Declassified E.O. 12356 Section 3.3/NND No. 785021

ACC

10000/141/469
(2ND)

Declassified E.O. 12356 Section 3.3/NND No. 785021

10000/141/469
(2ND)

OFFICE INSTRUCTIONS
OCT. 1944 – JUN. 1946

MINUTE SHEET NO. 4

DATE		PAGE
	17	
22 Sept	Miss R— Please supervise compilation requested on folio P3. Clarify with Lt. Col. White. RR Temple, Maj. D/Dir.	
~8 Nov	Capt. Russell — Cpl. Carr — Please note fo. 106. RRT	
14 Nov	Miss White — Please note p 17 RRT	

3063

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

MINUTE SHEET NO. 3

DATE		PAGE
1945	12.	
Jan 26	Director.	
	To date 163 files have been reviewed and sent to Archives. RPT.	27.
	(13)	
	adj - P. 28 for Staff's attention & instruct him accordingly.	28
	R.R. Temple, Maj. for Director	
	(14)	
31 Jan	Dir. — Noted & Staff Dept Wright, details.	28.
	(15)	
Feb 12	Dir. — Ref. No 32. No surplus.	32.
	16	

1441

Declassified E.O. 12356 Section 3.3/NND No. 785021

MINUTE SHEET No. 2.

DATE		PAGE
6 Nov	(6) Adj - Name officers mentioned in para 9, 9A, B (7) Staff - Please note Para 9. Noted & Init.	
5 Dec.	(8) A/Dir. Patrick Brand (15) In your attention please. Init.	
1945 Jan 3	(9) Director. - Reference p 18. Lt Col White has looked over our system and is satisfied it is efficient. He suggests, however, that part 1 of the "Standard System" be brought into operation. In my opinion this is covered in our system. E.	18.
Jan. 3	(10) Adjt Put Standard System into practice. L	
Jan 5	Dir. - S/Sgt. Proffitt instructed (11) 3065 (12)	18.
Jan 8	Chief Clerk - Place before Captains Lewis & Cunningham on their return.	22.

1442

Declassified E.O. 12356 Section 3.3/NND No. 785021

MINUTE SHEET No. 1

DATE		PAGE
	①	
16 Oct.	Capt L. Please peruse p.1 carefully and comment thereon. RBT.	1
	②	
Oct. 20	Adjt. Please carry out Lieut D. of Capt L.'s requests. Also see right call other officers in this regard. L.	1.
	③	
Oct 23	Dir. Draft being typed. L.	1.
	④	
Oct 23	Dir. 3064 There will be regular meetings of directors of S/Cs V.P. C.A. Sec on Tuesday & Friday at 1600 hrs as formerly without prior notice. Directors themselves will attend unless absent on duty when their deputy or next senior officer will attend on their behalf. Ref S/IB/C.A. dt. 18 Oct 44 L.	
	⑤	
Oct 24	Dir. Synopsis of Routing and Preparation of Correspondence at HQ - - - - - - - - - - - 5 Copy to all concerned. L	

1443

Declassified E.O. 12356 Section 3.3/NND No. 785021

Tel. No. ROME 489081, Ext. 292

Subject: Income Tax Return - ~~Your~~ Year 1946/47 - Army Officers.

Headquarters,
Allied Commission (ITALY),
G.M.F.

19 June 46.

1. Officers are requested to complete this form (A.F. 01656A) in detail to the best of their knowledge. Appendix 'A' to A.F. 01656 will prove a useful guide in completing the return.

2. The attention of all officers is directed to GRO 349/46 and to the provisions of A.C.I.'s 761 and 762 of 1944. It is stressed that it is to the advantage of officers to complete their own returns and thereby eliminate any chance of over or under assessment of tax.

3. A.F. 01656A when completed will be placed inside the envelope provided, sealed up and addressed to the Officer's Agent or Paymaster, or, if preferred, to the Commissioners of Income Duty, War Office Droitwich Spa Worcs. The envelope will then be returned to G-1(Br) H.Q., Allied Commission, Italy.

4. A.F. C. 1656 should be returned to this office as soon as possible, preferably by 1 July 1946.

2063

1443

Declassified E.O. 12356 Section 3.3/NND No. 785021

File 150

HEADQUARTERS ALLIED COMMISSION
APO 794
LOCAL GOVERNMENT SUB-COMMISSION

AG/G/4/LG

Tel. 206

SUBJECT: Italian Daily Papers

28 June 1946

TO : HQ Commandant - Purchasing and Contracts Section.

1. Reference our telephone conversation this morning, at present we are getting the following Italian papers: IL TEMPO, L'AVANTI, L'UNITA'.

2. From now on I should like to discontinue the paper L'UNITA' and to take in its place either L'ITALIA NUOVA or IL GIORNALE D'ITALIA.

C.G.R. WILKES
Major
Local Government Sub-Commission

CGRW/os

3062

9/10

144

Declassified E.O. 12356 Section 3.3/NND No. 785021

Local Govt S/C
149

HEADQUARTERS ALLIED COMMISSION
APO 794
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG

Tel. 286

27 June 1946

SUBJECT: Italian Daily Papers

TO : Message Centre

1. Reference our telephone conversation yesterday morning, at present we are getting the following Italian papers: IL TEMPO, L'AVANTI, L'UNITA'.

2. From now on I should like to discontinue the paper "L'UNITA'" and to take in its place either "L'ITALIA NUOVA" or "IL GIORNALE DELLA SERA".

C.G.R. WILLIAMS
Major
Local Government S/C

WW/rlk

1st Ind

Italian Newspapers are only distributed from this department, for action on basic letter readdress to Headquarters Commandant, Purchasing and Contracts Section, who are responsible for these newspapers.

3061

L.M.SEED SSM
CHIEF CLERK
MESSAGE CENTRE

N.F.A
27/6/46.

9/18

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 794
LOCAL GOVERNMENT SUB COMMISSION

22 June 1946

AC/6/4/15.

SUBJECT : Change of Rooms.

TO : Adjutant

May the following insertion be made in the daily Bulletin:

"Change of location is notified as follows:

Local Government Sub Commission
Major C.G.R. Williams - 5th Floor, Room 50
Telephone: Ext. 495 and restricted 620. "

C.G.R. WILLIAMS
Major,
Local Government Sub Commission

CGRW/an

Copy to HQ Signals Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785021

local govt.

146

6/4

HEADQUARTERS ALLIED COMMISSION
APO 794
Office of the Executive Commissioner.
++

Ref: 2.12/EC.

3 June 1946.
6 JUN 1946

SUBJECT: Holidays.

TO : VP, CA Section (10)
A/VP, Econ Sec (10)
Land Forces S/C
Navy S/C
Air Forces S/C
Communications S/C
PR Branch.
Ex.Off (A) (6)
Ex.Off (B) (6)

There will be no official holiday on Saturday, 8th June (which will be a half-holiday) nor on Whit Monday, 10th June. The Chief Commissioner, however, wishes Heads of Sections and Sub-Commissions to grant leave on Whit Monday to as many British Personnel as can be spared in return for duties performed by them during the US holiday on Memorial Day.

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

MEI/JG

3059

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

145

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1/17 1/CA

Ref. ~~67/77/EC~~.

13 June 46

SUBJECT : Duty Officers.

TO : Office of Executive Commissioner

With reference to your 67/77/EC. of 12 June 46, the under mentioned officer will be duty officer for the Chief Commissioner Office on Sunday 16 June.

Major C.G.R. Williams
Local Government S/C.

FOR THE CHIEF COMMISSIONER

H. CARR, Brig.
VP CA Section

Copy to Local Government S/C
Office of Chief Commissioner

144

Declassified E.O. 12356 Section 3.3/NND No. 785021

Local for T 144

6/14

FX 66595

RESTRICTED

E/3197

MAY 23 0900

ROUTINE

2218008

AFHQ STGMED SACMED CITE FAC&O.

23 MAY 1946

13 CONUS DISTRIBS PRS FAC NAPLES FOGGIA AND AIR BASE INFO: ALCOA AFHQ ROME

87 US DIV

RESTRICTED

SUBJECT ITALIAN ELECTIONS SUNDAY 2 JUNE 46. IN ORDER TO ENSURE THAT ALL ITALIAN CITIZENS ENTITLED BY ALLIED FORCES ARE AFFORDED THE OPPORTUNITY OF VOTING ON SUNDAY 2 JUNE 46 ANY CIVILIAN NECESSARILY WORKING ON THAT DATE WILL BE GIVEN TIME OFF DURING VOTING HOURS TO RECORD HIS OR HER VOTE

AC OF S G1

INFORMATION: HQ COMZ/T

INFO: CHIEF COLDS

CX Codes

FILE

PLOT 2

HEADQUARTERS

3057

RESTRICTED

9403

Declassified E.O. 12356 Section 3.3/NND No. 785021

G/4

Major Temple 143

CAN YOU JUSTIFY YOUR PRECEDENCE OR PREFIX OF PRIORITY?

U.S	British	Procedure Sign	Use When
Deferred	Deferred	D	Contents permit delivery morning after day of receipt. Use Whenever possible.
Routine	No indication	R	Contents permit transmission and delivery in sequence of receipt and before "D" messages;.
Priority	Important	P	Contents require transmission and delivery before waiting "D" and "R" messages. This is highest precedence that can be given administrative traffic. Will Routine Suffice.
Operational	Immediate	OP	Contets refer to operation only and must be transmitted and delivered before massages of lower precedence. Do not Use For Administrative Traffic.
Urgent	Most Immediate	O	Contents refer to combat, actual or imminent and require immediate transmission before all other messages. Reserve for use in such Emergency by authorized officers.

" Over classification as to precedence, makes all messages routine"

3056

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

142

HEADQUARTERS ALLIED COMMISSION.
AFO 394.
CIVIL AFFAIRS SECTION.

W 20 MAY 1946

To: Director of Local Government
Sub-Commission.

17th May, 1946

With reference to Captain Vella's position in regard to the residual work of the Education Sub-Commission, I discussed this with Captain Vella and as suggested by you directed that he should devote, as a maximum, the hours of 2 p.m. to 4 p.m. on Monday, Tuesday, Thursday and Friday afternoons to clearing up any residual educational matters — work to be carried out in the Office of the Ed. S/C.

I instructed that his activities should be directed to placing matters to the maximum possible extent in the hands of the Italian Government. I have also directed that only under urgent and exceptional circumstances were Education Sub-Commission matters to be brought to Captain Vella in the office of your Sub-Commission. Captain Vella stated that the sole remaining clerk in the Education Sub-Commission can type and that he would have no need to call on your clerical staff.

In view of what is likely to happen this week-end all this may be academic, but I should like this arrangement tried and if it does not appear to be working well, or you have any improvements to suggest, will you please speak to me.

Please show this to Capt. Vella.

M.C.

M. CARR, Brigadier.
VP. CA. Section.

1452

Declassified E.O. 12356 Section 3.3/NND No. 785021

141

SIGNAL SECTION
HEADQUARTERS ALLIED COMMISSION
APO 794

9 MAY 1946

7 May 1946

SUBJECT: Telephones.

TO : LOCAL GOVERNMENT SUB-COMMISSION

1. Congestion on telephone lines within the AC building becomes serious and is one of the complaints from headquarters. This is partly caused by the attachment of most subscribers by their unwillingness to get on outside line when placing calls.

2. There are two reasons for this congestion. One is the large number of unofficial calls, particularly by civilians. The other, and most important, is the excessive number of lines on two AC circuits. A reduction of 20 percent of lines now operating is necessary for proper traffic relief.

3. The AC telephone exchange has two blocks of lines, one unrestricted (000-599), the subscriber can call all numbers in the building, and he can also call all numbers available to the home exchange by dialing "0". The other block, the restricted (600-799), can call all those within the building, but cannot reach outside.

4. It is requested that you review unrestricted numbers in your section and give to those only those persons whose official duties require frequent outside calls. Persons changed to restricted numbers.

Marbury K Brown Jr
Marbury K. Brown, Jr.
Lt Col, C.E.
U.S. Signal Officer.

3054

Director

I don't think any action is called for here - except that civilian calls are restricted.

Dr. Ruy

Eg

Declassified E.O. 12356 Section 3.3/NND No. 785021

140

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

11 MAY 1946

Ref. 3/7.3/CA. 10 April 46

SUBJECT : Signals - Secret and Top Secret

TO : All Sub Commissions
Civil Affairs Section

Sub Commissions are reminded that Secret and Top Secret Signals must not be handled by civilian personnel.

J.K. Scobie Maj

M. CARR, Brig.
VF CA Section.

3053

9036

Declassified E.O. 12356 Section 3.3/NND No. 785021

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9 MAY 1946

file 6/4

CAN YOU JUSTIFY YOUR PRECEDENCE OR PREFIX OF PRIORITY?

U.S.	British	Procedure Sign	Use When
Deferred	Deferred	D	Contents permit delivery morning after day of receipt. Use whenever possible.
Routine	No Indication	R	Contents permit transmission and delivery in sequence of receipt and before "D" messages.
Priority	Important	P	Contents require transmission and delivery before waiting "D" and "R" messages. This is highest precedence that can be given administrative traffic. Will Routine Suffice.
Operational Priority	Immediate	OP	Contets refer to operations only and must be transmitted and delivered before messages of lower precedence. Do not Use For Administrative Traffic.
Urgent	Most Immediate	O	Contents refer to combat, actual or imminent and require immediate transmission before all other messages. Reserve for use in such Emergency by authorized officers.

"Over classification as to precedence, makes all messages routine"

1455

Declassified E.O. 12356 Section 3.3/NND No. 785021

ROME AREA ALLIED COMMAND
APO 794, US ARMY

AG 311.3

22 April 1946
(Date)

SUBJECT: Misuse of Military Telephone Network
(By Local Government Sub-Commission)

TO : Chief Commissioner, HQ Allied Commission
APO 394, US Army

1. It would appear that misuse of the long distance military network occurred when arrangements for booked call was made from telephone No.489081 x495 to Col Bright, Udine AC AT 1656 hrs. on 10 April 1946 by Maj. Temple, who was not available when the call was offered at 1730 hrs. (A Priority Call)

2. It is requested that an explanation be made to this headquarters.

BY COMMAND OF BRIGADIER LOW:

C. B. MURPHY
Major, AGD
Adjutant General

1st Ind.

LOCAL GOVERNMENT SUB COMMISSION, ALLIED COMMISSION, APO 394.
25 April 1946.

TO : Adjutant, HQ Allied Commission, APO 394, U.S. ARMY.

1. Reference basic communication from LGSC regarding misuse of long-distance military telephone network.

2. An attempt was made on the 10 April 1946 to reach Udine and finally at 16.50 hrs. a call was booked by Major Temple to speak to Col. Bright to Udine AC. I remained at my office without moving from it for any reason and at about 17.45 my telephone rang. The long-distance operator told me that they had reached Udine but that the AC operator stated that she had rung the extension 495 and that there was no response. This is absolutely not true. My telephone did not ring at all and if it had I would have been glad to receive the call. We attempted again to get through to Udine, but finally at 6 o' clock I instructed the operator to drop the attempt.

3. I should like to point out that on two other occasions persons have informed me that they attempted to reach me on the extension 495, but that the AC operator had informed them that there was no response. On both these occasions this has not been true inasmuch as there is always someone in my office to receive a call except during lunch hours.

P.T.O.

3051

8268

Declassified E.O. 12356 Section 3.3/NND No. 785021

These particular calls in fact were made both in the morning and afternoon when either myself, an Officer or a clerk was present. I reported these incidents to the HQ Commandant and a mechanic was sent to repair my 'phone. I do not know whether similar incidents have recurred.

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

RRT/ew

Declassified E.O. 12356 Section 3.3/NND No. 785021

2nd Ind.

LOCAL GOVERNMENT SUB COMMISSION, ALLIED COMMISSION, APO 394.

24 April 1946

TO : Adjutant, HQ Allied Commission, APO 394, U.S. ARMY.

1. Reference your 1st Ind. of basic communication from RASC dated 15 April 1946 regarding misuse of long-distance military telephone network.

2. As I recollect it, a call was booked to Milan on 3 April by my secretary or my behalf. Major Warren, Deputy Chief Liaison Officer of the Allied Commission at Milan was out of town and his sergeant spoke to me after the call was booked. I instructed my secretary to cancel the original call that had been booked, but apparently on account of pressure of work and the preparations for my departure for Milan he neglected to do so. I regret this and in future I shall ensure that after a call is consummated or dropped the booking clerk will be so informed to cancel any previous call.

RALF R. SMITH
Major
Director
Local Government Sub Commission

RRS/ww

3050

8190

Declassified E.O. 12356 Section 3.3/NND No. 785021

NOLE AREA ALLIED COMMAND
APO 794, US ARMY

AG 311.3

15 April 1946
(Date)

SUBJECT: Misuse of Military Telephone Network

TO : Chief Commissioner, HQ. Allied Commission
APO 794, US Army.

1. It would appear that misuse of the long-distance military network occurred when arrangements for booked call was made from telephone 469081 x495 to Hill n Al. Comm. at 1447 hrs. on 3 April 1946 by Maj. Temple, who was not available when the call was offered at 1650 hrs.

2. It is requested that an explanation be made to this headquarters.

BY COMMAND OF BRIGADIER GENERAL DAHLER.

Signed : C. B. Murphy

C. B. MURPHY
Major, AGD
Adjutant General

463.
(15 Apr 46) 1st Ind. RBB/SEH/mb
HEADQUARTERS, ALLIED COMMISSION, APO 394, U. S. ARMY, 18 April 1946.

TO: Director, Local Government Sub-Commission.

For explanation by indorsement hereon as requested in Pragraph 2 of basic communication and return through this office.

BY ORDER OF BRIGADIER LUSH:

RICHARD B. BULLOCK
Major Inf
Adjutant

3043

8253

Declassified E.O. 12356 Section 3.3/NND No. 785021

135

2nd Ind.

LOCAL GOVERNMENT SUB COMMISSION , ALLIED COMMISSION, APO 394.

4 April 1946

TO: Executive Officer (A), Headquarters Allied Commission, APO 394.

1. Reference your 1st Ind. of basic communication from RAAC dated 27 March 1946 regarding misuse of long-distance military telephone network.

2. I have ascertained that said telephone number is located in the room of one of my officers, Capt. Vella (British). Both Capt. Vella and Mr. Chevalier, a British civilian, who occupy that room , have informed me that they made no call to the indicated number at Bari at the stated date, nor do they nor anyone else know the Lieut. Rebhold who had apparently booked the call. Said Lieut. Rebhold has never been employed in my office and as a matter of fact I have never heard of him.

3. It is the policy of my Sub Commission-and all my officers and staff have been so informed- that the booking of any call is a serious matter and all such calls should be completed.

RRT

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

RRT/ww

30-8

6718

Declassified E.O. 12356 Section 3.3/NND No. 785021

1345

ROME AREA ALLIED COMMAND
APO 794, US ARMY

AG 311.3

27 March 1946
(Date)

SUBJECT: Misuse of Military Telephone Network

TO : Chief Commissioner, Allied Commission
APO 394, US Army

1. It would appear that misuse of the long distance military network occurred when arrangements for booked call was made from telephone No. 478190 to Bari-11223 at 0937 hrs on 9 March 1946 by Lt. Rebhold, who was not available when the call was offered at 1010 hrs.

2. It is requested that an explanation be made to this headquarters.

BY COMMAND OF BRIGADIER GENERAL DASHER:

C. B. MURPHY
Major, AGD
Adjutant General

3 APR 1946

463.
(27 Mar 46) 1st Ind. S: 19 Apr 46 RCR/lam
HEADQUARTERS, ALLIED COMMISSION, APO 394, U. S. Army, 30 March 1946.

TO: Director, Local Government, Sub-Commission, Allied Commission,
APO 394, U. S. Army.

For explanation in compliance with Paragraph 2 of basic Communication and return through this office.

BY COMMAND OF REAR ADMIRAL STONE:

ROBERT C ROSS
Colonel FA,
Executive Officer (A)

30.17

8179

Declassified E.O. 12356 Section 3.3/NND No. 785021

133

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/15.2/CA

30 March 46

1 APR 1946

SUBJECT : Duty Personnel-CA Section

TO : All CA Sub-Commission

Herewith duty roster of Officers & clerks of CA Section from 3rd to 20th April 1946.

Wed 3 April	L/CPL Marshall	(P.S.)
Sat 6 "	Capt.Sampson	(PH S/C)
Wed 10 "	Capt.Ellis	(P.S.)
Sat 13 "	Sgt. Robinson	(P.S.S/C)
Wed 17 "	Major Bond	(P.S.)
Sat 20 ".	Cpl.Boardman	(Legal S/C)

There will be not duty personnel on Sundays. Duty personnel will remain in Room 58, 5th Floor, tel.No 478104 and 489081 - Ext 525.

In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

for M. CARR, Brig.
VP CA Section

30-6

1467

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

9 Mar 46

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

1 Letter 3/15.2/CA of 1 Mar 46 is cancelled and the following list of duty personnel substituted:

Sat 9 Mar	Major	WILLIAMS	(LG S/C)
Wed 13 "	Sgt	EZELL	(LG S/C)
Sat 16 "	Major	NUGENT	(Legal S/C)
Wed 20 "	L/Cpl	REEVE	(PH S/C)
Sat 23 "	Capt	BERN	(Legal S/C)
Wed 27 "	Pfc	WILLS	(Legal S/C)
Sat 30 "	Major	ANSON	(CA Sec)

2 There will be no duty personnel on Sundays. Duty personnel will remain in Room 58, 5th Floor, tel No 478104 and 489081 - Ext 525.

3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

M. CARR, Brig,
VP CA Section

2045

343

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 1/17.1/CA

7 Mar 46

SUBJECT : Escort to Officer under Close Arrest

TO : PS S/C
LG S/C

1 Reference this Section's letter 1/17.1/CA of 5 March, in para 7 for Local Government S/C please read Public Safety S/C.

2 Neither LG or MFAA S/C officers are available for duty on this day.

H.E. ANSON, Major,
for VP CA Section

Declassified E.O. 12356 Section 3.3/NND No. 785021

130

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG. Tel : 286

SUBJECT : Escort to Officer under close arrest. 7 March 1946

TO : Civil Affairs Section.

CONFIDENTIAL

1. Reference your 1/17.1/CA dated 5 March 1946.

2. Owing to activities of this Commission it is impossible for us to provide an escort Officer for the dates mentioned in a.m. letter.

3. Our British Officers are employed as follows : -
a) Major Williams will be going to hospital on Tuesday 12 March where he will remain for approximately 2 days ;
b) Capt. Vella is on tour of inspection in Reggio Calabria and will return on Wednesday 13 March.

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

RAGT/ww

3043

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Declassified E.O. 12356 Section 3.3/NND No. 785021

CONFIDENTIAL

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 1/17.1/CA

5 Mar 46

SUBJECT : Escort to Officer under Close Arrest

TO PS S/C
LG S/C
DH&R S/C
MFAA S/C

142572 Capt. L.G. PRICE - R.E.

Reference 1/17.1/CA of 21 Feb 46.

1 The trial of the above named Officer will take place at 1000 hrs on Friday, 8 March 46, and on such other subsequent days as may be necessary.

2 The following arrangements will therefore be made for escort to Capt. PRICE throughout the trial.

3 Escort duty will be from 0830 hours until 0830 hours on the following day, instead of from 1300 hours until 1300 hours as at present.

4 Escorting officer will accompany Capt PRICE to the Central M.I. Room at approx. 0915 hours on the morning of the trial, and on each subsequent morning that the Court may sit, for him to be medically examined and certified fit to stand trial by FGCM. This certificate will be handed to the President of the Court by the escorting officer. Transport to the Central M.I. Room and return will be arranged by Despatch Office.

5 Escorting Officer will ensure punctual arrival at the Court, which will assemble in the Conference Room, HQ Allied Commission.

6 Further details may be obtained from G-1(B) this HQ (Major R.A. SMITH, Ext 353, or Capt. R.A. SAVILL, Ext 216).

7 Escort Roster is as under. Escorting Officer will contact Major R.A. SMITH for instructions on the day previous to his tour of duty.

0830 hours 12 March - 0830 hours 13 March - Local Government S/C

Escort duty on 5th and 7th March has been cancelled.

for M. CARR, Brig,
VP CA Section

3042

230
8060/26

1466

Declassified E.O. 12356 Section 3.3/NND No. 785021

128

4/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/19.2/CA 1 Mar 46

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

1 Reference CA Letter 3/19.2/CA of 7 Feb 46, herewith Duty Roster of Officers and Clerks of CA Sec from Sun 3 Mar to Wed 20 Mar 46:

DATE	OFFICERS			EM/CRs	
Sun 3 Mar	Maj.	MYERS	(CA Sec)	T/Sgt MUCHACKI	(HS S/C)
Wed 6 "	Lt.Col.	WILSON	(HS S/C)	1/Cpl THEISEN	(CA Sec)
Sat 9 "	Maj.	WILLIAMS	(LG S/C)	Sgt REID	(LG S/C)
Sun 10 "	Maj.	WRIGHT	(Legal S/C)	Cpl BRANDON	(Legal S/C)
Wed 13 "	Capt.	REID	(Legal S/C)	Sgt MANSFIELD	(LG S/C)
Sat 16 "	Maj.	MARTIN	(PH S/C)	1/Cpl LEWIS	(PH S/C)
Sun 17 "	Maj.	ABBOTT	(CA Sec)	Pfc WILLIS	(Legal S/C)
Wed 20 "	Capt.	REID	(PH S/C)	Sgt ROBINSON	(HS S/C)

2 The duty officer will remain in Room 58, 5th Floor (Tel.No 47304 and 489081 - ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel. 489081 - ext 437).

3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

M. CARR, Brig.
for VP CA Section

3041

Declassified E.O. 12356 Section 3.3/NND No. 785021

Form ACC. R. 3.

CASUALTY SLIP - BRITISH OFFICERS & OTHER RANKS

Personal No:	Rank	N A M E	Regiment or Corps	NATURE OF CASUALTY
294932	Major	WILLIAMS, C.G.R.	Gen. List	Discharged from Hospital 20 February 1946.

R. R. Temple, Major
Signature of Command

2 March 1946
Date of Despatch

Director, Local Government Sub Commission
Formation or Region

3040

Declassified E.O. 12356 Section 3.3/NND No. 785021

1261

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 1/17.1/CA

21 Feb 46

SUBJECT : Escort Duty

TO : All CA Sub-Commissions

1 Reference letter 1/17.1/CA of 5 Feb 46, herewith further list of Sub-Commissions who will provide officers for escort duty on dates shown below:

Duty beginning 1300 hrs		
	24 Feb	CA Sec
	27 "	PS S/C
	1 Mar	DP S/C
	5 "	LG S/C
	7 "	MFAA S/C

2 Escorting officer will report to G-1(B) (Maj. R.A. SMITH - tel.Ext.353) for instructions not later than 1000 hrs on the day his tour of duty begins.

for M. CARR, Brig,
VP CA Section

Copy to : G-1(B) (Your G-1B/76/A of 4 Feb refers)

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204
8035/LG.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Pg 195

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA 7 Feb 46

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

1 Reference CA letter 3/15.2/CA of 19 Jan 46, herewith Duty Roster of Officers and Clerks of CA Sec from Wed 13 Feb to Sat 2 March 1946:

DATE	OFFICERS			EM/CR's		
Wed 13 Feb	Capt.	KERN	(Legal S/C)	T/Sgt	NICOLOSI	(PS S/C)
Sat 16 "	Capt.	ELLIS	(PS S/C)	Cpl	BOARDMAN	(Legal S/C)
Sun 17 "	Maj.	BELL	(MFAA S/C)	Sgt	EZELL	(Loc Govt S/C)
Wed 20 "	Maj.	REAKES	(CA Sec)	Sgt	MANSFIELD	(Loc Govt S/C)
Sat 23 "	Maj.	ANSON	(CA Sec)	Pte	REEDER	(MFAA S/C)
Sun 24 "	Maj.	VESSELO	(Ed S/C)	L/Cpl	REEVE	(PH S/C)
Wed 27 "	Maj.	BOND	(PS S/C)	L/Cpl	MARSHALL	(Sec.Div.)
Sat 2 March	Capt.	VELLA	(LG S/C)	Pte	WILLS	(Legal S/C)

2 The duty officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel 489081 - Ext 437).

3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

M. CARR, Brig,
VP CA Section

3038

Declassified E.O. 12356 Section 3.3/NND No. 785021

C/4 124

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1/17.1/CA

5 Feb 46

TVU

SUBJECT: Escort duty

TO : All Sub Commissions

Reference letter 1/17.1/CA of 6 and 7 Dec 45 and 18 Jan 46 herewith further list of Sub Commission who will provide officers for escort duty on dates shown below.

Duty beginning 1300 hrs	8 Feb	Public Safety S/C
	11 Feb	Displaced Persons S/C
	14 Feb	Monuments and Fine Arts S/C
	16 Feb	Local Government S/C
	18 Feb	Public Safety S/C
	20 Feb	Displaced Persons S/C

Escorting officer will report to G-1(B) (Maj.R.A. Smith - tel.Ext.353) for instructions not later than 1000 hrs on the day his tour of duty begins.

M.CARR Brigadier
VP CA Section

Copy to: G-1(B) (Your G-1B/76/A of 4 Feb refers)

3037

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HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1/17.1/CA

31 Jan 46

SUBJECT: Escort Duty

TO : Displaced Persons and Repatriation
Sub Commission

Reference L/17.1/CA of 18 Jan 46 as arranged you will provide an officer for escort duty on 2nd February instead of 6th February. Local Government Sub Commission will provide the officer for 6th February.

M.CARR Brigadier
VP CA Section

Copy to: G-1 (B)(Your G-1B/76/4 of 17 Jan refers)
Local Government Sub Commission (Your AC/6/4/LG of 31 Jan refers)

3056

Declassified E.O. 12356 Section 3.3/NND No. 785021

SUBJECT: Escort Duty

TO : Displaced Persons and Repatriation
Sub Commission

Reference L/17.1/CA of 18 Jan 46 as arranged you will provide an officer for escort duty on 2nd February instead of 6th February. Local Government Sub Commission will provide the officer for 6th February.

M.CARR Brigadier
VP CA Section

Copy to: G-1 (B)(Your G-1B/76/4 of 17 Jan refers)
Local Government Sub Commission (Your AC/6/4/LG of 31 Jan refers)

3056

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

122

AC/6/4/LG.

Tel: 478706

31 January 1946

SUBJECT : Escort duty.

TO : Civil Affairs Section.

1. Reference your 1/17.1/CA of 18 January. The only British officer at present available (Major Williams) is duty Officer on Sunday 3 February. This duty overlaps with the tour of escort duty assigned to this S/C for Saturday 2 February. It is desirable that Major Williams' duty for Sunday should remain as he has considerable research to do on that day.

2. I suggest that this S/C's tour of escort duty for 2 February be exchanged with that of DP & R S/C for 6 February when Major Williams will be available. If you agree please issue instructions accordingly.

R127

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

cgk/ww

3035

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Loc Govt S/C (1)
FR

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/CA

19 Jan 46

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

1 Ref CA Sec letter 3/15.2/CA of 29 Dec 45, herewith duty Roster of Officers and Clerks of CA Sec from Wed 23 Jan to Sun 10 Feb 1946 :

DATE	OFFICERS			EM/OR		
Wed 23 Jan	Maj	ANSON	(CA Section)	T/Sgt	NICOLOSI	(PS S/C)
Sat 26 "	Maj	VESSELO	(Ed S/C)	T/5	EZELL	(Loc Govt S/C)
Sun 27 "	Maj	BOND	(PS S/C)	Sgt	MANSFIELD	(Loc Govt S/C)
Wed 30 "	Capt	VELLA	(Ed S/C)	Cpl	BOARDMAN	(Legal S/C)
Sat 2 Feb	Maj	NUGENT	(Legal S/C)	Pte	REEDER	(MFAA)
Sun 3 "	Maj	WILLIAMS	(Log Govt S/C)	L/Cpl	MARSHALL	(Sec. Div)
Wed 6 "	Lt. Col	HANNAFORD	(Legal S/C)	Pte	WILLS	(Legal S/C)
Sat 9 "	Capt	RUSSELL	(Loc Govt S/C)	Sgt	ROBINSON	(PS S/C)
Sun 10 "	Capt	SAMPSON	(PH S/C)	L/Cpl	THOMSON	(CA Section)

2 The duty officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel 489081 - Ext 437).

3 In the event of an officer or clerk not being available for duty as steted, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

H.E. ANSON, Major,
for CSO CA Sec.

Sgt BF 26 Jan 1034

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 1/17.1/CA 18 Jan 46

SUBJECT : Escort for officer under close arrest.

TO : All CA Sub-Commissions.

Ref letter 1/17.1/CA of 6 and 7 Dec 45 , and 4 Jan 46. Herewith further list of Sub-Commissions who will provide officers for escort duty on dates shown below:

Duty beginning 1300 hrs	24 Jan	CA	Section
	27 Jan	DP & R	S/C
	31 Jan	P.S.	S/C
	2 Feb	L.G.	S/C
	6 Feb	DP & R	S/C

Escorting officer will report to G-1(B) Major JONES - Tel.353 , for instructions not later than 1000 hours on the day his tour of duty begins.

M. CARR Brigadier
VP CA SECTION

3033

Copy to: G-1(B) (Your G-1B/76/A of 17 Jan refers).

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/IG Tel: 286

SUBJECT: Vaccination and Inoculation (Hr. Officers). 15 January 1946

TO : Office of the Hq Commandant AC.

Reference to your HQC/3 dated 12 January 1946.

Herewith find return as requested. IN RESPECT OF

MAJOR C.G.R. WILLIAMS
CAPT J.L RUSSELL

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

RT/mm
Encl. as above

3052

7995

Declassified E.O. 12356 Section 3.3/NND No. 785021

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LOCAL GOVERNMENT SUB COMMISSION

VACCINATION AND INOCULATION RETURN FOR BRITISH OFFICERS

(a)	Number of British Officers on strength, and employed at this HQ	2
(b)	Numbers absent on leave, duty, etc.	1
(c)	Numbers protected by Vaccination	2
(d)	Numbers protected by TAB inoculation	2
(e)	Numbers protected by TET inoculation	2
(f)	Numbers protected by Typhus inoculation	2

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

Sgt. M. - please prepare a return for Maj. Temple's signature as per, and c hereof. JLR 118

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

HQC/3 12 January 1946

SUBJECT: Vaccination and Inoculation,
(British Officers only).

TO : All Sub-Commission and Section.

1. In order to comply with M.a.a.C. Routine Orders an inoculation state has to be made to HQ M.....C. every quarter.

2. Please therefore forward to this office, not later than Thursday, 17th January 1946, a return of all British Officers in your Section under the following heads.-

LOCAL GOVERNMENT SUB-COMMISSION
(SECTION)

(a) Number of British Officers on strength, and employed at this HQ 2
(b) Numbers absent on leave, duty, etc. 1
(c) Numbers protected by Vaccination 2
(d) Numbers protected by TAB inoculation 2
(e) Numbers protected by T.T. inoculation 2
(f) Numbers protected by Typhus inoculation 2

3. The following are the requirements for protection :-

(a) Smallpox: Vaccination every two years.
(b) TAB: Two initial inoculations and one annual maintenance 2030
(c) TT: Two initial inoculations and one annual maintenance dose.

Declassified E.O. 12356 Section 3.3/NND No. 785021

TC : All Sub-Commission and Section.

1. In order to comply with H.Q.A.A.C. Routine Orders an inoculation state has to be made to HQ A.A.A.C. every quarter.

2. Please therefore forward to this office, not later than Thursday, 17th January 1946, a return of all British Officers in your Section under the following heads.-

LOCAL GOVERNMENT. (SUB-COMMISSION) (SECTION)

(a) Number of British Officers on strength, and employed at this HQ 2

(b) Numbers absent on leave, duty, etc. 1

(c) Numbers protected by Vaccination 2

(d) Numbers protected by TAB inoculation 2

(e) Numbers protected by TT inoculation 2

(f) Numbers protected by Typhus inoculation 2

3. The following are the requirements for protection :-

(a) Smallpox: Vaccination every two years.

(b) TAB: Two initial inoculations and one annual maintenance dose.

(c) TT: Two initial inoculations and one annual maintenance dose.

(d) Typhus: Three initial inoculations and one maintenance dose every 6 months.

4. Every British Officer should note that he must be in possession of a certificate signed by a Medical Officer certifying that he is fully protected by Vaccination and Inoculation, prior to his departure to the UK on leave, or release.

2039

Lt.Col.
A.A.G. (PAHAD), W.C.
HQ. Commandant.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4 17

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/1B/CA

5 Jan 45

SUBJECT : Reports and Returns

TO : All CA Sub-Commissions

Attached please find complete and up-to-date list of returns due to this Section.

H.N. ANSON, Major,
for CSO CA Section

3029

Scraps of Lath

6094

117P

6084

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RETURNS DUE TO CIVIL AFFAIRS SECTION FROM GA SUB-COMMANDS

SUBJECT	GA REFERENCE	ORIGINATORS REFERENCE	DATE DUE	NO OF COPIES	REMARKS
...ioers' Strength	2/1B/GA 9 Oct 44	G1-2/371/0 d 6 Oct 44	3rd & 19th each month	5	4 copies to G1-B on 4th & 20th
ORs Strength	2/1B/GA 18 Mar 44	16098/G-1 B 15 Jul 44	3rd each month	3 - R.2 3 of Nominal Roll	2 Copies of each to G1-B on 4th
Sub-Comms Monthly Report	2/3B/GA 19 Aug 44	497/7A/GA 8 Aug 44	Summary-10th Report -14th	1 46	1 Copy of complete GA Summary 45 Copies of report to Ex Comm by 15th.
Civilian Requisitioned Vehicles	3/6B/GA 16 Sep 44	G1/41/A 14 Sep 44	4th each month	3	2 Copies to G-4-A by 6th
Quarterly Return Officers recommended for advancement	1/4B/GA 14 Sep 44	G-1B/51/A 12 Sep 44	27 Sep, Dec March & Jun	3	2 Copies to G-1B on 1st Jan, Apl, July and Oct.

Copies to : All GA Sub-Comms for information and reference.

GA Section

Declassified E.O. 12356 Section 3.3/NND No. 785021

1 4 8 2

Declassified E.O. 12356 Section 3.3/NND No. 785021

b/t

1Pg
1
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HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

4 JAN 1946

1/17.1/CA 4 Jan 45

SUBJECT: Escort for officer under close arrest

TO : All CA Sub Commissions

Ref letter N°1/17.1/CA of 6 and 7 Dec 45. Herewith further list of Sub Commissions who will provide officers for escort duty on dates shown below:

Duty beginning 1,00 hrs	4	Jan	CA	Sec
	7	Jan	DP&R	S/C
	9	Jan	P.S.	S/C
	11	Jan	L.G.	S/C
	17	Jan	DP&R	S/C
	20	Jan	Ed	S/C

Escorting officer will report to G-1 (B) (Major JONES - Tel 353-) for instructions not later than 1000 hours on the day his tour of duty begins.

W.CARR Brigadier
VP CA Section

Copy to: G-1(B) (Your G-1B/26/A of 31 Dec refers)

Capt. R— It looks as if you've got it again.
Seen Jack.

RCT 3027
5 Jan.

7889

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

31 DEC 1945

20 Dec 45.

Ref : 3/15.2/CA

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions.

Herewith revised list of Duty Officers and Duty Clerks for period Sat 22 Dec to Mon 31 Dec.

Sat 22 Dec	Major. NUGENT	(Legal S/C)	Pte. HEYWARD	(Sec Div)
Sun 23 Dec	Capt. ELLIS	(PS S/C)	Sgt. PAPPS	(Legal S/C)
Mon 24 Dec	Capt. VELLA	(Ed S/C)	Cpl. FARLEY	(PS S/C)
Sat 29 Dec	Lt. SAMPSON	(PH S/C)	L/Cpl THOMSON	(CAS)
Sun 30 Dec	Major. HARVEY	(PS S/C)	Cpl. ROBINSON	(PS S/C)

N.B. Mon 24 Dec will be a holiday and Duty Officer's hours will be as for Sunday.

