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10000/141/535

ESTABLISHMENT MEMORANDUM
FEB. 1944 - FEB. 1946

4 Nov. Adj ①

1. Please ascertain whether this allow ance (p.45) is extra and ~~not~~ does not vary according to salary of employee, ~~extra responsibility~~ yes.
2. Includes drivers does it not
3. How and when is it paid?
4. Are rations still drawn?
5. Acquaint all officers and warrants who in turn will inform civilian drivers accordingly.

RRT

(2)

7 Nov. A/Sutlr.

1. Est. Memo 1029 is revoked. 45
2. A new Memo giving details of those eligible to draw and the method of drawing will be published in a few days.

O.K. RRT 8 Nov.

RRT

10 Nov. Staff. Sgt. 4420

Please let all Station Clerical Staff are advised of the contents of 64.

I have shown it to Lt Mayhew.

R. R. Clapp Capt.

11 Nov. Shown to all civilian staff. HW. 64.

3 Sqt. S/Sgt. please see folio 75 RRT

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

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

83

HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF THE CHIEF COMMISSIONER

12 February 1946

ESTABLISHMENT MEMORANDUM)

NUMBER 33)

CHANGE NUMBER 2

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

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

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

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

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

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

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

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

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

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:
K. WILBE-JONES
Lieut Colonel
Executive Officer (B)

Distribution:
"A"

1173

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82

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

17 DEC 1945

ESTABLISHMENT MEMORANDUM)
NUMBER 4)

17 December, 1945.

CHANGE NUMBER 2

1. Establishment Memorandum Number 4, this Headquarters, dated 21st March, 1945, is hereby amended as follows:

A. Paragraph 1 (a) (i), line 3.

Delete "GRO 842 of 1945" and substitute "GRO 1266 of 1945".

B. Paragraph 1 (c) (i), line 2.

Delete "GRO 520 of 1945" and substitute "GRO 1266 of 1945".

BY COMMAND OF REAR ADMIRAL STONE :

NORMAN E. FISKE,
Colonel, Cavalry,
U.S. Establishment Section.

CERTIFIED :

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

DISTRIBUTION
"A"

Area Group III.

amendments carried out
Bde

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

1 November 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 19)

OUTSTANDING ACCOUNTS

1. In many instances bills for payment of overdue accounts on contracts for services rendered or supplies delivered on order of various Sub-Commissions, are erroneously being addressed by civilian creditors to the Finance Sub-Commission.

2. It is the responsibility of any Sub-Commission entering into a contract with a civilian firm on behalf of Allied Commission, to see the contract through to final discharge.

3. When a bill is received, the Allied officer handling the contract is responsible:

a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;

b. to prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and

c. to send the payment voucher and related bill to the Allied Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

4. In the future the Finance Sub-Commission will refer all bills received by it to the Sub-Commission concerned for appropriate action in accordance with the foregoing procedure.

4417

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN
Colonel, Infantry

Declassified E.O. 12356 Section 3.3/NND No. 778502

1. In many instances bills for payment of overdue accounts on contracts for services rendered or supplies delivered on order of various Sub-Commissions, are erroneously being addressed by civilian creditors to the Finance Sub-Commission.

2. It is the responsibility of any Sub-Commission entering into a contract with a civilian firm on behalf of Allied Commission, to see the contract through to final discharge.

3. When a bill is received, the Allied officer handling the contract is responsible:

a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;

b. to prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and

c. to send the payment voucher and related bill to the Allied Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

4. In the future the Finance Sub-Commission will refer all bills received by it to the Sub-Commission concerned for appropriate action in accordance with the foregoing procedure. 4417

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN
Colonel, Infantry
Actg Vice President

OFFICIAL:

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

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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:

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

OFFICIAL:

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

DISTRIBUTION:
"A"
Groups I and II

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R E S T R I C T E D

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

5 OCT 1945

3 October 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 33)

CHANGE NUMBER 1

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

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

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

(b) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing at Headquarters, Allied Commission, by the Headquarters Commandant."

(c) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing for Regions by the Regional Commissioner."

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL :

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

4415

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

78

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HEADQUARTERS ALLIED COMMISSION
ESTABLISHMENT SECTION
APO 394

26 September 1945

MEMORANDUM:

TO : Distribution Below

26 SEP 1945

ADJUTANT'S SECTION

1. Effective 30 September 1945, the Adjutant's Section, (Rooms 16, 18 and 20, Ground Floor), will be closed on Sundays. No Special Orders, Travel Orders or Daily Bulletins will be published on those days.

2. Requests for Travel and/or Assignment Orders and full particulars on any emergency travel that must be performed, will be left with the Establishment Section Duty Officer (Room 44, 3rd Floor), and confirming orders will be published by the Adjutant, on the following day.

3. Announcement of the name of the Officer who is to perform Headquarters Night Staff Duty Officer, will be made in the Daily Bulletin published on the preceding Saturday.

4. Outgoing Signals will be authenticated by the Establishment Section Duty Officer who will be on duty from 0930 hours to 1800 hours. After 1800 hours, signals will be sent to the Night Staff Duty Officer for authentication (Room 20, Ground Floor), as heretofore.

BY COMMAND OF REAR ADMIRAL STONE:

C. H. PARKIN
Colonel, Infantry
Acting Vice President

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"C"

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

20 SEP 1945

18 September 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 17)

ENTERTAINMENT EXPENDITURE

1. Paragraph 4 of Administrative Order No. 2, dated 27 January 1944, is hereby revoked and the following paragraph is substituted therefor:

"4. (a) All statements of expenditure of AC/AMG funds for the purpose of official entertainment will be submitted in detail, with supporting vouchers approved by the Chief Commissioner or the Executive Commissioner, to the appropriate Sub-Accountant (at HQ or in the Region concerned), for payment.

(b) It will be realized that the term "official entertainment" covers only necessary entertaining of important Allied personages and comparable Italian officials. Each statement and supporting vouchers submitted for approval in accordance with sub-para (a) above will include a justification for the entertainment. No hesitation will be shown in disapproving entertainment claims which are not considered both necessary and official."

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN
Colonel, Infantry
Actg Vice President

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

5 September 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 16)

INACTIVATION OF THE 3D TRUCK BATTALION, TRUCK OPERATING GROUP, ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the inactivation of the 3d Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel) as of 2400 hours, 4 September 1945.

2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 17th to 24th Truck Companies inclusive, of Italian Army Personnel.

3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, file AG 547/177 GEG-O, Subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

28 August 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 15)

WAGE-RATES OF ALLIED COMMISSION/ALLIED MILITARY GOVERNMENT CIVILIAN EMPLOYEES

1. The maximum and minimun wage rates payable to civilian employees of Allied Commission/Allied Military Government, together with cost-of-living bonuses, allowances, etc., are governed by AFHQ Administrative Memorandum Number 34, dated 29 June 1945, entitled "Conditions of Employment, Wage Scales, Bonuses and Allowances for Civilians Employed by the Allied Forces in Italy, Sicily and Sardinia", and its subsequent amendments.

2. In the past, Finance Sub-Commission, through the Audit Division of the Accounting Sub-Section has made a careful check of all Wages paid to civilian employees, from the Payrolls submitted by Sub-Accountants with their monthly Reports of Receipts and Disbursements, and where the rates have not conformed to the authorized scale, and Observation has been sent to the Sub-Accountant, calling for an explanation of the apparent error.

3. Since the implementation of AFHQ Administrative Memorandum Number 25, 1945, which authorized Labor and Wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-Living bonuses locally, it has in fact been found impracticable for the Audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with Regional boundaries; and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.

4. Nevertheless it is of the utmost importance that Sub-Accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

"Certified that all above rates of pay are in accordance with existing AFHQ authorized scales, as modified by Local Wages Sub-Committee".

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AMG Liguria, Piemonte, Lombardia, Venezia and Venezia Giulia, under reference Number 4251, dated 25 August 1945.

BY COMMAND OF REAR ADMIRAL STONE:

4411

Declassified E.O. 12356 Section 3.3/NND No. 778502

WAGE-RATES OF ALLIED COMMISSION/ALLIED
MILITARY GOVERNMENT CIVILIAN EMPLOYEES

1. The maximum and minimun wage rates payable to civilian employees of Allied Commission/Allied Military Government, together with cost-of-living bonuses, allowances, etc., are governed by AFHQ Administrative Memorandum Number 34, dated 29 June 1945, entitled "Conditions of Employment, Wage Scales, Bonuses and Allowances for Civilians Employed by the Allied Forces in Italy, Sicily and Sardinia", and its subsequent amendments.

2. In the past, Finance Sub-Commission, through the Audit Division of the Accounting Sub-Section has made a careful check of all Wages paid to civilian employees, from the Payrolls submitted by Sub-Accountants with their monthly Reports of Receipts and Disbursements, and where the rates have not conformed to the authorized scale, and Observation has been sent to the Sub-Accountant, calling for an explanation of the apparent error.

3. Since the implementation of AFHQ Administrative Memorandum Number 25, 1945, which authorized Labor and Wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-Living bonuses locally, it has in fact been found impracticable for the Audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with Regional boundaries; and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.

4. Nevertheless it is of the utmost importance that Sub-Accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

"Certified that all above rates of pay are in accordance with existing AFHQ authorized scales, as modified by Local Wages Sub-Committees". 4411

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AMG Liguria, Piemonte, Lombardia, Venezie and Venezia Giulia, under reference Number 4251, dated 25 August 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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Group II Dist "A"

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

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).

DISTRIBUTION:
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Groups I and II

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CORRECTED COPY

HEADQUARTERS ALLIED COMMISSION
ESTABLISHMENT SECTION
APO 394

MEMORANDUM : 20 August 1945

TO : Distribution Below

24 AUG 1945

SUBMISSION OF REQUESTS FOR TRAVEL AND/OR ASSIGNMENT ORDERS

Effective immediately upon receipt of this directive, all requests for travel and/or assignment orders submitted to the Office of the Assistant Adjutant before noon (1200 hours), for publication, will be published not later than noon of the following day, and all requests received after the above-mentioned hour, or in the afternoon, will be published the afternoon of the following day.

All requests for travel orders marked "EMERGENCY", as considered so urgent as to make necessary waiver of the provisions outlined in this directive, must carry the written approval of the Vice-President of the Establishment Section.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN
Colonel, Infantry
Acting Vice President

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Also appears to be a duplicate, except for the date, 9 Jan 1946

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HEADQUARTERS ALLIED COMMISSION
ESTABLISHMENT SECTION
APO 394

18 AUG 1945

MEMORANDUM :

16 August 1945

TO : Distribution Below

SUBMISSION OF REQUESTS FOR TRAVEL AND/OR ASSIGNMENT ORDERS

Effective immediately upon receipt of this directive, all requests for travel and/or assignment orders submitted to the Office of the Assistant Adjutant before noon (1200 hours), for publication, will be published not later than noon of the following day, and all requests received after the above-mentioned hour, or in the afternoon, will be published the afternoon of the following day.

All requests for travel orders marked "EMERGENCY", as considered so urgent as to make necessary waiver of the provisions outlined in this directive, must carry the written approval of the Vice-President of the Establishment Section.

BY COMMAND OF REAR ADMIRAL STONE:

C. L. PARRAIN
Colonel, Infantry
Vice President

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

1 AUG 1945

27 July 1945.

ESTABLISHMENT MEMORANDUM)
NUMBER 12)

INACTIVATION OF THE 2d TRUCK BATTALION, TRUCK OPERATING GROUP, ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the inactivation of the 2d Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel), as of 2400 hours this date.

2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 9th to 16th Truck Companies inclusive, of Italian Army Personnel.

3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, file AG 537/177 GEG-O, subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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31 JUL 1945

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HEADQUARTERS ALLIED COMMISSION
AND 39
ESTABLISHMENT SECTION

30 July, 1945.

ESTABLISHMENT MEMORANDUM
NUMBER 4 : CHANGE NUMBER 2

P.59

1. Establishment Memorandum Number 4, this headquarters, dated 21st March, 1945, is hereby amended as follows:

A. Paragraph 1 (a) (i), lines 2 and 3.

Delete words from "the same ration as" to "establishment concerned", and substitute "rations in accordance with G.R.O. 342 of 1945".

B. Paragraph 1 (c) (1), line 3.

Delete "A.A.I. Routine Order No. 252" and substitute "G.R.O. 520 of 1945".

Amended 1 F

BY COMMAND OF FIELD MARSHAL SMUTS :

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

OFFICIAL :

J. L. Jones

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

19 July 1945

69

ESTABLISHMENT MEMORANDUM)
:
NUMBER 10) CHANGE NO. 1

p.67.

In paragraph 3, Establishment Memorandum Number 10, this headquarters, dated 28 May 1945, delete so much as reads: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group, will report to the Vice President of the Economic Section, Allied Commission", and substitute therefor: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group will report to the Director, Transportation Sub-Commission, Economic Section, Allied Commission".

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

SIR J. E. T. RITCHIE
Lt Colonel
Actg Executive Officer (B)

DISTRIBUTION:
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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 paragraph 3 of Establishment Memorandum Number 33, which lays down the powers of authorization which are delegated to Regional Commissioners, Provincial Commissioners and other officers. All officers should be reminded that they may

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

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 paragraph 3 of Establishment Memorandum Number 33, which lays down the powers of authorization which are delegated to Regional Commissioners, Provincial Commissioners and other officers. All officers should be reminded that they may be held liable for any expenditures incurred without proper authority. If these instructions are properly adhered to, much will have been done to achieve the desired control and economy.

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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Declassified E.O. 12356 Section 3.3/NND No. 788021

Estab Memo #11, this Hq, 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:
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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).

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

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2 9 MAY 1945

28 May 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 10)

ESTABLISHMENT OF TRUCK OPERATING GROUP & MAINTENANCE GROUP, ALLIED COMMISSION

1. These organizations were approved by AFHQ, pursuant to letter AG 537/177 GDS-O, dated 13 May 1945.

2. The Motor Transport Group established by Establishment Memorandum Number 2, Headquarters Allied Commission, 3 March 1945, is hereby disbanded and the personnel will be used to form the Truck Operating Group and the Maintenance Group.

3. In paragraph 2 (a) Establishment Memorandum Number 2, dated 3 March 1945, DELETE: "Its Commanding Officer will report to the Chief Commissioner of the Allied Commission in a status comparable to that of a Regional Commissioner, Allied Commission/Allied Military Government", and SUBSTITUTE THEREFOR: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group, will report to the ~~Vice President of the Economic Section, Allied Commission~~". Director, Transportation Sub-Commission, Economic Section

4. Functions and responsibilities of the Truck Operating Group are the same as those published for the Motor Transport Group in Establishment Memorandum Number 2, of 3 March 1945. DELETE: "Motor Transport Group" wherever it appears in Establishment Memorandum Number 2, of 3 March 1945, and SUBSTITUTE THEREFOR: "Truck Operating Group".

5. Functions and responsibilities of the Maintenance Group are to establish spare parts depots and sub-depots and maintenance base shops and higher echelons of maintenance shops, for truck operating group vehicles and other vehicles under control of Allied Commission/Allied Military Government and all allied relief agencies and missions. Shops will be operated through contract with competent civilian management in static installations. The channels for supply and administration will be the same as those of the Truck Operating Group.

6. Paragraph 3, Establishment Memorandum Number 2, of 3 March 1945, is rescinded in its entirety.

7. Colonel JAMES J. CARNES, 015340, Infantry, USA, is hereby assigned as Commanding Officer of the Truck Operating Group and Maintenance Group.

4403

BY COMMAND OF REAR ADMIRAL STONE:

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

Declassified E.O. 12356 Section 3.3/NND No. 785221

...GLS-0, dated 13 May 1945.

2. The Motor Transport Group established by Establishment Memorandum Number 2, Headquarters Allied Commission, 3 March 1945, is hereby disbanded and the personnel will be used to form the Truck Operating Group and the Maintenance Group.

3. In paragraph 2 (a) Establishment Memorandum Number 2, dated 3 March 1945, DELETE: "Its Commanding Officer will report to the Chief Commissioner of the Allied Commission in a status comparable to that of a Regional Commissioner, Allied Commission/Allied Military Government", and SUBSTITUTE THEREFOR: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group, will report to the ~~Vice President of the Economic Section, Allied~~ Director, Transportation Sub-Commission, Economic Section, Allied Commission".

4. Functions and responsibilities of the Truck Operating Group are the same as those published for the Motor Transport Group in Establishment Memorandum Number 2, of 3 March 1945. DELETE: "Motor Transport Group" wherever it appears in Establishment Memorandum Number 2, of 3 March 1945, and SUBSTITUTE THEREFOR: "Truck Operating Group".

5. Functions and responsibilities of the Maintenance Group are to establish spare parts depots and sub-depots and maintenance base shops and higher echelons of maintenance shops, for truck operating group vehicles and other vehicles under control of Allied Commission/Allied Military Government and all allied relief agencies and missions. Shops will be operated through contract with competent civilian management in static installations. The channels for supply and administration will be the same as those of the Truck Operating Group.

6. Paragraph 3, Establishment Memorandum Number 2, of 3 March 1945, is rescinded in its entirety.

7. Colonel JAMES J. CARNES, 015340, Infantry, USA, is hereby assigned as Commanding Officer of the Truck Operating Group and Maintenance Group.

4403

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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23 MAY 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

22 May 1945

ESTABLISHMENT MEMORANDUM : CHANGE NUMBER 1
NUMBER 7 :

1. Establishment Memorandum Number 7, this headquarters, dated 1 May 1945, is hereby amended as follows:

a. Paragraph 4.

Delete the present paragraph and substitute the following:

"4. The functions and responsibilities of the 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel), are the same as those laid down for the 1st Truck Battalion, in Establishment Memorandum No. 2, of 3 March 1945."

BY COMMAND OF REAR ADMIRAL STONE:

Amended. 23/5. dhs

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

15 May 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 9)

AIR COURIER SERVICE TO NORTH ITALY

1. Effective 15 May 1945 an Air Courier Service to cover the North of Italy will operate to the following points:

BOLOGNA - for Emilia Region and SCAO 5th Army
TREVISO - for Venezia Region
VERONA - for 5th Army AMG
MILAN - Lenate Airdrome for Lombardia Region
TURIN - for Piemonte Region) Not in operation at present.
GENOVA - for Liguria Region) Would the responsible Regional Commissioners please report to this Headquarters the names of airdromes suitable at their respective Headquarters.

2. This service will operate with Italian Air Force planes, Type S.M. 79, pay-load 7 passengers, plus 800 lbs. of freight, or 2,000 lbs. of freight without passengers, and S.M. 82, pay-load 20 passengers and 2,000 lbs. of freight.

3. Bookings from ROME will be carried out by the Dispatch Officer, Headquarters Commandant's Section, at this Headquarters. Intermediate bookings will be accepted by the Captain of the plane, subject to space being available. All passengers must be in possession of travel orders made out as follows: "Travel by Italian Military Aircraft is authorized." Such orders must be issued with the authority of the Regional Commissioner, DCCAO or SCAO concerned. Two copies will be handed to the Captain of the plane for intermediate bookings. Passengers will be under the orders of the Captain of the plane during the flight and his instructions must be carried out at all times. On no account is smoking permitted in or near the planes. One day's rations will be carried by each passenger. Regional Commissioners, etc. are requested to make the necessary arrangements to meet the planes at the airfields as mentioned above, in accordance with undernoted schedules.

4. Commencing Tuesday, 15 May, with Schedule 'A', the service will continue, weather permitting, with Schedules 'A' and 'B' on alternate days.

4401

Schedule 'A':

	Arrive	Depart
		0930 hrs

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NUMBER 9)

AIR COURIER SERVICE TO NORTH ITALY

1. Effective 15 May 1945 an Air Courier Service to cover the North of Italy will operate to the following points:

BOLOGNA	-	for Emilia Region and SCAO 5th Army	
TREVISO	-	for Venezia Region	
VERONA	-	for 5th Army AMG	
MILAN	-	Lenate Airdrome for Lombardia Region	
TURIN	-	for Piemonte Region)	Not in operation at present. Would the responsible Regional Commissioners please report to this Headquarters the names of airdromes suitable at their respective Headquarters.
GENOVA	-	for Liguria Region)	

2. This service will operate with Italian Air Force planes, Type S.M. 79, pay-load 7 passengers, plus 800 lbs. of freight, or 2,000 lbs. of freight without passengers, and S.M. 82, pay-load 20 passengers and 2,000 lbs. of freight.

3. Bookings from ROME will be carried out by the Dispatch Officer, Headquarters Commandant's Section, at this Headquarters. Intermediate bookings will be accepted by the Captain of the plane, subject to space being available. All passengers must be in possession of travel orders made out as follows: "Travel by Italian Military Aircraft is authorized." Such orders must be issued with the authority of the Regional Commissioner, DCCAO or SCAO concerned. Two copies will be handed to the Captain of the plane for intermediate bookings. Passengers will be under the orders of the Captain of the plane during the flight and his instructions must be carried out at all times. On no account is smoking permitted in or near the planes. One day's rations will be carried by each passenger. Regional Commissioners, etc. are requested to make the necessary arrangements to meet the planes at the airfields as mentioned above, in accordance with undernoted schedules.

4. Commencing Tuesday, 15 May, with Schedule 'A', the service will continue, weather permitting, with Schedules 'A' and 'B' on alternate days.

Schedule 'A':

4401

	Arrive		Depart
ROME (Centocelle)	--		0930 hrs
MILAN (Linate)	1145 hrs	--	Stay overnight
MILAN (Linate)	--		0930 hrs (following day)
TREVISO	1030 hrs		1130 hrs
BOLOGNA	1200 hrs	(Lunch)	1430 hrs
ROME (Centocelle)	1545 hrs		--

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

15 May 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 9)

AIR COURIER SERVICE TO NORTH ITALY

1. Effective 15 May 1945 an Air Courier Service to cover the North of Italy will operate to the following points:

BOLOGNA - for Emilia Region and SCAO 5th Army
TREVISO - for Venezia Region
VERONA - for 5th Army AMG
MILAN - Lenate Airdrome for Lombardia Region
TURIN - for Piemonte Region) Not in operation at present.
GENOVA - for Liguria Region) Would the responsible Regional Commissioners please report to this Headquarters the names of airdromes suitable at their respective Headquarters.

2. This service will operate with Italian Air Force planes, Type S.M. 79, pay-load 7 passengers, plus 800 lbs. of freight, or 2,000 lbs. of freight without passengers, and S.M. 82, pay-load 20 passengers and 2,000 lbs. of freight.

3. Bookings from ROME will be carried out by the Dispatch Officer, Headquarters Commandant's Section, at this Headquarters. Intermediate bookings will be accepted by the Captain of the plane, subject to space being available. All passengers must be in possession of travel orders made out as follows: "Travel by Italian Military Aircraft is authorized." Such orders must be issued with the authority of the Regional Commissioner, DCCAO or SCAO concerned. Two copies will be handed to the Captain of the plane for intermediate bookings. Passengers will be under the orders of the Captain of the plane during the flight and his instructions must be carried out at all times. On no account is smoking permitted in or near the planes. One day's rations will be carried by each passenger. Regional Commissioners, etc. are requested to make the necessary arrangements to meet the planes at the airfields as mentioned above, in accordance with undernoted schedules.

4. Commencing Tuesday, 15 May, with Schedule 'A', the service will continue, weather permitting, with Schedules 'A' and 'B' on alternate days.

4401

Schedule 'A':

	Arrive	Depart
ROME (Centocelle)	--	0930 hrs
[illegible]	1145 hrs	Stay overnight

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

Air Courier Service to North Italy

1. Effective 15 May 1945 an Air Courier Service to cover the North of Italy will operate to the following points:

BOLOGNA	- for Emilia Region and SCAO 5th Army	
TREVISO	- for Venezia Region	
VERONA	- for 5th Army AMG	
MILAN	- Lenate Airdrome for Lombardia Region	
TURIN	- for Piemonte Region)	Not in operation at present. Would the responsible Regional Commissioners please report to this Headquarters the names of airdromes suitable at their respective Headquarters.
GENOVA	- for Liguria Region)	

2. This service will operate with Italian Air Force planes, Type S.M. 79, pay-load 7 passengers, plus 800 lbs. of freight, or 2,000 lbs. of freight without passengers, and S.M. 82, pay-load 20 passengers and 2,000 lbs. of freight.

3. Bookings from ROME will be carried out by the Dispatch Officer, Headquarters Commandant's Section, at this Headquarters. Intermediate bookings will be accepted by the Captain of the plane, subject to space being available. All passengers must be in possession of travel orders made out as follows: "Travel by Italian Military Aircraft is authorized." Such orders must be issued with the authority of the Regional Commissioner, DCCAO or SCAO concerned. Two copies will be handed to the Captain of the plane for intermediate bookings. Passengers will be under the orders of the Captain of the plane during the flight and his instructions must be carried out at all times. On no account is smoking permitted in or near the planes. One day's rations will be carried by each passenger. Regional Commissioners, etc. are requested to make the necessary arrangements to meet the planes at the airfields as mentioned above, in accordance with undernoted schedules.

4. Commencing Tuesday, 15 May, with Schedule 'A', the service will continue, weather permitting, with Schedules 'A' and 'B' on alternate days.

4401

Schedule 'A':

	Arrive		Depart
ROME (Centocelle)	--		0930 hrs
MILAN (Linate)	1145 hrs	--	Stay overnight
MILAN (Linate)	--		0930 hrs (following day)
TREVISO	1030 hrs		1130 hrs
BOLOGNA	1200 hrs	(Lunch)	1430 hrs
ROME (Centocelle)	1545 hrs		--

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Establishment Memorandum #9, this Hq, dated 15 May 1945, Cont'd:

Schedule 'B':

	Arrive		Depart
ROME (Centocelle)	--		0930 hrs
BOLOGNA	1050 hrs		1115 hrs
TREVISO	1150 hrs		1430 hrs
MILAN (Linate)	1530 hrs (Stay overnight)	-	0930 hrs (following day)
BOLOGNA	1045 hrs		1145 hrs
ROME (Centocelle)	1300 hrs		--

5. It should be noted that passengers booked through from ROME will have priority over those between intermediate stations. This service is intended primarily for the use of Allied Commission, but spare accommodation and freight space may be utilized by Allied formations and the Italian Government.

6. Dispatch Officer, Headquarters Commandant's Section, will be responsible for seeing that the requirements as laid down by the Air Forces Sub-Commission letter, reference AFSC/24/AIR, dated 12 May 1945, are complied with in every respect.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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MILAN (Linate)	1530 hrs (Stay overnight)	-	0930 hrs (following day)
BOLOGNA	1045 hrs		1145 hrs
ROME (Centocelle)	1300 hrs		--

5. It should be noted that passengers booked through from ROME will have priority over those between intermediate stations. This service is intended primarily for the use of Allied Commission, but spare accommodation and freight space may be utilized by Allied formations and the Italian Government.

6. Dispatch Officer, Headquarters Commandant's Section, will be responsible for seeing that the requirements as laid down by the Air Forces Sub-Commission letter, reference AFSC/24/AIR, dated 12 May 1945, are complied with in every respect.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

7 - MAY 1945

1 May 1945.

Seen by civilian staff on 11/5/45 pm.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 8)

TERMINATION OF EMPLOYMENT BY ITALIAN CIVILIANS

1. All offices employing Italian civilians in the clerical and supervisory grades are directed to inform personnel within their offices of the following:

a. That in the event of termination of employment by the Allied Commission, the employee will be given two weeks' notice.

b. That in the event of termination of employment by the employee, two weeks' notice must be given by the employee to the Allied Commission.

c. That in the event of discharge of employee for fault of misconduct, no notice need by given and discharge will be immediate.

2. This policy will be effected an an operating procedure, wherever practicable, consistent with operational and working conditions within each office of the Allied Commission. The foregoing policy is also for the adoption by Regions.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

J. L. Jones

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

7 - MAY 1945

1 May 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 7)

ORGANIZATION OF THE 2ND AND 3RD TRUCK BATTALIONS, MOTOR TRANSPORT GROUP, ALLIED COMMISSION, (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the organization of the 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel).

2. These truck battalions will consist of a battalion headquarters and eight (8) companies each from Italian Army personnel.

3. The activities will be supervised by the 2696th Technical Supervision Company, (Ovhd), (assigned to 2675th Regiment, Allied Commission (Ovhd)), and Company "T", 2675th Regiment, Allied Commission, (Ovhd).

"4. The functions and responsibilities of the 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel), are the same as those laid down for the 1st Truck Battalion, in establishment Memorandum No. 2, of 5 March 1945."

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

10/19 4 APR 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 6) 31 March 1945

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE / P53

1. Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.

2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, AFHQ, Administrative Memorandum No. 17, dtd 23 March 1945.

"II- PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY, AND SARDINIA

Section III, AFHQ Administrative Memorandum Number 65, 1944, is rescinded and the following substituted therefor:

1. Civilian employees when travelling on duty involving absence from the normal place of duty and home may, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full days absence of 24 hours:

Monthly Basic Wage	Daily Subsistence Allowance
9,600 lire and more	250 lire
6,000 lire to 9,599 lire	225 lire
4,500 lire to 5,999 lire	175 lire
3,500 lire to 4,499 lire	150 lire
less than 3,500 lire	125 lire

Daily Basic Wage	Daily Subsistence Allowance
370 lire and more	250 lire
231 lire to 369 lire	225 lire
170 lire to 230 lire	175 lire
135 lire to 169 lire	150 lire
less than 135 lire	125 lire

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a. For absences of more than ten but less than 24 hours which involve the procurement of meals only, an allowance of

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2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, AFHQ, Administrative Memorandum No. 17, dtd 23 March 1945.

"II- PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY, AND SARDINIA

Section III, AFHQ Administrative Memorandum Number 65, 1944, is rescinded and the following substituted therefor:

1. Civilian employees when travelling on duty involving absence from the normal place of duty and home may, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full days absence of 24 hours:

Monthly Basic Wage	Daily Subsistence Allowance
9,600 lire and more	250 lire
6,000 lire to 9,599 lire	225 lire
4,500 lire to 5,999 lire	175 lire
3,500 lire to 4,499 lire	150 lire
less than 3,500 lire	125 lire

Daily Basic Wage	Daily Subsistence Allowance
370 lire and more	250 lire
231 lire to 369 lire	225 lire
170 lire to 230 lire	175 lire
135 lire to 169 lire	150 lire
less than 135 lire	125 lire

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a. For absences of more than ten but less than 24 hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

b. For absences involving procurement of sleeping accommodation by the traveller at his own expense, two fifths of the daily allowance rate above may be paid for this item in addition to any allowance payable under paragraph a above.

