

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

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APR. 194

10000/141/474

INSTRUCTIONS FOR THE GUIDANCE OF OFFICERS OF
THE COMMISSION
APR. 1944 - MAY 1946

Minute sheet No.

Page

Date
1964

July 30 Div - Ref No 9. Application for seven copies for signature B 1 9

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6/5/44
Tel. Ext. 216

HEADQUARTERS ALLIED COMMISSION

APO 394
G-1 (B)

7 MAY 1946

REFERENCE : G-1B/77/A.

3 MAY 1946

SUBJECT : Court of Inquiry - Notes for the Guidance of Officers on.

TO : See Distribution Below.

1. The following notes are issued as a guide to officers who are called upon to act as President or members.

2. Responsible officers will ensure that all President of Courts of Inquiry have a copy of these notes in their possession before and during the proceedings.

3. All officers having to express opinions will have a copy of these notes at hand for reference.

4. The correct procedure for dealing with Courts of Inquiry is not always followed, resulting in loss of time, particularly in completing disciplinary and "write off" action.

Courts of Inquiry will be convened in the following cases:

- (a) Accidents resulting in death.
- (b) Injuries as required by G.O. 40/44.
- (c) Fires or explosions resulting in injury or damage to property or equipment.
- (d) Loss of arms or equipment in cases where a Court is necessary to establish the cause of loss and in all cases of loss of revolvers.
- (e) Absence without leave - after 24 days.
- (f) When loss or damage to property exceeds £ 50 (K.R. 1940 para 769(a)).
- (g) When ordered by higher authority.

5. GENERAL PROCEDURE.

Losses will be reported immediately they are discovered and except in such cases - particularly in financial matters - where correct conclusions cannot be arrived at without it, a Court of Inquiry will be assembled and all action taken to dispose of the case as expeditiously as possible. Wherever practicable the Court will be ordered to assemble on a date within 14 days of the occurrence which is the subject of the inquiry. In every case where a Court of Inquiry does not sit within the period mentioned, the Court Officer will, when forwarding the proceedings, include in his covering letter of explanation the delay. A Court of Inquiry may consist of one or more officers with one or more W.O.s or M.C.O.s. Courts of Inquiry

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The relaxation of normal loss procedure does not in any way relieve Commanding Officers of their responsibility for inquiring into a case in which it is not clear that the loss arose from causes outside the control of any individual or for assembling Court of Inquiry to investigate losses or damage where the circumstances render it desirable.

In all cases where officers of other ranks are offered an opportunity of paying for or towards the cost of articles lost as a result of their misconduct or negligence, certificates, in triplicate, must accompany the proceedings to the effect:-

- (a) In the case of officers - that the Officer is willing to pay.
- (b) In the case of other ranks - that the soldier does not elect trial by Court Martial.

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The disciplinary action recommended in cases which have to be submitted to higher authority will not be put into effect until approved by higher authority, unless the whole of the loss is covered by the proposed action and no write off is called for. In this connection attention is drawn to the limit of \$ 10 which is the maximum stoppage a Commanding Officer can award against a soldier to make good a loss against the public.

Cases against soldiers involving the loss or destruction of valuable stores, arms and ammunition, will not be dealt with summarily by Commanding Officers. A Summary of Evidence will be taken in every such case and if it appears that there is a "prima facie" against the accused, he will be tried by Court Martial. Any case which presents difficulty will be referred to the Legal Staff Officer at District HQ or Area/Sub Area for advice before trial and two copies of the Summary will accompany the application for advice. When a Summary of Evidence is ordered in the first instance a Court of Inquiry will not be held. Examples of such cases are:-

(a) The destruction by fire of vehicles and their loads through their drivers striking matches or smoking near leaking petrol tins.

(b) The loss of vehicles by leaving them unattended.

Proceedings will always be submitted in triplicate, to G-1(D). In provinces Liaison Group, etc., proceedings will be submitted to the nearest Area or Sub/Area H.Q., with a copy to G-1(B) this H.Q. Where it is necessary to arrive at the value of a loss and a write off is called for, the proceedings will be accompanied by:-

Ans G 990 submitted, in triplicate, certified by an Officer the R.A.O.C. or other service concerned.

6. INSTRUCTIONS ON CONVENING A COURT OF INQUIRY.

(a) The instructions ~~convening~~ a Court of Inquiry will be mission. They will be full and specific and will state the general character of the information required or not. (Rules of Procedure 125A(1).)

(b) If evidence is required on oath, the authority convening the Court will so direct. (Rules of Procedure 125(C).)

(c) Wherever possible Courts of Inquiry should be given a specific set of questions to answer with a view to eliciting:-

(i) that the ~~oath~~, stores or supplies, alleged to have been lost were actually in possession or held on charge and their value.

(ii) who was responsible for their safe custody.

(iii) what steps were taken to safeguard public property and whether they were adequate having regard to all circumstances.

appears that there is a "prima facie" against the accused, no further action will be taken by Court Martial. Any case which presents difficulty will be referred to the Legal Staff Officer at District HQ or Area/Sub Area for advice before trial and two copies of the Summary will accompany the application for advice. When a Summary of Evidence is ordered in the first instance a Court of Inquiry will not be held. Examples of such cases are:-

(a) The destruction by fire of vehicles and their loads through their drivers striking matches or smoking near leaking petrol tins.

(b) The loss of vehicles by leaving them unattended.

