

ACC

10000/141/540

10000/141/540

ADMINISTRATIVE INSTRUCTIONS
JULY 1944 - NOV. 1945

1999

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

ACC/10/24/INT

ADMINISTRATIVE INSTRUCTIONS

2000

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

10000 941 540

THIS FOLDER
CONTAINS PAPERS
FROM July - 1944
TO Nov. 1945
CATALOGUE.

2001

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

Temporary File

Interior Sub-Commission

Commenced 9 July 44.

2002

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

Interior Subcom

H. Q. ALLIED CONTROL COMMISSION

ADMINISTRATIVE
INSTRUCTIONS

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H. Q. ALLIED CONTROL COMMISSION

ADMINISTRATIVE
INSTRUCTIONS

2004

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H. Q. ALLIED CONTROL COMMISSION

PART I.

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. Special 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 instruction 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.

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 ACC 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.

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 recommendations 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 AFHQ or HQ ACME.

ADVANCEMENT OF OFFICERS

8. *General.*

All appointments have to be approved by

AFHQ, or HQ, ACOMF. When approved, they are published in GROs 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.

10. *Quarterly Returns.*

a. A consolidated quarterly return, on the pro-

G1-B/A/A
of 12/9/44

(a) A consolidated quarterly return on the proforma Appendix "A" hereto will be rendered in duplicate to this H.Q., so as to arrive on 1 January, April, July and October through the usual channels as prescribed in para 4 above. In the case of H.Q., A.C.C. the return will be rendered by the initiating officer named in Col (c) of Appendix "B" hereto which gives the channels to be observed within this H.Q.

(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. submitted at any time between the quarterly returns, if there is a special reason for so doing, but in such cases it will usually be more appropriate to render AF B 194D (see paragraph 11 b. below).

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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.

10. *Quarterly Returns.*

A consolidated quarterly return, on the pro-forma 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 ACC, the return will be rendered by the Initiating officer named in col (c) of Appendix «B» hereto, which gives the channels to be observed within this HQ.

b. The first return will be rendered *as soon as possible* as a matter of urgency, whether or not AF B 194D or any other form of recommendation has been previously rendered.

c. A recommendation (on the pro-forma) may be submitted at any time between the Quarterly periods if there is a special reason for so doing, but in such cases it will usually be more appropriate to render AF B 194D (see paragraph 11 b. below).

*Cancelled -
G-18/51/A
of 12/9/44*

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 proforma), 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

(a) This is the official form which is required before any recommendation can be considered.

(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.

(d) Officers reported upon will NOT initial nor will they be shown AF B194D.

e. The form will be initialed and forwarded through the usual channels.

d. Officers reported upon will NOT initial, nor will they be shown AF B 194D.

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 given effect to. 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) when called for by this HQ.

*Cancelled
by 6-18/57
of 14/104*

b. If there are special reasons — e. g. if a reporting authority considers that it is in the interests of the Service that an Officer should be advanced at once, the form may be rendered at any time, but advantage will only be taken of this proviso for really good and sufficient reasons.

c. The form will be initiated and forwarded through the usual channels.

d. Officers reported upon will NOT initial, nor will they be shown AF B 194D.

e. The Officer's exact rank, e. g. « W/S Capt, T/Maj. Acgt/Lt-Col, must be stated, together with his personal No., type of commission (e. g. RARO), 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 standard required.

g. AF B 194D will reach this Headquarters in triplicate. One copy will be the original, and only this copy need be signed — signatures on other copies required may be typed.

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 ACC altogether, or

(2) To AMG-ACC in another theatre of war.

Change of employment within ACC 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 1943 (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* ACC 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 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.

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 unmistakable terms.

18. *Protests and Appeals* (See ACI 545/43, para 4 (l) (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, if the officer concerned wishes to make such appeal.

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 236. 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 para 18 d.

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.

**REPORTS ON OFFICERS OF THE RANK OF LT COLONEL
AND ABOVE (AF B 194G)**

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 194G 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 AFB 194G 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.

HONOURS AND AWARDS

30. *a* Honours and Awards fall into two categories.

(i) *Immediate awards for gallantry in the field.* Recommendations for such awards may be initiated on AF W 3121 at any time and will be forwarded to this HQ.

