-Lease Report, or special report for co-belligerent accounting.

8. Mess officers will be held strictly responsible for instituting an accurate check or control system for determining the actual count of individual fed at each

rate of seventy-five cents (75¢) per day is retroactive to 1 October 1943, and necessary collections will be made for under-deduction subsequent to that date.

6. Members of the United States Navy; Marine Corps; Coast Guard, Public Health Service, correspondents, photographers, Red Cross personnel and civilians will pay the mess officer the sum of seventy-five cents (75¢) per day in cash, in addition to the amount called for under paragraph 4, above. The foregoing does not apply to Special Service entertainers and civilians whose terms of employment provide for subsistence at Government expense. The mess officer will turn in the money received for the ration to the sales officer.

7. All foreign military and naval personnel will sign a receipt for each ration received except that when a large number is being fed at one mess application may be made to this headquarters for one officer to be designated to sign for the group, as a whole. All issues to foreign military and naval personnel will be recaptured by the mess officer by means of shipping tickets in quintuplicate. Separate shipping tickets will be used for each nationality, and will show in all cases the names, rank, and organization of the officers and/or enlisted men to whom rations were furnished. The shipping tickets will be signed by proper authority, and will be forwarded in quadruplicate to the appropriate base section or Air Force commander for inclusion in Lend-Lease Report, or special report for co-belligerent accounting.

8. Mess officers will be held strictly responsible for instituting an accurate check or control system for determining the actual count of individual fed at each meal. The control system will be of such a nature that it will exclude unauthorized individuals from the mess and insure compliance with instructions in this circular concerning procedure for obtaining reimbursement for rations furnished to foreign personnel.

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Cir #14
Hq Natoussa

9. Civilian cooks, waiters, and mess attendants employed in messes run by the United States Army are authorized rations as part of their compensation. Requisitions and supporting papers covering these rations will cite this circular and War Department Circular Number 21, 15 January 1943, as authority for issue, and such vouchers will be accepted by inspecting officers as sufficient support of entries on stock record accounts.

II -- ISSUE OF SUBSISTENCE FROM UNITED STATES ARMY STOCKS

11. The following instructions pertaining to the issue, sale or transfer by Lend-Lease agreements of subsistence from United States Army stocks are announced for the information and guidance of all concerned.

a. Organizations, agencies, and individuals other than United States Army personnel and prisoners of war in the custody of United States Forces, which may be furnished subsistence from United States Army stocks are listed below:

- (1) United States Navy and Marine Corps -- In accordance with letter this headquarters, subject: "Subsistence for United States Navy," dated 1 October 1943, file AG 430/178 QM-O.
- (2) United States War Shipping Administration, including shore installations; this to include all United States War Shipping Administration ships and those under United States Army Charter -- In accordance with letter this headquarters, subject: "Subsistence for WSA Ships", dated 7 October 1943, file AG 331.3/092 QM-O.
- (3) American Red Cross -- In accordance with letter this headquarters subject: "Subsistence for the American Red Cross", dated 21 September 1943, file AG 430/041 C/S-O and such revisions thereto as may be subsequently authorized, based on varying troop strength in the areas served.
- (4) Civilians -- Certain United States citizens may be furnished subsistence in accordance with the provisions of AR 30-2290, dated 10 August 1938, as amended by Change Number 1 of 15 December 1939, and AR 210-60 dated 11 November 1929, War Department Memorandum W-35-20-43, dated 7 September 1943, and as indicated in Section I, above.

1404

Attendants guarding prisoners of war in transit --
American Rations

dated 1 October 1943, file AR 430/041 C/S-O.

- 1404
- (2) United States War Shipping Administration, including shore installations; this to include all United States War Shipping Administration ships and those under United States Army Charter Administration with letter this headquarters, subject: "Subsistence for WSA Ships", dated 7 October 1943, file AG 331.3/092 QM-O.
 - (3) American Red Cross -- In accordance with letter this headquarters subject: "Subsistence for the American Red Cross", dated 21 September 1943, file AG 430/041 C/S-O and such revisions thereto as may be subsequently authorized, based on varying troop strength in the areas served.
 - (4) Civilians -- Certain United States citizens may be furnished subsistence in accordance with the provisions of AR 30-2290, dated 10 August 1938, as amended by Change Number 1 of 15 December 1939, and AR 210-60 dated 11 November 1929, War Department Memorandum W-35-20-43, dated 7 September 1943, and as indicated in Section I, above.
 - (5) French Army detachments guarding prisoners of war in transit -- See letter this headquarters, subject: "Issue of American Rations to French Escort Guards", dated 17 April 1943, file AG 400/017 DTC-M.
- b. Allied and co-belligerent personnel as indicated in Section I, above.
 - c. Expeditionary forces of allied and co-belligerent powers in accordance with instructions as have been, or may be, issued by this headquarters.

-3-

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Cir #14
Hq Natouse

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d. Request for issue of subsistence to organizations, agencies, or individuals, or the use of United States Army subsistence in the operation of messes other than those specified in a, b and c, above, except where such issues are operationally necessary in the combat zones, will be referred to this headquarters for approval. When referring such request the following information will be furnished:

(1) Military Units.

- (a) Name and designation of unit or units concerned.
 - (b) Strength of unit or units concerned, officers and men.
 - (c) Location of unit or units concerned.
 - (d) Estimated time rations will be required.
 - (e) Reason for requesting rations from United States Army sources.
- (2) Civilian, other than United States citizens including casual labor, both skilled and unskilled.
- (a) Place of employment.
 - (b) Number of individuals involved.
 - (c) Nature of work performed.
 - (d) Estimated time rations will be required.
 - (e) Reasons for requiring rations from United States Army stocks. Include statement as to why individuals cannot be subsisted from other sources.

e. Request for issues of subsistence to ships not under United States Army Charter. - All ships, exclusive of the United States Navy, Coast Guard, War Shipping Administration ships and ships under charter to the War Shipping Administration, will be provisioned from sources other than United States Army stocks, the only exceptions being:

- (1) Those ships of other nationality that are on shuttle service

(2) labor, both skilled and unskilled.

- (a) Place of employment.
- (b) Number of individuals involved.
- (c) Nature of work performed.
- (d) Estimated time rations will be required.
- (e) Reasons for requiring rations from United States Army stocks. Include statement as to why individuals cannot be subsisted from other sources.

e. Request for issues of subsistence to ships not under United States Army Charter. - All ships, exclusive of the United States Navy, Coast Guard, War Shipping Administration ships and ships under charter to the War Shipping Administration, will be provisioned from sources other than United States Army stocks, the only exceptions being:

- (1) Those ships of other nationality that are on shuttle service between two American operated ports and engaged in transportation American supplies and/or troops may be furnished essential subsistence supplies only while on such duty.
- (2) Any ship not covered above required emergency rations while in an American operated port will be furnished only sufficient rations to enable it to reach the nearest port of its own nationality.

-4-

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Cir #14
Hq Natoua

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- (3) All request for issue of subsistence to ships not covered by the above will be reported to this headquarters for instructions.

XXX

XXX

XXX

IV -- FOOD

14. e. Prescribed reserves.

- (1) The following maximum reserves will not be exceeded, except for units operating under an alerted or travel status or for units operating under special instructions issued by this headquarters.

- (a) *Type B ration 1-2/3 days in unit
- (b) Type C ration 1 day in unit) 2 days
1 day on man)
- (c) Type D ration 1 day in unit

* If type B rations are received from depot or railroad in cycles of more than one day, the rations on hand in such units at any one time may be in excess of 1-2/3 days in proportions with the prescribed cycle.

- (2) The type C and Type D rations on hand, on man or in unit, will not be consumed except on specific order of unit commander. Written explanation of necessity for consumption of unit or man reserves of type C or D rations will be maintained in files of unit. Base Section commanders will require certification signed by a commissioned officer outlining necessity for replacement of unit or man reserve of type C or D ration before making such replacement.

f. Turning in of Excess Subsistence Stocks.

- (1) A commissioned officer of each messing organization will make a physical inventory of subsistence stores on hand in organization twice each month. Quantities on hand of any item in excess of reserve prescribed above will be reported to the Base Section submitting ration strength returns to the

(b) Type C ration 1 day in unit) 2 days
1 day on man)

(c) Type D ration 1 day in unit

* If type B rations are received from depot or railroad in cycles of more than one day, the rations on hand in such units at any one time may be in excess of 1-2/3 days in proportions with the prescribed cycle.

(2) The type C and Type D rations on hand, on man or in unit, will not be consumed except on specific order of unit commander. Written explanation of necessity for consumption of unit or man reserves of type C or D rations will be maintained in files of unit. Base Section commanders will require certification signed by a commissioned officer outlining necessity for replacement of unit or man reserve of type C or D ration before making such replacement.

f. Turning in of Excess Subsistence Stocks.

(1) A commissioned officer of each messing organization will make a physical inventory of subsistence stores on hand in organization twice each month. Quantities on hand of any item in excess of reserve prescribed above will be reported to the headquarters responsible for submitting ration strength returns to the Quartermaster depot or railroad from which rations are drawn. Such headquarters will be responsible for collecting this excess, listing the items and quantity thereof to be "turned in" on a "tally out" form in duplicate and, using unit motor transportation to be used in drawing rations, to effect return of excess stocks to issuing depot or railroad. One copy of "tally out" signed by depot or railroad representative acknowledging receipt will be retained in files of organizations. The other copy will be retained in depot or railroad files. Units turning in excess subsistence items are not authorized to draw other subsistence items in lieu thereof.

Cir #14
Hq Natoussa

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(2) All excess subsistence items returned to Quartermaster at depot or railhead must be in original or similar case or unit package lots and in a condition fit for reissue. Proper enforcement directives will be issued to insure not breaking original case or unit packages in unit messes until necessity therefor exists.

XXX

XXX

XXX

By command of Lieutenant General DEVERS:

OFFICIAL:

[Signature] /s/ H. V. Roberts
/t/ H. V. ROBERTS,
Colonel, AGC,
Adjutant General.