Following days will also be holidays and 1 duty officer will be detailed for the whole of AC:

Tues 25 Dec
Wed 26 Dec
Tues 1 Jan
Wed 2 Jan

H.E. ANSON, Maj,
CA Section.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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6/4

HEADQUARTERS ALLIED COMMISSION
AFO 394
CIVIL AFFAIRS SECTION

21 DEC 1945

20 Dec 45

Ref : 1/17.1/CA

SUBJECT : Escort for officer under close arrest.

TO : G-1 (B)

113

Reference letter 1/17.1/CA of 19 Dec.

Local Government S/C will now provide the officer for Jan 1 and Education S/C will provide the officer for 29 December.

H.E. ANSON, Major,
for CSO CA Section

Copy up 30th Dec

Copy to : Local Govt S/C
Education S/C

3025

7837

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

20 DEC 1945

1/17.1/CA 19 Dec 45

SUBJECT : Escort for Officer under close arrest.

TO : All CA Sub Commissions.

Ref letter No 1/17.1/CA of 6 Dec and 7 Dec 45. Herewith further list of Sub Commissions who will provide officers for escort duty on dates shown below:

Duty beginning 1300 hrs	21 Dec	DP & R	S/C
	23 "	PS	S/C
	25 "	CA	Sec
	29 "	LG	S/C
	1 Jan	Ed	S/C

H.E. ANSON, Maj,
CA Section

Copy to : G-1 (B)

Changed with Capt Dellin
9 de duty from 1300 hours 1st Jan
1/96

7832

Declassified E.O. 12356 Section 3.3/NND No. 785021

4/4

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17 DEC 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/CA

17 Dec 45

SUBJECT : Duty Personnel.

TO : Local Govt S/C
Public Safety S/C

Reference this Section letter 3/15.2/CA of 27 Nov. Duty Officer for Sat 22 Dec will be Capt CUNNINGHAM Local Government Sub-Commission vice Capt EDDINGS Public Safety Sub-Commission.

H.E. ANSON, Major,
CA Section.

3023

7817

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 1/17.1/CA

7 Dec 45

SUBJECT : Escort for (Officer under close arrest)

TO : All CA Sub-Commissions

Letter No 1/17.1/CA of 6 Dec 45 is cancelled and the revised order in which S/Cs will provide officers for escort duty is given below:

Duty beginning 1300 hrs	7 Dec	DP & R S/C
"	13 Dec	PS S/C
"	16 Dec	LG S/C
Date not notified yet		DP & R S/C
" " " "		PS S/C

for S.H. WHITE Lt Col,
A/Ch CA Section

5022

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Declassified E.O. 12356 Section 3.3/NND No. 785021

CONFIDENTIAL

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1/17.1/CA 6 Dec 45

SUBJECT : Escort for Officer under close Arrest.

TO : All CA Sub-Commissions

A British Officer is being held under close Arrest at this HQ. It will be necessary for an Escorting Officer (of the rank of Major or Capt) to be responsible for this officer until further notice.

A British Escorting Officer will be nominated by Sub-Commissions in the following order:-

Public Safety S/C
Displaced Persons & Repatriation S/C
Local Government S/C 16 Dec.
Displaced Persons & Repatriation S/C
Public Safety S/C
Displaced Persons & Repatriation S/C

Escorting Officers will assume duties at 1300 hrs on the day appointed and will remain in duty until relieved by next for duty. Escorting Officers will report to Capt SMITH (G-1(B) - Tel. 353) for instructions before 1000 hrs on the day they assume duty.

The first day of duty will be on 5 Dec (PS) and the second will be on 7 Dec (DP&R), subsequent dates will be notified.

for S.H. WHITE Lt Col,
A/VP CA Section.

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

109

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

8 Dec 45

SUBJECT : Duty Personnel - CA Section

TO : All CA Sub-Commissions

The Roster of Duty Officers and Duty Clerks for CA Section from 24 Dec until 31 Dec is as follows:

Wed 26 Dec	Lt Col	KENNY	(PH S/C)	Cpl	PARLEY	(PG S/C)
Sat 29 Dec	Lt.	SAMPSON	(PH S/C)	L/Cpl	THOMSON	(CA Sec)
Sun 30 Dec	Maj	HARVEY	(PG S/C)	Cpl	ROBINSON	(PG S/C)

N.B.

Mon 24 Dec is a working day
Tues 25 Dec - 1 officer will be on duty for the whole of AG
Wed 26 Dec - will be a holiday for British personnel.

H.E. ANSON, Maj,
for CSO CA Section

3020

Declassified E.O. 12356 Section 3.3/NND No. 785021

Lg 1/4 108

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1.B/CA

3 Dec 45

SUBJECT : Office Hours.

TO : All CA Sub-Commissions

Will all Sub-Commissions please call the attention of officers and clerks to the fact that office hours on Sundays are from 0930 - 1230 and 1400 - 1730 hours.

S.H. WHITE Lt Col,
A/VT CA Section G 1

7752

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

27 Nov 45

3/15.2/CA

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

Reference this Section letter 3/15.2/CA of 27 Nov 45.

Duty Officer for Sunday 2 Dec will be Capt. L.C. BERN, Legal S/C vice Capt BRADFORD.

H.E. ANSON, Major,
for CSO CA Section.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/CA

27 Nov 45

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

Reference this Section letter 3/15.2/CA of 27 Nov 45.

Duty Officer for Sunday 2 Dec will be Capt. L.C. BERN, Legal S/C vice Capt BRADFORD.

H.E. ANSON, Major,
for CSO CA Section.

1493

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

27 Nov

Ref : 3/25.2/CA

SUBJECT : Duty Personnel - CA Section.

TO : All CA Sub-Commissions.

1 The Roster of Duty Officers and Duty Clerks for CA Section up to 23 Dec is as follows::

DATE	OFFICER		EM/OR
Wed 28 Nov	Lt Col. HANHAFORD	(Legal S/C)	~~Cpl. PAILEY~~ (PS S/C)
Sat 1 Dec	Capt. RUSSEL	(LOCGov S/C)	Sgt. STARKISS (Loc Gov S/C)
Sun 2 Dec	Capt. BRADFORD	(MFAA S/C)	S/Sgt. LEISHMAN (CA Sec)
Wed 5 Dec	Capt. VELLA	(Ed S/C)	Cpl. WILLARD (MFAA S/C)
Sat 8 Dec	Major. BOND	(PS S/C)	Pfc. FROOM (Ed S/C)
Sun 9 Dec	Capt. EDDINGS	(PS S/C)	Cpl. WILSON (CA Sec)
Wed 12 Dec	Major. BELL	(MFAA S/C)	Sgt. MANSFIELD (Loc Gov S/C)
Sat 15 Dec	Capt. HAYES	(Sec Div)	Cpl. CARR (LOC Gov S/C)
Sun 16 Dec	Capt. WILSON	(PS S/C)	Sgt. WHITE (Legal S/C)
Wed 19 Dec	Major. NUGENT	(Legal S/C)	L/Cpl. BOARDMAN (Legal S/C)
Sat 22 Dec	Capt. EDDINGS	(PS S/C)	Pte. HAYWARD (Sec Div)
Sun 23 Dec	Capt. ELLIS	(PS S/C)	Sgt. PAPES (Legal S/C)

2 The duty officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel 489081 - Ext 437).

3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

H.E. ANSON, Maj,
for CSO CA Section

3018

Declassified E.O. 12356 Section 3.3/NND No. 785021

105

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

23 NOV 1945

Ref : 3/15.2/CA

23 Nov 45

SUBJECT : Duty Officer for Saturday 24 Nov.

TO : All CA Sub-Commissions

Duty Officer for Saturday 24 Nov will be Capt. J.S.P, HRADFORD, MFAA S/C, vice Capt. MAXSE.

H.E. ANSON, Maj,
for CSO CA Sec.

3017

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Declassified E.O. 12356 Section 3.3/NND No. 785021

1/4

LG

104

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

21 NOV 1945

Ref : 3/15.2/CA

20 Nov 45

SUBJECT : Duty Personnel for Thursday 22 Nov.

TO : All CA Sub-Commissions

1 Duty Officer and EM/OR for Thursday 22 Nov will be Maj. H.E. ANSON, CA Section and Pte L.H. HEYWARD, Security Division.

2 Tour of duty will be as for Sundays.

H.E. Anson

H.E. ANSON, Maj,
for CSO CA Section

3016

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Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

14 NOV 1945

Ref : 3/15.2/CA

20 Nov 45

SUBJECT : Duty Personnel on Wednesday afternoon.

TO : All CA Sub-Commissions

Reference our 3/15.2/CA of 29 Oct,45

Major H.E. ANSON will discontinue doing duties on Wednesdays and the following will take his place:

Wed 21 Nov - Lt Col KENNY PH S/C
Wed 28 Nov - Lt Col HANNAFORD Leg S/C

H.E. ANSON, Maj,
for CSO CA Sec.

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
AIC 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA.

16 Nov 45.

SUBJECT: Typing of Letters.

TO: See Distribution Below.

1 The friction between this Section and the Executive Commissioner's staff and unnecessary work is being caused because letters typed for the Chief Commissioner's signature do not meticulously comply with the instructions laid down as to the form in which they will be prepared.

2 Letters are being returned for re-typing because certain phrases are typed two spaces out of the place laid down.

3 The current instructions are contained in 615/41/008 of 24 Oct 44. Much trouble will be saved if Sub-Commissions will ensure that letters submitted for signature strictly comply with these instructions.

S.H. WHITE, Lt Col,
A/VP CA Section.

DISTRIBUTION: Displaced Persons S/C.
Education S/C.
Legal S/C.
Local Government S/C.
Monuments, Fine Arts & Archives S/C.
Public Health S/C.
Public Safety S/C.

3014

7641

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

101

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG

Tel: 478706

SUBJECT: Office Instructions.

1 November 1945

TO : Clerical Staff.

1. All members of the staff are to note that Wednesday and Saturday and other occasions are holidays insofar as operational requirements permit.

2. In view of the very heavy pressure on the Sub Commission at present, the staff must not assume that they will not be required on Wednesdays and Saturdays.

3. Until further order, the Chief Clerk will refer to the Director (or in his absence the senior officer present) for instructions whether the staff are required and, if so, no one will absent themselves from duty on Wednesdays and Saturdays without being instructed accordingly.

4. Every effort will be made to release the staff on Wednesday and Saturday afternoons, but the work must come first.

R. R. Temple Major

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

CGRW/pec

Sgt Starkus — S.F.C.
Cpl Carr
Pvt Rice — Assigned to sec
Pvt Chevalier — to sec
Miss Manca — M. Mancini
Miss Conti — G. Conti
Miss Lezzi — Elisa Lezzi

Unclassified E.O. 12356 Section 3.3/NND No. 785021

6/4 ~~27B~~

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2 Nov 45

2/3. B/CA

SUBJECT : Monthly Report

TO : Chief Clerks, all CA B/Cs.

Commencing with October Report, 46 copies (instead of 42) of full length Monthly Report will be submitted to this Section.

C.A. LEIBMAN S/Sgt,
Chief Staff CA Sec.

3012

7561

Declassified E.O. 12356 Section 3.3/NND No. 785021

99

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG

Tel: 478706

SUBJECT: Office Instructions.

1 November 1945

TO : Clerical Staff.

1. All members of the staff are to note that Wednesday and Saturday and other occasions are holidays insofar as operational requirements permit.

2. In view of the very heavy pressure on the Sub Commission at present, the staff must not assume that they will not be required on Wednesdays and Saturdays.

3. Until further order, the Chief Clerk will refer to the Director (or in his absence the senior officer present) for instructions whether the staff are required and, if so, no one will absent themselves from duty on Wednesdays and Saturdays without being instructed accordingly.

4. Every effort will be made to release the staff on Wednesday and Saturday afternoons, but the work must come first.

RRT

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

CGRT/pec

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/15.2/CA

29 Oct 45,

SUBJECT : Office Personnel on Wednesday and Saturday Afternoons.

TO : All CA Sub-Commissions

Reference our letter of 27 Oct 45.

1 Herewith duty roster for Wednesday and Saturday afternoons until the end of Nov:-

Date	Duty Officer			Duty Clerk		
Sat 3 Nov	Capt	FEHR	PS S/C	T/4	LATELLA	(Leg)
Sat 10 Nov	Lt Col	KENNY	PH S/C	S/Sgt	CHIPPERTON	(Sec)
Sat 17 Nov	Lt Col	WILSON	PS S/C	L/Cpl	REEVE	(PH)
Sat 24 Nov	Capt	MAXSE	MFA S/C	Sgt	WHITE	(Leg)

Duties each Wednesday will be performed by Major H.E. ANSON and Cpl WILSON.

2 The duty officer will remain in Room 58. 5th Floor (Tel No 478104 and 489081 - Ext 525) and the duty clerk will remain in Room 31, 5th Floor (Tel No 489081 - Ext 437).

3 In the event of an officer or clerk not being available for duty as stated, the Sub-Commission concerned will notify this Section at least 3 days previously. Failure to do thus will mean that the Sub-Commission will be responsible for finding a relief.

H.E. Anson —1—

for S.H. WHITE Lt Col,
CSO CA Section

3010

7507

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

97

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

27 October 1945

ESTABLISHMENT MEMORANDUM)
NUMBER 18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. Insofar as operational requirements permit, Sundays, holidays, Wednesday afternoons, and Saturday afternoons will be considered off duty hours for all personnel of the Allied Commission, including Italian staff.

2. Skeleton staffs will be maintained in all Sections during the above mentioned periods and personnel so retained are to be given off-duty time commensurate with periods they are on duty.

BY COMMAND OF REAR ADMIRAL STONE:

27 OCT 1945

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

J. L. Jones

OFFICIAL:

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

Copy on 10/14

DISTRIBUTION:
"A"
Groups I and II

3009

R E S T R I C T E D

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

IMMEDIATE

96

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/15.2/CA

27 Oct 45

27 OCT 1945

SUBJECT : Office Personnel on Wednesday and Saturday Afternoons.

TO : See Distribution

74 85

Reference our letters 3/1.B/CA of 28 Aug and 1/17.2/CA of 26 Sep 45.

1 As from to-day all Civilian personnel will now have Wednesday and Saturday afternoons off in addition to Sunday. One duty officer and one duty E/OR only will remain on duty for the whole of CA Section on these afternoons.

93

2 This Office letter 3/15.2/CA of 25 Oct 45 detailing Sunday Duty Personnel for November remains unchanged.

3 A separate Duty Roster for Wed & Sat afternoons is being prepared. Duty Officer for this afternoon is Major H.E. ANSON, Duty Clerk, S/sgt G.A. LEISHMAN.

S.H. WHITE Lt Col,
CSO CA Section.

DISTRIBUTION:-
Education S/C
Legal S/C
Local Govt S/C
Public Health S/C
Public Safety S/C
MFAA S/C
DER S/C
IPW Division
Security Division

3008

1501

Declassified E.O. 12356 Section 3.3/NND No. 785021

95

PRO FORMA OF TELETYPE INFORMATION

SUBJECT: Local Government

NAME & RANK	ASSIGNMENT	PAGES/BOOKS	SERIES NO. ARR.	SERIES NO. DEP.
Major Ralph H. SMITH	Director	9 52	195 & 630	-- -
Major C.C.H. [illegible]	Executive Officer	3 46	-	175706
	Chief Clerk	2 47	196	--

3007

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4 W

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/1B/CA

26 Oct 45

SUBJECT : Telephone Numbers

TO : All CA Sub-Commissions

27 OCT 1945

Owing to the many changes which have taken place in Officers and telephone numbers, this AC telephone directory is in many respects out of date. Sub-Commissions are therefore requested to complete and return the attached pro-forma. The pro-forma should disclose the name and telephone numbers of all their Officers (giving appointments) and their Chief Clerk.

J.S. EVANS, Maj,
for CSO CA Section

3006 41,96

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
AFO 394
CIVIL AFFAIRS SECTION

Exchange and with Page No. 4 CAS - 1 to do duty on 28 Oct.

3/15.2/CA

25 Oct 45

SUBJECT : Sunday Duty Personnel - CA Section

TO : See Distribution

1 The Roster of Duty Officers and Duty Clerks for Civil Affairs Section for November is as follows:-

Date	Duty Officer		Duty Clerk	
4 Nov	Major	~~WILLIAMS~~ Norton - L.G. S/C	L/Cpl	LISBERG - PS S/C
11 Nov	Capt	HAYES - PS S/C	L/Cpl	THOMSON - CA Sec
18 Nov	Major	BOND - PS S/C	L/Cpl	BOARDMAN - Legal S/C
25 Nov	Major	MUGETT - Legal S/C	T/Sgt	HARRISON - PH S/C

2 The Duty Officer will remain in Room 58, 5th Floor (Tel No 478104 and 489081, Ext 525) and the Duty Clerk will remain in Room 31, 5th Floor (tel No 489081, Ext 437). Tour of duty is from 0930 hrs until 1800 hrs.

3 In the event of an officer or clerk not being available for duty as stated the Sub-Commission concerned will notify this Section at least 3 days beforehand. Failure to do this will mean that the Sub-Commission will be responsible for finding a relief.

S.H. WHITE Lt Col,
CSO CA Section.

DISTRIBUTION: - Education S/C
Legal S/C
Local Govt S/C
Public Health S/C
Public Safety S/C
MFAA S/C
IDP Division
Security Division

3005

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Declassified E.O. 12356 Section 3.3/NND No. 785021

29

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
Public Health Sub-Commission

13 OCT 1945

AG/3006/3/PH

25 September 1945

SUBJECT: - Appointment of Chief, Welfare Branch.

TO : - See Distribution.

Effective 25 September 1945 the below-named officer has been appointed Chief, Welfare Branch, Public Health Sub-Commission vice Lieutenant Colonel John McSweeney (A) Specialist Reserve, 0-1647/1 relieved:

Lieutenant Colonel RAYMOND KENNY (A) Spec Reserve, 0-520679.

Thomas H Page

THOMAS H. PAGE, Colonel, U.S.
Director,
Public Health Sub-Commission.

DISTRIBUTION: "A" and
E.R.O.S.I., Via Veneto 39, Rome. (5)
E.R.O.I.M.E.A., Via Tomacelli 154, Rome.
American Relief for Italy, Inc., Via Lucullo 6, Rome. (3)
The High Commissioner for Public Health, Ital Gov't, Rome (5)
American Red Cross, Piazza Barberini, Rome. (3)
British Red Cross Society, AC Hq, Rome (3).
Italian Red Cross, Via Toscana 12, Rome. (3).

3004

739)

Declassified E.O. 12356 Section 3.3/NND No. 785021

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HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/G/4 / L G Tel: 475190

SUBJECT: Rome Almanac (Guido Monaci) 6 October 1945

TO : H. Q. Commandant
(Purchasing Officer)

Reference Daily Bulletin No.277 of 5 October 45, Para 5.

A copy of the Rome almanac was not previously ordered for this Sub-Commission. May one please be ordered now.

Eq/S

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission.

KS/ic

3003

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Declassified E.O. 12356 Section 3.3/NND No. 785021

90

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

5 OCT 1945

Ref 1/2.2/CA

5 Oct 45

SUBJECT : Travel Orders

TO : ALL CA Sub-Commissions

In future Travel Orders will be made for signature by Major J,Stewart REAKES, for CSO, CA Section. Lt De Bellis has now left this HQ.

J.S. REAKES Major,
for VP CA Section

4322

Declassified E.O. 12356 Section 3.3/NND No. 785021

89

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG

Tel: 286

SUBJECT: Change in telephone numbers.

5 October 1945

TO : Signals Office, AC

The following changes are notified in the telephone numbers of Local Government Sub Commission:

NUMERICAL LISTING

	Name	Rank	Nat	Sub Com	Int	Ext
Delete	CRIPPS R.R.	Col	B	Local Govt	495 & 620	--
	TEMPLE R.R.	Maj	A	" "	--	478706
	WILLIAMS C.G.R.	Maj	B	" "	--	478190
Insert	TEMPLE R.R.	Maj	A	" "	495 & 620	--
	WILLIAMS C.G.R.	Maj	B	" "	--	478706

Clys

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

BMS/mm

3001

5275

Declassified E.O. 12356 Section 3.3/NND No. 785021

88

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

Tel: 286

AC/6/4/LG

5 October 1945

SUBJECT: Office locations and phone numbers

TO : Adjutant

May the following please be published in Daily Bulletin.

Effective immediately Local Government Sub Commission officers will be located as follows:

Name of Officer	Appt	Room	Floor	Phone No.
Major RALPH R. TEMPLE	Director	52	5	(Int) 495 & 620
Major C.G.R. WILLIAMS	Exec. Offr	46	5	(Ex) 478706

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

BMS/mm

Copy to HQ COMZT (Office Space Section)
" " HQ Comdt (For Information Desk)

3000

572

Declassified E.O. 12356 Section 3.3/NND No. 785021

E X T R A C T O F

VICE PRESIDENT'S MEETING
OF
HEADS OF SUB COMMISSIONS OF CIVIL AFFAIRS SECTION

No. 119

Meeting opened at 1600 hrs on Friday, 28 September 1945.

1. POINTS FROM THE LAST MEETING, held on Tuesday, 25 September 1945.

(a) - Office Hours - The wording of the last paragraph of the instructions issued by Establishment Section regarding half-holidays, gives a wrong impression. The VP stated that half-days for military personnel would be staggered and it must be ensured that as far as possible military staff was working on Wednesday and Saturday afternoons to keep the civilian staff occupied.

86

25 SEP 10AM 6 4

HEADQUARTERS ALLIED COMMISSION
APO 5w4
Establishment Section

Ref/77/63/EST 24 September 1945

SUBJECT: Office Hours

TO : See Distribution

1. Headquarters Allied Commission will operate six full days per week. On Sunday only such skeleton steffs and duty officers as the heads of offices consider necessary will be on duty.

2. Time off will be taken as follows:

a. Locally employed civilian personnel will take off on Sundays only. Current AFHQ directives specify that locally-employed civilians will work a 6-day, 48-hour week. Time off, other than Sunday, will result in corresponding deductions from pay.

b. FEA personnel will work a maximum of 44 hours. One afternoon off per week is mandatory. A second afternoon off is permissible, work loads permitting. Overtime must be paid for all time in excess of 40 hours weekly, and it is therefore desired that this working week be considered standard.

c. Allied military personnel and other Allied civilian employees will, work loads permitting, be given two afternoons off per week in addition to Sunday.

Vice Presidents, Directors of Sub-Commissions, and Section Chiefs will confine their time taken off to Sundays, and Wednesday and Saturday afternoons. On Wednesday and Saturday afternoons, only such Allied staff will remain on duty as is, in the opinion of the responsible officer, necessary adequately to supervise the civilian employees. This skeleton staff will be given Tuesday and Thursday afternoons off.

Declassified E.O. 12356 Section 3.3/NND No. 785021

TO : See Distribution

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Vice Presidents, Directors of Sub-Commissions, and Section Chiefs will confine their time taken off to Sundays, and Wednesday and Saturday afternoons. On Wednesday and Saturday afternoons, only such Allied staff will remain on duty as is, in the opinion of the responsible officer, necessary adequately to supervise the civilian employees. This skeleton staff will be given Tuesday and Thursday afternoons off.

2998

C. M. PARKIN,
Colonel, Inf.,
Actg Vice President.

DISTRIBUTION

"A"

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

26 SEP 1945

Tel. Ext. 525

Ref: 1/17.2/CA.

26 Sep 45.

SUBJECT: Duty Personnel - C A Sec.

TO: See Distribution below.

Reference the Duty Roster for Civil Affairs Section contained in 1/17.2/CA dated 24 Sep 45.

1 Duties on Wednesday and Saturday afternoons are cancelled. Sunday duties remain and Officers and NC/OR will report as detailed on the e/n Roster.

S.B. WHITE, Lt. Col.,
CSO CA Section.

DISTRIBUTION: Education S/C,
Legal S/C,
Local Government S/C,
Patriots Branch
Monuments, Fine Arts & Archives S/C
Public Health S/C
Public Safety S/C
Security Division,
Italian Prisoners of War S/C.

2997

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

84

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Tel. Ext. 525

Ref: 1/17.2/CA.

24 Sep 45.

SUBJECT: Duty Personnel, CA Section

TO: See Distribution Below.

Reference the attached letter of even reference and date.

1 In the event of an officer or clerk not being available for duty as stated in letter under reference the Sub-Commission will notify this Section at least 3 days beforehand. If they fail or are unable to do so, they will find a relief and inform this Section.

S.H. SMITH, Lt. Col.,
CSO CA Section.

DISTRIBUTION:
Education S/C,
Legal S/C,
Local Government S/C,
Patriots Branch,
Italian Prisoners of War S/C,
Monuments, Fine Arts & Archives S/C
Public Health S/C
Public Safety S/C,
Security Division.

2996

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HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Tel. Ext. 525

Ref: 1/17.2/CA

24 Sep 45.

SUBJECT: Duty Personnel - CA Section

TO: See Distribution Below.

1 The Roster of Duty Officers and Duty Clerks for Civil Affairs Section for Sept/October is as follows:

DATE	DUTY OFFICER	DUTY CLERK
Wed. 26 Sep 45	Maj. GOODWIN, G.F.	Pfc. HAYWARD, L.H.
Sat. 29 Sep 45	Maj. HEARLE, J.S.	Pfc. TUNNICLIFFE
Sun. 30 Sep 45	Maj. TEMPLE, R.R. — RET	Sgt. CHIPPERTON
Wed. 3 Oct 45	Lt. Col. KENNY	Pfc. WASSERVOGEL
Sat. 6 Oct 45	Maj. HARVEY, S.J.	Pfc. WILSON, D.M.
Sun. 7 Oct 45	Lt. Col. HANNAFORD, G.C.	Sgt. STILES, B.M.
Wed. 10 Oct 45	Lt. Col. WILSON, F.J.	S/Sgt. HARRISON, A.
Sat. 13 Oct 45	Lt. PEER, C.	T/Sgt. CALLI, D.
Sun. 14 Oct 45	Maj. PALMIERI, E.L.	T/3 PRINCIPATO, R.L.
Wed. 17 Oct 45	Capt. MAYER, F.H.J.	S/Sgt. BROWN,
Sat. 20 Oct 45	Maj. SAVAGE, P.S.	T/Cpl. BOARDMAN,
Sun. 21 Oct 45	Maj. HOWLANDER, F.F.	Cpl. WILSON, J.
Wed. 24 Oct 45	Lt. Col. McSWEENEY, J.	Pfc. BLAUT, R.J.
Sat. 27 Oct 45	Capt. WILSON	S/Sgt. LEIBMAN, G.A.
Sun. 28 Oct 45	Maj. NEWTON, W.T.	Cpl. WILLARD, E.N.
Wed. 31 Oct 45	Capt. ELLIS	T/Cpl. LIEBING, J.

2 The Duty Officer will remain in Room 58, 5th Floor (Tel. No. 478104 and 489081 Ext. 525) and the Duty Clerk will remain in Room 31, 5th Floor, Tel. No. 489081 Ext. 437.)

[illegible]
[illegible], Lt.Col.,
CSO U.S. SEC

2935

Declassified E.O. 12356 Section 3.3/NND No. 785021

1 The Roster of Duty Officers and Duty Clerks for Civil Affairs Section for Sept/October is as follows:

DATE	DUTY OFFICER	DUTY CLERK
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Sat. 29 Sep 45	Maj. REAKES, J.S.	Pfc. TORRINGTON
Sun. 30 Sep 45	Maj. TEMPLE, R.H. —	Sgt. CHIPPERTON
Wed. 3 Oct 45	Lt. Col. KENNY	Pte. [illegible]
Sat. 6 Oct 45	Maj. HARVEY, S.J.	Pte. ELLISON, D.M.
Sun. 7 Oct 45	Lt. Col. HANNAFORD, G.G.	Sgt. SPILLER, B.M.
Wed. 10 Oct 45	Lt. Col. WILSON, F.J.	S/Sgt. HARRISON, A.
Sat. 13 Oct 45	Lt. PEER, C.	T/Sgt. CALLI, D.
Sun. 14 Oct 45	Maj. PALMIERI, E.A.	T/3 PRINCIPIANO, R.L.
Wed. 17 Oct 45	Capt. MANSE, F.H.J.	S/Sgt. BROWN,
Sat. 20 Oct 45	Maj. SAVAGE, P.S.	L/Cpl. BOARDMAN,
Sun. 21 Oct 45	Maj. HOWLSOMB, E.F.	Cpl. WILSON, J.
Wed. 24 Oct 45	Lt. Col. DeSWARDT, J.	Pfc. PLANT, A.J.
Sat. 27 Oct 45	Capt. WILSON	S/Sgt. ERICSMAN, G.A.
Sun. 28 Oct 45	Maj. MENTCH, H.T.	Cpl. WILLARD, E.N.
Wed. 31 Oct 45	Capt. ELLIS	L/Cpl. LEEDING, J.

2 The Duty Officer will remain in Room 58, 5th Floor (Tel. No. 478104 and 409081 Ext. 525) and the Duty Clerk will remain in Room 31, 5th Floor, Tel. No. 409081 Ext. 437.)

2095

S[illegible], Lt.Col.,
GSO 1A SLC

DISTRIBUTION: Education S/C
Legal S/C
Local Government S/C
Patriots Branch
Monuments, Fine Arts & Archives S/C
Public Health S/C
Public Safety S/C
Italian Prisoners of War S/C

Security Division

729

Declassified E.O. 12356 Section 3.3/NND No. 785021

1514

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

24 83

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

21 SEP 1945

Ref 6/5.2/CA

20 Sep 45

SUBJECT : General Orders, Proclamations, etc.

TO : See Distribution

1 The following instruction applies only to orders etc of general application and not to orders of appointment, suspension, etc which relate only to a particular individual or individuals or to a particular concern or concerns or to a particular place. It relates not only to current orders etc but also to orders previously and whenever issued.

2 50 copies of all Proclamations and General Orders, Regulations and Rules for the drafting of which this Headquarters was responsible, will be sent forthwith to the Information Division by the Sub-Commission which sponsored the same together with schedules showing areas and dates of enforcement.

3 20 copies of all Proclamations, Orders, regulations and judicial or administrative rules (other than those mentioned above) which have been issued in a Region or any Province thereof, showing where and when they have been brought into force, will be forwarded at once by the Region concerned to the Information Division of the Public Relations Branch of this Headquarters.

4 All documents sent to the Information Division in accordance with this instruction will be accompanied by descriptive lists showing the quantity of each item forwarded.

5 Regions and Sub-Commissions respectively will in future supply the Information Division with the said number of copies of all the above described Documents which may be issued hereafter as the same are issued.

6 Archives will so far as they can, supply from the records of closed Regions such copies of orders etc issued in such Regions as may be spare up to the above mentioned maxima.

BY COMMAND OF THE CHIEF COMMISSIONER:

H. GARD, Brig,
VF CA Section

2954

DISTRIBUTION:-
HCs Liguria, Lombardia, Piemonte, Venezie Regions
SCAC Venezia Giulia - Scale RHQ (4) - FHQ (2)
All Sections & Sub-Commissions of HQ AC.
Scale Section (4) - Sub-Commission (2)
Archives
FTB

action on AC/10/LG

7203

1522

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

12 SEP

Ref 3/1 A/CA

10 Sep 45

SUBJECT : Organisation of CA Section

TO : All CA Sub-Commissions

1 In view of the time which has elapsed since the Original Office instructions were issued and the many subsequent changes of staff both officer and clerical, it has been decided as a matter of convenience to republish the instructions in a consolidated form.

2 All officers and clerks will make themselves acquainted with and follow these instructions. They will be brought to the attention of personnel hereafter appointed to Sub-Commissions.

S.H. WHITE Lt Col,
CAO CA Section

Declassified E.O. 12356 Section 3.3/NND No. 785021

CIVIL AFFAIRS SECTION

OFFICE ORGANISATION

12 SEP 1945

1 Organisation of Office.

CA Sec and its Sub-Comsns work as one unit for Registry and Filing purposes. For those purposes each Sub-Comsn constitutes a branch of the CA Registry and will keep the following records:

Register of SECRET letters IN
Register of SECRET letters OUT
File Index - numerical
File Index - alphabetical
Register of letters IN
Register of letters OUT
File Transit Register
Follow up Index

Civil Affairs Section will open no files on subjects dealt with on Sub-Comsns files. Incoming correspondence on matters to be dealt with by the Sub-Comsns will be passed direct to and registered by the appropriate Sub-Comsn. Directors of Sub-Comsns are responsible for ensuring that the VP is kept in the picture. Papers passing inside CA Sec (i.e. between Sub-Comsns or between Sub-Comsns and CA Sec) will be passed direct by hand at the earliest possible moment and not through the Message Centre.

2 Filing.

The separation of Policy matters from Routine matters when filing is important. Questions of policy should be on a separate file which should be kept very strictly to a minimum of the policy decisions and to the actual instructions issued so as to be a clear picture unobscured by any other papers whatsoever. Correspondence about the instructions should be on a Routine File. In addition to Policy and Routine Files, Action Files should be opened. Separate action files should be opened for different questions or of different phases. Bulky Files should be avoided and are evidence of insufficient sub-division. A description of a suitable filing system is at Appx A.

3 Classification of Staff Work.

The basic fact upon which the whole clerical organisation of a staff is founded is the division of the work into two classes. Upon this depends by whom an incoming letter will be dealt with; to whom the next action is sent; the form of signature; who will sign it, the channels of communication and it may even affect the filing system.

a) Class A consists of matters where any letters to be written will express or deal with:
   (i) Recommendations
   (ii) Opinions
   (iii) Policy
   (iv) Explanation called for
   (v) Reproof
b) Class B includes all other matters.

4 Allocation of Staff Work.

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When dealing with correspondence other than TOP SECRET Correspondence or Priority Signals, the following is the normal division of work but Branch Heads may depart from these on technical matters.

a) Grade III officers (Captains and Lieutenants) are normally engaged on compilation of statistics, collection and collation of returns, prepar-

Sub-Comsns will be passed direct to and registered by the appropriate Sub-Comsn. Directors of Sub-Comsns are responsible for ensuring that the CP is kept in the picture. Papers passing inside CA Sec (i.e. between Sub-Comsns or between Sub-Comsns and CA Sec) will be passed direct by hand at the earliest possible moment and not through the Message Centre.

2 Filing.

The separation of Policy matters from Routine matters when filing is important. Questions of policy should be on a separate file which should be kept very strictly to a minimum of the policy decisions and to the actual instructions issued so as to be a clear picture unobscured by any other papers whatsoever. Correspondence about the instructions should be on a Routine File. In addition to Policy and Routine Files, Action Files should be opened. Separate action files should be opened for different questions or of different phases. Bulky Files should be avoided and are evidence of insufficient sub-division. A description of a suitable filing system is at Annx A.

3 Classification of Staff Work.

The basic fact upon which the whole clerical organisation of a staff is founded is the division of the work into two classes. Upon this depends by whom an incoming letter will be dealt with; to whom the next action is sent; the form of signature; who will sign it, the channels of communication and it may even affect the filing system.

a) Class A consists of matters where any letters to be written will express or deal with:
   - (i) Recommendations
   - (ii) Opinions
   - (iii) Policy
   - (iv) Explanation called for
   - (v) Approof

b) Class B includes all other matters.

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4 Allocation of Staff Work.

When dealing with correspondence other than TOP SECRET Correspondence or Priority Signals, the following is the normal division of work but Branch Heads may depart from these on technical matters.

a) Grade III officers (Captains and Lieutenants) are normally engaged on compilation of statistics, collection and collation of returns, preparation and maintainance of records, returns, graphs, tables, plans, maps etc. They will devil for Grade I and II officers, hunting up facts and figures for them, deliver SECRET papers and act as liaison officers etc. A grade III officer may also be allotted routine files to work.

b) Grade II officers (Majors) normally deal with all branch files which will be allotted among them according to subjects. All incoming papers will normally go first to the Grade II officer concerned and he will deal with them as follows:
   - (i) Class B matters (unless outside his powers, e.g. a financial limit for approval of expenditure) he will normally deal with completely except when he desires to obtain the weight of a more senior officer's signature.
   - (ii) Class A matters he will prepare for his next senior.

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(a) If the action is obvious, he will have the letter typed ready for his senior's signature, consulting him if necessary beforehand.

(b) If the action is not obvious but the matter simple, he will submit the arguments and a recommendation for his senior's decision (this may be done personally and need not be in writing). He will then prepare the letter unless his senior prefers to do so.

(c) If the matter is complex, he will prepare a statement of the case flagging the documents referred to, show the courses open, make a recommendation (which may take the form of a draft letter) and submit any arguments (for and against) his recommendation which should be before the officer making the decision.

c) Grade I officers (Cols and Lt Cols) will deal with all Class A matters.

5 Channels of Communication.

All branches form part of one headquarters. Branches are not separate commands working together, but part of one whole. Communications may be made horizontally (that is from one branch to another branch of the same HQ), as well as vertically (that is between senior and junior). Intercommunication horizontally takes place between officers of the same grade and the appropriate level must be chosen. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in Appx "B".

6 Addressing of Communications within the HQ.

Letters will NOT normally pass between branches but internal correspondence will be conducted on Minute Sheets in accordance with the procedure described in Appx "C" and the files will pass between Sub-Comsns and between Sub-Comsns and CA Sec. Working papers personal to a branch which merely lead to a result which is recorded on the file and are not essential to any further action need not to be circulated with the file. Minutes and letters (other than Top Secret) should be addressed to the Section or Sub-Comsn and not to any officer either by name or appointment. It is the recipient branch's responsibility to see that it gets to the right hands. When a certain officer has particular knowledge of a matter e.g. a point discussed over the phone, it may be helpful to write "for attention of Major YZ" at the head of the minute.

7 Drafting of Letters.

Where a matter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is the Section's, even though the letter may be concerned with a technical point of one of the Sub-Commissions. Just as/Grade II staff officer should, when possible, write the reply for his senior's signature, so a Sub-Comsn originating a matter to go higher should put their recommendation in the form of a letter to the appropriate quarter for the VP's signature (see below as to wording). In cases of doubt a draft can be minuted to him for his approval, any other branches whom the proposal may affect should be consulted and their views noted on the file before the draft is submitted to the VP. The final decision as to wording is that of the VP who has to take into consideration the effect on and views of other Sub-Commissions.

8 Signature of letters.

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c) Grade I officers (Cols and Lt Cols) will deal with all Class A matters.

5 Channels of Communication.

All branches form part of one headquarters. Branches are not separate commands working together, but part of one whole. Communications may be made horizontally (that is from one branch to another branch of the same HQ), as well as vertically (that is between senior and junior). Intercommunication horizontally takes place between officers of the same grade and the appropriate level must be chosen. It can take place by interview, letter or phone. Examples to clarify the procedure are contained in Appx "B".

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7 Drafting of Letters.

Where a matter is being forwarded either horizontally or vertically by the Section, the responsibility for the wording of the communication is the Section's, even though the letter may be concerned with a technical point of one of the Sub-Commissions. Just as Grade II staff officer should, when possible, write the reply for his senior's signature, so a Sub-Comsn originating a matter to go higher should put their recommendation in the form of a letter to the appropriate quarter for the VP's signature (see below as to wording). In cases of doubt a draft can be minuted to him for his approval, any other branches whom the proposal may affect should be consulted and their views noted on the file before the draft is submitted to the VP. The final decision as to wording is that of the VP who has to take into consideration the effect on and views of other Sub-Commissions.