2. No allowances are payable under paragraph a above if rations are provided in kind, or under paragraph b if quarters are provided.

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3. These rates will become effective for travel performed on and after 1 March 1945."

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

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

By Command of Rear Admiral STONE:

C. M. PARKIN,
Colonel, Infantry
Actg Deputy Executive Commissioner

OFFICIAL:

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

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are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

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

By Command of Rear Admiral STONE:

C. M. PARKIN,
Colonel, Infantry
Actg Deputy Executive Commissioner

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

8 APR 1945

31 March 1945.

ESTABLISHMENT MEMORANDUM :
NUMBER 34)

CHANGE NUMBER 1

1. Establishment Memorandum Number 34, this Headquarters, dated 19 December 1944, is hereby amended as follows:

a. Paragraph 2.b.(1).

Delete the present paragraph and substitute the following:

"All motor maintenance and operating officer personnel will be allocated by the Transportation Sub-Commission to this Headquarters and to the Regions as needed. EM/ORs will be allocated through normal G-1 channels."

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

DISTRIBUTION:
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HEADQUARTERS
ALLIED COMMISSION
APO 394
(Establishment Section)

22 March 1945

ESTABLISHMENT MEMORANDUM)
NUMBER 5)

U. S. REQUISITIONED PROPERTY (Except Real Estate)..... I
CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except Real Estate)..... II
PURCHASED PROPERTY..... III

I. U. S. REQUISITIONED PROPERTY (Except Real Estate)

1. The provisions of Section I of this memorandum apply to all property which has been formally requisitioned on U. S. Army requisition forms by Regions and Headquarters of the Allied Commission, including AMG 5th and 8th Armies.

2. It is hereby established that all such requisitioned property (vehicles included) are U. S. Government property and will be treated accordingly. The chain of responsibility for all such property will be as follows:

a. Officers, American or British, using or in charge of any such property will retain same only after signing a memorandum receipt to the Regional Requisitioning Officer, and each officer is therefore responsible to Regional Requisitioning Officer.

b. Regional Requisitioning Officer will receipt for all requisitioned property on a shipping ticket from G-4 (A), Headquarters AC, and is therefore responsible to G-4 (A).

c. G-4 (A) is accountable for all U. S. Government property in the Allied Commission.

3. Effective this date, no officer, British or American, in the Allied Commission will be in possession of any U. S. requisitioned property unless he has properly signed for same and officers will be held pecuniarily responsible for all such property in event property is lost through fault or neglect.

4. The practice of requisitioning goods and property on U. S. Army requisition forms will cease effective this date, and whenever possible goods needed will be purchased locally or rented (except motor vehicles) in accordance with Establishment Memorandum Number 5, dated 2 August 1944, subject "Local Purchases and Contracts". All requests for authority to requisition property which cannot be purchased or rented will be sent to G-4 (A), this headquarters, for approval.

5. Irregular and unauthorized requisitioning [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 778502

U. S. REQUISITIONED PROPERTY (Except Real Estate)..... I
CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except Real Estate)..... II
PURCHASED PROPERTY..... III

I. U. S. REQUISITIONED PROPERTY (Except Real Estate)

1. The provisions of Section I of this memorandum apply to all property which has been formally requisitioned on U. S. Army requisition forms by Regions and Headquarters of the Allied Commission, including AMG 5th and 8th Armies.

2. It is hereby established that all such requisitioned property (vehicles included) are U. S. Government property and will be treated accordingly. The chain of responsibility for all such property will be as follows:

a. Officers, American or British, using or in charge of any such property will retain same only after signing a memorandum receipt to the Regional Requisitioning Officer, and each officer is therefore responsible to Regional Requisitioning Officer.

b. Regional Requisitioning Officer will receipt for all requisitioned property on a shipping ticket from G-4 (A), Headquarters AC, and is therefore responsible to G-4 (A).

c. G-4 (A) is accountable for all U. S. Government property in the Allied Commission.

3. Effective this date, no officer, British or American, in the Allied Commission will be in possession of any U. S. requisitioned property unless he has properly signed for same and officers will be held pecuniarily responsible for all such property in event property is lost through fault or neglect.

4. The practice of requisitioning goods and property on U. S. Army requisition forms will cease effective this date, and whenever possible goods needed will be purchased locally or rented (except motor vehicles) in accordance with Establishment Memorandum Number 5, dated 2 August 1944, subject "Local Purchases and Contracts". All requests for authority to requisition property which cannot be purchased or rented will be sent to G-4 (A), this headquarters, for approval.

5. Irregular and unauthorized requisitioning of property has led to many claims involving the U. S. Government. Officers will familiarize themselves with the provisions of this directive and strict compliance with the above is directed. Regional Commissioners, including SCAO's AMG 5th and AMG 8th Armies will be responsible for seeing that the provisions of this directive are passed on to all concerned. Officers have in the past seized goods or property and issued owners temporary receipts on any form or scrap of paper. A temporary receipt form has been prescribed and will be used. The

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

Establishment Memorandum No. 5, Hq AC, dtd 22 March 45, contd.

practice of issuing irregular and unauthorized temporary receipts will cease.

6. The Regional Requisitioning Officer in each Region and AMG 5th and 8th Armies will inventory all requisitioned property of all classes in their Region and forward a copy of the inventory to G-4 (A), this headquarters, not later than 15 April 1945. After examination by G-4 (A), a copy of each inventory will be returned indicating which items are authorized and all such property will be recorded in a Regional Requisitioned Property Book, kept in accordance with W. D. Circular 170 governing the maintenance of a Company Property Book for all W. D. property. For those items not authorized, G-4 (A) will issue instructions for disposition.

II. CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except Real Estate)

1. Inspection of Regions in Allied Commission has shown that Provincial and Regional Headquarters are in possession of property which has neither been requisitioned or purchased; i. e. typewriters, office furniture confiscated from Fascist State organizations.

2. All property falling in this category will be included in the inventory to be taken and will be accounted for in the same manner prescribed in Section I, Paragraph 6 above. Officer responsibility for property which he is in possession of, and has signed for, cannot be overstressed.

3. G-4 (A) will indicate which items of this nature are authorized and such property will be recorded in the Regional Requisitioned Property Book.

4. Maintenance of the Regional Requisitioned Property Book will be the responsibility of the Regional Requisitioning Officer who must be an American officer.

III. PURCHASED PROPERTY

1. Responsibility.

a. From the date of this Memorandum, G-4 (B) will be responsible for maintaining at Headquarters records of all property purchased from A. C. funds in the Allied Commission.

b. Regional Commissioners, SCAO's of Armies and Headquarters Commandant are responsible for ensuring that the records of their Regions, etc. are kept at Regional Headquarters and communicated to G-4 (B). They are also responsible for ensuring that such property is preserved, and on any reorganization of the Region, properly handed over to another military formation or disposed of in accordance with instructions to be issued by G-4 (B).

c. Provincial Commissioners are responsible for seeing that proper records of all property purchased in their Provinces are kept at Provincial Headquarters and that the records of the Provinces are communicated to Regional Headquarters.

Declassified E.O. 12356 Section 3.3/NND No. 778021

accordance with W. D. Circular 170 governing the maintenance of a Company Property Book for all W. D. property. For those items not authorized, G-4 (A) will issue instructions for disposition.

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1. Inspection of Regions in Allied Commission has shown that Provincial and Regional Headquarters are in possession of property which has neither been requisitioned or purchased; i. e. typewriters, office furniture confiscated from Fascist State organizations.

2. All property falling in this category will be included in the inventory to be taken and will be accounted for in the same manner prescribed in Section I, Paragraph 6 above. Officer responsibility for property which he is in possession of, and has signed for, cannot be overstressed.

3. G-4 (A) will indicate which items of this nature are authorized and such property will be recorded in the Regional Requisitioned Property Book.

4. Maintenance of the Regional Requisitioned Property Book will be the responsibility of the Regional Requisitioning Officer who must be an American officer.

III. PURCHASED PROPERTY

1. Responsibility.

a. From the date of this Memorandum, G-4 (B) will be responsible for maintaining at Headquarters records of all property purchased from A. C. funds in the Allied Commission.

b. Regional Commissioners, SCAO's of Armies and Headquarters Commandant are responsible for ensuring that the records of their Regions, etc. are kept at Regional Headquarters and communicated to G-4 (B). They are also responsible for ensuring that such property is preserved, and on any reorganization of the Region, properly handed over to another military formation or disposed of in accordance with instructions to be issued by G-4 (B).

c. Provincial Commissioners are responsible for seeing that proper records of all property purchased in their Provinces are kept at Provincial Headquarters and that the records of the Provinces are communicated to Regional Headquarters.

d. The Director, D.P.&R. S.C. is responsible for seeing that the records of his Sub-Commission are kept at the Headquarters of the Sub-Commission and are correctly communicated to G-4 (B). He will appoint an officer for this purpose at Sub-Commission Headquarters and such other officers in Groups and Areas as shall from time to time be necessary.

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

Establishment Memorandum No. 5, Hq AC, dtd 22 March 45, contd.

2. Checks.

a. A system of checking property purchased from A. C. or A.M.G. funds will be instituted throughout all Regions which will ensure that such property is checked by a responsible officer at least once a month.

b. On any change of Regional Commissioner or of the officer appointed to look after this property, or of a Provincial Commissioner, such property will be checked and signed for by the in-coming officer.

3. Returns.

a. An initiel return has already been asked for.

b. Any future purchases involving a sum exceeding 5.000 lire will be notified forthwith to G-4 (B).

c. If any such purchased property is transferred, whether by sale or otherwise, such disposal will be immediately notified to G-4 (B).

d. All Regions, Armies, Headquarters Commandant and D.P.&R. S.C. will render to G-4 (B) monthly, on the 10th of each month, a return stating what additional purchases have been made during the preceding month, including any already notified under paragraph 3 (b) above. This return will also include any reduction in the holdings of the Region, etc., reported under paragraph 3 (c), or effected under the provisions of paragraph 4 below.

4. Losses and Writes-Off.

a. In the event of any purchased property being lost or damaged, the circumstances will immediately be investigated by the Region or equivalent formation concerned, and a report, with the recommendation of the Regional Commissioner or his Executive Officer, or equivalent officer in other formations, forwarded to G-4 (B).

b. G-4 (B) will be responsible for obtaining the views of Finance Sub-Commission or any other appropriate person at this Headquarters and instructing Regional Commissioners as to the terms on which the property may be written off.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

C. M. PARKIN
Colonel, Infantry
Acting Deputy Exec. Comm.

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3. Returns.

a. An initial return has already been asked for.

b. Any future purchases involving a sum exceeding 5.000 lire will be notified forthwith to G-4 (B).

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d. All Regions, Armies, Headquarters Commandant and D.P.&R. S.C. will render to G-4 (B) monthly, on the 10th of each month, a return stating what additional purchases have been made during the preceding month, including any already notified under paragraph 3 (b) above. This return will also include any reduction in the holdings of the Region, etc., reported under paragraph 3 (c), or effected under the provisions of paragraph 4 below.

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a. In the event of any purchased property being lost or damaged, the circumstances will immediately be investigated by the Region or equivalent formation concerned, and a report, with the recommendation of the Regional Commissioner or his Executive Officer, or equivalent officer in other formations, forwarded to G-4 (B).

b. G-4 (B) will be responsible for obtaining the views of Finance Sub-Commission or any other appropriate person at this Headquarters and instructing Regional Commissioners as to the terms on which the property may be written off.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

C. M. PARKIN
Colonel, Infantry
Acting Deputy Exec. Comm.

4365

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

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Last Item 59

HEADQUARTERS
ALLIED COMMISSION
APO 394

22 MAR 1945

21 March 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 4)

RATIONS FOR ITALIAN MILITARY AND CIVILIAN PERSONNEL.

This Memorandum is intended to provide Regional and other officers with a quick method of reference to the existing Directives on the above matter. It supersedes Establishment Memorandum No.18 of the 2 June 1944 as from the date hereof.

1. CIVILIAN.

(a) (i) From British Sources. Italian civilians employed in messes, rest camps and hotels [1268 GRO 22nd Apr 1945] cooks, waiters or attendants will draw ~~the rations~~ ~~same ration as the military personnel in the establishment concerned.~~ These rations will be paid for by the deduction from the wages paid to the Italian Employee at the rate of 30 lire per day.

(ii) From American Sources. Provisions are set out in NATOUSA Circular No.116 of the 18th September, 1944, Part II, para. 3.

(b) Provisions as to supplying a mid-day meal for heavy workers and office workers are set out in AFHQ Administrative Memorandum No.56 of the 9th December, 1944 which applies to British and American rations.

(c) (i) From British Sources. If rations are required for any other Italian civilians, application has to be made to Area Headquarters in accordance with [1266 GRO 22nd Apr 1945] ~~M.A.I. Routine Order No.252.~~ This order does not amount to an authority to give rations but lays down the method by which application will be judged. Such applications can be made by Regions etc direct and need not pass through this Headquarters.

(ii) From American Sources. Except as above, no Italian civilian can be fed on American Army rations unless under authority from MTOUSA. Such authority will be requested through this Headquarters.

(iii) The policy in this theatre of operations is to feed civilians on the civilian ration scale and not to give military rations without very good reason. In particular, it is considered important not to give an impression that the issue of rations is held out as an inducement to get civilians to work for military formations. In considering whether an application should be made Regional Commissioners should bear in mind this fact.

4354

2. ITALIAN MILITARY PERSONNEL.

Provisions as to feeding Italian Military personnel in all areas are set out in Land Forces Sub-Commission Administrative Instruction No.12 dated 12th [illegible] and sent to Regions with Establishment Section letter 36/36/Est.

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

1. CIVILIAN.

(a) (i) From British Sources. Italian civilians employed in messes, rest camps and hotels as cooks, waiters or attendants will draw ~~the rations in use for the same ration as the military personnel in the establishment concerned.~~ These rations will be paid for by the deduction from the wages paid to the Italian Employee at the rate of 30 lire per day.

(ii) From American Sources. Provisions are set out in NATOUSA Circular No.116 of the 18th September, 1944, Part II, para. 3.

(b) Provisions as to supplying a mid-day meal for heavy workers and office workers are set out in AFHQ Administrative Memorandum No.56 of the 9th December, 1944 which applies to British and American rations.

(c) (i) From British Sources. If rations are required for any other Italian civilians, application has to be made to Area Headquarters in accordance with ~~M.G.A.I. Standing Order No.252.~~ This order does not amount to an authority to give rations but lays down the method by which application will be judged. Such applications can be made by Regions etc direct and need not pass through this Headquarters.

(ii) From American Sources. Except as above, no Italian civilian can be fed on American Army rations unless under authority from MTOUSA. Such authority will be requested through this Headquarters.

(iii) The policy in this theatre of operations is to feed civilians on the civilian ration scale and not to give military rations without very good reason. In particular, it is considered important not to give an impression that the issue of rations is held out as an inducement to get civilians to work for military formations. In considering whether an application should be made Regional Commissioners should bear in mind this fact.

4394

2. ITALIAN MILITARY PERSONNEL.

Provisions as to feeding Italian Military personnel in all areas are set out in Land Forces Sub-Commission Administrative Instruction No.12 dated 12th October 1944, and sent to Regions with Establishment Section letter 36/36/Est. of 23rd January, 1945. It must be noted that security police, fire brigade and finance guards are not now considered as being military personnel.

3. PATRIOTS.

(a) Patriots who come from enemy territory are regarded as an Allied responsibility during the period when it is necessary to hold them for screening etc. (This period will not exceed 30 days). During this period they are given Italian military rations which are issued through reception camps.

(b) Patriot Representatives with Headquarters, 5th and 8th Armies are entitled to Allied rations under authority AAI HQ 1975/5/Q of 20th October, 1944.

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Estab Memo No. 4 this HQ dtd 21 March 45 (Cont'd):

(c) "Patriot Representatives" attached to Regional Commissioners within Army Areas are entitled to Allied military rations under authority AAI HQ 1075/5/Q1 of 26 October, 1944. There is no existing authority for issue of Allied rations to Patriot Representatives at HQ AC or with Regional Commissioners outside Army Areas.

The term "Patriot Representatives" means those representatives who are properly appointed in accordance with letter 36/PAT of 30th October, 1944 from Patriots Branch, H.Q., A.C.

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE
Colonel
Acting Executive Commissioner.

OFFICIAL:

C.M. PARKIN
Colonel, Infantry
EXECUTIVE OFFICER (US)

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HEADQUARTERS ALLIED COMMISSION
APO 394

20 March 1945.

ESTABLISHMENT MEMORANDUM)
NUMBER 3)

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 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

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

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.

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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 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.

R E S T R I C T E D

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Declassified E.O. 12356 Section 3.3/NND No. 778502

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:

NORMAN E. FISKE
Colonel

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

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:

NORMAN E. FISKE
Colonel
Deputy Executive Commissioner

OFFICIAL:

C. M. Parkin

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

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HEADQUARTERS
ALLIED COMMISSION
APO 394

6 - MAR 1945

3 March 1945.

RRT

ESTABLISHMENT MEMORANDUM)
:
NUMBER 2)

ESTABLISHMENT OF MOTOR TRANSPORT GROUP
ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Pending approval of a definitive organization, there is established this date, Motor Transport Group, Allied Commission (Italian Army Personnel), for the purpose of operation and supervision of maintenance of the motor transport units allocated to its control. The following units are placed under its command:

a. 1st Truck Battalion, Allied Commission (Italian Army Personnel).

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

(a) Reference AG 400/454 D-O, Hq NATOUSA, to CG, Communications Zone, NATOUSA, dated 1 Oct 44, subject: "Issue of Equipment to 2675th Regiment, Allied Control Commission (Ovhd)".

(b) Reference letter, Hq AAI, dated 30 Oct 44, to Army Sub-Commission, Allied Control Commission, subject: "1st Truck Battalion, 2675th Regiment, Allied Control Commission".

(c) Establishment Memorandum No. 26, Hq Allied Commission, 31 Oct 44, subject: "Organization of 1st Truck Battalion".

b. 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel) now under process of organization.

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

(a) Reference AG 091.711/234 D-O, Hq MTOUSA, to CG PBS, dated 7 Feb 45, subject: "Supply of US-ITI Personnel and Equipment for Allied Commission Truck Battalions".

4382

(b) Reference AG 322/140 C-O, Hq MTOUSA, to CG PBS, dated 18 Feb 45, subject: "Organization of the 2696th Technical Supervision Company (Ovhd)".

(c) Reference G-5: 322-68 AFHQ to Hq ALCOM, dated 19 Feb 45, subject same as b (1) (a) above.

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

1. Pending approval of a definitive organization, there is established this date, Motor Transport Group, Allied Commission (Italian Army Personnel), for the purpose of operation and supervision of maintenance of the motor transport units allocated to its control. The following units are placed under its command:

a. 1st Truck Battalion, Allied Commission (Italian Army Personnel).

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

(a) Reference AG 400/454 D-O, Hq NATOUSA, to CG, Communications Zone, NATOUSA, dated 1 Oct 44, subject: "Issue of Equipment to 2675th Regiment, Allied Control Commission (Ovhd)".

(b) Reference letter, Hq AAI, dated 30 Oct 44, to Army Sub-Commission, Allied Control Commission, subject: "1st Truck Battalion, 2675th Regiment, Allied Control Commission".

(c) Establishment Memorandum No. 28, Hq Allied Commission, 31 Oct 44, subject: "Organization of 1st Truck Battalion".

b. 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel) now under process of organization.

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

(a) Reference AG 091.711/234 D-O, Hq MTOUSA, to CG PBS, dated 7 Feb 45, subject: "Supply of US-ITI Personnel and Equipment for Allied Commission Truck Battalions".

4352

(b) Reference AG 322/140 C-O, Hq MTOUSA, to CG PBS, dated 18 Feb 45, subject: "Organization of the 2696th Technical Supervision Company (Ovhd)".

(c) Reference G-5: 322-68 AFHQ to Hq ALCOM, dated 19 Feb 45, subject same as b (1) (a) above.

(d) Reference AG 400/308 D-O, Hq MTOUSA to Deputy President ALCOM, dated 19 Feb 45, subject: "Tools and Equipment for Additional Civil Truck Companies".

(2) Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel) will assist Establishment Section, Hq ALCOM and the 2675th Regiment, whose function and responsibility it is to complete the activation of the 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel).

R E S T R I C T E D

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

Establishment Memo #2, this Hq, dtd 3 March 45 (Cont'd):

2. Functions and Responsibilities of the Motor Transport Group, Allied Commission (Italian Army Personnel).

a. The Motor Transport Group, Allied Commission (Italian Army Personnel) is a field activity of the Allied Commission. Its Commanding Officer will report to the Chief Commissioner of the Allied Commission in a status comparable to that of a Regional Commissioner Allied Commission/Allied Military Government. The following offices of the Allied Commission will perform for the Chief Commissioner the following listed staff functions in connection with the administration and operation of the Motor Transport Group, Allied Commission (Italian Army Personnel).

(1) Transportation Sub-Commission.

(a) Designation of loads to be carried.

(b) Procurement of civilian supply and spares, for other than WD vehicles.

(c) Technical advice to effect efficient operation and maintenance of vehicles.

(2) Commanding Officer, 2675th Regiment, Allied Commission (Ovhd).

(a) Discipline and administration of U. S. Army Personnel.

(3) G-1 British.

(a) Discipline and administration of British Army Personnel.

(4) G-4 American.

(a) American supplies and WD material and spares.

(5) G-4 British.

(a) British supplies and WD material and spares.

3. Designation of Headquarters Personnel for the Motor Transport Group, Allied Commission (Italian Army Personnel).

a. Colonel J. J. CARNES (O-15340), Inf, USA, is hereby assigned as Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel).

4. Relationship of Motor Transport Group, Allied Commission (Italian Army Personnel) with Allied Commission Regions and Armies.

a. Units based in an Army Zone.

(1) Truck units of the Motor Transport Group, Allied Commission (Italian Army Personnel) when based in an Army Zone will be attached to the Army under G-5 control.

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

operation of the Motor Transport Group.

(1) Transportation Sub-Commission.

(a) Designation of loads to be carried.

(b) Procurement of civilian supply and spares, for other than WD vehicles.

(c) Technical advice to effect efficient operation and maintenance of vehicles.

(2) Commanding Officer, 2675th Regiment, Allied Commission (Ovhd).

(a) Discipline and administration of U. S. Army Personnel.

(3) G-1 British.

(a) Discipline and administration of British Army Personnel.

(4) G-4 American.

(a) American supplies and WD material and spares.

(5) G-4 British.

(a) British supplies and WD material and spares.

3. Designation of Headquarters Personnel for the Motor Transport Group, Allied Commission (Italian Army Personnel).

a. Colonel J. J. CARNES (O-15340), Inf, USA, is hereby assigned as Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel).

4. Relationship of Motor Transport Group, Allied Commission (Italian Army Personnel) with Allied Commission Regions and Armies.

a. Units based in an Army Zone.

(1) Truck units of the Motor Transport Group, Allied Commission (Italian Army Personnel) when based in an Army Zone will be attached to the Army under G-5 control.

b. Units based in Allied Commission/Allied Military Government Regions.

(1) Requests for loads to be carried for regions will be made by Regions to the Motor Transport Group, Allied Commission (Italian Army Personnel) Liaison Officer, who will process such requests as directed by the Transportation Sub-Commission, Hq Allied Commission.

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

Establishment Memo #2, this Hq, dtd 3 March 45 (Cont'd):

c. General.

(1) Units of the Motor Transport Group, Allied Commission (Italian Army Personnel) will conform with disciplinary and administrative orders of the areas in which they operate.

(2) Accommodations for units of the Motor Transport Group, Allied Commission (Italian Army Personnel) will be arranged for by the Commanding Officer through G-5 Section of the Army Headquarters or through Regional Commissioners concerned.

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE
Colonel
Deputy Executive Commissioner

OFFICIAL:

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

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

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RESTRICTED

20 JAN 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

19 January 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 21) - Change No.2, Establishment Memorandum No.21, Series 1944.

Paragraph 6c is amended to read as follows: "U. S. Accident Form 26 will be made out and forwarded G-4 (A), this headquarters, on all accidents." 20/1 Amended. GW.

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:
C. M. Parish

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

DISTRIBUTION:

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

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

G4/41/A 8 January 1945

SUBJECT: Rental of Civilian Motor Vehicles.

TO : See Distribution.

1. Change No. 1 to Establishment Memorandum No. 12, this Headquarters, dated 27 April 1944, rescinded all authority granted to Regional Commissioners to rent civilian motor vehicles.

2. Paragraph 3, MTOUSA letter, AG/451/764 D-O, dated 17 December 1944, subject: "Requisitioning, Derequisitioning, and Rental of Civilian Motor Vehicles by the U. S. Military Forces," states "No vehicles will be rented from owners without prior approval of MTOUSA Headquarters."

3. Any verbal or written authority, British or American, issued from this Headquarters to Regional Commissioners, authorizing rental of civilian motor vehicles, is hereby rescinded.

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

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

DISTRIBUTION:

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

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

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RESTRICTED

Local Court (34)

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

5 January 1945

ESTABLISHMENT MEMORANDUM) : - Change No. 1, Establishment Memorandum No. 21, Series
NUMBER 21) 1945

1. In paragraph 3 add the following subparagraph:

b. (1) It is directed that beginning as of date of receipt of this communication only vehicles that are unserviceable be derequisitioned and that a certificate of unserviceability be forwarded this office together with release certificate and original copy of requisition.

(2) Proforma of certificate of unserviceability is attached and may be reproduced only by the Regional Transportation Officer or Requisitioning Officer under the supervision of the Regional Commissioner.

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

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

Incl:
Proforma of Certificate
of Unserviceability.

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

RESTRICTED

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

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RESTRICTED

_____
(Name of regional Headquarters)

_____
(Date)

REQUISITIONED VEHICLE UNSERVICEABILITY CERTIFICATE

CERTIFICATE

I certify that the below-listed vehicle is in an unserviceable condition:

Make _____ License _____

Model _____ Old AMG/ACC No. _____

Year _____ New AC No. _____

Motor No. _____ Chassis No. _____

Remarks _____

_____

_____

_____

_____
(Name) (Rank) (ASN) (Region)

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Local Govt.

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HEADQUARTERS ALLIED COMMISSION
AFO 394
ESTABLISHMENT SECTION

6 JAN 1945

4 January 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 1)

(46)

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 30, 10 November 1944, is hereby rescinded.

2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.

"III - PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA.

1. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subsistence allowances may be paid under the following conditions to an M/T driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

The above allowances are properly payable provided the rations or accommodations not furnished in kind.

2. Employees in Clerical and Supervisory Grades - A per diem allowance may be paid as follows:

a. Employees in receipt of basic wages (see paragraph 4, AFHQ Administrative Memorandum Number 62, 1944) of:

9,600 lire and more per month - 250 lire per day.
6,000 lire to 9,599 lire per month - 225 lire per

(46)

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

1. Establishment Memorandum No. 30, 19 November 1944, is hereby rescinded.

2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.

"III - PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA.

1. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subsistence allowances may be paid under the following conditions to an M/T driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

The above allowances are properly payable provided the rations or accommodations not furnished in kind.

2. Employees in Clerical and Supervisory Grades - A per diem allowance may be paid as follows:

a. Employees in receipt of basic wages (see paragraph 4, AFHQ Administrative Memorandum Number 62, 1944) of:

9,500 lire and more per month - 250 lire per day.
6,000 lire to 9,599 lire per month - 225 lire per day.
4,500 lire to 5,599 lire per month - 175 lire per day.
3,500 lire to 4,499 lire per month - 150 lire per day.
less than 3,500 lire per month - 125 lire per day.

b. (1) The above rates will be payable for every 24 hours of absence from place of residence on official business. If the time of absence in hours exceeds 24 and is not divisible exactly by 24, the final period, if in excess of 12 hours, shall be counted as 24: if under 12 hours, nothing shall be paid in respect of it.

4614

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

(2) These allowances will be paid in full if no rations or accommodation are provided for the use of the employee making the journey. If rations, but not accommodation, are provided, one-third of the allowance will be paid. If accommodation, but not rations, is provided, two-thirds will be paid."

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

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

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

By command of Rear Admiral STONE:

NORMAN B. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

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

DISTRIBUTION:
"A"

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

A.10/19

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

19 December 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 34)

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

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

b. To carry out this responsibility:

(1) "All motor maintenance and operating officer personnel will be allocated by the Transportation Sub-Commission to this Headquarters and to the Regions as needed. EM/ORs will be allocated through normal G-1 channels."

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

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

(4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

4385

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

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

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

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

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

b. To carry out this responsibility:

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

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

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

(4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

4385

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

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

4. Responsibility of other elements:

a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with G-4 (both American and British). (See Annex A and B).

b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance

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Declassified E.O. 12356 Section 3.3/NND No. 758021

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

19 December 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 34)

P35

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

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

b. To carry out this responsibility:

(1) "All motor maintenance and operating officer personnel will be allocated by the Transportation Sub-Commission to this Headquarters and to the Regions as needed. EM/ORs will be allocated through normal G-1 channels."

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

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

(4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

4385

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

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

Declassified E.O. 12356 Section 3.3/NND No. 785221

thereof:

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

b. To carry out this responsibility:

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

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

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

(4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

4385

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

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

4. Responsibility of other elements:

a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with G-4 (both American and British). (See Annex A and B).

b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance

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

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

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

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

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

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

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

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

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

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

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"A"

Declassified E.O. 12356 Section 3.3/NND No. 778502

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

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

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

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

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

DISTRIBUTION:
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ANNEX "A" to Estab Memo No. 34, this Hq, dtd 1st Dec 44.

RESPONSIBILITIES OF G-4 (A)

1. VEHICLE RECORDS.

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

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

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

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

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

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

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

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

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

2. REPORTS.

4384

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

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

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

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

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

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

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

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

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

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

2. REPORTS.

4384

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

3. SUPPLIES.

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

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

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

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

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

RESPONSIBILITIES OF G-4 (B)

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

2. RECORDS.

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

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

c. Vehicle locations.

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

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

3. SUPPLY.

a. Vehicles.

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

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

b. Equipment.

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

(1) To indent for all G.1098 M.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

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

4383

(3) To indent for M.T. First Aid scaling for all British W.D. vehicles of the Commission and to issue same when received.