Proceedings will always be submitted in triplicate, to G-1(D). In provinces Liaison Group, etc., proceedings will be submitted to the nearest Area or Sub/Area H.Q., with a copy to G-1(3) this H.Q. Where it is necessary to arrive at the value of a loss and a write off is called for, the proceedings will be accompanied by:-

Alls G 993 submitted, in triplicate, certified by an Officer the R.A.O.C. or other service concerned.

6. INSTRUCTIONS ON CONVENING A COURT OF INQUIRY.

(a) The instructions on convening a Court of Inquiry will be written. They will be full and specific and will state the general character of the information required or not. (Rules of Procedure 125(A).)

(b) If evidence is required on oath, the authority convening the Court will so direct. (Rules of Procedure 125(C).)

(c) Wherever possible Courts of Inquiry should be given a specific set of questions to answer with a view to eliciting:-

(i) That the ~~car~~, stores or supplies, alleged to have been lost were actually in possession or held on charge and their value.

(ii) who was responsible for their safe custody.

(iii) what steps were taken to safeguard public property and whether they were adequate having regard to all circumstances.

(iv) how the loss occurred.

(v) what individual or individuals were responsible and whether due to gross negligence or not.

(vi) The degree of financial responsibility and penalty recommended to be inflicted on the person or persons found responsible.

(vii) what other disciplinary action should be taken.

(viii) what steps can be taken to avoid a recurrence of such losses.

(d) The object of Court of Inquiry is to place responsibility and this responsibility must be individual. Responsibility cannot in law be placed

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on a Unit collectively except in the case of Barrack Damages. Only when full investigation has proved that no person or persons could be held responsible should there be a finding that the loss should be borne by the public.

(c) A Schedule of the articles lost, priced and summarised in the form prescribed in annex II, to these notes, should be produced as evidence to the Inquiry and signed by the President of the Court. In the case of accounting units Mrs G 998 certified by an Officer of the R.E., R.I.S.C., R.I.O.C. or R.E.I.R. will be used for these purposes.

(f) Written reports of the results of the inquiries by the Civil and Military Police S.I.B. reports, etc., should be forwarded with the proceedings of the Court.

(g) Wherever possible witnesses should attend in person but, if a witness is not available owing to the exigencies of the service, the original of his signed statement should be attached to the proceedings and printed by the President who should state the reason for their attendance of the witness.

(h) Whenever it appears possible that the character or military reputation (which includes allegations of negligence) of an officer or soldier may be affected as the result of a Court of Inquiry, the convening officer should take all necessary steps to ensure that the provisions of Rules of Procedure 125(b) are complied with. In such the terms of reference should contain a clause to the following effect:-

"Care will be taken to ensure that the provisions of Rules of

Procedure 125(b) are complied with. Lieut..... They will themselves give evidence if required and will also be given an opportunity of cross-examining all witnesses on their own behalf".

(j) Attention is directed to K.R. (1940) paras 764(a) and 769 (a) in regard to the composition of Court of Inquiry.

7. SPECIAL PROCEDURE FOR CERTAIN LOSSES.

Loss by fire.

Attention is directed to CRO 199/43.

Losses in transit.

Whenever loss of stores or equipment takes place in transit and a Court of Inquiry is held, a representative of Mov. and Tn. will invariably be present throughout proceedings.

Loss of arms.

Losses of arms, ammunition and explosives stores, Govern ent 3513

proceedings of the Court.

(g) Whenever possible witnesses should attend in person but, if a witness is not available owing to the exigencies of the service, the original of his signed statement should be attached to the proceedings and marked by the President who should state the reason for the non attendance of the witness.

(h) Whenever it appears possible that the character or Military reputation (which includes allegations of negligence) of an officer or soldier may be affected as the result of a Court of Inquiry, the convening officer should take all necessary steps to ensure that the provisions of Rules of Procedure 1251(B) are complied with. In such the terms of reference should contain a clause to the following effect:-

"Care will be taken to ensure that the provisions of Rules of Procedure 1251(B) are complied with. Lieut..... They will

ptc..... will be present throughout the inquiry. They will themselves give evidence if required and will also be given an opportunity of cross-examining all witnesses on their own behalf".

(i) Attention is directed to K.R. (1240) paras 764(a) and 769 (a) in regard to the composition of Court of Inquiry.

7. SPECIAL PROCEDURE FOR CHERLIN LOSSES.

Loss by fire.

Attention is directed to GPO 199/43.

Losses in transit.

Whenever loss of stores or equipment takes place in transit and a Court of Inquiry is held, a representative of Mov. and Tn. will invariably be present throughout proceedings.

Loss of arms.

(a) Losses of arms, ammunition and explosives stores, Government or private, will be reported by signal immediately to H.Q. Area/Subarea, or at H.Q. A.C. to G-1 (Br).

(b) Any Officer of other ranks who loses his arms, will be tried by Court Martial unless a formation Comd, or Area/Sub Area C.O. 2, dispenses with trial.

Loss of Public Money due to Enemy Action.

(a) Future losses of public money owing to Enemy Action will be dealt with according to K.R.'s 1940, para 763 in the same manner as normal cash losses.