8 Signature of letters.

a) Where any letter of Class A is addressed to HIGHER authority, it MUST be signed by the senior officer of the branch putting forward the opinion, recommendation, etc. If he is absent on duty and the matter is so urgent that it cannot await his return and his view has already been obtained or is known, the letter may be signed on his behalf by the next senior staff officer who will subscribe below the description of the officer for whom he is signing, "absent on duty" or as the case may be.

b) Where any letter of Class A is addressed on the SAME level, it is customary and desirable that the letter should be signed by the HEAD of the branch but when for some special reason he is not available, the officer next senior on his staff may sign on his behalf without explanation. (For this purpose HQs are regarded as being on the same level as Sections).

c) Where any letter of class A is addressed to a LOWER formation, it will normally be signed by the next senior officer "for" the Branch Head.

d) All letters of Class B may be signed by the Staff Officer dealing with

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the file whatever his grade provided that no limitations have been placed on his powers, (e.g. a financial limit for approval of expenditure). When a limit has been imposed the officer appropriate according to the limitation will sign. If the letter is going upwards he will sign "for" the Head of the Branch.

Instructions as to the way in which letters will be typed and ended are contained in the annexures to Office Memo No 18. Documents for signature by the VP will be prepared for signature as in Appx D.

9 Passage of Minutes or Letters to "X" through "Y"

This is not a method of submission of a question to higher authority. It's normal use is

a) to keep an interested branch acquainted with progress, or
b) to obtain concurrence with a course proposed.

It is not used in contrevercial matters which must be settled in anormal matter. Examples are given in Appendix B.

The usual form of acknowledgement by the Branch through whom the minute is passed is to place a tick through the words "through Y" adding initials and date.

If some slight variation, correction, gloss or emphasis is required, an appropriate minute may be added, but if a major difference is discovered, the minute will not be forwarded to "X" but back to the originator with the necessary comment and only forwarded to "X" when the difference is solved.

10 Top Secret

Instructions for the recording and handling of Classified material are contained in Office Memo No 2; the further instructions of this Section as regards Top Secret letters are contained in Appx E hereof. These instructions will be strictly adhered to.

11 Follow-up System.

The standard system described in Appx F will be used in every office.

12 Abbreviations.

Authorised abbreviations should be used wherever possible. Other abbreviations may be used so long as they are clearly intelligible and unambiguous. It is not correct to seperate recognised abbreviations by full stops, e.g. HQ AC is correct.

The following are examples of time and labour saved shown in typing units:

Vice President Civil Affairs Section	(36)	VP CA Sec	(9)
Civil Affairs Section	(21)	CA Sec	(6)
Sub-Commission for Public Safety	(32)	PS S/C	(6)

Consistent use of reasonable and understandable abbreviations in letters as well as in minutes aggregate to an appreciable saving of time in a days work.

13 Telephone Extensions.

The writers' telephone will be indicate on minutes or letters. This saves search should a telephone conversation be necessary on receipt of the letter. TX-50, at the bottom left hand corner of a minute is a sufficient indication as the extension is known. Where there is any choice of telephone number, a six figure number should be shown on letters passing outside

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It's normal use is
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b) to obtain concurrence with a course proposed.
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If some slight variation, correction, gloss or emphasis is required, an appropriate minute may be added, but if a major difference is discovered, the minute will not be forwarded to "X" but back to the originator with the necessary comment and only forwarded to "X" when the difference is solved.

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14 Signal Messages.

Instructions are contained in Office Memo No 1, 3, 4 as amended.

S.H. WHITE, Lt Col,
for VP CA Section.

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APPENDIX "A"

A FLEXIBLE AND EFFICIENT FILING SYSTEM

1 The requirements of every branch are different but the following system can readily be adopted to any requirements.

2 Analyse the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.

3 To every subject which falls within the head allot a sub number e.g. if the number 57 is allotted to the mainhead "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.

57/ Italian Officials
1 Appointments
2 Transfers etc.

4 A Policy file, which will contain nothing but the discussion with higher authority on questions of policy, the Decisions reached and the instructions actually issued, may be distinguished by the addition of a letter A (or P for Policy if preferred) e.g. 57/1A. A special coloured cover is an advantage.

A Routine file which will contain all correspondence about the carrying out of the policy, enquiries and other routine administrative matters related to the subject may be distinguished by the addition of a letter B (or R for Routine if preferred). A special coloured cover is an advantage.

6 Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith, Brown, Jones and Robinson, the files would be numbered 57/1.1 57/1.2, 57/1.3, 57/1.4, and so on. Action files deal with particular incidents, they do not generally live very long, often not more than a few weeks.

7 Files are most conveniently stored vertically. If there are not filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the cases make the offices more mobile. Action files die quickly, dead ones must be stored in separate boxes so that only LIVE files are behind the main head cards. This is important. When dead action files have not been needed for reference for three months they should normally be sent to Archives.

8 Records. Each mainhead is given an index card. The sub heads are written on successive lines and are followed by the letters of the policy or routine files opened, and the number (in pencil so that it can be kept up to date) of the action files which have been opened.

9 The main Index Cards relating to Italian Officials might therefore look as follows:

57/	ITALIAN OFFICIALS			
1	Appointments	A	B	27
2	Transfers		B	7
3	Promotions			11
4	Misconduct			2
5	Dismissal	A		3
6	POW's release of	A	B	17

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Italian Officials will fall within that group and receive sub numbers e.g.

57/ Italian Officials
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9 The main Index Cards relating to Italian Officials might therefore look as follows:

57/	ITALIAN OFFICIALS			
1	Appointments	A	B	27
2	Transfers		B	7
3	Promotions			11
4	Misconduct			5
5	Dismissal	A		3
6	POW's release of	A	B	17
7	Screening	A	B	35
8	Complaints		B	15

These few entries are an index to 129 files.

10 Sub Index Cards can be improvised out of half file covers inserted vertically in front of the files to which they refer. They should be cut down to stick out about 2" above the files and the number and main head printed thereon in bold letters. Not only do these cards serve as an index but they also act as guide cards. They indicate exactly the whereabouts of the group of any file required and enable it to be picked out at once.

11 A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Most Sub-Commands will find 20/30 main heads sufficient if judiciously chosen, to carry all their files. Clerks will quickly get to know these so well that they have no need to refer to any index except the sub index cards.

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APPENDIX "B"

The following examples are appended as they may help to clarify points made in the text.

1 Channels of Communication (para 6).

a) HEALTH may desire to know the existing scale of food rationing in a particular province. This being a mere enquiry for information is a Class E matter, a Grade II Officer may address the question to FOOD and a Grade II Officer may reply to HEALTH direct. There is no need to go through Grade I to the Head of the Sub-Commission, to Civil Affairs Sec to Economic Section down through the head to the Officer concerned, losing possibly one day at each step up and down, both on the enquiry and reply.

b) If LEGAL wish to know if Pte Snooks can be traced so that he can give evidence. Two channels of communication are open, first to AFHQ and down through military channels to the unit, or to the Region direct and through them to the local C.O who will contact the local military HQ. In most cases the AMG channel will probably be found the more satisfactory. In either case the enquiry can be initiated on a Grade II level as it is a Class E matter.

c) EDUCATION may require consent to the expenditure of a sum within the powers of the C.O. If no new question of policy is involved, Education may make its request and the reply may be sent direct, on a Grade I level as it involves a recommendation.

d) If MFA wish to complain that some existing instruction is not being observed by the Army and wish to ask that matters may be tightned up. The course is for MFA to draft a letter to AFHQ for signature by the VP. That is VP level.

e) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to make a recommendation to CA Section generally in the form of a letter to the Italian Authority for the VP's signature. If the proposal is approved, CA Sec will forward the recommendation. That is purely vertical.

2 Passage of Minutes (para 10).

a) HEALTH having discussed certain financial arrangements with FINANCE, desire to obtain LEGAL advice, they can properly pass their minute to LEGAL through FINANCE. To do so, shows to FINANCE that the discussion has been properly understood and as fairly put forward. It shows to LEGAL that FINANCE has been consulted and concurs with the minute.

b) LOCAL GOVERNMENT after consultation with LEGAL have drafted a letter for signature by the VP, they can properly forward their draft to C. Section through LEGAL. To do so shows that LEGAL has been consulted and concurs with the draft and will save reference to LEGAL.

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through Grade I to the Head of the Sub-Commission, to Civil Affairs Sec to Economic Section down through the head to the officer concerned, losing possibly one day at each step up and down, both on the enquiry and reply.

b) If LEGAL wish to know if Pte Snocks can be traced so that he can give evidence. Two channels of communication are open, first to AFHQ and down through military channels to the unit, or to the Region direct and through them to the local CAO who will contact the local military HQ. In most cases the AFHQ channel will probably be found the more satisfactory. In either case the enquiry can be initiated on a Grade II level as it is a Class B matter.

c) EDUCATION may require consent to the expenditure of a sum within the powers of the CAO. If no new question of policy is involved, Education may make its request and the reply may be sent direct, on a Grade I level as it involves a recommendation.

d) If MTA wish to complain that some existing instruction is not being observed by the Army and wish to ask that matters may be tightened up. The course is for MTA to draft a letter to AFHQ for signature by the VP. That is VP level.

e) If LOCAL GOVERNMENT wish to raise a question of policy, their course is to make a recommendation to CA Section generally in the form of a letter to the Italian Authority for the VP's signature. If the proposal is approved, CA Sec will forward the recommendation. That is purely vertical.

2 Passage of Minutes (para 10).

a) HEALTH having discussed certain financial arrangements with FINANCE, desire to obtain LEGAL advice, they can properly pass their minute to LEGAL through FINANCE. To do so, shows to FINANCE that the discussion has been properly understood and is fairly put forward. It shows to LEGAL that FINANCE has been consulted and concurs with the minute.

b) LOCAL GOVERNMENT after consultation with LEGAL have drafted a letter for signature by the VP, they can properly forward their draft to CA Section through LEGAL. To do so shows that LEGAL has been consulted and concurs with the draft and will save reference to LEGAL.

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APPENDIX "C"

The Minuting System for Internal Correspondence.

1 ALL communications INTERNAL to the Headquarters will be conducted on Minute Sheets attached to the left hand side of the open file. These minutes will be consecutively numbered.

2 To the right hand side of the opening will be affixed only letters passing in or out of the Headquarters, reports, proposed drafts of documents or other exhibits referred to in the minutes. These documents will be numbered, followed by a letter a b or c according to the number of documents referred to by that minute. The numbering of documents on a file is not a "passing", it is a reference. Numbers need not be consecutive and a document even of several pages only ge s one reference.

3 The LOWER two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed. TO .DATE . to control the movement of the file. When the file is to be sent to another branch, the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.

4 It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hand, this effects a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require altering in draft.

APPENDIX "D"

1 A document passing out of the HQ to Officials of the Italian Govt will be prepared for signature thus:

Yours very truly

2 A document passing out of the HQ to AFHQ or other Allied Authority not part of AC will be prepared for the personal signature of the VP thus:

For the Chief Commissioner

H. CARR, Brig,
VP CA Sec.

3 A letter on a class A matter addressed to the RC will be prepared for the personal signature of the VP thus:

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eral pages only go s one reference.

3 The LOWER two thirds of the outside of the front cover will be ruled into a series of pairs of columns headed. TO .DATE . to control the movement of the file. When the file is to be sent to another branch, the initials of that branch and the date will be entered in the first available space and the last previous entry struck out.

4 It takes no longer for a staff officer to write a short minute than to write the appropriate draft for typing; it is usual therefore for staff officers to write the minutes in their own hand, this effects a considerable saving of typing time. The only exceptions are longish minutes which require careful consideration and may require altering in draft.

APPENDIX "D"

1 A document passing out of the HQ to Officials of the Italian Govt will be prepared for signature thus:

Yours very truly

2 A document passing out of the HQ to AFHQ or other Allied Authority not part of AC will be prepared for the personal signature of the VP thus:

For the Chief Commissioner

M. CARR, Brig,
VP CA Sec.

3 A letter on a class a matter addressed to the RC will be prepared for the personal signature of the VP thus:

By command of the Chief Commissioner

M. CARR, Brig,
VP CA Sec.

4 In a class A matter a minute to higher authority within the HQ will be prepared for the personal signature of the Vice President thus:

M. CARR, Brig,
VP CA Sec.

5 In a class B matter the letter will be prepared for signature by the CSO of the Section "for VP CA Sec" thus:

S.H. WHITE Lt Col,
for VP CA Sec.

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APPENDIX "E"

1 Top Secret files will be kept in the custody of an officer of rank not lower than Lt Col. Officers of rank lower than Lt Col will not normally have access to any Top Secret files. The only officers who shall be informed of Top Secret matters are those to whose work the knowledge is essential and they should only be informed of so much as may affect their work.

2 The file itself will be graded according to the most highly classified document. But letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from Top Secret documents which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category.

3 Clerks including Chief Clerks will not handle Top Secret papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

4 Top Secret matter will be typed only by a special confidential clerk who will while so engaged not work in a room in which are persons not entitled to see Top Secret papers. The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Shorthand notes (which should be taken in a loose-leaf-book) will be destroyed as soon as the typescript is passed. New Carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Stencil copies will be run off under supervision of the confidential typist and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The Clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memo No 13.

5 The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.

6 A receipt will be obtained from the addressee or postage centre as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgement of the addressee is received.

7 Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the Register&will not be filed on the Top Secret file.

8 This instruction is issued as a matter of convenience, it does not supercede the official pamphlet issued, by the combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1942" with which all officers should be familiar and to which they are referred as the authority on this subject and ignorance of which will not be accepted as an excuse for failure to carry out the instructions therein contained.

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4 Top Secret matter will be typed only by a special confidential clerk who will while so engaged not work in a room in which are persons not entitled to see Top Secret papers. The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Shorthand notes (which should be taken in a loose-leaf-book) will be destroyed as soon as the typescript is passed. New Carbon papers should not be used but if of necessity they have to be used, they will be destroyed. Stencil copies will be run off under supervision of the confidential typist and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The Clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memo No 13.

5 The responsible officer will place the top secret letter in the prepared envelope and after sealing the same the letter will be registered out by him.

6 A receipt will be obtained from the addressee or message centre as may be appropriate. The register for secret documents will contain a space which will be dated when the acknowledgement of the addressee is received.

7 Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the Register&will not be filed on the Top Secret file.

8 This instruction is issued as a matter of convenience, it does not supercede the official pamphlet issued, by the combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944" with which all officers should be familiar and to which they are referred as the authority on this subject and ignorance of which will not be accepted as an excuse for failure to carry out the instructions therein contained.

2989

4109

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX "F"

FOLLOW UP SYSTEM

As to files retained in the Sub-Commission:-

1 On the foot of the file copy (of the first page if of more than one page) of all letters signed in the Sub-Comsn which require a reply, the Staff Officer signing the letter will note the date on which the file will be brought to his notice if the reply is not previously received (e.g, BF 21 = bring forward 21st). If a reply is not required he will mark the letter NR. Should this be omitted the file will be returned to the officer concerned for compliance. Files containing letters signed by higher authority will on their return to the Sub-Comsn if a BF date has not been noted by the signing officer be sent to the appropriate staff officer in the Sub-Comsn for this to be done.

2 The date fixed will not be the date by which a reply can first be expected but that by which a reply would be overdue. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to allow are for a reply from any body in Rome (Except as below) 7 days
from Regions 14 days
from AFHQ and Italian Govt Departments 21 days

3 There will be kept in the Clerks office a series of cards about 8"X 5" numbered1 to 31. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.

4 Each day the files to be brought forward, as entered on the card of that date, will be inspected. Those on which the expected replies have not been received will be sent in to the staff officer noted with the folio which he should see. Where a reply has been received, the clerk will strike out the note at the foot of the carbon copy and replace the file. The file numbers on the cards will be struck out.

As to files leaving the Sub-Commission:-

5 The register of files will contain four columns for dates - date "in", date "out", date "due" back, date "received" back (see suggested proforma below). The clerk keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (ones own files always have to be). If so he will enter in the "due" column a date normally not less than 3 days nor more than 5 days after the date out.

6 The Chief Clerk will inspect the Register daily to ascertain that files "due" have not been received; he will then enquire from the Chief Clerk of the Sub-Comsn etc to which the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.

7 If a file has to go to two or more Sub-Comsns successively, the register will be marked with a date "due" according to the number of offices to which

Declassified E.O. 12356 Section 3.3/NND No. 785021

their return to the Sub-Comsn if a DF date has not been noted by the signing officer be sent to the appropriate staff officer in the Sub-Comsn for this to be done.

2 The date fixed will not be the date by which a reply can first be expected but that by which a reply would be overdue. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to allow are for a reply from any body in Rome (Except as below) 7 days
from Regions 14 days
from AFHQ and Italian Govt Departments 21 days

3 There will be kept in the Clerks office a series of cards about 8"X 5" numbered1 to 31. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.

4 Each day the files to be brought forward, as entered on the card of that date, will be inspected. Those on which the expected replies have not been received will be sent in to the staff officer noted with the folio which he should see. Where a reply has been received, the clerk will strike out the note at the foot of the carbon copy and replace the file. The file numbers on the cards will be struck out.

As to files leaving the Sub-Commission:-

5 The register of files will contain four columns for dates - date "in", date "out", date "due" back, date "received" back (see suggested proforma below). The clerk keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (ones own files always have to be). If so he will enter in the "due" column a date normally not less than 3 days nor more than 5 days after the date out.

6 The Chief Clerk will inspect the Register daily to ascertain that files "due" have not been received; he will then enquire from the Chief Clerk of the Sub-Comsn etc to which the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.

7 If a file has to go to two or more Sub-Comsns successively, the register will be marked with a date "due" according to the number of offices to which it has to go, the several addresses will also be noted in their appropriate order.

Suggested proforma:- Date - January

File No	Subject	from	to	in	out	due	recd

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6/4

HEADQUARTERS ALLIED COMMISSION
APO 304.
CIVIL AFFAIRS SECTION

- 7 SEP 1945

7 Sep 45

3/1.B/CA

SUBJECT : Office Routine

TO : All CA Sub-Commissions.

1 The top copy of Travel Order requests submitted for signature will be countersigned by an officer in the bottom left hand corner to signify
1) that the journey is necessary in the interests of AC;
2) that the particulars entered on the form are true.

2 Forms as received at present may have been prepared and submitted by any unauthorised person.

2988

S.H. WHITE Lt Col,
CSO CA Section

7055

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

80

HEADQUARTERS ALLIED COMMISSION

APO 394

OFFICE OF THE EXECUTIVE COMMISSIONER

Ref: 596/14/EC 7 July 1945

Subject: Change of designation.

To : See distribution below.

Effective immediately, AMG XIII Corps will be known as AMG, VENEZIA GIULIA, and SCAO, XIII Corps as SCAO VENEZIA GIULIA. NO correspondence for Venezia Giulia area will be addressed to XIII Corps.

The above is for immediate compliance by all concerned.

For Chief Commissioner:

Brigadier,
Executive Commissioner.

Distribution "A"

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

79

HEADQUARTERS
2675TH REGIMENT
ALLIED COMMISSION (OVERHEAD)
APO 394

28 August 1945.

MEMORANDUM:

TO : All Concerned

Training, scheduled for Wednesday, 29 August 1945, has been changed and scheduled for Thursday, 30 August 1945. Training periods will be held on Thursdays hereafter. This applies to all enlisted men, assigned or attached to Headquarters Company. Training for Groups "A" and "B" will be as previously scheduled, with Group "A" from 0800 to 1000 hours and Group "B" from 1030 to 1230 hours.

BY ORDER OF COLONEL PARKIN:

JAMES R. REED,
Captain, Inf,
S-3.

2986

4007

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

78

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA. 31 Aug 45

SUBJECT: Duty Personnel.

TO: Legal S/C
Local Government S/C
Monuments, Fine Arts & Archives S/C

1 The following changes in the duty roster are notified:

Sunday 2 Sept 45	Delete	"Capt. CUNNINGHAM, V.I."
	Insert	"Capt. BEAM, L.C."
Wednesday 5 Sep 45	Delete	"Cpl. VILLARD, E.N."
	Insert	" S/Sgt. SMITH, E."

V amended 5 IX 45

2 It is very much regretted that these changes are made at short notice. Notifications of necessity for changes to be made were only received by this office today.

H. H-S. HAWLEY, Col.,
CSO CA Section.

Copy to: Displaced Persons S/C
Education S/C,
Patriots Branch
Public Health S/C
Public Safety S/C.

2985

6993

1541

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner
++

Ref: 212/204/EC. 30 August 1945.

SUBJECT: Staff Procedure.

TO : Distribution below.

INTERNAL DISTRIBUTION.

1. I have noted several instances recently where insufficient attention has been paid to internal distribution on correspondence and signals emanating from this Headquarters.

2. It is essential that outgoing material be copied to other Sections, Sub-Commissions and Branches interested, and that such distribution be stated on the correspondence or signal. This is of the utmost importance and is the personal responsibility of the originating officer.

For the Chief Commissioner:

/ Brigadier,
Executive Commissioner.

DISTRIBUTION:

Group I: List 'C'.

2984

6982

1542

Declassified E.O. 12356 Section 3.3/NND No. 785021

/mn 76

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

Local Govt.

AG 331.3/890 A-O 20 August 1945

KRT 90

SUBJECT: Army Exchange Service Privileges

TO: All Concerned

1. Under the provisions of AR 210-65, military personnel are authorized the privilege of purchasing at Army Exchange Stores or Units, depending upon the method of distribution in effect. It is reported that the privileges afforded military personnel are being abused in that purchasers are extending favors to civilian clerks; passing gratuities over the counter; intimidating or threatening the clerks if they do not comply with the demand of the purchaser; and committing other similar abuses; all of which are used for the purpose of procuring exchange supplies to which the purchasers are not entitled.

2. It is desired that you take appropriate action to prevent such abuses as are mentioned above.

BY COMMAND OF GENERAL MCNARNEY:

/s/ C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

Reproduced by Hq 2675th Regt ALCOM (Ovhd), APO 394, 27 Aug 45 1+2.

6967

1543

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

75

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

20 AUG 1945

Ref: 3/1 S/CA.

20 Aug 45.

SUBJECT: Duties - Amendment

TO: Public Health Sub-Commission.

Reference our 3/1 S/CA. of even date.

1 Please delete the name of Capt. Bullard and amend to read:

Wed. 19 Sep 45 Duty Officer : Lt. Col. Fifield.

2 The name of the Duty Clerk remains the same.

for H. H.S. HANLEY, Col.,
CSO CA Section.

Copy to: Education S/C.
Legal S/C.
Local Government S/C.
Patriots Branch.
Monuments, Fine Arts & Archives S/C.
Public Health S/C.
Public Safety S/C.

2982

6964

74

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA. 28 Aug 45

SUBJECT: Duty Personnel on Wednesday and Saturday Afternoons.

TO: See Distribution below.

The following procedure will be adopted by the Civil Affairs Section on Wednesday and Saturday afternoons, which are to be half days off for recreation as well as Sundays.

1 One duty officer and one duty EM/OR will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The officer will remain in Room 58, 5th Floor (Tel. Nos. 489081 Ext. 525 and 478104). The duty EM/OR will remain in Room 33, 5th Floor (Tel. No. 489081 Ext. 437). (Please note that Sunday Duty Officers will also remain in Room 58, 5th Floor.)

2 Duty Officers and EM/ORs will be nominated by the CSO CA Section.

3 Until further instructions are issued Italian personnel will also be given Wednesday and Saturday afternoons off.

4 The Roster for the next four weeks is as follows:

2961

DATE	DUTY OFFICER	DUTY CLERK
Wed. 29 Aug 45	J/Cdr. DARVEY, J.C.	Sgt. WAITE, W.C.
~~Sat.~~ 1 Sep	Maj. NUGENT, A.P.	S/Sgt. WRIGHT, P.G.
Wed. 5 Sep	Capt. ~~THEMAN~~, R. S/Sgt Stein G	~~Cpl. THEARD, D.H.~~
~~Sat.~~ 8 Sep	Maj. WILLIAMS, C.G.H.	Cpl. ROBINSON, E.
Wed. 12 Sep	Maj. PALMIERI, E.L.	Pfc. BROOM, W.F.
Sat. 15 Sep	Capt. MAYES, C.	L/Cpl. REEVES, R.
Wed. 19 Sep Lt Col Rossmore	~~Capt. RUSSELL, S.E.W.~~	Cpl. WILSON, J.
Sat. 22 Sep	Capt. BREW, L.C.	L/Cpl. GAHAN, S.M.

Declassified E.O. 12356 Section 3.3/NND No. 785021

The following procedure will be adopted by the Civil Affairs Section on Wednesday and Saturday afternoons, which are to be half days off for recreation as well as Sundays.

1 One duty officer and one duty EM/OR will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The officer will remain in Room 56, 5th Floor (Tel. Nos. 489081 Ext. 525 and 478104). The duty EM/OR will remain in Room 39, 5th Floor (Tel. No. 489081 Ext. 457). (Please note that Sunday Duty Officers will also remain in Room 56, 5th Floor.)

2 Duty Officers and EM/ORs will be nominated by the CSO CA Section.

3 Until further instructions are issued Italian personnel will also be given Wednesday and Saturday afternoons off.

4 The Roster for the next four weeks is as follows:

2961

DATE	DUTY OFFICER	DUTY CLERK
Wed. 29 Aug 45	J/Cdr. RAIVEN, J.C.	Sgt. WHITE, W.G.
~~Sat.~~ 1 Sep	Maj. NUGENT, A.P.	S/Sgt. WRIGHT, F.G.
Wed. 5 Sep	Capt. FIELDEN, R. S/Sgt Steinberg	~~Cpl. WILLIAMS, E.H.~~
~~Sat.~~ 8 Sep	~~Maj.~~ WILLIAMS, C.G.R.	Cpl. ROBINSON, E.
Wed. 12 Sep	Maj. PALMIERI, E.L.	Pfc. BROOM, W.F.
Sat. 15 Sep	Capt. HAYES, C.	L/Cpl. REEVES, R.
Wed. 19 Sep Lt Col Rushmore	~~Capt. BURNARD, S.E.W.~~	Cpl. WILSON, J.
Sat. 22 Sep	Capt. ~~HEIN~~, L.C.	L/Cpl. GAGAN, S.M.

H.L.S. Hartley

H.L.S. HARTLEY, Col.,
CSO CA Section.

DISTRIBUTION:
Education S/C
Legal S/C
Local Government S/C
Patriots Branch
Monuments, Fine Arts & Archives S/C
Public Health S/C
Public Safety S/C

6954

Declassified E.O. 12356 Section 3.3/NND No. 785021

1546

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

27 AUG 1945

25 August 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 13)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. The Chief Commissioner has directed that, effective immediately, all Allied personnel will take, in lieu of the day off prescribed in 212/195/EC, 9 August 1945, Wednesday and Saturday afternoons off.

2. Skeleton staffs, as on Sunday, will be maintained.

3. No other time off will be taken.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

2980

DISTRIBUTION:
"A"
Groups I and II

RESTRICTED

6940

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

27 AUG 1945

Ref: 3/1 B/CA. 25 Aug 45

SUBJECT: Duty Roster.

TO: Public Health S/C.

Reference our 3/1 B/CA of even date.

Please amend to read:

	Duty Officer	Duty Clerk
23 September	Capt. T.V. Villa	Tech. J.S. Addario

H. Mac. HARLEY, Col.,
OBO CA Section.

DISTRIBUTION: Displaced Persons S/C,
Education S/C.
Legal S/C.
Local Government S/C,
Patriots Branch
Public Safety S/C
Monuments, Fine Arts & Archives S/C.

2973

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

25 AUG 1945

Ref: 3/1 B/CA. 24 Aug 45

SUBJECT: Office Accommodation.

TO: Building Superintendent.

1 It has been found necessary to re-allocate the rooms within the Civil Affairs Section quota of office space as follows:

Brig. M. CARR, VP CA Section, has moved to Room 60, Fifth Floor.

Lt. DE BELLIS and J/Cdr. HARVEY have moved to Room 58, 5th Floor.

Col. HARTLEY, CSO CA Section, has moved to Room 54, 5th Floor.

2 Telephone numbers remain the same.

3 Local Government Sub-Commission has relinquished Room 54, furniture complete, to the Civil Affairs Section.

for H. H-S. HARTLEY, Col.,
CSO CA Section.

Copy to: Local Government S/O.

2978

6921/LG

Declassified E.O. 12356 Section 3.3/NND No. 785021

614

70

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

25 AUG 1945

Ref: 3/1 B/CA. 25 Aug 45

SUBJECT: Duty Personnel on Sundays.

TO: Public Health S/C,
Education S/C,
Monuments & Fine Arts S/C.

1 Further to our 3/1 B/CA of 11 Aug 45, the duty roster for the next three weeks of officers and EM/ORs for Civil Affairs Section will be as follows:

	Duty Officer	Duty Clerk
9 September	Maj. P.W. Savage	S/Sgt. B.M. Peebles.
16 "	Capt. F.H.J. Masse	Sgt. T. Rizzuto
23 "	Capt. T.V. Vella	~~S/Sgt. A.R. Harrison.~~ T-4 J.J. ANDRIOLA

H. H-S. Hartley

H. H-S. HARTLEY, Col.,
CSO CA Section.

Copy to: Displaced Persons S/C
Legal S/C
Local Government S/C
Patriots Branch
Public Safety S/C.

2977

6925

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

69

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

25 AUG 1945

2/1 R/CA

24 Aug 45

SUBJECT : Duty Personnel on Sundays

TO : See Distribution Below

Reference 2/1 R/CA of 11 August.

Please amend para 1 to read :

The officer will remain in Room 58, 5th floor. Telephone Nos remain the same.

H.H.S. Hartley

H.H.S. HARTLEY,
Colonel,
GSO CA Section

DISTRIBUTION :

IP & R S/C
Education S/C
Legal S/C
Local Government S/C
Patriots Branch
Public Health S/C
Public Safety S/C
MFA & A S/C
Executive Commissioner
HQ Commandant
Information Desk
Message Centre

29/C

6919

1551

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

68

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner
++

Ref : 9273/EC.

12 AUG 1945

MEMORANDUM :

TO : Distribution Below.

ARMISTICE CELEBRATIONS

When the termination of the Japanese war is announced there will be one day's holiday for all Allied Military, and Allied and Italian civilian personnel.

Allied Church services will be held [illegible] 15, the times and places of which will be notified later.

The Chief Commissioner has ruled that there need be only a minimum representation of signals, Message Centre and HQ Commandant personnel, a Duty Officer and one Duty Clerk in this headquarters during the holiday. The Duty Officer and the Duty Clerk will be nominated by the Adjutant and will be located in Room 20, Ground Floor telephone Ext.405. Personnel on duty during V Day will take one day's holiday in lieu.

Instructions will be posted announcing the commencement of the holiday.

For the Chief Commissioner.

for Brigadier, TCA
Executive Commissioner.

Distribution.
Group I list B
plus one copy Serials 54+59.

2975

6802

1552

Declassified E.O. 12356 Section 3.3/NND No. 785021

10/22.

67

IMPERIAL ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

18 AUG 1945

Ref: 3/1 B/CA

18 Aug 45

SUBJECT: Signatures of Correspondence.

TO: See Distribution Below.

1 As from today's date all letters to be signed by the Vice President Civil Affairs Section will be made out for signature as follows.

M. CARR,
Brigadier,
VP CA Section.

2 The name of the PA to the VP CA Section is now Lt. Anthony C. De Bellis and all Travel Orders should be made out for signature as follows:

For the VP CA Section,

Lt. Anthony C. De Bellis,
for CSO CA Section.

H. H.S. HARTLEY, Col.,
CSO CA Section.

2974

DISTRIBUTION: Displaced Persons & Repatriation S/C.
Education S/C,
Legal S/C,
Local Government S/C,
Patriots Branch,
Monuments, Fine Arts & Archives S/C,
Public Health S/C,
Public Safety S/C.

2531
6851/LG

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

Check Clerk 66

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT AND LIBERATED TOWN
MOVEMENT CONTROL CENTRE
Local Government Branch

Note for week - day holiday

Major TEUTE	PFC. CARR	Tuesday
" WILLIAMS		Wednesday
Capt. CUNNINGHAM	S/SGT. WRIGHT	Thursday
Miss RABINSKI		Friday

2973

Declassified E.O. 12356 Section 3.3/NND No. 785021

65

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

TO : All CA Sub-Commissions

16 August 45

"V J Day"

To-morrow, Friday 17 Aug 45, has been declared the official "V J Day" and ALL personnel will have the day off.

Duty Officer for this Section will be Capt SUTTON (DR&R) - Ext 369.

H.H.-S. HARTLEY
Colonel,
CSO CA Section

2972

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

15 AUG 1945

15 Aug 45

Ref:

SUBJECT: V-J Day.

TO: See Distribution below.

The following copy of letter from the Office of the Executive Commissioner is forwarded for information and necessary action:

" On instructions of AFHQ, V-J Day will not be celebrated until official notification has been received from that Headquarters. This will be subsequent to the signing of the instrument of surrender.

" This in fact infers that Thursday, 16 August will NOT be V-J Day and will therefore be considered as a normal working day.

"For the Chief Commissioner:

(Sgd.) M. S. LUSH.
Brigadier.
Executive Commissioner."

H. H-N. HANTLEY, Col.
CSO CA Section.

DISTRIBUTION: Displaced Persons.
Education
Legal
Local Govt.
Patriots
Monuments & Fine Arts
Public Health
Public Safety.

2971

6837

614

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1(B)

REFERENCE : G-1B/73/A

11 August 1945

SUBJECT : Distribution of duties - G-1(B)

TO : Distribution below

The following sets out the present Staff of G-1(B) together with the duties for which the officers and WO concerned are responsible :-

(a) Lt.Col. J.C. HODGSON (Tel.Ext. 573)
  (i) Policy
  (ii) Co-ordination with G-1(A)

(b) Maj. E.G. COULSON (Tel. Ext. 573)
  (i) Deputy to Lt.Col. Hodgson
  (ii) Assignments and re-assignments of officers.
  (iii) Recruitment of officers.
  (iv) Interview of officers first reporting for duty.
  (v) Officers' movement orders
  (vi) Location of officers
  (vii) Civil Affairs Selection Board.

(c) Maj. D. JONES (Tel. Ext. 411)
  (i) Officers' records and documentation
  (ii) Officers' pay, allowances, gratuities and pensions.
  (iii) Compassionate postings of officers
  (iv) Officers' PYTHON, LILOP, LIAP and other leave.
  (v) All MS questions regarding the postings of officers to or from this formation.
  (vi) Promotion of officers
  (vii) Honours and Awards (all ranks)
  (viii) G-1(B) administrative instructions
  (ix) Officers' Marriages
  (x) Confidential reports on officers
  (xi) G-1(B) interior administration
  (xii) Commissions.

2970

(d) Capt. R.A. SMITH (Tel. Ext. 353)
  (i) All matters concerning other ranks except :
    (A) Honours and awards
    (B) Release
  (ii) Discipline (all ranks) incl (Courts of Inquiry, Traffic Accidents, Claims

Declassified E.O. 12356 Section 3.3/NND No. 785021

The following sets out the present Staff of G-1(B) together with the duties for which the officers and WO concerned are responsible :-

(a) Lt.Col. J.C. HODGSON (Tel.Ext. 573)
- (i) Policy
- (ii) Co-ordination with G-1(A)

(b) Maj. E.C. COULSON (Tel. Ext. 573)
- (i) Deputy to Lt.Col. Hodgson
- (ii) Assignments and re-assignments of officers.
- (iii) Recruitment of officers.
- (iv) Interview of officers first reporting for duty.
- (v) Officers' movement orders
- (vi) Location of officers
- (vii) Civil Affairs Selection Board.

(c) Maj. D. JONES (Tel. Ext. 411)
- (i) Officers' records and documentation
- (ii) Officers' pay, allowances, gratuities and pensions.
- (iii) Compassionate postings of officers
- (iv) Officers' PYTHON, LILOP, LIAP and other leave.
- (v) All MS questions regarding the postings of officers to or from this formation.
- (vi) Promotion of officers
- (vii) Honours and Awards (all ranks)
- (viii) G-1(B) administrative instructions
- (ix) Officers' Marriages
- (x) Confidential reports on officers
- (xi) G-1(B) interior administration
- (xii) Commissions.

2970

(d) Capt. R.A. SMITH (Tel. Ext. 353)
- (i) All matters concerning other ranks except :
  - (A) Honours and awards
  - (B) Release
- (ii) Discipline (all ranks) incl (Courts of Inquiry, Traffic Accidents, Claims)
- (iii) Civilian personnel (C 10 Sec and PA's)

(e) Capt. G. BARRY (Tel. Ext. 216)
Release (all ranks) - including Canadian and S.African personnel.

(f) S.S.M. R.C. EDWARDS (Tel. Ext. 592)
Chief Clerk

DISTRIBUTION : 'B'

Group 1 less serials 30, 31, 33, 35, 38, 39, 41, 43, 45, 47, 48, 49, 50, 51, 55, 60.

Group 2

Group 3 Serial 77 only.

J.C. HODGSON,
Lt.Colonel,
G-1(B)

6806

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED COMMISSION
Local Government Sub Commission

DISTRIBUTION LIST

Date _____ File 6/4

:Please read attached and initial:

TO:

Col.	CRIPPS	Seen
Maj.	TEMPLE	Seen
Maj.	PEAKES	Seen
Maj.	WILLIAMS	
Capt.	LEWIS	
Capt.	CUNNINGHAM	
Capt.	SHANKS	
Lieut.	RASMUSSEN	

REMARKS

Staff. B/S on 1st Sep. WPC.

1559

Declassified E.O. 12356 Section 3.3/NND No. 785021

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HEADQUARTERS ALLIED COMMISSION
APO 534
CIVIL AFFAIRS SECTION

IMMEDIATE

Ref 3/1 P/CA

11 August 45

SUBJECT : Duty Personnel on Sundays

TO : See Distribution below

The following procedure will be adopted in the Civil Affairs Section on Sundays:

1 One Duty Officer and one Duty NC/O will remain on duty for the whole of Civil Affairs Section (subject to the discretion of the Head of a Sub-Commission who may wish to retain a skeleton staff). The Officer will remain in Room 60, 5th Floor - Tel Nos. 489081 Ext 525 and 478104. The Duty NC/O will remain in Room 33 5th Floor - Tel. No. 489081 Ext. 437.

2 Although it is not necessary for any other officer to remain on duty in the HQ building, each Sub-Commission will leave with the Chief Clerk CA Section by Saturday evening, the telephone number of one officer who can be located in an emergency from 0930 hrs to 1230 and from 1400 to 1800 hours.

3 Duty Officers and NC/Os will be nominated by the CSO, CA Section.

4 The roster for the next four weeks is as follows:

Date	Officer	NC/O
12 Aug	Col H.H.-S. HARTLEY	S/Sgt LETCHMAN C.A.
19 Aug	Maj B.J. HARVEY	S/Sgt WRIGHT P.C.
26 Aug	Capt J.F. HAMAN	Sgt [illegible] E.A.
2 Sep	Capt W.F. [illegible]	LCO HARLEY J.

H.H.-S. HARTLEY
Colonel,
CSO CA Section

DISTRIBUTION:

Dir A & R S/C
Education S/C
Legal S/C
Local Govt S/C
Patriots Branch
WPWA S/C
Public Health S/C
Public Safety S/C
Executive Commissioner
Hq Commandant
Information Desk
Message Centre

2969

6463

Declassified E.O. 12356 Section 3.3/NND No. 785021

W 6/4

61
GL
10 AUG 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner
++

Ref: 212/195/EC.

9 August 1945.

SUBJECT: Office Hours.

TO : Distribution below.

The following amendment is made to this Office letter 212/194/EC of even date.

For "All Officers, EM/ORs and Civilian Personnel..."

read "All Officers, EM/ORs and Allied Civilian Personnel..."

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

Distribution:

Dist 'A' less Gp III (1 copy each serial)

2968

6749

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner
++++++++++++++++++++++++++++++++++++

9 AUG 194

Ref: 212/194/EC.

9 August 1945.

SUBJECT: Office Hours.

TO : Distribution below.

1. The office hours of the Commission, both at Headquarters and in the Regions, are as follows:-

0330 hrs to 1800 hrs, with 1½ hrs for lunch.