DAVID G. BARR,
Brigadier General, GSC,
Chief of Staff.

Reproduced by HQ ACC, dated 2 June 1944 *[Signature]*.

OFFICIAL:

/s/ H. V. Roberts
/t/ H. V. ROBERTS,
Colonel, AGC,
Adjutant General.

Reproduced by HQ ACC, dated 2 June 1944 211.

-6-

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APPENDIX "C"

HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

5 February 1944.

RESTRICTED

CIRCULAR)
:)
NUMBER 24)

FEEDING OF LABORERS

1. Section II, Circular No. 35, this Headquarters, 18 December 1943, is rescinded and the following substituted therefor effective 10 February 1944.
2. All civilian laborers employed by this Base Section and XII AFSC units, located in the Peninsular Base Section Area, will be served a mid-shift meal, beginning 10 February 1944, consisting of the following:
 - 1/3 pound of bread
 - 6 ounces of fresh vegetables
 - Dehydrated soup on the basis of 5 pounds to each 100 men per serving
3. The above will be drawn from the Quartermaster in the same manner as rations, the number of civilian laborers being shown on daily telegram separately.
4. The Quartermaster will purchase the vegetables and bake the bread. The flour will be from stock on hand to be replaced by Allied Control Commission on monthly requisition showing amounts expended. Other ingredients for making of bread will be from Quartermaster stock to be replaced by Allied Control Commission at such time sufficient is on hand.
5. The soup and vegetables will be served hot, and the preparation thereof, including distribution of bread in the stated quantity, will be the responsibility of the employing unit. Employees will be required to furnish their own containers and will consume the food at the site of employment. Care will be taken to avoid waste or serving an amount in excess of that authorized.

6. A charge of \$.07 per serving will be made. The manner of collection will be published in Change No. 5 to Procurement Regulations No. 1, this Headquarters.
7. The Chief of each employing section or service will be responsible for the operation of the plan within his section or service. (AG 230 BPBPA)

By command of Brigadier General PENCE:

1402

FRANCIS H. OXX
Colonel, G.S.C.

3. The above will be drawn from the Quartermaster in the same manner as rations, the number of civilian laborers being shown on daily telegram separately.

4. The Quartermaster will purchase the vegetables and bake the bread. The flour will be from stock on hand to be replaced by Allied Control Commission on monthly requisition showing amounts expended. Other ingredients for making of bread will be from Quartermaster stock to be replaced by Allied Control Commission at such time sufficient is on hand.

5. The soup and vegetables will be served hot, and the preparation thereof, including distribution of bread in the stated quantity, will be the responsibility of the employing unit. Employees will be required to furnish their own containers and will consume the food at the site of employment. Care will be taken to avoid waste or serving an amount in excess of that authorized.

6. A charge of \$.07 per serving will be made. The manner of collection will be published in Change No. 5 to Procurement Regulations No. 1, this Headquarters.

7. The Chief of each employing section or service will be responsible for the operation of the plan within his section or service. (AG 230 RFBPA)

1402

By command of Brigadier General FENCE:

OFFICIAL:

/s/ L. F. Nickel
/t/ L. F. NICKEL

Lt. Col., A.G.D.
Adjutant General

FRANCIS H. OXX
Colonel, G.S.C.
Chief of Staff

DISTRIBUTION:
"A" "E" & "F"

Reproduced by Hq ACG, 2 June 44

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Appendix D

RESTRICTEDHEADQUARTERS
PENINSULAR BASE SECTION
APO 782

7 February 1944

Change No. 5)
to Procurement Regulations)
Number 1)

1. Note 3, of Exhibit "B", published in Change No. 4 to Procurement Regulations No. 1, this Headquarters, dated 26 Jan 44, is amended to read as follows, effective 10 February 1944:

Note 3. Food furnished civilian laborers under the provision of Circular No. 24, P.B.S., 5 February 1944 will be charged for at the rate of \$.07 per serving. Each payroll will carry a heading stating that value of food furnished is shown opposite the name of worker and that value has been dropped from balance due. Payrolls will be prepared to show the value of food furnished each worker by showing opposite his name the letter "F" followed by the total value. For example, for a laborer having been served food five days there will be shown: F-35¢. Preparation of payrolls will be as in the past except that the food deduction without showing in a column, will be dropped from the balance due.

Computation of amounts due a civilian employee will be carried to one decimal point only and the employee paid to nearest lire. Five-tenths will be considered one lire in favor of the employee.

Contractors employed directly by any service or section will be required to deduct the \$.07 from the pay of each laborer. The contractor will be required to decrease amounts invoiced by value of food furnished by Government for serving to contractor's employees.
(AG 400.12EPBPA)

By command of Brigadier General PENCE:

FRANCIS H. OXX,
Colonel, G. S. C.
Chief of Staff

[Signature]

/s/ L. F. Nickel

dropped from balance due. By showing opposite his name the letter "F" food furnished each worker by showing opposite his name the letter "F" followed by the total value. For example, for a laborer having been served food five days there will be shown: F-354. Preparation of payrolls will be as in the past except that the food deduction without showing in a column, will be dropped from the balance due.

Computation of amounts due a civilian employee will be carried to one decimal point only and the employee paid to nearest lire. Five-tenths will be considered one lire in favor of the employee.

Contractors employed directly by any service or section will be required to deduct the \$0.07 from the pay of each laborer. The contractor will be required to decrease amounts invoiced by value of food furnished by Government for serving to contractor's employees.
(AG 400.12PEPA)

By command of Brigadier General PENCE:

~~Initial:~~

/s/ L. F. Nickel
/t/ L. F. NICKEL
Lt. Col. A.G.D.
Adjutant General

FRANCIS H. OXX,
Colonel, G. S. C.
Chief of Staff

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APPENDIX "E"

COMBAT RATION SCALE FOR ITALIAN ARMED FORCES

<u>ITEM</u>	<u>UNIT</u>	<u>COMBAT RATION</u>
Flour	oz	18 x
Pulses	"	1 1/2
Canned Meat		
OR		
Preserved Fish		
Cheese	"	4
Sugar	"	1
Macaroni	"	1
Rice	"	3
Beans, dried	"	2
Tomato Catsup or paste	"	2
Coffee	"	1 1/2
Pepper	"	1 1/2
Onions	"	1/200
Matches (weekly issue)	Box OR box	2 2 1

x Bread or biscuits to scale may be substituted as necessary.

Additional to be procured, stocked and furnished by Italian Military:

<u>ITEM</u>	<u>UNIT</u>	<u>COMBAT RATION</u>
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	Litre	1 1/2
Nuts	oz	1
Salt	"	1 1/2

Yeast and other bread making ingredients as required. Where it is impracticable to supply the above items from Italian sources to Italian troops forward of Army boundaries, substitutions from Allied stocks of suitable equivalents except dried fruit, are authorized.

Onions
Matches (weekly issue)

2
1

Book OR
box

x Bread or biscuits to scale may be substituted as necessary.

Additional to be procured, stocked and furnished by Italian Military:

COMBAT RATION

<u>ITEM</u>	<u>UNIT</u>	<u>COMBAT RATION</u>
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	Litre	$\frac{1}{2}$
Nuts	oz	1
Salt	"	$\frac{1}{2}$

Yeast and other bread making ingredients as required. Where it is impracticable to supply the above items from Italian sources to Italian troops forward of Army boundaries, substitutions from Allied stocks of suitable equivalents except bread fruit, are authorized.

1400

RESTRICTED

RESTRICTED

BASIC RATION SCALE FOR ITALIAN ARMED FORCES

ITEM	UNIT	BASIC RATION
Whole wheat OR flour		16
Pulses	oz	12
Canned Meat	"	2
Preserved Fish	"	2
Sugar	"	4
Coffee	"	$\frac{1}{2}$
Pepper	"	$\frac{1}{2}$
		1/200

x May be increased to 4 ozs when engaged in heavy manual labor.

Additional to be procured, stocked and furnished by Italian Military:

ITEM	UNIT	BASIC RATION
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	litre	$\frac{1}{2}$
Nuts	oz	1
Salt	"	$\frac{1}{2}$

Yeast and other bread making ingredients as required.

APPENDIX "G"

SUPPLY OF FOOD TO ITALIAN CIVILIANS

SCALE OF ISSUE

The following items may be provided from Service stocks (subject to replacement...)

QUANTITY PER PERSON PER DAY

1399

ITEM

Fruit
 Fresh Vegetables
 Olive Oil
 Wine
 Nuts
 Salt

oz
 "
 "
 Litre
 oz
 "

Yeast and other bread making ingredients as required.

APPENDIX "G"SUPPLY OF FOOD TO ITALIAN CIVILIANSSCALE OF ISSUE

The following items may be provided from Service stocks (subject to replacement...)
 through regular channels.

1399 ITEM

QUANTITY PER PERSON PER DAY

Flour

OR

bread

Fresh vegetables

Fresh Meat

OR

Dehydrated Soup

$\frac{1}{4}$ lb

OR

$\frac{1}{3}$ lb

6 ozs

1 oz

OR

$\frac{4}{5}$ oz

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

REAR TQ. A.C.C.

1 June 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

17)

RESPONSIBILITIES OF SENIOR OFFICERS

1. The senior American officer in each Region (Regional Commissioner or Executive), is responsible that U.S. property and supplies issued to the Company Commander, 2675th Regiment, of that Region, is properly safeguarded, maintained and accounted for. He is further responsible that all personnel records and reports are promptly submitted by the Company Commander as laid down in U.S. Army Regulations and War Department directives.

2. The Commanding Officer, 2675th Regiment, is authorized to correspond directly with the senior U.S. officer in the Region or Sub-Commission, on administrative matters in reference to U.S. personnel, equipment and supplies, and in turn, the senior U.S. officer may correspond directly with the Regimental Commander.

3. The senior British officer is similarly responsible for British personnel, supplies and equipment, and that the proper records are kept and returns forwarded.