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- (b) All future cases of writes-off due to loss of public ~~any~~ through any cause whatsoever, will, when submitted to higher authority for approval, be accompanied by a statement in original from the Paymaster, who normally audits the account concerned. This statement will be obtained by the imprest holder and will indicate the sum which is deficient in the account.
- (c) No charge will be made by the Paymaster to the special Losses Suspense account except at the request of the Financial Advisor.
- (d) It is notified that the above applies to losses of Public Funds only. Any losses of cash which are the unit's regimental funds will be borne by the Unit.
- Thefts.
- In all cases of suspected theft, the following procedure will be adopted for reporting the matter:-
- (a) C.Os will report the loss to the nearest D.I.P.M.
- (b) The D.I.P.M. will be responsible for conveying the information to the S.I.B.
- (c) A witness from C.I.P. or S.I.B. will give evidence at the Court of Inquiry or a report from C.I.P. or S.I.B. will be attached to the proceedings.

Theft of Clothing.

- (a) The provisions of War Clothing Regulations, para 415, in respect of troops not quartered in permanent barracks have been relaxed. In deserving cases clothing lost by theft for which no person is convicted may be replaced free provided the consent of the Financial Advisor is obtained in each case.
- (b) Courts of Inquiry held on such losses should express an opinion as to whether soldiers are deserving of free replacements and in other cases the Commanding Officer should make a recommendation giving his reasons.
- (c) All action will be taken direct to the Financial Advisor by the Commander having financial power to deal with the loss.

Losses - Vehicles & Service Vehicles.

- (a) With losses of this nature, full particulars of the vehicles, including engine number and any other registered numbers, will be reported to the nearest D.I.P.M.
- (b) Commissioners, C.I.Os, etc, will maintain a register of the numbers of V.D. tyres, and in case of loss, full particulars will be given when reporting the loss.

(d) It is notified that the above procedure will be adopted for reporting the matter:-

Thefts.

In all cases of suspected theft, the following procedure will be adopted for reporting the matter:-

- (a) C.Os will report the loss to the nearest D.I.P.M.
- (b) The D.I.P.M. will be responsible for conveying the information to the S.I.B.
- (c) A witness from C.I.P. or S.I.B. will give evidence at the Court of Inquiry or a report from C.I.P. or S.I.B. will be attached to the proceedings.

Theft of Clothing.

(a) The provisions of War Clothing Regulations, para 113, in respect of troops not quartered in permanent barracks have been relaxed. In deserving cases clothing lost by theft for which no person is convicted may be replaced free provided the consent of the Financial Advisor is obtained in each case.

(b) Courts of Inquiry held on such losses should express an opinion as to whether soldiers are deserving of free replacements and in other cases the Commanding Officer should make a recommendation giving his reasons.

(c) All action will be taken direct to the Financial Advisor by the Commander having financial power to deal with the loss.

Losses - Vehicles & Spare Wheels.

(a) With losses of this nature, full particulars of the vehicles, including engine number and any other registered numbers, will be reported to the nearest D.I.P.M.

(b) Commissioners, C.I.Os, etc, will maintain a register of the numbers of V.D. types, and in case of loss, full particulars will be given when reporting the loss.

(c) The fact that paras (a) and (b) have been complied with will be recorded at any subsequent Court of Inquiry.

(d) A witness from the C.I.P. will give evidence at the Court of Inquiry or a report from C.I.P. or S.I.B. will be attached to the proceedings.

Traffic Accident.

(a) Court of Inquiry need NOT be held to investigate a traffic accident, unless:-

- (i) Service personnel have been injured or killed, and a Court of Inquiry is required by G.O. 40/44, Part 2. (Note particularly that G.O. 40/44 does not apply to Battle Casualties, and applies only to certain Battle accidents).
- or (ii) The O.C. is satisfied that it is the sole means of ascertaining the true facts.
- or (iii) It is ordered by higher authority or requested by the Claim Commission.

(b) Only one Court of Inquiry will be held in respect of an accident. Where two or more Service drivers, belonging to different units are involved, the Court of Inquiry will be held under arrangements to be made jointly between the Commanding Officers concerned.

Evidence.

Examination of witnesses.

- (i) Do not record a verbatim statement of the witness's evidence. Hear his whole statement and extract further evidence by questioning - précis the whole and write down.
- (ii) Do not record individual questions and answers except in the case of vitally important questions and answers which go to the root of the matter under inquiry.

(iii) Be inquisitive - ask searching questions - if the Court feels that a witness is not telling what he knows, it must continue examining him - recalling him as often as further facts become available of which it considers he must be able to speak.

(iv) The witness's statement must be read out to him and he must understand what he has said and agree to the record before signing it.

(a) Relevant Evidence.

- (i) Confine the statement of evidence that is finally recorded to what is relevant to the terms of reference. Bring out all relevant facts.
- (ii) The degree of negligence has to be decided by superior officers who will very often be unacquainted with local conditions. The evidence recorded must bring out the facts relating to local conditions or it may be found simply for the Court in its opinion to include an agreed statement containing useful local information.
- (iii) Acts are often found not to be so negligent as they at first appeared, if the full circumstances are brought to light. viz - no lock-up accommodation available and could not be provided though asked for, heavy guards duties at night involving loss of sleep, etc. Particulars of such extenuating circumstances must be brought out.
- (iv) Orders on a particular subject are relevant evidence. The Court must investigate fully whatever the existing orders. These should be produced in evidence and if Unit, etc., orders exist, copies should be attached to the proceedings. Such orders might be bathing orders, fire orders, orders re safeguarding weapons, etc. Investigate whether these orders were properly posted and could reasonably be known to persons concerned.