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

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

(2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferer and transferee will sign and exchange A.Fs. G.103) and transferer will forward a third copy signed by both to G-4 (British).

3. SUPPLY.

a. Vehicles.

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

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

b. Equipment.

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

(1) To indent for all G.1098 M.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

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

4383

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

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

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

RESTRICTED

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

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

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

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

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

5. Administrative Instructions No. 3 of 15 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

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

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

Responsible Officer	Vehicles for which Responsible

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

such expressions as A.S.O.T will be avoided.

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

5. Administrative Instructions No. 3 of 28 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

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

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

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

RESTRICTED

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

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

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RESTRICTED

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

20 December 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 35)

CIVILIAN PERSONNEL PROCEDURE

1. GENERAL.

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

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

2. DEFINITIONS.

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

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

3. PROCEDURE.

a. Reporting.

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

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

b. Registration.

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

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

4381

c. Classification.

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

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

in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

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

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

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

4381

c. Classification.

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

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

d. Assignment.

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

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Estab Memo No. 55, this Hq. dtd 20 Dec 44 (Cont'd):

(2) Internal assignments will be made by the Personnel Officer concerned.

(3) All changes in assignment will be checked with the Civilian Personnel Director.

e. Coordination.

(1) All statistical information will be coordinated by the Civilian Personnel Director, so that accurate reports can be submitted to higher Headquarters.

(2) All mutual matters of personnel policy will be cleared with the Civilian Personnel Director.

f. Orientation.

The Director will orient the new civilian to:

(1) The overseas environment, giving special attention to military relationship, Allied Commission organization and the section of Italy to which the individual is to be sent.

(2) Responsibilities as to; military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.

(3) Privileges as to billeting, messing, recreational facilities, P-X, transportation, etc.

g. Administrative.

(1) In general, administrative details will be left to the agency concerned.

(2) The Director will keep record of medical inoculations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.

(3) He will check identification cards and keep number of all "privilege" cards issued.

(4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

h. Clearance.

(1) Orders of departure will be given to the Director for issuance to the civilian concerned. If the civilian receives the order directly from higher Headquarters, he will immediately present it to the Civilian Personnel Director.

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

Headquarters.

(2) All mutual matters of personnel policy will be cleared with the Civilian Personnel Director.

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(3) He will check identification cards and keep number of all "privilege" cards issued.

(4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

h. Clearance.

(1) Orders of departure will be given to the Director for issuance to the civilian concerned. If the civilian receives the order directly from higher Headquarters, he will immediately present it to the Civilian Personnel Director.

(2) The civilian concerned will be notified immediately and provided with a clearance-slip to be completed.

(3) Upon proper completion and signing out on the Headquarters Register, the travel orders will be handed to the civilian.

RESTRICTED

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

1251

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

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

4. CONCLUSION:

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

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. K. PARKER
Colonel, Infantry
Executive Officer (AG)

DISTRIBUTION:

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F.E.C.

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Local Govt.

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

(50)

15 December, 1944

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16 DEC 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 53)

AMG/AC EXPENDITURE

1. Establishment Memorandum No. 5, dated 2 August, 1944, dealt specifically with the authority and responsibility of AMG/AC Officers, in the making of Local Purchases and Contracts, for the provision of furniture and equipment, and labour and materials for re-conditioning offices, messes and billets; it also imposed certain limits on the authorization of expenditures for those purposes.

2. The object of the present Establishment Memorandum is to extend similar provisions to the other classes of Expenditure which are more commonly encountered at Headquarters, and in the Regions and Provinces. These classes of Expenditure are the "Housekeeping" Expenses of the Commission, and are principally made up as follows:

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

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

(a) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated

(i) Headquarters, Allied Commission to the HQ Purchasing and Contracting Officer.
(ii) Regional Headquarters, to the Sub-Accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
(iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.

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

(c) Expenditure on any one item or related group of items amounting to over Lire 200,000 whether in the Region or at Headquarters,

43

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

making of Local Purchases and Contracts, for the provision of furniture and equipment, and labour and materials for re-conditioning offices, messes and billets; it also imposed certain limits on the authorisation of expenditures for those purposes.

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(a) Maintenance and repairs to Motor Transport.
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(b) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorised in writing, for Regions by the Regional Commissioner, and at Headquarters, Allied Commission by the Headquarters Commandant.

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

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

4432

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

provisions, will in no circumstances be adopted.

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

(a) Payrolls for Wages of Civilian Employees.
(b) Storage, handling and shipping expenses in connection with the Import and Export of Supplies, and transport or freight charges for the movement of supplies.
(c) Exceptional items, e.g. Purchases of Supplies for Export, or re-Sale in Italy, or expenses connected therewith.

6. The responsibility for the correctness or otherwise of all Disbursements of AMG/AC funds rests with the Sub-Accountant, i.e. the Paying Officer, and not the authorising Officer. Most sub-accountants are experienced Finance Officers, and are aware which types of Expenditures may, or may not, be charged against AMG/AC funds. Attached hereto, at Appendix "A", is a list of the principal Heads and Sub-Heads of Disbursements in respect of AMG/AC Expenditure, which should serve as a further guide to Paying Officers. Regional Commissioners, Provincial Commissioners and other Officers authorizing and incurring expenditure should therefore rely on the judgement of the Finance Officer or other Sub-Accountant. If there is doubt concerning a particular payment, the matter must be referred to the Chief Accountant (for Headquarters payments) or to the Regional Finance Officer (for Regional payments); in the latter case the responsibility will rest with the Regional Finance Officer who should consult the Chief Accountant in doubtful cases. In no circumstances will a Sub-Accountant be pressed into making a Disbursement, against his own judgement, which he may later be called upon to refund.

By command of Rear Admiral STONE:

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

OFFICIAL:

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

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APPENDIX "A"

Heads and Sub-Heads

DISBURSEMENTS IN RESPECT OF A/S/AC EXPENDITURE:

STORAGE AND HANDLING OF CONDEMNED OR CAPTURED SUPPLIES:

Salvage Expenses
Other Expenses

MOTOR TRANSPORT (All Divisions):

Hire of Vehicles
Maintenance of Vehicles

OTHER ADMINISTRATIVE EXPENSES (All Divisions):

Printing & Stationery
Maintenance of Offices & Billets
Maintenance of Office Equipment
Messing & Out-of-Pocket Expenses (including Emoluments of Civilian Personnel)
Transport & Travelling (Civilian Personnel)
Witness Fees & Expenses)

SPECIAL EXPENDITURE:

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

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Local Court

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

9 - DEC 1944

8 December 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER 32)

HEADQUARTERS STORAGE POOLS FOR VEHICLES

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

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

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

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

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

29 NOV 1944

28 November 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 31)

1. Effective 1 December 1944, the operation and maintenance of all Headquarters transport will be taken over by the Establishment Section and will be operated by the Headquarters Transportation Officer. (See Appendix attached).

2. Commencing on 1 December 1944, all motor vehicles, with the following exceptions will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Garage on or before 7 December 1944. This however, will not apply to those service Sub-Commissions which are operating under separate War Establishments. The Headquarters Transportation Officer will call in these vehicles from Sub-Commissions and will issue the necessary receipts.

EXCEPTIONS

1 vehicle - Chief Commissioner
1 " - Chief Commissioner (for visitors)
1 " - Chief of Staff
1 " - Russian Representative to the Commission
1 " - French Representative to the Commission
1 " - Deputy Chiefs of Staff
1 " - Commanding Officer 2675th Regt, Allied Commission
1 " - Hq Transportation Officer
1 " - Director of each Sub-Commission

3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Rome for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to the particular assignment of these vehicles. Any such vehicles will not in the meantime, be turned in to the Super Garage.

4. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

4376

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

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1	"	- Hq Transportation Officer
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4. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

4306

OFFICIAL:

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

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

APPENDIX TO
Estab Memo #31, Hq Allied
Commission, dated 28 Nov 44.

OPERATION OF HEADQUARTERS TRANSPORT POOL (ROAD) ALLIED COMMISSION

1. Vehicles on the strength of the Headquarters Transport Pool will be divided into four sections:

Section 1. Vehicles for trips out of Rome of more than one (1) day's duration.

Section 2. Vehicles used for trips out of Rome but completed same day.

Section 3. Vehicles operating only within Rome city limits. (See NOTE below)

Section 4. WD load carriers for moving personnel, stores, rations, etc., and providing courier services.

2. Every vehicle will be driven by an assigned driver.

3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.

4. Requests for transport will be made to the Dispatcher's Office as follows:

Section 1. Trips of more than one day -- 48 hours in advance on Travel Order application form.

Section 2. Trips to be completed same day -- 24 hours in advance on "Request for Transport" form.

Section 3. Verbal request by phone, or application at Taxi booking office.

Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.

(b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.

5. Applications for transport will state the type of vehicle desired, and these requests will be met as far as possible. It must be clearly understood that the decision as to type of vehicle must rest with the Dispatcher's Office as it will obviously depend upon availability.

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

Section 2. Vehicles used for trips out of Rome, [illegible] day.

Section 3. Vehicles operating only within Rome city limits. (See NOTE below)

Section 4. WD load carriers for moving personnel, stores, rations, etc., and providing courier services.

2. Every vehicle will be driven by an assigned driver.

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Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.

(b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.

5. Applications for transport will state the type of vehicle desired, and these requests will be met as far as possible. It must be clearly understood that the decision as to type of vehicle must rest with the Dispatcher's Office as it will obviously depend upon availability.

NOTE: In connection with Section 3 supra, the time limit as laid down in Daily Bulletin #218 of 31 August 1944, for a Taxi journey of one hour, is amended to read 30 minutes. Strict compliance with this will be enforced.

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

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

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

47

AC/10/19/LG. 14 November 1944

TO : Acting Director

REF. : Executive Memorandum n.30 dated 10 Nov.

1. I am informed that this does not apply to Italian civilian drivers. This is a statement of opinion and not of fact.

2. A ration for Italian drivers can be drawn and they should be found AC. or AMG. accomodation.

3. I am not be able to obtain definite information as to the correct AC. procedure where AC. or AMG. accomodation does not exist.

R. G. HAMMOND
Captain
Local Government S/C

RGH/cg.

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Local Govt Section

REDACTED
ALLIED COMMISSION
APO 394

(46)

10 November 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 30)

cancelled by (53) Est Memo no 1. d. 4 Jan 45.

11 NOV 1944 RECT

CIVILIAN EMPLOYEES' TRAVELLING ALLOWANCE

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

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

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

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

Examples:

	PERIOD OF ABSENCE:	TRAVELLING ALLOWANCE: LIRE
a.	0800 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs)	250
b.	0800 hours 1 November to 1000 hours 3 November. (48 hrs plus 2 hrs)	300

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

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

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

4374

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

allowance to civilian employees of the Allied Commission, in respect of periods of absence from their headquarters or duty station.

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

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

Examples:

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a.	0800 hours 1 November to 1700 hours 2 November.	(24 hrs plus 9 hrs)	250
b.	0800 hours 1 November to 1000 hours 3 November.	(48 hrs plus 2 hrs)	300

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

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7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U.S. or British civilian employees. 4374

By command of Commodore STOWE:

NORMAN B. FISKE
Colonel
Deputy Chief of Staff

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

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HEADQUARTERS ALLIED COMMISSION
APO 394

2 November 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 29)

1. Effective 1 November 1944, the travel allowance for Italian civilian employees of the Allied Commission will be fixed at the rate of 150 Lire per day.

2. For such portions of a day as exceed 8 hours, the travel allowance is 100 Lire.

3. The maximum period for which the travel allowance may be claimed without special permission is 14 days.

4. When the period of absence from home or duty station involves a longer period than 14 days, special permission will be granted by the chief of section employing the civilian. Such special permission constitutes authorization of the travel allowance in excess of the aforementioned 14 day period.

5. Absence from home or duty station is defined as a period exceeding 24 hours in length in which the civilian employee, by virtue of his official duties, is ordered to be temporarily away from the headquarters by which he is permanently employed, thereby involving absence from home.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

C.M. Parkin

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

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Local Establishment

44

HEADQUARTERS ALLIED COMMISSION
APO 394

8 NOV 1944

31 October 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 28)

ORGANIZATION OF 1ST TRUCK BATTALION

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

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

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

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

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

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

By command of Commodore STONE:

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:
C. M. Parkin

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

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HEADQUARTERS
ALLIED COMMISSION
APO 394

31 October 1944.

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ESTABLISHMENT MEMORANDUM)
:
NUMBER 23) Charge No. 1

- 34a

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

amended

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

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

C. M. Parkin

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

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HEADQUARTERS
ALLIED COMMISSION
APO 394

42

2 OCT 1944

29 October 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 27)

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

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

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

By command of Commodore STONE:

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:
C.M. Parkin

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 394

17 October 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 26)

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

2. Executive Memorandum Number 61 is accordingly rescinded.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 24)---Change No. 1.

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

By command of Commodore STONE:

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

OFFICIAL:

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

Amended 10/10/44

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Local Hist Sec Coll

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 OCT 1944

9 October 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 25)

ORGANIZATION OF 1ST TRUCK BATTALION

1. Announcement is made of the organization of the 1st Truck Battalion, 2675th Regiment, Allied Control Commission, effective 6 October 1944.

2. This organization is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Control Commission, for maintenance and operation.

3. The order of activation placed the Battalion under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovhd), for administration and supply.

By command of Commodore STONE:

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

OFFICIAL:

C. M. Parkin

C. M. PARKIN,
Colonel, Infantry,
Executive Officer.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 5)

p. 28

CHANGE NUMBER #1

LOCAL PURCHASES AND CONTRACTS

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

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

By command of Commodore STONE:

Amended 10/10/44 HBW.

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

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

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Interior

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Section)
APO 394

NEF/LTM/ja

6 - OCT 1944

4 October 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 24)

REQUISITION OF MOTOR VEHICLES

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

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

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

By order of Captain STONE (USNR):

⊙ in all Regions with the exception of Southern, Liguria, and Piemonte Regions who will use the capital letters SR. L and P respectively in place of Roman numerals.

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

OFFICIAL:

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

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10/19 - Interior (35)

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Branch)
APO 394

28 SEP 1944

seen by

27 September 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 22)

ESTABLISHMENT OF MAINTENANCE, ROAD DIVISION,
TRANSPORTATION SUB-COMMISSION

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

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

b. To carry out this responsibility:

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

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

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

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

4. Responsibility of other elements:

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

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

c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in U.S. AW 33 and AR 35-6640 and AR 850-15 and British W.D. Regulations.

4364

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

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

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

b. To carry out this responsibility:

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

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

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

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

4. Responsibility of other elements:

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

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

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

4364

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

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

NORMAN E. FISKE,
Colonel,
Establishment Officer.

See Ex Memo
N° 34 page 52.

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35A

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

RESPONSIBILITIES OF G-4 (A)

1. Vehicle Records.

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

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

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

(1) The Property Book, which will be known as the "Unit Transportation Sub-Commission Property Book", will account for all U.S. Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to Companies.

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

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

(4) The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub-Commission . The Transportation Sub-Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to the Transportation Sub-Commission.

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

4363

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

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

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

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

(1) The Property Book, which will be known as the "Unit Transportation Sub-Commission Property Book", will account for all U.S. Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to Companies.

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

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

(4) The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub-Commission . The Transportation Sub-Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to the Transportation Sub-Commission.

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

4363

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

2. Reports.

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

3. Supplies.

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

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

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

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

(35B)

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

RESPONSIBILITY OF G-4 (BRITISH)

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

2. Records.

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

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

c. Vehicle locations:

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

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

3. Supply.

a. Vehicles:

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

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

b. Equipment:

(1) Regions will be responsible for indenting for their own vehicle tools and spare parts.

(2) G-4 will indent for all G.1098 M.T. Equipment and LAD equipment authorized under Special List 94/1 and will issue same when received to Transportation Sub-Commission for allotment

4382

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

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

c. Vehicle locations:

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

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

3. Supply.

a. Vehicles:

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

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

b. Equipment:

(1) Regions will be responsible for indenting for their own vehicle tools and spare parts.

(2) G-4 will indent for all G.1098 M.T. Equipment and LAD equipment authorized under Special List 94/1 and will issue same when received to Transportation Sub-Commission for allotment. 4368

(3) G-4 will indent for M.T. First-Aid Kits to scale and will issue them to Transportation Sub-Commission who will be responsible for keeping them replenished.

(4) If any major items of garage equipment are required, surplus to LAD scale, Transportation Sub-Commission will submit a special case to G-4 Branch for supply.

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

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

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

6. Returns to be Rendered

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

7. With effect from 1 October 1944 responsibility for recording and returns of all vehicles, whether WE, civilian or otherwise authorized, will be as follows:

Responsible Officer

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

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

7. With effect from 1 October 1944 responsibility for recording and returns of all vehicles, whether WE, civilian or otherwise authorized, will be as follows:

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

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Declassified E.O. 12356 Section 3.3/NND No. 78 5002

(35C)

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

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

4361

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

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

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Declassified E.O. 12356 Section 3.3/NND No. 785031

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10/19 Interior

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RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

2 SEP 1944

28 September 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 23)

REQUISITIONED HOTELS

GENERAL PRINCIPLES:

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

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

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

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

5. As indicated in the following detailed instructions, there will be a military officer in charge of each hotel, who will have certain specific duties

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

REQUISITIONED HOTELS

GENERAL PRINCIPLES:

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

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

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

4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and Hirings Officer, British Force 160, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented.

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

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

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Declassified E.O. 12356 Section 3.3/NND No. 778021

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

DETAILED INSTRUCTIONS:

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

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

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

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

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

(a) Wages and salaries of the civilian staff, at the authorized rates.

(b) Replacements of crockery, cutlery, linen, glassware, etc.

(c) Minor repairs necessary to maintain service

(d) Purchase of cleaning materials, etc.

(e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants

(f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments

(g) Heating expenses (including fuel for cooking)

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

12. If the hotel has sufficient working capital to meet its current expenses

Declassified E.O. 12356 Section 3.3/NND No. 778522

ment be taken by an ACC/AMG officer immediately the premises are occupied. This inventory must include reserve stocks of linen, china, cutlery, furniture, etc., but will not include such items as wines and spirits belonging to the hotel. This inventory, properly authenticated by ACC/AMG and countersigned by the hotel management, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional ACC/AMG Headquarters as a record of the articles requisitioned.

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(c) Minor repairs necessary to maintain service

(d) Purchase of cleaning materials, etc.

(e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants

(f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments

(g) Heating expenses (including fuel for cooking)

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

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

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Declassified E.O. 12356 Section 3.3/NND No. 788027

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

stimated therefor.

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

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

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

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

.....1944 .....
Signature and Rank"

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

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

7353

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

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

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.....1944 .....
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(c) It is to be noted that if wages and salaries are paid out of ACC/AMG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and no benefits (e.g. family allowance) payments will be made. However, if the employees are paid by the hotel management, social insurance contributions and benefit payments will be dealt with in accordance with Italian law as modified by Proclamations, etc.

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Declassified E.O. 12356 Section 3.3/NND No. 778502/

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

(d) Where Allied military rations are provided, Lire 900 per month will be deducted from the wage or salary of each employee, whether payment is made out of ACC/AMG funds or by the hotel management. However, where deductions for such rations are made by the hotel management, the amount of such deductions will be paid over by the management to the nearest ACC/AMG Sub-Accountant and it will be the responsibility of the officer in charge of the hotel to see that payment is duly made; this procedure has retroactive effect.

(e) It has been intimated that, wherever practicable, the former staffs of requisitioned hotels should be retained. However, should the existing staff to a hotel be obviously in excess of requirements, for example in the case of a hotel only partially occupied, it will be the responsibility of the officer in charge to see that an excessive number of employees is not retained on the payroll, whether payment is made out of ACC/AMG funds or by the hotel management. In these circumstances, it may not be practicable to keep the number of cooks, waiters and kitchen employees within the limits for messes set out in ACC Administrative Order No. 2 of 27 January 1944 and consequently the limits imposed by this Order are hereby relaxed in so far as messes in requisitioned hotels are concerned. Administrative Order No. 2 remains in effect so far as messes other than in requisitioned hotels are concerned.

see No 43 for amendment

(f) Essential "war damage" repairs should not be paid for by the hotel management, but should be made by the appropriate military organization (e.g. Royal Engineers) or be paid for, if properly authorized (see Establishment Memorandum No. 5 of 2 August 1944), out of ACC/AMG funds.

(g) Public services such as water, electricity, etc. will be taken care of by the Comando Genio Militare direct and consequently will not be paid either by the hotel management or out of ACC/AMG funds.

(h) It is intended that bars should be operated as a separate unit either by the hotel management or the ACC/AMG Mess and therefore no expenses in connection therewith should be included in the monthly statement referred to in para. 11 above.

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

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

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

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

DISTRIBUTION:
"A"
(Plus 100 copies for the Accounting Sub-Section of Finance Sub-Commission)

RESTRICTED

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

1293

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

ACC/10/19/Int 6 September 1944

SUBJECT: Monthly Return - Civilian Vehicle

TO : PO, ACC, Establishment Branch

Letter returned to Admin Section 10/9

Reference your Establishment Memorandum Number 21, dated 3 September, the following return in rendered:

ACC NO.	MAKE	ITALIAN LICENCE NO.	MOTOR NO.	CHASSIS NO.	ASSIGNED TO
RQ 80	Fiat	- -	002397	002356	Interior S/C

R. C. B. SPICER
Colonel
Director
Interior Sub-Commission

/3rd

For further returns see file 29/1

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3223

10/19 Interior 32

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

5 SEP 1944

3 September 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 21)

REQUISITIONING AND REGISTRATION CIVILIAN VEHICLES

1. The purpose of this Establishment Memorandum is to amplify and clarify certain other subjects not covered in Establishment Memorandums 12 and 14 and changes thereto.

2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memorandums referred to in paragraph one (1).

3. Return and Derequisitioning of Vehicles.

a. When a vehicle is returned to the owner, it will be considered derequisitioned after completion of the following:

(1) Two (2) copies of release certificate, attached as Appendix "A," must be signed by the owner.

(2) One (1) copy of release certificate, together with requisition originally issued to owner, is to be forwarded to G-4 (A), this Headquarters.

(3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.

(b) (1) (2) See amendment on page 54 this file.

4. Transfer of Vehicles between Regions.

a. Requisitioned civilian vehicles will not be transferred from one Region to another without the written approval of G-4 (A), this Headquarters.

b. Regional Commissioners desirous of transferring a vehicle from or to another Region will request same in writing to G-4 (A), stating the reasons for making such transfer. G-4 (A) will approve or disapprove and notify the Region concerned as soon as possible.

4357

c. If approval is granted, the Region transferring the vehicle will not reassign another vehicle the same Registration Certificate Number issued on vehicle being transferred.

d. Records to accompany the transfer of the vehicle to the new

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

1. The purpose of this Establishment Memorandum is to amplify and clarify certain other subjects not covered in Establishment Memorandums 12 and 14 and changes thereto.

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b. Regional Commissioners desirous of transferring a vehicle from or to another Region will request same in writing to G-4 (A), stating the reasons for making such transfer. G-4 (A) will approve or disapprove and notify the Region concerned as soon as possible.

4357

c. If approval is granted, the Region transferring the vehicle will not reassign another vehicle the same Registration Certificate Number issued on vehicle being transferred.

d. Records to accompany the transfer of the vehicle to the new Region will be a copy of the requisition covering the vehicle.

e. The Region transferring the vehicle will, before release, remove the Registration Certificate, mark it "Cancelled, Transferred to Region _____," and forward cancelled Certificate to G-4 (A).

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

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

g. Civilian drivers will not accompany vehicles being transferred.

5. Stolen Vehicles.

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

(1) All police authorities in the Region concerned will be notified of the theft and every effort will be made to retrieve the vehicle.

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

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

6. Accidents.

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

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

c. ~~In accidents resulting in injury of personnel, military or otherwise, the~~ G-4(A) The U. S. Accident Form 26 will be made out and forwarded this Headquarters, ~~followed by a Report of Investigation covering the accident.~~ On all accidents

7. Scrapping of Vehicles.

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

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

c. No reassignment of Registration Certificate Number will be

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

(1) All police authorities in the Region concerned will be notified of the theft and every effort will be made to retrieve the vehicle.

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

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c. ~~In accidents resulting in injury of personnel, military or otherwise, the~~ U. S. Accident Form 26 will be made out and forwarded ~~this~~ G-4 (A) Headquarters, ~~followed by a Report of Investigation covering the accident.~~ on all accidents

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

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

8. Channels of Communications.

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

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

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9. Regional Transportation Officer.

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

10. Regional Requisitioning Officer.

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

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

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

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

12. Civilian Vehicles Not to Be Requisitioned.

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

Doctors	Italian Government
Nurses	Bankers
Food Distribution	Vatican City
Italian Army	Diplomatic Corps
Public Utilities	Italian Navy and Air Forces
State Railway	

Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizazione.

13. Monthly Returns.

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

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

4356

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

responsibility to control all Requisitioning within their respective Regions.

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

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

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

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

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

14. Official Use of ACC Civilian Vehicles.

a. The use of ACC civilian requisitioned vehicles will be restricted to circulation necessary to carry out the functions of the Sub-Commission, Branch or Division in connection with their ACC activities.

b. Civilian drivers will not be permitted to circulate in ACC vehicles after official duty hours unless on official business.

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

DISTRIBUTION:

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

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

b. Civilian drivers will not be permitted to circulate in ACC vehicles after official duty hours unless on official business.

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

DISTRIBUTION:

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

Declassified E.O. 12356 Section 3.3/NND No. 78 502 1

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

(51)

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

HEADQUARTERS REGION _____
ALLIED CONTROL COMMISSION

_____
Date

RECEIPT FOR CIVILIAN VEHICLE

Received from Allied Control Commission the following described vehicle:

MAKE _____ OLD AMG/ACC NO. _____

MODEL _____ NEW ACC NO. _____

CHASSIS NO. _____ LICENSE NO. _____

MOTOR NO. _____ YEAR _____

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

Signature _____

Address _____

_____

WITNESSES (Officers)

_____
Name Rank ASN

_____
Name Rank ASN

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

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

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

HEADQUARTERS REGION _____
ALLIED CONTROL COMMISSION

_____
Date

C E R T I F I C A T E

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

MAKE _____ LICENSE NO. _____

MODEL _____ OLD AMG/ACC NO. _____

YEAR _____ NEW ACC NO. _____

MOTOR NO. _____ REMARKS _____

CHASSIS NO. _____ _____

_____
(Name) (Rank) (ASN) (Region) (Position)

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

3159

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

1 SEP 1944

31 August 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 20)

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

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

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

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

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

John J. Knight
JOHN J. KNIGHT
Colonel, Infantry
Establishment Officer
For the Executive Commissioner.

DISTRIBUTION:
"A"

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Interior

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

16 AUG 1944

2 August 1944.

ESTABLISHMENT MEMORANDUM:

NUMBER 5:

LOCAL PURCHASES AND CONTRACTS

1. Establishment Memorandum No. 5 (originally published as Executive Memorandum No. 28, 20 February 1944) and Establishment Memorandum No. 5A of 31 March 1944, are hereby rescinded. These memoranda dealt with local purchases and contracts for supplies and labor, to repair, furnish and maintain messes, billets, offices and other buildings for the occupation and use of ACC/AMG. These instructions have not been complied with in many cases either through misunderstanding or for other reasons.

2. This memorandum restates the policies and regulations which must be followed in entering into contracts for the local purchases of:

a. Furniture and equipment for offices, messes, and billets.

b. Labor and materials for the reconditioning and repairing of offices, messes and billets.

3. The following policies will be observed in making all local purchases or contracts for items listed in 2 a and b above:

a. Normal military channels will be used to obtain available supplies or to make use of the military supply services for repairs and renovations.

b. Where possible, billets, offices and messes will be requisitioned with contents. (See para. 4b for regulations governing).

c. Purchases will only be made of such equipment as would normally be issued by the quartermaster departments of the American or British Armies but cannot be obtained owing to local conditions. This same policy applies to the rebuilding and remodeling of messes, offices and billets. Under no circumstances may purchases be made which would give grounds for criticism that officers or EM/ORs of ACC/AMG were getting benefits denied to personnel of army formations. Individual personal items are not be bought with public funds.

d. When application is made in accordance with para 3 a, military formation concerned will be asked, if supplies are not available, to give a certificate to that effect, and state whether supplies are a proper subject for local purchase. When in doubt as to the legitimacy of a particular purchase or in doubt as to the policy or regulations of the local purchase directive, the Chief of Staff ~~Executive Commissioner~~, ACC, will be consulted for clarification.

4. Regulations governing the above policies:

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

1. Establishment Memorandum No. 5 (originally published as Executive Memorandum No. 28, 20 February 1944) and Establishment Memorandum No. 5A of 31 March 1944, are hereby rescinded. These memoranda dealt with local purchases and contracts for supplies and labor to repair, furnish and maintain messes, billets, offices and other buildings for the occupation and use of ACC/AMG. These instructions have not been complied with in many cases either through misunderstanding or for other reasons.

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d. When application is made in accordance with para 3 a, military formation concerned will be asked, if supplies are not available, to give a certificate to that effect, and state whether supplies are a proper subject for local purchase. When in doubt as to the legitimacy of a particular purchase or in doubt as to the policy or regulations of the local purchase directive, the Chief of Staff ~~Executive Commissioner,~~ ACC, will be consulted for clarification.

4352

4. Regulations governing the above policies:

a. When it is impossible to obtain furniture and equipment for the furnishing and re-equipment of billets, offices and messes from normal military sources or by requisition (see 3 b above), local purchases may be made, and payment will be made from ACC/AMG funds.

b. Requisitioning of offices, billets, and buildings will be done through the proper authorities (local representative of American Base Section or British District) controlling the area, e.g.: Buildings requisitioned in the Naples area must be procured through the Real Estate Section of Peninsular Base Section; in Rome through Real Estate Board of Rome Allied Area Command: Buildings requisitioned in a British area would be procured through the office

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

of the Town Major. In the latter case, if it is desired to requisition the contents of the building, provisions of GRO123/44 para 25 must be observed.

c. Local purchase is the responsibility of the officer designated as Purchasing and Contracting Officer at Headquarters, ACC and at Regional Headquarters. The Headquarters Commandant is, hereby, designated as Purchasing and Contracting Officer for Headquarters, ACC. The Purchasing and Contracting Officer in each Region is responsible to the Regional Commissioner for local purchases made in the Region. No other officer will effect local purchases without the written authority of the Purchasing and Contracting Officer of ACC Headquarters, or in the Regions by the written authority of the Purchasing and Contracting Officer of the particular Region. In Regions where no Regional Purchasing and Contracting Officer has been appointed, immediate steps will be taken to appoint one.

d. The following procedure will be followed in the expenditure of ACC/AMG funds. The amount of the expenditure for the purposes of authorization will include the several purchases or contracts that make up the total cost of any one project.