JOHN J. ALRIGHT,
Colonel, Inf.,
Estab. Officer

For the Executive Commissioner

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... "A" less 68, 69, 74, 79, 80

file/7000

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

25 May 1944

GH/41/A

SUBJECT: Registration and Use of Civilian Type Motor Vehicles for
ACC Purposes.

TO: See Distribution.

1. It has come to the attention of this headquarters that many Requisitioned Civilian Vehicles in use by Regions and Sub-Commissions of ACC still do not bear the proper ACC identification marks, nor do they display approved Certificates of Registration.

2. Attention is invited to Establishment Memorandum Number 12, this headquarters, dated 21 April 1944.

3. The following paragraphs are quoted for information and guidance of all concerned;

* * * * *

"3. RC & MB Section will furnish Regional Commissioners and SCAO's with the approved Certificates of Registration which will be serially numbered, and will be affixed to the windshield of the vehicle in such a way as to be plainly visible to a person standing in front of the vehicle. All certificates will be accounted for.

"4. The identification marks referred to in paragraph 1(d) will consist of the green and white rectangle of ACC on both sides and on the rear of each vehicle, with the Registration number immediately below it. The registration number will be that shown on the Certificate of Registration. Size of rectangle to be 6" x 9", with letters and numerals within the rectangle to be 2" high. Numerals of registration numbers to be 3" high. All redundant marks will be obliterated except official W.D. numbers. All markings will be so placed as to be plainly visible.

* * * * *

"7. Petroleum products, tires, services of any kind, will not be furnished in respect of a civilian type vehicle which does not bear ACC identification marks and a current Certificate of Registration.

file/gov

FILE WITH ESTAB. MEMO #12

1397

G4/41/A

25 MAY 1944 - contd

"11. No markings other than those described above and official W.D. numbers, will appear on the vehicle. Under no circumstances will the letters ACC or AM appear, other than the ACC within the green and white rectangle."

4. Military Police have been notified of proper markings and display of permits on ACC vehicles. They will impound all civilian type vehicles not bearing authorized ACC markings or authorized permits for operation.

Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, QMC
G-4

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80



Deputy Secretary General
Scopies

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

24 May 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

16)

TELEPHONE SECURITY

1. It is absolutely necessary that strict security measures be observed in using the telephone, since practically all telephones are linked with civilian exchanges. The following rules will be observed when using the telephone:

- a. Secret matters should never be discussed over the telephone.
- b. Confidential matters should be discussed by reference to file numbers and dates in such a manner as to guard the content.
- c. Care must be exercised in order to avoid indentifying names of telephone exchanges with locations of headquarters or Army units, i.e., if a person wishes to telephone to an Army headquarters or unit, he should ask for the exchange concerned (Fatima, Broadway), and never mention place names.

2. It is directed that all officers and men be notified of these rules.

1396

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Inf.,
Estab. Officer.
For the Executive Commissioner

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

17 MAY 1944

15 May 1944.

ESTABLISHMENT MEMORANDUM

NUMBER 15)

LABOR CLASSIFICATIONS "A" & "B"

1. The following labor classifications are published for the information and guidance of all concerned. They are now in effect and full advantage should be taken of their provisions. Attention is directed to the fact that maximum should be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification "A":

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional - English Speaking).

ARMED FORCE WAGE SCALE: L 4,000-9,600 per month (Divide by 26 for daily rate)
Auth: AFHQ Adv. Adm. Ech. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

- (a) As a legal advisor to the Court concerning pertinent Italian law;
- (b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in
 - (i) Accurately and rapidly interpreting technical legal argument;
 - (ii) Being familiar with rules of evidence and court procedure;
 - (iii) Having an extensive knowledge of Italian idioms and customs;
 - (iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal doc-

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional-English Speaking).

ARMED FORCE WAGE SCALE: L 4, 000-9, 600 per month (Divide by 26 for daily rate).
Auth: AFHQ Adv. Adm. Ech. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

- (a) As a legal advisor to the Court concerning pertinent Italian law;
- (b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in:
 - (i) Accurately and rapidly interpreting technical legal arguments;
 - (ii) Being familiar with rules of evidence and court procedure;
 - (iii) Having an extensive knowledge of Italian idioms and customs;
 - (iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

1395

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position the applicant must be a graduate of a recognized university, in law or in some other closely related subject such as economics, sociology, anthropology, history, literature, political science, etc., or any other combination of such professional study.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed three years of full or part time work in interpreting or translating work in law or allied professional fields. This experience requirement may be met if the applicant can produce evidence that a major portion of his academic studies involved the

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Establishment Memorandum No. 15, Hq. AOC, dated 15 May 44 (cont'd)

continued and successful use of Italian and English languages, including extensive interpreting from Italian to English, or English to Italian.

SPECIAL PROVISIONS:

A. All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.

B. All persons whom it is proposed to employ at L 6,000 or above shall be given such salary only after three months of demonstrated successful employment, certified by the court and approved by the Executive Officer of the A.C.C. or his designated representative at Headquarters.

3. Labor Classification "B":

POSITION TITLE: Specialized Court Interpreter (Professional - English Speaking).

ARMED FORCE WAGE SCALE:

L 4,000 - L 6,000 per month. (The top limit for this grade is imposed by L.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.A.I., and as published in AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

DUTY DESCRIPTION:

Under the direct supervision of the Court; to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training

ARMED FORCE WAGE SCALE:

(The top limit for this grade is imposed by A.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.A.I., and as published in AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

DUTY DESCRIPTION:

Under the direct supervision of the Court; to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training in some special subject (law, medicine, engineering). Ability to speak fluently and idiomatically in both languages.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed one year of full or part time work in interpreting or translating technical subject matter involving the use of an extensive dual vocabulary.

SPECIAL PROVISIONS:

All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.

For the Executive Commissioner:

RECEIVED
27 MAY 1944

DISTRIBUTION:
"1" less 68, 69, 74, 79, 80

DSG ACC

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

Deputy Secretary Gen.
3894

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

2 MAY 1944

1 May 1944

ESTABLISHMENT MEMORANDUM

NUMBER

14)

REQUISITIONING PROCEDURE

1. a. The following will govern all requisitioning of vehicles and supplies by ACC/AMG, effective this date:

- (1) Only such civilian motor vehicles, supplies, and equipment as are essential will be requisitioned.
- (2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full, G-4 will then issue instructions for their disposal.
- (3) Headquarters ACC, Regions, and ~~Independent Sub-Commissions~~ will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.

b.

- (1) Each Region, ~~Independent Sub-Commission~~, and Headquarters ACC will appoint one British and one American officer as Requisitioning Officer. AMG 5 Army will appoint an American officer and AMG 8 Army, a British officer. Their names will be submitted to G-4 this Headquarters, together with four specimens of their signatures. G-4 this Headquarters will be notified upon any change of Requisitioning Officer, and new signatures submitted.
- (2) All requisitioning will be accomplished by Requisitioning Officers, and no other officer will be authorized to requisition except in emergencies, and then only on authority of the Regional Commissioner or SCMO of Armies.
- (3) When requisitioning is accomplished by an officer who is not design-

1394

- (2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full, G-4 will then issue instructions for their disposal.
- (3) Headquarters ACC, Regions, ~~and Independent Sub-Commissioners~~, will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.

b. (1) Each Region, ~~Independent Sub-Commissioner~~, and Headquarters ACC will appoint one British and one American officer as Requisitioning Officer. AMG 5 Army will appoint an American officer and AMG 8 Army, a British officer. Their names will be submitted to G-4 this Headquarters, together with four specimens of their signatures. G-4 this Headquarters will be notified upon any change of Requisitioning Officer, and new signatures submitted.

(2) All requisitioning will be accomplished by Requisitioning Officers, and no other officer will be authorized to requisition except in emergencies, and then only on authority of the Regional Commissioner or SCAG of Armies.

(3) When requisitioning is accomplished by an officer who is not designated as Requisitioning Officer, a temporary receipt containing full information will be given the owner and a copy forwarded to the Requisitioning Officer, who will satisfy himself that the requisition is correct. A formal requisition will then be delivered to the owner in exchange for the temporary receipt.

2. a. All requisition forms will show the Region, ~~Independent Sub-Commissioner~~, or other unit by which issued except that original British Form AB 361 will not show rank or unit of Requisitioning Officer. All will be serially numbered beginning with number one. All pertinent information will be shown on all forms but no price or estimate of value will appear.

b. Requisition number and source, whether British or American, in requisitioning vehicles, will be entered on the "Registration Card", which was forwarded as Appendix "B", Establishment Memo No. 12 of this Headquarters, dated 21 April 1944, under "Requisition Number", in this manner: "124 A" or "124 B". The "A" or "B" indicating American or British requisition.

c. Complete and accurate records and location of all requisitioned vehicles will be maintained.

Estab Memo #14, dtd 1 May 1944 (cont'd)

3. British Procedure: Requisition is made either:

- a. Through civil authorities in unoccupied Italy, in which case AEF 780 is delivered to civil authorities who are responsible for obtaining the items required, or,
- b. Directly from owner.
- c. In both (a.) and (b.), AB 361 will be prepared in triplicate and disposed of as follows:

Original - to civil authorities in case (a.) or to owner in case (b.).

Duplicate - direct to No. 8 Command Pay Office, C.M.F.

Triplicate - to G-4, Headquarters ACC.

d. Original copy will instruct recipient to present it to nearest ACC/AMG Headquarters.

e. On presentation, receiving ACC/AMG officer will give a receipt on AEF 781 and forward original AB 361 to Regional or other Headquarters. Regional or other Commander will satisfy himself that requisition is proper and if so, forward AB 361 to No. 8 Command Pay Office, C.M.F. If a Regional or other Headquarters receives AB 361 signed by a Requisitioning Officer other than its own, it will forward same to G-4, Headquarters ACC.

f. AEF 780 and 781 can be obtained from stationary Depots. All ACC/AMG Headquarters, must maintain a small stock of AEF 781, or proforma in lieu. AB 361 will only be issued by Headquarters ACC. AB 361 must be kept under lock, it is the sole responsibility of the Requisitioning Officer and will be used only by him. It will never be used as a temporary receipt.

g. A record of requisitions will be kept in the Requisitions Book which will be in the form indicated in Appendix "A" hereto. Vehicles and other stores will be shown in separate sections of the book.