(ii) Do not record important questions and answers which go to the root of the matter under inquiry.

(iii) Be inquisitive - ask searching questions - if the Court feels that a witness is not telling what he knows, it must continue examining him - recalling him as often as further facts become available of which it considers he must be able to speak.

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(b) Relevant Evidence.

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8. COMMON RULES IN COURTS OF ENQUIRY.

(a) The inquiry is perfunctory and merely includes written statements of witness's evidence. Witnesses should be questioned on doubtful points if their evidence does not give the full facts.

(b) One copy only of the proceedings is submitted. Original and two copies will be sent to nearest Area or Sub Area, one copy to this H.Q.

(c) Proceedings are submitted.

(i) In the case of Non-accounting Units, without a Schedule of the articles lost priced and summarised in the form prescribed.

(ii) In the case of Accounting Units without J.Rs Q998, certified by an Officer of the R.L., R.A.S.C., R.A.O.C., or R.L.I.E.

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(iii) The priced list of MSs G 998 are not submitted in triplicate.

(d) The Court finds that certain stores are deficient without first having received any evidence that they were even in possession.

(c) Court does not express an opinion as to responsibility for loss.

(2) Documents are attached to the proceedings without being signed by the President or referred to in the Proceedings.

(r) In cases of fire, no sketch of the relative position of buildings or tents attached to the proceedings.

(n) The proceedings reach higher formations long after the incident inquired into's taken place, thus in many cases rendering futile any decision to effect recovery from individuals owing to the many and sudden moves of units.

(i) The failure in appropriate cases, to observe the provisions of rules of procedure 125A (B).

(j) President and/or Member of the Court are connected with the matter under examination. Provisions of K.R. (1940) para 764 (a) and 769 (a) in regard to composition of Court, detailing of officers not belonging to unit, concerned, not having being complied with.

(12) No evidence or report from C.M.P. or S.I.B. is included in the proceedings.

If the foregoing instructions are closely followed no difficulty should arise in the conduct of Courts of Inquiry or the rendering of proceedings.

BY COMMAND OF REAR ADMIRAL STONE.

Pauline

R. L. SIVILL, Capt.

5/Capt.

for Pringle,

Executive Commission

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Executive Officer (B) {1}

H.O., Dickson Lillian Group - 33-10
" " " " " " " "

- (2) Documents are attached to the proceedings of the President or referred to in the proceedings.
- (c) In cases of fire, no sketch of the relative position of building or tents attached to the proceedings.
- (d) The proceedings reach higher formations long after the incident inquired into has taken place, thus in many cases rendering futile any decision to effect recovery from individuals owing to the many and sudden moves of units.
- (i) The failure in appropriate cases, to observe the provisions of rules of procedure 125A (B).
- (j) President and/or member of the Court are connected with the matter under examination. Provisions of K.R. (1940) para 764 (a) and 769 (a) in regard to composition of Court, detailing of officers not belonging to unit, concerned, not having being complied with.
- (k) No evidence or report from C.I.P. or S.I.B. is included in the proceedings.
- If the foregoing instructions are closely followed no difficulty should arise in the conduct of Courts of Inquiry or the rendering of proceedings.

BY COMMAND OF REAR ADMIRAL STONE.

R. A. Saville
R.A. SAVILLE, Capt,
S/Capt,
for Brigadier,
Executive Commissioner.

/ev.

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HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/6/5/5/10

Tel : 236

SUBJECT : "Instructions for the Guidance
of officers of the Commission".

8 August 1945

TO : Office of the Executive Commissioner.

Reference your 32/30/10 dated 27th February.

Herewith volumes 1 and 2 of copy No. 1083 of the above publication
which have become surplus on the departure of Capt. W.V.M. Lewis.

FOR THE DIRECTOR :

W. V. M. Lewis

W. V. M. LEWIS,
Major,
Deputy Director,
Local Government Sub Commission

PCW/CG.

NO/6/5/3/1G

Tel : 286

SUBJECT : "Instructions for the Guidance
of officers of the Commission".

8 August 1945

TO : Office of the Executive Commissioner.

Reference your 82/80/10 dated 27th February.

Herewith volumes I and 2 of copy No. 1083 of the above publication
which have become surplus on the departure of Capt. W.V.M. Lewis.

FOR THE DIRECTOR :

W. R. Timmes

W. R. TIMMES,
Major,
Deputy Director,
Local Government Sub Commission

PCW/cg.

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HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AD/6/5/3/LG.

Tel. : 286

SUBJECT : Instructions for the Guidance of
Officers of the Commission.

2nd March 1945

TO : Office of Executive Commissioner.

1. Reference 82/80/EC dated 27th February, attached hereto are all the receiptsheld by this office.

2. Returned herewith are parts 1 and 2 of Volume No. 1438 held surplus to requirements.

3. For your information the volumes held by officers of Local Government S/C. are as follows: -

242	Capt, W.I. Cunningham
1080	Col. R.G.B. Spicer
1081	Maj. R.R. Temple
1082	Maj. C.G.R. Williams
1083	Capt. W.V.M. Lewis
1084	Capt. T.C. Sharps


R. G. B. SPICER
Colonel
Director
Local Government S/C.

FGW/ cm.

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HEADQUARTERS ARMY COMMISSION

APO 394

Office of the Executive Commissioner

Tel: 478201

27 February 1945.

Ref: 82/80/EC.

SUBJECT: "Instructions for the Guidance of
Officers of the Commission"

TO : Distribution Reverse.