(1) Expenditure on any one purchase or contract up to 10,000 Lire may be authorized by the Purchasing and Contracting Officer unless in any Region the Regional Commissioner shall decide to lower this limit.

(2) Bids and contracts for repairs to buildings in excess of 10,000 Lire will be submitted to a representative of the P.W. & U. Sub-Commission for opinion and recommendation as to its acceptance prior to submission for approval to the Regional Commissioner or ~~Executive Commissioner.~~ Chief of Staff

(3) Expenditure on any one purchase or contract amounting to between 10,000 and 100,000 Lire will be approved in writing for Region by the Regional Commissioner and for Headquarters, ACC by the ~~Executive Commissioner.~~ Chief of Staff Purchasing and Contracting Officer.

(4) Expenditures on any one purchase or contract amounting to over 100,000 Lire, whether in the Region or at Headquarters, ACC, will be approved in writing by the ~~Executive Commissioner.~~ Chief of Staff

(5) In all cases where local purchases or contracts exceed 50,000 Lire, the Purchasing and Contracting Officer will obtain bids in writing from two or more sellers or contractors and the lowest bid will be accepted. When it is impracticable or impossible to obtain more than one bid on a purchase or contract of 50,000 Lire, the Purchasing and Contracting Officer shall obtain bids in writing prior to purchase.

e. The hiring of laborers, skilled or unskilled, for the construction or repair of offices, messes, billets - furniture or other maintenance work for the proper care of the offices, messes and billets, is the responsibility of the Purchasing and Contracting Officer.

f. The written authority signed by the officer authorized under para 4 d above must be given on or attached to the relative payment voucher and it will be the duty of the Chief Accountant to report to the Executive Commissioner Chief of Staff any payments in excess of the specified limits which are not properly authorized.

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

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(5) In all cases where local purchases or contracts exceed 50,000 Lire, the Purchasing and Contracting Officer will obtain bids in writing from two or more sellers or contractors and the lowest bid will be accepted. When it is impracticable or impossible to obtain more than one bid on a purchase or contract of 50,000 Lire, the Purchasing and Contracting Officer shall obtain bids in writing prior to purchase.

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f. The written authority signed by the officer authorized under para 4 d above must be given on or attached to the relative payment voucher and it will be the duty of the Chief Accountant to report to the Executive Commissioner Chief of Staff any payments in excess of the specified limits which are not properly authorized.

g. The Purchasing and Contracting Officer, both at Headquarters, ACC and the Regions will account for and dispose of all moveable property obtained through local purchase in the same manner as other government property.

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

DISTRIBUTION:
"A"

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO # 394
(Establishment Branch)

22 July 1944

(ESTABLISHMENT MEMORANDUM)
NUMBER 19)

USE OF GOVERNMENT TRANSPORTATION

1. Vehicles of ACC, whether military or civilian type, will be used only for official business. Vehicles will not be used to commute between the office and hotels or the office and billets within walking distance (1 mile).

2. Attention is invited to Part II, Par 20, Orders 15-31, Serial No. 3, 24 March 44, Hq AAI Routine Orders which states:

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

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

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

"PASS ENTITLING BEARER TO
TRAVEL IN WD VEHICLES"

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

_____ _____
Commanding (Rank)
(Unit)

3. It is forbiddon to give casual lifts to civilians.

4. Disciplinary action will be taken against any officer or EM/OR disregarding this order." 4351

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

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(a) They are Government Officials, or
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"PASS ENTITLING BEARER TO
TRAVEL IN WD VEHICLES"

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

_____ _____
Commanding (Rank)
(Unit)

3. It is forbidden to give casual lifts to civilians.

4. Disciplinary action will be taken against any officer or EM/OR disregarding this order." 4351

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

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

RESTRICTED

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

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

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer
For the Executive Commissio

DISTRIBUTION:
"A"

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"A"

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

Interior

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

22 JUL 1944

ESTABLISHMENT MEMORANDUM)

NUMBER 14)---Change No. 1.

20 July 1944

1. In Paragraph 1 (a) (3) delete words "and Independent Sub-Commissions."

2. In Paragraphs 1 (b) (1) and 2 (a) delete words "Independent Sub-Commission."

3. In Paragraph 5 (a) delete words "Directors of Independent Sub-Commissions."

For the Executive Commissioner:

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

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

1314

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

RECEIVED ADJ SEC
A.G.(U.K.)
DEPT/REGD/Encl.
REAR HQ. A.C.C.
150
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HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF C-4
APO 394

C4/101/16

25 June 1944.

SUBJECT : Vehicle Markings.

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

28 JUN 1944

Reference Establishment Memorandum No.13, and this H.Q. letters of even reference dated 9 May 1944 and 16 May 1944. P.17 P.15. P.18.

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

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

CAUTION - RIGHT HAND DRIVE - NO SIGNALS.

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

S.W. MILLER.
Lieut. Col.
C-4.

1514

RESTRICTED

9 JUN 1944

18 JUN

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

URGENT AND IMPORTANT

SWA/Hdq.

17 June 1944.

RATIONS FOR MILITARY AND CIVILIAN PERSONNEL.

The enclosed letter will be attached as a supplement to Establishment Memorandum No.16 of 2 June 1944.

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

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

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

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

TO:- Chief Army Sub Commission, Allied Control Commission, APO 685, U.S. Army.

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

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

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

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

4. Royal Military [illegible]

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

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

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

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

HEADQUARTERS ALLIED ARMIES IN ITALY (REAR ADM EMMERSON), APO 4CO, U.S. ARMY.

TO:- Chief Army Sub Commission, Allied Control Commission, APO 685, U.S. Army.

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

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

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

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

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

4343

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

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

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

...../2

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

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

15 June 1944.

(Sgd) AL [illegible],
Brigadier General, USA.
D.C.A.C.

DISTRIBUTION: "A".

Copies to : Army Sub-Commission.
D.C.A.C., A.A.I. (Could a copy of all instructions re rationing etc of Italians please be sent for attention G-4, Headquarters, Allied Control Commission).

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

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

RESTRICTED

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

RECEIVED ADJ. GEN'S
JUN 6 1944
REAR HQ. A.C.C.

2 June 1944.

8 JUN 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 18)

RATIONS FOR MILITARY
AND CIVILIAN PERSONNEL

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

A. Rations from American or British Sources:

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

(a) These rations are considered part of the wages of these civilian employees and no deductions from the wage scale (Appendix "A") are necessary.
(b) Civilian ration cards of these employees will be withdrawn by the Region or Headquarters concerned.

B. Rations from American Sources:

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

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

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

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

(4) Excess rations will be turned in as prescribed by Circular No. 14, Section IV, Paragraph 14f.

(5) It is not considered necessary for ACC units who are not operating under an alerted or travel status, to maintain the type "C" and "D" ration reserve, Section IV, Paragraph 14c.

(6) Italian [illegible] may be fed on [illegible]

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

and civilian personnel from American, British, and Italian sources:

A. Rations from American or British Sources:

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

(a) These rations are considered part of the wages of these civilian employees and no deductions from the wage scale (Appendix "A") are necessary.
(b) Civilian ration cards of these employees will be withdrawn by the Region or Headquarters concerned.

B. Rations from American Sources:

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

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

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

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

(4) Excess rations will be turned in as prescribed by Circular No. 14, Section IV, Paragraph 14f.

(5) It is not considered necessary for ACC units who are not operating under an alerted or travel status, to maintain the type "C" and "D" ration reserve, Section IV, Paragraph 14c.

(6) Italian Laborers except for those in Region I may be fed one 4347 meal per shift of eight (8) hours in accordance with Circular No. 24, PBS, dated 5 February 1944 (Appendix "C").

(a) Paragraph 2, Appendix "C", add 1/4 lb. salt per 100 men per day.
(b) Deduction from pay for this meal will be in accordance with Appendix "D".
(c) Rations for these laborers will be requested through normal channels on daily ration request, i.e., "Rations for Laborers (Italian), one meal _____."

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

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

(a) Note: Orders must contain:

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

C. Rations from British Sources:

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

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

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

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

(a) In areas under command of 5th and 8th Armies, the above-mentioned personnel may be rationed in accordance with scale in Appendix "E".
(b) In areas in rear of army boundaries, the above-mentioned personnel may be rationed in accordance with scale in Appendix "F".
(c) Carabinieri and Guardia Finanza are considered Military Personnel.

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

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

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

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

(b) Dependent on local conditions the ration may consist of bread and dehydrated soup.

1. The daily wage reduction for this ration is three (3) lire.

(c) Rations for this meal are in addition to normal civilian rations.

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

the manner prescribed by their nearest D.I.D.

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

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

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

(a) In areas under command of 5th and 8th Armies, the above-mentioned personnel may be rationed in accordance with scale in Appendix "E".
(b) In areas in rear of army boundaries, the above-mentioned personnel may be rationed in accordance with scale in Appendix "F".
(c) Carabinieri and Guardia Finanza are considered Military Personnel.

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

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

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

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

(b) Dependent on local conditions the ration may consist of bread and dehydrated soup.

1. The daily wage reduction for this ration is three (3) lire.

(c) Rations for this meal are in addition to normal civilian rations.

(7) When a contractor is used, but the civilians working for him draw rations according to Appendix "G", the contract price will be reduced by an amount equal to total reductions in wage scales, and the contractor must reduce wages accordingly.

(8) Rations for Paragraph 0, 1, 2, 3, 4, and 5 above, will be drawn through normal supply channels. Demands will clearly state the number of Italian personnel, i.e., (Military, civilian) for whom rations are to be drawn.

(9) There is no authority for issue of cigarettes or tobacco from Allied stocks to Italians.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 778021

D. Rations from Italian Sources:

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

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

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"A"

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

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

D. Rations from Italian Sources:

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

DISTRIBUTION:
"A"

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

APPENDIX "A"

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

HOTEL GRADES

		Lire Monthly Min.	Max.
Head Waiter	(FOOD TO BE FURNISHED)	2500	3500
Waiter	(SEE NOTE 4)	1800	2500
Asst. Waiters		1200	1700
Head Cook		2000	3500
Cook		1800	2700
Asst. Cook		900	1200
Dishwasher		700	1000
Housekeeper (Female)		1500	2500
Chambermaid		1200	1800
Porter		1500	2000
Linen Keeper		1000	1500
Ironing Woman		700	1100
Washer (Male)		1100	1600
Washer (Female)		600	900
Elevator Operator		800	1200
Handyman		1000	1500
Skilled Labor (permanent)		1400	2100
Waitresses		1300	1900
Cashiers (Female)		900	1500

MESSES

		Min.	Max.
Head Cook	(FOOD TO BE FURNISHED)	1800	3500
Cook	(SEE NOTE 4)	1800	2700
Asst. Cook		900	1200
Head Waiter		1800	3500
Waiter		1800	2500
Asst. Waiter		1200	1700
Dishwasher		700	1000
Handyman		1000	1500
Orderly (British Mess)		1500	2100

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

4345

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Appendix B

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 535

CIRCULAR)
:
NUMBER 14)

4 February 1944

MESSES AND FOODS

XXX EXTRACT XXX

I — OFFICERS' MESSES

1. Government messing facilities will be made available to all officers of the United States Armed Forces in this theater. Private messing arrangements depending solely on civilian means are not permitted.

2. The following personnel are authorized to eat at officers' messes:

a. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army.

b. United States Navy, Marine Corps, Coast Guard and Public Health Service personnel corresponding in rank to those enumerated in a. above.

c. British personnel corresponding in rank to a and b, above, when no British mess is conveniently available. (This does not apply to British Officers on duty with Allied Force Headquarters who are covered by sub-paragraph 2d below.)

d. French, other United Nations and co-belligerent personnel corresponding in rank to a and b, above, when on duty at Allied Force Headquarters, or on liaison duty with United States Armed Forces,

e. Under exceptional circumstances enlisted personnel of United States Armed Forces may be subsisted at officers' messes but will not be required to pay for either the cost of the ration or any supplementary charge thereto.

4344

f. Duly accredited correspondents, photographers, entertainers, and Red Cross personnel.

g. Members of Congress, cabinet officers, and other high ranking government officials and their parties.

h. Commanding officers under whose jurisdiction the mess is being conducted may authorize civilian employees of the United States Government and of the British to eat at officers' messes when no civilian messes are conveniently available and

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

MESSES AND FOODS

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4344

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g. Members of Congress, cabinet officers, and other high ranking government officials and their parties.

h. Commanding officers under whose jurisdiction the mess is being conducted may authorize civilian employees of the United States Government and of the British to eat at officers' messes when no civilian messes are conveniently available and the extention of the mess privilege is to the best interests of the United States.

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

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

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

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

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

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

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

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

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

II — ISSUE OF SUBSISTENCE FROM UNITED STATES ARMY STOCKS

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

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

(1) United States Navy and Marine Corps — In accordance with letter this headquarters, subject: "Subsistence for United States Navy," dated 1 October 1943, file AG 430/178 QM-O.

(2) United States War Shipping Administration, including shore installations; this to include all United States War Shipping Administration ships and those under United States Army Charter — In accordance with letter this headquarters, subject: "Subsistence for WSA Ships", dated 7 October 1943, file AG 331.3/092 QM-O.

(3) American Red Cross — In accordance with letter this headquarters subject: "Subsistence for the American Red Cross", dated 21 September 1943, file AG 430/041 C/S-O and such revisions thereto as may be subsequently authorized, based on varying troop strength in the areas served.

(4) Civilians — Certain United States citizens may be furnished subsistence in accordance with the provisions of AR 30-2290, dated 10 August 1938, as amended by Change Number 1 of 15 December 1939, and AR 210-60 dated 11 November 1929, War Department Memorandum W-35-20-43, dated 7 September 1943, and as indicated in Section I, above.

(5) French Army detachments guarding prisoners of war in transit — See letter this headquarters, subject: "Issue of American Rations to French Escort Guards", dated 17 April 1943, file AG 400/017 DTC-M.

b. Allied and co-belligerent personnel as indicated in Section I, above.

c. Expeditionary forces of allied and co-belligerent powers in accordance with instructions as have been, or may be, issued by this headquarters.

4343

Declassified E.O. 12356 Section 3.3/NND No. 785042

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

(1) Military Units.

(a) Name and designation of unit or units concerned.

(b) Strength of unit or units concerned, officers and men.

(c) Location of unit or units concerned.

(d) Estimated time rations will be required.

(e) Reason for requesting rations from United States Army sources.

(2) Civilian, other than United States citizens including casual labor, both skilled and unskilled.

(a) Place of employment.

(b) Number of individuals involved.

(c) Nature of work performed.

(d) Estimated time rations will be required.

(e) Reasons for requiring rations from United States Army stocks. Include statement as to why individuals cannot be subsisted from other sources.

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

(1) Those ships of other nationality that are on shuttle service between two American operated ports and engaged in transportation American supplies and/or troops may be furnished essential subsistence supplies only while on such duty.

(2) Any ship not covered above required emergency rations while in an American operated port will be furnished only sufficient rations to enable it to reach the nearest port of its own nationality.

Declassified E.O. 12356 Section 3.3/NND No. 785702

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

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IV — FOOD

14. e. Prescribed reserves.

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

(a) *Type B ration 1-2/3 days in unit

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

(c) Type D ration 1 day in unit

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

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

f. Turning in of Excess Subsistence Stocks.

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

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

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

XXX XXX XXX

By command of Lieutenant General DEVERS:

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

OFFICIAL:
/s/ H. V. Roberts
/t/ H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

Reproduced by HQ ACC, dated 2 June 1944 ___.

Declassified E.O. 12356 Section 3.3/NND No. 78502/

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APPENDIX "C"

HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

CIRCULAR)
:
NUMBER 24)

5 February 1944.

FEEDING OF LABORERS

1. Section II, Circular No. 35, this Headquarters, 18 December 1943, is rescinded and the following substituted therefor effective 10 February 1944.

2. All civilian laborers employed by this Base Section and XII AFSC units, located in the Peninsular Base Section Area, will be served a mid-shift meal, beginning 10 February 1944, consisting of the following:

1/3 pound of bread
6 ounces of fresh vegetables
Dehydrated soup on the basis of 5 pounds
to each 100 men per serving

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

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

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

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

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

By command of Brigadier General PENCE:

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

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

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Reproduced by Hq ACC, 2 June 44.

RESTRICTED

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

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By command of Brigadier General PENCE:

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

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

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Appendix D

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HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

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

7 February 1944

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

> Note 3. Food furnished civilian laborers under the provision of Circular No. 24, P.B.S., 5 February 1944 will be charged for at the rate of $.07 per serving. Each payroll will carry a heading stating that value of food furnished is shown opposite the name of worker and that value has been dropped from balance due. Payrolls will be prepared to show the value of food furnished each worker by showing opposite his name the letter "F" followed by the total value. For example, for a laborer having been served food five days there will be shown: F-35¢. Preparation of payrolls will be as in the past except that the food deduction without showing in a column, will be dropped from the balance due.
>
> Computation of amounts due a civilian employee will be carried to one decimal point only and the employee paid to nearest lire. Five-tenths will be considered one lire in favor of the employee.
>
> Contractors employed directly by any service or section will be required to deduct the $.07 from the pay of each laborer. The contractor will be required to decrease amounts invoiced by value of food furnished by Government for serving to contractor's employees.
> (AG 400.12BPBPA)

By command of Brigadier General PENCE:

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

OFFICIAL:

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

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

to Procurement Regulations)
Number 1)

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

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

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

(AG 400.12EPBPA)

By command of Brigadier General PENCE:

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

OFFICIAL:

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

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APPENDIX "E"

COMBAT RATION SCALE FOR ITALIAN ARMED FORCES

ITEM	UNIT	COMBAT RATION
Flour	oz	18 x
Pulses	"	1½
Canned Meat		
OR		
Preserved Fish	"	4
Cheese	"	1
Sugar	"	1
Macaroni	"	3
Rice	"	2
Beans, dried	"	2
Tomato Catsup or paste	"	½
Coffee	"	½
Pepper	"	1/200
Onions	"	2
Matches (weekly issue)	Book OR	2
	box	1

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

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

ITEM	UNIT	COMBAT RATION
Fruit	oz	4
Fresh Vegetables	"	8
Clive Oil	"	1
Wine	Litre	½
Nuts	oz	1
Salt	"	½

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

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

APPENDIX "F"

BASIC RATION SCALE FOR ITALIAN ARMED FORCES

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

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

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

ITEM	UNIT	BASIC RATION
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	litre	1/2
Nuts	oz	1
Salt	"	1/2

Yeast and other bread making ingredients as required.

APPENDIX "G"

SUPPLY OF FOOD TO ITALIAN CIVILIANS

SCALE OF ISSUE

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

ITEM	QUANTITY PER PERSON PER DAY
Flour	1/4 lb
OR	OR
bread	1/3 lb
Fresh vegetables	6 ozs
Fresh Meat	1 oz
OR	OR
Dehydrated Soup	4/5 oz

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

1338

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

2 JUN 1944

JUN 1944

1341

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

1 June 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 17)

RESPONSIBILITIES OF SENIOR OFFICERS

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

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

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

/s/ John J. Allright
JOHN J. ALLRIGHT,
Colonel, Inf.,
Estab. Officer
For the Executive Commissioner

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF EXECUTIVE OFFICER
APO 394

DHH/kwlm.

3 June 1944.

(21)

G-4/120/6.

SUBJECT : Requisition of Vehicles.

The provisions of Establishment Memorandum Number 14 regarding requisitioning through British channels are suspended until further order.

Addressees must proceed with regularisation of irregular requisitions im the past but both this and new requisitions must be done through the American procedure.

E.L. CLOUGH,
Colonel,
Executive Officer.

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R-E-S-T-R-I-C-T-E-D

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

24 May 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 16)

TELEPHONE SECURITY

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

a. Secret matters should never be discussed over the telephone.

b. Confidential matters should be discussed by reference to file numbers and dates in such a manner as to guard the content.

c. Care must be exercised in order to avoid indentifying names of telephone exchanges with locations of headquarters or Army units, i.e., if a person wishes to telephone to an Army headquarters or unit, he should ask for the exchange concerned (Fatima, Broadway), and never mention place names.

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

John J. Albright

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

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

15 May 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 15)

LABOR CLASSIFICATIONS "A" & "B"

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

2. Labor Classification "A":

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

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

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

REQUIREMENTS:

A. EDUCATION:

4364

In order to qualify for this position the applicant must be a graduate of a recognized university, in law or in some other closely

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

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

2. Labor Classification "A":

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

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

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

(a) As a legal advisor to the Court concerning pertinent Italian law;

(b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in

(i) Accurately and rapidly interpreting technical legal arguments;

(ii) Being familiar with rules of evidence and court procedure;

(iii) Having an extensive knowledge of Italian idioms and customs;

(iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

REQUIREMENTS:

A. EDUCATION:

4334

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

B. EXPERIENCE:

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

Declassified E.O. 12356 Section 3.3/NND No. 785702

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

SPECIAL PROVISIONS:

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

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

3. Labor Classification "B":

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

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

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

REQUIREMENTS:

A. EDUCATION:

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

B. EXPERIENCE:

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

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

shall be given such salary only after three months of demonstrated successful employment, certified by the court and approved by the Executive Officer of the A.C.C. or his designated representative at Headquarters.

3. Labor Classification "B":

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

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

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

REQUIREMENTS:

A. EDUCATION:

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

B. EXPERIENCE:

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

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

For the Executive Commissioner:

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

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

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

1345

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

4854

17 MAY 1944

(18)

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394.

DHH/ch

G4/101/16

16 May 1944.

SUBJECT:- Vehicle Markings.

TO :- Distribution 'A' (less outside Units) P.15. P.17

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

The following additional markings will be placed on all British W.D. Vehicles.

i. Speed Limit signs: Maximum permissible speed of the vehicle (to be ascertained from orders of Area or other formation in which Region etc., is working) will be stencilled in RED on the tail-board, rear panel or equivalent, in the following manner:

E.g. $\frac{20}{\text{M.P.H.}}$ The figures will be 4" high and $\frac{1}{2}$" in thickness and letters 2" high and $\frac{1}{4}$" in thickness.

ii. Tyre Pressures: Authorised tyre pressures will be painted in WHITE figures not exceeding 2" in height on the edge of each mudguard or equivalent position above the centre of the wheels.

S.W. MILLER.
Major, R.A.
G-4.

4353

1346

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

4381 (17)

1163

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

G4/101/16

9 May 1944.

SUBJECT:- Vehicle Markings.

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

P.15.

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

Bridge Classification Sign.

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

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

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

MILLER.
Major, R.A.
G-4.

43382

4074

Interior 387
2 copies

REC'D HEADQ. A.C.C.

16

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

1 May 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 14)

REQUISITIONING PROCEDURE

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

(1) Only such civilian motor vehicles, supplies, and equipment as are essential will be requisitioned.

(2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full, G-4 will then issue instructions for their disposal.

(3) Headquarters ACC, Regions, and Independent Sub-Commissions will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.

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

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

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

2. a. All requisition forms will show the Region, Independent Sub-Commission, or other unit by which issued except that original British Form AB 361 will not

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

REQUISITIONING PROCEDURE

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(3) Headquarters ACC, Regions, and Independent Sub-Commissions will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.

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2. a. All requisition forms will show the Region, Independent Sub-Commission, or other unit by which issued except that original British Form AB 261 will not show rank or unit of Requisitioning Officer. All will be serially numbered beginning with number one. All pertinent information will be shown on all forms but no price or estimate of value will appear.

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

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

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

3. British Procedure: Requisition is made either:

a. Through civil authorities in unoccupied Italy, in which case AFF 780 is delivered to civil authorities who are responsible for obtaining the items required, or,

b. Directly from owner.

c. In both (a.) and (b.), AB 361 will be prepared in triplicate and disposed of as follows:

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

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

Triplicate - to G-4, Headquarters ACC.

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

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

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

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

4. American Procedure:

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

Original - to owner.

Duplicate - to G-4, Headquarters ACC.

Triplicate - retained for record.

5. a. Regional Commissioners, Directors of Independent Sub-Commissions, SCAOs AMG Armies, and Headquarters Commandant will immediately investigate the condition of requisitioned vehicles under their jurisdiction. All unserviceable vehicles which

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

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

Triplicate - to G-4, Headquarters ACC.

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

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

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

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Original - to owner.

Duplicate - to G-4, Headquarters ACC.

Triplicate - retained for record.

5. a. Regional Commissioners, Directors of Independent Sub-Commissions, SCAOs AMG Armies, and Headquarters Commandant will immediately investigate the condition of requisitioned vehicles under their jurisdiction. All unserviceable vehicles which cannot be satisfactorily repaired will be reported to G-4, Headquarters ACC, giving full particulars, as well as all surplus serviceable vehicles.

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

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

For the Chief Commissioner:

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

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

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

[illegible]

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

APPENDIX "

FORM OF REQUSITION BOOK

A. Vehicles.

Serial No. on A.B.361	Name of owner or local Authority	Address	Make & Type of vehicle	Reg'd No.	A.C.C. Reqtn. No.	Date of Requisition	Condition incl. year of manufacture	Remarks	Disposal of A. Date orig. incl rec'd from owner	Disposal of A. Date Sent to S C P O	Disposal of A. Date Duplic sent to S C P O

B. Other Stores.

Serial No. on A.B.361	Name of owner or local Authority	Address	Article requisitioned incl type & make	Quantity	No. (if applicable)	Condition	Remarks	Date original rec'd from owner	Date Sent to S CP	Dat Dup sen S C

1352

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

APPENDIX "A"

FORM OF REQUSITION BOOK

Disposal of A.B. 361

ess: Make & Type of vehicle	Reg'd No.	A.C.C. Reqtn. No.	Date of Requisition	Condition incl. year of manufacture	Remarks	Date orig. rec'd from owner	Date Sent to 8 C.P.O.	Date Duplicate sent to 8 C.P.O.	Date Triplicate sent to G-4

Disposal of A.B. 361

dress: Article requisitioned incl: type & make	Quantity	No. (if applicable)	Condition	Remarks	Date original rec'd from owner	Date Sent to 8 CPO	Date Duplicate sent to 8 CPO	Date Triplicate sent to G-4

APPENDIX "B"

FORM FOR USE IN REQUISITIONING PROPERTY

UNITED STATES ARMY
ARMATA DEGLI STATI UNITI D'AMERICA

REQN NO. _____

DATE:
DATA: _____

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

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

Owner or Possessor and Address

_____

_____

_____

_____
Signature Firma

_____
Address Indirizzo

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

Descrizione delle proprieta' prese
(Indicate la condizione.)

_____

_____

_____

_____

_____

_____

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

Io certifico che le suddette proprieta' descritte sono necessarie per ragione militare e che nessun pagamento e' stato fatto per servizio a possessione di cio'.

_____
Name Rank Organization ASN

_____
Name of Headquarters or Office

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

Sarete notificate prossimamente a chi dovete presentare questo certificato, affinche' il vostro reclamo venga preso in considerazione.

4323

Note: To be prepared in triplicate: original to owner, duplicate to be

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

from

Owner or Possessor and Address

_____

_____

_____

ica

_____
Signature Firma

_____
Address Indirizzo

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

Descrizione delle proprieta' prese
(Indicate la condizione.)

_____

_____

_____

_____

_____

_____

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

Io certifico che le suddette proprieta' descritte sono necessarie per ragione militare e che nessun pagamento e' stato fatto per servizio a possessione di cio'.

_____
Name Rank Organization ASN

_____
Name of Headquarters or Office

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

Sarete notificato prossimamente a chi dovete presentare questo certificato, affinche' il vostro reclamo venga preso in considerazione.

4329

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

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

Interior (Rear)

1092

(15)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394



25 April 1944.

RECD. POLSEC
8 MAY 1944
REAR HQ. A.C.C.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 13)

1. The following instructions are published in order to secure uniformity in the marking of all military vehicles of this organization.

2. Refer to Establishment Memo No. 12, Appendix "C", of this Headquarters, dated 21 April 1944, for the distinctive ACC marking. The rectangle therein referred to is 6" x 9" and the lettering within the rectangle is 2" high. A sample of the shade of green is attached. If paint of the proper color cannot be obtained locally, the Headquarters Commandant, Headquarters ACC, will furnish it upon request.

3. Vehicles will be marked as follows:

a. British Vehicles

(1) Vehicle signs will be painted on the near side wing in front, and on the sign plate, or body, on the off side at rear of the vehicle.

(2) The Formation Serial Number 5131 will be painted in white immediately below the vehicle sign, numerals to be 3" high.

(3) The ACC number of the vehicle will be painted in white on the opposite side wing of the vehicle. Displaced Persons Sub-Commission will allot serial numbers consecutively commencing with No. 1.

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

b. American Vehicles

(1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the vehicle beginning 3 inches from the end of the bumpers.

(2) The load classification marking will follow the ACC design on the front bumper only, indicated by a yellow circle 7 inches in diameter, (comparatively smaller on vehicles with narrower bumpers), with black numerals inside the circle. Tabulated below are numerals indicating load classifications of vehicles:

4323

Sedans	2
Truck, 1/4-Ton 4x4	2
Truck, 3/4-Ton 4x4 Command	4

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

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(3) The ACC number of the vehicle will be painted in white on the opposite side wing of the vehicle. Displaced Persons Sub-Commission will allot serial numbers consecutively commencing with No. 1.

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

b. American Vehicles

(1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the vehicle beginning 3 inches from the end of the bumpers.

(2) The load classification marking will follow the ACC design on the front bumper only, indicated by a yellow circle 7 inches in diameter, (comparatively smaller on vehicles with narrower bumpers), with black numerals inside the circle. Tabulated below are numerals indicating load classifications of vehicles:

4323

Sedans	2
Truck, 1/4-Ton 4x4	2
Truck, 3/4-Ton 4x4 Command	4
Truck, 3/4-Ton 4x4 Weapons Carrier	4
Truck, 2 1/2-Ton 6x6, Cargo	7
Trailer, 1/4-Ton, Cargo	0 1
Trailer, 1-Ton, Cargo	0 2

Declassified E.O. 12356 Section 3.3/NND No. 778021

(3) On the left side of the front bumper will be shown the Regimental marking of 2675 followed by the Company marking, such as HQ, A, B, C, etc. The unit vehicle number will follow the company marking, and the last numeral of the vehicle number will be 3 inches from the left end of the bumper. These numbers and markings will be in white.