4. American Procedure:

- a. Requisitioning Officers will prepare "Form for Use in Requisitioning Property", (attached as Appendix "B"), in the name of the United States Army, in triplicate. These may be obtained from G-4, Headquarters ACC. After having the owner sign his name and address on all three copies, they will be disposed of as follows:

d. Original copy will instruct recipient to present to Headquarters.

e. On presentation, receiving ACC/AMG officer will give a receipt on AFF 781 and forward original AB 361 to Regional or other Headquarters. Regional or other Commander will satisfy himself that requisition is proper and if so, forward AB 361 to No. 8 Command Pay Office, C.M.F. If a Regional or other Headquarters receives AB 361 signed by a Requisitioning Officer other than its own, it will forward same to G-4, Headquarters ACC.

f. AFF 780 and 781 can be obtained from stationery Depots. All ACC/AMG Headquarters, must maintain a small stock of AFF 781, or proforma in lieu. AB 361 will only be issued by Headquarters ACC. AB 361 must be kept under lock, it is the sole responsibility of the Requisitioning Officer and will be used only by him. It will never be used as a temporary receipt.

g. A record of requisitions will be kept in the Requisitions Book which will be in the form indicated in Appendix "A" hereto. Vehicles and other stores will be shown in separate sections of the book.

4. American Procedure:

a. Requisitioning Officers will prepare "Form for Use in Requisitioning Property", (attached as Appendix "B"), in the name of the United States Army, in triplicate. These may be obtained from G-4, Headquarters ACC. After having the owner sign his name and address on all three copies, they will be disposed of as follows:

Original - to owner.

Duplicate - to G-4, Headquarters ACC.

Triplicate - retained for record.

5. a. Regional Commissioners, ~~directors of~~ ^{Administrative Sub-Committees}, SCAGs AMG Armies, and Headquarters Commandant will immediately investigate the condition of requisitioned vehicles under their jurisdiction. All unserviceable vehicles which cannot be satisfactorily repaired will be reported to G-4, Headquarters ACC, giving full particulars, as well as all surplus serviceable vehicles.

b. All vehicles retained will be properly requisitioned, if this has not already been done.

c. Report of all requisitioned vehicles due on 21 May 1944 will indicate all vehicles being retained, and will include a certificate that all others have been reported to G-4, Headquarters ACC.

For the Chief Commissioner:

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

- 2 -

JOHN J. ALBRIGHT

Colonel, Inf,
Establishment Officer.

FORM OF REQUISITION BOOK

A. Vehicles.

[illegible]B. Other Stores.[illegible]

1343

FORM OF REQUISITION BOOK

Disposal of A.B. 361

Disposal of A.B. 361

[illegible]

APPENDIX "B"

FORM FOR USE IN REQUISITIONING PROPERTY

UNITED STATES ARMY
ARMATA DEGLI STATI UNITI D'AMERICA

REQN NO. _____

The following items of property have
been taken by the United States Army
from _____

DATE: _____
DATA: _____

Le seguenti proprietà sono prese
per l'Armata degli Stati Uniti d'America

Owner or Possessor and Address

Signature

Address

Description of property

(Indicate condition.)
(If motor vehicle, engine, chassis,
and Italian license numbers must
be shown.)

Descrizione delle proprietà prese
(Indicare la condizione.)

I certify that the property described
above is required for immediate use
in military service. Payment has not
been made for the use or possession
thereof.

Io certifico che le suddette pro-
prietà descritte sono necessarie per
ragione militare e che nessun paga-
mento è stato fatto per servizio o
possessione di ciò.

1344

Name

Rank

Organization

(S)

be shown.)

I certify that the property described above is required for immediate use in military service. Payment has not been made for the use or possession thereof.

Io certifico che la suddetta proprietà, descritta sopra, necessita per la regione militare o che nasca pagamento e' stato fatto per servizio a possessione di ciò.

1343 Name Rank Organization ASV

Name of Headquarters or Office

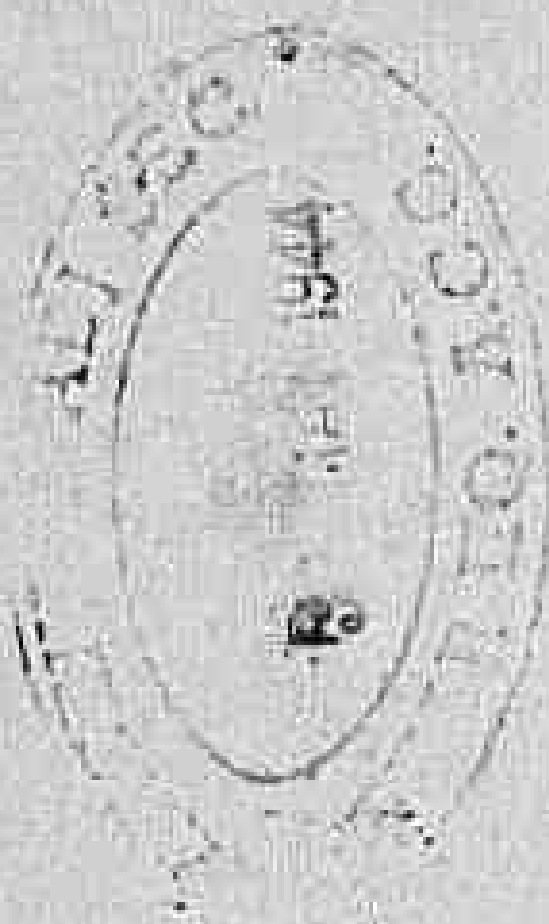
Sarsi, notificato pressantemente a chi dovete presentare questo certificato, affinché il vostro reclamo venga preso in considerazione.

You will be notified at a future date when to present this certificate to for consideration of your claim.

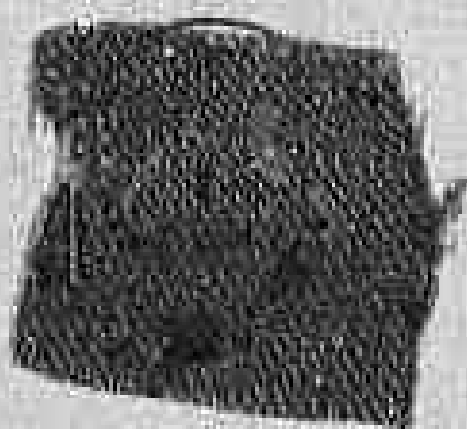
Note: To be prepared in triplicate: original to owner, duplicate to be forwarded to Headquarters, AGO, for Attention: G-4, and triplicate to be retained for record.

Deputy Chief Commandant

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394



25 April 1944.



ESTABLISHMENT MEMORANDUM
NUMBER 13)

1. The following instructions are published in order to secure uniformity in the marking of all military vehicles of this organization.
2. Refer to Establishment Memo No. 12, Appendix "G", of this Headquarters, dated 21 April 1944, for the distinctive ACC marking. The rectangle therein referred to is 6" x 9" and the lettering within the rectangle is 2" high. A sample of the shade of green is attached. If paint of the proper color cannot be obtained locally, the Headquarters Commandant, Headquarters ACC, will furnish it upon request.
3. Vehicles will be marked as follows:

a. British Vehicles

- (1) Vehicle signs will be painted on the near side wing in front, and on the sign plate, or body, on the off side at rear of the vehicle.
- (2) The Formation Serial Number 5131 will be painted in white immediately below the vehicle sign, numerals to be 3" high.
- (3) The ACC number of the vehicle will be painted in white on the opposite side wing of the vehicle. Displaced Persons Sub-Commission will allot serial numbers consecutively commencing with No. 1.
- (4) Subject to the agreement of 5 Army and 3 Army Commanders (which will be sought by the respective SACOs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

b. American Vehicles

- (1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the bumper and on the left bumper (if two bumpers), on the rear of the bumper.

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of the shade of green locally, the Headquarters Commandant, Headquarters

3. Vehicles will be marked as follows:

a. British Vehicles

- (1) Vehicle signs will be painted on the rear side wing in front, and on the sign plate, or body, on the off side at rear of the vehicle.
- (2) The Formation Serial Number 5131 will be painted in white immediately below the vehicle sign, numerals to be 3" high.
- (3) The ACC number of the vehicle will be painted in white on the opposite side wing of the vehicle. Displaced Persons Sub-Commission will allot serial numbers consecutively commencing with No. 1.
- (4) Subject to the agreement of 3 Army and 8 Army Commanders (which will be sought by the respective SCAGs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

b. American Vehicles

- (1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the vehicle beginning 3 inches from the end of the bumpers.
- (2) The load classification marking will follow the ACC design on the front bumper only, indicated by a yellow circle 7 inches in diameter, (comparatively smaller on vehicles with narrower bumpers), with black numerals inside the circle. Tabulated below are numerals indicating load classifications of vehicles:

Sedans	2	
Truck, 1/4-Ton 4x4	2	
Truck, 3/4-Ton 4x4 Command	4	
Truck, 3/4-Ton 4x4 Weapons Carrier	4	
Truck, 2 1/2-Ton 6x6, Cargo	7	
Trailer, 1/4-Ton, Cargo	01	
Trailer, 1-Ton, Cargo	02	

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Recd/prev

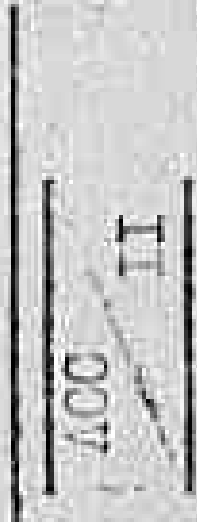
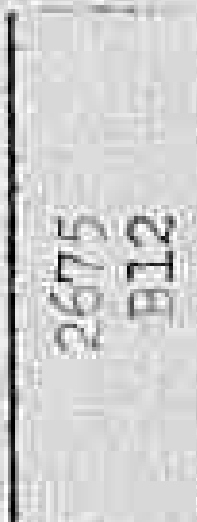
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Estab. Memo #13 dtd 25 April 1944 (cont'd)