2. On Sundays and scheduled holidays, offices will retain minimum skeleton staffs.

3. In order to provide time off for recreation and exercise, effective immediately, all Officers, AT/ORs and Civilian Personnel of this Headquarters and of the Regions will be allowed, in addition to Sundays and scheduled holidays, one day off per week.

For the Chief Commissioner:

Brigadier,
Executive Commissioner.

Distribution:

Dist 'A' less Gp III (1 copy each serial)

2967

6/4

59

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

Tel: 478190

TO: Information Desk.

Please note that all calls for Local Government Sub Commission (Local Government Branch) are to be directed to Room 50, 5th floor, and not to the room of any of the below mentioned officers:

Col. R. R. Cripps
Major Ralph R. Temple
Major C.G.R. Williams
Capt. W. I. Cunningham

This is to be done even if the caller asks for any of these officers by name.

FOR THE DIRECTOR:

R. R. Temple major

RALPH R. TEMPLE
Major
Deputy Director
Local Government Sub Commission

CGRW/pec

2965

Declassified E.O. 12356 Section 3.3/NND No. 785021

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

3 August 1945.

Ref: 212/EC.

SUBJECT: Correspondence for Representative of Chief Commissioner AC in MILAN.

TO : Distribution below.

1. The name and correct address for the above correspondence is as follows:

Office of Representative of Chief Commissioner, AC
16 Via Buonaparte,
MILAN.

2. The cable address is as follows:

ALCOM MILAN FOR FISKE

3. Mail and cables destined for one of the representatives of the Sub-Commissions will be marked additionally for the individual or Sub-Commission concerned.

4. On no account will the title AC Advance Headquarters be used.

For the Chief Commissioner:

Executive / A Brigadier,
Commissioner.

DISTRIBUTION:

Group I - List 'A', one copy serials:
40, 41, 43 to 47, 54, 59.
Group II - List 'B'.
Group III - 2 copies each serial.

2965

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4.

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

28 AUG 1945

Ref: 212/179/EC

27 July 1945.

SUBJECT: Correspondence addressed to
Ministry of Foreign Affairs.

TO : Distribution below.

1. Reference my 212/177/EC dated 23 July 45, subject as above.

2. All correspondence will be delivered to Marchese Cittadini-Cesi IN DUPLICATE.

for Chief Staff Officer,
To Executive Commissioner.

DISTRIBUTION:

Civil Affairs Section (10)
Economic Section (15)
Establishment Section
Navy Sub-Commission
Land Forces Sub-Commission (AMIA)
Air Forces Sub-Commission
Communications Sub-Commission
War Material Disposal & IPW Sub-Commission
Message Centre
Marchese Cittadini-Cesi (for information)

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6584/LG

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

Log Control 56

24 LUG 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

24 JUL 1945

REF : 212/177/EC

23 July 1945

SUBJECT : Correspondence addressed to Ministry of Foreign Affairs.

TO : Distribution below.

For your information and compliance all correspondence from this Headquarters addressed to the Ministry of Foreign Affairs will in future be delivered to the office of Marchese Cittadini-Cesi, representative of Ministry of Foreign Affairs, Room 39, 3rd Floor.

Chief Staff Officer
To Executive Commissioner.

DISTRIBUTION:

Civil Affairs Section (10)
Economic Section (15)
Establishment Section
Navy Sub-Commission
Land Forces Sub-Commission (PWIA)
Air Forces Sub-Commission
Communications Sub-Commission
War Material Disposal & IPW Sub-Commission
Message Centre
Marchese Cittadini Cesi (for information).

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6537/LG

6|4 Local Government 55

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner
++++++++++++++++++++++++++++++++++++

Ref: 204/90/EC. 21 July 1945.

SUBJECT: Distribution List No.4.

22 JUL

TO : Distribution as below.

1. Attached Distribution List No.4 supersedes Distribution List No.3 (and all amendments thereto) forwarded under letter, this Headquarters, 204/9/COS dated 14 November 1944, which is hereby cancelled.

P.11.

2. Amendments to Distribution List No.4 will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies or notification of any other desired amendment(s) will be made to the Office of the Executive Commissioner, this Headquarters.

3. The following information concerning the Distribution List is furnished for the guidance of all concerned:

(a) List "A" provides the normal distribution for all technical and administrative publications of the Allied Commission.

(b) List "B" provides a limited distribution for Headquarters, AC, Regions, and other AC/AMG offices, and certain outside authorities. (This list is used for distribution of Special Orders).

(c) List "C" is a limited internal distribution for HQ AC only.

(d) List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials 77 and 84 in Group III. (This is used for Daily Bulletin).

2962

4. (a) The lists have been divided into the following three groups:

(i) Group I consisting of all Sections, Sub-Commissions, and Branches of HQ AC.

(ii) Group II consisting of the Regions and other AC/AMG offices in the field.

Declassified E.O. 12356 Section 3.3/NND No. 785021

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2962

4. (a) The lists have been divided into the following three groups:

(i) Group I consisting of all Sections, Sub-Commissions, and Branches of HQ AC.

(ii) Group II consisting of the Regions and other AC/AMG offices in the field.

(iii) Group III consisting of the outside authorities with which the Allied Commission principally deals.

(b) A serial number has been allotted to each recipient.

(c) The object of 4(a) and (b) above is to give originators of correspondence an easy means of restricting the distribution to what is actually necessary.

Chief Staff Officer,
to the Executive Commissioner.

DISTRIBUTION:

1 Copy each Serial.

6518

Declassified E.O. 12356 Section 3.3/NND No. 785021

55B

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner
++++++++++++++++++++++++++++++++++++

21 July 1945.

DISTRIBUTION LIST No.4

Serial No		A	B	C	D
	GROUP I.				
1.	Chief Commissioner	1	1	1	1
2.	Executive Commissioner	2	2	2	4
3.	~~Deputy Executive~~ Office of Representative of Chief Allied Commission Commissioner (Milan)	1	1	1	1
4.	Liaison Division.	1	1	1	3
5.	Archives	1	1	1	1
6.	Message Centre	1	1	1	3
	CIVIL AFFAIRS SECTION.				
7.	VP, Civil Affairs Section	2	1	2	2
8.	Displaced Persons S/C	3	2	1	3
9.	Local Government S/C	2	1	1	2
10.	Patriots Branch	1	1	1	1
11.	Public Safety S/C	2	1	1	3
12.	Security Division	2	1	1	3
13.	Public Health S/C	2	1	1	4
14.	Legal S/C	2	1	1	2
15.	Education S/C	2	1	1	2
16.	Monuments & Fine Arts S/C	2	1	1	2
	ECONOMIC SECTION.				

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Serial No		A	B	C	I
	GROUP I.				
1.	Chief Commissioner	1	1	1	1
2.	Executive Commissioner	2	2	2	4
3.	~~Deputy Executive~~ Office of Representative of Chief Allied Commission Commissioner (Milan)	1	1	1	1
4.	Liaison Division.	1	1	1	3
5.	Archives	1	1	1	1
6.	Message Centre	1	1	1	3
	CIVIL AFFAIRS SECTION.				
7.	VP, Civil Affairs Section	2	1	2	2
8.	Displaced Persons S/C	3	2	1	3
9.	Local Government S/C	2	1	1	2
10.	Patriots Branch	1	1	1	1
11.	Public Safety S/C	2	1	1	3
12.	Security Division	2	1	1	3
13.	Public Health S/C	2	1	1	4
14.	Legal S/C	2	1	1	2
15.	Education S/C	2	1	1	2
16.	Monuments & Fine Arts S/C	2	1	1	2
	ECONOMIC SECTION.				
17.	VP, Economic Section	6	1	3	9
18.	Requisition Branch	1	1	1	1
19.	Agriculture S/C	3	1	1	3
20.	Industry S/C	4	1	2	6
21.	Mining Division	1	1	1	1
22.	Commerce S/C	4	1	2	5
23.	Coal Division	1	1	1	1
24.	Finance S/C	10	1	1	10

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Serial No		A	B	C	D
25.	Property Control Division.	2	1	1	2
26.	Labour S/C	2	1	1	2
27.	Food S/C	3	2	1	6
28.	Public Works & Utilities S/C	3	1	1	4
29.	Transportation S/C	4	1	4	7
	ESTABLISHMENT SECTION.				
30.	VP, Establishment Section	1	1	1	1
31.	Executive Officer (A)	1	1	1	1
32.	Executive Officer (B)	1	1	1	1
33.	G-1 (A)	1	3	1	2
34.	G-1 (B)	2	5	1	4
35.	G-4 (A)	2	1	1	2
36.	G-4 (B)	1	1	1	1
37.	HQ Commandant	6	6	2	11
38.	Adjutant, AC.	1	1	1	1
39.	CO, 2675th Regiment.	8	8	4	8
40.	CO, British Detachment.	-	2	-	2
41.	CO, HQ Coy 2675th Regiment.	-	2	-	2
42.	Maintenance Group	5	5	1	5
43.	Postal Officer, APO 394.	-	2	-	2
44.	British Post Office	-	1	-	1
45.	MTO, American (Super Garage)	-	1	-	1
46.	MTO, British (Super Garage)	-	1	-	1
47.	Dispensary (American)	-	1	-	1

IN A PLANE SUB CONTINUED

Declassified E.O. 12356 Section 3.3/NND No. 785021

	ESTABLISHMENT SECTION.				
30.	VP, Establishment Section	1	1	1	1
31.	Executive Officer (A)	1	1	1	1
32.	Executive Officer (B)	1	1	1	1
33.	G-1 (A)	1	3	1	2
34.	G-1 (B)	2	5	1	4
35.	G-4 (A)	2	1	1	2
36.	G-4 (B)	1	1	1	1
37.	HQ Commandant	6	6	2	11
38.	Adjutant, AC.	1	1	1	1
39.	CO, 2675th Regiment.	8	8	4	8
40.	CO, British Detachment.	-	2	-	2
41.	CO, HQ Coy 2675th Regiment.	-	2	-	2
42.	Maintenance Group	5	5	1	5
43.	Postal Officer, APO 394.	-	2	-	2
44.	British Post Office	-	1	-	1
45.	MTO, American (Super Garage)	-	1	-	1
46.	MTO, British (Super Garage)	-	1	-	1
47.	Dispensary (American)	-	1	-	1
	INDEPENDANT SUB-COMMISSIONS.				
48.	Navy S/C	2	2	2	2
49.	Land Forces S/C (MMIA)	1	1	1	1
50.	Air Forces S/C (ROME)	1	1	1	1
51.	Air Forces S/C (BARI)	1	1	1	1
52.	Communications S/C	2	1	1	2
53.	HQ Communications Officer	1	1	-	1
54.	Signal Message Centre	-	-	-	3

Declassified E.O. 12356 Section 3.3/NND No. 785021

Serial No.		A	B	C	D
55.	Civil Censorship Group	7	3	1	7
56.	War Material Disposal & IPW S/C	1	1	1	3
57.	Public Relations Branch	1	1	1	1
58.	Information Division	1	1	1	1
59.	I.G.C.R.	-	-	-	2
60.	U.N.R.R.A.	4	2	-	4
	GROUP II.				
61.	LIGURIA Region	6	3	-	2
62.	PIEMONTE Region	10	5	-	5
63.	LOMBARDIA Region	10	3	-	6
64.	VENEZIE Region.	18	2	-	2
65.	AC Liaison Officer, BOLOGNA ~~Emil Region~~	~~2~~ 10	~~2~~ 7	-	~~7~~ 2
66.	SCAO, VENEZIA GIULIA	12	2	-	2
67.	AMG, LIVORNO Zone.	3	2	-	3
68.	AC Liaison Officer, ANCONA, ~~AMG, ANCONA Commune~~	~~1~~ 7	~~1~~ 2	-	~~2~~ 1
69.	AMG, NAPLES Commune	4	4	-	4
70.	AC Liaison Officer, BARI	1	1	-	1
71.	AC Liaison Officer, PALERMO.	3	1	-	3
72.	AC Liaison Officer, CATANIA.	1	1	-	1
73.	AC(AMG) Liaison Officer, SARDINIA.	1	1	-	2960
74.	AC Liaison Officer, Questura, ROME.	1	1	-	1
75.	AC Liaison Officer, No.2 District	1	1	-	1
76.	AC Liaison Officer, P.B.S.	1	1	-	1
	GROUP III.				

Declassified E.O. 12356 Section 3.3/NND No. 785021

60.	U.N.R.R.A.	4	2	-	4
	GROUP II.				
61.	LIGURIA Region	6	3	-	2
62.	PIEMONTE Region	10	5	-	5
63.	LOMBARDIA Region	10	3	-	6
64.	VENEZIE Region.	18	2	-	2
65.	AC Liaison Officer, BOLOGNA ~~AMG, [illegible] Region~~	~~2~~ 10	~~2~~ 3	-	~~7~~ 2
66.	SCAO, VENEZIA GIULIA	12	2	-	2
67.	AMG, LIVORNO Zone.	3	2	-	3
68.	AC Liaison Officer, ANCONA, ~~AMG, ANCONA Commune~~	~~1~~ 7	~~1~~ 2	-	~~2~~ 1
69.	AMG, NAPLES Commune	4	4	-	4
70.	AC Liaison Officer, BARI	1	1	-	1
71.	AC Liaison Officer, PALERMO.	3	1	-	3
72.	AC Liaison Officer, CATANIA.	1	1	-	1
73.	AC(AMG) Liaison Officer, SARDINIA.	1	1	-	2960
74.	AC Liaison Officer, Questura, ROME.	1	1	-	1
75.	AC Liaison Officer, No.2 District	1	1	-	1
76.	AC Liaison Officer, P.B.S.	1	1	-	1
	GROUP III.				
77.	AFHQ, G-5 Section	30	3	-	3
78.	MTOUSA.	2	2	-	-
79.	XIII Corps.	2	-	-	-
80.	No.1 District	2	-	-	-
81.	No.2 District	2	-	-	-
82.	No.3 District	2	-	-	-
83.	Peninsular Base Section.	2	-	-	-
84.	Rome Allied Area Command	3	-	-	3

6518

Declassified E.O. 12356 Section 3.3/NND No. 785021

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4 - Local Govern + S/C

(2)

HEADQUARTERS ALLIED COMMISSION
AFO 394
Office of the Executive Commissioner

1.33/ES

18 July 1946

SUBJECT: CAL/LAC Cable Series.

TO : See Distribution below.

1. Headquarters Allied Commission has officially been placed on the distribution list for all communications in the CAL/LAC series. This action has been initiated to insure that the Allied Commission is fully informed as to Washington's views on all matters involved in subject cables.

2. No Branch, Division or Sub-Commission of the Allied Commission will enter into any communication other than with AFHQ, on any matters arising in the CAL/LAC series.

3. The CAL/LAC cable series is used for communications between AFHQ and Washington on Civil Supply Matters, such as exports, imports, civilian relief supplies, etc. CAL cables originate in Washington, are addressed to AFHQ for action and repeated to Troopers and ALCC for information. LAC cables originate in AFHQ, are addressed to Washington for action and repeated to Troopers and ALCC for information.

for Brigadier,
Executive Commissioner.

DISTRIBUTION: "A" Group I
Serials 1-28
49-53 & 57

2959

6509

6/14

53

Memorandum

25 June 1945

Subject: Civilianization of OR Staff.

To: Director, Local Govt. S/C.

1. The following plan is workable only if complete civilianization is permissable and desirable.

2. If complete civilianization is not desired and it is at all times necessary to have an OR on duty in the Clerks' office, two ORs will have to be retained and the plan amended as in paragraph 7.

3. The plan hereunder provides for the joint working of Local Government and Patriots' Registries.

4. Reduction of OR Staff.

Release - 1 Sjt.
2 Cpls.

5. Introduction of British Civilian Staff.

Employ (a) 1 Shorthand-Typiste (first-class) with experience in office administration.

(b) 1 Shorthand-Typiste (first-class)

6. Personnel for Joint Registry - 1 OR

1)	S/Sjt.	British
2)	Deputy - (5a above)	"
3)	Shorthand-Typiste (5b above)	"
4)	Registration Clerk	Italian
5)	Records Clerk	"
6)	Typiste	"
7)	Typiste	"
8)	Filing Clerk/Messenger	"

2933

7. Personnel for Joint Registry - 2 ORs

Replace "Deputy" above by Cpl and introduce only one British Shorthand-Typiste.

8. In the plan under paragraph 6 British personnel (1), (2) and (3) are considered essential and will provide necessary flexibility, i.e. duties will be interchangeable.

Declassified E.O. 12356 Section 3.3/NND No. 785021

2. If complete civilianization is not desired and it is at all times necessary to have an OR on duty in the Clerks' Office, two ORs will have to be retained and the plan amended as in paragraph 7.

3. The plan hereunder provides for the joint working of Local Government and Patriots' Registries.

4. Reduction of OR Staff.

Release - 1 S/Sjt.
2 Cpls.

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Employ (a) 1 Shorthand-Typiste (first-class) with experience in office administration.

(b) 1 Shorthand-Typiste (first-class)

6. Personnel for Joint Registry - 1 OR

1)	S/Sjt.	British
2)	Deputy - (5a above)	"
3)	Shorthand-Typiste (5b above)	"
4)	Registration Clerk	Italian
5)	Records Clerk	"
6)	Typiste	"
7)	Typiste	"
8)	Filing Clerk/Messenger	"

7. Personnel for Joint Registry - 2 ORs

2953

Replace "Deputy" above by Cpl and introduce only one British Shorthand-Typiste.

8. In the plan under paragraph 6 British personnel (1), (2) and (3) are considered essential and will provide necessary flexibility, i.e. duties will be interchangeable.

9. Italian personnel (4) - (8) may be adjusted locally as required.

10. In the opinion of Major Williams it is essential to keep an American OR to facilitate contact with American units. I do not know the value of this.

11. Present Staff : Local Government.

S/Sjt.	British
Cpl. - Stenographer	American
Registration/Filing Clerk	Italian
Records Clerk	"
Typiste	"

12. Present Staff - Patriots Branch

Sjt.	British	Registration/Filing Clerk	Italian
Private - Stenographer	"	Typiste	Italian

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

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HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG

Tel: 236

SUBJECT: Obsolete Files.

5th June, 1945.

TO : Archives Division.

Please receive the following files of this Sub-Commission for safe custody and return one copy of this list duly signed:

File Number.	SUBJECT
AC/1/1/7/LG	Alleged statements by Aldisio.
ACG/1/1/7/INT	Local Government organisation. Perugia Province.
ACG/1/1/[illegible]/INT	Local Govt. organisation. Terni Province.
ACG/1/5/INT	local Government organisation Region 5.
ACG/1/5/6/INT	Local Government organisation. Ascoli Province.
ACG/1/5/7/INT	Local Government Organisation. Macerata Province.
ACG/1/5/8/LG	Opera laica Lauretana. Ancona Province.
ACG/1/5/9/LG	Local Government Organisation. Pesaro Province.
AC/1/25/LG	Comune of Lungelusa Administration.
ACG/2/4 INT 1st Jacket-Defascistization Decree.	
AC/1/1/44/LG	Appointment of Prefects for Perugia.
AC/1/1/42/LG	Appointment of Italian Officials for Viterbo Province.
AC/1/1/10/LG	Prefect for Chieti Province Sign. Gaetano Petrella.
ACG/1/1/LG First Jacket-Appointment of Italian Officials General.	
AC/3/3/LG	Attilio Angeletti.
AC/3/7/LG	Epuration List Prefects.
AC/3/4/LG Second Jacket- Defascistization Decree.	
AC/1/1/50/LG	Appointment of Officials for Province of Benevento.
AC/1/1/64/LG	Prefect for Macerata Province.
ACG/1/1/35/INT	
ACG/1/1/37/INT	Appointment of Italian Officials. Terni Province.
ACG/1/1/117/LG	Transfer of Dr. Giuseppe Labici from Teramo to Foggia Dr. Ramunno Colucci from Aquilla to Teramo. Dr. Orsdeo Sale to Aquila.
AC/1/3/42/LG	Italian Officials Questionnaires. Arezzo Province.
ACG/1/3/31/INT	Italian Officials Questionnaires. Ascoli Province.
ACG/1/3/32/INT	Italian Officials questionnaires. Terni Province.
ACG/1/3/33/LG.	Italian Officials Questionnaires. Perugia Province.
ACG/1/3/37/LG	Italian Officials Questionnaires. Macerata Province.
ACG/1/3/38/LG	Italian Officials Questionnaires. Pesaro Province.
ACG/1/3/39/LG	Italian Officials Questionnaires. Ancona Province.
ACG/1/22/INT First Jacket- Pool of Prefects-Correspondence UP to 31st Aug 1944.	

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Please receive the following list of this Sub-Commission for safe custody and return one copy of this list duly signed.

File Number.	SUBJECT
AG/1/1/7/LG	Alleged statements by Aldisio.
AGG/1/4/7/INT	Local Government organisation. Perugia Province.
AGG/1/4/[illegible]/INT	Local Govt. organisation. Terni Province.
AGG/1/5/INT	Local Government organisation Region 5.
AGG/1/5/6/INT	Local Government organisation. Ascoli Province.
AGG/1/5/7/INT	Local Government Organisation. Macerata Province.
AGG/1/5/8/LG	Opera Ialia Lauretana. Ancona Province.
AGG/1/5/9/LG	Local Government Organisation. Pesaro Province.
AG/1/20/LG	Comune of Lampedusa Administration.
AGG/3/4- INT 1st Jacket-Defascistization Decree.	
AG/4/1/[illegible]/LG	Appointment of Prefects for Perugia.
AG/4/1/[illegible]2/LG	Appointment of Italian Officials for Viterbo Province.
AG/4/1/10/LG	Prefect for Chieti Province Sign. Gaetano Ferrella.
AGG/4/4/LG First Jacket-Appointment of Italian Officials General.	
AG/3/3/LG	Attilio Angelelli.
AG/3/7/LG	Epuration list Prefects.
AG/3/4/LG Second Jacket- Defascistization Decree.	
AG/4/1/50/LG	Appointment of Officials for Province of Benevento.
AG/4/1/[illegible]/LG	Prefect for Macerata Province.
AGG/4/1/35/INT	
AGG/4/1/37/INT	Appointment of Italian Officials. Terni Province.
AGG/4/1/117/LG	Transfer of Dr. Giuseppe Lasisi from Teramo to Foggia Dr. Erasmus Colucci from Aquila to Teramo. Dr. Guedeo Sale to Aquila.
AG/4/3/42/LG	Italian Officials Questionnaires. Arezzo Province.
AGG/4/3/31/INT	Italian Officials Questionnaires. Ascoli Province.
AGG/4/3/32/INT	Italian Officials Questionnaires. Terni Province.
AG/4/3/33/LG.	Italian Officials Questionnaires. Perugia Province.
AGG/4/3/37/LG	Italian Officials Questionnaires. Macerata Province.
AGG/4/3/38/LG	Italian Officials Questionnaires. Pesaro Province.
AGG/4/3/39/LG	Italian Officials Questionnaires. Ancona Province.
AGG/4/22/INT First Jacket- Pool of Prefects-Correspondence UP to 31st Aug 1944.	
AGG/4/22/INT second Jacket- Pool of Prefects - Correspondence from 1st Sept 1944.	
AGG/4/22/1/INT	Vice Prefects for pool of Prefects.
~~AGG/4/23/INT~~	~~Meeting of Prefects - Rome.~~
AGG/10/17/INT	Aad Housing Orders.

FOR THE DIRECTOR:

RALPH E. TRIPLE,
Major,
Deputy Director,
Local Government Sub-Commission.

DEW.

RECEIVED all the above mentioned files.

DATE_____

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4 Local Govt 51

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

1 June 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 11)

CONTROL OF EXPENDITURE

1. The attention of Regional Commissioners, Regional Finance Officers, and all officers of the Commission is drawn to the need for economy and constant vigilance, in the disbursement of Allied Commission/Allied Military Government funds. There have been far too many instances of unnecessary expenditure being incurred, and of officers not exercising proper care in authorizing and initiating expenditure.

2. In particular you are requested to watch carefully the following types of expenditure:

a. Printing and stationery.
b. M.T. repair and maintenance.
c. Purchase of furniture and equipment.
d. Maintenance of and repairs to Offices, Billets and Messes.
e. Messing expenses.
f. Civilian wages.

Where goods and services have to be purchased, such as for (a), (b) and (c) above, we wish Regional Commissioners to have proper steps taken by Purchasing Officers to obtain alternative tenders, so that a fair assessment of what is a proper price can be obtained. Cases have occurred of extensive repairs to Offices, Billets and Messes being undertaken, in premises only to be in occupation by Allied Commission/Allied Military Government for a month or two; this must not be countenanced. The largest expense of all is in respect of civilian wages, which form nearly two thirds of the total expenditure by Allied Commission/Allied Military Government. Make sure, therefore, that all your civilian employees are usefully and actively employed.

3. The responsibility for control of Allied Commission/Allied Military Government expenditure devolves upon those officers who are empowered to authorize such expenditure. It would appear that the instructions contained in Establishment Memorandum Number 5, dated 2 August 1944 (Local Purchases and Contracts), and Establishment Memorandum Number 33, dated 15 December 1944 (Allied Commission/Allied Military Government "Housekeeping" Expenditure) are not always being complied with. Regional Commissioners should, therefore, direct the attention of all officers to these Memoranda, making particular reference to

29556

Declassified E.O. 12356 Section 3.3/NND No. 785021

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4. In conclusion it should be noted that inasmuch as your administrative expenditure is a part of the "Occupational Costs" of the Allies in Italy, it

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Estab Memo #11, this Ho, dtd 1 June 45 (Cont'd):

is being borne by the Italian Government and people. It is, therefore, a moral responsibility upon all officers of the Commission not to incur any unjustified expenses to be paid from Allied Commission/Allied Military Government funds.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,
Colonel, Infantry,
Acting Vice President.

OFFICIAL:

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

DISTRIBUTION:
"A"

Declassified E.O. 12356 Section 3.3/NND No. 785021

C. M. PARKIN,
Colonel, Infantry,
Acting Vice President.

OFFICIAL:

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

DISTRIBUTION:
"A"

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Chief Clerk. 6/4. 50

I see no reason for making our file "Notes of Interviews" invariably Secret or even Confidential. The idea is that whenever an officer of the S/C has an interview with anyone, a note of it should always go on this file, as well as on the appropriate subject file. Only rarely is the note of such an interview secret.

When an interview does deal with secret or confidential matters, the officer concerned should mark his note "Secret" or "Confidential" accordingly: & this should be put on a separate file to be called, eg.

14/2 — Notes of Interviews
Secret or Confidential

D/Director + X Os to see & initial 20/5/45

if part of the interview deals with secret or confidential matter, the whole note will be marked RKI 21/5/45

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HEADQUARTERS ALLIED COMMISSION
AMG
LOCAL GOVERNMENT SUB COMMISSION

Cal: 286

AG/G/1/LG. 12th May, 1945.

ADDRESS: Chocolate Files.

TO : Archives Division.

Please receive the following files of this Sub-Commission for safe custody and return one copy of this list duly signed.

File Number	Subject.
AG/1/1/LG. Second Jacket.	Local Government Reorganisation - Sicilian Region.
AG/1/1/2/INT.	" " " Trapani Province.
AG/1/1/3/INT.	" " " Siracusa Province.
A G/1/1/8/LG.	Visit to Sicily 24.1.45.
AG/1/2/LG. Second Jacket.	Local Government Reorganisation- Southern Region.
AG/1/2/1/INT.	" " " Potenza Province.
AG/1/2/3/INT.	" " " Matera Province.
AG/1/2/4/INT.	" " " Brindisi Province
AG/1/2/5/INT	" " " Bari Province.
AG/1/2/6/INT.	" " " Taranto Province
AG/1/2/7/INT	" " " Lecce Province.
AG/1/3/INT.	" " " Region III.
AG/1/3/1/INT.	" " " Naples Province.
AG/1/4/INT.	" " " Region IV.
AG/1/4/1/INT.	" " " Rome.
AG/1/4/2/INT.	" " " Frosinone Province
AG/1/4/3/INT.	" " " Littoria Province.
AG/1/4/4/INT.	" " " Viterbo Province.
AG/1/4/5/INT.	" " " Rieti Province.
AG/1/4/6/INT.	" " " Foggia Province.
A G/1/4/7/INT.	" " " Aquila Province.
AG/1/5/INT.	" " " Pescara Province
AG/1/5/1/INT.	" " " Chieti Province.
AG/1/5/2/INT.	" " " Teramo Provi nce.
AG/1/6/INT.	" " " Region VI
AG/1/7/INT.	" " " Region 7
AG/1/7/1/INT.	" " " Catanzaro Province.
AG/1/7/2/INT.	" " " Reggio Calabria Province.
AG/1/7/3/INT.	" " " Cosenza Province.
AG/1/8/LG.	Consultant by Dott. Giuseppe Giulietti.
AG/1/9/INT.	Prefect for Palermo.
AG/1/10/INT.	Prefect of Naples, Avv. Francesco Selvaggi.
AG/1/11/INT.	Officials for Bari Province, Li Vetti.
AG/1/12/INT.	VII for Reggio Calabria. Cav. Domenico Maguire.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Please receive the following Files of this Sub-Commission for safe custody and return one copy of this list duly signed:

File Number	Title
AC/1/1/1C. Second Jacket.	Local Government Reorganization - Sicilia Region.
AC/1/1/2/INT.	" " " Trapani Province.
AC/1/1/3/INT.	" " " Siracusa Province.
A C/1/1/3/C.	Visit to Sicily 24.1.45.
AC/1/2/1C. Second Jacket.	Local Government Reorganization- Southern Region.
AC/1/2/2/INT.	" " " Potenza Province.
AC/1/2/3/INT.	" " " Matera Province.
AC/1/2/4/INT.	" " " Brindisi Province
AC/1/2/5/INT	" " " Bari Province.
AC/1/2/6/INT.	" " " Taranto Province
AC/1/2/7/INT	" " " Lecce Province.
AC/1/3/INT.	" " " Region III.
AC/1/3/1/INT.	" " " Naples Province.
AC/1/4/INT.	" " " Region IV.
AC/1/4/1/INT.	" " " Rome.
AC/1/4/2/INT.	" " " Frosinone Province
AC/1/4/3/INT.	" " " Littoria Province.
AC/1/4/4/INT.	" " " Viterbo Province.
AC/1/4/5/INT.	" " " Rieti Province.
AC/1/4/6/INT.	" " " Foggia Province.
AC/1/5/INT.	" " " Apulia Province.
A C/1/5/2/INT.	" " " Potenza Province
AC/1/5/3/INT.	" " " Matera Province.
AC/1/5/4/INT.	" " " Chieti Province.
AC/1/5/5/INT.	" " " Teramo Province.
AC/1/6/INT.	" " " Region VI
AC/1/7/INT.	" " " Region 7
AC/1/7/1/INT.	" " " Catanzaro Province.
AC/1/7/2/INT.	" " " Reggio Calabria Province.
AC/1/7/3/INT.	" " " Cosenza Province.
AC/1/8/INT.	Complaint by Dott. Giuseppe Giuliotti.
AC/1/11/INT.	Prefect for Palermo.
AC/1/21/INT.	Prefect of Naples. Avv. Francesco Selvaggi.
AC/1/26/INT.	Officials for Bari Province. La Vetti.
AC/1/28/INT.	VIT for Reggio Calabria. Gov. Domenico Mandue.
AC/1/34/INT.	Prefect of Littoria. Comm. Ernesto Pinoppa.
AC/1/35/INT.	Prefect for Frosinone Province. Ceffumanio. and Lo Presti.
AC/1/39/INT.	Officials for Rome Province.
AC/1/51/INT.	Removal of Giuseppe N iscoli. V.P. Rieti.
AC/1/56/INT.	Prefect for Avellino.
AC/1/72/INT.	Approval and transfer of Prefects.
AC/1/73/INT.	Appointment of Directors-General.
AC/1/78/INT.	Official for Benevento Province.
AC/1/79/INT.	Transfer of Dr. Luigi DeDi Santi Cinaglia Naples to Cosenza.
AC/1/85/INT.	Prefect for Bagnara . Avv. Giovanni Cortis.
AC/1/86/INT.	Officials for Rieti Province.
AC/1/88/INT.	Officials for Apulia Province.
AC/1/93/INT.	Appointments at Palermo Province.
AC/1/104/INT.	Appointment of Italian Officials Caltanisetta Province.
AC/1/114/INT.	Officials for TARANTO Province.
AC/1/115/IC.	
AC/1/115/IC.	

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AC/1/2/2/INT.	" " " Potenza Province.
AC/1/2/3/INT.	" " " Matera Province.
AC/1/2/4/INT.	" " " Brindisi Province
AC/1/2/5/INT	" " " Bari Province.
AC/1/2/6/INT.	" " " Taranto Province
AC/1/2/7/INT	" " " Lecce Province.
AC/1/3/INT.	" " " Region III.
AC/1/3/1/INT.	" " " Naples Province.
AC/1/4/INT.	" " " Region IV.
AC/1/4/1/INT.	" " " Rome.
AC/1/4/2/INT.	" " " Frosinone Province
AC/1/4/3/INT.	" " " Littoria Province.
AC/1/4/4/INT.	" " " Viterbo Province.
AC/1/4/5/INT.	" " " Rieti Province.
AC/1/4/6/INT.	" " " Foggia Province.
AC/1/5/INT.	" " " Apulia Province.
AC/1/5/2/INT.	" " " Potenza Province
AC/1/5/3/INT.	" " " Matera Province.
AC/1/5/4/INT.	" " " Chieti Province.
AC/1/5/5/INT.	" " " Teramo Province.
AC/1/6/INT.	" " " Region VI
AC/1/7/INT.	" " " Region 7
AC/1/7/1/INT.	" " " Catanzaro Province.
AC/1/7/2/INT.	" " " Reggio Calabria Province.
AC/1/7/3/INT.	" " " Cosenza Province.
AC/1/8/INT.	Complaint by Dott. Giuseppe Giuliotti.
AC/1/11/INT.	Prefect for Palermo.
AC/1/21/INT.	Prefect of Naples. Avv. Francesco Selvaggi.
AC/1/26/INT.	Officials for Bari Province. La Vetti.
AC/1/28/INT.	VIT for Reggio Calabria. Gov. Domenico Mandue.
AC/1/34/INT.	Prefect of Littoria. Comm. Ernesto Pinoppa.
AC/1/35/INT.	Prefect for Frosinone Province. Ceffumanio. and Lo Presti.
AC/1/39/INT.	Officials for Rome Province.
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AC/1/86/INT.	Officials for Rieti Province.
AC/1/88/INT.	Officials for Apulia Province.
AC/1/93/INT.	Appointments at Palermo Province.
AC/1/104/INT.	Appointment of Italian Officials Caltanisetta Province.
AC/1/114/INT.	Officials for TARANTO Province.
AC/1/115/IC.	
AC/1/115/IC.	

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

AC/A/1/120/IC.	Prefect for Foggia Province. General Ostrorog.
AC/A/1/124/IC.	Dott. Cesare ine Maio, Request for appointment as prefect.
AC/A/1/125/IC.	Officials for Trapani Province.
AC/A/1/126/IC.	Officials for Palermo Province.
AC/A/1/127/IC.	Nicolino Rose Chief Secretary Ministro (Catanzaro)
AC/A/1/128 /IC.	F ARCI Cmo.
AC/A/1/13 0/IC.	Officials for Catanzaro Province.
AC/A/1/13 1/IC .	Movement of Personnel. 18.1.1945.
AC/A/1/13 2/ IC.	officials for Siracusa Province.
AC/A/1/133/IC .	officials for Reggio Calab ria Province.
AC/A/1/ 34/IC.	officials for Caserta P rovince.
AC/A/1/135/IC.	Ferdinando Sforza, Chief of Cabinet.
AC/A/1/137/IC.	Dott. Ernesto Duncan.
AC/A/1/14 0/IC.	Della Valle Arturo - Avv Lecce.
AC/A/1/142/IC.	Guido Cortesi Minister of Curtigliano
A C/A/1/13 /IC.	Officials for Lecce Province.
AC/A/1/14/IC.	Movement of Prefects 27.9.1945
AC/A/1/15/IC.	Officials for Ivrea
AC/A/2/ IVC.	Italian Officials Questionnaires. Brindisi Province.
AC/A/2/2/IVC.	" " " Lecce Province.
AC/A/2/3/IVC.	" " " Matera Province.
AC/A/2/4/IVC.	" " " Bari Province.
AC/A/2/5/IVC.	" " " Salerno Province.
AC/A/2/6/IVC.	" " " Taranto Province.
AC/A/2/7/IVC.	" " " Foggia Province.
AC/A/2/8/ IVC.	" " " Nuoro Province.
AC/A/2/9/IVC.	" " " Sassari Province.
AC/A/2/10/IVC.	" " " Cagliari Province.
AC/A/2/11/ IVC.	" " " Agrigento Province.
AC/A/2/12/IVC.	" " " Caltanissetta Province.
AC/A/2/13/IVC.	" " " Messina Province.
AC/A/2/14/IVC.	" " " Enguna Prov ince.
AC/A/2/15/IVC.	" " " Enna Province.
AC/A/2/16/IVC.	" " " Palermo Province.
AC/A/2/17/IVC.	" " " Siracusa Province.
AC/A/2/18/IVC.	" " " Trapani Province.
AC/A/2/19/IVC.	" " " Caltanissetta Province.
AC/A/2/20/IVC.	" " " Reggio Calabria Province.
AC/A/ 3/21/IVC.	" " " Crotona Province.
AC/ A/2/22/IVC.	" " " Catanzaro Province.
A C/A/2/23/IVC	" " " Potenza P rovince.
AC/A/2/24/IVC.	" " " Benevent o Province.
AC/A/2/ 25/IVC.	" " " Naples Province.
AC/ A/2/26/IVC.	" " " AVELLINO Province.
AC/A/2/27/IVC.	" " " Pesa ro P rovince.
AC/A/2/28/IVC.	" " " Ligturia Province
AC/A/2/ 29/IVC	" " " Chieti Province
AC/A/2/30/ IVC	" " " Viterbo Province
AC/A/2/35/IC.	" " " Rieti Pro vince
AC/A/2/ /IC.	" " " Perugia Province

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Declassified E.O. 12356 Section 3.3/NND No. 785021

AC/4/1/30/IC.	[illegible]
AC/4/1/37/IG.	Dott. Ernesto Dusano.
AC/4/4/14 9/IG.	Della Valle Arturo. - Appointo.
AC/4/1/248/IC.	Guido Carboni. Sindaco of Castiglione
AC/4/1/123/IC.	Officials for Lecce Province.
AC/4/1/114/IC.	Movement of Prefects 22.5.1945
AC/4/1/115/IC.	Officials for Nuoro
AC/4/3/1/INT.	Italian Officials Questionnaires. Brindisi Province.
AC/4/3/2/INT.	" " " Lecce Province.
AC/4/3/3/INT.	" " " Matera Province.
AC/4/3/4/INT.	" " " Bari Province.
AC/4/3/5/INT.	" " " Salerno Province.
AC/4/3/6/INT.	" " " Taranto Province.
AC/4/3/7/INT.	" " " Foggia Province.
AC/4/3/8/INT.	" " " Nuoro Province.
AC/4/3/9/INT.	" " " Sassari Province.
AC/4/3/10/INT.	" " " Cagliari Province.
AC/4/3/11/INT.	" " " Agrigento Province.
AC/4/3/12/INT.	" " " Catania Province.
AC/4/3/13/INT.	" " " Messina Province.
AC/4/3/14/INT.	" " " Ragusa Province.
AC/4/3/15/INT.	" " " Enna Province.
AC/4/3/16/INT.	" " " Palermo Province.
AC/4/3/17/INT.	" " " Siracusa Province.
AC/4/3/18/INT.	" " " Trapani Province.
AC/4/3/19/INT.	" " " Caltanissetta Province.
AC/4/3/20/INT.	" " " Reggio Calabria Province.
AC/4/3/21/INT.	" " " Cosenza Province. 2953
AC/4/3/22/INT.	" " " Catanzaro Province.
AC/4/3/23/INT.	" " " Potenza Province. 2954
AC/4/3/24/INT.	" " " Benevento Province.
AC/4/3/25/INT.	" " " Naples Province.
AC/4/3/26/INT.	" " " AVELLINO Province.
AC/4/3/27/INT.	" " " Frosinone Province.
AC/4/3/28/INT.	" " " Littoria Province
AC/4/3/29/INT.	" " " Chieti Province
AC/4/3/30/INT.	" " " Viterbo Province
AC/4/3/35/IG.	" " " Rieti Province
AC/4/3/3[illegible]/IG.	" " " Pescara Province
AC/4/3/40/IG.	" " " Teramo Province
AC/4/14/INT.	Pool of Sindaci
AC/4/14/1/INT.	Pool of Sindaci - List of Officials
AC/4/14/3/IG.	Appointment of Sindaci
AC/4/19/INT.	Provision of Italian officials for forward areas
AC/4/22/1/IG.	Promotion of LORENZO Cosimo and STEFANO Renato
AC/4/25/IG.	Appointment of Prefects - Statement of Pietro NENNI in the London Press
AC/4/28/IG.	Indemnity of Mission - Prefect of Arezzo
AC/6/8/INT.	Control Areas
AC/6/10/IG.	Allied Commission Association
AC/9/4/IG.	Transmission of Italian Mail (5th Jacket)
AC/14/3/IG.	Colonel R.C.R. SPICER - Visit to East Africa
AC/15/6/IG.	Jewish Community of Rome
AC/23/IG.	Italian Official Gazette (3rd Cover)
AC/48/1/2.G.	Requisitioning of Mill - Terni
AC/44/INT.	Industrial Statistics
AC/49/IG.	Death of Mrs. Stella Candidi nee de Burgundi
AC/51/IG.	Calls by Gabriella Flagiello

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AC/10/16/INT. 1st Jacket. Daily Routine Orders. (British).
AC/10/16/INT. 2nd Cover. Daily Routine Orders (British).
AC/10/18/INT. 1st Cover. Daily Bulletins.
AC/10/18/INT. 2nd Cover. Daily Bulletins.
AC/10/2[illegible]/INT. 1st Cover. Reports on Conditions in Liberated Italy.
Official Orders, Admin. Instrns. Numbered Memos. of SECTION I.