1. APPENDICES (NO. 5).

(i) Further additions to "Instructions for the Guidance of Officers of the Commission" are being forwarded to you separately, as follows:-

- (a) Supplementary Index to Executive Memoranda.
- (b) Establishment Memoranda Nos. 20 to 28.
- (c) Office Memoranda Nos. 17 and 18.

6 copies of each.

(ii) The number of copies sent corresponds to your recent return and includes officers attached to you from other Regions.

(iii) If in fact there are insufficient copies, please notify this Office by return of the number of additional copies required, and the names of the Officers for whom required.

(iv) It is requested that IMMEDIATE distribution be made and any surplus copies be returned to this Office without delay.

2. OFFICE MEMORANDA.

It has been decided NOT to issue further Office Memoranda in printed form for inclusion in the above Instructions.

3. WITHDRAWAL OF VOLUMES.

Care will be taken to withdraw volumes from Officers when they leave the Commission. This applies particularly to the considerable number of Officers who will eventually proceed to AUSTRIA. When volumes are withdrawn they may be re-issued to any of your Officers who are without copies

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1. MEMORANDUMS (NO. 5).

(i) Further additions to "Instructions for the Guidance of Officers of the Commission" are being forwarded to you separately, as follows:-

- (a) Supplementary Index to Executive Memoranda.
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- (c) Office Memoranda Nos. 17 and 18.

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4. RECEIPTS AND NOTIFICATION OF ISSUES.

It has been decided that all signed receipts for volumes issued will be kept at this Office. Will you please therefore forward all those in your possession and send us receipts for future issues as they are made. In the event of any transfer or issue not covered by a formal receipt please notify this Office of the name of the Officer(s) to whom transferred or issued.

- 242. - Amended 1/13/45 - JFW.
- 1080 - Amended. 1/13/45 JFW.
- 1081 - Amended 1/13/45. JFW.
- 1082 - Amended. 1/13/45. JFW.
- 1083 - Amended. 2/3/45. JFW.
- 1084 - Amended. 2/3/45 JFW

E. J. J. J.
Brigadier
Executive Commissioner.

- 2 -

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 Civil Affairs Section
 DE. & I. S/C
 Education S/C
 Legal S/C
 Local Govt S/C
 IMA & A S/C
 Patriotic Branch
 Public Health S/C
 Economic Section
 Agriculture S/C
 Commerce S/C
 Finance S/C
 Food S/C
 Industry S/C
 Labour S/C
 P. V. & U. S/C
 Transportation S/C
 Political Section
 Establishment Section
 G-1 (B)
 G-1 (A)
 G-4 (B)
 G-4 (A)
 2675 Regt
 HQ Commandant
 Public Relations
 MED & IEM S/C
 Communications S/C
 Land Forces S/C (MIL)
 Navy S/C
 Air Force S/C
 Civil Affairs Section, 15 Army Group
 Civil Affairs Section, 15 Army Group
 R.Os. Regions SICILY,
 SARDEGNA,
 SOUTHERN,
 LAZIO-UMBRIA,
 ABRUZZI-MARCHE,
 TOSCANA,
 EMILIA,
 LIGURIA,
 L'ABRUZZO,
 VENETIA.
 The Fifth Army
 The Eighth Army

210-2

Civil Affairs Bureau
DE. & R. S/C
Education S/C
Legal S/C
Local Govt S/C
MFA & A S/C
Patriotic Branch
Public Health S/C
Economic Section
Agriculture S/C
Commerce S/C
Finance S/C
Food S/C
Industry S/C
Labour S/C
P. W. & U. S/C
Transportation S/C
Political Section
Establishment Section

C-1 (B)
C-1 (A)
C-4 (B)
C-4 (A)

2675 Regt
HQ Commandant
Public Relations
WD & IEN S/C
Communications S/C
Land Forces S/C (MIA)
Navy S/C

Air Forces S/C
Civil Affairs Section, 15 Army Group
Civil Affairs S/C
R. Cs. Regions SICILLI,
SARDEGNA,
SOUTHERN,
LAZIO-UMBRIA,
ABRUZZI-MARCHE,
TOSCANA,
PII II,
LIGURIA,
LOMBARDIA,
VENETIA.

AIG Fifth Army
AIG Eighth Army

HEADQUARTERS ALLIED COMMISSION
AFO 394
Office of the Chief of Staff

Ref. 4/4B/CA

27 January 1945

SUBJECT: Executive Memorandum No 45.

TO : See Distribution Below.

Executive Memorandum 45 dated 17 Mar 44 is cancelled and pages 90-97 inclusive of the handbook "Instructions for the Guidance of Officers of the Commission" will be noted accordingly.

W. S. Smith
Brigadier,
Chief of Staff.

Distribution "A"

242 Amended. 1/3 JH
1080 Amended 28/2 JH.
1081 Amended. 28/2 JH.
1082 Amended. 1/3 JH.
1083 Amended 2/3 JH.
1084 Amended 2/3 JH.

3506

HEADQUARTERS ALLIED COMMISSION

AFO 394

Office of the Chief of Staff

NOV 1944

27 November 1944.

Ref: 82/62/COS

SUBJECT: Instructions for the Guidance of Officers of the Commission.

TO : Distribution reverse.