- (3) On the left side of the front bumper will be shown the Regimental marking of 2675 followed by the Company marking, such as HQ, A, B, C, etc. The unit vehicle number will follow the company marking, and the last numeral of the vehicle number will be 3 inches from the left end of the bumper. These numbers and markings will be in white.
- (4) The Regimental marking of 2675 will be shown on the top half of the right rear bumper (if two bumpers), and the Company marking and unit vehicle number will be shown on the lower half. These numbers and markings will be in white.
- (5) The base color of both front and rear bumpers will be olive drab.
- (6) In the case of Company G, 2675 Regiment, 5A will be shown on the right triangle of the ACC design on all vehicles except those assigned to the 8th Army, in which case 8A will be shown. The letter G will be shown in the appropriate place on other markings on all vehicles.
- (7) Method of showing the Region or Sub-Commission in the ACC design will be as follows:
- (a) Roman numerals in right triangle of the design for the Region.
- (b) In lieu of the Roman numeral of the Region, the following Sub-Commissions will use the letters as indicated below:
- Internees and Displaced Persons Sub-Commission - DPS
Army Sub-Commission - AS
- (c) The above Sub-Commissions will not show any Company markings on their vehicles.
- (8) If the size of the bumpers will not permit the ACC design to be 9" by 6" size, then the size to be smaller, in proportion to the size of the bumper, and other markings to be proportionately smaller.

(9) Diagrams of the correct markings are shown below:

Front Bumper		or			
		or			

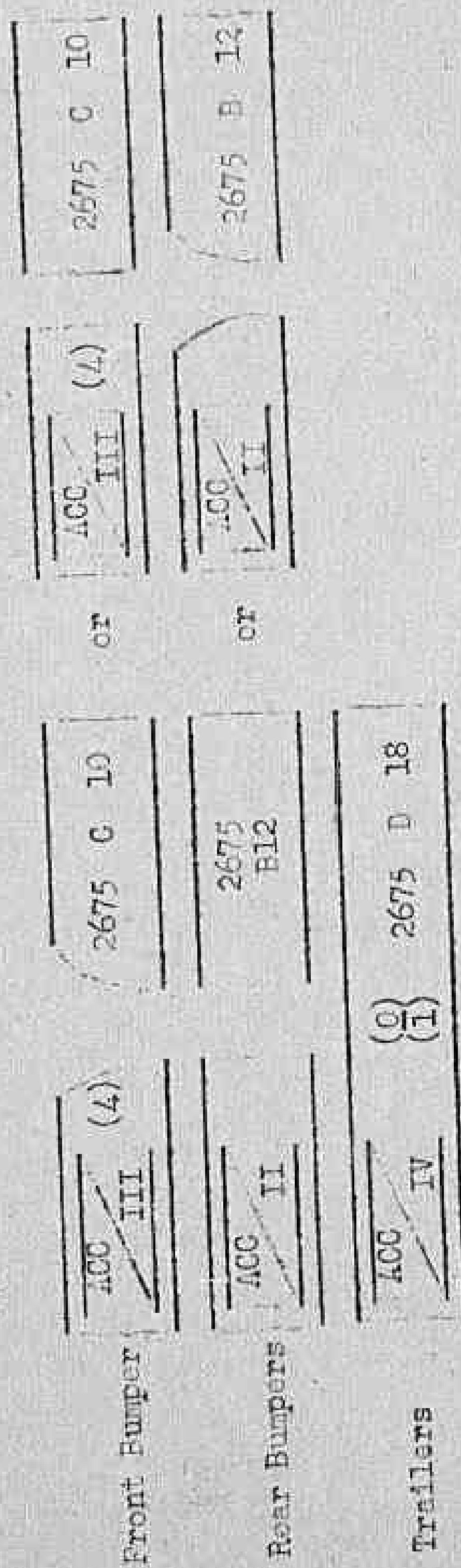
(b) In lieu of the letters as indicated below

Internees and Displaced Persons Sub-Commission - DPS
Army Sub-Commission - AS

(c) The above Sub-Commissions will not show any Company markings on their vehicles.

(8) If the size of the bumpers will not permit the ACC design to be 9" by 6" size, then the size to be smaller, in proportion to the size of the bumper, and other markings to be proportionately smaller.

(9) Diagrams of the correct markings are shown below:



(10) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAGs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

For the Executive Commissioner:

JOHN J. ALBRIGHT,
Colonel, Inf,
Establishments Officer.

DISTRIBUTION:
"1" Loss 68, 69, 74, 79, 80



Deputy Secretary Gen.



HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

9 May 1944.

G4/101/16

SUBJECT:- Vehicle Markings.

TO :- Distribution 'A' (Less Outside Units).

Reference Establishment Memorandum No. 13 the following additional markings will be shown on all British Vehicles

Bridge Classification Sign.

This will consist of a yellow disc (diameter 9") with a figure in black (7" high and 1" thick) to be carried on the off-side front of the vehicle.

Discs if not already on the vehicle will be obtained by indent on Ordnance by Regions etc., direct and will be painted as provided. Types of vehicles and classification numbers applicable are set out below:-

Staff Cars, P.U.s. and Jeeps	-	2
15 cwt G.S.	-	3
30 cwt. G.S., 15 cwt Water	-	4
3 ton G.S. (Austin, Chevrolet)	-	6
3 ton G.S. (Bedford, Dodge, Genar)	-	7

Wm. J. Miller
W. J. MILLER
Major, R.A.
Col.

1390

Est Ordnance HQ Acc

100

Deputy Secretary
3143

28 APR P.M.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 39th
(Establishment Branch)

27 April 1946

ESTABLISHMENT MEMORANDUM)

NUMBER

12) Change No. 1.

- ✓ 1. In Paragraph 1 (a), - delete words "or rented". *2-28*

For the Executive Commissioner:

John J. Alflight
JOHN J. ALFLIGHT
Colonel, Inf.
Establishments Officer

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

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File in file

DB

Deputy Secretary General

2 copies 336



HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

21 April 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

12)

REGISTRATION AND USE OF CIVILIAN TYPE
MOTOR VEHICLES FOR ACC PURPOSES

1. Every civilian type motor vehicle used for official purposes by ACC will as from 1 May 1944:

- (a) Be properly requisitioned or rented;
- (b) be registered with this Headquarters and by the Region in which it operates;
- (c) display on the windshield an approved certificate of registration (paragraph 3);
- (d) bear the authorized marking of ACC and an identification number (paragraph 4).

2. Particulars of all civilian-type vehicles in use on 1 May 1944 in respect of which certificates of registration have been issued will be forwarded (as in proforma attached) to reach RC and MG Section by 10 May 1944. As additional vehicles are authorized, details (as pro forma) will also be forwarded to RC and MG Section.

It is anticipated that much of this information will be necessary at a later date when the payment of compensation is being considered.

3. RC & MG Section will furnish Regional Commissioners and SCAO's with the approved Certificates of Registration which will be serially numbered, and will be affixed to the windshield of the vehicle in such a way as to be plainly visible to a person standing in front of the vehicle. All certificates will be accounted for.

1388

4. The identification marks referred to in Paragraph 1(c) will consist of the green and white rectangle of ACC on both sides and on the rear of each vehicle, with the Registration number immediately below it. The registration number will be that shown on the Certificate of Registration. Size of rectangle to be 6" x 9", with letters and numerals within the rectangle to be 2" high. Numerals of registration number to be 3" high. All redundant marks will be obliterated, except official W.D. numbers. All markings will be so placed as to be plainly visible.

5. It will be the responsibility of Regional Commissioners and SCAO's to ensure that Certificates of Registration are issued only in respect of vehicles which they are satisfied have been properly acquired and for use which is officially

file/pon

OK file

- 2 -

Estab. Memo. #12, 21 April 1944

justified. Such vehicles will be assigned by the Regional Commissioner either for general purposes; to a transport pool; or a sub-commission; or staff section.

1382 6. ACC identification marks and certificates of registration will NOT be assigned to any civilian type vehicle to which ACC has no proper title or which is not required for official use.

7. Petroleum products, tires, services of any kind, will not be furnished in respect of a civilian type vehicle which does not bear ACC identification marks and a current certificate of registration.

8. ACC civilian type vehicles will not be licensed in accordance with Italian law, nor carry the motor vehicle circulating permits issued by the civil authorities.

9. Civilian type vehicles to which ACC has no proper title or right of use, will not be used for official purposes or provided with petroleum products, tires, or service, under any circumstances.

10. The provisions of this memorandum will not apply to British and American military vehicles.

11. No markings other than those described above and official W.D. numbers, will appear on the vehicle. Under no circumstances will the letters ACC or AMG appear, other than the ACC within the green and white rectangle.

12. Forms of Registration Certificate and Motor Vehicle Registration File Card, and ACC Distinguishing Mark, are attached as Appendixes "A", "B", and "C".

For the Executive Commissioner:

JOHN. J. ALBRIGHT,
Colonel, Inf.
Establishments Officer.

DISTRIBUTION:

"A" (less 68, 69, 74, 79, 80)

ALLIED CONTROL COMMISSION

REGISTRATION CERTIFICATE

REGION

PROVINCE

No.

THIS VEHICLE IS AUTHORIZED FOR
 OFFICIAL USE BY THE A. C. STAMP

MILITARY REGISTRATION N°
 N. di Registrazione Militare

MAKE
 Fabbrica

TYPE
 Tipo

DATE
 Data

1387

EXECUTIVE or REGIONAL COMMISSIONER
 COMMISSARIO ESECUTIVO o REGIONALE

APPENDIX "B" to
 Eatab. Memo. #12, 21 Apr '44

(Registration Certificate Number Assigned by RC or SCAG) _____

ACC MOTOR VEHICLE

NOTE: This form will be accomplished in duplicate. The original will be forwarded to Hq. ACC, Establishment Branch, and the copy retained in the office of origin.