FOR THE DIRECTOR:

RALPH R. [illegible],
Major,
Deputy Director,
Legal Government Sub-Commission.

pgw.

RECEIVED all the above mentioned files.

_____

_____

DATE_____

2582

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4.

48

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/1 B/CA.

5 May 45.

5 MAY 1945

SUBJECT: Addressing of Correspondence.

TO: Public Health Sub-Commission.
Public Safety Sub-Commission.
Legal Sub-Commission.
Local Government Sub-Commission.
Displaced Persons & Repatriation Sub-Commission.

Will you please take note that directions to technical specialist officers in Southern Italy should be addressed to the ACC Commissioner, NAPLES, and the AC LO's (For attention of Div) in the same way as communications are addressed to Regional Commissioners.

A.D. Bonham-Carter

A.D. BONHAM-CARTER
Lt. Colonel,
CMG CA Section.

2951

5736/LG
1468

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/1.B/CA

1 May 45

2 - MAY 1945

MEMO TO : All CA Sub-Commissions

1 The attached (212/EC of 30 Apl) is for your information.

2 The VP directs me to draw your attention to para 4 (c) in particular. J/Comd HARVEY will refer all applications under this paragraph to the VP when entry into Army area is requested.

3 J/Comd HARVEY will take action on para 5.

A. D Bonham Carter
A.D. BONHAM CARTER,
Lt Colonel.
CSO CA Section.

1591

Declassified E.O. 12356 Section 3.3/NND No. 785021

47A

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief Commissioner

Ref : 212/20

30 April 45

SEND TO : VP, CA Section
VP, Economic Section
VP, Establishment Section

1. I am sure that Vice Presidents will appreciate that operations being now in progress, the SHAEF of Armies and Regional Commissioners with their staffs are faced with urgent operational matters in the newly occupied territory.

2. HQ Allied Commission can greatly assist forwarding's in two ways:-

(a) By refraining from sending to them any correspondence except that of the most urgent nature. Regional Commissioners will have little time to read long directives and instructions which, in any case, should have been forwarded to them in the planning period. If instructions now have to be sent, let them be concise and short.

(b) By prohibiting the visits of officers to the newly occupied regions, except on the most urgent matters or unless called for by the SHAEF or Regional Commissioners themselves.

3. We should have planned sufficiently well to make such visits unnecessary in the initial stages. We must leave it to the Regional Commissioners and SHAEF to send us the necessary information rather than send troops of officers who will only harass the A/C staff in their difficult initial work.

4. Vice Presidents will, therefore, ensure:-

(a) That directives and instructions of any length or consequence are submitted to them for signature before despatch, and should call for the minimum of paper work (no long questionnaires).

(b) That written communications are restricted to the minimum.

(c) That no officer or civilian official visits the forward areas without their personal approval.

5. Vice President, Establishment Section will report to the Executive Commissioner daily the names of officers sent from Headquarters to the forward regions.

HENRY K. STONE
Rear Admiral, USN
Chief Commissioner

2949

5686

b/4

HEADQUARTERS ALLIED COMMISSION

Office of the Executive Commissioner

A P O 394

21 APR 1945

T.31.60.3S

26th April, 1945

SUBJECT: Communications to N.W.Italy

TO: Distribution as below:

1. No.1. Special Force will have wireless telegraph communications from ROME to MILAN, TURIN, and GENOA immediately following the control of these cities passing from enemy hands.

2. There will be limited spare traffic capacity on these circuits available for use by the Allied Commission during the period immediately following liberation until normal Allied Military services are available on establishment of Area Headquarters in these cities.

3. Messages for these cities during this period should be handed in in the usual way, and will be forwarded for transmission to the Hqrs. No. 1 Special Force, Rome. They will be endorsed 'In Clear' or 'By Cipher' by the Adjutant's office in accordance with the classification given by the originator; in this connection it is pointed out that the ciphering capacity is only about one fifth of the total traffic capacity and messages should be sent 'In Clear' as much as possible, consistent with essential security.

4. No.1 Special Force cannot undertake delivery to addresses. It will therefore be necessary for any officer going to these cities at this stage, who may expect a message from Rome, to establish contact with the Special Force office in the city in question and arrange for collection of any message that may be received for him.

Messages for transmission from Rome will be delivered by the Hqrs. Adjutant's office to:

115, Via Barnaba Oriani (Tel: 878119)

Messages received for Rome will be collected from that address by the Adjutant's office on receipt of an advice by

Declassified E.O. 12356 Section 3.3/NND No. 785021

SUBJECT: Communications to N.W.Italy

TO: Distribution as below:

1. No.1. Special Force will have wireless telegraph communications from ROME to MILAN, TURIN, and GENOA immediately following the control of these cities passing from enemy hands.

2. There will be limited spare traffic capacity on these circuits available for use by the Allied Commission during the period immediately following liberation until normal Allied Military services are available on establishment of Area Headquarters in these cities.

3. Messages for these cities during this period should be handed in in the usual way, and will be forwarded for transmission to the Hqrs. No. 1 Special Force, Rome. They will be endorsed 'In Clear' or 'By Cipher' by the Adjutant's office in accordance with the classification given by the originator; in this connection it is pointed out that the ciphering capacity is only about one fifth of the total traffic capacity and messages should be sent 'In Clear' as much as possible, consistent with essential security.

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Messages for transmission from Rome will be delivered by the HQrs. Adjutant's office to:

115, Via Barnaba Oriani (Tel: 878119)

Messages received for Rome will be collected from that address by the Adjutant's office on receipt of an advice by 2948 telephone.

5. A limited number of messages can also be sent between the cities stated. Arrangements for acceptance and transmission should be made with the Special Force office in the city concerned.

M.S.LUSH
Brigadier
Executive Commissioner

Copies To: All Sub-Commissions
Liguria, Piemonte, Lombardia Regions
No.1 Special Force
S.C.A.O's 5th and 8th Armies
IV U.S.Corps

5638/LG

4517

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 2/12/CA 26 April 45

SUBJECT : Letter for signature of Chief Commissioner

TO : Directors, All CA Sub-Commissions

Sub-Commissions are asked to note the following:

1 The Chief Commissioner will not sign letters which have the smallest erasure or typing error in them.

It is useless to submit letters for his signature unless they are perfect.

The lay out of letters MUST conform to that laid down in Office Memo 10 of 24 Oct 44.

2 Letters addressed to Rome Area Allied Command must be addressed to

Commanding General
Rome Area Allied Command

RAC is not a recognised abbreviation.

A.D. BONHAM-CARTER Lt Col
CAO CA Section

29-27

5624

6/4 DCK/ar 44

RESTRICTED

ALLIED FORCE HEADQUARTERS
AFC 512

STAFF MEMORANDUM)
NUMBER 6)

20 January 1945

IDENTIFICATION SYMBOLS

The following AFHQ Staff Memoranda, 1944, are rescinded and the provision below substituted therefor:

Section	Number	Section	Number
AII	28	I	65
III	31	II	78
III	52	III	80
II	53	II	107
I	60	III	113
III	62		

1. The symbols indicated below have been assigned to the headquarters as listed for the purpose of identifying the staff sections of each headquarters.

2. Symbols assigned to this headquarters and Headquarters MTOUSA, will be used to identify the staff section originating messages transmitted by electrical means.

3. Symbols assigned to other headquarters as indicated below may be used to indicate the staff sections for which a message is intended.

a. ALLIED FORCE HEADQUARTERS

Supreme Allied Commande r	FHCIC
Deputy Supreme Allied Commander	FHDCC
Commander-in-Chief, Mediterranean	FHRNA
Air Commander-in-Chief, Mediterranean	FHAIR
Chief of Staff	FHCOS
Deputy Chief of Staff	FHDSC
U.S. Naval Staff	FHUSN
Chief Administrative Officer	FHCAO
G-1	FHGAP
G-1 (Br)	FHGAB
G-2	FHGBI
G-3	FHGCT
G-4	FHGDS
G-5	FHGEG
Secretary General Staff	FHGGS
Adjutant General	FHAG
Adjutant General, Executive	FHAGG

Declassified E.O. 12356 Section 3.3/NND No. 785021

Section	Number	Section	Number
All	28	I	65
III	31	II	78
III	59	III	80
II	53	II	107
I	60	III	113
III	62		

1. The symbols indicated below have been assigned to the headquarters as listed for the purpose of identifying the staff sections of each headquarters.

2. Symbols assigned to this headquarters and Headquarters ETOUSA, will be used to identify the staff section originating messages transmitted by electrical means.

3. Symbols assigned to other headquarters as indicated below may be used to indicate the staff sections for which a message is intended.

a. ALLIED FORCE HEADQUARTERS

Supreme Allied Commande r	FHCIC
Deputy Supreme Allied Commander	FHDCC
Commander-in-Chief, Mediterranean	FHRNA
Air Commander-in-Chief, Mediterranean	FHAIR
Chief of Staff	FHCOS
Deputy Chief of Staff	FHDSC
U.S. Naval Staff	FHUSN
Chief Administrative Officer	FHCAO
G-1	FHGAP
G-1 (Br)	FHGAB
G-2	FHGBI
G-3	FHGCT
G-4	FHGDS
G-5	FHGDG
Secretary General Staff	FHSGS
Adjutant General	FHAG
Adjutant General, Executive	FHAGG
Adjutant General, Personnel	FHAGP
Adjutant General, Miscellaneous	FHAGM
Adjutant General, Mail and Records	FHAGR
Air Priorities Board	FHAPB
Anti-Aircraft	FHAAO

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

DCK/ar

44

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

STAFF MEMORANDUM)
NUMBER 6)

20 January 1945

IDENTIFICATION SYMBOLS

The following AFHQ Staff Memoranda, 1944, are rescinded and the provision below substituted therefor:

Section	Number	Section	Number
All	28	I	65
III	31	II	78
III	52	III	80
II	53	II	107
I	60	III	113
III	62		

1. The symbols indicated below have been assigned to the headquarters as listed for the purpose of identifying the staff sections of each headquarters.

2. Symbols assigned to this headquarters and Headquarters MEDUSA, will be used to identify the staff section originating messages transmitted by electrical means.

3. Symbols assigned to other headquarters as indicated below may be used to indicate the staff sections for which a message is intended.

a. ALLIED FORCE HEADQUARTERS

Supreme Allied Commande r	FHCIC
Deputy Supreme Allied Commander	FHDCC
Commander-in-Chief, Mediterranean	FHFMA
Air Commander-in-Chief, Mediterranean	FHAIR
Chief of Staff	FHCOS
Deputy Chief of Staff	FHDSC
U.S. Naval Staff	FHUSN
Chief Administrative Officer	FHCAO
G-1	FHGAP
G-1 (Br)	FHGAB
G-2	FHGBI
G-3	FHGCT
G-4	FHGDS
G-5	FHGEG
Secretary General Staff	FHCGS
Adjutant General	FHAG
Adjutant General, Executive	FHAGG
Adjutant General, Personnel	FHAGP
	FHAGA

2946

Declassified E.O. 12356 Section 3.3/NND No. 785021

below substituted therefor:

Section	Number	Section	Number
All	28	I	65
III	31	II	78
III	52	III	80
II	53	II	107
I	60	III	113
III	62		

1. The symbols indicated below have been assigned to the headquarters as listed for the purpose of identifying the staff sections of each headquarters.

2. Symbols assigned to this headquarters and Headquarters MTOUSA, will be used to identify the staff section originating messages transmitted by electrical means.

3. Symbols assigned to other headquarters as indicated below may be used to indicate the staff sections for which a message is intended.

a. ALLIED FORCE HEADQUARTERS

Supreme Allied Commande r	FHCIC
Deputy Supreme Allied Commander	FHDCC
Commander-in-Chief, Mediterranean	FHRNA
Air Commander-in-Chief, Mediterranean	FHAIR
Chief of Staff	FHCOS
Deputy Chief of Staff	FHDSC
U.S. Naval Staff	FHUSN
Chief Administrative Officer	FHCAO
G-1	FHGAP
G-1 (Br)	FHGAB
G-2	FHGBI
G-3	FHGCT
G-4	FHGDS
G-5	FHGEC
Secretary General Staff	FHSGS
Adjutant General	FHAG
Adjutant General, Executive	FHAGG
Adjutant General, Personnel	FHAGP
Adjutant General, Miscellaneous	FHAGM
Adjutant General, Mail and Records	FHAGR
Air Priorities Board	FHAPB
Anti-Aircraft	FHAAO

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Declassified E.O. 12356 Section 3.3/NND No. 785021

AFHQ Staff Memo N. 6 (cont'd)

Chemical Warfare	FHCWS
Claims and Hirings	FHCCH
Director of Harbor Craft	FHDHC
Expeditionary Forces Institute	FHEFI
Engineer	FHENG
Field Artillery Section	FHFLD
Headquarters Comandant	FHHDC
Financial Advisor (Br)	FHFAD
JICA	FHJTC
Liaison	FHLJA
Local Resources Section	FHLRS
Information and Censorship	FHINC
Military Secretary Section	FHMMS
Movements and Transportation	FHGDM
Ordnance (A)	FHORD
Ordnance (Br)	FHORB
PAD & CD	FHPAD
Pay (Br)	FHPAY
Petroleum	FHPET
Postal (Br)	FHCAE
Printing & Stationery Service	FHPSS
Psychological Warfare	FHPWO
Public Relations	FHPRO
"Q" Army Equipment Branch	FHQAE
"Q" (Main)	FHGPQ
Quartermaster	FHSUP
REME	FHOFR
Salvage Branch	FHSAL
Signal	FHSIG
Supply and Transport	FHGDT
Surgeon	FHMED
Transportation (Br)	FHTNB
Transportation (A)	FHTPN

b. MTOUSA

Commanding General	MACG
Chief of Staff	MACOS
G-1	MAGAP
G-2	MAGBI
G-3	MAGOT
G-4	MAGDS
Secretary General Staff	MASGS
Adjutant General	MAAG
Adjutant General, Executive Division	MAAGG
Adjutant General, Personnel Division	MAAGE
Adjutant General, Casualty Branch	MAAGC
Adjutant General, Statistical Division	MAAGS
Adjutant General, Operations Division	MAAGO
Adjutant General, Postal Division	MAAGP
Analysis & Control Division	MAAGA

Declassified E.O. 12356 Section 3.3/NND No. 785021

Local Resources Section	FHLRC
Information and Censorship	FHDMS
Military Secretary Section	FHGDM
Movements and Transportation	FHORD
Ordnance (A)	FHORB
Ordnance (Br)	FHPAD
PAD & CD	FHPAY
Pay (Br)	FHPET
Petroleum	FHGAE
Postal (Br)	FHPSS
Printing & Stationery Service	FHPWO
Psychological Warfare	FHPRO
Public Relations	FHQAE
"Q" Army Equipment Branch	FHQPO
"Q" (Main)	FHSUP
Quartermaster	FHQMR
REME	FHSAL
Salvage Branch	FHSIG
Signal	FHGDT
Supply and Transport	FHMED
Surgeon	FHTNB
Transportation (Br)	FHTPN
Transportation (A)	

b. MTOUSA

Commanding General	NACG
Chief of Staff	NACOS
G-1	NAGAP
G-2	NAGBI
G-3	NAGCT
G-4	NAGDS
Secretary General Staff	NASGS
Adjutant General	NAAG
Adjutant General, Executive Division	NAAGG
Adjutant General, Personnel Division	NAAGE
Adjutant General, Casualty Branch	NAAGC
Adjutant General, Statistical Division	NAAGS
Adjutant General, Operations Division	NAAGO
Adjutant General, Postal Division	NAAGP
Analysis & Control Division	NAAGA
Anti-Aircraft Section	NACAC
Army Exchange Service	NAES

1945

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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AFHQ Staff Memo N. 6 (cont'd)

Chaplain's Section ..... NACHP
Chemical Warfare Section ..... NACWS
Engineer Section..... NAENG
Finance Section..... NAFIN
Information & Education Section ..... NAIAE
Inspector General's Section..... NAOIG
Judge Advocate General's Section ..... NAJAG
Liaison Section ..... NALN
Medical Section..... NAMED
Ordnance Section..... NAORD
Petroleum Section..... NAPOL
Provost Marshal General ..... NAPMG
Quartermaster Section..... NAQMC
Signal Section..... NASIG
Special Service Section ..... NASS
Transportation Section..... NATPN

c. WAR DEPARTMENT, GENERAL STAFF

Chief of Staff, U.S. Army ..... WDCSA
Assistant Chief of Staff, G-1 ..... WDGAP
Assistant Chief of Staff, G-2 ..... WDGPT
Assistant Chief of Staff, G-3 ..... WDGCT
Assistant Chief of Staff, G-4 ..... WDGDS
Assistant Chief of Staff, WPD ..... WDOPD

d. ARMY GROUND FORCES

Commanding General ..... GNDCG
Chief of Staff. ..... GNGCS
Deputy Chief of Staff..... GNGDC
Secretariat. ..... GNGSE
Plans Section..... GNGPS
G-1 Section ..... GNGAP
G-2 Section ..... GNGBI
G-3 Section ..... GNGCT
G-4 Section..... GNGDS
Ground Adjutant General Section ..... GNAGS

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e. ARMY AIR FORCES

Asst Secretary of War for Air ..... AFSWA
Commanding General, AAF ..... AFAGG
Chief of the Air Staff ..... AFCAS
Air Adjutant General ..... AFAAG
Deputy Chiefs of Air Staff ..... AFDAS
AC/AS, Personnel ..... AFAAP

Declassified E.O. 12356 Section 3.3/NND No. 785021

Petroleum Section.....NAPOL
Provost Marshal General .....NAPMG
Quartermaster Section.....NAQMC
Signal Section.....NASIG
Special Service Section .....NASS
Transportation Section.....NATRN

c. WAR DEPARTMENT, GENERAL STAFF

Chief of Staff, U.S. Army.....WDCSA
Assistant Chief of Staff, G-1 .....WDGAP
Assistant Chief of Staff, G-2 .....WDGBI
Assistant Chief of Staff, G-3 .....WDGCT
Assistant Chief of Staff, G-4 .....WDGDS
Assistant Chief of Staff, WPD .....WDOPD

d. ARMY GROUND FORCES

Commanding General .....GNDCG
Chief of Staff. .....GNGCS
Deputy Chief of Staff.....GNGDC
Secretariat. .....GNGSE
Plans Section.....GNGPS
G-1 Section .....GNGAP
G-2 Section .....GNGBI
G-3 Section .....GNGCT
G-4 Section.....GNGDS
Ground Adjutant General Section .....GNAGS

2944

e. ARMY AIR FORCES

Asst Secretary of War for Air.....AFSWA
Commanding General, AAF .....AFAGG
Chief of the Air Staff .....AFCAS
Air Adjutant General .....AFAAG
Deputy Chiefs of Air Staff .....AFDAS
AC/AS, Personnel. .....AFAAP
Military Personnel .....AFPMP
AC/AS, Intelligence .....AFABI
AC/AS, Training .....AFACT
AC/AS, Mat.Maint. & Distri .....AFMMD
AC/AS, Oper.Commit. & Req .....AFOCR
AC/AS, Plans .....AFAMP
Requirements Division .....AFRDO

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

44C

RESTRICTED

AFHC Staff Memo N. 6 (cont.)

f. ARMY SERVICE FORCES

Commanding General, ASF ..... SPCG
Chief of Staff, ASF ..... SPEX
Director of Plans and Operations, ASF ..... SPAO
Deputy Chief of Staff for Service Commands, ASF ..... SPDC
Director of Personnel, ASF ..... SPAP
Director of Military Training ..... SPTRD
Director of Supply, ASF ..... SPAT
Director of Materiel, ASF ..... SPAM
Office, The Adjutant General ..... SPX
  Executive Officer ..... SPXEZ
  Military Personnel Division ..... SPXPZ
  Operations and Training Division ..... SPXOZ
  Publication Division ..... SPXLZ
  Records Division ..... SPXRZ
  Army Postal Service ..... SPXAZ
  Civilian Personnel Division ..... SPXHZ
Office, Judge Advocate General ..... SPJG
Office, Quartermaster General ..... SPQ
Office, Chief of Ordnance ..... SPO
Office, Chief of Engineers ..... SPE
SECU)
Office, Chief of Chemical Warfare Service ..... SPCV)
SECW)
Office, Chief Signal Officer ..... SPS
SEMC)
Office, Surgeon General ..... SPMD)
SPME)
SPMF)
Office, Chief of Transportation ..... SPT
Office, Chief of Chaplains ..... SPCH
Office, of the Fiscal Director, ASF ..... SPFF
Intelligence Division, ASF ..... SPINT
Office, Provost Marshall General ..... SPMG
Special Service Division, ASF ..... SPSP

g. SUPREME HQ., ALLIED EXPEDITIONARY FORCE

SAC ..... SHSAC
D/SAC ..... SHDAC
C/S ..... SHCOS
DC/S ..... SHDCS
SGS ..... SHSGS
CAO ..... SHCAO
G-1, AC/S ..... SHGAP
G-2, AC/S ..... SHGBI
G-3, AC/S ..... SHGOT
  Plans & Ops ..... SHGGO

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Office, The Adjutant General	
Executive Officer	SPXEZ
Military Personnel Division	SPXPZ
Operations and Training Division	SPXOZ
Publication Division	SPXMZ
Records Division	SPXRZ
Army Postal Service	SPXAZ
Civilian Personnel Division	SPXHZ
Office, Judge Advocate General	SPJG
Office, Quartermaster General	SPQ
Office, Chief of Ordnance	SPO
Office, Chief of Engineers	SPE
	SPCU)
Office, Chief of Chemical Warfare Service	SPCV)
	SPCW)
	SPS
Office, Chief Signal Officer	SPSC)
	SPMD)
Office, Surgeon General	SPME)
	SPMF)
Office, Chief of Transportation	SPT
Office, Chief of Chaplains	SPCH
Office, of the Fiscal Director, ASF	SPFF
Intelligence Division, ASF	SPINT
Office, Provost Marshall General	SPMG
Special Service Division, ASF	SPSP

g. SUPREME HQ., ALLIED EXPEDITIONARY FORCE

SAC	SHSAC
D/SAC	SHDAC
C/S	SHCOS
DC/S	SHDCS
SGS	SHSGS
CAO	SHCAO
G-1, AC/S	SHGAP
G-2, AC/S	SHGBI
G-3, AC/S	SHGCT
Plans & Ops.	SHGGO
G-4, AC/S "O" Branch	SHGDQ
"A" Branch	SHGDA
Mov. & Trans. Branch	SHGDM
Future Plans Branch	SHGDP

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SHGDS

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

AFHQ Staff Memo N. 6 (cont'd)

Civil Affairs	SHCIV
Personnel & Training Branch	SHCPT
Supply Branch	SHCSB
Relief Branch	SHCRB
Government Affairs Branch	SHCGA
Fiscal Affairs Branch	SHCFA
Signals, Chief Signal Officer	SHSIG
Plans and Operations	SHSPO
Telecommunications	SHSTC
Requirements	SHSMT
A.G. (Adjutan General)	SHAG
AG Executive	SHAGE
AG Personnel	SHAGP
AG Miscellaneous	SHAGM
HQ Commandant	SHHCD
P & PW, PPP	SHPPW
PWB	SHPWB
PPB	SHPPB
Engineer, (Chief Engineer)	SHENG
Adm. Section	SHEAS
Operations Section	SHEOS
Air Field Section	SHEAF

By command of Field Marshall ALEXANDER:

C.W. CHRISTENBERRY,

Colonel, AGD
Acting Adjutant General.

DISTRIBUTION :

"A"

Declassified E.O. 12356 Section 3.3/NND No. 785021

Government Affairs Branch ..... SHGGA
Fiscal Affairs Branch ..... SHGFA
Signals, Chief Signal Officer ..... SHSIG
Plans and Operations ..... SHSPO
Te ecommunications. ..... SHSTC
Requirements..... SHSMT
A.G. (Adjutan General) ..... SHAG
AG Executive ..... SHAGE
AG Personnel ..... SHAGP
AG Miscellaneous..... SHAGM
HQ Commandant..... SHHCD
P & PW, PEW ..... SHPPW
PWB ..... SHPWB
PPB ..... SHPPB
Engineer, (Chief Engineer)..... SHENG
Adm. Section..... SHEAS
Operations Section ..... SHEOS
Air Field Section ..... SHEAF

By command of Field Marshall ALEXANDER:

C.W. CHRISTENBERRY,

Colonel, AGD
Acting Adjutant General.

DISTRIBUTION :

"A"

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

COPY

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Tel Ext 341

APR 1945

Ref: 7002/179/EC

10 April 45

MEMORANDUM :

TO : All Sections and Independent Sub-Commissions

All communication with the Liaison Officer, Sardinia, will be routed through Land Forces Subcommission (MMIA).

NORMAN E. FISH
Colonel
Acting Executive Commissioner

To : All CA Sub-Commissionsfor information

2941

5534/LG

Declassified E.O. 12356 Section 3.3/NND No. 785021

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6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AG/6/4/LG. 4th April, 1945.

SUBJECT: Office routine.

TO : ALL OFFICERS AND STAFF
Local Government Sub-Commission.

1. Until further notice all documents leaving this office requiring signing will be signed as follows :-

FOR THE DIRECTOR:

RALPH R. TEMPLE,
Major,
Deputy Director,
Local Government Sub-Commission.

2. All documents coming into this Sub-Commission or returning from another Commission or Sub-Commission will be first submitted to the Deputy Director.

FOR THE DIRECTOR:

R.R. Temple Major

RALPH R. TEMPLE,
Major,
Deputy Director,
Local Government Sub-Commission.

xx/pw.

BW. 2940

Capt. Lewis

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

Italian Officials for AMG Provinces

Instructions as to Procedure within the Sub Commission

---

1. Correspondence etc. as to Prefects
Vice Prefect Vicarin
Vice Prefect Inspector
will be dealt with as hitherto, i.e. papers will be translated (when in Italian), filed and submitted to the Deputy Director or the appropriate Executive Officer.

2. "Vice Prefect Inspector" includes a Ragioniere Capo with inspective functions, sometimes called "Provincial Inspector" or Administrative Inspector".

3. The general lines for dealing with the supply of other prefectural officials are described in the annexed directive AG/4/30/AG. of 1 April 1945.

4. Incoming correspondence must first be quickly inspected by translators to determine and isolate the letters dealing with Italian Officials below Vice Prefect Inspector. Such letters will be referred to Adjutant who will go through them with a translator who will give him the gist of them verbally. If he finds a letter containing matter extraneous to the supply of junior Italian officials or otherwise has any doubt about its contents, he will take the letter to one of the Executive Officers for instructions.

5. Apart from such cases, Adjutant will initial the letter and pass it to Chief Clerk for forwarding as follows :

a) - Ministry to Prefect : - The letter to be stamped as in Form 10/A in Appendix - a rubber stamp to be provided for this purpose.

b) - Prefect to Ministry : - With covering pro-forma as in Form 10/B in Appendix.

6. If a letter from a Prefect does not conform to the procedure laid down in the directive, Adjutant will cause it to be returned to RC/SCAO with a covering pro-forma stating shortly the reasons for its rejection, as in Form 10/B in the Appendix. Examples of such reasons are : - 2939
"Not authenticated by RC"

7. On an official attending here for travel orders, he will be referred to Adjutant, who will : -

a) - Examine letter of introduction carefully to see that it conforms

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1. Correspondence etc. as to Prefects
Vice Prefect Vicario
Vice Prefect Inspector
will be dealt with as hitherto, i.e. papers will be translated (when in Italian), filed and submitted to the Deputy Director or the appropriate Executive Officer.

2. "Vice Prefect Inspector" includes a Ragioniere Capo with inspective functions, sometimes called "Provincial Inspector" or Administrative Inspector".

3. The general lines for dealing with the supply of other prefectural officials are described in the annexed directive AG/4/30/AC. of I April 1945.

4. Incoming correspondence must first be quickly inspected by translators to determine and isolate the letters dealing with Italian Officials below Vice Prefect Inspector. Such letters will be referred to Adjutant who will go through them with a translator who will give him the gist of them verbally. If he finds a letter containing matter extraneous to the supply of junior Italian officials or otherwise has any doubt about its contents, he will take the letter to one of the Executive Officers for instructions.

5. Apart from such cases, Adjutant will initial the letter and pass it to Chief Clerk for forwarding as follows :

a) - Ministry to Prefect : - The letter to be stamped as in Form 10/A in Appendix - a rubber stamp to be provided for this purpose.

b) - Prefect to Ministry : - With covering pro-forma as in Form 10/B in Appendix.

6. If a letter from a Prefect does not conform to the procedure laid down in the directive, Adjutant will cause it to be returned to PG/SCAO with a covering pro-forma stating shortly the reasons for its rejection, as in Form 10/B in the Appendix. Examples of such reasons are : - 2939
"Not authenticated by PG"

7. On an official attending here for travel orders, he will be referred to Adjutant, who will : -

a) - Examine letter of introduction carefully to see that it conforms to the rules (see Appendix to Circular of I April 1945) : if not, proceed as in para 8;

b) - Arrange transport with Dispatch Office;

c) - Complete the 1st indication on all 3 copies of the letter of introduction;

d) - hand one copy to the official and give him his verbal instructions;

e) - dispatch 2nd copy to PG/SCAO by post;

f) - file 3rd copy;

./.

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8. If the letter of introduction is not in order, all 5 copies of the letter of introduction will be returned to the Ministry by post, under cover of Form 10/C. The official will be told that his papers are not in order and to report back to the Ministry.

9. When transport has been arranged, a copy of travel order must be filed and on it Adjutant will note (a) date official called for travel orders and (b) date he actually left. For the latter purpose, contact must be kept with Dispatch.

10. If an official fails to appear at the time and place directed to board the courier or other means of transport, the fact will be reported to the Ministry in Form 10/D.

11. In the early stages at least, we may expect RO's and AO's to write special letters themselves, instead of following out the new procedure. Such letters should be returned with a covering pro-forma as in Form 10/E.

12. The Ministry will no doubt make the same mistake in which case their letters should be returned to them under cover in Form 10/M.

R. A. Temple Major

RALPH R. TEMPLE
Major
Deputy Director
Local Government S/C

2938

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4B

A P P E N D I X

To : RD/SCAO _____

Forwarded : _____

FORM 10/A

_____
For Director, Local Government Sub Commission

Date _____ 1945

Reference :

Subject : Italian Officials for _____

To : His Excellency the Minister of the Interior

Your Excellency,

1. Letter n. _____ dated _____ 1945 addressed to you by the Prefect is forwarded for the necessary action.

2. An official whom it may be considered necessary to assign to this Prefecture should be directed to this Office for travel orders. He should first please be informed of the post to which he is assigned and that he must comply strictly with the travel orders given to him by this Sub Commission.

FORM 10/B

3. He should bring with him 3 copies of a letter of introduction in the form agreed.

4. Particular care should be taken to complete the epuration certificate in para 3 of the form of letter of introduction as no official can be dispatched unless this is done.

5. No request or suggestion from any official attending at this office for travel orders that his designation be delayed or cancelled can be entertained. It will be assumed that all such matters have already been dealt with by the Ministry.

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Date _____ 1945

Reference :

Subject : Italian Officials for _____

To : His Excellency the Minister of the Interior

Your Excellency,

1. Letter n. _____ dated _____ 1945 addressed to you by the Prefect is forwarded for the necessary action.

2. An official whom it may be considered necessary to assign to this Prefecture should be directed to this Office for travel orders. He should first please be informed of the post to which he is assigned and that he must comply strictly with the travel orders given to him by this Sub Commission.

3. He should bring with him 3 copies of a letter of introduction in the form agreed.

FORM 19/2

4. Particular care should be taken to complete the epuration certificate in para 3 of the form of letter of introduction as no official can be dispatched unless this is done.

5. No request or suggestion from any official attending at this office for travel orders that his designation be delayed or cancelled can be entertained. It will be assumed that all such matters have already been dealt with by the Ministry.

2957

Director
Local Government S/C

Declassified E.O. 12356 Section 3.3/NND No. 785021

41C

Reference :

Subject : Italian Officials for _____

To : RO/MMAO _____

FORM 10/C

1. Letter No. _____ dated _____ from _____ to _____ is returned herewith.

2. It cannot be forwarded for the following reasons (s)

_____

_____

Director,
Local Government S/O

Reference :

Subject : Italian Officials for _____

To : His Excellency the Minister of the Interior 2936

Your Excellency,

1. The undermentioned reported to this Office for travel orders on _____

Surname	Title and Name	Grade

FORM 10/D

2. He was directed to attend at _____ on the _____ at the hour of _____ for the purpose of travelling by _____

3. He has not attended as directed.

Declassified E.O. 12356 Section 3.3/NND No. 785021

is returned herewith.

2. It cannot be forwarded for the following reasons (s)

_____

_____

Director,
Local Government S/C

Reference :

Subject : Italian Officials for _____

To : His Excellency the Minister of the Interior 2956

Your Excellency,

1. The undermentioned reported to this Office for travel orders on _____

Surname	Title and Name	Grade

FORM 10/P

2. He was directed to attend at _____ on the _____ at the hour of _____ for the purpose of travelling by _____

3. He has not attended as directed.

Director
Local Government S/C

Declassified E.O. 12356 Section 3.3/NND No. 785021

41D

Reference :

Subject : Italian Officials for _____

To : MG/RLAO _____

FORM 10/2

Your _____ dated _____ is returned herewith. The Prefect should be directed to address a communication to the Minister of the Interior and forward it to the MG for transmission through AC channels, in accordance with Civil Affairs Section circular AG/4/30/LO, of 7 April 1945.

Director
Local Government S/O

Reference :

Subject : Italian Officials for _____

To : His Excellency the Minister of the Interior 2935

Your Excellency,

FORM 10/1

Your letter no. _____ dated _____ is returned herewith. Will you please address a communication on this subject to the Prefect and forward it to me for transmission to him in the usual way, in accordance with our previous agreements.

Declassified E.O. 12356 Section 3.3/NND No. 785021

FORM 10/1

Your _____ dated _____ is returned herewith. The Prefect should be directed to address a communication to the Minister of the Interior and forward it to the SC for transmission through AC channels, in accordance with Civil Affairs Section circular AC/4/30/14. of I April 1945.

Director
Local Government S/C

Reference :

Subject : Italian Officials for _____

To : His Excellency the Minister of the Interior

2935

Your Excellency,

FORM 10/1

Your letter n. _____ dated _____ is returned herewith. Will you please address a communication on this subject to the Prefect and forward it to me for transmission to him in the usual way, in accordance with our previous agreements.

Director
Local Government S/C

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

AC/4/30/LG. 1st April, 1945.

SUBJECT: Supply of Italian Prefectural Officials.

TO : All ROs and SCAOs.

1. This directive is intended to deal only with prefectural appointments below those of Prefect and Vice Prefect. It does not in any way affect the present practice with regard to the appointment of Prefects and Vice Prefects which will be dealt with in accordance with existing directives.

2. Owing to the shortage of Italian trained personnel, only key positions of a Prefecture can in future be supplied by officials sent from ROME. Such key positions are:

Councillors ("Consiglieri")
Chief Accountants ("Ragionieri Capi")

For the same reason, the normal complement of Councillors at a Prefecture will be limited to two, save in a few of the most important provinces.

3. For other administrative positions, the Prefect must use every endeavour to recruit temporary employees ("avventizi") in the locality. The rules governing the engagement and conditions of service of such temporary employees are well known to career Prefects and Vice-Prefects. Only if it is impossible to recruit a temporary employee should application be made for an official to be sent from ROME.

4. The remainder of this circular deals with the procedure to be adopted in future when it is desired to have an administrative official below the rank of Prefect and Vice Prefect sent from ROME to fill a vacancy at the Prefecture.

5. The Prefect will in future report direct to the Minister of the Interior, giving particulars of the officials already in service and stating his requirements.

6. All such communications from the Prefect to the Ministry must, however, be sent through AC channels. The necessity for strictly observing these channels must be firmly impressed on the Prefect and measures taken to see that he adheres to them. 2934

7. RCs/SCAOs and RCs will place on all such communications a stamp or other indication containing the words "forwarded" or "Seen" to indicate that the proper channels have been observed. RCs/SCAOs and RCs are not required to examine in detail the Prefect's proposals or to express any opinion on them, unless they have some special reason for doing so.

Declassified E.O. 12356 Section 3.3/NND No. 785021

below those of Prefect and Vice Prefect. It does not in any way affect the present practice with regard to the appointment of Prefects and Vice Prefects which will be dealt with in accordance with existing directives.

2. Owing to the shortage of Italian trained personnel, only key positions of a Prefecture can in future be supplied by officials sent from ROME. Such key positions are:

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4. The remainder of this circular deals with the procedure to be adopted in future when it is desired to have an administrative official below the rank of Prefect and Vice Prefect sent from ROME to fill a vacancy at the Prefecture.

5. The Prefect will in future report direct to the Minister of the Interior, giving particulars of the officials already in service and stating his requirements.

6. All such communications from the Prefect to the Ministry must, however, be sent through AC channels. The necessity for strictly observing these channels must be firmly impressed on the Prefect and measures taken to see that he adheres to them.

7. MOs/SCAOs and PCs will place on all such communications a stamp or other indication containing the words "forwarded" or "Seen" to indicate that the proper channels have been observed. MOs/SCAOs and PCs are not required to examine in detail the Prefect's proposals or to express any opinion on them, unless they have some special reason for doing so.

8. An official designated by the Ministry of the Interior for service at a Prefecture will report to Local Government Sub-Commission for travel orders. The Sub-Commission will dispatch him to Regional/Army HQ, as at present. Every such official will bring with him a letter of introduction in the form given in the Appendix, a copy of which will also be sent by post.