1. Reference is made to the following communications from this HQ:

- (a) 86/2/CA dated 27 Apr 44, from RC and MG Section, enclosing *P. 1.*
Basic Instructions.
- (b) 590/27/CA dated 26 May 44, from RC and MG Section, enclosing *P. 8.*
Issues Nos. 1 and 2.
- (c) 589/52/CA dated 14 Sept 44 from RC and MG Section, enclosing *P. 11.*
Additions No. 3.
- (d) 82/60/COS dated 11 Nov 44 from Office, Chief of Staff enclosing *P. 12.*
further additions and amendments.

2. It is explained for information *P. 12* that the additions and amendments sent under cover 82/60/COS dated 11 Nov 44, were issued on the basis of effective strength and NOT assigned strength. It is therefore necessary to ensure that every officer, whether assigned or attached, is included in the distribution.

3. In order to obtain accurate knowledge of the position as at 4 December 1944, all recipients are required to complete and return the attached pro-forma to reach this office not later than 20 Dec 44.

4. Reference items 2, 3, 4, 5 and 6 of attached pro-forma :

- (a) In the event of deficiencies, a supporting statement will be attached to the return, furnishing names of the officers concerned, and parent unit in respect of attached personnel.
- (b) Where surplus copies are held, these will be returned to the Office of the Chief of Staff, this HQ forthwith.

DISTRIBUTION:

See over

350/3
Brigadier,
Chief of Staff.

4230

DISTRIBUTION:

C-5 ASHQ
 Chief Commissioner
 Chief of Staff
 Civil Affairs Section
 DP & R. S/C
 Education S/C
 Legal S/C
 Local Govt S/C
 MFA & A S/C
 Patriots Branch
 Public Health S/C
 Public Safety S/C
 Economic Section
 Agriculture S/C
 Commerce S/C
 Finance S/C
 Food S/C
 Industry S/C
 Labour S/C
 P. W. & U. S/C
 Transportation S/C
 Political Section
 Establishment Section
 Executive Officer (B)
 " " (A)
 G-1 (B)
 G-1 (A)
 G-4 (B)
 G-4 (A)
 2675 Regt
 HQ Commandant
 Public Relations
 WED & IPOW S/C
 Communications S/C
 Land Forces S/C (MFA)
 Navy S/C
 Air Forces S/C
 R.C's Regions SICILIA, SARDEGNA, SOUTHERN , LAZIO-UMBRIA,
 ABRUZZI-MARCHE, TOSCANA, EMILIA, LIGURIA,
 LOMBARDIA and VENEZIA.
 AMG Fifth Army
 AMG Eighth Army

Civil Affairs Section, HQ AAI

SICILIA, SARDEGNA, SOUTHERN , LAZIO-UMBRIA,
 ABRUZZI-MARCHE, TOSCANA, EMILIA, LIGURIA,
 LOMBARDIA and VENEZIA.

6/5/31

12

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

15 NOV 1944

Tel: 478201

11 November 1944

Ref: 82/60/COS

SUBJECT: "Instructions for the Guidance
of Officers of the Commission".

TO : Local Government &c

1. We are sending to you separately:
 - (a) 6 copies of additional pages for insertion in the "Guide":
 - (b) Amendments to Vols I and II.
2. Instructions for inserting the additional pages are attached.
3. Amendments Nos. 6, 14 and 15 no longer apply and should be deleted as the new memoranda have been printed and are enclosed.

242	Amended.	27/12/44	PfW.
1080	Amended.	28/2/45	PfW.
1081	Amended.	28/2/45	PfW.
1082	Amended.	?	PfW. Comm.
1083	Amended.	2/3/45	PfW.
1084	Amended.	2/12/44	PfW. Comm.

W. H. H. H.
Chief Staff Officer,
To the Chief of Staff.

3504

4095

12A

INSTRUCTIONS FOR INSERTING ADDITIONAL PAGES
IN GUIDE BOOK

1. Vol. IExecutive Memoranda

1. Remove old pages 19, 20, 21, 22, 23, 24 and 25. Insert new pages 19, 20, 21, 22, 23, 24 and 25.
2. Remove pages 69 to 84 inclusive. Insert new pages 69 to 84 H.
3. Add pages 159 to 203 at end of book.

2. Vol. II(a) Establishment Memoranda

1. Insert Index.
2. Remove pages 19, 20, 21 and 22. Insert new pages 19, 20, 21 and 22.
3. Add pages 41, 42, 43, 44, 44A, 44B, 44C, 44D and 44E immediately following green and white sketch.
4. Insert pages 61, 62 and 63.

(b) Office Memoranda

Insert index.

3. Amendments

Certain amendments to Executive Memoranda have become obsolete whilst with the printer, due to the original Memoranda being re-issued completely. As a consequence the following amendments can be ignored:

No. 6 on page 2 of amendments to Vol. I
" 14 " " 4 " " " "
" 15 " " 4 " " " "

3503

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2475

2103

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.C. SECTION
APO 394

25 SEP 1944

14 September 44

REF : 589/52/CA.

SUBJECT : Instructions for the Guidance of Officers.

TO : Interim Submission

1. Copies of Additions No. 3 to the above book are forwarded for distribution to the officers under your command.
2. Your attention is drawn to letter dated 24 August 44, being the first document in the new covers.
3. It will be noted that there are two pages 35, a new and old one. The old page 35 should be marked "Cancelled" but should not be removed as P. 36 on reverse is still required. Similarly that part of the old P. 36 relating to Para. Memo No. 15 should be marked "Cancelled" but not removed.
4. Pages 27 to 34 should be removed and the new pages 26 to 35 (a) inserted in their place. The old page 104 should be removed as a new one has been provided. Otherwise the Additions will follow on consecutively as paged.
5. Establishment Memos Nos. 13 and 14 will be forwarded shortly.