(4) The Regimental marking of 2675 will be shown on the top half of the right rear bumper (if two bumpers), and the Company marking and unit vehicle number will be shown on the lower half. These numbers and markings will be in white.

(5) The base color of both front and rear bumpers will be olive drab.

(6) In the case of Company G, 2675 Regiment, 5A will be shown on the right triangle of the ACC design on all vehicles except those assigned to the 8th Army, in which case 8A will be shown. The letter G will be shown in the appropriate place on other markings on all vehicles.

(7) Method of showing the Region or Sub-Commission in the ACC design will be as follows:

(a) Roman numerals in right triangle of the design for the Region.

(b) In lieu of the Roman numeral of the Region, the following Sub-Commissions will use the letters as indicated below:

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

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

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

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

Front Bumper	ACC / III (4)	2675 C 10	or	ACC III (4)	2675 C 10
Rear Bumpers	ACC / II	2675 B12	or	ACC / II	2675 B 12
Trailers	ACC / IV	(0) (1) 2675 D 18			

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

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

(6) In the case of Company C, 2675 Regiment, 5A will be shown on the right triangle of the ACC design on all vehicles except those assigned to the 8th Army, in which case 8A will be shown. The letter C will be shown in the appropriate place on other markings on all vehicles.

(7) Method of showing the Region or Sub-Commission in the ACC design will be as follows:

(a) Roman numerals in right triangle of the design for the Region.

(b) In lieu of the Roman numeral of the Region, the following Sub-Commissions will use the letters as indicated below:

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

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

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

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Front Bumper	ACC / III (4)	2675 C 10	or	ACC / III (4)	2675 C 10
Rear Bumpers	ACC / II	2675 B12	or	ACC / II	2675 B 12
Trailers	ACC / IV	(0) (1) 2675 D 18			

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

For the Executive Commissioner:

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

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

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

1359

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

27 April 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 12)---Change No. 1.

1. In Paragraph 1 (a), - delete words "or rented". } amended BW 29/4/44

For the Executive Commissioner:

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

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HQ. A.C.C.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

21 April 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 12)

REGISTRATION AND USE OF CIVILIAN TYPE MOTOR VEHICLES FOR ACC PURPOSES

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

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

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

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

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

4326

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

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

1361

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

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

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

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

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

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

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

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

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

For the Executive Commissioner:

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

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

1302

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

ALLIED CONTROL COMMISSION

REGISTRATION CERTIFICATE

REGION ..... PROVINCE ..... No. .....

THIS VEHICLE IS AUTHORISED FOR

...COL... USO DELLA COMMISSIONE ALLEATA DI CONTROLLO

OFFICIAL USE BY THE A. C. C.

...RAMENTE AUTORIZZATO

A.C.C.

STAMP

MILITARY REGISTRATION N° ..... MAKE ..... TYPE .....
N. di Registrazione Militare Fabbrica Tipo 4325

DATE .....
Data

.....
EXECUTIVE or REGIONAL COMMISSIONER
COMMISSARIO ESECUTIVO o REGIONALE

1303

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

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

(Registration Certificate Number Assigned by PC or SCAC_____

ACC MOTOR VEHICLE

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

MAKE_____YEAR OF MANUFACTURE_____HORSE POWER_____

TYPE_____CHASSIS NUMBER_____ENGINE NUMBER_____

TYPE OF ENGINE_____SEATING AND/OR LOAD CARRYING CAPACITY_____

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

_____

REQUISITION NUMBER_____PREVIOUS ITALIAN REGISTRATION NUMBER_____

ANY OTHER REGISTRATION NUMBER AND BY WHOM ASSIGNED_____

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

NAME AND ADDRESS OF FORMER OWNER_____

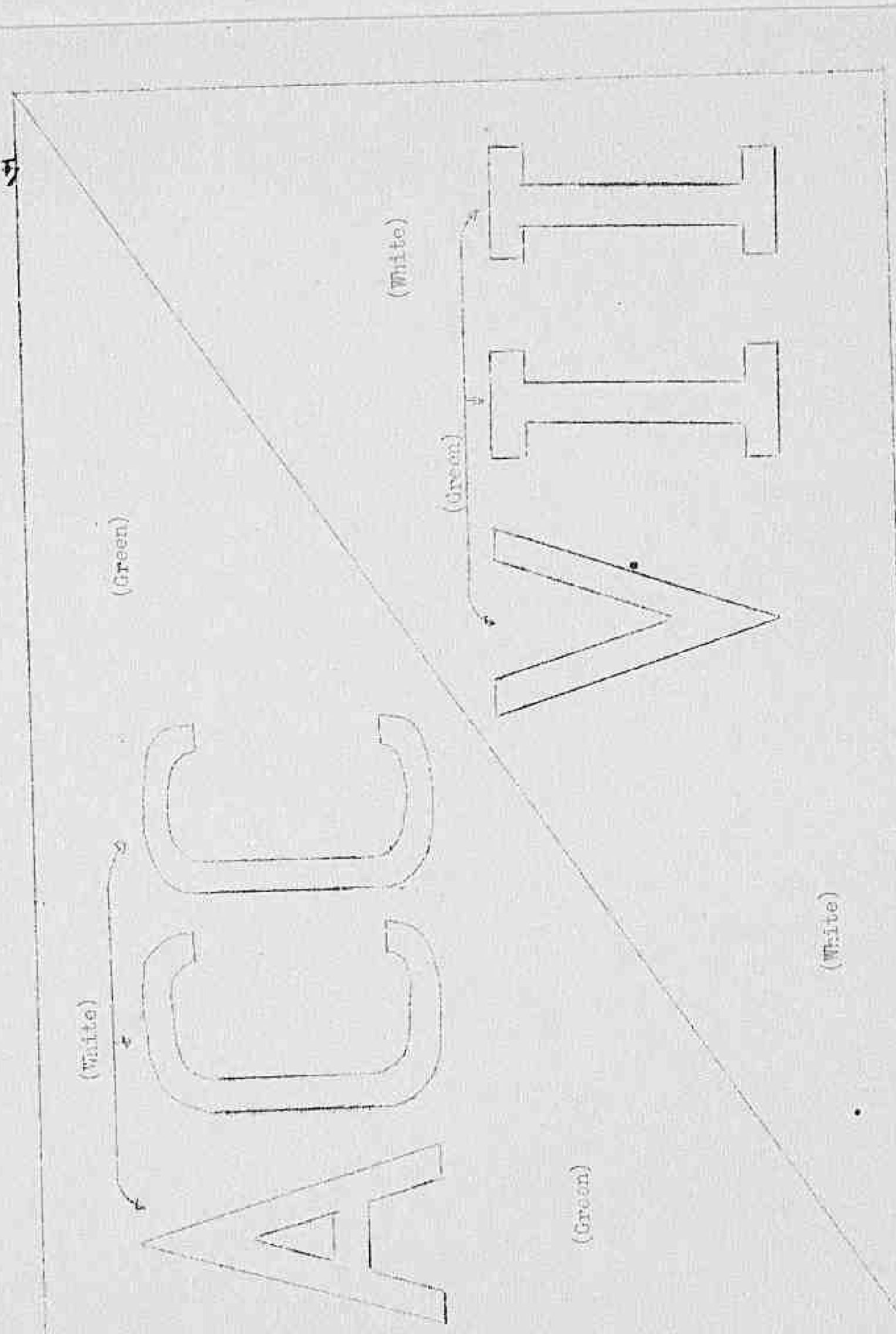
_____

REMARKS _____

_____

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



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Interior 339
Capetown 104/12

963

RECEIVED A.C.S. H.Q.
29 APR PM
SECRETARIAT

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

15 April 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 5) (Corrected Copy)

ORGANIZATION - ACC

1. Establishment Memorandum No. 8, of this Headquarters, dated 21 March 1944, is rescinded and the following substituted therefor:

2. Refer to Establishment Memorandum No. 2, dated 7 February 1944, and amend as follows:

Para. 2 b, Line 1 : Delete "Internal"
Para. 2 c, Line 4 : Delete "the Electric Power Mission, and "

Amended 22/4/44 JAC

Para. 3 d, (5) : Delete "Public Works"
Para. 3 e, (1) : Delete "Telecommunications" and substitute "Communications"

Para. 7 c, (11) : Delete "and the Electric Power Mission"

Appendix "A": Delete "Electric Power Mission"
Amend: "Internal Transportation" to read, "Transportation"
Amend: "Land Forces Sub-Commission" to read "Army Sub-Commission"
Amend: "Telecommunications and Posts" to read "Communications"

Appendix "B": Delete "Archivist and"

3. The Electric Power Mission is dissolved with effect from 14 March 1944, under authority of AFHQ (Adv. Admin. Ech.), Instruction No. 27, dated 8 February 1944. Functions formerly performed by the Electric Power Mission have been assumed by the Central Electric Board of Hq. A.A.I., Admin. Echelon.

4. The name "Land Forces Sub-Commission" is now changed to "Army Sub-Commission".

5. The Archives Section is now attached to the Secretary General's Branch, and not to the Information Division. Any Organization Charts in conflict will be amended accordingly. The Librarian remains in the Information Division.

4328

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

1. Establishment Memorandum No. 8, of this Headquarters, dated 21 March 1944, is rescinded and the following substituted therefor:

2. Refer to Establishment Memorandum No. 2, dated 7 February 1944, and amend as follows:

Amended 22/4/44 JAW.

Para. 2 b, Line 1 : Delete "Internal"
Para. 2 c, Line 4 : Delete "the Electric Power Mission, and "

Para. 3 d, (3) : Delete "Public Works"
Para. 3 e, (1) : Delete "Telecommunications" and substitute "Communications"

Para. 7 c, (11) : Delete "and the Electric Power Mission"

Appendix "A": Delete "Electric Power Mission"
Amend: "Internal Transportation" to read, "Transportation"
Amend: "Land Forces Sub-Commission" to read "Army Sub-Commission"
Amend: "Telecommunications and Posts" to read "Communications"

Appendix "B": Delete "Archivist and"

3. The Electric Power Mission is dissolved with effect from 14 March 1944, under authority of AFHQ (Adv. Admin. Sch.), Instruction No. 27, dated 8 February 1944. Functions formerly performed by the Electric Power Mission have been assumed by the Central Electric Board of HQ. A.A.I., Admin. Echelon.

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4322

For the Executive Commissioner:

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

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

5

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

R E S T R I C T E D

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

28 March 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER 14

CLASSIFICATION OF DOCUMENTS

The combined Chiefs of Staff have approved an agreement made between the American and British Services on the definition, classification and handling of matters to be safeguarded. Procedures, Names, Definitions and handling hereinafter set forth are to be put into effect by all United States Army and British Army Headquarters on 0001, 15 Mar 44.

Instructions to the same effect are being issued for the same effective date by the United States Navy, Royal Navy and Royal Air Force.

U.S. Army Regulations 380-5 and "Classification and Handling of Protected Documents" are being revised.

From 15 Mar 44 to date of receipt of these revisions the policy hereinafter outlined will be followed by all concerned. No change in the classification of existing documents is necessitated by this agreement.

Categories: Official matter requiring classification shall be examined and graded under one of the following categories:

TOP SECRET: (Signal Abbreviation - TOPSEC): Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, ie., PLANS OF FUTURE MAJOR OPERATIONS.

SECRET: Documents, information or material, the unauthorized disclosure of which would endanger the National Security, cause serious injury to the interests or prestige of the nation or any government activity thereof, or would be of great advantage to a foreign nation, ie., VITAL MILITARY INFORMATION.

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which, while NOT endangering the national security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, ie., ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

RESTRICTED: Documents, information or material (other than TOP SECRET, SECRET or CONFIDENTIAL) which should NOT be published or communicated to anyone except for official purposes, ie., TRAINING AND TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

The United States regards TOP SECRET as a sub-division of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. Although this difference of view is recognized, it is immaterial to this agreement under which working uniformity is obtained by the adoption of agreed definitions, examples, and rules of treatment, for the handling of all classified matter.

GRADING: 1. The designation of persons responsible for grading and regrading will be a function of the proper authorities.

Declassified E.O. 12356 Section 3.3/NND No. 78502

The Combined Chiefs of Staff have approved an agreement made between the American and British Services on the definition, classification and handling of matters to be safeguarded. Procedures, Names, Definitions and handling hereinafter set forth are to be put into effect by all United States Army and British Army Headquarters on 0001, 15 Mar 44.

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GRADING: 1. The designation of persons responsible for grading and regrading will be a function of the proper authorities.

2. Each document should be graded according to its own content and not necessarily to its relationship to another document. This also applies to extracts from graded documents.

4321

3. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

REGRADING: It is the obligation of all authorities to keep classified matter constantly under review and to downgrade it as soon as conditions permit.

HANDLING (treatment): No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

Declassified E.O. 12356 Section 3.3/NND No. 778502

Establishment Memorandum No. 10

SECRET matter will be handled in accordance with the following rules:

1. The highest grade cryptographic systems available will be used for the transmission of SECRET messages.

2. SECRET documents will be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorized representative. Where officially designated courier service is NOT available, SECRET documents may be transmitted by registered mail service or mail service superior to Registered Mail Service, if the service is completely within national countrol.

3. Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

4. SECRET Messages will not be transmitted by electrical means in the clear, except over approved circuits and provided that there is no violation of the ruls that messages which have been or are to be transmitted in a high grade cryptographical system of one nation will NOT be relayed by the other nation between point of origin and destination by electrical means in clear language or unapproved "SCRAMBLER" system or low grade cryptographic system.

5. It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

TOP SECRET matters will be handled in accordance with the above rules, with additional safeguards as follows:

1. Under no circumstances will such matters be transmitted by registered mail or by electrical means in the clear.

2. It is mandatory that transmission and custody of such matter be covered by a receipt system.

3. TOP SECRET documents will be handled only by persons specifically designated and may NOT be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL matters will be handled in accordance with the following rules:

1. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.

2. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that proper appropriate security precautions are taken at all times.

RESTRICTED matter will be handled in accordance with the following rules:

1. RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security.

2. Registered RESTRICTED documents will be transmitted from foreign countries in the same manner as registered SECRET documents.

By command of Lieut. General MASON MACFARLANE:

JOHN J. ALBRIGHT
Colonel, Inf.

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

national countrol.

3. Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

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2. It is mandatory that transmission and custody of such matter be covered by a receipt system.

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CONFIDENTIAL matters will be handled in accordance with the following rules:

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By command of Lieut. General MASON MACFARLANE:

John J. Albright

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

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

Interior 10/3/10

668

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

25 March 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 10)

PROMOTION OF OFFICERS

P.S.

I. British Officers.

1. Recommendations for promotion of British officers will conform to the provisions of Establishment Memorandum No. 3 -- published as Executive Memorandum No. 19, 15 February 1944: M.S. MATTERS (BRITISH PERSONNEL)

II. American Officers.

1. The following procedure will be followed in recommending American officers for promotion:

a. Recommendations may be submitted at any time after the officer has served the required minimum time in grade and it is considered that the performance of duty by the officer recommended, has indicated that he is worthy of promotion. Since there is no set TO/WE, the requirement for three months in position of vacancy will be considered to be three months assignment to suitable positions in ACC/AMG, not necessarily three months on any one assignment.

b. Recommendations will be originated by the senior American officer in the Province, Region, Sub-Commission, or Branch in which the officer is serving. They will be forwarded through normal command channels to Headquarters A.C.C.

c. Recommendations will be submitted in triplicate and will follow the form shown in Appendix "1". These forms may be mimeographed or typed and all the information must be given and given in the same sequence as shown on the attached form. In case any item of information may not be available, that space will be left blank to be filled by Headquarters 2675th Regiment.

2. Recommendations for promotion will be forwarded as indicated below:

a. FOR OFFICERS ASSIGNED TO REGIONS: Recommendations will be submitted by the next superior American officer, to the Senior American officer at the Provincial Headquarters, who in turn will forward it to the senior American officer at Regional Headquarters, who will forward it to Headquarters ACC. Each superior echelon in turn will approve or disapprove, adding such remarks as may be pertinent. In cases where the Provincial or Regional Commissioners are not American, the Provincial or Regional Commissioner will express his con-

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

PROMOTION OF OFFICERS

P.S.

I. British Officers.

1. Recommendations for promotion of British officers will conform to the provisions of Establishment Memorandum No. 3 -- published as Executive Memorandum No. 19, 15 February 1944: M.S. MATTERS (BRITISH PERSONNEL)

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a. Recommendations may be submitted at any time after the officer has served the required minimum time in grade and it is considered that the performance of duty by the officer recommended, has indicated that he is worthy of promotion. Since there is no set TO/WE, the requirement for three months in position of vacancy will be considered to be three months assignment to suitable positions in ACC/AMG, not necessarily three months on any one assignment.

b. Recommendations will be originated by the senior American officer in the Province, Region, Sub-Commission, or Branch in which the officer is serving. They will be forwarded through normal command channels to Headquarters A.C.C.

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a. FOR OFFICERS ASSIGNED TO REGIONS: Recommendations will be submitted by the next superior American officer, to the Senior American officer at the Provincial Headquarters, who in turn will forward it to the senior American officer at Regional Headquarters, who will forward it to Headquarters ACC. Each superior echelon in turn will approve or disapprove, adding such remarks as may be pertinent. In cases where the Provincial or Regional Commissioners are not American, the Provincial or Regional Commissioner will express his concurrence or dissent in a covering letter which will be forwarded with the recommendation. The approval or disapproval by the Commissioners is a necessary function of command and it is required separately only in order that the formal recommendation will be forwarded through American officers and the signature of British officers will not appear on the official form or document in connection with the promotion of American officers.

4920

b. FOR OFFICERS ASSIGNED TO SUB-COMMISSIONS: Recommendations will

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 78502

to originated by the senior American officer in the Sub-Commission and they will be forwarded through the Section Head, or, for independent Sub-Commissions, through the RC and MG branches, to the Executive Commissioner. Where the senior officer of the Sub-Commission or the Section is a British officer, the Section Head will indicate his approval or disapproval by covering letter as indicated in "a" above.

c. For officers assigned to the Establishments Branch, or separate staff Sections, recommendations will be processed through the Establishment Branch to the Executive Commissioner.

3. a. Heads of Sub-Commissions, whose officers have served alternately in Headquarters and in various Regions for short periods, may submit to Provincial or Regional Commissioners, a list of specialist officers whom they consider qualified for promotion, if the officers have been overlooked by the Commissioner due to the short period of service in their present assignment. When this is done, the Head of the Sub-Commission should cite the reasons which make him believe the officers are entitled to promotion, and should include the various assignments the officer has filled and the manner of performance.

b. Where only one American officer is assigned to a Province, Region, Sub-Commission, or Branch, the British officer who is superior to the American officer, will make recommendation to the next higher echelon by means of a letter citing the circumstances and giving so much of the information required in the promotion recommendation form as is available to him.

4. When the Executive Commissioner has acted upon the recommendation and the recommendation is approved by him, one copy of the form will be used by the Commanding Officer, 2675th Regiment, ACC, for preparation of the pertinent NATOUSA promotion form. In the event the Executive Commissioner disapproves the recommendation, the papers will be returned by Headquarters, Allied Control Commission, to the Region, Sub-Commission or Branch concerned, with the exception of one copy which will be placed in the Regimental 201 file of the officer concerned.

5. All recommendations for promotion submitted prior to 1 March 1944, will be disregarded. Therefore, new recommendation must now be submitted in compliance herewith.

6. All previous instructions in conflict herewith, are rescinded.

For the Executive Commissioner:

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

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

3. a. Heads of Sub-Commissions, whose officers have served alternately in Headquarters and in various Regions for short periods, may submit to Provincial or Regional Commissioners, a list of specialist officers whom they consider qualified for promotion, if the officers have been overlooked by the Commissioner due to the short period of service in their present assignment. When this is done, the Head of the Sub-Commission should cite the reasons which make him believe the officers are entitled to promotion, and should include the various assignments the officer has filled and the manner of performance.

b. Where only one American officer is assigned to a Province, Region, Sub-Commission, or Branch, the British officer who is superior to the American officer, will make recommendation to the next higher echelon by means of a letter citing the circumstances and giving so much of the information required in the promotion recommendation form as is available to him.

4. When the Executive Commissioner has acted upon the recommendation and the recommendation is approved by him, one copy of the form will be used by the Commanding Officer, 2675th Regiment, ACC, for preparation of the pertinent NATOUSA promotion form. In the event the Executive Commissioner disapproves the recommendation, the papers will be returned by Headquarters, Allied Control Commission, to the Region, Sub-Commission or Branch concerned, with the exception of one copy which will be placed in the Regimental 201 file of the officer concerned.

5. All recommendations for promotion submitted prior to 1 March 1944, will be disregarded. Therefore, new recommendation must now be submitted in compliance herewith.

6. All previous instructions in conflict herewith, are rescinded.

For the Executive Commissioner:

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

DISTRIBUTION:
Group 1, plus less 47-50-57
Group 2, "A"
Group 3, (None)

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 78 5021

RESTRICTED APPENDIX I

(Province - Region - Sub-Commission - Staff Section, etc.)

210.2
X 201- _____ _____
(Officer's name) (Date)

SUBJECT: Recommendation for Promotion.

TO : Executive Commissioner, Allied Control Commission, APO 394, U.S. Army. c/o Postmaster, New York, N.Y.

1. The following named officer is recommended to the Commanding Officer, 2675th Regiment, ACC, for promotion to the next higher rank:

(Name) (Rank, Branch, Component) (ASN) (Orgn)

a. Date of arrival in this Theater _____

b. Assignments (in order) since date of arrival in Theater to present date:

Assignment	Location	Dates From	Dates To	Manner of Performance

c. Date of entrance into active commissioned service _____.

d. Rank held upon entrance into active duty as commissioned officer _____.
Date of present rank _____.
Time in grade _____.

e. Authority and date of promotion to present grade _____.

f. Total length of active commissioned service _____.

g. Officer's age is _____.

h. Certificate: I have satisfied myself that the officer herein recommended

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

1. The following named officer is recommended to the commanding officer, [redacted] Regiment, ACO, for promotion to the next higher rank:

_____
(Name) (Rank, Branch, Component) (ASN) (Orgn)

a. Date of arrival in this Theater _____

b. Assignments (in order) since date of arrival in Theater to present date:

Assignment	Location	Dates From	Dates To	Manner of Performance

c. Date of entrance into active commissioned service _____.

d. Rank held upon entrance into active duty as commissioned officer _____.
Date of present rank _____.
Time in grade _____.

e. Authority and date of promotion to present grade _____.

f. Total length of active commissioned service _____.

g. Officer's age is _____.

h. Certificate: I have satisfied myself that the officer herein recommended to be promoted, has achieved the desired results in raising the disciplinary standards in the unit, activity or staff section he controls. I will be glad to have this officer under my command in the grade for which recommended. 4359

i. Additional remarks:

_____
(Signature)

_____
(Rank & Title)

S

201- 1st Ind.

RESTRICTED

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

10/G/9

652

CONFIDENTIAL

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

REFERENCE: 16053/G-1

21 March 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 8)

ORGANIZATION - HQ ACC

1. Reference is made to Establishment Memorandum No. 2 dated 7 February 1944 and the following amendments are made thereto:

Para 2 (c), line 4:

Delete the words "the Electric Power Mission, and" ✓ Amended 23/3/44 JJA

Para 7 (c) (11):

Delete "and the Electric Power Mission". ✓

2. The Electric Power Mission has now been transferred to HQ, AAI, w.e.f. 14 March 1944 under authority of AFHQ Advanced Admin. Echelon Admin Instruction No. 27 dated 8 February 1944.

J.J. ALBRIGHT,
Colonel,
Establishments Officer

RCE/TAD.

DISTRIBUTION

6 Region I
6 " II
6 " III
6 " IV
6 " V
6 " VI
3 AAG FIFTH ARMY
3 " EIGHTH ARMY
1 Secretary-General
2 Naval Forces Sub-Commission
1 Det Public Health Sub-Commission (Main)
1 PA to Executive Commissioner
1 Civil Affairs Branch
1 Intelligence Section
2 Displaced Persons Sub-Commission
2 Italian Refugee Branch
1 Security Branch
1 Establishments Officer
2 Executive Officer
2 G-1

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

ESTABLISHMENT MEMORANDUM)
NUMBER 8)

ORGANIZATION - HQ ACC

1. Reference is made to Establishment Memorandum No. 2 dated 7 February 1944 and the following amendments are made thereto:

Para 2 (c), line 4:

Delete the words "the Electric Power Mission, and" ✓

Amended 23/3/44 JW.

Para 7 (c) (11):

Delete "and the Electric Power Mission". ✓

2. The Electric Power Mission has now been transferred to HQ, AAI, w.e.f. 14 March 1944 under authority of AFHQ Advanced Admin. Echelon Admin Instruction No. 27 dated 8 February 1944.

J.J. ALBRIGHT,
Colonel,
Establishments Officer

RCE/FAD.

DISTRIBUTION

6 Region I
6 " II
6 " III
6 " IV
6 " V
6 " VI
3 AAG FIFTH ARMY
3 " EIGHTH ARMY
1 Secretary-General
2 Land Forces Sub-Commission
2 Navy Sub-Commission
2 Air Sub-Commission
2 Telecomms Sub-Commission
1 War Material Disposal Sub-Commission
2 Political Section
25 Economic Section (Incl copies for Rear Econ Sub-Com)
15 Admin Section
1 Det Public Health Sub-Commission (Main)
1 PA to Executive Commissioner
1 Civil Affairs Branch
1 Intelligence Section
2 Displaced Persons Sub-Commission
2 Italian Refugee Branch
1 Security Branch
1 Establishments Officer
2 Executive Officer
2 G-1
2 G-4
8 AG
8 HQ Commandant, Main HQ
4 HQ Commandant, Rear HQ
3 ACC Liaison HQ AAI
3 AFHQ Adv Adm Echelon
25 AFHQ, MGS
12 Spare

4318

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

49b

Lattimore 10/9/45

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

7 March 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 7)

1. In the past, the assignment (Posting) of officers and EM/ORs have become complicated by the fact that subordinate headquarters have issued orders on officers or EM/ORs who were attached (on temporary duty) from another organization. These orders placed them on duty either by Assignment or by Attachment to a third unit or headquarters, in many cases without notifying the organization to which the officer or EM/OR was assigned (Posted). The result has been that Regional Headquarters and ACC Headquarters have been unable to keep an accurate record of the actual location of personnel. In order to clarify this situation and make possible the keeping of accurate records on personnel, the following procedure will be followed in making changes of Assignment (Postings) and Attachments (temporary duty) when officers are placed on some special duty.

2. a. Original and changes of Assignments (Postings) will be made only on orders of Headquarters ACC. When a Regional Commissioner or, an SCAO of an army AMG desires a transfer of an officer or EM/ORs to or from the Region, or AMG of an army, they will make request to Headquarters ACC. The actual transfer will not be made until Headquarters ACC has cleared the transfer with subordinate headquarters involved. If both headquarters are in agreement and the change of assignment is urgent, the headquarters to which the officer or EM/OR is assigned, may upon request place the officer or EM/OR on temporary duty with the headquarters to which they are to be transferred pending receipt of the ACC order.

b. When the SCAO of either the 5th or 8th Army desires the attachment of personnel of a Region operating closely with AMG of that Army, they may make request to the Regional Commissioner direct and have the Attachment made by Regional order (3 copies of which will be furnished to Headquarters ACC), or they may make request direct to Headquarters ACC for the Attachment by ACC order after the Attachment has been cleared with the Region concerned. Relief from Attachment may be made by the Regional HQ only with the concurrence of Army AMG.

3. a. Sub-commissions operating in the field will likewise issue no orders changing the Assignment or Attachment of personnel to their operating forces or from the operating forces to another unit. The head of the section or sub-commission involved will make request for such transfer or Attachment to Headquarters ACC.

b. Sub-commissions operating a distance from headquarters may and should issue travel orders when journeys required are of considerable length.

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

1. In the past, the Assignment (Posting) of officers and EM/ORs have become complicated by the fact that subordinate headquarters have issued orders on officers or EM/ORs who were Attached (on temporary duty) from another organization. These orders placed them on duty either by Assignment or by Attachment to a third unit or headquarters, in many cases without notifying the organization to which the officer or EM/OR was Assigned (Posted). The result has been that Regional Headquarters and ACC Headquarters have been unable to keep an accurate record of the actual location of personnel. In order to clarify this situation and make possible the keeping of accurate records on personnel, the following procedure will be followed in making changes of Assignment (Postings) and Attachments (temporary duty) when officers are placed on some special duty.

2. a. Original and changes of Assignments (Postings) will be made only on orders of Headquarters ACC. When a Regional Commissioner or, an SCAO of an army AMG desires a transfer of an officer or EM/ORs to or from the Region, or AMG of an army, they will make request to Headquarters ACC. The actual transfer will not be made until Headquarters ACC has cleared the transfer with subordinate headquarters involved. If both headquarters are in agreement and the change of assignment is urgent, the headquarters to which the officer or EM/OR is assigned, may upon request place the officer or EM/OR on temporary duty with the headquarters to which they are to be transferred pending receipt of the ACC order.

b. When the SCAO of either the 5th or 8th Army desires the attachment of personnel of a Region operating closely with AMG of that Army, they may make request to the Regional Commissioner direct and have the Attachment made by Regional order (3 copies of which will be furnished to Headquarters ACC), or they may make request direct to Headquarters ACC for the Attachment by ACC order after the Attachment has been cleared with the Region concerned. Relief from Attachment may be made by the Regional HQ only with the concurrence of Army AMG.

3. a. Sub-commissions operating in the field will likewise issue no orders changing the Assignment or Attachment of personnel to their operating forces or from the operating forces to another unit. The head of the section or sub-commission involved will make request for such transfer or Attachment to Headquarters ACC.

b. Sub-commissions operating a distance from headquarters may and should issue travel orders when journeys required are of considerable length.

4. Emergency transfers of officers or EM/ORs from the forward areas may be made by verbal order, but must be accompanied by a request to Headquarters ACC to confirm the transfer by a written order.