9. Facilities no longer exist for screening every such official before dispatch, as in the past. Instead, use will be made of the epuration procedure for which the Italian Government is responsible (see the statement as to epuration in para. 3 of the form in the Appendix). No official will be sent for duty in Military Government Territory without either this epuration certificate or having been screened.

10. If a reasonably adequate staff is not obtainable by these methods or if there is unreasonable delay in obtaining it, the PC should report specifically

2934

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HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

AC/4/30/LG. 1st April, 1945.

SUBJECT: Supply of Italian Prefectural Officials.

TO : All ROs and SCAOs.

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Chief Accountants ("Ragionieri Capi")

For the same reason, the normal complement of Councillors at a Prefecture will be limited to two, save in a few of the most important provinces.

3. For other administrative positions, the Prefect must use every endeavour to recruit temporary employees ("avventizi") in the locality. The rules governing the engagement and conditions of service of such temporary employees are well known to career Prefects and Vice-Prefects. Only if it is impossible to recruit a temporary employee should application be made for an official to be sent from ROME.

4. The remainder of this circular deals with the procedure to be adopted in future when it is desired to have an administrative official below the rank of Prefect and Vice Prefect sent from ROME to fill a vacancy at the Prefecture.

5. The Prefect will in future report direct to the Minister of the Interior, giving particulars of the officials already in service and stating his requirements.

6. All such communications from the Prefect to the Ministry must, however, be sent through AC channels. The necessity for strictly observing these channels must be firmly impressed on the Prefect and measures taken to see that he adheres to them.

7. ROs/SCAOs and PCs will place on all such communications a stamp or other indication containing the words "forwarded" or "Seen" to indicate that the proper channels have been observed. ROs/SCAOs and PCs are not required to examine in detail the Prefect's proposals or to express any opinion on them,

2934

Declassified E.O. 12356 Section 3.3/NND No. 785021

below those of Prefect and Vice Prefect. It does not in any way affect the present practice with regard to the appointment of Prefects and Vice Prefects which will be dealt with in accordance with existing directives.

2. Owing to the shortage of Italian trained personnel, only key positions of a Prefecture can in future be supplied by officials sent from ROME. Such key positions are:

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For the same reason, the normal complement of Councillors at a Prefecture will be limited to two, save in a few of the most important provinces.

3. For other administrative positions, the Prefect must use every endeavour to recruit temporary employees ("avventizi") in the locality. The rules governing the engagement and conditions of service of such temporary employees are well known to career Prefects and Vice-Prefects. Only if it is impossible to recruit a temporary employee should application be made for an official to be sent from ROME.

4. The remainder of this circular deals with the procedure to be adopted in future when it is desired to have an administrative official below the rank of Prefect and Vice Prefect sent from ROME to fill a vacancy at the Prefecture.

5. The Prefect will in future report direct to the Minister of the Interior, giving particulars of the officials already in service and stating his requirements.

6. All such communications from the Prefect to the Ministry must, however, be sent through AC channels. The necessity for strictly observing these channels must be firmly impressed on the Prefect and measures taken to see that he adheres to them. 2934

7. MCs/SCAOs and PCs will place on all such communications a stamp or other indication containing the words "forwarded" or "Seen" to indicate that the proper channels have been observed. MCs/SCAOs and PCs are not required to examine in detail the Prefect's proposals or to express any opinion on them, unless they have some special reason for doing so.

8. An official designated by the Ministry of the Interior for service at a Prefecture will report to Local Government Sub-Commission for travel orders. The Sub-Commission will dispatch him to Regional/Army HQ, as at present. Every such official will bring with him a letter of introduction in the form given in the Appendix, a copy of which will also be sent by post.

9. Facilities no longer exist for screening every such official before dispatch, as in the past. Instead, use will be made of the epuration procedure for which the Italian Government is responsible (see the statement as to epuration in para. 3 of the form in the Appendix). No official will be sent for duty in Military Government Territory without either this epuration certificate or having been screened.

10. If a reasonably adequate staff is not obtainable by these methods or if there is unreasonable delay in obtaining it, the PC should report specifically

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on the facts, and this HQ will take the matter up with the Italian Government. For a variety of reasons, however, considerable delay is to be expected. Correspondence between AO officers in the field and this HQ as to officials below the grade of Vice-Prefect Inspector should be kept to the minimum.

G. R. UPJOHN, Brig.
VP CA SECTION.

Appendix attached.

Distribution:-

RC Toscana Region	(10)	(For PGs)
RC Umbria-Marche Region	(10)	"
SCAO AMG 5 Army	(10)	"
SCAO AMG 8 Army	(10)	"
G-5. 15 Army Group	(2)	
HQ 4 Corps	(2)	
Office of Ix.Comnr.	(2)	
Economic Section	(6)	
Civil Affairs Section	(1)	
Public Safety S/C	(1)	
Public Health S/C	(1)	
Legal S/C	(1)	
Patriots Branch	(1)	
Displ S/C	(1)	
Education S/C	(1)	
MFA & A S/C	(1)	
RC EMILIA REGION	(10)	
RC LIGURIA REGION	(10)	
RC PIEMONTE REGION	(10)	
RC LOMBARDIA REGION	(15)	
RC VENEZIA REGION	(20)	

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX

MINISTRY OF THE INTERIOR
Direction General of General
Affairs and Personnel

Rome 1945

Section ..... Division .....

File No. ..... Enclosures .....

To the
ALLIED COMMISSION
Local Government Sub Commission

SUBJECT: Official for the Prefecture of .....

1. The bearer of this letter is:

Surname	Title and name	Grade

2. After correspondence between this Ministry and the Prefect through the medium of the Allied Commission, it is considered necessary to send this official to the said Prefecture to undertake the functions of .....

+3. This official has been submitted to epuration and adjudged (no case for sanctions / censure) + The time limit for appeals has expired.

OR

+3. This official is not liable to epuration as he does not come within any of the conditions envisaged by the law as to sanctions against Fascism.

4. May arrangements please be made for him to travel to the said Prefecture.

FOR THE MINISTER

NOTE: (1) Delete at + the words inapplicable
(2) For Italian translation, see back.

2933

1st Indorsement

Declassified E.O. 12356 Section 3.3/NND No. 785021

File No. ..... Enclosures .....

To the
ALLIED COMMISSION
Local Government Sub Commission

SUBJECT: Official for the Prefecture of .....

1. The bearer of this letter is:

Surname	Title and name	Grade

2. After correspondence between this Ministry and the Prefect through the medium of the Allied Commission, it is considered necessary to send this official to the said Prefecture to undertake the functions of .....

+3. This official has been submitted to epuration and adjudged (no case for sanctions / censure) + The time limit for appeals has expired.

OR

+3. This official is not liable to epuration as he does not come within any of the conditions envisaged by the law as to sanctions against Fascism.

4. May arrangements please be made for him to travel to the said Prefecture.

FOR THE MINISTER

NOTE: (1) Delete at + the words inapplicable
(2) For Italian translation, see back.

2933

1st Indorsement

Ref .....

TO RC/SCAO

Date 1945

1. Arrangements have been made for the above-mentioned official to travel to your HQ by ..... on .....

2. This / Another copy is sent with the official concerned as an introduction.
This / Another copy is being sent to you by post.

Director
Local Government Sub Commission

Declassified E.O. 12356 Section 3.3/NND No. 785021

MINISTERO DELL'INTERNO
Direzione Generale degli Affari
Generali e del Personale.

Roma 1945

Sezione ..... Divisione .....

Prot. No. .....

ALLA: COMMISSIONE ALLEATA
Sottocommissione Governo Locale

OGGETTO: Funzionario per la Prefettura di .....

1. Il latore di questa lettera e' :

Cognome	Titolo e Nome	Grado

2. In seguito a corrispondenza intercorsa tra questo Ministero ed il Prefetto per il tramite della Commissione Alleata, si considera necessario inviare questo funzionario alla predetta Prefettura per assumere le funzioni di .....

3. Il funzionario e' stato sottoposto a giudizio di epurazione e giudicato con : (non luogo a sanzioni. / censura.) + I termini utili per i ricorsi sono scaduti.

O

+3. Il funzionario non risulta suscettibile di giudizio di epurazione in quanto non rientra in alcuno delle ipotesi previste dalla legge per le sanzioni contro il fascismo.

4. Si prega di provvedere al trasporto del funzionario alla sopradetta Prefettura.

PEL MINISTRO

Declassified E.O. 12356 Section 3.3/NND No. 785021

1. Il latore di questa lettera e' :

Cognome	Titolo o Nome	Grado

2. In seguito a corrispondenza intercorsa tra questo Ministero ed il Prefetto per il tramite della Commissione Alleata, si considera necessario inviare questo funzionario alla predetta Prefettura per assumere le funzioni di .....

3. Il funzionario e' stato sottoposto a giudizio di epurazione e giudicato con : (non luogo a sanzioni. / censura.) + I termini utili per i ricorsi sono scaduti.

0

+3. Il funzionario non risulta suscettibile di giudizio di epurazione in quanto non rientra in alcuno delle ipotesi previste dalla legge per le sanzioni contro il fascismo.

4. Si prega di provvedere al trasporto del funzionario alla sopradetta Prefettura.

PEL MINISTRO

+NOTA: (1) Cancellare ove non necessario
(2) Per traduzione Inglese vedasi a tergo.

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RESTRICTED

6/4

RHF/at

40

ALLIED FORCE HEADQUARTERS
APO 512

Local Government

AG 312.4/079 -O

24 March 1945

SUBJECT: Abbreviations of Unit Designations

TO : All Concerned

28 MAR 1945

Paragraph 4, letter this headquarters, file and subject as above, dated 28 December 1944, is amended as follows:

a. Delete:

ABBREVIATION	UNIT
CANDEX	Canadian Section, GHQ, 1st Echelon
GREEKMIL	HQ's Land Forces & Military Liaison, Greece
LBS	Mediterranean Base Section
NADIST	North Africa District
REPCO, MTOUSA	Replacement Command, MTOUSA
SOLOC	Southern Line of Communications, France
USAFIME	US Army Forces in Mideast

b. Add:

ABBREVIATION	UNIT
AMET	Africa-Middle East Theater, US Army
BMI ALBANIA	British Military Mission, Albania
BMI ALBANIA REAR	British Military Mission, Albania, Rear
BTNA	British Troops North Africa
CANDEX	Canadian Section, 1st Echelon, AFHQ
COMFEIGHT	No 8 Base Command Pay Office
FLOCO	Florence Allied Area Command
GREEKAID	Military Liaison, Greece
GREEKMIL	Land Forces, Greece
NASC	North Africa Service Command
REPCO, MTOUSA	Replacement and Training Command, MTOUSA

BY COMMAND OF FIELD MARSHAL ALEXANDER:

/s/ C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

2932

Reproduced Hq 2675th Regt, Allied Commission, (Ovhd). APO 394, 29 March 1945.

RESTRICTED
(OVER)

5418

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED

312.4
(24 Mar 45) 1st Ind. FRW/jtg
HEADQUARTERS, 2675TH REGIMENT, ALLIED COMMISSION, (OVHD), APO 394, US Army,
29 March 1945.

TO: See Distribution.

30 MAR 1945

For your information.

BY ORDER OF COLONEL PARKIN:

F. R. WERMUTH
C.O USA
Asst Adjutant

DISTRIBUTION:
1 - Units this Regt.
1 - Sub-Commissions & Sections ALCOM.

RESTRICTED

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394

20 March 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 31

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to Archives. The heading of the list will clearly show the

Declassified E.O. 12356 Section 3.3/NND No. 785021

Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list (in quadruplicate) will be prepared showing by number and subject all files transferred to Archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to Archives, and one copy will be receipted by Archives and returned to the branch concerned.

9. When any branch or office is closed, any files temporarily essential for use by any other office of Allied Commission will be listed, and a copy of the list receipted by the receiving office will be sent to Archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to Archives.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

Estab Memo #3, this Hq, dtd 20 March 45 (Cont'd):

10. No files or individual papers will under any cirumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before.....and to safeguard them meanwhile. The receipt will be forwarded to the Archivist who will take steps to see that the files are recovered by the stated date.

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

BY COMMAND OF REAR ADMIRAL STONE:

Declassified E.O. 12356 Section 3.3/NND No. 785021

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE
Colonel
Deputy Executive Commissioner

OFFICIAL:

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

DISTRIBUTION:
"A"

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

38

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG.

Tel: 286

SUBJECT: Obsolete Files.

21st March, 1945.

TO : Archives Division.

Please receive the following files of this Sub-Commission for safe custody and return one copy of this list duly signed:

File Number.	SUBJECT
ACC/1/1/4/INT	Complaint by Tinnirino Rosa re situation in Commune MILITELLO.
ACC/1/1/5/INT	Transfer of Communes from Messina to Enna
ACC/1/4/10/LG	Rearrangement of Provinces - Frosinone and Littoria
AC/1/4/11/LG	Complaint re Census for National Reconstruction - Terni.
AC/1/13/INT	Local Government Administrative Analyses
ACC/3/2/INT	Epuration.
ACC/3/3/INT	Arrest of Fascists
ACC/3/4/INT	Anti-Fascists. Comitato Democratico Lombardo.
ACC/3/5/INT	Epuration of Licata, Giuseppe. Councillor - Agrigento.
AC/3/6/LG	Montecatini Terme (Pistoia) People's Court.
ACC/4/1/13/INT	Pietro MANCINI
ACC/4/1/49/INT	V.Prefetto Ispettore for Campobasso and Foggia.
ACC/4/1/62/INT	Sindaco RUSSO, Francesco.
ACC/4/1/80/INT	Dino Philipson.
ACC/4/1/81/INT	Dino Rocca. Prefect of Lecce.Transfer of,
ACC/4/1/82/INT	Prefect of Brindisi. Substitution of Cavalieri for Guasco.
ACC/4/1/84/INT	DE BONIS, Dr. Amerigo.
ACC/4/1/89/INT	Appointment of Italian Officials for ELBA.
ACC/4/1/92/INT	Appointment of Sindaco of FANO. Pesaro Province.
ACC/4/1/95/INT	Apptmt. of Chief Inspector Agriculture Dr.Mario MERANI.
ACC/4/1/102/INT	MIGLIORINI, Stanislao. VPI - ENNA
ACC/4/1/103/INT	MONDIO. Umberto. VPI. Catania.
ACC/4/1/110/INT	PAY and Allowances of Antonio STANCANELLI. Prefect Messina.
ACC/4/1/112/INT	Sindaco of Carrara. Col. Ruggero Bambini.
ACC/4/1/113/INT	Dr. Mascolo. Antonio.Inspector General.Min. of Int.
AC/4/1/121/LG	SEPE, Francesco.
AC/4/1/123/LG	Dr.Gino Querci. VPI
ACC/4/5/1/INT	Employment of Women. in Govt.Services.
ACC/4/6/INT	Titles of Prefects and Mayors.
ACC/4/7/INT	Pro-Forma of Apptmt and Removal of Prefects.
AC/4/7/1/LG	Orders of Apptmt for Prefects of Frosinone. Aquila. Rieti. Viterbo. 2930
ACC/4/8/INT	Italian Civil Servants. Ranks. of.
ACC/4/9/INT.	Promotion of Italian State Employees.
ACC/4/11/INT	Carmen Angelo to Italian Military

Declassified E.O. 12356 Section 3.3/NND No. 785021

Please receive the following files of this Sub-Commission for safe custody and return one copy of this list duly signed:

File Number.	SUBJECT
ACC/1/1/4/INT	Complaint by Tinnirino Rosa re situation in Commune MILITELLO.
ACC/1/1/5/INT	Transfer of Communes from Messina to Enna
ACC/1/4/10/LG	Rearrangement of Provinces - Frosinone and Littoria
AC/1/4/11/LG	Complaint re Census for National Reconstruction - Terni.
AC/1/13/INT	Local Government Administrative Analyses
ACC/3/2/INT	Epuration.
ACC/3/3/INT	Arrest of Fascists
ACC/3/4/INT	Anti-Fascists. Comitato Democratico Lombardo.
ACC/3/5/INT	Epuration of Licata, Giuseppe. Councillor - Agrigento.
AC/3/6/LG	Montecatini Terme (Pistoia) People's Court.
ACC/4/1/13/INT	Pietro MANCINI
ACC/4/1/49/INT	V.Prefetto Ispettore for Campobasso and Foggia.
ACC/4/1/62/INT	Sindaco RUSSO, Francesco.
ACC/4/1/80/INT	Dino Philipson.
ACC/4/1/81/INT	Dino Rocca. Prefect of Lecce.Transfer of,
ACC/4/1/82/INT	Prefect of Brindisi. Substitution of Cavalieri for Guasco.
ACC/4/1/84/INT	DE BONIS, Dr. Amerigo.
ACC/4/1/89/INT	Appointment of Italian Officials for ELBA.
ACC/4/1/92/INT	Appointment of Sindaco of FANO. Pesaro Province.
ACC/4/1/95/INT	Apptmt. of Chief Inspector Agriculture Dr.Mario MORANI.
ACC/4/1/102/INT	MIGLIORINI, Stanislao. VPI - ENNA
ACC/4/1/103/INT	MONDIO. Umberto. VPI. Catania.
ACC/4/1/110/INT	PAY and Allowances of Antonio STANCANELLI. Prefect Messina.
ACC/4/1/112/INT	Sindaco of Cannara. Col. Ruggero Bambini.
ACC/4/1/113/INT	Dr. Mascolo. Antonio.Inspector General.Min. of Int.
AC/4/1/121/LG	SEPE, Francesco.
AC/4/1/123/LG	Dr.Gino Quarci. VPI
ACC/4/5/1/INT	Employment of Women. in Govt.Services.
ACC/4/6/INT	Titles of Prefects and Mayors.
ACC/4/7/INT	Pro-Formae of Apptmt and Removal of Prefects.
AC/4/7/1/LG	Orders of Apptmt for Prefects of Frosinone. Aquila. Rieti. Viterbo.
ACC/4/8/INT	Italian Civil Servants. Ranks. of.
ACC/4/9/INT.	Promotion of Italian State Employees.
ACC/4/11/INT	German Awards to Italian Officials.
ACC/4/12/INT	Payment of Mayors.
ACC/4/16/INT	Increase of Salaries. Local Govt. Employees.
AC/4/25/LG.	Apptmt of Prefects. Statement of Pietro NENNI IN London Press.
ACC/5/25/INT.	Release of Internees. Nicola Maurea. Secretary Chieti.
AC/9/4/LG. Third jacket.	Transmission of Italian Mail.
AC/9/4/LG. Fourth jacket.	Transmission of Italian Mail.
AC/9/5/LG.	Obliteration of Royal Armorial Bearings on Official It.Gvt.Paper.
ACC/10/15/INT. 2nd jacket.	Special Orders.
AC/15/4/LG.	Riots at Terravecchia. (Cosenza)
AC/15/5/LG.	Demonstration at Macerata 14th November, 1944.
AC/16/9/LG	Driver Nicola Rossi.
AC/16/18/LG.	Tenente Gerardo CARPACLIONE.
AC/16/19/LG	Carlo CHIMENTI.
AC/16/20/LG.	Signorina Filomena LAUDATI.
AC/16/21/LG	Roberto PENTECONVO
AC/16/25/LG	Topazia CASTANI

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P.T.O.

Declassified E.O. 12356 Section 3.3/NND No. 785021

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AC/16/26/LG.	Miss Rosanna NASO.
AC/16/27/LG.	Lucio DELLA-BETA
AC/16/28/LG	Dr.Martin Bendheim.
AC/16/29/LG	Salvatore MARCHESIELLO.
ACC/25/2/INT	Grain Collection.
ACC/27/A/INT	Information and instructions to Liaison Officers.
AC/29/6/LG	Requisitioned Civilian Bus.
ACC/45/1/LG.	Election held at ATRI (Abruzzo)
ACC/46/1/LG.	Freeing School Buildings.
ACC/47/1/LG.	Committee of National Liberation Trevignano. Romano.
ACC/47/2/LG.	Press Cuttings. C.N.L. Translations.
ACC/47/3/LG.	Press Cuttings. C.N.L. Newspapers.
ACC/48/LG.	PATRIOTS Branch. Taking over of by Col.R.C.B.Spicer.

for R.C.B.SPICER, Colonel,
Director,
Local Government Sub-Commission.

pgw.

RECEIVED all the above mentioned files.

DATE _____

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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37

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG

Tel: 286

SUBJECT : Obsolete Files.

19th March, 1945

TO : Archives Division.

Please receive the following SECRET files of this Sub-Commission for safe custody and return one copy of this list duly signed:

File Number	SUBJECT
AC/1/1/ 6/LG	Disturbances in Ragusa
AC/1 /8/6/LG	Premier's visit to Florence. Sept. 1944
AC/4/1/139/LG	Antonio Cosentino Lae Commmal Secretary, Licata.
ACC/6A/INT	Organisation and General Functions of ACC and ACC Planning Directives.
ACC/6/9/LG	Outline Plan of Economic Operations in Northwestern Italy (TOP SECRET)
ACC/18/A/INT(1st Jacket)	Meetings of Administrative Section. 1st Jacket
ACC/18/B/INT (1st Jacket)	Conferences - General " "
ACC/22/A/INT	Liaison with Russian Representative on ACC (TOP SECRET
ACC/27/B/INT (1st Jacket)	Monthly Situation Reports. 1st Jacket
AC C/27/19/INT	SITREPS.
ACC/40/INT	Patriots in forw ard areas.
ACC/41/INT	Italian Army.
ACC/43/INT	San Marino. Neutrality of.

R. G. B. SPICER
Colonel,
Director,
Local Government Sub-Commission.

mm.

RECEIVED all the above-mentioned files.

2923

Date_____

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Please receive the following [illegible] for safe custody and return one copy of this list duly signed:

File Number	SUBJECT
AC/1/1/ 6/LG	Disturbances in Ragusa
AC/1 /8/6/LG	Premier's visit to Florence. Sept. 1944
AC/4/1/139/LG	Antonio Cosentino L ae Commmal Secretary, Licata.
ACC/6A/INT	Organisation and General Functions of ACC and ACC Planning Directives.
ACC/6/9/LG	Outline Plan of Economic Operations in Northwestern Italy (TOP SECRET)
ACC/18/A/INT(1st Jacket)	Meetings of Administrative Section. 1st Jacket
ACC/18/B/INT (1st Jacket)	Conferences - General " "
ACC/22/A/INT	Liaison with Russian Representative on ACC (TOP SECRET
ACC/27/B/IN T (1st Jacket)	Monthly Situation Reports. 1st Jacket
AC C/27/19/INT	SITREPS.
ACC/40/INT	Patriots in forw ard areas.
ACC/41/INT	Italian Army.
ACC/43/INT	San Marino. Neutrality of.

R. G. B. SPICER
Colonel,
Director,
Local Government Sub-Commission.

mm.

RECEIVED all the above-mentioned files.

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Date_____

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/44.

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION

DBM/jc

13002/F

20 December 1944

SUBJECT : Redemption of Counterfeit Lira Notes.

TO : R.F.O., Sicilia Region (5 copies)
" Southern " (15 ")
" Sardegna " (5 ")
" Lazio-Umbria " (15 ")
" Abruzzi-Marche " (10 ")
" Toscana " (15 ")
" Emilia " (15 ")
" Liguria " (10 ")
" Piemonte " (10 ")
" Lombardia " (15 ")
" Venezia " (15 ")
S.F.O., AMG 5th. Army (10 ")
" AMG 8th. Army (10 ")
Regional Accountant, Toscana Region (10 copies)
" " Emilia " (10 ")
" " Liguria & Piemonte " (10 ")
" " Lombardia " (10 ")
" " Venezia " (10 ")
Allied Financial Agency, HQ. (30 ")
" " " Florence Office (5 ")
" " " Naples " (5 ")
" " " Palermo " (5 ")
" " " Rome " (5 ")
" " " Accounts " (10 ")
Civil Affairs Section
Commerce S/C
D.P. & R. S/C
Property Control Division
Food S/C
HQ., AC Commandant (20 ")
Public Safety S/C
Transportation S/C
2675th. Reg't. P X
Financial Adviser, G-5 Sec., AFHQ. (5 ")
Advisory Council for Italy.

2925

AC/AMG officer who finds that he has accepted a counter-

Declassified E.O. 12356 Section 3.3/NND No. 785021

"	Abruzzi-Marche	"	( )
"	Toscana	"	(15 ")
"	Emilia	"	(15 ")
"	Liguria	"	(10 ")
"	Piemonte	"	(10 ")
"	Lombardia	"	(15 ")
"	Venezia	"	(15 ")
S.F.C.,	AMG 5th. Army		(10 ")
"	AMG 8th. Army		(10 ")

Regional Accountant,	Toscana Region	(10 copies)
" "	Emilia "	(10 ")
" "	Liguria & Piemonte "	(10 ")
" "	Lombardia "	(10 ")
" "	Venezia "	(10 ")
Allied Financial Agency,	HQ.	(30 ")
" " "	Florence Office	(5 ")
" " "	Naples "	(5 ")
" " "	Palermo "	(5 ")
" " "	Rome "	(5 ")
" " "	Accounts "	(10 ")

Civil Affairs Section
Commerce S/C
D.P. & R. S/C
Property Control Division
Food S/C
HQ., AC Commandent (20 ")
Public Safety S/C
Transportation S/C
2675th. Reg't. P X
Financial Adviser, G-5 Sec., AFHQ. (5 ")
Advisory Council for Italy.

2925

1. An AC/AMG Officer who finds that he has accepted a counterfeit AM or Metropolitan Lire Note in the normal course of his official duties under circumstances which he feels justify his action may take the following steps to seek redemption :-

(a) He will immediately mark the notes "COUNTERFEIT" and deliver them to the nearest Public Safety Officer against a temporary detailed receipt. The latter will make the necessary investigation and return the notes promptly.

(b) The AC/AMG Officer will then address a request for redemption to Lt.Colonel James H. Danick, Chief, Allied Financial Agency, HQ., A.F.O. 394, (or in the latter's absence, to Major E.J. Gates, Deputy Chief of AFA), and such request will set forth the full

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Declassified E.O. 12356 Section 3.3/NND No. 785021

circumstances surrounding the acquisition of the counterfeit note or notes. It must be stated, inter alia, that the notes were received in the ordinary course of business in connection with the official duties of the officer concerned, and that reasonable precautions were taken to detect fraudulent notes before acceptance.

(c) The counterfeit notes themselves will accompany the request for redemption.

2. If the request is approved, the officer who made the request will be authorized in writing by Lt. Colonel Penick, or by Major Gito, (specimens of whose signatures appear below) to recover from AC/AMG funds in his possession (if he is a Sub-Accountant) or from the nearest AFA Branch or Sub-Accountant.

3. If the request is not approved, the notes will be returned to the officer who sought redemption. The latter may then either (a) pay the loss from his own personal funds or (b) request through channels to the Finance Sub-Commission that a Board of Inquiry be established under the respective Army regulations to deal with the matter.

4. When counterfeit Lire notes are redeemed in accordance with these regulations, the transaction will be recorded in the Head "Special Counterfeit Lire Redemption Account" on AFA's books.

5. It should be noted that these regulations refer only to counterfeit Lire notes - and NOT to reised notes. Seperate rules apply to the latter, and application may be made at any AFA Branch therefor.

Specimen signature of
Lt. Colonel James H. Penick :

James H Penick

Specimen signature of
Major E.J. Gito :

A.P. Bradley Smith
Col.
Joint Director,

Declassified E.O. 12356 Section 3.3/NND No. 785021

om AC/AMG funds in his possession (if he is a Sub-Accountant) or from the nearest AFA Branch or Sub-Accountant.

3. If the request is not approved, the notes will be returned to the officer who sought redemption. The latter may then either (a) pay the loss from his own personal funds or (b) request through channels to the Finance Sub-Commission that a Board of Inquiry be established under the respective Army regulations to deal with the matter.

4. When counterfeit lire notes are redeemed in accordance with these regulations, the transaction will be recorded in the Head "Special Counterfeit Lire Redemption Account" on AFA's books.

5. It should be noted that these regulations refer only to counterfeit lire notes - and NOT to raised notes. Separate rules apply to the latter, and application may be made at any AFA Branch therefor.

Specimen signature of
Lt Colonel James H. Penick :

James H Penick

Specimen signature of
Major E.J. Cits :

A P Grafton Smith
Col.
Joint Director,
FINANCE SUB-COMMISSION.

Declassified E.O. 12356 Section 3.3/NND No. 785021

35

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/4/LG

Tel: 478107

SUBJECT: Proficiency in Italian.

2 March 1945

TO : Public Relations Branch.

1. Reference Executive Commissioner's letter 109/PRB, dated 5 January 1945, and Daily Bulletin No. 59, para 2.

2. All the officers in this Sub Commission have a working knowledge of the Italian language.

RCBS

for R. C. B. SPICER
Colonel
Director
Local Government Sub Commission

ICS/pec

2926

Declassified E.O. 12356 Section 3.3/NND No. 785021

AG/6/4/LG

Tel: 478107

SUBJECT: Proficiency in Italian.

2 March 1945

TO : Public Relations Branch.

1. Reference Executive Commissioner's letter 109/PRB, dated 5 January 1945, and Daily Bulletin No. 59, para 2.

2. All the officers in this Sub Commission have a working knowledge of the Italian language.

RAG

for R. G. D. SPICER
Colonel
Director
Local Government Sub Commission

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

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RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

PRT Eqw

26 February 1945.

OFFICE MEMORANDUM)
:
NUMBER 4)

SIGNAL TRAFFIC

1. Authority has been given by A.F.H.Q. for telegrams up to the classification of RESTRICTED to be dealt with in clear text by the Italian Posts and Telegraphs Department.

2. Messages of higher classification will continue to be dealt with as at present, i.e. by Allied ciphers where available, by Italian ciphers to Regional Headquarters, or by courier, etc., services.

3. Much of the Allied Commission message traffic can properly be classified 'IN CLEAR' or 'RESTRICTED', but care must be taken that under-classification of confidential or secret matters is avoided.

4. Movements of shipping will NOT be dealt with IN CLEAR over Italian circuits.

BY COMMAND OF HEAD ADMIRAL STONE:

NICHOLAS FIORENO,
CWO, USN,
Asst Adjutant.

DISTRIBUTION:
"A"

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Declassified E.O. 12356 Section 3.3/NND No. 785021

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref. R5c/PRB

20 February 1945

SUBJECT: Interviews with Italian Journalists

TO : Distribution 'A'

1. As various responsibilities are handed over to the Italian Government, the Italian press tends to get more and more information from Italian sources, and such information may not always coincide with the views of the Allied Commission. Unless the Allied Commission is willing to extend to Italian press correspondents as much patience, explanation, and information as they obtain from other sources, the Allied Commission is bound to be ignored or misrepresented by the Italian press. It is therefore felt that responsible AC officers should now make it a part of their business to interview Italian journalists when this is requested by PRO. Such interviews will no doubt occasion some misunderstandings and possibly misinterpretations, but these must be regarded as offset by the increased goodwill and understanding which should result from a better knowledge of AC subcommissions and their work by the Italian press. With a view to avoiding difficulties as far as possible, the following procedure is laid down.

2. Journalists will first approach the Public Relations Branch for permission to obtain an interview, and will submit to the PRO a list of the questions they propose to ask.

3. Subjects to be discussed will be carefully screened by the Public Relations Branch and will be kept within the strict purview of the relevant subcommission. In their interviews officers will be careful to confine themselves to factual statements as to what has been done and what is being done, but will not deal with future policy.

4. Articles written by journalists on the basis of the interviews granted will be submitted to the officer interviewed and to the PRO for review before publication.

5. Public Relations Representative who will be regularly assigned to the task of arranging interviews of Italian journalists with subcommissions and of ensuring that the written articles are submitted for review in accordance with paragraph 4 above, will be Mrs. DOLETTA OXILIA, Italian civilian. The location is Room 22, 3rd floor, tel. ext. 591.

Brigadier
Deputy Commissioner

DISTRIBUTION
'A'

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Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

10 February 1945

HQC/45/2

SUBJECT: Office Furniture.

TO : All Sub-Commissions, Branches, etc.

At the present time there is a great shortage of office furniture in the Headquarters building, particularly of tables and chairs.

The Chief Commissioner has, therefore, directed that officers retain one (1) desk chair and one (1) chair for visitors only.

Office Space Section (Room 33, 1st Floor) should be informed of any surplus, so that arrangements may be made for collection.

Colonel
R. H. ROBERTSON
Hq. Commandant.

DISTRIBUTION:

Group I, List D.

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(31)

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref: 65/COS

8 February 1945

OFFICE MEMORANDUM)
:
NUMBER 3)

SHORT TITLES

1. The following list of short titles for sections, subcommissions, branches, and divisions will be used beginning immediately in the preparation of all outgoing cables originating in this Headquarters. They will be incorporated in the internal addresses only, as follows:

Cable text.....PAREN TO AFHQ FOR G-5
FROM ALCOM CITE ACLEG PAREN.....Cable text

Cable text.....PAREN TO TROOPERS LONDON FOR WAR
OFFICE RPTD AFHQ RPTD WAR FROM ALCOM CITE ACPOL PAREN..Cable text

2. Each section, subcommission, branch, and division will use the short title designated in the following list. Under no circumstances will this cite be used in the "Address To" space of the outgoing cable form. The use of these short titles will enable the Cable Section to assign action and information copies to proper sections with minimum cross reference work.

Acting President.....ACAPR

Chief Commissioner.....ACSCC

Executive Commissioner.....ACEXC

Civil Affairs Section.....ACCAS
Displaced Persons & Repatriation Subcommission.....ACDPR
Local Government Subcommission.....ACLGT
Patriots Branch.....ACPAT
Public Safety Subcommission.....ACPSF
Security Division.....ACSEC
Public Health Subcommission.....ACPBH
Legal Subcommission.....ACLEG
Education Subcommission.....ACEDN
Monuments, Fine Arts & Archives Subcommission.....ACMFA

2922

Declassified E.O. 12356 Section 3.3/NND No. 785021

NUMBER 3)

SHORT TITLES

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OFFICE RPTD AFHQ RPTD WAR FROM ALCOM CITE ACPOL PAREN..Cable text

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Public Safety Subcommission.....ACPSF
Security Division.....ACSEC
Public Health Subcommission.....ACPBH
Legal Subcommission.....ACLEG
Education Subcommission.....ACEDN
Monuments, Fine Arts & Archives Subcommission.....ACMFA

Economic Section.....ACECO
Requisition Division.....ACREQ
Agriculture Subcommission.....ACAGR
Industry Subcommission.....ACIDY
Mining Division.....ACMNG
Commerce Subcommission.....ACCOE
Finance Subcommission.....ACFIN
Property Control Division.....ACPYC
Labor Subcommission.....ACLAB
Food Subcommission.....ACFOD
Public Works & Utilities Subcommission.....ACPWU
Transportation Subcommission.....ACTPT
Shipping Subcommission.....ACSPG

2922

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq AC, Office Memo #3, 8/2/45,
Subject: Short Titles

Establishment Section	ACEST
G-1 (American)	ACGIA
G-1 (British)	ACGIB
G-4 (American)	ACGSA
G-4 (British)	ACGSB
Executive Officer (American)	ACXOA
Executive Officer (British)	ACXOB
2675th Regiment	ACREG
Political Section	ACPOL

Independent Subcommissions

Navy Subcommission	ACNAV
Land Forces Subcommission (MMIA)	ACLND
Air Forces Subcommission	ACAIR
Public Relations Branch	ACPRO
Communications Subcommission	ACCMN
War Materials Disposal & Italian POW Subcommission	ACWMD

3. The instructions contained herein are in addition to those already issued in Office Memorandum No. 1, this Headquarters, dated 12 January 45, Subject: Instructions for the Preparation, Dispatch and Handling of Outgoing Signal Messages.

By command of Rear Admiral STONE:

N. W. DRAGNEFF
Lt Col, AGD
Adjutant

DISTRIBUTION:

'A'

Declassified E.O. 12356 Section 3.3/NND No. 785021

Political Section.....ACPOL

Independent Subcommissions

Navy Subcommission.....ACNAV
Land Forces Subcommission (MMIA).....ACLND
Air Forces Subcommission.....ACAIR
Public Relations Branch.....ACPRO
Communications Subcommission.....ACCMN
War Materials Disposal & Italian POW Subcommission.....ACWMD

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By command of Rear Admiral STONE:

N. W. DRAGNEFF
Lt Col, AGD
Adjutant

DISTRIBUTION:

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

(30)

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff
++++++++++++++++++++++++++++++

Ref: 65/COS

5 February 1945

OFFICE MEMORANDUM)
:
NUMBER 2)

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL

1. INTRODUCTION

As it appears that the correct grading and handling of material having a security classification are not fully understood the following notes are set down for compliance by all concerned at this HQ.

2. CLASSIFICATION

The overclassification of documents in this HQ is prevalent. By classifying documents and files correctly and down grading them as early as possible the danger of a breach of security will be reduced considerably and handling facilitated

The following classification definitions and examples will be of assistance:

A. TOP SECRET

(a) Definition: Certain secret documents information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the Allies.

Examples:

(i) Plans or particulars of future major or special operations.

(ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.

(iii) Very important political documents dealing with such matters as negotiations for alliances and the like.

(iv) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence

Declassified E.O. 12356 Section 3.3/NND No. 785021

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(iii) Very important political documents dealing with such matters as negotiations for alliances and the like.

(iv) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence Services or which would imperil secret agents. 2921

(b) Establishment of Classification: It will be the general policy of this HQ that the "responsibility level" of officers authorized to classify material as TOP SECRET will be as follows:

(i) The Chief Commissioner
(ii) Deputy Chief Commissioner
(iii) Chief of Staff
(iv) Vice Presidents of Sections
(v) Subcommission Directors
(vi) Regional Commissioners
(vii) Provincial Commissioners
(viii) Senior executive staff officers of the officials mentioned in (i) to (vii) inclusive.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

B. SECRET

Definition: Documents, information, or material the unauthorized disclosure of which would endanger Allied security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

Examples:

(i) Particulars of operations in progress.

(ii) Plans or particulars of operations not included under TOP SECRET.

(iii) Certain reports of operations containing information of vital interest to the enemy

(iv) Adverse reports on general morale affecting major operations.

(v) Certain development projects.

C. CONFIDENTIAL

Definition: Documents, information or material the unauthorized disclosure of which, while not endangering the Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual, or would cause administrative embarrassment or difficulty.

Examples:

(i) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.

(ii) Routine intelligence reports.

(iii) Unit movement of non-operational significance in areas within or adjacent to operational theatres.

3. HANDLING OF TOP SECRET DOCUMENTS AND FILES

(a) The head of each subcommission and section will designate an officer of his activity who will act as "Top Secret Control Officer" and be responsible for carrying out the procedures laid down in the following sections of this paragraph. Together with the head of the subcommission or section, he will be the only individual to handle incoming TOP SECRET material. The only officers who will be informed of TOP SECRET matters are those to whose work the knowledge is essential and they should only be informed of so much as may affect their work. The name of the officer, as indicated above, will be kept on file

Declassified E.O. 12356 Section 3.3/NND No. 785021

(ii) Plans or particulars of operations not included under TOP SECRET.

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(b) Clerks, excluding CONFIDENTIAL clerks (see sub-para (c) below), will not handle TOP SECRET papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

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Declassified E.O. 12356 Section 3.3/NND No. 785021

(c) TOP SECRET matter will be typed only by a special confidential clerk who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.

(d) The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Shorthand notes (which should be taken in a loose leaf book) will be destroyed as soon as the typescript is passed. New carbon papers should not be used but if of necessity they have to be used they will be destroyed. Stencil copies will be run off under supervision of the confidential clerk and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memorandum No. 13.

(e) The responsible officer will place all TOP SECRET material in an envelope and after sealing, it will be registered out by him.

(f) A receipt will be obtained from the addressee or message centre as may be appropriate. The register for TOP SECRET material will contain a space which will be dated when the acknowledgment of the addressee is received.

(g) Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register they will not be filed on the TOP SECRET file.

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

(a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern: when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.