MAKE _____ YEAR OF MANUFACTURE _____ HORSE POWER _____

TYPE _____ CHASSIS NUMBER _____ ENGINE NUMBER _____

TYPE OF ENGINE _____ SEATING AND/OR LOAD CARRYING CAPACITY _____

HOW ACQUIRED (REQUISITIONED, FOUND ABANDONED, ETC.) _____

REQUISITION NUMBER _____ PREVIOUS ITALIAN REGISTRATION NUMBER _____

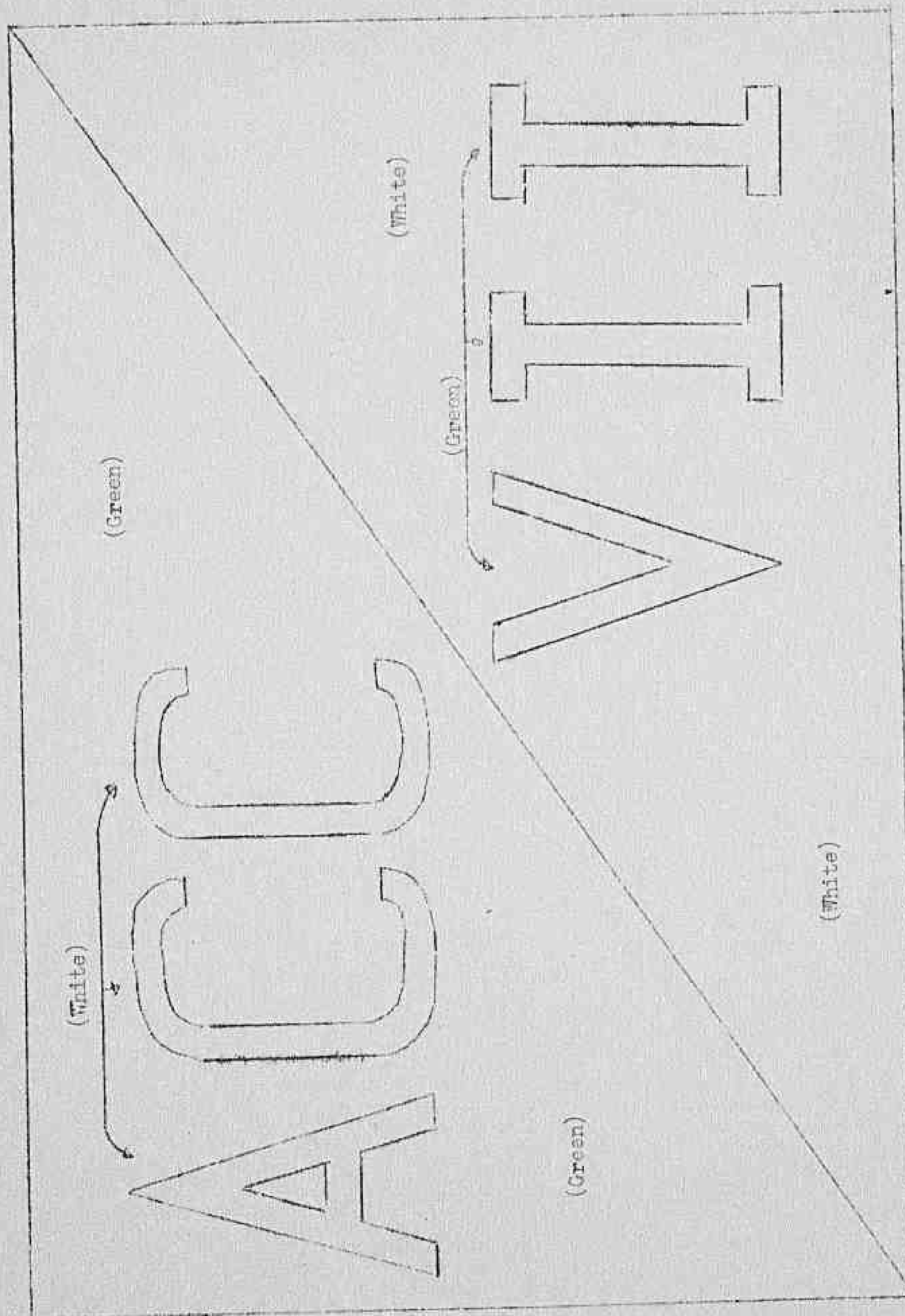
ANY OTHER REGISTRATION NUMBER AND BY WHOM ASSIGNED _____

PURPOSE FOR WHICH USED, i.e., POOL, BRANCH, INDIVIDUAL, ETC., _____

NAME AND ADDRESS OF FORMER OWNER _____

1386

REMARKS _____



1383

HQ ACC Establishment Memorandum No. 12

SUBJECT: Registration and use of Civilian Type
Motor Vehicles for ACC purposes

DATE: 21 April 1944

FILE: 500

1384

HQ ACC Establishment Memorandum No. 11

SUBJECT: Classification of Documents

DATE: 28 March 1944

FILE: 311.5

1302

HEADQUARTERS ACC ESTABLISHMENT MEMORANDUM # 10

Subject: Promotion of Officers

Date: 25 March 44

Filed: DSG 210.2

1382

18 MAR 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

7 MAR 1944

ESTABLISHMENT MEMORANDUM

NO. 6

SECTION I

The following Orders relating to U. S. Army Motor Vehicles in the Allied Control Commission will be effective immediately.

1. Regional Commissioners and the SCaO 5th Army, AOC, Company Commanders 2675th Regiment, AOC, and all officers having or operating U. S. Army Motor Vehicles will immediately contact the nearest U. S. Army Ordnance Medium Maintenance Shop and arrange for the 6000-mile technical inspection of each vehicle assigned. All vehicles assigned will be given this technical inspection as rapidly as the Ordnance Shops can process them. Arrangements with the Ordnance Shops will be indicated by 20 March 1944, and the records of the Motor Transport Officer will indicate the Ordnance Company to which each vehicle is assigned for inspection and repair.

2. Officers in charge of Headquarters AOC Motor Pools at Naples and Salerno, Regions III, IV, and AOC 5th Army (Hq. Co., Companies "C," "D," and "G," 2675th Regiment, AOC) will make their technical inspection arrangements with the 38th Ordnance Medium Maintenance Co., Naples.

3. In addition to the 6000-mile technical inspection by Ordnance Shops, each vehicle will be inspected by a qualified mechanic once every thousand miles or once every thirty days provided the vehicle has not traveled a thousand miles before the end of the thirty-day period. The attached form will be used for each of these inspections and will be filed with the dispatch records. Motor Transport Inspectors of this Headquarters will check dispatch records to ascertain completeness of these forms.

4. Captain George N. Davis, QAC, G-4 Section this headquarters, has been appointed Motor Transport Inspector, 2675th Regiment, and placed in charge of maintenance of all American AOC/AAG Transport. All Officers concerned will give him all co-operation and necessary facilities to enable him to efficiently carry out his assigned duties.

5. Owing to a shortage of drivers, it will probably be necessary to assign American and British soldiers

By Rule.

process them. Arrangements for the Motor Transport Officer will be made by 20 March 1944, and the records of the vehicle is assigned for inspection by the Ordnance Company to which each vehicle is assigned for inspection and repair.

2. Officers in charge of Headquarters ACC Motor Pools at Naples and Salerno, Regions III, IV, and ALC 5th Army (Hq. Co., Companies "C," "D," and "E," 2675th Regiment, ACC) will make their technical inspection arrangements with the 38th Ordnance Medium Maintenance Co., Naples.

3. In addition to the 6000-mile technical inspection by Ordnance Shops, each vehicle will be inspected by a qualified mechanic once every thousand miles or once every thirty days provided the vehicle has not traveled a thousand miles before the end of the thirty-day period. The attached form will be used for each of these inspections and will be filed with the dispatch records. Motor Transport Inspectors of this Headquarters will check dispatch records to ascertain completeness of these forms.

4. Captain George M. Davis, GAC, G-4 Section this headquarters, has been appointed Motor Transport Inspector, 2675th Regiment, and placed in charge of maintenance of all American AOC/AAC Transport. All Officers concerned will give him all co-operation and necessary facilities to enable him to efficiently carry out his assigned duties.

5. Owing to a shortage of drivers, it will probably be necessary for Italian soldiers, Italian civilians, American and British soldiers to drive both American and British Army Vehicles both now and in the future. Officers in charge of Motor Transport must insure that all drivers have been trained, tested, and found qualified prior to entrusting vehicles to them. Otherwise, the officer may not be relieved of financial responsibility in case of damage to the vehicle. American and British drivers should, where possible, be assigned to drive vehicles of their own Army. When vehicles of one nationality are without drivers and qualified drivers of the other nationality are available, they will be used.

6. It is essential that complete Motor Transport records are maintained at this Headquarters and by all subordinate units. As there is no Table of Equipment established for each Region (Company), there can be no fixed allotment of vehicles to Regions (Companies). As the varying situations demand, vehicles will be transferred by this Headquarters from and to the various Regions (Companies).

7. No transfers or exchange of assigned vehicles will be made without the authority of the Executive Officers communicated through

9 MAR 1944

Establishment Memorandum No. 6

G-4 Section of this Headquarters.

8. Regions and AM 5th Army through the Company Commanders of the 2675th Regiment, ACC, and all other Officers concerned, will render a report to this Headquarters not later than noon on 27 March 1944, indicating the Ordnance Companies servicing vehicles assigned to them or a complete explanation of the difficulties which have prevented such inspections and servicing. Assistance, when requested, will be given by the Motor Transport Inspector in making such arrangements.