NORMAN E. FISKE
Colonel,
Deputy Executive
Commissioner.

3502

Copy No.	242	Amended.	25/9/44	SW
"	1080	Amended	26/9/44	SW
"	1081	Amended	27/9/44	SW
"	1082	Amended	26/9/44	SW

2103

TO : Intercom Subcommission

1. Copies of Additions No. 3 to the above book are forwarded for distribution to the officers under your command.
2. Your attention is drawn to letter dated 24 August 44, being the first document in the new covers.
3. It will be noted that there are two pages 35, a new and old one. The old page 35 should be marked "Cancelled" but should not be removed as P. 36 on reverse is still required. Similarly that part of the old P. 36 relating to Ex. Memo No. 15 should be marked "Cancelled" but not removed.
4. Pages 27 to 34 should be removed and the new pages 26 to 35 (a) inserted in their place. The old page 101 should be removed as a new one has been provided. Otherwise the Additions will follow on consecutively as paged.
5. Establishment Memos Nos. 13 and 14 will be forwarded shortly.

White & Redding

NORMAN E. FISKE
Colonel,
Deputy Executive
Commissioner.

3502

Copy No.	242.	Amended.	25/9/44.	SW.
"	1080	Amended	26/9/44.	SW.
"	1081	Amended	27/9/44	SW.
"	1082	Amended	26/9/44	SW.
"	1083	Amended.	27/9/44	SW.
"	1084			

(Capt. Sharkey)

HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/6/5/3

29 July, 1944.

SUBJECT : "Instructions for the Guidance of Officers
of the Commission"

TO : RC & MG Section (Attn. Dep. Ex. Commissioner).

1. Ref 47/60/CA of 29 July, 1944;
2. The number of copies of addition No. 3 is SEVEN.

TCS

R.G.B. SPICER
Colonel
Director
Interior Sub Commission

3501

6/5/3

Interior

9

1893

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.C. SECTION
APO 394

Ref 47/60/CA

29th July 1944

SUBJECT: "Instructions for the Guidance of Officers
of the Commission"

TO : Distribution as below.

1. We shall shortly be in a position to issue to all holders of the above book addition No. 3 which will include executive memoranda No. 48 to No. 71 etc. So that we may know the number of copies to send you, would you please state the number you require. Spare copies will not be available as the printer has been instructed only to print copies up to the number of books issued.

Norman E. Fiske
NORMAN E. FISKE
Colonel
Deputy Executive Commissioner

3500

Distribution "A"

5

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

ISSUE No. 1.

26 May 1944.

Ref/590/27/CA.

SUBJECT: Instructions for the Guidance of Officers of the Commission.

TO : R.C. Region *Interior* Sub-Commission.
Director, *Interior*
Head *Interior* Staff Branch.

1. Reference our 86/2/CA dated 27 April 1944.
2. Amendments and additions to "Instructions for the Guidance of Officers of the Commission" as under, are forwarded herewith.

5 Copies.

Norman E. Fiske
NORMAN E. FISKE
Colonel,
Deputy Executive
Commissioner.

3459

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

4/19B/45

26 May 44

SUBJECT : Instructions for the Guidance of Officers of the Commission - Handbook Amendment No 1.

TO : All Admin Sub-Commissions.

- 1 The subjoined copy of RCMG letter 342/29/CA dated 24 May 44, Amendment No 1 to "Instructions for the Guidance of Officers of the Allied Control Commission is forwarded.
- 2 All officers of your Sub-Commission will be instructed to amend their copies of the Handbook accordingly.
- 3 The matter of a wider distribution of amendments to this book is being taken up with RC & MG Section.

*With a para 3 added. The printed pages with
issued in the Annex RRC*

R. R. Chipp
R. R. CHIPPS,
Lieut. Colonel,
CSO Admin Section.

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

Ref/342/29/CA

24 May 1944

AMENDMENT No. 1

to

INSTRUCTIONS FOR THE
GUIDANCE OF OFFICERS
OF THE ALLIED CONTROL
COMMISSION.

pages 54-55.

PROPERTY CONTROL, Executive Memorandum No. 30, Schedule "B".

- (a) Para 9 (c) - Delete 'NNIC' and substitute 'ENIC'. ✓ ✓
(b) Para 10 - Delete whole of 10 (a), (c) and (d). ✓ ✓

Para 10(b) becomes 10(a) ✓ ✓

Add:

3498

2 All officers of your Sub-Commission will be instructed to amend their copies of the Handbook accordingly.

3 The matter of a wider distribution of amendments to this book is being taken up with RC & LG Section.

With 3 para 3 added. The printed pages will be issued in due course RRC

R.R. Cripps
R.R. CRIPPS,
Lieut. Colonel,
CSO Admin Section.

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

24 May 1944

Ref/342/29/GA

AMENDMENT No.1

to
INSTRUCTIONS FOR THE
GUIDANCE OF OFFICERS
OF THE ALLIED CONTROL
COMMISSION.

pages 54-55.

PROPERTY CONTROL, Executive Memorandum No.20, Schedule "B".