4313

For the Executive Commissioner:

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

DISTRIBUTION:
SEE REVERSE SIDE

RESTRICTED

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

DISTRIBUTION LIST FOR ESTABLISHMENT MEMO #7, dtd 7 March 1944:

Region I
" II
" III
" IV
" V
" VI
AMG 5 Army
AMG 8 Army
Secretary General
Land Forces Sub-Commission
Navy Sub-Commission
Air Sub-Commission
Telecommunications Sub-Commission
War Materials Sub-Commission
PRO
Pol Sec (2)
Econ Sec (10)
Admin Sec (8)
Det Public Health Sub-Com (Main Hq)
P.A. to Exec Comm
Civil Affairs Branch
Displaced Persons Sub-Com
Italian Refugee Branch
Establishment Officer
Executive Officers (2)
Security Branch
G-1
G-4
Adjutant (Main & Rear)
Hq Comdt (Main)
Hq Comdt (Rear)
ACC Liaison HQ ACMF
AFHQ Adv Adm Echelon
AFHQ MGS (2)
Spares (15)

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

To IG/7
20 FEB 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

ESTABLISHMENT MEMO. NO. 4
(EXECUTIVE MEMORANDUM) NO. 23)

19 February 1944

AUTHORIZATION FOR TRAVEL

1. General.

10B/23.

a. Paragraph 4, Adminstrative Order Number 1, Hq. AMG, dated 7 January 1944 and Administrative Order No. 3, Hq. AMG, dated 19 November 1943 are hereby revoked. 10B/5

Amended 21/2/44 Bw.

b. Effective this date the regulations laid down in paras 3 to 5 below will be strictly complied with in regard to authorization for travel and for obtaining the necessary transport.

2. Travel within the Station.

a. Within the Station or for trips of less than 12 hours duration motor transport will be obtained from the Dispatcher, Headquarters Commandant's Office, Naples or Salerno. Trips from Naples to Salerno and the reverse should be arranged on the regular courier passenger service as far as possible.

b. Trips of longer duration are dealt with in paras 4, 5, and 7 below.

3. Recreation & Sight-Seeing.

Transport for recreation and sight-seeing tours not exceeding one day may, if vehicles are available, be arranged with the Headquarters Commandant for a limited number of trips by the use of drivers and one other EM/OR (to assist in guarding the transport at halts) on their days off provided the officers ensure that proper arrangements are made for the feeding and re-creation of the EM/ORs.

4. Travel not involving a Change of Assignment.

This may be either travel on temporary duty or may involve a permanent change of Station (e.g. on attachment of a Sub-Commission Officer to a Region for an indefinite period). The undermentioned officers may authorize either type of travel, in the latter case having first made the necessary arrangements with the receiving unit and others concerned.

Officer to Authorize Travel	For Officers & EM/OR of
Chief Assistant or his designated Deputy, Economic Section	Economic Section
Chief Assistant or his designated Deputy	Administrative Section

AA AI Cont

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

108/25.

1. General.

amended 21/2/44 Sw. a. Paragraph 4, Administrative Order Number 1, Hq. AMG, dated 7 January 1944 and Administrative Order No. 3, Hq. AMG, dated 19 November 1943 are hereby revoked. 108/5

b. Effective this date the regulations laid down in paras 3 to 5 below will be strictly complied with in regard to authorization for travel and for obtaining the necessary transport.

2. Travel within the Station.

a. Within the Station or for trips of less than 12 hours duration motor transport will be obtained from the Dispatcher, Headquarters Commandant's Office, Naples or Salerno. Trips from Naples to Salerno and the reverse should be arranged on the regular courier passenger service as far as possible.

b. Trips of longer duration are dealt with in paras 4,5, and 7 below.

3. Recreation & Sight-Seeing.

Transport for recreation and sight-seeing tours not exceeding one day may, if vehicles are available, be arranged with the Headquarters Commandant for a limited number of trips by the use of drivers and one other EM/CR (to assist in guarding the transport at halts) on their days off provided the officers ensure that proper arrangements are made for the feeding and recreation of the EM/CRs.

4. Travel not involving a Change of Assignment.

This may be either travel on temporary duty or may involve a permanent change of Station (e.g. on attachment of a Sub-Commission Officer to a Region for an indefinite period). The undermentioned officers may authorize either type of travel, in the latter case having first made the necessary arrangements with the receiving unit and others concerned.

Officer to Authorize Travel	For Officers & EM/OR of
Chief Assistant or his designated Deputy, Economic Section	Economic Section
→ Chief Assistant or his designated Deputy Administrative Section	Administrative Section = 44 GL Co. No.
Director or his Chief Assistant, Civil Affairs Branch	Civil Affairs Branch, Italian Refugees Branch & personnel of Displaced Persons Sub-Commission at main Hq. 4316
Director, Security Branch	Security Branch
Heads or Deputy heads of Independent Sub-Commissions	Independent Sub-Commissions
Executive Officers	All other branches and sections

9

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

5. Form of Authorization & Provision of Transport.

a. Officers empowered to authorize journeys under para. 4 above will do so in writing in the form given in Appendix "A" attached. They will classify journeys under para. 5 of the appendix as follows:

(1) A — Travel of the first importance having an operational aspect and when time is of the essence of the journey.

(2) B — Important visits or tours which it is considered essential should be made as soon as possible.

(3) C — Journeys which are desirable but not particularly urgent.

b. Authorizing Officers will consider carefully the urgency of the trip so that real emergencies receive priority over trips of less urgency. They will also determine the relative priority of applications they receive for travel.

c. On receipt of theform of authorization, G-1(or at Rear Hq., the Deputy Adj't.) will arrange for the necessary orders to be issued, a copy being sent to G-4 (at Rear Hq., the Hq. Comd't.) (See Para. 6 below).

d. On publication of the orders, G-4 will arrange the necessary transportation and notify details as to the type of transportation provided, date and time of departure, etc. to the officer or officers concerned. If any question of priority of moves arises or if he considers that the allotment of Motor Transport would bring the reserve for emergencies dangerously low, he will refer to the Executive Officers. At Rear Hq. the Hq. Comd't. will arrange transportation provided only motor transport is involved.

e. Should circumstances prevent an officer from proceeding on a journey duly applied for and authorized, the sanctioning authority will immediately inform the officers to whom the form of authorization has been sent (i.e. G-1, G-4, Hq. Comd't.).

6. Orders for Travel not involving Change of Assignment.

Orders are required and will be issued as follows: -

a. For American Personnel: - A Regimental Order, or, for personnel at Rear Hq. when only motor transport is involved, an order by the Deputy Adjutant.

b. For British Personnel:- The authorization for travel under para. 4 above will suffice.

c. For personnel of both nationalities is the travel is by air — Order by ACC Adjutant, on direction of G-1.

7. Orders for Travel involving Change of Assignment.

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

(3) C Journeys which are desirable but not particularly urgent.

b. Authorizing Officers will consider carefully the urgency of the trip so that real emergencies receive priority over trips of less urgency. They will also determine the relative priority of applications they receive for travel.

c. On receipt of theform of authorization, G-1(or at Rear Hq., the Deputy Adj't.) will arrange for the necessary orders to be issued, a copy being sent to G-4 (at Rear Hq., the Hq. Comd't.) (See Para. 6 below).

d. On publication of the orders, G-4 will arrange the necessary transportation and notify details as to the type of transportation provided, date and time of departure, etc. to the officer or officers concerned. If any question of priority of moves arises or if he considers that the allotment of Motor Transport would bring the reserve for emergencies dangerously low, he will refer to the Executive Officers. At Rear Hq. the Hq. Comd't. will arrange transportation provided only motor transport is involved.

e. Should circumstances prevent an officer from proceeding on a journey duly applied for and authorized, the sanctioning authority will immediately inform the officers to whom the form of authorization has been sent (i.e. G-1, G-4, Hq. Comd't.).

6. Orders for Travel not involving Change of Assignment.

Orders are required and will be issued as follows: -

a. For American Personnel: - A Regimental Order, or, for personnel at Rear Hq. when only motor transport is involved, an order by the Deputy Adjutant.

b. For British Personnel:- The authorization for travel under para. 4 above will suffice.

c. For personnel of both nationalities is the travel is by air Order by ACC Adjutant, on direction of G-1.

7. Orders for Travel involving Change of Assignment.

Orders directing the travel will be issued by the Hq. Adjutant ACC on the direction of G-1. These orders must be presented to G-4 to obtain the transportation

8. Economy.

Conservation of transportation is necessary at all times in order that transport may be available for the required business of the Commission.

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

EXECUTIVE MEMORANDUM NO. 23 (con't)

Availability of transport will depend on the strict observance of the above regulations and the thoughtful cooperation of every officer.

By command of Lieutenant General MACFARLANE:

Walter P. Scott
Major, GSC

R. B. RATHBONE
Colonel,
Executive Officer

DISTRIBUTION:
1 - Sec. General
1 - Economic Section
1 - Economic Sub-Commission
1 - Admin. Section
1 - Admin. Sub-Commission
1 - Independent Sub-Commissions (each)
1 - Det. Legal Sub-Commission (Main Hq.)
1 - Det. Public Health Sub-Commission
1 - PA to Exec. Comm.
1 - CA Branch
1 - Information Div.
1 - D.P. Sub-Commission
1 - Italian Refugee Branch
1 - Security Branch
1 - G-1
1 - G-4
1 - Adjutant Main
1 - Dep. Adjutant Rear
4 - Hq. Comd't. Main
4 - Hq. Comd't. Rear

Declassified E.O. 12356 Section 3.3/NND No. 778502/

Colonel,
Executive Officer

DISTRIBUTION:
1 - Sec. General
1 - Economic Section
1 - Economic Sub-Commission
1 - Admin. Section
1 - Admin. Sub-Commission
1 - Independent Sub-Commissions (each)
1 - Det. Legal Sub-Commission (Main Hq.)
1 - Det. Public Health Sub-Commission
1 - PA to Exec. Comm.
1 - CA Branch
1 - Information Div.
1 - D.P. Sub-Commission
1 - Italian Refugee Branch
1 - Security Branch
1 - G-1
1 - G-4
1 - Adjutant Main
1 - Dep. Adjutant Rear
4 - Hq. Comd't. Main
4 - Hq. Comd't. Rear

4515

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

App. "A" to Exec. Memo. No.23
dated 19 February 1944

Form of Authorization for Travel

Ref. No. Date

To: G-1

1. The undermentioned personnel are authorized to proceed to (give destination) on (state whether permanent change of station or temporary duty)

(Here list rank, name, ASN, Assignment & Nationality of personnel for whom journey is authorized).

2. Travel by (state whether sea, rail, motor, or air transport is desired) is requested.

3. Period of absence will be about (state period in case of temporary duty only).

4. It is requested that transport be made available on (date) or as soon as possible thereafter.

5. The importance of this journey is classified as (state classification under para. 5a. of the memorandum).

6. Will you please arrange for the necessary orders to be issued.

Signature & designation of
authorizing officer.

Copies to:
G-4
Adjutant
Hq. Comd't.

Notes: 1. This form will be sent to G-1 in duplicate if both American & British personnel are involved.

2. Copy to Hq. Comd't. is only required in the case of motor transport.

3. At Rear Hq. if motor transport is involved the form will be to the Deputy Adjutant and the copy to G-4 omitted.

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

To: G-1

1. The undermentioned personnel are authorized to proceed to (give destination) on (state whether permanent change of station or temporary duty)

(Here list rank, name, ASN, Assignment & Nationality of personnel for whom journey is authorized).

2. Travel by (state whether sea, rail, motor, or air transport is desired) is requested.

3. Period of absence will be about (state period in case of temporary duty only).

4. It is requested that transport be made available on (date) or as soon as possible thereafter.

5. The importance of this journey is classified as (state classification under para. 5a. of the memorandum).

6. Will you please arrange for the necessary orders to be issued.

Signature & designation of
authorising officer.

Copies to:
G-4
Adjutant
Hq. Comd't.

Notes: 1. This form will be sent to G-1 in duplicate if both American & British personnel are involved.

2. Copy to Hq. Comd't. is only required in the case of motor transport.

3. At Rear Hq. if motor transport is involved the form will be to the Deputy Adjutant and the copy to G-4 omitted.

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

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15/32
10/C/6

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

REFERENCE: 16052/G-1 15th February 1944

SUBJECT : Establishment Executive Memorandum No. ~~19~~ 3 dated 15th February 1944

TO : Distribution below.

1. The attached copy of the above noted Executive Memorandum issued by this HQ is forwarded.

2. As this memorandum is being reproduced in printed form, the present distribution is on a small scale only. Printed copies will be generally issued in approximately three weeks.

3. The booklet, when published, will contain also instructions regarding discipline of British Personnel.

BY COMMAND OF LIEUT GENERAL MACFARLANE

F.A. PURGOLD,
Lt-Colonel, R.A.,
G-1

RCE/FAD.

DISTRIBUTION

RCAO REGION I
" " II
" " III
" " IV
" " V
" " VI
" " VIII
" " IX
AMG HQ FIFTH ARMY
" " EIGHTH ARMY
G-1
G-4
PA to Executive Commissioner
Sec. Gen.
PA to Chief Commissioner
Executive Officer
CA Branch
Displaced Persons Sub-Commission

Appendix "B" of Executive Memorandum not attached.

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

1. The attached copy of the above noted Executive Memorandum issued by [illegible] HQ is forwarded.

2. As this memorandum is being reproduced in printed form, the present distribution is on a small scale only. Printed copies will be generally issued in approximately three weeks.

3. The booklet, when published, will contain also instructions regarding discipline of British Personnel.

BY COMMAND OF LIEUT GENERAL MACFARLANE

F.A. PURGOLD,
/s. Lt-Colonel, R.A.,
G-1

RCE/FAD.

DISTRIBUTION

RCAO REGION I)
" " II)
" " III)
" " IV)
" " V) Appendix "B" of Executive Memorandum
" " VI) not attached.
" " VIII)
" " IX)
ACMG HQ FIFTH ARMY)
" " EIGHTH ARMY)
G-1
G-4
PA to Executive Commissioner
Sec. Gen.
PA to Chief Commissioner
Executive Officer
CA Branch
Displaced Persons Sub-Commission
Italian Refugees Branch
Security Branch
Economic Section (10)
Admin Section (8)
HQ Commandant, Main
HQ Commandant, Rear
M.S. A.C.M.F.

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

~~15/31~~
10/615

HEADQUARTERS

ALLIED CONTROL COMMISSION

APO 394

REFERENCE: 16052/G-1

15th February 1944

(EXECUTIVE MEMORANDUM)
No. 19
ESTABLISHMENT MEMO.
No. 3.

M.S. MATTERS (BRITISH PERSONNEL)

GENERAL

1. Grouping of M.S. Matters

These may be conveniently grouped for the purposes of this Instruction, under the following headings, and are dealt with in paragraphs as shown :

a.	Appointments, Officers	(Para 7)
b.	Advancement of Officers	(Paras 8-11
c.	Change of Employment, Officers	(paras 12-13)
d.	Adverse Confidential Reports	(Paras 14-23)
e.	Periodical Reports on Officers of the rank of Lt-Col and above	(Paras 24-28)
f.	General Confidential Matters, Officers	(Para 29)
g.	Honours and Awards	(Para 30)
h.	Miscellaneous	(Paras 31-32)

All except g. affect Officers only - g. affects both Officers and ORs.

2. Definitions

a. Throughout this Order the expression "Region" includes AMG FIFTH or EIGHTH ARMY or a province, detachment, or pool for which a specified Commander has been appointed, under the immediate command of this Headquarters.

b. Similarly, the expression "Regional Commissioner" includes the Commander of a Detachment as in a. above. Where the context so requires, it further includes, in the case of a Region commanded by an American Officer, the Senior British Officer in that Region, for the purpose of paragraph 4 below.

3. Signature of Documents - Concurrence of American Commanders.

a. The signature of an American Officer must not appear on any official form or document in connection with M.S. matters. The form will therefore be signed by the Senior British Officer concerned. (See para 11).

b. American Officers holding positions in the chain of command which would, if AFC were a wholly American organization, necessitate their assent and signature

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

ESTABLISHMENT MEMO No 3.

M.S. MATTERS (BRITISH PERSONNEL)

GENERAL

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e.	Periodical Reports on Officers of the rank of Lt-Col and above	(Paras 24-28)
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h.	Miscellaneous	(Paras 31-32)

All except g. affect Officers only - g. affects both Officers and ORs.

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b. Similarly, the expression "Regional Commissioner" includes the Commander of a Detachment as in a. above. Where the context so requires, it further includes, in the case of a Region commanded by an American Officer, the Senior British Officer in that Region, for the purpose of paragraph 4 below.

3. Signature of Documents - Concurrence of American Commanders.

a. The signature of an American Officer must not appear on any official form or document in connection with M.S. matters. The form will therefore be signed by the Senior British Officer concerned. (See para 11).

b. American Officers holding positions in the chain of command which would, if AGC were a wholly American organization, necessitate their assent and signature to recommendations will express such assent in a covering letter to the form or document being forwarded (and should be given an opportunity of so doing). If the Senior British Officer in a Region commanded by an American Officer feels strongly that a recommendation to which the American Commander does not agree should be made, he may submit such recommendation with a full statement of his views to the American Commander, who will forward it to the next higher authority giving detailed reasons for his dissent.

2..... 4. Channels for .....

Declassified E.O. 12356 Section 3.3/NND No. 787021

4. Channels for Recommendations and Reports.

a. The normal chain of command will be followed, subject to paragraph 3 above, and to the remainder of this paragraph. It must be remembered that competence in M.S. matters is a question of rank and seniority, not of appointment.

b. (1) All recommendations will be those of the Senior British Officer of the Region, etc., and will reach this Headquarters in consolidated form. ✓

(2) The Commander of a detachment operating under a separate command from its parent Region will submit recommendations through the parent Region Headquarters if the parent Region is operating. ✓

c. Heads of Regional Special Divisions will NOT forward recommendations, nor copies of recommendation in respect of specialist officers to heads of corresponding Sub-Commissions at Headquarters ACC. The Regional Commander will consult his technical heads as necessary.

d. Reports on Officers of the "pool" - i.e. not allotted to a HQ or operating Region, will be from the Senior British Officer of the pool to this HQ.

e. In view of the often fleeting and sporadic character of "attachments" reports on Officers attached to an operating Region may be initiated either by the Region to which attached or by the parent Region. In the former case reports will be forwarded through the parent Region.

5. Initiation of Reports

a. Regional Commissioners will issue orders as to which Officers are to initiate reports, and the channel to be followed within the Region. In general, it is desirable that reports should not be initiated by an officer below field rank, and wherever possible the initiating officer should hold the rank of Lt. Colonel or above. ✓

b. The channels to be observed within HQ ACC are laid down in Appendix "B" hereto. ✓

6. Remarks of Superior Reporting Officers

Recommendations will be definite and unambiguous - remarks such as "I concur" or "I do not know this officer" will be avoided. ✓

APPOINTMENTS

7. This will only arise in the case of the original assignment of an officer to ACC from another military or Service organization. Such cases will be dealt with by APHQ or HQ ACSF. ✓

ADVANCEMENT OF OFFICERS

8. General

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

from its parent Region will submit recommendations through the parent Region Headquarters if the parent Region is operating.

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Recommendations will be definite and unambiguous - remarks such as "I concur" or "I do not know this officer" will be avoided.

APPOINTMENTS

7. This will only arise in the case of the original assignment of an officer to ACC from another military or Service organization. Such cases will be dealt with by AFHQ or HQ ACAF.

ADVANCEMENT OF OFFICERS

8. General

All appointments have to be approved by AFHQ. When approved, they are published in CROs and transmitted to the War Office.

9. Status of Officers

All officers in ACC are graded as Staff Officers. The word "Advancement" is therefore used in this Memorandum in preference to "Promotion", since every grade of Staff Officer automatically carries a specific rank, and no question of "Regimental" promotion will arise.

3.... 10. Quarterly Returns

Declassified E.O. 12356 Section 3.3/NND No. 78502

15/30

10. Quarterly Returns

a. A consolidated quarterly return, on the proforma Appendix "A" hereto will be rendered in duplicate to this HQ, so as to arrive on the 1st of April, July, October and January through the usual channels, as prescribed in para 4 above. In the case of HQ ACS, the return will be rendered by the Initiating officer named in sub (a) [illegible]

(b) The Quarterly Return will show the names of officers who have been recommended for advancement by the submission of AF B194D but whose recommendations have not been implemented.

(c) The Quarterly Return is for record purposes only and will not take the place of AF B194D for the purpose of recommending officers for advancement.

d. If an officer recommended for advancement is transferred from one Region, HQ, etc. to another, the reporting authority of the unit from which he is transferred will forward his recommendation (on the pro-forma, Appendix "A" to the Commander of the unit to which the officer is transferred.

e. The quarterly return is a confidential document. In order to avoid disappointment, officers will NOT be informed that they have been recommended.

11. AF B 194D

a. This is the official form which is required before any recommendation can be ~~considered~~ considered. ~~In order, however, to avoid an unnecessary accumulation of forms on which possibly no action can be taken for some time, (since advancement depends entirely upon vacancies) it will only be rendered (subject to (b) below) [illegible]~~

(b) Reports on AF B194D enable a record to be kept at this H.Q. of officers fitted for advancement when opportunity occurs.

(c) A recommendation may be submitted at any time when an officer is considered fit for advancement.

[illegible] AF B 194D.

e. The Officer's exact rank, e.g. "W/S Capt, T/Maj. Actg Lt-Col, must be stated, together with his personal No., type of commission (e.g. R.A.P.C), Regiment or Corps, age, medical category and whether p.s.e., s.e., etc.

f. If a superior reporting authority disagrees with a recommendation put forward on AF B 194D and is not prepared to forward it to higher authority, he will inform the initiating office accordingly and thus give guidance as to the standard required.

-131-

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

(b) The Quarterly Return will show the names of officers who have been recommended for advancement by the submission of AF B194D but whose recommendations have not been implemented.

(c) The Quarterly Return is for record purposes only and will not take the place of AF B194D for the purpose of recommending officers for advancement.

d. If an officer recommended for advancement is transferred from one Region, HQ, etc. to another, the reporting authority of the unit from which he is transferred will forward his recommendation (on the pro-forma, Appendix "A" to the Commander of the unit to which the officer is transferred.

e. The quarterly return is a confidential document. In order to avoid disappointment, officers will NOT be informed that they have been recommended.

11. AF B 194D

a. This is the official form which is required before any recommendation can be considered. ~~effect to. In order, however, to avoid an unnecessary accumulation of forms in which possibly no action can be taken for some time, (since advancement depends entirely upon vacancies) it will only be rendered (subject to (b) below)~~

(b) Reports on AF B194D enable a record to be kept at this H.Q. of officers fitted for advancement when opportunity occurs.

(c) A recommendation may be submitted at any time when an officer is considered fit for advancement.

AF B 194D.

c. The Officer's exact rank, e.g. "W/S Capt, T/Maj. Actg Lt-Col, must be stated, together with his personal No., type of commission (e.g. R/RO), Regiment or Corps, age, medical category and whether p.s.c., s.c., etc.

f. If a superior reporting authority disagrees with a recommendation put forward on AF B 194D and is not prepared to forward it to higher authority, he will inform the initiating office accordingly and thus give guidance as to the steps required.

4511

g. AF B 194D will reach this Headquarters in duplicate. One copy will be the original, and only this copy need be signed - signatures on any other copies required may be typed.

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

CHANGE OF EMPLOYMENT

12. AF B 194F

a. This form may be rendered at any time.

b. It will only be used when the new employment recommended is either

(1) Outside AOC altogether, or
(2) To AMG-ACC in another theatre of war.

Change of employment within AOC Italy will be dealt with under paragraph 13 below.

c. Officers reported upon WILL initial AF B 194F.

d. Alternative employments must be recommended.

e. The form will NOT be used as a substitute for AF B 194E (see paragraph 14 below). Its object is to place an efficient officer who finds himself in an unsuitable employment in an appointment better suited to his capabilities.

f. The same rules as regards number of copies required and signatures apply as for AF B 194D (paragraph 11 e.).

g. The form will be initiated and forwarded through the usual channels.

h. The Officer reported upon may submit an appeal or protest (see paragraph 18).

13. Reposting and Transfer

a. If transfer to other duties within AOC Italy is recommended, the Regional Commissioner will submit the recommendation in letter form, giving the following information :

(1) Appointment or type of appointment for which recommended.

(2) In the case of an Officer in a Region, whether the proposed transfer is within the Region or to an appointment outside the Region.

(3) Whether or not the Officer is desirous of the transfer.

(4) Full reasons for the recommendation.

b. This procedure applies only to transfers to appointments carrying the same rank. It will NOT be used as a substitute for either AF B 194 D or E

SPECIAL CONFIDENTIAL REPORTS - AF B 194E

14. General

a. AF B 194E is not a substitute for disciplinary action - if an officer

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

Change of employment within AOC Italy will be dealt with under paragraph 13 below.

c. Officers reported upon WILL initial AF B 194F.

d. Alternative employments must be recommended.

e. The form will NOT be used as a substitute for AF B 194E (see paragraph 14 below). Its object is to place an efficient officer who finds himself in an unsuitable employment in an appointment better suited to his capabilities.

f. The same rules as regards number of copies required and signatures apply as for AF B 194D (paragraph 11 e.).

g. The form will be initiated and forwarded through the usual channels.

h. The Officer reported upon may submit an appeal or protest (see paragraph 18).

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(1) Appointment or type of appointment for which recommended.

(2) In the case of an Officer in a Region, whether the proposed transfer is within the Region or to an appointment outside the Region.

(3) Whether or not the Officer is desirous of the transfer.

(4) Full reasons for the recommendation.

b. This procedure applies only to transfers to appointments carrying the same rank. It will NOT be used as a substitute for either AF B 194 D or E

SPECIAL CONFIDENTIAL REPORTS - AF B 194E

14. General

a. AF B 194E is not a substitute for disciplinary action - if an officer commits an offence under the Army Act, the appropriate disciplinary action will be taken.

b. Subject to para 18 c. below, the final decision on AF B 194E is taken by the Army Council, and this will be explained to Officers reported upon.

15. Submission of Form

The form may be submitted at any time, and should be rendered as soon as the initiating officer has come to a decision in the matter.

5..... 16. Previous Warning.....

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

15/29

16. Previous Warning

Whenever possible, an officer should be warned of his inefficiency before AF B 194E is rendered, so as to give him the chance of rectifying his faults.

17. Grounds for Special Reports

Reports must be based on definite observations over a reasonable period, and will be couched in clear and unmistakeable terms.

18. Protests and Appeals (See form ACI 545/43, para 4 (1)(m) & (o)).

a. An appeal under Section 42 of the Army Act, and a protest not amounting to a formal appeal will be forwarded to the Army Council with the report.

b. The initiating officer and any superior reporting officer will comment on a protest or appeal, and will do so in a covering letter. Comments will not be seen by the Officer reported upon.

c. An Officer may appeal to his Sovereign under Sec. 42 of the Army Act against a decision of the Army Council.

d. If called upon to submit an application to retire or to resign his Commission, he may apply for an interview with a military member or a deputy of such member of the Army Council under K.R. (1940) para 256. The application will not, however, necessarily be granted.

19. Initialling of Form

a. An Officer reported on will be shown and will initial and date AF B 194E. This does not mean that he agrees with it; merely that he is aware of its contents. An officer cannot refuse to initial a report.

20. Channels

Reports will be initiated and forwarded as for AF B 194D.

21. Remarks of Superior Reporting Officers

If a superior reporting authority does not concur in the report on AF B 194E and is not prepared to forward it to higher authority, the Officer reported on will be so informed. On the other hand, whenever the remarks and recommendations of a superior reporting officer are more adverse than the original report, they must be shown to and initialled by the Officer reported on.

22. Resignation of Commission

In cases where the initiating officer recommends that an Officer be called on to resign his Commission, he will inform the Officer, if he is of military age (i.e. at present under 51 years of age), that the effect of the recommendation if accepted by the Army Council will be that he will be liable for Service under the provisions of the National Service (Armed Forces) Acts. If relinquishment of Commission is recommended, an interview will be granted to the Officer reported on by the British Commander next superior to the initiating Officer. An Officer has no right to claim an interview with any other superior officer except as stated in

Declassified E.O. 12356 Section 3.3/NND No. 778822

a. An appeal under Section 42 of the Army Act, and a protest not amounting to a formal appeal will be forwarded to the Army Council with the report.

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c. An Officer may appeal to his Sovereign under Sec. 42 of the Army Act against a decision of the Army Council. (Harrod! The Monarch)

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23. Copies and Signatures

The same rules apply as laid down for AF B 194D in paragraph 11 e. If a protest or appeal is made, three copies of such protest or appeal are required. They must all be signed.

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

REPORTS ON OFFICERS OF THE RANK OF LT COLONEL AND ABOVE (AF B 194C)

24. General

a. This report will be rendered every six months on all officers of the rank of Lt-Colonel and above. The first report will be rendered as soon as possible, as a matter of urgency. This report will state the date the Officer was last reported upon. Thereafter it will be submitted on the first of June and December. It will also be submitted when an Officer relinquishes an appointment.

b. AF B 194 C will not be rendered in respect of an Officer for whom AF B 194D has been submitted.

25. Initiating Officers (for reports on Lt-Colonels)

a. Regions :

(1) If the Region Commissioner is British the Regional Commissioner.

(2) If the Regional Commissioner is American, the Senior British Officer, not below the rank of Colonel exercising command over the officer reported upon. (A British Regional Chief of Staff will be considered as coming under this heading). If there is no such British Officer in the Region, the American Regional Commissioner will forward his recommendations in letter form, and AF B 194C will be initiated at this HQ.

b. Pool of Unallotted Officers

The Senior British Officer not below the rank of Colonel in the Pool.

c. Officers at Headquarters

See Appendix "B"

26. Initiating Officers (for reports on Colonels).

a. Regions - British Regional Commissioner if holding the rank of Brigadier.

b. All others - Senior British Officer not below rank of Brigadier.

27. Concurrence of American Commanders

The concurrence of American Officers superior in rank and exercising command over the officer reported upon will be obtained as already explained in paragraph 3 and Appendix "B".

28. Channels, number of copies and Signatures

As for AF B 194D, except as modified by paragraphs 25-27 above.

GENERAL CONFIDENTIAL MATTERS

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

AF B 194D has been submitted.