(b) Down Grading. When a document or file is down graded a note of the new classification allotted to it will be made on the document or file. This note will be signed and dated by the officer or official authorising such down grading, who will, in all cases where practical, be the officer originally responsible for the classification.

5. GENERAL

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5. GENERAL

(a) Attention is drawn to Office Memorandum No. 13 dated 24 July 1944, "Official Mail Services" and No. 16 dated 25 August 1944, "Handling of Classified Documents by Civilians."

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Declassified E.O. 12356 Section 3.3/NND No. 785021

(b) Nothing in this memorandum supersedes the official pamphlet issued by the Combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944."

By command of Rear Admiral STONE:

N. W. DRAGNEFF
Lt Col, ACD
Adjutant

DISTRIBUTION:

'A'

Declassified E.O. 12356 Section 3.3/NND No. 785021

By command of Rear Admiral STONE:

N. W. DRAGNETT
Lt Col, AGD
Adjutant

DISTRIBUTION:

'A'

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Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

31 January 1945

3 JAN 1945

HQC/2/10

SUBJECT: Training.

TO : Distribution Below.

1. It has been decided that all British ORs at this Headquarters will carry out eight (8) hours military training per week. This scheme will come into effect on 1 February 1945 and your cooperation is requested so that British ORs on your staff will be given the facilities to carry out the training necessary.

2. Headquarters Commandant is responsible, through the undermentioned officers, WOs and NCOs, for insuring that progressive training is carried out by all British OR personnel at this Headquarters.

3. In order to interfere as little as possible with the efficient working of this Headquarters, British OR personnel has been divided into three companies, as follows:

Training Officer - Capt. T.I.M. SCULLY, O.C., British Detachment

No. 1 Company (Clerical) - Commander, Major A.S. Farrar (G-1 (S))
No. 2 Company (Transport)- Commander, Capt. E. Royle (WTC (S))
No. 3 Company (Gen. Duty)- Commander, Capt. R.W. Dudley-Clarke (Brit. Det.)

4. The companies have been divided into platoons and sections under the following WOs and NCOs:

No. 1 Company (clerical)

No. 1 Platoon:	SSM	Edwards
	S/Sgt	Leblond
	S/Sgt	Thomson, H.
	S/Sgt	Jamieson
	Sgt	Cook
	Sgt	Mirrilees
	Sgt	Barber
No. 2 Platoon:	SSM	Pigeon
	SQMS	McNeil
	SQMS	Constable
	S/Sgt	Kavanagh
	S/Sgt	Thomson, S.
	S/Sgt	Pollard
	S/Sgt	Muggyman

Declassified E.O. 12356 Section 3.3/NND No. 785021

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2. Headquarters Commandant is responsible, through the undermentioned officers, WOs and NCOs, for insuring that progressive training is carried out by all British OR personnel at this Headquarters.

3. In order to interfere as little as possible with the efficient working of this Headquarters, British OR personnel has been divided into three companies, as follows:

Training Officer - Capt. T.I.M. SCULLY, C.C., British Detachment

No. 1 Company (Clerical) - Commander, Major A.S. Furrar (G-1 (S))
No. 2 Company (Transport)- Commander, Capt. E. Hoyle (MTO (S))
No. 3 Company (Gen. Duty)- Commander, Capt. R.V. Dudley-Clarke (Brit. Det.)

4. The companies have been divided into platoons and sections under the following WOs and NCOs:

No. 1 Company (Clerical)

No. 1 Platoon:	SSM	Edwards
	S/Sgt	Leblond
	S/Sgt	Thomson, W.
	S/Sgt	Jamieson
	Sgt	Fook
	Sgt	Mirrilees
	Sgt	Barber
No. 2 Platoon:	SSM	Picken
	SQMS	Morfoil
	SQMS	Constable
	S/Sgt	Kavanagh
	S/Sgt	Thomson, S.
	S/Sgt	Pollard
	S/Sgt	Muddyman
	S/Sgt	Cash
	Sgt	Whalen
No. 3 Platoon:	SSM	Angibault
	SQMS	Lark
	SQMS	Brain
	SQMS	Caldecott
	S/Sgt	Packham
	S/Sgt	Thorpe
	S Sgt	Brayshaw
	S/Sgt	Wright
	S/Sgt	Leishman
	S/Sgt	Harrison
	Sgt	Green
	Sgt	Cookson
	Sgt	Hall

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Declassified E.O. 12356 Section 3.3/NND No. 785021

No. 2 Company (Transport)

	C/Sgt	Smith
	Sgt	Bush
	Sgt	Lighterness
	Cpl	Tomlin

No. 3 Company (General Duty)

No. 1 Platoon:	Sgt	Brewin
	Cpl	Spear
	L/Cpl	Avery
	L/Cpl	Allinson
	Pte	Davis
	Pte	Burgess
No. 2 Platoon:	Sgt	Cumberland
	Sgt	Webb
	Sgt	Goffney
	Sgt	Gibbs
	Sgt	Thensby
	Cpl	Games
No. 3 Platoon:	Sgt	Gaskin
	Sgt	Dodds
	Sgt	Fisher
	Sgt	Blom
	L/Cpl	Shuttleworth

5. The training program for the month of February has been issued to company and platoon commanders and platoon commanders will carry out this training in such a way that as little interference as possible will be caused to the normal working of this Headquarters.

6. Platoon commanders will render through their respective company commanders to the training officer weekly reports in regard to the attendances at training, and unless satisfactory explanations for absence are provided, disciplinary action will be taken against the ORs concerned.

Brigadier,
Chief of Staff.

DISTRIBUTION:

Group I - One copy each serial
(less serials 48 to 52)

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

(28)

HEADQUARTERS ALLIED COMMISSION
CMF

JAN 1945

30 January 1945.

SUBJECT: Training Programme - No. 3 Platoon (Clerks).

TO:
DCOS Civil Affairs Section,
Director, Agriculture Sub-Cn.,
" Public Works & Utilities Sub-Cn.,
" Legal Sub-Commission,
" Public Health Sub-Cn.,
OC, British Detachment,
HQ AFA,
DCOS Economic Section,
Director, Food Sub-Commission,
" Transportation Sub-Cn.,
" Local Government Sub-Cn.,
" Public Safety Sub-Cn.,
" Commerce Sub-Commission,
Chief Accountant,
Chief, Property Control Division.

1. Please note that in accordance with a general direction issued by the HQ Commandant and as a result of instructions received from OC British Detachment, training on a platoon basis will commence on Friday, 2 February 1945.

2. British ORs employed with your Section/Sub-Commission/Sub-Section/Division will be required to attend lectures from 07.45 to 08.45 hrs. on Monday, Wednesday and Friday of each week. Such lectures will be held in the main Conference Room, 3rd Floor, Ministry of Corporations Building.

L.A. Angle Lt.
Platoon Commander,
No. 3 Platoon (Clerks).

4846

1663

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/24

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

25 JAN

4/38/CA

24 Jan 45

SUBJECT : Archives.

TO : All CA sub-Commds

1 Sub-Comds are reminded that all files which are not required for reference and earlier covers of large files to which reference is no longer necessary, should be sent to Archives.

2 Sub-Comds should particularly consider the possibility of bonfids in files which were in use at Naples or Palermo, old AMG files now in their custody, and all other files to which no reference has been for 3 months or more.

3 In view of the possibilities of reduction in strength in the future either when personnel has to be provided for North Italy, or for other countries, or when there is a reduction of functions. It is important that paper which is not necessary for current work should be passed on while the staff and the time is available to deal with it.

4 Sub-Comds are reminded that files sent to Archives will still be available for reference when needed, so that files need not be retained because of a remote possibility that reference may become necessary at some future date.

5 Files sent to Archives will be tied up in bundles (no bundle to exceed 1 foot in height). A list showing of the contents of each bundle will be prepared in duplicate one list will be handed to the Archivest with the bundles the other will be receipted by the Archivist and returned to the Sub-Comds.

Lt Col.
S.H. [illegible] Lt Col,
for VT C/S Section

2917

AG/is

4805

1665

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref 212/ - /COS Inter Office Memo 17 Jan 45

SUBJECT : Clearing of Policy Matters with G-5 Section AFHQ.

TO : DCOS Economic Section
" Civil Affairs Section
" Establishment Section

20 JAN 1945

1 There have been recently one or two instances of Directors of Sub-Commissions (other than independent Sub-Commissions) consulting direct with representatives of G-5 Section AFHQ on matters of policy without going through their Section.

2 I want it clearly understood that the lowest level at which policy matters can be cleared with representatives of G-5 Section AFHQ is Section level.

/s/ Brig COS

Copy to: G-5 Section AFHQ

Minute

TO : Loc Covt S/C ✓
Legal S/C
Educ S/C
PH S/C
PS S/C
MFAA S/C
DP&R S/C
Patriots Branch

2916

The above copy letter 212/-/COS dated 17 Jan 45 from COS is forwarded for your information and strict compliance.

R.R. CRIPPS Col
CSO CA Section

4764

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref 212/COS

17 Jan 45

SUBJECT : Coordination with Political Section

TO : Civil Affairs Section
Economic Section
Establishment Section
Independent Sub-Commissions
PRO

20 JAN 1945

1 With the growing activity of the Committees of National Liberation in Kesselring's Italy, the political aspect of problems at this HQ is daily assuming more and more importance. Many matters which in the past, were not referred to Political Section because it was thought that they were non-political would now, if reviewed again, most definitely require political consideration. Indeed almost every important problem at this HQ has now some political aspect.

2 I would be glad if Sections would, in future, in considering every problem give thought to whether there is a political implication. If there is, the question should be referred to Political Section for their comments before it is put up to a higher level. The letter or signal which finally issues on this question should also be copied to them. I shall be glad if you will bring this matter to the notice of your officers.

/s/ Brigadier COS

Copy to : Political Section

Minute

TO : Loc Govt S/C
Legal S/C
Educ S/C
PH S/C
PS S/C
MFAA S/C
DP&R S/C
Patriots Branch

2915

The above copy letter 212/COS dated 17 Jan 45 from COS is forwarded for your information and strict compliance.

R.R. CRIPPS Col
CSO CA Section

4763

6/4

Tel.489081

24

2e1/ac

JAN 1945

MEMORANDUM

Reference : 158/PWD 3 Jan. 45
Subject : Conservation of Electric Power

From : P. W. A. C. Sub-Commission

To : Agriculture S/C, AC
Air Force S/C, AC
Army Sub-Commission, AC
Commerce S/C, AC
Communications S/C, AC
Displaced Persons & Repatriation S/C, AC
Economic Section
Education S/C, AC
Finance S/C, AC
Food S/C, AC
Industry S/C, AC
Labour S/C, AC
Legal S/C, AC
Local Government S/C, AC
Navy S/C, AC
Public Health S/C, AC
Public Safety S/C, AC
Shipping S/C, AC
Transportation S/C, AC

1) - Attached General Order for your information and distribution.

W. L. Mapper
W. L. MAPPER
Lt-Colonel
Chief Elec. Div. 2914

1 enclosure

Declassified E.O. 12356 Section 3.3/NND No. 785021

Reference : 158/240 3 Jan. 45

Subject : Conservation of Electric Power

From : P. W. & U. Sub-Commission

To : Agriculture S/C, AC
Air Force S/C, AC
Army Sub-Commission, AC
Commerce S/C, AC
Communications S/C, AC
Displaced Persons & Repatriation S/C, AC
Economic Section
Education S/C, AC
Finance S/C, AC
Food S/C, AC
Industry S/C, AC
Labour S/C, AC
Legal S/C, AC
Local Government S/C, AC
Navy S/C, AC
Public Health S/C, AC
Public Safety S/C, AC
Shipping S/C, AC
Transportation S/C, AC

1) - Attached General Order for your information and distribution.

W. M. Lapp
W. M. LAPP
Lt-Colonel
Chief Elec. Div. 2914

1 enclosure

4700

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY

(245)

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

AG/675/171 GDS-O 31 October 1944

Subject : Conservation of electric power facilities of Italian Utilities

To : ALL CONCERNED

1) - A critical shortage of electric utility service exists throughout wide sections of occupied Italy, In order to conserve the limited supply of electric power available, and in order to meet the increasing military and essential civilian requirements, it is necessary that all possible means be utilized to reduce non-essential electric consumption from utility sources, by both military and civilian users in Italy.

2) - The following steps will be taken to reduce loads on commercial electric systems :

(a) - LIGHTING

(1) Offices - No lights will be burned during daylight hours except in cases where natural lighting is insufficient for proper working conditions. Wattage of lamps will be limited to a minimum requirement, and fixtures will be located for most economical utilizations of light source.

(2) Halls and Stairways - Lamps in halls, corridors and stairways will be of the smallest wattage commensurate with safety, and a minimum number will be illuminated.

(3) Hotel rooms, and private living quarters - No more than two (2) lamps per private living room or one (1) lamp per bath room will be permitted to be connected. No more than one (1) lamp per private living room will be illuminated at the same time. The lamp bulb will not exceed 60 watt rating. Lighting, when permitted in living tents of military personnel, will be limited to one (1) lamp of 60 watt rating in pyramidal or small wall tent.

2913

Declassified E.O. 12356 Section 3.3/NND No. 785021

throughout wide sections of occupied Italy, [illegible] conserve the limited supply of electric power available, and in order to meet the increasing military and essential civilian requirements, it is necessary that all possible means be utilized to reduce non-essential electric consumption from utility sources, by both military and civilian users in Italy.

2) - The following steps will be taken to reduce loads on commercial electric systems :

(a) - LIGHTING

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2913

(4) Public Space in hotels, cafes, clubs and public buildings - Reduce wattage to a bare essential commensurate with area, use and occupancy. Discontinue all electric signs or display lighting.

(5) Other Military facilities - Lighting of mess halls kitchens, work shops, etc. will not exceed the following scale :

Type of Accommodation	Watts per sq ft
Store Room, Latrine	0,2
Mess halls, Post Exchange, Hospital Ward, Bath House)	0,3
Kitchen, Recreation Building	0,5

./.

4700

Declassified E.O. 12356 Section 3.3/NND No. 785021

(6) Outdoor areas - Guarded areas, POW enclosures, storage areas, streets, etc., will be lighted only in accordance with necessity.

(7) Turn off of all lights not in use - Post signs conspicuously and make every individual economy-minded in use of electricity.

(b) - HEATING AND COOKING

(1) Electric heating will be permitted only in essential industrial processes engaged in production for the military effort, and in hospitals for the treatment of patients.

(2) No electric cooking will be permitted.

(c) - POWER

(1) The use of electric power will be limited to :
(a) Those industries contributing directly to the military effort or essential to the civilian economy.

(b) Installations necessary to safeguard public health.

(2) Elevators will be operated by electric power only for movement of hospital patients or for heavy freight.

(3) No electric motors will be allowed to idle for extended periods.

(d) - ELECTRIC RAILWAY POWER

Will be utilized only on approval by the Electric Power Committee of the A.F.L.R.(Italian) Board.

(e) - ELECTROLYTIC PROCESSES AND ELECTRIC ARC FURNACES

Will be utilized only on approval by the Electric Power Committee of the A.F.L.R. (Italian) Board.

3) - Military Commanders will be responsible that these instructions are carried out within their jurisdiction of military installations, and civilian authorities will be required to enforce similar measures in those civilian installations which are allowed to receive electric

Declassified E.O. 12356 Section 3.3/NND No. 785021

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3) - Military Commanders will be responsible that these instructions are carried out within their jurisdiction of military installations, and civilian authorities will be required to enforce similar measures in those civilian installations which are allowed to receive electric service.

By command of General WILSON,

(Sgd) H.V.ROBERTS
Colonel, ACD
Adjutant General

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

9 January 1945

Staff Instructions

1. Questions relating to the appointment and transfer of Italian officials will be divided among the Assistant Executive Officers as follows:

Transfer to Provinces in	To
8 Army Area, Abruzzi-Marche Region and Sicily	Major Williams
5 Army Area, Toscana Region and Southern Region	Capt. Lewis
Lazio-Umbria Region and Sardinia	Capt. Currirgham

2. The Adjutant will see that files are routed to the appropriate Assistant Executive Officer accordingly.

3. This instruction only relates to so much of the Sub Commission's business as concerns the appointment, transfer and movement of Italian Government officials and not to matters of a different character.

4. The Assistant Executive Officers will continue to work in the closest possible cooperation.

R. G. B. SPICER
Colonel
Director
Local Government Sub Commission

CGRW/pec

2912

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4 Local Govt.

(22)

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff
++++++++++++++++++++++++++++++++

5 JAN 1945

309/FIE.

5 January 1945

SUBJECT : Proficiency in Italian.

TO : Distribution below.

1. It is clearly desirable that all officers of the Allied Commission should have a working knowledge of the Italian language. It is felt that the number of Italian speaking officers is far too small considering the length of time most officers have spent in this country.

2. Regional Commissioners and Heads of Subcommissions will ensure that all officers under their command take advantage of opportunities afforded to learn the language and will impress on all the importance of such action. Where necessary classes may be set up for formal instruction. There is a sufficient number of bilingual officers in the various Regions and Subcommissions to make such a procedure easy and efficacious.

3. Regional Commissioners and Heads of Subcommissions will submit at the end of January, 1945 a report indicating the number of officers under their command adequately skilled in the language and the number still in need of instruction. Similar reports will be made at the end of each month until further notice.

for Brigadier,
Chief of Staff.

DISTRIBUTION : Group I - List 'D'
Group II- List 'A'

2911

4608

6/4

29th December, 1944.

(21)

Local Govt. Sub Officers NCOs.

Consequent on Major Williams' promotion to his present rank there will be no alteration in the organisation or set up of the Local Government Sub-Commission. Captain R. Temple (A) will as hitherto perform the functions of Chief Executive Officer. I wish this clearly understood by all personnel of the Local Government Sub-Commission and have no doubt that they will abide by this order loyally.

This direction will be signed by all members and uniformed staff of this Sub-Commission.

It is further to be clearly understood that Captain Temple will in my absence act for me in all respects.

R.G.B. SPICER.
Colonel.
Director
Local Government Sub Commission

2910

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

2 January 1945.

Ref: 64/8/COS.

SUBJECT: Dating of Letters.

TO : All Concerned.

In future letters submitted to the Office of the Chief of Staff for signature by the Chief Commissioner or the Chief of Staff will not have the day of the month filled in. This will be left blank and will be filled in at the time of signature by the Office of the Chief of Staff.

Brigadier,
Chief of Staff.

DISTRIBUTION:

"B" Group I (less 42 to 50 & 58)
"B" Group II (for information)

1673

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/24 Secret

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/1B/CA 3 Jan 45

SUBJECT : Correspondence to AFHQ

TO : All CA Sub-Commissions

AFHQ Cable 69639 d/16 Dec 44 is quoted below for your information.

1 "A growing tendency has developed of addressing messages to this Headquarters "PERSONAL" for some named individual. This is of course proper in certain cases where it is desired to limit distribution. It is misused however when it is merely the intent to insure that the message reaches the proper person and under the procedure now in effect within the Headquarters causes much unnecessary clerical labor and delay in distribution. Usually it is unnecessary to name the individual who is to take action in the matter under correspondence but where the originator desires to insure that his message is seen by a particular individual but does not desire to limit distribution to him, the message should be addressed to him, but the word "PERSONAL" should not be used. Correct address on such a case would be "AFHQ FOR JONES".

2 Where it is the intent to limit distribution to the addressee, or such persons as he may designate, it is urgently requested that the message be addressed for his eyes only, for example, "AFHQ FOR JONES FOR HIS EYES ONLY", or "AFHQ PERSONAL AND PRIVATE FOR JONES". This method of address will only be used by subordinate commands in the case of messages for SAC, D/SAC, CHIEF OF STAFF, DEPUTY CHIEF OF STAFF, CAO, CG MTOUSA and CHIEF OF STAFF MTOUSA."

J.B. RHAKES Major
For CSO CA Sec

1B/cr

2908

458th

6/4

(18)

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

4/4.3/CA

1 JAN 1945
2 Jan 45

SUBJECT : Instructions for the Following up of Action.

TO : All A Sub-Commissions.

Reference para 3 of Office Memorandum 21 of 28 Dec 44.

1 One or two cases have arisen lately where failure to take appropriate follow up action has led to unecessary delay or inaction.

2 The Director of each Sub-Commission is responsible for ensuring that correct follow up action is taken, and accordingly each Director will examine the system in operation in his office.

3 The standard system on the reverse hereof is set out for information and guidance. It will be introduced unless a system as satisfactory is already in operation.

R.R. Childs, Col
CAO CA Section

2907

AE/is

Declassified E.O. 12356 Section 3.3/NND No. 785021

Reference para 3 of Office Memorandum 21 of 29 Dec 44.

1 One or two cases have arisen lately where failure to take appropriate follow up action has led to unnecessary delay or inaction.

2 The Director of each Sub-Commission is responsible for ensuring that correct follow up action is taken, and accordingly each Director will examine the system in operation in his office.

3 The standard system on the reverse hereof is set out for information and guidance. It will be introduced unless a system as satisfactory is already in operation.

R.R. [illegible], Col
DSO M. Section

2907

MD/is

4578

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

files containing letters signed by Mr Hor actually till on their return to the Sub-Comm if a DF date has been noted by the signing officer be sent to the appropriate other officer in the Sub-Comm for this to be done.

2 The date files will not be the date by which a reply will first be expected but that by which a reply must be overdue. It is suggested that, where a reply is not for any special reason necessary earlier, convenient periods to allow are for a reply files may be in time (insert as below) 7 days
from Regions 14 "
from HQ, the Italian Govt Departments 21 "

3 There will be kept in the Clerks office a series of cards about 3"x 5" numbered 1 to 31. The number of every file to be brought forward will be entered on the card headed by the date on which it is to be brought forward.

4 Every day the files to be brought forward, as entered on the card of that date, will be inspected. Those on which the requested replies have not been received will be sent in to the Staff Officer dated for the file which he should see. Where a reply has been received, the clerk will strike out the date at the foot of the carbon copy and replace the file. The file numbers on the cards will be struck out.

As to files leaving the Sub-Commission:-

5 The register of files will contain four columns for dates - date "in, date "out", date "due" back, date "rec.d" back (see suggested reform below). The clerk keeping the register will inspect the minute sheet of outgoing files to see if the file should be returned (some are files always to be). If so he will enter in the "due" column a date normally not less than 3 days nor more than 5 days after the date out.

6 The Chief Clerk will inspect the register daily to ascertain that files "due" have not been received, he will then enquire from the Chief Clerk of the Sub-Comm etc to whom the file has gone when its return may be expected. Any case of continued or unreasonable delay he will report to the appropriate Staff Officer.

7 If a file has to go to two or more Sub-Comm successively the register will be marked with a date "due" according to the number of offices to which it has to go, the several addresses will also be noted on their appropriate order.

Register proforma:-

File No	Subject	from	to	date - January			
				in	out	due	rec'd

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

Tel.Ext.510

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 (E)

31 DEC 1944

30 December 1944

REFERENCE : G-1E/109/A.

SUBJECT : Welfare.

TO : Distribution below.

no record of receipt E.

1. This office letter of even number dated 23 October 1944 is cancelled.

2. Lieut. Colonel S.W. MILLER, R.A. relinquishes the appointment as Welfare Officer to the British Personnel of Allied Commission w.e.f. 1 January 1945 and the duties will be assumed by Major A.G. FARRAR R.A.S.C. (G-1 Br.Office)

BY COMMAND OF REAR ADMIRAL STONE:

J.L. JONES
Lieut. Colonel,
Executive Officer (E)

/EP

DISTRIBUTION:

Office of the Chief of Staff
CA Section, H.Q. 15 Army Group
V.P. Civil Affairs Section (10)
V.P. Political Section
V.P. Economic Section (10)
V.P. Establishments Section
Director, W.M.D. & I.P.O.W. Sub Comm.
Director, P.R.B.
Director, Communications Sub Comm.
Director, Navy Sub Commission
Director, Air Forces Sub Commission
G-4
H.Q. Commandant

R.C. Sicilia Region
R.C. Southern Region
R.C. Lazio Region
R.C. Abruzzi-Marche Region
R.C. Sardegna Region
R.C. Toscana Region
R.C. Emilia Region
R.C. Piemonte Region
R.C. Liguria Region
R.C. Lombardia Region
R.C. Venezia Region
SCAO, AMG, Fifth Army
SCAO, AMG, Eighth Army

906

455/46
6/18

1682

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

16

12 Dec 44

Ref 3/1B/CA

SUBJECT : Circulation of Correspondence.

TO : All CA Sub-Commissions.

TO	INIT	Date
Public Safety		
Public Health		
Interior		
Legal		
Education		
[illegible]		
Property Cont		
Asstgn Sec		

PLEASE PASS QUICKLY

1 Documents marked for circulation as above are being far too slowly dealt with by Sub-Commissions. It is most commonly used
a) on sitreps and telegrams which it is necessary all S/Cs should see before the news is so stale as to be useless. Documents so marked will be dealt with quickly and passed by hand immediately.
b) Where the stamp is used on lengthy monthly reports it is recognised that action cannot be as rapid but every effort should be made to circulate quickly - a monthly report may well disclose conditions which require remedial action.

2 The attention Senior Officers and Chief Clerks will be drawn to this instruction.

S.H. WHITE Lt Col
for ~~CCo~~ CA Section.

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

(15)

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/1.B/CA

5 - DEC 1944
5 Dec 44

SUBJECT : Accommodation.

TO : Pub Safety S/C
Local Govt S/C ✓

Please state what accommodation is at present occupied by the Security) Patriots) Branch stating room number, area in sq.ft and how it is occupied distinguishing between officers and clerks.

Please mention any matter which might affect the accommodation required e.g. prospective change in strength, exceptionally bulky records etc.

S.H. WHITE Lt Col,
CA Section

Dealt with by Patriots Branch direct with Civil Affairs Section.

5502
WO 318/26

Declassified E.O. 12356 Section 3.3/NND No. 785021

Tile

14

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/G/4/10 Tel: 473107

SUBJECT: Secret documents. 20 November 1944.

TO : Archives Division.

1. Transmitted herewith are secret documents as listed in the attached schedule, for safe custody.

2. Please return one copy of the list duly signed.

for R. C. B. SPICER
Colonel
Director
Local Government Sub Commission

RCW/pcc

2903

2684

1685

Declassified E.O. 12356 Section 3.3/NND No. 785021

2902

1684

Declassified E.O. 12356 Section 3.3/NND No. 785021

14B

"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	NOCI
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	NOICATTARO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	PALO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	POGGIORSINI
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	POLIGNANO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	PUTIGNANO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	RUTIGLIANO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	RUVO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	SANNICANDRO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	SANTERAMO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	SPINAZZOLA
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	TERLIZZI
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	TORITTO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	TRANI
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	TRIGGIANO
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	TURI
"D" SECTION - PWB - BARI -	SPECIAL REPORT ON THE GERARCHI OF	VALENZANO

6/4

Local Govt Section

(13)

HEADQUARTERS ALLIED COMMISSION
COMMUNICATIONS OFFICE

NOV 1944

17 November 1944

SUBJECT: Amendments to Telephone Directory #1

TO . All Concerned

1. The following information is distributed in order that the recently printed telephone directory may be brought up to date for all changes, corrections and deletions. Corrections are made according to pages in the directory for your convenience in entering in the directory.

Page 3 - Index

Air Forces Sub-Commission	To Read: page 12
Industry Sub-Commission	To Read: page 17

Page 4 - Index

Navy Sub-Commission & F.O.T.A.L.I.	To Read: page 18

Page 7 - Miscellaneous Listing

Hospitals:	
12th General U.S.	To Read: 886386-7
73rd Station U.S.	To Read: 377161-2-3

Page 8 - Miscellaneous Listing

Information:	
R.A.A.F. Telephone	To Read: 055
Ministero Agricoltura	To Read: 489071
Ministero Comunicazioni	To Read: 80926
Ministero Interni	To Read: 489161
Ministero Marina	To Read: 560251
Ministero Guerra	To Read: 489061
Ministero Lavori Pubblici	To Read: 359872
Red Cross Officers' Club	To Read: 478351
Red Cross Enlisted Men's Club	To Read: 843136

Page 9 - Billet Telephone Numbers

Densmore, L. D., Col	To Read: 478565
Add:	
Lannin, J., Lt	478356
Quayle, J. A., Maj	To Read: 478356
Stone, E. F., Cdre	To Read: 478356

Page 10 - Advisory Council to Italy

Riggio, Steve, Capt	To Read: 566192-3
Add:	
Le Vien, B. H., 1st Lt Liaison & Admin O	566192-3
Jugoslav Delegation:	
	To Read: 41243

2900

Declassified E.O. 12356 Section 3.3/NND No. 785021

in entering in the directory.

Page 3 - Index

Air Forces Sub-Commission	To Read: page 12
Industry Sub-Commission	To Read: page 17

Page 4 - Index

Navy Sub-Commission & F.O.T.A.L.I.	To Read: page 18

Page 7 - Miscellaneous Listing

Hospitals:	
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Information:	To Read: 055
R.A.A.C. Telephone	To Read: 489071
Ministero Agricoltura	To Read: 80926
Ministero Comunicazioni	To Read: 489181
Ministero Interni	To Read: 860251
Ministero Marina	To Read: 489061
Ministero Guerra	To Read: 859872
Ministero Lavori Pubblici	To Read: 478351
Red Cross Officers' Club	To Read: 843136
Red Cross Enlisted Men's Club	

Page 9 - Billet Telephone Numbers

Densmore, L. D., Col	To Read: 478565
add:	478354
Lannin, J., Lt	To Read: 478356
Quayle, J. A., Maj	To Read: 478356
Stone, M. W., Cdre	

Page 10 - Advisory Council to Italy

Higgio, Steve, Capt	To Read: 566192-3 2900
add:	
Le Vien, B. M., 1st Lt Liaison & Admin O	566192-3
Jugoslav Delegation:	
Mr. R. A. Macun	To Read: 41243

Page 13 - Sectional

Civil Affairs Section:	
Staff Officers (line 2) Delete 410	To Read: 478300
Add: Devastated Areas	5-15 492
Commerce Sub-Commission:	
Deputy Director	To Read: 64-37 556
Delete Completely: Adjutant	
Foreign Trade Section: Add internal number 611	

4140

Declassified E.O. 12356 Section 3.3/NND No. 785021

(13A)

Economic Section:				
Add: Executive Director		6-46-48	267	
Add: Chief Administrative Officer		6-40	558	
Add: Priorities & Movements		6-38	513	
Add: Distribution Specialist		6-36	503	
Staff Officers, Economic Section	To Read:	6-29	415	
Staff Officer, Am. Civilian Personnel	To Read:	6-38B-39	307	
Staff Officer	To Read:	6-40	558	
Clerks: Delete external number 478802				
Requisition Division: Add internal number 470				
Add: Requisition Division Clerks		6-25	357	

Page - 15

Establishments Section:				
Add: Assistant to Deputy Chief of Staff		3-33	411	
Food Sub-Commission:				
Food Processing Officer	To Read:	6-34B	274	

Page - 17

Industry Sub-Commission:				
Textile Division	To Read:	5A-41		478313
Lombardia Region Rear Hq:				
Delete Completely: Chief Industry & Commerce				

Page - 18

Navy Sub-Commission:				
Administrative Assistant, N.S.C.	To Read:	4A-55	507	
Administrative Assistant of F.O.T.A.L.I.	To Read:	4A-55	507	
Add: Interpreter N.S.C.		4A-59		478902
Public Health Sub-Commission:				
Chief, Public Health Branch	To Read:	5-13	535	
Delete Completely: Communicable Disease Officer				
" " : Malariologist				

Page - 19

Public Safety Sub-Commission:				
Deputy Director	To Read:	5-3	580	478134
Security Division:				
Director	To Read:	5-3	580	478134

Page - 20

2675th Regiment, A.C.:				
Add: Company T, 2675th Regiment		2A-30	256	

OFFICER LISTING

Pages 21-31

A D D

2899

Authement, W. L., 1st Lt	A	2675th Regt	2A-30	256	
Burning, P. D., Lt Col	A	Finance	7A-70	795	478608

Declassified E.O. 12356 Section 3.3/NND No. 785021

Add: Assistant to Deputy Chief [illegible]

Food Sub-Commission:
Food Processing Officer — To Read: 6-34B — 274

Page - 17

Industry Sub-Commission:
Textile Division — To Read: 5A-41 — 478313
Lombardia Region Rear Hq:
Delete Completely: Chief Industry & Commerce

Page - 18

Navy Sub-Commission:
Administrative Assistant, N.S.C. — To Read: 4A-55 — 507
Administrative Assistant of F.O.T.A.L.I. — To Read: 4A-55, 4A-59 — 507 — 478902
Add: Interpreter N.S.C.
Public Health Sub-Commission:
Chief, Public Health Branch — To Read: 5-13 — 535
Delete Completely: Communicable Disease Officer
" " : Malariologist

Page - 19

Public Safety Sub-Commission:
Deputy Director — To Read: 5-3 — 580 — 478134
Security Division:
Director — To Read: 5-3 — 580 — 478134

Page - 20

2675th Regiment, A.C.:
Add: Company I, 2675th Regiment — 2A-80 — 256

OFFICER LISTING

Pages 21-31

A D D

2899

Authement, W. L., 1st Lt	A	2675th Regt	2A-80	256	
Benning, P. D., Lt Col	A	Finance	7A-70	795	478608
Bonham-Carter, A.D., Lt Col	B	Civ. Aff.	5-15	492	
Cleveland, H., Mr	A	Economic	6-46-48	267	
Luckman, F. F., Maj	A	Public Safety	5-1	257	
Nash, E. D., Maj	A	Economic	6-40	568	
Sewell, W. A., Maj	B	Economic	6-36	503	
Smith, R. M., Maj	B	Finance	7A-74	795	478608
Taylor, M. H., Mr	A	Economic	6-38	513	

Delete Completely

Cherry, M. L., Maj	A	Todd, I. S. E., Col		B
Coyne, P. S., Lt	B	Wehrle, J. S., Lt		A
Nelson, H. C., Capt	A	Le Vien, B. M., 1st Lt		A

2440

Declassified E.O. 12356 Section 3.3/NND No. 785021

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Declassified E.O. 12356 Section 3.3/NND No. 785021

OFFICER LISTING

(123)

C H A N G E S

Adams, D. S., Col	A		To Read:	6-9	220	
Atkins, C. W., Lt	B		To Read:	6-40	558	
Boughton, A. H., Maj	B		To Read:	6A-70		478487
Davies, E. C., Lt Cdr	B		To Read:	4A-55	507	
Dorkovich, V., Mr	A		To Read:	5A-60	543	
Frizelle, G. M., Lt Col	B		To Read:	5-13	535	
Gent, H. A., Maj	B		To Read:	6A-62	611	478900
Haase, W. W., 1st Lt	A		To Read:	6A-68		478900
✓Kauffman, I. H., Maj	A		To Read:	6-34B	274	
Kilner, E. E. H., Maj	B		To Read:	5A-41		478313
Lehman, D. S., Mr	A		To Read:	6-36B-39	307	
MacNamara, C. J., Capt	B		To Read:	6-40	558	
Martino, R. A., Lt Col	A		To Read:	6-27	470	
Murphey, G. D., Col	A		To Read:	6-29	271	
Oliszewski, C., Lt Col	A		To Read:	7A-54	326	
Palmieri, E. L., Maj	A		To Read:	5-56		478300
Petrillo, C. C., 1st Lt	A		To Read:	3-33	411	
Ryan, C. A., Mr	A	Civ. Aff.	To Read:	5-15	492	
Scotten, W. E., Maj	A		To Read:	6A-37	556	
Stauffer, K. E., Mr	A	Economic	To Read:	6-36	503	
Sullivan, G. E., Maj	A		To Read:	6-29	415	
Tooby, F. W., Maj	B	Economic	To Read:	6-44	316	
Wilcox, A. F., Lt Col	B		To Read:	5-11	365	
Wotherspoon, W. W., Lt	B		To Read:	4A-55	507	
Young, A. E., Col	B		To Read:	5-3	530	478134

Legend: The information that follows the words "To Read" is all the telephone information that should be entered beside a sectional or officer listing. All other telephone and room numbers should be deleted.

William B. Simmons
WILLIAM B. SIMMONS,
1st Lt, Sig C,
Communications Officer.

Registered 23/11/44 JC -

1692

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4.

(12)

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

17 NOV 1944

17 Nov 44

3/1.E/Ca.

SUBJECT : Telephone No. - Major F.L. ANDREN

TO : AC Communications officer, Room 10, 1st Floor.

It is requested that the following amendments be made in the AC Telephone Directory :

Page No. 13
CIVIL AFFAIRS SECTION
Staff Officers (Line 2)

delete "410" and insert (under "External") 47030

Page No. 27

ANDREN F.L. Major Civ. Aff.

delete "410" and insert (under External) 478300

Sat : 1/8

S.H. WHITE Lt Col
CA Section

COPIES TO:- Econ Sec
Polit Sec
Local Govt S/C
Legal Sec
Educ S/C
Commerce S/C
Public Works S/C
Finance S/C
Agric S/C
Air S/C
Army S/C
Naval S/C
Communications S/C
Transportation S/C
SCAO 5 Army
SCAO 8 Army
R.C. Southern Reg.
R.C. Emilia Region
R.C. Toscana Region
R.C. Sardonia Region
R.C. Venezia Region
R.C. Piemonte Region
R.C. Liguria Region
R.C. Lombardia Region
R.C. Lazio Region
R.C. Sicilia Region
R.C. Abruzzi Marche Region

2857

(4121)

6/4

Local Govt Sub-Com

(11)

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff.
++++++++++++++++++++++++++++++

17 NOV 1944

Tel : 289

14 Nov 44.

REF : 204/9/COS.

SUBJECT : Distribution List No. 3

TO : Distribution as below.

1. Attached Distribution List No. 3 supersedes Distribution List No. 2 (and all amendments thereto) forwarded under letter, this Headquarters, AD, 461 dated 5 August 1944, which is hereby cancelled.

2. Amendments to Distribution List No. 3 will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies or notification of any other desired amendments will be made to the Office of the Chief of Staff, this Headquarters.

3. The following information concerning the new Distribution List is furnished for the guidance of all concerned :

a. List "A" provides the normal distribution for all operational and administrative publications of the Allied Commission.

b. List "B" provides a limited distribution for Headquarters AC, Regions, AMG Armies and certain outside authorities. (This list is used for distribution of Special Orders).

c. List "C" is a limited internal distribution for Headquarters AC only.

d. List "D" is for publications of general interest requiring the widest distribution, covering all Serials in Groups I and II and Serials 77 and 85 in Group III. (This is used for Daily Bulletins).

e. All four lists include Civil Affairs Section, Headquarters AAI.

4. a. The lists have been divided into the following three groups :

(i) Group 1 consisting of all Sections, Branches, and Sub-Commissions of Headquarters, and Civil Affairs Section Headquarters, AAI.

(ii) Group 2 consisting of the Regions and AMG 5th and 8th

2896

Declassified E.O. 12356 Section 3.3/NND No. 785021

TO : Distribution as below.

1. Attached Distribution List No. 3 supersedes Distribution List No. 2 (and all amendments thereto) forwarded under letter, this Headquarters, ADJ 461 dated 5 August 1944, which is hereby cancelled.

2. Amendments to Distribution List No. 3 will be published in Daily Bulletin, this Headquarters, periodically, as and when effected. Requests for increase or decrease in number of copies or notification of any other desired amendments will be made to the Office of the Chief of Staff, this Headquarters.

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e. All four lists include Civil Affairs Section, Headquarters AAI.

4. a. The lists have been divided into the following three groups :

(i) Group 1 consisting of all Sections, Branches, and Sub-Commissions of Headquarters, and Civil Affairs Section Headquarters, AAI.

(ii) Group 2 consisting of the Regions, and AMG 5th and 8th Armies. 2896

(iii) Group 3 consisting of the outside authorities with which the Allied Commission principally deals, other than Headquarters AAI which receives through the Civil Affairs Section, at HQ. AAI.

b. A serial number has been allotted to each recipient indicated in Column 1.

c. The object of 4 a and b above is to give originators of correspondence an easy means of cutting down the distribution to what is actually necessary.