(a) Para 9 (c) - Delete 'NNIC' and substitute 'ENIC'. ✓✓

(b) Para 10 - Delete whole of 10 (a), (c) and (d). ✓✓

Para 10(b) becomes 10(a) ✓✓

Add:

10(b) Borrow or expend monies for the reparation of war damage, with the exception of minor repairs, not exceeding the cost of Lire 2000. ✓✓

10(c) Enter into any contract or execute a deed necessary for the exercise of any of the powers of the D.P.C., except for the purpose laid down in Executive Memorandum No. 15 of 22 May 1944. ✓✓

(Sgd) W. Driffield White Major G.L.
for NORMAN E. FISKE, Colonel,
Deputy Executive Commissioner,

DISTRIBUTION: RC's Regions I, II, III, IV, V, VI, VII, VIII & IX
SCAO's 5th and 8th Armies

Admin Section - for Property Control S.C.

Copy N°1080 amended. 26/5/44. RRC
" " 1081 ✓ 9/6/44. RRC
" " 1082 ✓ 9/6/44. RRC
" " 1083 ✓ 6/6/44. RRC
" " 1084 ✓ 9/6/44. RRC

RMAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 349.

ACC/6/5/3/INT.

15th May, 1944.

SUBJECT: Instructions for the Guidance of Officers of the Commission.

TO : RC & MG Section.

Reference your memo Ref/86/2/GA. dated 27th April 1944 para. 4,
distribution form is returned herewith duly completed.

DSW.

Enc. 1

P. 1
R.G.B. SPICER,
Lt. Colonel,
Director,
Interior Sub-Commission.

3497

182

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/6/5/3/Int

11 May 1944

SUBJECT: Instructions for the guidance of Officers of the Commission
TO : Administrative section

1. Reference your communication of 6th May 1944 (4/19B/AS).
2. Executive Memorandum #30. As soon as the Royal Decree has been implemented to take effect in AMT Territory schedule B might be augmented to include a section entitled "local government". The pattern of local government to be followed is that contained in Royal Decree No. 111 as extended by A.C.G. for A.M.G. Territory.
3. Executive Memorandum #31. This is no longer applicable. Your letter (Ref: 4/19B/AS of 6 May to RG & W2 Section refers.
4. Executive Memorandum #39. Contents of this Memorandum and concomitant appendices are out of date in view of the publication of the Decree in 2, and the arrangements for its application to all occupied Italy.

R. G. B. SPICER
Lt Colonel
Director
Interior sub-Commission

i/t

3496

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1120
REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

Interim (3)

4/19E/AS

6 May 44.

SUBJECT : Instructions for the Guidance of
Officers of the Commission.

TO : All Admin Sub-Comms.

- 1 With reference to the recently published handbook.
- 2 Please check carefully the undernoted portions of the handbook and submit if possible by 9 May any comments you have to make thereon, particularising any alterations or additions which you consider essential to be made.
- 3 If you have any general comments or particular comments upon other portions of the handbook which you wish to make, please submit them.

[Signature]

S.H. WHITE, Major,
for CSO Admin.

Portions of the Handbook upon which particular comment is required by:-

<u>Sub-Commission.</u>	<u>Exec. Memo. No.</u>
Legal	4, 6, 7, 18, 30, 37.
Safety	8, 24, 30.
Health	30, 34.
Interior	✓ 12, 30, 39.
Property	13, 30 and Appx "K" (where in text is Appx "K" mentioned ?).
Education	30.
WFAA	30.

3495

2118

(2)

DISTRIBUTION OF INSTRUCTIONS
FOR THE GUIDANCE OF OFFICERS
OF THE COMMISSION.

Region SUB-Comm.					
Cy No.	Name of Officer to whom issued	Rank	Appt.	Date of Receipt	Initials of Issuing Officer
1080	S				
1080	SPICER, R.G.B.	Lt. Colonel.	Director.	5/5/44	JSV
1081	TEMPLE, R.R.	Captain.	Asst. Offr.	5/5/44	JSV
1082	WILLIAMS, C.C.R.	Captain.	Asst. Ex. Officer.	14/5/44	JSV
1083	LEWIS, W.V.M.	Lieutenant.	Staff Officer.	5/5/44	JSV
1084	SHANKS, R.C.	Lieutenant.	Adjutant.	5/5/44	JSV

Signature _____

3494

Head of Branch } Regional Commissioner
Director

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

Ref/86/2/CA.

27 April 1944.

SUBJECT: Instructions for the Guidance of Officers of the Commission.

TO : R.C. Region _____
Director, INTERIOR Sub-Commission.
Head _____ Staff Branch.

1. Herewith copies Nos. 1080 to 1084, inclusive of the above publication for issue to the officers under your command.
2. Attached are numbered copies of issue notice for use with each individual copy.
3. The receipt portion of the issue notice should be retained by you until the relevant copy is returned or the officer is transferred or re-assigned to another Branch of this organisation when it will be forwarded to the officer's new commander.
4. Please report on the form attached the distribution of the copies enumerated above. Changes in this distribution should be notified to R.C. & M.G. Section (Civil Affairs Branch) as they occur.
5. If the number of copies supplied are insufficient to meet the requirements of para.1 above, a further supply will be forwarded on demand to be accompanied by indication of distribution.
6. Instructions regarding the disposal of copies returned to you will be issued later.

Norman E. Fiske
NORMAN E. FISKE
Colonel,
Deputy Executive,
Commissioner. 3493

2120