25. Initiating Officers (for reports on Lt-Colonels)

a. Regions :

(1) If the Region Commissioner is British, the Regional Commissioner.

(2) If the Regional Commissioner is American, the Senior British Officer, not below the rank of Colonel exercising command over the officer reported upon. (A British Regional Chief of Staff will be considered as coming under this heading). If there is no such British Officer in the Region, the American Regional Commissioner will forward his recommendations in letter form, and AF B 194C will be initiated at this HQ.

b. Pool of Unallotted Officers

The Senior British Officer not below the rank of Colonel in the Pool.

c. Officers at Headquarters

See Appendix "B"

26. Initiating Officers (for reports on Colonels).

a. Regions - British Regional Commissioner if holding the rank of Brigadier.

b. All others - Senior British Officer not below rank of Brigadier.

27. Concurrence of American Commanders

The concurrence of American Officers superior in rank and exercising command over the officer reported upon will be obtained as already explained in paragraph 3 and Appendix "B".

28. Channels, number of copies and Signatures

As for AF B 194D, except as modified by paragraphs 25-27 above.

GENERAL CONFIDENTIAL MATTERS

29.a. Any matter not already covered above will be dealt with by confidential letter.

b. Appeals and complaints under Section 42 of the Army Act will be forwarded through the usual channels. American superiors in the chain of command may forward comments with appeals, but in this case the appropriate British Superior Officer must also comment.

7..... HONOURS AND AWARDS.....

Declassified E.O. 12356 Section 3.3/NND No. 78502/

15/28

HONOURS AND AWARDS

30. a. Recommendations for Honours and Awards are usually called for twice a year, and are published on the King's Birthday and New Year's Day.

b. Detailed instructions as to the eligibility of officers, WOs., NCOs. and ORs. for various types of award are issued by the Military Secretary, approximately two months prior to the above dates. These instructions, together with instructions for implementing them will be issued by this HQ to Regions, etc.

c. On receipt of the above mentioned instructions, recommendations will be made on AF W 3121, being initiated and forwarded through the channels laid down at Appendix "A" and Appendix "B".

d. No recommendations for Honours and Awards will be made at present. The first recommendations will be made when the instructions mentioned in sub-paragraph b. above are received.

e. For immediate awards, AF W 3121 may be initiated and forwarded at any time other than the regular periods mentioned above.

MISCELLANEOUS PROVISIONS

31. Forms

a. A supply of the forms to be used, referred to in the preceding paragraphs will be issued to all concerned in due course.

b. Detailed information is contained on the forms themselves. This information supplements the detailed instructions given in this Memorandum.

32. Care in Preparation of Reports

a. It cannot be emphasized too strongly that reports and forms must be accurate in every detail. Failure in this respect only means reference back to reporting officers, thereby inevitably causing unnecessary delay and additional clerical work.

b. All officers concerned will, therefore, ensure that the instructions in this Memorandum are meticulously followed, and that reports are punctually rendered. It is the duty of superior reporting officers and their Staffs to check the accuracy of reports and forms and to ensure that they are properly completed before they are forwarded.

BY COMMAND OF LIEUT GENERAL MACNEILL

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

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BY COMMAND OF LIEUT GENERAL MACARTHUR

R.B. RATHBONE,
Colonel,
Executive Officer. 4303

RBR/fal.

DISTRIBUTION/.....

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

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

15/27

CONFIDENTIAL

Appendix "A"
(U.S. Letters

ADVANCEMENT OF OFFICERS
Quarterly Return of Officers Recommended for Advancement
(To be submitted in order of seniority of highest Substantive, Temporary or Acting Rank held)

Office
Ref No
Date

Serial No. 1	Rank 2			Initials and Name 3	Personal No. 4	Age 5	Present Appointment 6	Appointment and rank for which recommended (Alternative Appts may be given)	Whether recommended on previous Quarterly Return
	Substantive or War Substantive	Temporary	Acting						
1	LIEUT	-	-	T.C. SHANKS	128720	53	Adjutant		
2	LIEUT	-	-	W.V.M. LEWIS	223198	36	Staff Officer		

To Headquarters AEF

N.B. If the Commander of the Region or Detachment submitting the recommendations is American, he will countersign the form.

Signature and Designati
submitting the Recommen
signature of American C

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

Appendix "J" to Executive Memorandum (U.S. Letters) No. 19 to 15 Feb 44

ADVANCEMENT OF OFFICERS

Quarterly Return of Officers Recommended for Advancement

(To be submitted in order of seniority of highest Substantive, Temporary or Acting Rank held)

Office of Origin - H.Q. Training Liaison

Ref No. ACC/15/INT

Date 19th February 1944

Initials and Name 3	Personal No. 4	Age 5	Present Appointment 6	Appointment and rank for which recommended (Alternative Appts may be given)	Whether recommended on previous Quarterly Return	Whether AF E1942 has been rendered (If so, quote Ref & date of covering letter)	Remarks
T.C. SHANKS	128720	52	Adjutant			3001 16/2/43	
W.V.M. LEWIS	223198	36	Staff Officer			—	

Signature and Designation of British Officer submitting the Recommendations. Counter-signature of American Officer if senior.

Region or Detachment submitting American, he will countersign

15/20

Appendix "B" to Executive Memorandum No. 19 dated 15 Feb 44 (M.S. Matters)

CHANNELS TO BE OBSERVED FOR RECOMMENDATIONS AND REPORTS WITH HQ ACC

Note: 1. The abbreviation "SBO" used in the following table means "Senior British Officer."

2. Where an American Officer is senior to the British initiating Officer, the concurrence of this American Officer will first be obtained.

3. The Chief Commissioner is the concurring authority in every case.

Serial No. (a)	Section, Branch etc. (b)	Initiating Officer (c)	Remarks by (see para 6 of the Memo.) (d)
1.	Civil Affairs Branch	Executive Commissioner	Chief Commissioner.
2.	Security Branch	Director	Executive Commissioner
3.	Displaced Persons Sub-Commission	S.B.O.	do.
4.	Italian Refugees Branch	Director	do.
5.	G-1 and G-4 (Heads of Sections)	British Executive Officer	do.
6.	Assistant G-1s and G-4s	G-1 and G-4 (if of rank of Lt-Col otherwise British Executive Officer	1. British Executive Officer 2. Executive Commissioner
7.	HQ Commandants Main & Rear HQ	British Executive Officer	Executive Commissioner
8.	Staff, HQ Commandants Main & Rear HQ	S.B.O. (not below rank of Major)	1. British Executive Officer 2. Executive Commissioner
9.	Admin Section Staff	S.B.O.	Executive Commissioner.
10.	Econ Section Staff	S.B.O.	do.
11.	Administrative Sub-Commissions	S.B.O. of Sub-Commission with concurrence of Chief of Sub-Commission if American	do.
12.	Economic Sub-		do.

Declassified E.O. 12356 Section 3.3/NND No. 778021

3. The Chief Commissioner is the concurring authority in every case. ✓

Serial No. (a)	Section, Branch etc. (b)	Initiating Officer (c)	Remarks by (see para 6 of the Memo.) (d)
1.	Civil Affairs Branch	Executive Commissioner	Chief Commissioner.
2.	Security Branch	Director	Executive Commissioner
3.	Displaced Persons Sub-Commission	S.B.O.	do.
4.	Italian Refugees Branch	Director	do.
5.	G-1 and G-4 (Heads of Sections)	British Executive Officer	do.
6.	Assistant G-1s and G-4s	G-1 and G-4 (if of rank of Lt-Col otherwise British Executive Officer	1. British Executive Officer 2. Executive Commissioner
7.	HQ Commandants Main & Rear HQ	British Executive Officer	Executive Commissioner
8.	Staff, HQ Commandants Main & Rear HQ	S.B.O. (not below rank of Major)	1. British Executive Officer 2. Executive Commissioner
9.	Admin Section Staff	S.B.O.	Executive Commissioner.
10.	Econ Section Staff	S.B.O.	do.
✓ 11.	Administrative Sub-Commissions	S.B.O. of Sub-Commission with concurrence of Chief of Sub-Commission if American	do.
12.	Economic Sub-Commission	do.	do.
✓ 13.	All independent Sub-Commissions except Land Forces Sub-Commission	S.B.O.	do. ✗ 4307
14.	P.R.O.	Executive Commissioner.	Chief Commissioner
15.	Land Forces Sub-Commission	Chief of Sub-Commission if British. Otherwise as in Serial 13.	Chief Commissioner

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

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~~AG~~
~~5-4/45~~
10/G/4

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

REFERENCE: 16052/G-1

23 February 1944

Amendment No. 2 to Executive Memorandum No. 2 dated 7 Feb 44.
(Executive Memorandum No. 25 dated 18 Feb 44 constituted Amendment No. 1)

1. It has been decided that the Legal Sub-Commission will not in future be represented at Main HQ. Any officers desiring to avail themselves of legal advice in connection with ACC activities will therefore refer to the HQ of the Sub-Commission at SALERNO.

2. MFA & A Sub-Commission will be located at Rear HQ with a detachment at Main HQ.

3. The following amendment to Executive Memorandum No. 2 dated 7 Feb will therefore be made :

Para 3e(1) :

Delete "Legal" and substitute "Monuments, Fine Arts and Archives".

4. Effective immediately, the Air Sub-Commission will move location from Rear to Main Headquarters and the following amendment to Executive Memorandum No. 2 made :

Para 3c(2) :

Insert "except Air Sub-Commission which will be located at Main HQ".

Amended HCS 1/2/44

BY COMMAND OF LIEUT GENERAL MASON MACFARLANE

F.A. PURCOLD,
Lt-Colonel A.A.
G-1

RCE/FAD.

DISTRIBUTION

1 - Deputy Chief Commissioner
1 - Secretary General
1 - Political Section
25 - Economic Section
1 - Displaced Persons Sub-Commission
1 - Liaison Officer, Main HQ
1 - Executive Officers

Declassified E.O. 12356 Section 3.3/NND No. 778021

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(Executive Memorandum No. 25 dated 18 Feb 44 constituted Amendment No. 1)

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Amended HCD 1/2/44

BY COMMAND OF LIEUT GENERAL MASON MACFARLANE

F.A. PURGOLD,
Lt-Colonel, A.A.
G-1

RCE/FAD.

DISTRIBUTION

1 - Deputy Chief Commissioner
1 - Secretary General
1 - Political Section
25 - Economic Section
15 - Admin Section
1 - Telecommunications Sub-Commission
1 - Telecommunications Sub-Commission (Main HQ).
1 - PA to Executive Commissioner
1 - Civil Affairs Branch
1 - Information Division
1 - Displaced Persons Sub-Commission
1 - Liaison Officer, Main HQ
1 - Executive Officers
1 - Security Branch
1 - G-1
1 - G-4
1 - Adjutant
1 - HQ Commandant, Main HQ
1 - HQ Commandant, Rear HQ
1 - ACC Liaison HQ ACMF
6 - Spare

4306

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

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Interior 6/1/44
10/G/13

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

ESTABLISHMENT MEMO
No 2 (Amd)

15 February 1944

EXECUTIVE MEMORANDUM)

NUMBER 16)

SCOPE

1. This Memorandum is issued in amplification and modification of Executive Memorandum No. 2, dated 7 February 1944. All references are to Memorandum No. 2 unless otherwise stated.

ORGANIZATION

2. Routine Orders (para. 5)

a. Travel orders are being dealt with in a separate Memorandum.

b. The Hq A.C.C. Adjutant will, on the direction of G-1, issue orders for assignments and reassignments for personnel of both nationalities. In the case of American Officers this will be supplemented by a Regimental, and of British officers by an A.C.C. Routine Order.

3. Information Division (paras. 2, 3c (3), 7 and Appendix B)

a. An Information Division has been established under the Civil Affairs Branch of the R.C. and M.G. Section. Its functions and responsibilities are detailed in Appendix "A" hereto.

b. The following amendments to Exec. Memo. No. 2 will be made as a result of the institution of the Information Division:

(1) Delete para. 3c (3). The Archivist and Librarian will in future be located at Main Hq, but an office will be at their disposal at Rear Hq also.

(2) Para. 7 (c). Between (4) and (5) insert "(4A). Information Division." The Information Division will maintain operative subject files.

(3) A new chart, Appendix "B" hereto, is issued in substitution of Appendix B to Memorandum No. 2. All copies of the latter Appendix will be destroyed.

OFFICE PROCEDURE, HQ A.C.C. (para. 7)

4. General

The instructions contained in the ensuing paragraph are issued pending the completion of the detailed Office Order referred to in paragraph 7 of Memorandum No. 2.

5. Initial Reference of Papers

a. Incoming letters and cables will be referred for action only to the Sections, Sub-Commissions, Branches, etc. authorized to maintain files under paragraph 7c of Memorandum No. 2 as amended by para. 3b (2) above. This

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

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b. The Hq A.C.C. Adjutant will, on the direction of G-1, issue orders for assignments and reassignments for personnel of both nationalities. In the case of American Officers this will be supplemented by a Regimental, and of British officers by an A.C.C. Routine Order.

3. Information Division (paras. 2, 3c (3), 7 and Appendix B)

a. An Information Division has been established under the Civil Affairs Branch of the R.C. and M.G. Section. Its functions and responsibilities are detailed in Appendix "A" hereto.

b. The following amendments to Exec. Memo. No. 2 will be made as a result of the institution of the Information Division:

(1) Delete para. 3c (3). The Archivist and Librarian will in future be located at Main Hq, but an office will be at their disposal at Rear Hq also.

(2) Para. 7 (c). Between (4) and (5) insert "(4A). Information Division." The Information Division will maintain operative subject files.

(3) A new chart, Appendix "B" hereto, is issued in substitution of Appendix B to Memorandum No. 2. All copies of the latter Appendix will be destroyed.

OFFICE PROCEDURE, HQ A.C.C. (para. 7)

4. General

The instructions contained in the ensuing paragraph are issued pending the completion of the detailed Office Order referred to in paragraph 7 of Memorandum No. 2.

5. Initial Reference of Papers

a. Incoming letters and cables will be referred for action only to the Sections, Sub-Commissions, Branches, etc. authorized to maintain files under paragraph 7c of Memorandum No. 2 as amended by para. 3b (2) above. This means that action copies of letters and cables will not be referred in the first instance to RC and MG Section but to the Branch of that Section concerned. (See also Appendix "B" to Memorandum No. 2).

b. Furthermore, in the case of the Establishment Branch, papers [illegible] not normally be referred direct to the Executive Officers but to G-1 or G-4 according to the subject matter.

1177

Declassified E.O. 12356 Section 3.3/NND No. 778027

c. Other Sections, Branches, etc. of the Commission addressing letters to the RC and MG Section will facilitate the execution of the above instructions if they will add after the Section address the appropriate Branch in parenthesis, e.g., "Executive Commissioner (CA Branch)" or "Executive Commissioner (G-1)."

d. The instructions contained in this paragraph are not intended to restrict the distribution of 'information copies' of cables or of routine orders - the intention is to insure that papers are dealt with in the first instance in the normal manner by the Branch concerned before being referred higher.

6. Executive Memoranda.

Executive Memoranda will only be issued by the RC and MG Section. They will be numbered serially and G-1 will be responsible for maintaining the series. Any branch of the RC and MG Section wishing to issue an Executive Memorandum will, therefore, obtain the correct number from G-1, to whom a copy of the memorandum when issued will invariably be sent.

7. Economy in Paper.

Supplies of paper are becoming increasingly difficult to obtain. Correspondence within Headquarters A.C.C. will therefore be conducted in original only. Two copies of a letter are not required. Paper will also be cut according to the length of the letter. There have been instances recently of letters consisting of one short paragraph typed on foolscap size paper. Further instructions for the conservation of paper have been issued by the Executive Commissioner in Memorandum dated 13 February 1944.

R. B. RATHBONE,
Colonel,
Executive Officer.

DISTRIBUTION:

Regions I to VI	-	2 ea.
Regions VIII and IX	-	1 ea., together with 1 ea. of Ex. Memo No. 2
AMG - 5th & 8th Armies	-	1 each
Independent Sub-Comms	-	1 each
Political Section	-	1
Economic Section	-	25 (incldg copies for Rear Hq Sub Comm Dets)
Admin. Section	-	15
Det Legal SubComm(Main)		1
P.A. to Exec. Comm'snrs		1
C.A. Branch	-	1
Information Division	-	1
D.P. Sub-Comm.	-	2
Italian Refugee Branch	-	1
Security Branch	-	1
Executive Officers	-	2
G-1	-	4

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

6. Executive Memoranda.

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Independent Sub-Comms	- 1 each	
Political Section	- 1	
Economic Section	- 25	(incldg copies for Rear Hq Sub Comm Dets)
Admin. Section	- 15	
Det Legal SubComm(Main)	- 1	
P.A. to Exec. Comm'snrs	1	
C.A. Branch	- 1	
Information Division	- 1	
D.P. Sub-Comm.	- 2	
Italian Refugee Branch	- 1	
Security Branch	- 1	
Executive Officers	- 2	
G-1	- 4	
G-4	- 4	
Adjutant	- 4	
Hq Condt, Main	- 2	
Hq Condt, Rear	- 2	
ACC Liaison, HQ ACMF	- 2	
AFHQ (MGS)	- 6	(incldg copies for HQ 2675 Rgt and Brit. Admin. Hq)
Det Public Health(Main)	- 1	
Spare	- 6	

Declassified E.O. 12356 Section 3.3/NND No. 78502

CA/140

Appendix "A" to Exec. Memo No. 16
dated 15 February 1944

INFORMATION DIVISION

The responsibilities of this Division are:

a. To collect Economic, technical, political and other strategical information from intelligence agencies of the Armed Forces for operational use by the A.C.C. and to supply these agencies from available A.C.C. sources with such information as they may require.

b. To deal with such special requests for information as may be received from Higher Headquarters.

c. To maintain contact with the intelligence agencies of the various Allied Commands and to assist Subcommissions, when requested, in obtaining such information as they may desire.

d. To maintain an INFORMATION ROOM where copies of reports, surveys, and studies may be seen by members of the Commission and where the current military situation may be kept posted for their information.

e. To prepare bulletins on the current activities of the Commission for the information of their members in the field.

f. To hold, maintain, and distribute maps as needed by the Commission.

g. To supervise and assist the Archivist and Librarian, and the pool of Interpreters and Translators.

Subcommissions and Staff Branches are requested to assist the work of the INFORMATION DIVISION and are invited to make full use of its facilities.

Declassified E.O. 12356 Section 3.3/NND No. 78502/

a. To collect Economic, technical, political and other strategical information from intelligence agencies of the Armed Forces for operational use by the A.C.C. and to supply these agencies from available A.C.C. sources with such information as they may require.

b. To deal with such special requests for information as may be received from Higher Headquarters.

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e. To prepare bulletins on the current activities of the Commission for the information of their members in the field.

f. To hold, maintain, and distribute maps as needed by the Commission.

g. To supervise and assist the Archivist and Librarian, and the pool of Interpreters and Translators.

Subcommissions and Staff Branches are requested to assist the work of the INFORMATION DIVISION and are invited to make full use of its facilities.

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

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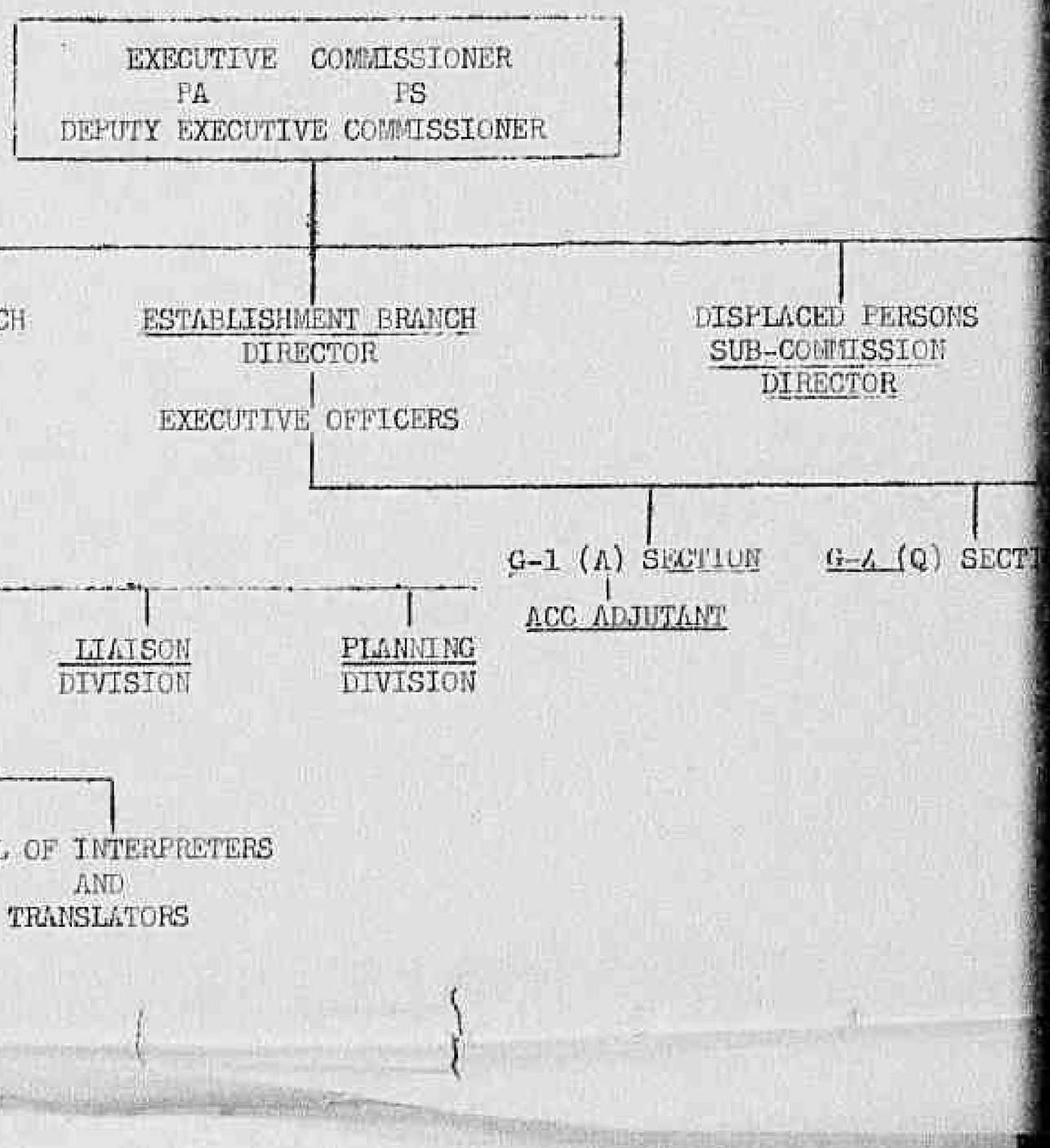
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APPENDIX "B" TO EXEC. MEMO
(In Substitution o
to Executive Mem
Dated 7 Febr

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION

DETAILED ORGANIZATION



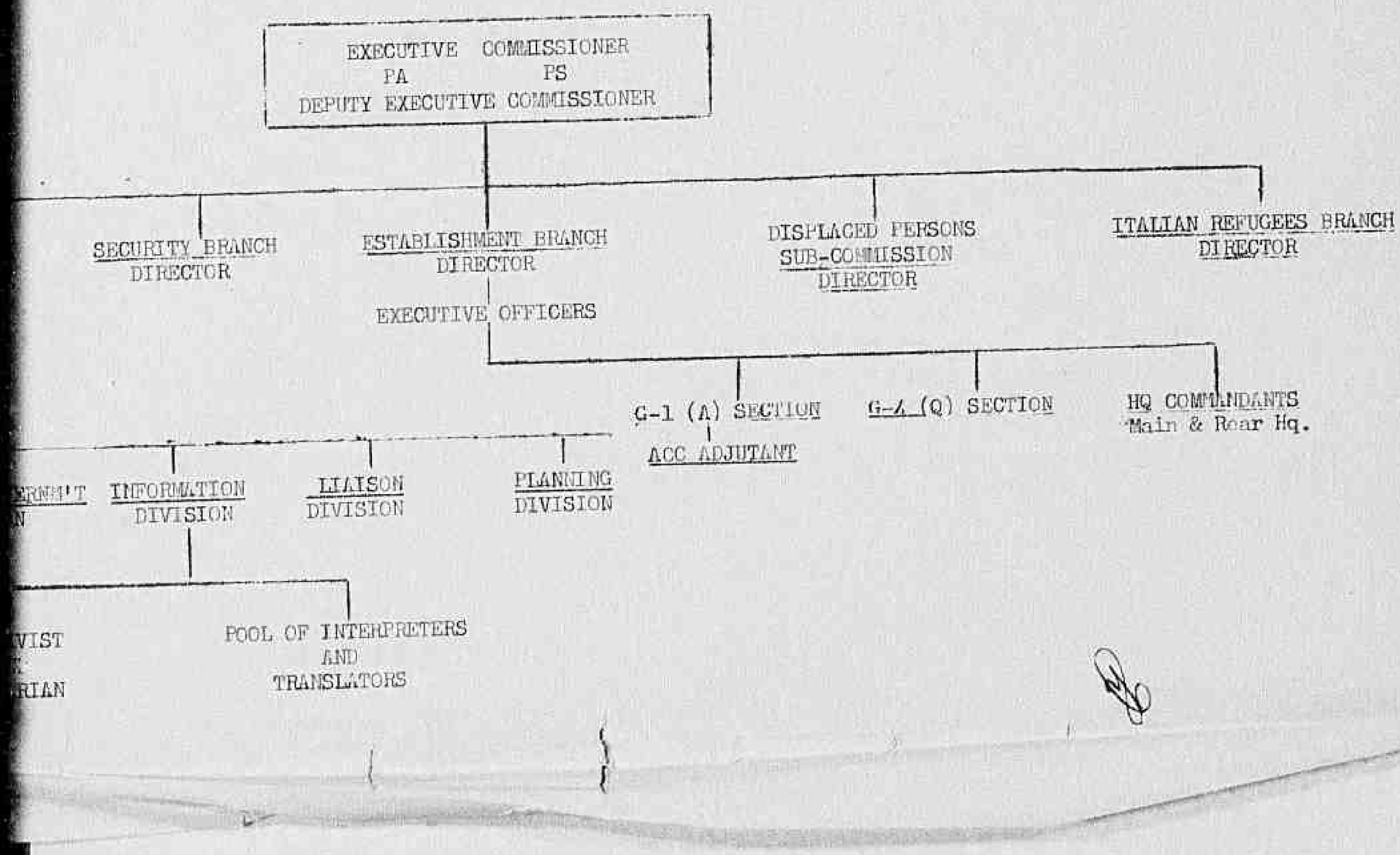
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Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX "B" TO EXEC. MEMO NO. 16 DATED 15 FEB. 44
(In Substitution of Appendix "B"
to Executive Memorandum No. 2
Dated 7 February 1944)

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION

DETAILED ORGANIZATION



IVY

CONFIDENTIAL. GA/138 10/G/2

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Reference:- 16052/G-1.

7 February, 1944.

~~EXECUTIVE MEMORANDUM~~)
NUMBER 2)
ESTABLISHMENT MEMORANDUM No. 2

ORGANIZATION - HQ ACC

1. Previous references.

a. Reference is made to the following:

(1) ACC Directive No. 1 dated 10 November 1943, issued to all concerned under Memorandum of same date.

(2) ACC Directive No. 2 dated 2 December 1943 (issued about 28 December 1943) and Appendix "A" thereto - a printed chart giving the organization of Main and Rear HQ., ACC.

(3) HQ AMG Administrative Memorandum No. 2 dated 4 December 1943.

(4) HQ ACC Administrative Order No. 1 dated 17 January 1944, which re-constituted the Food Sub-Commission.

GA/138 (5) HQ ACC Memorandum to All Concerned dated 23 January 1944, dealing with the terms of the Armistice, and the functions and organization of ACC.

(6) HQ AMG Administrative Order No. 6 dated 25 January 1944. (The AFHQ General Order referred to in paragraph 1 thereof is No. 5 dated 24 January 1944). This Order announced the amalgamation of HQ AMG, HQ ACC and HQ AMG ACMF (late 15th Army Group), changes in command, and consequential changes in organization.

(7) HQ ACC Administrative Order Nos 3 and 4 both dated 31 January 1944, announcing respectively the physical extinction of HQ AMG, ACMF and the placing under command HQ ACC of Region VI.

GA/126 (8) HQ ACC Memorandum to All Concerned dated 31 January 1944, dealing with Military Government and ACC supervision, Regional Organization and the formation and functions of the new Regional Control and Military Government Section of ACC.

b. (2) and (3) above are hereby cancelled, except that part of (3) dealing with relations between ACC-AMG and the Military Authorities. Appendix "A" to ACC Directive No. 1 (Organization Chart) is cancelled together with so much of the Directive itself as is obviously superseded by the subsequent Orders and Memoranda listed in a. above, and by this Order.

c. A Directive dealing with revised Regional re-organization and personnel ceilings under ACC conditions will be issued shortly.

Declassified E.O. 12356 Section 3.3/NND No. 748502

1. Previous References.

a. Reference is made to the following:

(1) ACC Directive No. 1 dated 10 November 1943, issued to all concerned under Memorandum of same date.

(2) ACC Directive No. 2 dated 2 December 1943 (issued about 28 December 1943) and Appendix "A" thereto - a printed chart giving the organization of Main and Rear HQ., ACC.

(3) HQ AMG Administrative Memorandum No. 2 dated 4 December 1943.

(4) HQ ACC Administrative Order No. 1 dated 17 January 1944, which re-constituted the Food Sub-Commission.

(5) HQ ACC Memorandum to All Concerned dated 23 January 1944, dealing with the terms of the Armistice, and the functions and organization of ACC.

(6) HQ AMG Administrative Order No. 6 dated 25 January 1944. (The AFHQ General Order referred to in paragraph 1 thereof is No. 5 dated 24 January 1944). This Order announced the amalgamation of HQ AMG, HQ ACC and HQ AMG ACMF (late 15th Army Group), changes in command, and consequential changes in organization.

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c. A Directive dealing with revised Regional re-organization and personnel ceilings under ACC conditions will be issued shortly.