DISTRIBUTION:

1 Copy each serial.

Chief Staff Officer,
To the Chief of Staff.

4118

Declassified E.O. 12356 Section 3.3/NND No. 785021

(11A)

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff.
++++++++++++++++++++++++++++++

14 Nov 1944.

D I S T R I B U T I O N L I S T

N U M B E R 3

		A	B	C	D
	GROUP I				
1	Chief Commissioner	1	1	1	1
2	Chief of Staff	2	2	2	4
2A	Deputy Executive Commissioner AC (Milan)	1	1	1	1
3	Liaison Division	1	1	1	3
4	Message Centre	1	1	1	3
5	Political Section	2	1	2	2
	Civil Affairs Section				
6	DC of S Civil Affairs Section	2	1	2	2
7	Displaced Persons & Repatriation Sub-Com.	3	2	1	3
8	Local Government Sub-Commission	2	1	1	2
9	Patriots Branch	1	1	1	1
10	Public Safety Sub-Commission	2	1	1	2
11	Security Division	2	1	1	2
12	Public Health Sub-Commission	2	1	1	4
13	Legal Sub-Commission	2	1	1	2
14	Education Sub-Commission	2	1	1	2
15	Monuments, Fine Arts & Archives Sub-Commission	2	1	1	2
	Economic Section				

Declassified E.O. 12356 Section 3.3/NND No. 785021

		A	B	C	D
	GROUP I				
1	Chief Commissioner	1	1	1	1
2	Chief of Staff	2	2	2	4
2A	Deputy Executive Commissioner AC (Milan)	1	1	1	3
3	Liaison Division	1	1	1	3
4	Message Centre	1	1	1	3
5	Political Section	2	1	2	2
	Civil Affairs Section				
6	DC of S Civil Affairs Section	2	1	2	2
7	Displaced Persons & Repatriation Sub-Com.	3	2	1	3
8	Local Government Sub-Commission	2	1	1	2
9	Patriots Branch	1	1	1	1
10	Public Safety Sub-Commission	2	1	1	2
11	Security Division	2	1	1	2
12	Public Health Sub-Commission	2	1	1	4
13	Legal Sub-Commission	2	1	1	2
14	Education Sub-Commission	2	1	1	2
15	Monuments, Fine Arts & Archives Sub-Commission	2	1	1	2
	Economic Section				
16	DC of S Economic Section	5	1	2	5
17	Requisition Division	1	1	1	1
18	Agriculture Sub-Commission	3	1	1	3
19	Industry Sub-Commission	4	1	2	6
20	Mining Division	1	1	1	1
21	Commerce Sub-Commission	4	1	2	5

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4118

Declassified E.O. 12356 Section 3.3/NND No. 785021

(11B)

Economic Section (continued)

	A	B	C	D
22 Finance Sub-Commission	10	1	1	10
23 Property Control Division	2	1	1	2
24 Labour Sub-Commission	2	1	1	2
25 Food Sub-Commission	3	2	1	6
26 Public Works & Utilities Sub-Commission	3	1	1	3
27 Transportation Sub-Commission	4	1	4	7
28 Shipping Sub-Commission	2	1	1	2
Establishment Section				
29 DC of S Establishment Section	1	1	1	1
30 Executive Officer (A)	1	1	1	1
31 Executive Officer (B)	1	1	1	1
32 G-1 (A)	1	3	1	2
33 G-1 (B)	2	5	1	4
34 G-4 (A)	1	1	1	1
35 G-4 (B)	1	1	1	1
36 Headquarters Commandant	13	13	2	13
37 Adjutant, AC	1	1	1	1
38 Commanding Officer, 2675 Regiment	8	8	4	8
39 CC, British Detachment		2		2
40 Co, Hq Co, 2675 Regiment		2		2
41 CC, ~~1st Truck BN~~ Motor Transport Group	5	5	1	5
42 Postal Officer, APO 394		1		1
43 British Post Office		1		1
44 M.T.O., American		1		1
45 M.T.O., British		1		1

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Declassified E.O. 12356 Section 3.3/NND No. 785021

28 Shipping Sub-Commission	2	1	1	2
Establishment Section				
29 DC of S Establishment Section	1	1	1	1
30 Executive Officer (A)	1	1	1	1
31 Executive Officer (B)	1	1	1	1
32 G-1 (A)	1	3	1	2
33 G-1 (B)	2	5	1	4
34 G-4 (A)	1	1	1	1
35 G-4 (B)	1	1	1	1
36 Headquarters Commandant	13	13	2	13
37 Adjutant, AC	1	1	1	1
38 Commanding Officer, 2675 Regiment	8	8	4	8
39 OC, British Detachment		2		2
40 Co, Hq Co, 2675 Regiment		2		2
41 CO, ~~1st Truck BN~~ Motor Transport Group	5	5	1	5
42 Postal Officer, APO 394		1		1
43 British Post Office		1		1
44 M.T.O., American		1		1
45 M.T.O., British		1		1
46 Dispensary, American		1		1
47 Dispensary, British		1		1
48 Headquarters Supply		1		1
Independent Sub-Commissions etc.				
49 [illegible] Sub-Commission	2	2	2	2
50 Land Forces Sub-Comm. AC (MMIA)	1	1	1	1
51 Air Forces Sub-Commission (Bari)	1	1	1	1
52 Air Forces Sub-Commission (Rome)	1	1	1	1
53 Communications Sub-Commission	2	1	1	2

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Declassified E.O. 12356 Section 3.3/NND No. 785021

.11e

	A	B	C	D
54. Hq Communications Officer.	1	1		1
55. Signal Message Centre				1
56. Civil Censorship Group	7	3	1	7
57. War Material Disposal & Italian P.O.W. S/C.	1	1	1	1
58. Public Relations Branch	1	1	1	1
59. Information Division	1	1	1	1
60. Archives	1	1	1	1
61. Civil Affairs Section, HQ. A.A.I.	4	1	1	4
62. I.G.C.R.				1
63. U.N.R.R.A.				1

GROUP II

Regions & AMG. Armies.

~~64.~~ ~~Hq Sicilia Region~~ AMG NAPLES COMMUNE	2 ~~4~~	1 ~~2~~		2
65 ~~Hq Southern Region~~ ~~HQ. UMBRIA MARCHE REGION~~ AMG ANCONA COMMUNE	2 ~~5~~	1 ~~3~~		2 ~~11~~
~~66. Hq Lazio Umbria Region~~	~~12~~	~~4~~		~~4~~
~~67. Hq Umbria Marche Region~~	~~8~~ 5	~~2~~		~~2~~
~~68. Hq Sardegna Region~~		~~6~~	~~2~~	~~2~~
6~~69.~~ ~~Hq Toscana Region~~ AMG Livorno Commune	3 ~~12~~	~~2~~ 1		~~2~~ 2
67~~70~~. Hq Emilia Region	10	2		2
68~~71~~. Hq Piemonte Region	10	5		5
69~~72~~. Hq Liguria Region	6	2		2
70 ~~73.~~ Hq Lombardia Region	10	3		3
71 ~~74.~~ Hq Venezia Region	13	2		2
72 ~~75.~~ ~~AMG 5th Army~~	~~6~~	~~2~~ 8	~~5~~	3
73 ~~76.~~ ~~AMG 8th Army~~	~~10~~	~~2~~		~~2~~
73A ~~Civil Affairs Section HQ IV Corps~~	~~2~~	~~2~~		~~2~~
~~AMG~~ PALERMO GROUP III	1	1		1

Declassified E.O. 12356 Sec. 3.3/NND No. 785021

61.	Civil Affairs Section, HQ. A.A.I.	4	1	1 4
62.	I.G.C.R.			1
63.	U.N.R.R.A.			1

16.

GROUP II

Regions & AMG. Armies.

~~64.~~	~~Hq Sicilia Region~~ AMG NAPLES COMMUNE	~~4~~ 2	~~2~~ 1	2
65	~~Hq Southern Region~~ AMG ANCONA COMMUNE ~~HQ UMBRIA MARCHE REGION~~	~~8~~ 2	~~5~~ 1	~~4~~ 2
~~66.~~	~~Hq Lazio-Umbria Region~~	~~12~~	~~4~~	~~4~~
~~67.~~	~~Hq Umbria Marche Region~~	~~8~~	~~2~~	~~2~~
~~68.~~	~~Hq Sardegna Region~~	~~6~~	~~2~~	~~2~~
66 ~~69.~~	~~Hq Toscana Region~~ AMG Livorno Commune	~~3~~ 2	~~2~~ 1	~~2~~ 2
67 ~~70~~	Hq Emilia Region	10	2	2
68 ~~71.~~	Hq Piemonte Region	10	5	5
69 ~~72.~~	Hq Liguria Region	6	2	2
70 ~~73.~~	Hq Lombardia Region	10	3	3
71 ~~74.~~	Hq Venezia Region	18	2	2
72 ~~75.~~	~~HQ 5th Army~~	~~6~~	~~2~~	~~3~~
73 ~~76.~~	~~HQ 5th Army~~	~~10~~	~~2~~	~~2~~
73A	~~Civil Affairs Section HQ IV Corps~~	~~2~~	~~2~~	~~2~~
73B	AC Liaison Officer PALERMO	1	1	1
73C	" " " CATANIA	1	1	1
73D	" " " BARI	1	1	1
73E	" " " SARDINIA	1	1	1
73F	" " " Questura, ROME	1	1	1
74 ~~77.~~	AFHQ, G-5 Section	30	3	3
73G	~~HQ IV Corps~~ SCAO VENEZIE GIULIA	6	2	2
75 ~~78.~~	MTOUSA	2	2	
~~79.~~	~~Hq AAI (Attention AC, US Contingent)~~		~~3~~	
76 ~~80.~~	1 District	2		
77 ~~81.~~	2 District	2		
78 ~~82.~~	3 District	2		
79 ~~83.~~	Peninsular Base Section	2		
80 ~~84.~~	P.W.B. (Executive Memoranda only)	2		
81 ~~85.~~	Rome Area Allied Command	3		3

GROUP III

Outside Authorities

4118

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4

(10)

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel: 289

Ref : 67/17/COS

11 November 44.

SUBJECT :Duty telephone numbers.

TO :Distribution below.

1. Attached for information of all concerned is a list of the telephones on which the Duty Officer or N.C.O. in each department of the Headquarters can be reached during the mid-day lunch period.

2. Amendments thereto will be notified to the Office of the Chief of Staff as they occur.

for Brigadier,
Chief of Staff.

Distribution:

Groups I and II, all serials - 2
G - 5, AFH Q 6

2892

(4066)

(10A)

DUTY TELEPHONE NUMBERS

Office	Internal No.	External No.
Chief Commissioner	445	
Chief of Staff	289	
Civil Affairs Section		
Civil Affairs Section	437	
Local Government Sub Commission	437	
Legal S/C	302	
Education S/C	269	
Public Health S/C	500	
Public Safety S/C	502	
MFAA S/C	442	
DP & R S/C	743	
Patriots Branch	321	
Economic Section		
Economic Section	357	
Agriculture S/C	262	
Commerce S/C	702	
Finance S/C	553	
Food S/C	206	
Industry S/C	447	
Labor S/C	204 or 723	
Public Works & Util. S/C		478806
Shipping S/C	487	
Requisition Division	470	
Transportation S/C	390	
Establishment Section		
Executive Officer (B)	510	
G-1 (A)	429	
G-1 (B)	573	
2675 Regt.	429	
HQ Adjt.	405	
HQ Comdt.	440	
G-4 (A)	436	
G-4 (B)		478602 2891
Political Section		478584 +
Navy S/C	540	
Land Forces S/C (M.M.I.A.)	757	478526
		478841 +

Declassified E.O. 12356 Section 3.3/NND No. 785021

Legal S/C	302	
Education S/C	269	
Public Health S/C	500	
Public Safety S/C	502	
MFAA S/C	442	
DP & R S/C	743	
Patriots Branch	321	
Economic Section		
Economic Section	357	
Agriculture S/C	262	
Commerce S/C	702	
Finance S/C	553	
Food S/C	206	
Industry S/C	447	
Labor S/C	204 or 723	
Public Works & Util. S/C		478806
Shipping S/C	437	
Requisition Division	470	
Transportation S/C	390	
Establishment Section		
Executive Officer (B)	510	
G-1 (A)	429	
G-1 (B)	575	
2675 Regt.	429	
HQ Adjt.	405	
HQ Comdt.	440	
G-4 (.)	436	
G-4 (.)		478602 2891
Political Section		478584 +
Navy S/C	540	
Land Forces S/C (M.M.I.A.)	757	478526
Air Forces S/C		478841 +
Communications S/C	512	
War Material Disposal & I POW	288	
Public Relations		478490

Note : Numbers followed by "+" are Mess numbers not office numbers.

4066

Declassified E.O. 12356 Section 3.3/NND No. 785021

1704

Declassified E.O. 12356 Section 3.3/NND No. 785021

6/4 Doc. Gov't (9)

HEADQUARTERS ALLIED COMMISSION
AAC 336
CIVIL AFFAIRS SECTION

NOV 1944

Ref : 3/12/CA

5 Nov 44

SUBJECT : Letters from Italians.

TO : See distribution.

Reference yesterday's meeting of Sub Comm Representatives I enclose copies of two pro forma which you may care to use when replying to letters from Italians with regard to personal and individual complaints, pleas, etc, which do not properly fall within the scope of the activities of this Commission.

S.H. WHITE Lt Col.,
for CSO CA Section.

DISTRIBUTION :-

Local Govt S/C
Legal Sec
Educ S/C
Commerce S/C
Public Works S/C
Finance S/C
Agric S/C
Communications S/C
Transportation S/C.

2890

Declassified E.O. 12356 Section 3.3/NND No. 785021

DRAFT FORM OF ACKNOWLEDGEMENT

YB

TO :

Your Excellency,

I encloss a letter dated _____ from _____.

It raises matters which in the opinion of this Commission should be dealt with by the Italian authorities rather than by the Commission and it is therefore forwarded to you for such action as you may deem appropriate.

2883

Declassified E.O. 12356 Section 3.3/NND No. 785021

(9A)

DRAFT FORM OF ACKNOWLEDGMENT

Dear Sir:

Your letter dated_____has been received.

It is not proposed to take any action in the matter to which you refer as it is one which in the opinion of this Commission should be dealt with by the Italian authorities.

Your letter is being referred to the appropriate Italian authorities for such action as may be appropriate.

Declassified E.O. 12356 Section 3.3/NND No. 785021

3876

6/4

(8)

Ref : 3/1B/CA

27 Oct 44

SUBJECT : Internal Duty Officers.

TO : All CA Sub Comms.

OCT 1944

Ref 67/1/COS dated 26 Oct 44 (copy attached).

It is requested that Sub Comms render their duty phone number to this office not later than 1200 hrs 29 Oct 44.

for A Lochman Lt CC
J.S. BLAKE Major,
for CSO CA Sec.

CA Sec
27 Oct 44.

C 427

Rendered verbally. 28/10. 0800.

2888

3242

Declassified E.O. 12356 Section 3.3/NND No. 785021

(8A)

C O P Y

Telephone :
300

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMF
Office of the Chief of Staff

Ref/67/1/COS

26 October 44

SUBJECT : Internal Duty Officers.

TO : See Distribution Below.

All sections, subcomission, etc., this Headquarters, will see that during the regular noon luncheom period an officer is on duty at a /or NCO pre-designated telephone. In the past considerable difficulty has been experienced in reaching duty officers who have not been posted at a single station with the result that such duty is practically completely ineffective. Accordingly, each section, subcomission, etc., will send in the duty phone number to the Office of the Chief of Staff not later than 30 October 44. This list will be given complete circulation within this Headquarters, Regions, and other interested outside formations.

s/ E.W. SHIPP Lt Col,
Chief Staff Officer,
to the Chief of Staff.

Distribution : -

Civil Affairs Section,
Economic Section
Establishment Section
Political Section
Navy Sub-Commission
Army Sub-Commission
Air Sub-Commission
Communications Sub-Commission
War Materials Disposal & IPOW
Public Relations Branch

2887

Declassified E.O. 12356 Section 3.3/NND No. 785021

3868

6/14

(7)

HEADQUARTERS
ALLIED CONTROL COMMISSION
C I
Office of the Chief of Staff

OCT 1944
Tel. 451

Ref. 21%/CCS

25 October 1944

SUBJECT: Correspondence & Signals to Civil Affairs Section, Headquarters A.A.I.

TO : See Distribution Below

1. The following information is requested from Daily Bulletin No. 252 of 24 October:

"The following telephone numbers are listed for the office of the Deputy Chief Civil Affairs Officer, HQ AAI:

			FILPOT Exchange No.
Col	[illegible] W. [illegible]	DCCAO	25
1st Lt	[illegible] D. [illegible]	PA TO DCCAO	5
Lt Col	P. [illegible]	CCS	132
Lt Col	ROBERT A. [illegible]	Civil Affairs Sect	35
Lt Col	J. F. [illegible]	Economic Section	57
Lt Col	W. J. STEWART	Food Sub-Commission	56
Capt	D. A. [illegible]	Transportation Sub-Commission	

already noted

Correspondence or signals for the above should be addressed to "Civil Affairs Section, HQ. AAI."

2. Copies of pertinent messages to and from ACC's, Regional Commissioners & Area Regions and this Headquarters should be reported to "Civil Affairs Section HQ A.A.I." This to keep them fully informed.

Brigadier,
Chief of Staff.

DISTRIBUTION:
A/CC
DCC's & Civil Affairs
RC's Rome-Abruzzi, Tuscany, Apulia, Liguria, Piedmont, Venezia.
DCC's (10 copies each)
Message Center
Civil Affairs Section, HQ AAI.

2886

3182

Declassified E.O. 12356 Section 3.3/NND No. 785021

3850

6/4

HEADQUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
APO 394

2 OCT 1944

Ref :3/1B/CA

25 October 44

SUBJECT : Handling of Special Correspondence

TO : All Sub-Commissions .

The attached copy of letter from Office of Chief of Staff (212/4/009) of 23 October 1944 is forwarded for your attention and action when necessary .

R.R. CRIPPS Col.
CBO CA Sec .

JRR/tr

3112

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY

HEADQUARTERS
ALLIED CONTHOL COMMISSION
CHF
Office of the Chief of Staff

Ref : 212/4/CO3 23 October 1944

SUBJECT : Handling of Special Correspondence

TO : D.C.O.S. Civil Affairs Section
" Economic Section
" Establishment Section

1. It is desired to clear with Sections teh action to be taken on letters, which are either wrongly addressed to this Headquarters or refer to a matter outside the scope of the ACC.

2. Such correspondence used to be dealt with by Civil Affairs Branch which is now defunct and of which there is no equivalent under the new organization Letters of this sort, therefore, will be sent by the Message Centre to the Section most likely to have knowledge of the subject.

3. Sections receiving letters of this kind are instructed not to return them to the Message Centre but to take necessary action.

G.W. SHIPP Lt. Col.

Chief Staff Officer
To the Chief of Staff

2884

3110

(5)

HEADQUARTERS
ALLIED CONTROL COMMISSION
Local Government Sub Commission

METHOD OF PROCESSING AND PREPARATION OF CORRESPONDENCE

a. OUTGOING CORRESPONDENCE

No.	Type of communication	Method of Preparation for Signature
1	Important Directives of the class which were formerly issued as Executive Memoranda, e.g. &. a) New matters of Policy; b) Changes in existing Policy c) All matters affecting the Commission as a whole on which the policy, major or otherwise has been decided.	All such Directives will be left in blank and the decision whether the document will be signed by the Chief of the Staff or by the Vice President will be made in consultation with the Vice President.
2.	Letters to ACAs and OMGs and, or other outside formations.	These will be signed by the Vice President, and not by the Directors of the Sub Commissions concerned, and will bear the legend : "FOR THE ACTING CHIEF COMMISSIONER" at the foot of the letter.
3.	a) Communications which include Directives laying down matters of policy or principle, even though of a technical character. b) Letters on matters of general policy and principle and letters which formerly would have been signed by the Directors of Sub Commissions) on technical matters where such letters lay down some principle or policy not already established.	These will be prepared for signature by the Vice President as follows : BY COMMAND OF COMMISSIONER ..... Brigadier VP CA ETC Dep COS Note :- These will be endorsed to the DC or SCAO (Prog) and a copy will be sent to the Chief of the Special Division concerned where appropriate.

b

2883

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No.	Type of communication	Method of [illegible]
1	Important Directives of the class which were formerly issued as Executive Memoranda, e. g. a) new matters of policy; b) Changes in existing policy c) All matters affecting the Commission as a whole on which the policy major or otherwise has been decided.	All such Directives will be left in blank and the decision whether the document will be signed by the Chief of the Staff or by the Vice President will be made in consultation with the Vice President.
2.	Letters to [illegible] and [illegible], or other outside formations.	These will be signed by the Vice President, and not by the Directors of the Sub Commissions concerned, and will bear the legend : "FOR THE ACTING CHIEF OF [illegible]" at the foot of the letter.
3. a)	Communications which include Directives laying down matters of policy or principle, even though of a technical character.	These will be prepared for signature by the Vice President as follows : BY COMMAND OF CHANGKUFU SHIHA ..... Brigadier Dir CA AMG Dep COS
b)	Letters on matters of general policy and principle and letters which formerly would have been signed by the Directors of Sub Commissions) on technical matters where such letters lay down some principle or policy not already established.	[illegible] - These will be addressed to the DC or DCAO (Army) and a copy will be sent to the Chief of the Special Division concerned where appropriate.
4.	Letters which involve co-ordination between two or more sub commissions	These will be prepared as in No. 3
5.	Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer, is under consideration, even though only a matter of routine is raised.	This will be signed by or on behalf of the Vice President

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No.	Type of communication	Method of Preparation for Signature
6.	Correspondence to representatives in the field dealing with technical and routine individual matters	These will be issued over the name of the Director NOTE:- All such letters will be addressed to the MO or SCAO (Army) as the case may be for the attention of the Special Division concerned.

B. INCOMING CORRESPONDENCE

No.	Type	Routing and Preparation
1	General	Through Message Centre to the Section concerned, or where specifically addressed, to the proper Sub Commission
2	To Section for Sub Commission	Sent direct through Section to Sub Commission concerned without comment. NOTE : - It will be for the Sub Commission concerned to initiate the proper action.
3	Requiring Co-ordination with another Sub-Commission	The Sub Commission receiving the letter will take co-ordinating action and prepare replies in accordance with Outgoing Correspondence at No. 3

2882

T. Cunningham SHANKS
Adjutant

Declassified E.O. 12356 Section 3.3/NND No. 785021

	NOTE - All such letters will be addressed to the EO or SCAO (Army) as the case may be for the attention of the Special Division concerned.

B. INCOMING CORRESPONDENCE

No.	Type	Routing and Preparation
1	General	Through Message Centre to the Section concerned, or where specifically addressed, to the proper Sub Commission
2	To Section for Sub Commission	Sent direct through Section to Sub Commission concerned without comment. NOTE : - It will be for the Sub Commission concerned to initiate the proper action.
3	Requiring Co-ordination with another Sub-Commission	The Sub Commission receiving the letter will take co-ordinating action and prepare replies in accordance with Outgoing Correspondence at No. 3

2882

J. Cunningham SHANKS
-Adjutant

23 Oct. 44

Declassified E.O. 12356 Section 3.3/NND No. 785021

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(4)

HEADQUARTERS
ALLIED CONTROL COMMISSION
LOCAL GOVERNMENT SUB COMMISSION
APO 394

ACC/6/4/LG
ACC/10/22/LG

19 October 1944

SUBJECT: Preparation of Correspondence.

TO : Director, Local Goverrment S/C

1. Draft (1) File ACC/6/4/LG should be read with Office Memorandum 17, on File ACC/10/22/LG and both studied by whole service staff.

2. I recommend that the Adjutant prepare a short precis of both documents setting out at a glance in table form the different types of correspondence involved, the method of their preparation, sigrature, etc.

3. As far as outgoing corresponderce is concerned, only letters concerning routine ~~mechanical~~ matters not involving a new or change of old policy will be written over your sigrature. The remainder are dealt with as described in both documents.

4. I make the following small points:

Para 2(a): This Sub Commission has no nominal representative other than, in practice, the RC. It is presumed that this is not intended to upset the existing arrangement.

Para 2(b): ~~The~~ If the last para of this refers to a letter from the RC on a current matter in which previous letters have been signed VP it is clear. The wording as it stands clashes with para 2(a).

Para 3: Reference to "para 1 above" not clear.

Memorandum Cable.

W. V. M. LEWIS
Captain
Asst. Executive Officer
Local Goverrment Sub Commission

WVML/pec

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HEADQUARTERS
ALLIED CONTROL COMMISSION
AFO 394

20 OCT 1944

20 October 1944

HQC/6/3

SUBJECT: Operation of Elevators.

TO : See distribution below.

1. Your attention is drawn to Section I of Rome Allied Area Command General Order No. 27, dated 15 Oct 44, which is repeated hereunder for easy reference.

> "The use of elevators by Allied military personnel for any purpose whatever IS FORBIDDEN. The doors of all elevators in military hotels and other installations will be locked, or, if this is not possible, other suitable precautions will be taken to ensure that this Order is put into effect AT ONCE.
>
> "This Order cancels ALL authorities previously issued permitting the use of elevators for any purpose."

2. In accordance with the above order the elevators in this building will cease to operate as from 1800 hrs Saturday, 21 Oct 44. Please advise the officers of your S/C accordingly.

I advised 21/10/44

R. H. Robertson Lt.Col.
R. H. ROBERTSON
Hq. Commandant.

DISTRIBUTION:

Chief of Staff
Vice Presidents of all S/Cs
Directors of Communications S/C
WMD & IPCW S/C
Army S/C
Navy S/C
Air Force S/C

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HEADQUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
APO 394

20 OCT 1944

CA Section Office Memo 18 October 1944

Ref : J/12/CA

TO : All Sub-Commissions CA Section.

1 This Directive is issued in application of COS Office Memorandum No 17 dated 13 October 1944.

2 There will in future be three types of out-going communications.

a) Communications direct from Sub-Commissions concerned to their representatives in the field. Such communications will in future be confined to routine and technical correspondence dealing with individual matters. All such letters will be addressed to the Regional Commissioner or SCAO (Army) as the case may be for the attention of the Special Division concerned.

b) Communications which will be signed by or on behalf of the Vice President. Such communications will include directives laying down matters of policy or principle even though only of a technical character, letters on matters of general policy and principle and letters (which formerly would have been signed by Directors of Sub-Commissions) on technical matters where such letters lay down some principle or policy not already established.

Furthermore all letters which involve coordination between two or more Sub-Commissions will be signed by the Vice President. All such letters will be addressed to the Regional Commissioner or SCAO Army, and will be prepared for signature by the Vice President as follows:

BY COMMAND OF COMMODORE STONE

.....Brigadier
VP CA Sec
Dep COS

A copy of such letter will be sent to the Chief of the Special Division concerned where appropriate.

Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer) is under consideration, it will be signed by or on behalf of the Vice President even though only a matter of routine is raised.

c) Communications which will be signed by the Chief of Staff. This will include the more important directives of the class

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Declassified E.O. 12356 Section 3.3/NND No. 785021

Ref : 3/13/C.

TO : All Sub-Commissions CA Section.

1 This directive is issued in application of COS Office Memorandum No 17 dated 15 October 1944.

2 There will in future be three types of out-going communications.

a) Communications direct from Sub-Commissions concerned to their representatives in the field. Such communications will in future be confined to routine and technical correspondence dealing with individual matters. All such letters will be addressed to the Regional Commissioner or SCAC (Army) as the case may be for the attention of the Special Division concerned.

b) Communications which will be signed by or on behalf of the Vice President. Such communications will include directives laying down matters of policy or principle even though only of a technical character, letters on matters of general policy and principle and letters (which formerly would have been signed by Directors of Sub-Commissions) on technical matters where such letters lay down some principle or policy not already established.
Furthermore all letters which involve coordination between two or more Sub-Commissions will be signed by the Vice President. All such letters will be addressed to the Regional Commissioner or SCAC Army, and will be prepared for signature by the Vice President as follows:

BY COMMAND OF COMMODORE STONE

.....Brigadier
VP CA Sec
Dep COS

A copy of such letter will be sent to the Chief of the Special Division concerned where appropriate.
Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer) is under consideration, it will be signed by or on behalf of the Vice President even though only a matter of routine is raised.

c) Communications which will be signed by the Chief of Staff. 2879
This will include the more important directives of the class which formerly were issued as Executive Memorandum. All such directives will be left for signature in blank and the decision whether the document will be signed by the Chief of Staff or by the Vice President will be made by the Chief of Staff in consultation with the Vice President.
All letters to AFHQ and HQAAI or other outside formations will in future be signed by the Vice President and not by the Directors of the Sub-Commissions concerned and will bear the legend - For the Acting Chief Commissioner - at the foot of the letter.
An exception is here made to this directive in the case of DP and RSC, who is authorised to communicate direct with AFHQ and HQAAI in routine matter of movement and administration where no matter of policy is concerned.

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For the purpose of this directive MMLA and the Army Sub-Commission are treated as a part of ACC.

3 Procedure for incoming correspondence. In future all incoming correspondence will be routed through the Message Centre to the Section concerned or, where specifically addressed, to the proper Sub-Commission. With a view to saving time correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to initiate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para 1 above.

4 The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamations and General Orders, and the Legal Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Legal Sub-Commission will continue to be responsible for checking translations and galley proofs with the Civil Affairs Section in the same way as was formerly done with the RC and MG Section.

5 There will be regular meetings of directors of Sub-Commissions with Vice President Civil Affairs Section on Tuesday and Friday at 1600 hrs as formerly without prior notice. Directors themselves will attend unless absent on duty when their deputy or next senior officer will attend on their behalf.

6 Other meetings of Directors of Sub-Commissions will be called on notice as occasion may require.

7 The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

Brig G R UPJOHN
P A

Col R R GRIFFS

Lt Col SH WHITE
Education

Maj W G DOLLARD
Office stores and personnel

Maj JS R[illegible]KES
Administration
(Internal)
Disp Persons S C

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correspondence will be addressed, to the proper Section concerned or, where specifically addressed, to the proper Sub-Commission. With a view to saving time correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to initiate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para 1 above.

4 The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamations and General Orders, and the Legal Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The Legal Sub-Commission will continue to be responsible for checking translations and galley proofs with the Civil Affairs Section in the same way as was formerly done with the RC and MG Section.

5 There will be regular meetings of directors of Sub-Commissions with Vice President Civil Affairs Section on Tuesday and Friday at 1600 hrs as formerly without prior notice. Directors themselves will attend unless absent on duty when their deputy or next senior officer will attend on their behalf.

6 Other meetings of Directors of Sub-Commissions will be called on notice as occasion may require.

7 The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

Brig G R UPJOHN

P A

Col R R [illegible]

Lt Col SH WHITE Epuration	Maj W B DOLLARD Office stores and personnel	Maj JS [illegible] Administration (Internal) Disp Persons S C
Legal	Education	Mine Clearance
Public Health	M F A A	Printing
Public Safety	Local Govt	Returns
	Patriots	Misc (Travel orders POW)

8 Sub-Commissions will continue to deal direct with G1 on posting and transfers of Officers and EL/OR. In case of difficulty they will refer the matter to Vice President Civil Affairs Section.

9 As formerly Sub-Commissions will be responsible for the initiation of policies and plans within their respective spheres of action. Directors of Sub-Commissions will however discuss the broad principles which they recommend should be followed with

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Vice President Civil Affairs Section before such policies and plans are implemented.

10 Directors of Sub-Commissions will as formerly be responsible for keeping the Vice President Civil Affairs Section in touch with the development of their work and of any difficulties with which they cannot effectively deal.

11 Correspondence or directives for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

P.P. Brapham

R.R. CRIEKS Col,
CSC Ca Section

Copy to COS (2)

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10 Directors or Sub-Commissions will as readily be responsible for keeping the Vice President Civil Affairs Section in touch with the development of their work and of any difficulties with which they cannot effectively deal.

11 Correspondence or directives for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

P.R. Bull

P.R. CRIMES Col,
CSO CA Section

Copy to C03 (2)

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DRAFT (1)

HEAD QUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
A.C.334

C.A. Section Office Memo October 194.

Ref No. 3/NN/a

To : All Sub-Commissions C.A. Section.

1. This Directive is issued in application of A.C.C. Office Memorandum No. 17 A. ed 13 October 194. Where there may be any apparent conflict of instruction this Directive will be followed.

2. There will in future be three types of out-going communications.

a) Communications direct from Sub-Commissions concerned to their co-ordinatives in the field. Such communications will in future be confined to routine and technical correspondence dealing with individual matters. All such letters will be addressed to the Regional Commissioner or PCAO (army) as the case may be for the attention of the Regional Division concerned. ✓

b) Communications which will be signed by or on behalf of the Vice-President. Such communications will include directives laying down matters of policy of principle even though only of a technical character. Letters on matters of general policy ~~or~~ principle and letters (which formerly would have been signed by Directors of Sub-Commissions) on technical matters where such letters lay down some principle or policy not already established.

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Furthermore all letters which involve communication between two or more Sub-Commissions will be signed by the Vice- President.

All such letters will be addressed to the Regional Com-

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To : All Sub-Continental T.A. Centres.

1. This Directive is issued in application of S.O.E. Office Memorandum No. 17 dated 15 October 1944. Where there may be any apparent conflict of instruction this Directive will be followed.

2. There will in future be three types of sub-going communications.

a) Communications direct from sub-Continents engaged in their re-organising in the field. Such communications will in future be confined to routine and technical correspondence dealing with individual matters. All such letters will be addressed to the Regional Controller or D.D.O (Army) as the case may be for the attention of the Special Division concerned. ✓

b) Communications which will be signed by or on behalf of the Vice-President. Such communications will include directives laying down matters of policy or principle even though only of a technical character, letters on matters of general policy or principle and letters (which formerly would have been signed by Directors of Sub-Continents) on technical matters where such letters lay down some principle or policy not already established.

Furthermore all letters which involve communication with two or more Sub-Continents will be signed by the Vice-President.

All such letters will be addressed to the Regional Controller or D.D.O Army , and will be prepared for signature by the Vice-President as follows:

..... Brigadier

T.A. C.O.S. Section

Dear Sir(s).

A copy of such letter will be sent to the Chief of the Special Division concerned where appropriate.

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Where a reply to a letter signed by the Regional Commissioner (or his Executive Officer) is under consideration , it will be signed by or on behalf of the Vice President even though only a matter of routine is raised.

c) Communications which will be signed by the Chief of Staff. This will include the more important directives of the class which formerly were issued as Executive Memoranda. All such directives will be left for signature in blank and the decision whether the document will be signed by the Chief of Staff or by the Vice President will be made by the Chief of Staff in consultation with the Vice President.

All letters to ASC and all of other outside functions will in future be signed by the Vice President and not by the Directors of the Sub-divisions concerned and will bear the legend - for the Acting Chief Executive - at the foot of the letter. An exception is here made to this directive in the case of J.A.G. and D.A.G., who is authorized to communicate direct with ASC and Field in routine matter of movement and administration where no matter of policy is concerned.

For the purpose of this directive WAC or the Army Sub-Commission is of course treated as a part of ASC.

3. Procedure for incoming correspondence. In future all incoming correspondence will be routed through the Message Center to the Section concerned or where a communication is officially addressed to the proper Sub-Commission, with a view to seeing that correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for this Sub-Commission concerned to initiate the proper action. In coordination with other Sub-Commission is required the Sub-Commission

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will include the more important directives of the class which formerly were issued as Executive Communication. All such directives will be left for signature in blank and the decision whether the document will be signed by the Chief of Staff or by the Vice President will be made by the Chief of Staff in consultation with the Vice President.

All letters to ARA and Board of other outside formations will in future be signed by the Vice President and not by the Directors of the Sub-Commissions concerned and will bear the legend - For the [illegible] Chief Commissioner - at the foot of the letter. An exception is here made to this directive in the case of I.G. and D.P.A.O., who is authorised to communicate direct with ARA and Board in routine matter of movement and administration where no matter of policy is concerned.

For the purpose of this directive ARA or the any Sub-Commission is of course treated as a part of [illegible].

3. Procedure for incoming correspondence. In future all incoming correspondence will be routed through the Message Center to the Section concerned or where a personally addressed to the proper Sub-Commission, with a view to saving time correspondence will be sent direct through the Section to the Sub-Commission concerned without comment, and it will be for the Sub-Commission concerned to initiate the proper action. If coordination with another Sub-Commission is required the Sub-Commission receiving the letter will take coordinating action and prepare replies in accordance with para. 1 above.

4. The Civil Affairs Section will in future be responsible for the printing and distribution of Proclamations and General Orders, and the Legal Sub-Commission will send certified copies of the proposed document to the Vice President Civil Affairs Section for submission to higher authorities. The legal Sub-Commission will continue to be responsible

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for checking translations and galley proofs with the Civil Affairs Section in the same way as was formerly done with the RC and MG Section.

5. There will be regular meetings of Directors of Sub-Commissions with Vice President Civil Affairs Section on Monday and Thursday at 1600 hrs as formerly without prior notice. Sub-sections will attend themselves unless absent on duty when their deputy or next senior officer will attend on their behalf.

6. Other meetings of Directors of Sub-Commissions will be called on notice as occasion may require.

7. The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

Brig. G.S. (P/W)

P.W.

Col. P.W.(C)

Lt. Col. P.M.Hutton — Major P.W.B. Ogilvy — Major J.P.Evans

Operation — Mr. Brig. and Recording — Administration(Internal)

Policy — Education — Mgt. Finance &c.

Public Health — P.W.B. — Miss Masterman

Public Safety — Local Gov. — Printing

Education — Returns

Misc. 2875

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and Thursday at 1000 hrs as formerly without prior notice. Directors will attend themselves unless absent on duty when their deputy or next senior officer will attend on their behalf.

6. Other meetings of Directors of Sub-Commissions will be called on notice as occasion may require.

7. The responsibility for staff work and channel of documents for the Sub-Commissions within the Civil Affairs Section is divided as follows.

Brig. H.R. DAVIES

D.C.A.

Col. H.R. RIDER

Lt.Col. H.H.RIDER	Major N.F.S. HOLLAND	Major J.S. CRAIG
Operation	Am. Supply and Accounting	Administration(General)
Legal	Education	Mag.Persons Pol.
Public Health	U.N.R.R.A.	Mine Clearance
Public Safety	Local Gov.	Printing
	Civilians	Returns
	Misc.	

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Sub-Commissions will continue to deal direct with GS on posting and transfers of officers and W/T. In case of difficulty they will refer the matter to Vice President Civil Administration.

9. As formerly Sub-Commissions will be responsible for the initiation of policies and plans within their respective spheres of action. Directors of Sub-Commissions will however discuss the

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the broad principles which they recommend should be followed with Vice President Civil Affairs Section before such policies and plans are implemented.

10. Directors of Sub-Commissions will be formerly be responsible for keeping the Vice President Civil Affairs Section in touch with the development of their work and of any difficulties with which they cannot effectively deal.

11. Correspondence or directives for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

G. H. SMITH, Brigadier
V.P. Civil Affs. Sec.
PRIME M. G. H.

copy to : Canada.

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the broad principles which they recommend should be followed with Vice President Civil Affairs Section before such policies and plans are implemented.

10. Directors of sub-Commissions will as formerly be responsible for keeping the Vice President Civil Affairs Section in touch with the development of their work and of any difficulties with which they cannot effectively deal.

11. Correspondence or directives for signature and matters for decision by higher authority will normally be submitted on a file with an informal minute, no covering letter being required. Such minute will show clearly whether the matter is submitted merely for information or for signature or for decision.

G. R. WARD, Brigadier
V.P.C. Civil Secy.
Date: 6.6.45

copy to: C.C.S.

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