9. A complete report will be submitted to reach this Headquarters by noon on the 21st day of each month, giving the following information:

Vehicle Number	Type	Location	Date of Last W/Shop Inspection	Whether Serviceable	Remarks
----------------	------	----------	--------------------------------	---------------------	---------

10. Motor Transport Inspectors of this Headquarters will make periodic spot checks of all motor pools operated by organizations of this command and of vehicles assigned to various Sub-Commissions. These officers are available to assist motor transport officers in any way possible to insure the establishment of suitable motor pools and to clarify and expedite the supply of necessary replacement parts. Transport problems should be reported to this Headquarters, addressed to G-4 Section.

11. The Commanding General, ACC, desires the above orders to be put into effect at once and expects all officers concerned to do everything in their power to improve the standard of motor maintenance in ACC.

SECTION II

The following orders relating to British M.D. Vehicles in the Allied Control Commission will operate immediately.

1. Regional Commissioners, C.C.A.O. 5th and 8th Armies, and all officers having M.D. Vehicles on charge, will contact their nearest Area or Sub Area Commanders, and arrange with them for the affiliation of each vehicle to a R.A.M.B. or R.A.S.O. Workshop for maintenance purposes. The affiliation is to be completed before March 20, 1944.
2. All M.D. Vehicles will be sent to their affiliated workshop for maintenance by the Officer i/c the Workshop concerned.

10. Motor transport checks of all motor pools operated by organizations of this command and of vehicles assigned to various Sub-Commissions. These officers are available to assist motor transport officers in any way possible to insure the establishment of suitable motor pools and to clarify and expedite the supply of necessary replacement parts. Transport problems should be reported to this Headquarters, addressed to G-4 Section.

11. The Commanding General, AOC, desires the above orders to be put into effect at once and expects all officers concerned to do everything in their power to improve the standard of motor maintenance in AOC.

SECTION II

The following orders relating to British W.D. Vehicles in the Allied Control Commission will operate immediately.

1. Regional Commissioners, C.C.A.O. 5th and 8th Armies, and all officers having W.D. Vehicles on charge, will contact their nearest Area or CWA Area Commanders, and arrange with them for the affiliation of each vehicle to a R.A.S.C. or R.A.S.O. Workshop for maintenance purposes. The affiliation is to be completed before March 20, 1944.

2. All W.D. Vehicles will be sent to their affiliated workshop for inspection on days allotted by the Officer i/c the Workshops concerned.

3. Each vehicle will be taken off the road one day a week, when it will be maintained up to driver's repair capacity.

4. The daily task system will be enforced.

5. A.S. 400 will be completed and signed monthly by a responsible officer.

6. A.S.s 412 will be kept up to date and signed by the driver of the vehicle concerned.

7. Tools will be checked weekly and the result recorded.

8. Work Tickets will be signed by an officer or the Transport Sergeant.

9. Capt. J. Carter, R.A.S.O., G-4 Section of this Headquarters, has been appointed M.T. Officer and placed i/c of British AOC/ALG transport

Establishment Memorandum No. 6

from today. He will shortly be visiting the H.Q. of all Formations, to advise on L.T. maintenance. The fullest use should be made of his services, and all possible facilities accorded to him in the execution of these duties.

10. Arrangements are being made at this H.Q. for the attachment of trained maintenance personnel to units of AOC/M.G. Their duties will be to supervise the maintenance of British transport, in accordance with instructions issued from this H.Q. from time to time. Their reports will be submitted direct to the officers concerned who will take appropriate action on them.

11. Arrangements have been made with A.C.M.F. (Adv. Admin. Ech.) for unit maintenance teams (Officers R.E.M.E., R.A.S.C. etc.) to carry out spot inspections of A.C.C. Tpt., and every facility must be accorded to these teams during their visits.

12. It will be appreciated that owing to a shortage of drivers, it may be necessary for American and British, and possibly Italian soldiers, or civilians, to be employed as drivers of either American or British vehicles. The principle of one driver to one vehicle will be observed.

13. Complete M.T. records will be maintained by all concerned. As the A.C.C. War Establishment is not to be broken down, a fixed allotment of transport to Formations cannot be made. In any case, as operational conditions change, so accordingly will this H.Q. direct the movement of transport.

14. No transfer or exchange of vehicles on charge to Formations will take place without the authority of the Executive Officers, communicated through C-4 Section of this H.Q.

15. Regions, and A.M.C. 5th & 8th Armies, will render a report to his H.Q., not later than noon on March 27, to the effect that the affiliation of vehicles to Workshops has been arranged.

16. A further return is required by the 21st of each month, giving particulars of both W.D. and Requisitioned transport held on charge on the 15th of each month. The return will give the following details;

civilians, to be employed as drivers of either American or Italian vehicles. The principle of one driver to one vehicle will be observed.

13. Complete M.T. records will be maintained by all concerned. As the A.C.C. War Establishment is not to be broken down, a fixed allotment of transport to Formations cannot be made. In any case, as operational conditions change, so accordingly will this H.Q. direct the movement of transport.

14. No transfer or exchange of vehicles on charge to Formations will take place without the authority of the Executive Officers, communicated through G-4 Section of this H.Q.

15. Regions, and A.M.C. 5th & 8th Armies, will render a report to this H.Q., not later than noon on March 27, to the effect that the affiliation of vehicles to Workshops has been arranged.

16. A further return is required by the 21st of each month, giving particulars of both W.D. and Requisitioned transport held on charge on the 15th of each month. The return will give the following details:

Vehicle Number.	Type.	Location.	Date of Last W/Shop Inspection.	Whether Serviceable.	Remarks.
-----------------	-------	-----------	---------------------------------	----------------------	----------

17. The Chief Commissioner looks to all officers concerned to put this scheme into effect at once, and to do everything in their power to improve the standard of vehicle maintenance in the A.C.C.

By command of Lieutenant General MACFARLANE:

J. J. Macfarlane
J. J. MACFARLANE,
Colonel, Inf.
Establishment Officer.

Incl.

Vehicle Inspection Report Form

DISTRIBUTION:

Exec. Comm. - 2
Establishment Officer - 2
Executive Officers - 2
G-1 - 2
G-4 - 2
I. & D.P. Sub-Comm. - 5
Refugee Sub-Comm. - 5

Army Sub-Commission - 5
Hq. Comm., Naples - 10
Hq. Comm., Salerno - 10
Each Region - 10
Each Co., 2675th Regt. - 10
and 5th Army - 5
and 8th Army - 5

VEHICLE INSPECTION REPORT

Date _____

W.D. No. _____ Make _____ Model _____ Mileage _____

Drive _____ Body Type _____ Organization _____

Legends: Satisfactory, X - Adjustment, XX - Repair, Defective.

OK - Defect corrected, L - Lubricate

- | | | | |
|---------------------------------|-------|---|-------|
| 1. Vehicle markings | _____ | 31. Steering mechanism | _____ |
| 2. Interior of cab | _____ | 32. Steering knuckle | _____ |
| 3. Doors | _____ | 33. Wheel bearing | _____ |
| 4. Horn | _____ | 34. Spring & shackles | _____ |
| 5. Fire extinguisher | _____ | 35. Shock absorbers | _____ |
| 6. Rear view mirrors | _____ | 36. Brake lines | _____ |
| 7. Windshield | _____ | 37. Master cylinder | _____ |
| 8. Windshield wipers | _____ | 38. Differential | _____ |
| 9. Panel instruments | _____ | 39. Transmission | _____ |
| 10. Lights & warning deflectors | _____ | 40. Transfer case | _____ |
| 11. Brakes | _____ | 41. Propeller shaft & jts. | _____ |
| 12. Clutch pedal | _____ | 42. Pillow block | _____ |
| 13. Handbrake | _____ | 43. Driving axles | _____ |
| 14. Starter | _____ | 44. Muffler & tail pipe | _____ |
| 15. Radiator | _____ | 45. Tires: (1) _____ (2) _____ | |
| 16. Hose connections | _____ | (3) _____ (4) _____ (5) _____ | |
| 17. Fan and fan belt | _____ | (6) _____ (7) _____ (8) _____ | |
| 18. Ignition system | _____ | (9) _____ (10) _____ | |
| 19. Battery & connection | _____ | 46. Wheels & axle flge nuts | _____ |
| 20. Air cleaner | _____ | 47. Winch & cables | _____ |
| 21. Fuel filter | _____ | 48. Tarpaulin & fastenings | _____ |
| 22. Carburetor & concls. | _____ | 49. Tools and equipment | _____ |
| 23. Governor & seals | _____ | 50. Body | _____ |
| 24. Fuel & oil lines | _____ | 51. Bumpers | _____ |
| 25. Filler breather cap | _____ | 52. Towing hooks & pintles | _____ |
| 26. Engine oil | _____ | 53. Safety chains & straps | _____ |
| 27. Engine | _____ | 54. General lubrication | _____ |
| 28. Engine mountings | _____ | 55. General appearance | _____ |
| 29. Generator | _____ | 56. Operators permit (yes or no) | _____ |
| 30. Starting motor | _____ | 57. Accident form 26 (yes or no) | _____ |
| | | 58. Driver's knowledge of vehicle (yes or no) | _____ |

REMARKS: _____

1379

RECOMMENDATIONS: _____

Incl. No. 1*

*Will be reproduced by Regions and Companies concerned

(Signature & rank of Inspector)

Deputy Secretary General

R E S T R I C T E D

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

31 March 1944:

ESTABLISHMENT MEMORANDUM)

NUMBER

5A)

1. This Memorandum is published to clarify and supplement Establishment Memorandum No. 5, originally published as Executive Memorandum No. 28, "Local Purchases and Contracts." It will be filed with that Memorandum and considered in interpretation of the original about which some misunderstanding has arisen.

2. Establishment Memorandum No. 5 is intended to apply only to purchases and contracts to provide for, rebuild, or refurbish messes, billets, offices, or other buildings used or occupied by AGC/AMC. It does not apply to purchases or contracts for routine operational requirements such as printing, stationery, office equipment, etc.