2. New Organization - HQ ACC.

Appendix "A" to this Order gives the new organization in outline, and Appendix "B" the detailed breakdown of the Regional Control and Military Government Section. The new organization will be put into operation forthwith to the extent possible - full implementation will have to await final completion of moves from Brindisi to Salerno and the absorption of Regimental Headquarters (see paragraph 3 below). The main changes are as follows:

a. The Military...

Ex Memo An Information Division has been established under the Civil
no 16 Affairs Branch of the RC and MG Section. Functions and
para 2 Responsibilities are detailed in "A" Appendix to Ex Memo No 16
15/2/44

Declassified E.O. 12356 Section 3.3/NND No. 758522

a. The Military Section as such, is abolished.

b. The Communication Section is abolished, the ~~Internal~~ Transportation & Shipping Sub-Commissions being transferred to the Economic Section, and the Telecommunications and Posts Sub-Commission becoming independent (see c. and e. below).

c. The Economic and Administrative Section is divided into two Sections, an Economic and an Administrative Section, and the former Economic and Administrative Directorates are abolished. The Economic Section takes over ~~the Electric Power Division~~ and the Transportation & Shipping Sub-Commissions.

Est. Mem. No. 8. p. 9

d. The Industrial Planning Branch is abolished, its functions being taken over by Headquarters Economic Section.

e. A Regional Control and Military Government Section is introduced, under which comes the Civil Affairs Branch (formerly the department of the D.C. of S. (O & SI)), the Establishment Branch (Executive Officers), the Displaced Persons Sub-Commission, a new Italian Refugees Branch and the Security Branch. (See Memorandum to all Concerned, dated 31 January 1944, referred to in paragraph 1. a. (8) above. It is emphasized that all liaison except for independent commissions and contact with HQ ACSF and outside military formations is the responsibility of, and will be carried out through this Section.

f. The Independent Sub-Commissions as shown in Appendix "A" will deal direct with the Chief or Deputy Chief Commissioner. The heads of the Political Section are styled Joint-Directors, and the Section has no dependent Sub-Commissions.

g. A Secretary General is introduced. His functions are explained in paragraph 4. below.

3. Main and Rear HQ.

a. Main Headquarters will be at Naples, Rear Headquarters at Salerno. Most of the Italian Ministries will be at the latter place. All component parts of HQ ACC will be located at Naples except as detailed in b. to e. below.

b. The following will have offices at both Main and Rear Headquarters:-

(1) Chief Commissioner.

(2) Deputy Chief Commissioner.

(3) Political Section Joint Directors.

(4) Liaison Groups. Most have their own offices outside ACC at Naples. An office will be provided at Main Headquarters for two Italian liaison officers.

The A. L. will in future be located at Main HQ

c. The following will be located at Rear Headquarters :-

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

d. The Industrial Planning Branch is abolished, its functions being taken over by Headquarters Economic Section.

c. A Regional Control and Military Government Section is introduced, under which comes the Civil Affairs Branch (formerly the department of the D.C. of S. (O & SI)), the Establishment Branch (Executive Officers), the Displaced Persons Sub-Commission, a new Italian Refugees Branch and the Security Branch. (See Memorandum to all Concerned, dated 31 January 1944 referred to in paragraph 1. a. (8) above. It is emphasized that all liaison except for independent commissions and contact with HQ ACMF and outside military formations is the responsibility of, and will be carried out through this Section.

f. The Independent Sub-Commissions as shown in Appendix "A" will deal direct with the Chief or Deputy Chief Commissioner. The heads of the Political Section are styled Joint-Directors, and the Section has no dependent Sub-Commissions.

g. A Secretary General is introduced. His functions are explained in paragraph 4. below.

3. Main and Rear HQ.

a. Main Headquarters will be at Naples, Rear Headquarters at Salerno. Most of the Italian Ministries will be at the latter place. All component parts of HQ ACC will be located at Naples except as detailed in b. to e. below.

b. The following will have offices at both Main and Rear Headquarters:-

(1) Chief Commissioner.

(2) Deputy Chief Commissioner.

(3) Political Section Joint Directors.

(4) Liaison Groups. Most have their own offices outside ACC at Naples. An office will be provided at Main Headquarters for two Italian liaison officers.

The A. L. will in future be located at Main HQ but an office will be at their disposal at Rear HQ also.

c. The following will be located at Rear Headquarters :-

(1) Administrative Section and all its Sub-Commissions (see e. below).

(2) All Independent Sub-Commissions. (see f. below).

~~(3) Archivist and Librarian.~~ * except Air Sub-Comm which will be located at Main HQ ex Memo No 16 dated 15/2/44. Amdt No 2 to 27.2.44

(4) Deputy Adjutant and Staff, including a detachment of the pool of Interpreters and Translators.

....d.The following....

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

6A/137

d. The following Economic Sub-Commissions stationed at Main Headquarters will maintain permanent detachments at Rear Headquarters for Liaison duties with the Italian Government, but with the exception of the Finance Sub-Commission detachment, they will have no operating functions. They will not (again excepting Finance) issue or receive correspondence or maintain files (see paragraph 7), though they will be included in the distribution of routine orders :-

(1) Agriculture.

(2) Industry & Commerce.

(3) ~~Public Works~~.

(4) Labor.

(5) Finance. "Monuments, Fine Arts + Archives"

e. Reference c. (1) and (2) above.

(1) The ~~Legal~~ and ~~Telecommunications~~ Communications Sub-Commissions will maintain small detachments at Main Headquarters but they will not be operating detachments for the purposes of issue and receipt of correspondence, nor need they normally be included in distribution lists except for routine orders. Amend. 402 23/2/46

(2) The Public Health Sub-Commission will maintain a detachment at Main Headquarters. This will be an operating detachment and will issue and receive correspondence. Copies of all orders and correspondence to the Public Health Sub-Commission will therefore be sent to its Naples Detachment.

f. An office will be available in the Post Office Building for visiting officers of Sub-Commissions located at Rear Headquarters.

g. An office will similarly be available at Main Headquarters for the Archivist.

4. Functions of the Secretary-General.

The Secretary-General is the personal Secretary of the Chief Commissioner. He is not the Secretary of the Commission. He will keep no active office files - only such personal files as may be required by the Chief Commissioner. He will ensure that papers from Sections, etc. for the Chief Commissioner's signature or information are presented in proper form. He will ensure that a copy of letters or cables initiated by the Chief Commissioner are passed to the Section or Branch principally concerned, so that a file copy may be kept and any necessary internal distribution made. Independent Sub-Commissions will deal direct with the Chief or Deputy Chief Commissioner - in the former case through the Secretary-General.

5. Adjutant's Department.

Under the procedure prescribed in paragraphs 3. and 5., the former AG's responsibilities will be limited in general to the reception 200

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

(4) Labor.

(5) Finance. "Monuments, Fine Arts & Archives"

e. Reference c. (1) and (2) above.

(1) The ~~Legal~~ and ~~Telecommunications~~ Communications Sub-Commissions will maintain small detachments at Main Headquarters but they will not be operating detachments for the purposes of issue and receipt of correspondence, nor need they normally be included in distribution lists except for routine orders. Amend. #02 23/2/44

(2) The Public Health Sub-Commission will maintain a detachment at Main Headquarters. This will be an operating detachment and will issue and receive correspondence. Copies of all orders and correspondence to the Public Health Sub-Commission will therefore be sent to its Naples Detachment.

f. An office will be available in the Post Office Building for visiting officers of Sub-Commissions located at Rear Headquarters.

g. An office will similarly be available at Main Headquarters for the Archivist.

4. Functions of the Secretary-General.

The Secretary-General is the personal Secretary of the Chief Commissioner. He is not the Secretary of the Commission. He will keep no active office files - only such personal files as may be required by the Chief Commissioner. He will ensure that papers from Sections, etc. for the Chief Commissioner's signature or information are presented in proper form. He will ensure that a copy of letters or cables initiated by the Chief Commissioner are passed to the Section or Branch principally concerned, so that a file copy may be kept and any necessary internal distribution made. Independent Sub-Commissions will deal direct with the Chief or Deputy Chief Commissioner - in the former case through the Secretary-General.

5. Adjutant's Department.

Under the procedure prescribed in paragraphs 3. and 5., the former AG's responsibilities will be limited in general to the reception, distribution and dispatch of correspondence and cables, the operation of the Post Office and the issue of* routine orders of certain types. The Adjutant will have no responsibility for personnel and will only maintain files pertaining to his own department - not central files. His functions will be defined in more detail in the Office Order referred to in paragraph 7 below.

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* (a) Travel Orders are being dealt with in a separate Memorandum .....6. British Admin.....

(b) HQ acc. Adjutant will on the direction of G-1 issue orders for assignment and re-assignments for personnel of both nationalities. In the case of American officers this will be supplemented by a Regimental, and of British Officers by an ACC Routine Order.

ex memo no 16 page 2. 15/2/44

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

6. British Administrative Headquarters and Headquarters, 2675th Regiment.

It will be observed that these Headquarters do not appear on the chart. The reason for this is that they will not operate as separate entities. Their functions will be absorbed by the Establishment Branch and the necessary personnel allotted to the G-1 and G-4 Sections. There will also be a 2675th Regiment Executive Officer. The Establishment Branch will therefore carry out Regimental as well as Staff functions. In the case of the 2675th Regiment, there are certain types of orders and correspondence which have to be issued over the signature or by order of the Regimental Commander, but this is simply a question of Headings and form.

Liaison Detachment.

A Liaison detachment, HQ ACC, will be attached to HQ ACMF. It will be known as "ACC Liaison, HQ ACMF". Copies of all important correspondence will be sent to ACMF Liaison and it will be included on all distribution lists.

7. Office Procedure.

See para 4 of Co memo No 16 dated 15/2/44 "pending issue of detailed Instructions"

A detailed Office Order is under preparation. Meanwhile, the following principles are here stated :-

a. The head of a Sub-Commission may correspond direct with the head of the corresponding division in Regions and A.C. Armies (or with technical Branches of Military Formations) but only on technical and routine matters affecting his Sub-Commission. All other correspondence to Regions and Army .MG will be carried out through the R.C.M.G. Section. Similarly, all correspondence from Regions addressed to HQ ACC will be referred to the appropriate Branch of the R.C.M.G. Section.

b. All other offices which maintain their own files (see c. below) may correspond direct, on their own subject, with other Sections, Branches, Sub-Commissions, etc., of HQ ACC. Correspondence with higher and parallel authorities will be through Headquarters of Sections or the Secretary-General as the case may be.

c. The following offices only of HQ ACC will maintain their own operative subject files :-

(1) HQ Political Section.
(2) HQ Economic Section.
(3) HQ Administrative Section.
(4) Civil Affairs Branch.
(5) Italian Refugees Branch.
(6) Security Branch.
(7) G-1 (who will also maintain files for Establishment Branch for matters not strictly G-1 or G-4)
(8) G-4.
(9) 2675 Regimental Executive Officer.
(10) Adjutant (see paragraph 5 above).
(11) All Sub-Commissions, including Displaced Persons, ~~and the Electric Power Section.~~
(12) Detachments Finance and Public Health Sub-Commissions

note: The Information Division will maintain operative subject files.

>(a) Information Division

Est Memo No 5. 1.9

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

Liaison Detachment.

A Liaison detachment, HQ ACC, will be attached to HQ ACMF. It will be known as "ACC Liaison, HQ ACMF". Copies of all important correspondence will be sent to ACMF Liaison and it will be included on all distribution lists.

7. Office Procedure.

See para 4 of Ec memo No 16 dated 15/2/44 "pending issue of detailed Instructions" A detailed Office Order is under preparation. Meanwhile, the following principles are here stated :-

a. The head of a Sub-Commission may correspond direct with the head of the corresponding division in Regions and ~~AMG Armies~~ or with technical Branches of Military Formations but only on technical and routine matters affecting his Sub-Commission. All other correspondence to Regions and Army AMG will be carried out through the R.C.M.G. Section. Similarly, all correspondence from Regions addressed to HQ ACC will be referred to the appropriate Branch of the R.C.M.G. Section.

b. All other offices which maintain their own files (see c. below) may correspond direct, on their own subject, with other Sections, Branches, Sub-Commissions, etc., of HQ ACC. Correspondence with higher and parallel authorities will be through Headquarters of Sections or the Secretary-General as the case may be.

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(3) HQ Administrative Section.
(4) Civil Affairs Branch.
(5) Italian Refugees Branch.
(6) Security Branch.
(7) G-1 (who will also maintain files for Establishment Branch for matters not strictly G-1 or G-4)
(8) G-4.
(9) 2675 Regimental Executive Officer.
(10) Adjutant (see paragraph 5 above).
(11) All Sub-Commissions, including Displaced Persons, ~~and the Electric Power Mission.~~ (Est Memo No 5. p.9)
(12) Detachments Finance and Public Health Sub-Commissions (see paragraph 3 d and e)
(13) P.R.O.
(14) HQ Condt, Naples, HQ Condt, Salerno.

note: The Information Division will maintain operative subject files.

(a) Information Division

R.B.RATHBONE,
Colonel,
Executive Officer.

RBR/es.

NOTE. The Mining Division has been transferred from Public Works and Utilities Sub-Commission to Industry and Commerce Sub-Commission.

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

6A/136

DISTRIBUTION.

6	Region I.	1	Dct.Pub.Health Sub-Com (Main)
6	" II.	1	PA to Executive Commissioner.
6	" III.	1	Civil Affairs Branch.
6	" IV.	1	Intelligence Section.
6	" V.	2	Dis. Persons Sub-Com.
6	" VI.	2	Italian Refugees Branch.
3	AMG 5 Army.	1	Security Branch.
3	AMG 8 Army.	1	Establishment Officer.
1	Secretary-General	2	Executive Officer.
2	Land Forces Sub-Com.	2	G-1.
2	Navy Sub-Com.	2	G-4.
2	Air Sub-Com.	8	AG.
2	Telcoms Sub-Com.	8	Hq Comdt. Main Hq.
1	War Material Disposal.	4	Hq Comdt. Rear Hq.
2	Political Section.	3	ACC Liaison HQ ACHF.
25	Economic Section (Incls copies for Rear Econ Sub-Com)	3	AFHQ Adv.Admin.Echelon.
		25	AFHQ MGS.
15	Admin Section.	12	Spare.
1	Dct Legal Sub-Com (Main HQ)		

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

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

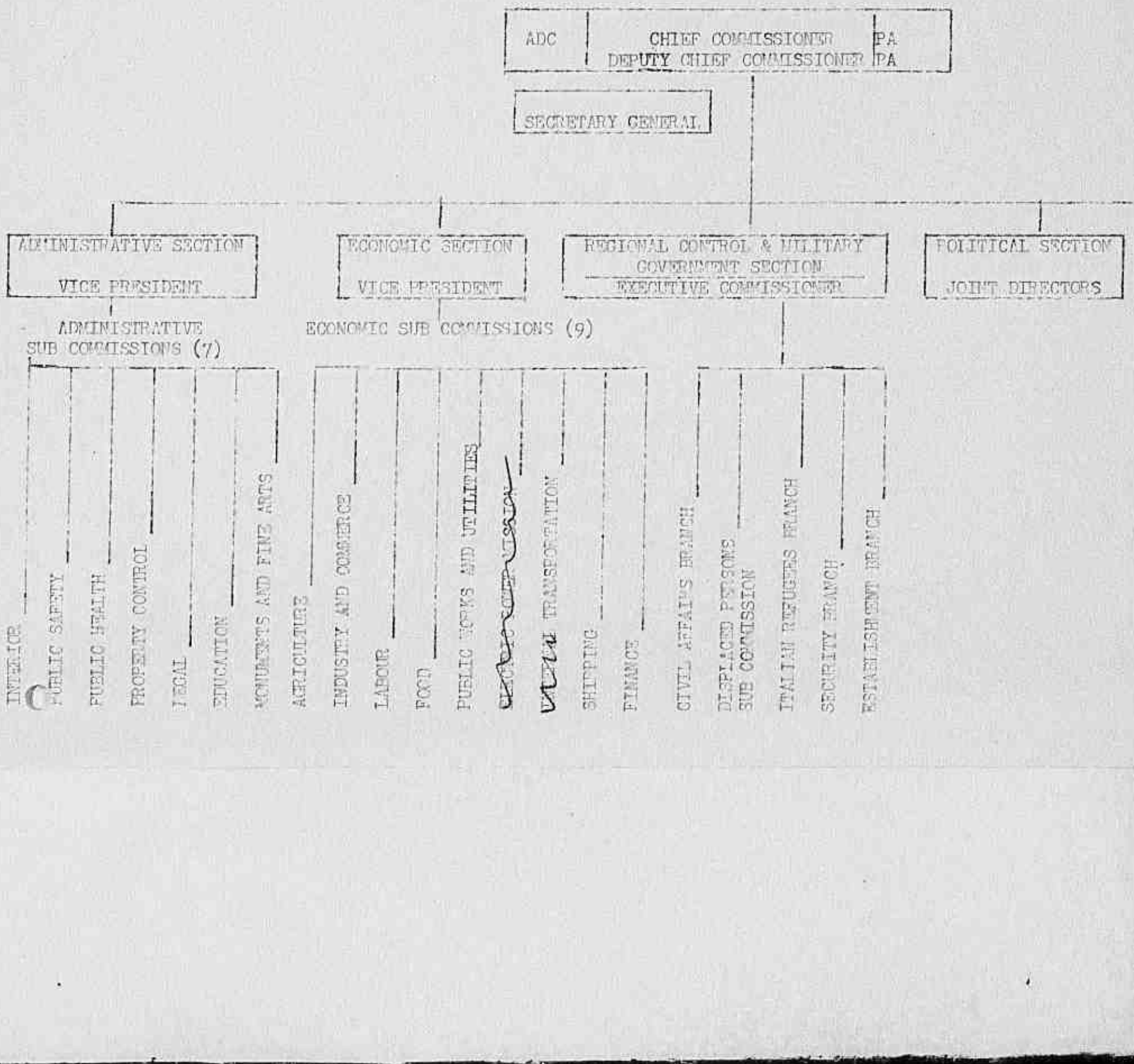
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Appendix "A" to Ex
No. 2 dated 7th [illegible]

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HEADQUARTERS, ALLIED CONTROL COMMISSION

ORGANIZATION



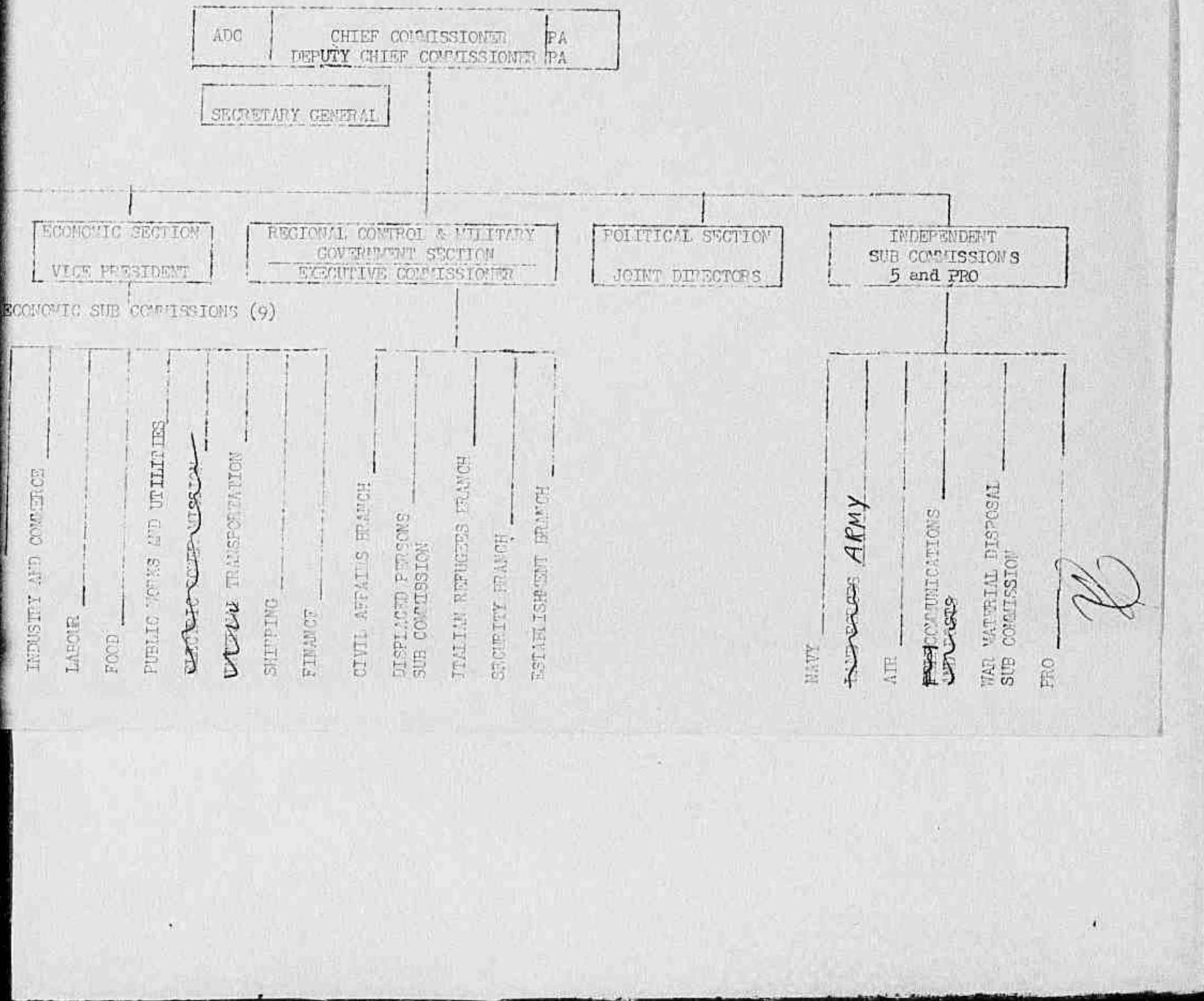
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Appendix "A" to Executive Memorandum
No. 2 dated 7th February 1944.

HEADQUARTERS, ALLIED CONTROL COMMISSION

ORGANIZATION

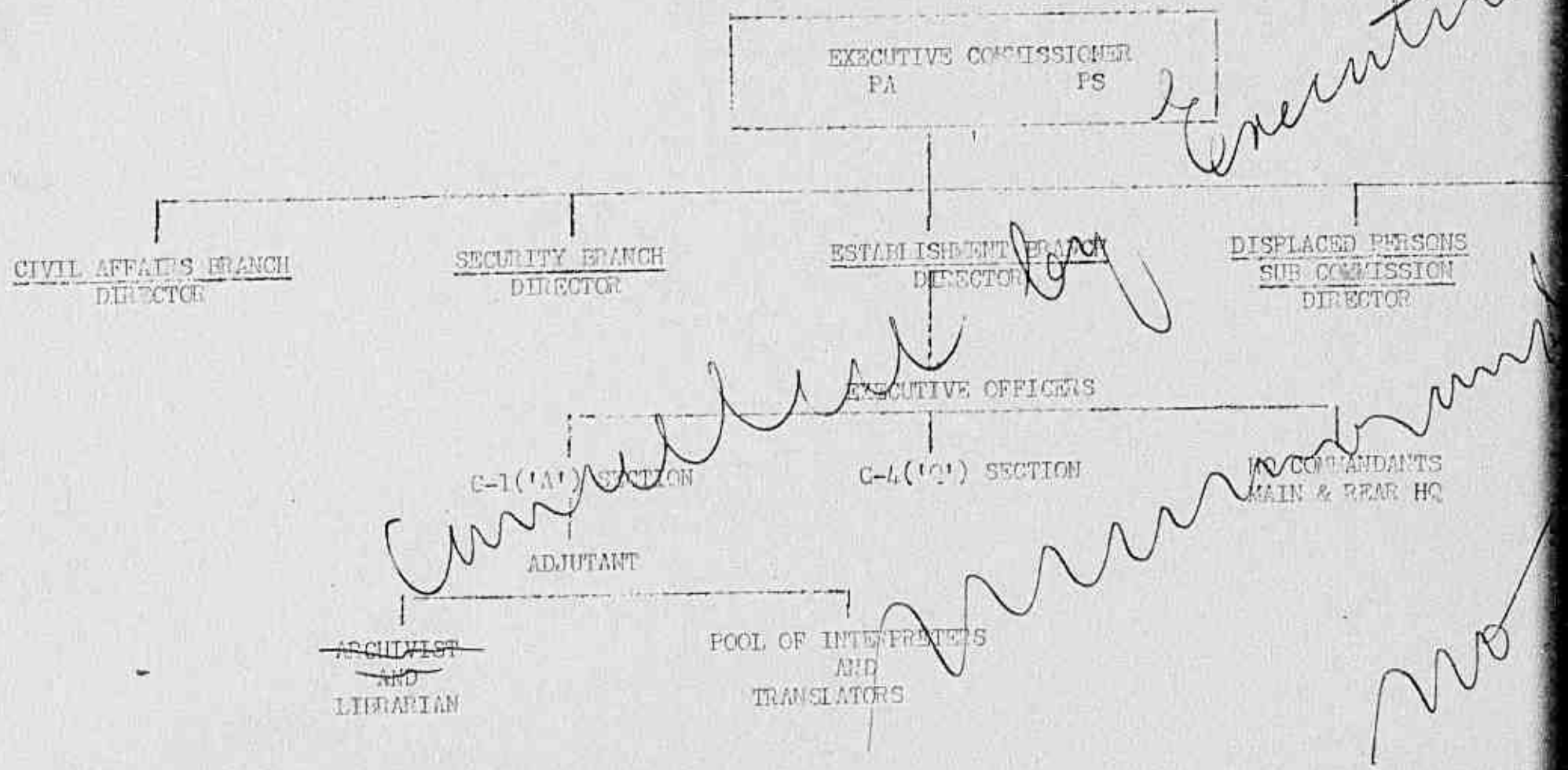


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Appendix "B" to [illegible]
No. 2 dated 7th [illegible]

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION

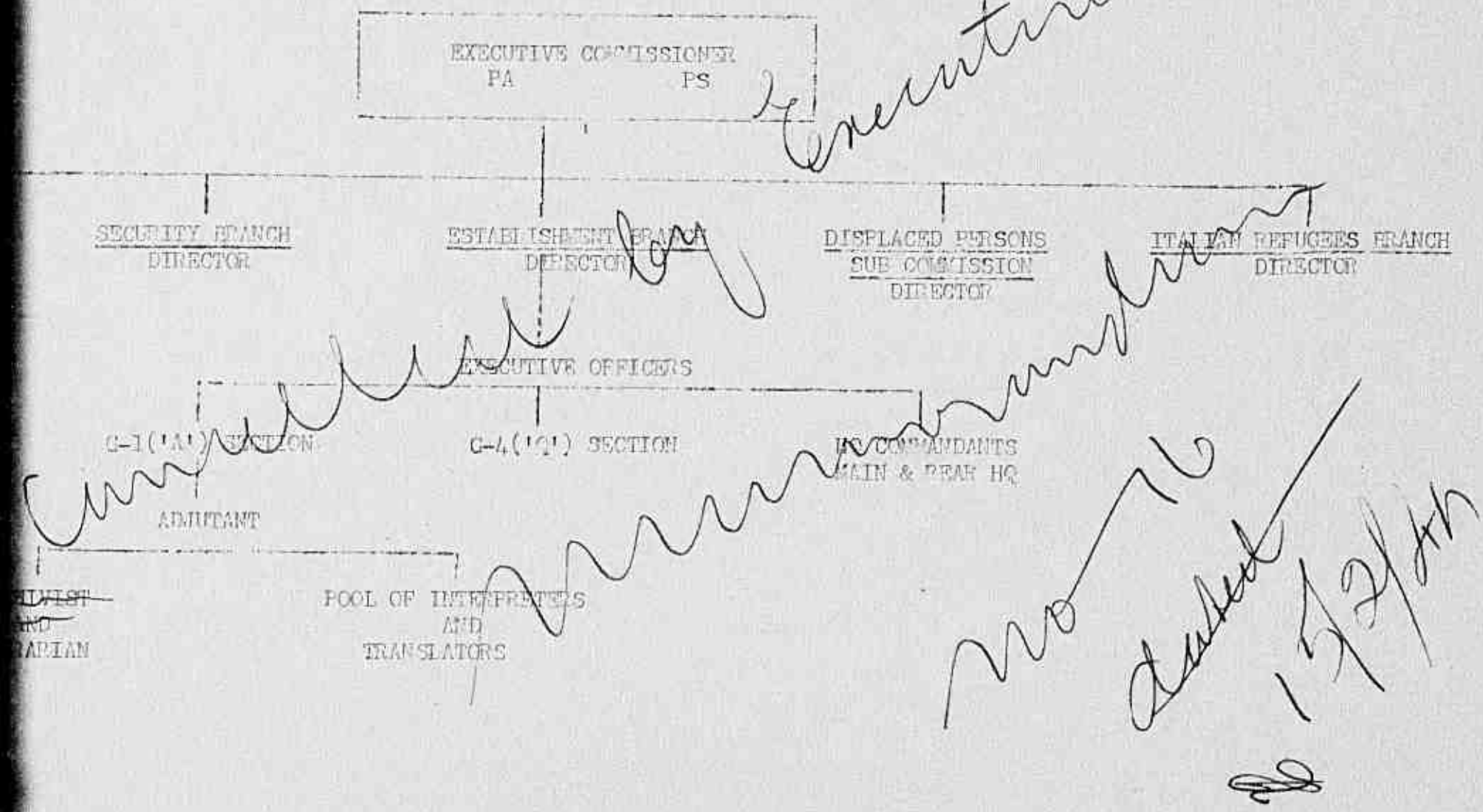


1432

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Appendix "E" to Executive Memorandum
No. 2 dated 7th February 1944

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION



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Interior 10/G/1
8 MAR 1944
146

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Ref 16052/G-1

6 March 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 1)

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

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

EXECUTIVE MEMORANDUM	ESTABLISHMENT MEMORANDUM
No. 2 Organization HQ ACC - 7 Feb 1944 as amended by No. 16 - 15 Feb 1944	No. 2
No. 19 M.S. Matters, Brit. Personnel - 15 Feb 1944	No. 3
No. 23 Authorization for Travel - 19 Feb 1944 NOTE: This applies strictly to HQ ACC but may be considered as a guide by Regions.	No. 4
No. 28 Local Purchases and Contracts	No. 5

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

By command of Lieut General MACFARLANE:

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

DISTRIBUTION:
"A"

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