3. In the last sentence of Establishment Memorandum No. 5 (page 3), the term "purchase" is used to include a number of separate purchases for the same service. Some confusion has arisen over the exact meaning of this sentence. If, for example, the total expenditure required to recondition a building was L. 45,000 and if for any reason there were three separate contracts for L. 15,000 each, the "purchase" would be regarded as one of L. 45,000 and not as three purchases of L. 15,000 each.

4. It is not possible to lay down hard and fast rules on the subject of the purchase of office equipment as much must depend on local conditions such as the possibility of drawing from Army sources and the quantity and state of the office equipment existing in offices requisitioned. Regional Commissioners should, however, exercise the greatest care in seeing that expenditure on office equipment covers only absolute essentials. They should also assure themselves that the power to authorize all purchases of this nature is channelled through a responsible officer and that proper inventories are maintained of all capital assets purchased, such as tables, chairs and typewriters.

1378

For the Executive Commissioner:

DISTRIBUTION:

"B" - to those listed

Group 1 - 28, 32, 40

41, 42, 58 (Only)

Group 2 - (Comp)

R E S T R I C T E D

John J. Albright
JOHN J. ALBRIGHT
Colonel, Inf,
Establishments Officer.

all p. 1

Estab. Branch Office

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

EXECUTIVE MEMORANDUM

NUMBER 28

MEMORANDUM NO. 5
ESPIONAGE INVESTIGATION
Local Purchases and Contracts.

REFERENCE: 16092/C-1.

20 February 1944.

1. Reproduced below are copies of two letters to. 16090/1/C-1, both dated 19 Jan 44, addressed to Chief Financial Officer and 3rd Commandant, A.C.C.

Subject: Local Purchases and Contracts

16090/1/C-1

To: Chief, Finance Sub-Commission.

19 January 1944.

1. It is desired to raise the question of payment from AFPA Funds for local purchase of articles required for this organization, which are not obtainable from the ordinary military supply sources.
2. The position at Naples varies somewhat from that in Palermo. In Palermo it was possible to requisition accommodation for billets and other purposes complete with furniture, beds, mattresses, etc. In Naples we have requisitioned buildings without furniture and there is a local order forbidding the separate requisitioning of furniture and similar items.
3. It is, however, necessary to provide furniture and equipment of various kinds in order that officers and NCOs may be properly housed and fed.
4. It is understood that you agree in principle that such essential items as indicated above, which can neither be requisitioned nor obtained from Army sources, may be purchased and paid for from AFPA Funds, since there is no difference in principle between requisitioning an article and compensating the owner at a subsequent date, and purchasing the article from public funds.
5. It would, therefore, be appreciated if you would issue instructions to AFPA to pay bills certified by the Headquarters Commandant as coming within the terms of this memorandum, whether for the purchase of material, or the hiring of laborers to construct essential articles, such as tables, and similarly pay contractor's bills for repair, alteration, and renovation of buildings, and other contracts certified by C-4. Cases may also arise when cash is

681 Publ

1377

For local purchase of articles required for use, not obtainable from the ordinary military supply sources.

2. The position at Naples varies somewhat from that in Palermo. In Palermo it was possible to requisition accommodation for billets and other purposes complete with furniture, beds, mattresses, etc. In Naples we have requisitioned buildings without furniture and there is a local order forbidding the separate requisitioning of furniture and similar items.

3. It is, however, necessary to provide furniture and equipment of various kinds in order that officers and A/OS may be properly housed and fed.

4. It is understood that you agree in principle that such essential items as indicated above, which can neither be requisitioned nor obtained from Army sources, may be purchased and paid for from ALPHA funds, since there is no difference in principle between requisitioning an article and compensating the owner at a subsequent date, and purchasing the article from public funds.

5. It would, therefore, be appreciated if you would issue instructions to A/OS to pay bills certified by the Headquarters Commandant as coming within the terms of this memorandum, whether for the purchase of material, or the hiring of laborers to construct essential articles, such as tables, and similarly, to pay contractor's bills for repair, alteration, and renovation of buildings. Cases may also arise when cash is required to make purchases. Will you kindly, therefore, also instruct ALPHA to provide such cash on the certificate and receipt of the Headquarters Commandant.

6. Copies of this memorandum are being sent to Headquarters Commandant and to G-4, with governing instructions, copies of which are enclosed herewith.

(sga) E.B. KATHBORN,
Col.,
Executive Officer.

Copy to: Headquarters Commandant,
G-4.

.....2. Better ref 16090/1/8-1
dated 19 Jan 44.

1376

- 2 -

Subject:- Local Purchases and Contracts.

16090/1/C-1

To:- Headquarters Commandant

C-4

19 January 1944

1. Copy of memorandum of even date and number, addressed to Chief, Finance Sub-Commission, is forwarded herewith for your information and guidance.

2. The general principle to be observed is that supplies will be obtained, and repairs and renovations carried out through the normal military channels and by the military supply services whenever possible. When this is not possible, contracts may be arranged, or articles purchased, and payment will be made by MTA. Care must be taken that bills presented to MTA for payment are confined to articles or services which could, in other circumstances, be provided free of charge by the Government through the military supply and Engineering Services. Examples of legitimate charges against public funds are as follows:

(a) Purchases of essential furniture including mattresses.

(b) Purchase of equipment, e.g. cooking apparatus, fridges, lighting and heating apparatus. The purchase of mass equipment such as crockery, glass, masonry, etc. is not a legitimate charge against public funds. Such equipment together with all non-essential and luxury items must be paid for privately from mess funds, or by individual subscription. The same applies to personal items of officers' kit, such as sheets, pillow cases, towels, etc.

3. (a) Local purchase is the responsibility of the Headquarters Commandant and no officer will effect local purchases without his authority in writing. He will satisfy himself that the price proposed to be paid is fair and reasonable.

(b) The hiring of laborers such as carpenters for the construction, for example, of office furniture and other small services is the responsibility of the Headquarters Commandant.

4. Arrangements for regular contracts for repairs, renovations, etc. (see para 2 above) are the responsibility of C-4.

5. Cases of doubt will be referred by Headquarters Commandant or C-4, as the case may be, to the Executive Officer.

6. MTA, HQ 113-ACC is located in Via Santa Brigida, near the Opera House.

crochery, glass, masonry, etc. is not a legitimate charge against the Commandant and no officer will affect local purchases without his authority in writing. He will satisfy himself that the price proposed to be paid is fair and reasonable.

(a) Local purchase is the responsibility of the Headquarters Commandant and no officer will affect local purchases without his authority in writing. He will satisfy himself that the price proposed to be paid is fair and reasonable.

(b) The hiring of laborers such as carpenters for the construction, for example, of office furniture and other small services is the responsibility of the Headquarters Commandant.

4. Arrangements for regular contracts for repairs, renovations, etc. (see para 2 above) are the responsibility of G-4.

5. Cases of doubt will be referred by Headquarters Commandant or G-4, as the case may be, to the Executive Officer.

6. HQ AIR-ACC is located in Via Santa Brígida, near the Opera House.

(SGA) R. B. BATHBONE,
Col.,
Executive Officer.

Copy to:- Chief, Finance Sub-Commission.

2. These principles should be observed in the Region under your Command.

3. The essential point to bear in mind is that purchases should only be made of such furniture, equipment etc., as would normally be issued by the quarter-masters department of the American or British Armies but which cannot be obtained from them owing to local conditions. In no circumstances may purchases be made which would give grounds for the criticism that Officers or NCOs of AIR/ACC have the benefit of quantities denied to personnel of Army formations.

...3.... 4. It is essential....

- 5 -

4. It is essential that as far as possible a similar policy should be followed in all Regions and at Headquarters as it would be most undesirable for Officers and M/Os in one Region to have assets, acquired with MHA funds, which are denied them in others. You will therefore delegate authority to approve local purchases and contracts very sparingly, and will arrange for a periodical scrutiny of contracts and local purchases which have been made. You will reserve to yourself the power to sanction expenditure for any one service, purchase, or contract between 10,000 and 20,000 lire, and will submit proposals for expenditure in excess of 20,000 lire to this HQ for approval. The term "purchase" as used above includes a number of separate purchases for the same service.

R. B. RICHMOND,
Colonel,
Executive Officer.

TWP/es.

Distribution.

For action -	Regional Commissioner,	Region III
"	"	IV
"	"	V
"	"	VIII
"	"	IX
S.C.A.O. and HQ 5 Army.	"	
"	"	
"	"	

For information - G-4 HQ AGO.
Finance Sub-Commission (12)

Executive Officer.

MP/es.

Distribution

For action -

Regional Commissioner,	Region III
"	IV
"	V
"	VIII
"	IX
S.C.I.O. AMR IR 5 Army.	
"	" 3 "

For information - C-4 HQ ACC.
Finance Sub-Commission (4)

RESTRICTEDHEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

6 March 1944

Ref 16052/G-1

ESTABLISHMENT MEMORANDUM)

NUMBER

1)

1. Matters pertaining to the Establishment Branch of RC & MG will henceforth be published in "Establishment Memoranda", and will not be included in Executive Memoranda as previously required by para. 6 Executive Memorandum No. 16. Establishment Memoranda will include only those matters of general application and interest.

2. The following Establishment Branch matters previously published as Executive Memoranda will not be republished but will be considered as Establishment Memoranda, numbers as indicated and these numbers will not again be used:

EXECUTIVE MEMORANDUMESTABLISHMENT
MEMORANDUM

No. 2 Organization HQ ACC - 7 Feb 1944
as amended by No. 16 - 15 Feb 1944

No. 2

No. 19 M.S. Matters, Brit. Personnel - 15 Feb 1944

No. 3

No. 23 Authorization for Travel - 19 Feb 1944
NOTE: This applies strictly to HQ ACC
but may be considered as a guide
by Regions.

No. 4

No. 28 Local Purchases and Contracts

No. 5

3. Establishment Branch matters applying only to this Headquarters will be published as "Office Memoranda".

1375

By command of Lieut General MACFARLANE:

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

DISTRIBUTION:

"A"

RESTRICTED

18 MAR 1944

10 6 7 2