(ii) *Periodical awards.* Recommendations for such awards are called for from time to time by the Military Secretary. Detailed instructions as to eligibility of Officers, W. Os., N. C. Os. and ORs. for various types of award, together with instructions for implementing them will be issued by this HQ to Regions, etc., at the appropriate times. Recommendations will not be made until called for by this HQ.

b On receipt of the instructions referred to in (a)(ii) above, recommendations will be made on AF W 3121 and will be initiated and forwarded through the channels laid down at Appendix «A» and Appendix «B».

MISCELLANEOUS PROVISIONS

31. *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.

Confidential

ADVANCEMENT OF OFFICERS **Quarterly Return of Officers Recommended** **for Advancement**

APPENDIX A

(To be submitted in order of seniority of highest Subs,
 Temporary or Acting Rank held)

Office of Origin _____

Ref No. _____

Date _____

Serial No.	Rank			Initials and Name	Personal No.	Age	Present Appointment	Appointment and rank for which recommended (A1-10 or A1-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-1221-1222-1223-1224-1225-1226-1227-1228-1229-1230-1231-1232-1233-1234-1235-1236-1237-1238-1239-1240-1241-1242-1243-1244-1245-1246-1247-1248-1249-1250-1251-1252-1253-1254-1255-1256-1257-1258-1259-1260-1261-1262-1263-1264-1265-1266-1267-1268-1269-1270-1271-1272-1273-1274-1275-1276-1277-1278-1279-1280-1281-1282-1283-1284-1285-1286-1287-1288-1289-1290-1291-1292-1293-1294-1295-1296-1297-1298-1299-1300-1301-1302-1303-1304-1305-1306-1307-1308-1309-1310-1311-1312-1313-1314-1315-1316-1317-1318-1319-1320-1321-1322-1323-1324-1325-1326-1327-1328-1329-1330-1331-1332-1333-1334-1335-1336-1337-1338-1339-1340-1341-1342-1343-1344-1345-1346-1347-1348-1349-1350-1351-1352-1353-1354-1355-1356-1357-1358-1359-1360-1361-1362-1363-1364-1365-1366-1367-1368-1369-1370-1371-1372-1373-1374-1375-1376-1377-1378-1379-1380-1381-1382-1383-1384-1385-1386-1387-1388-1389-1390-1391-1392-1393-1394-1395-1396-1397-1398-1399-1400-1401-1402-1403-1404-1405-1406-1407-1408-1409-1410-1411-1412-1413-1414-1415-1416-1417-1418-1419-1420-1421-1422-1423-1424-1425-1426-1427-1428-1429-1430-1431-1432-1433-1434-1435-1436-1437-1438-1439-1440-1441-1442-1443-1444-1445-1446-1447-1448-1449-1450-1451-1452-1453-1454-1455-1456-1457-1458-1459-1460-1461-1462-1463-1464-1465-1466-1467-1468-1469-1470-1471-1472-1473-1474-1475-1476-1477-1478-1479-1480-1481-1482-1483-1484-1485-1486-1487-1488-1489-1490-1491-1492-1493-1494-1495-1496-1497-1498-1499-1500-1501-1502-1503-1504-1505-1506-1507-1508-1509-1510-1511-1512-1513-1514-1515-1516-1517-1518-1519-1520-1521-1522-1523-1524-1525-1526-1527-1528-1529-1530-1531-1532-1533-1534-1535-1536-1537-1538-1539-1540-1541-1542-1543-1544-1545-1546-1547-1548-1549-1550-1551-1552-1553-1554-1555-1556-1557-1558-1559-1560-1561-1562-1563-1564-1565-1566-1567-1568-1569-1570-1571-1572-1573-1574-1575-1576-1577-1578-1579-1580-1581-1582-1583-1584-1585-1586-1587-1588-1589-1590-1591-1592-1593-1594-1595-1596-1597-1598-1599-1600-1601-1602-1603-1604-1605-1606-1607-1608-1609-1610-1611-1612-1613-1614-1615-1616-1617-1618-1619-1620-1621-1622-1623-1624-1625-1626-1627-1628-1629-1630-1631-1632-1633-1634-1635-1636-1637-1638-1639-1640-1641-1642-1643-1644-1645-1646-1647-1648-1649-1650-1651-1652-1653-1654-1655-1656-1657-1658-1659-1660-1661-1662-1663-1664-1665-1666-1667-1668-1669-1670-1671-1672-1673-1674-1675-1676-1677-1678-1679-1680-1681-1682-1683-1684-1685-1686-1687-1688-1689-1690-1691-1692-1693-1694-1695-1696-1697-1698-1699-1700-1701-1702-1703-1704-1705-1706-1707-1708-1709-1710-1711-1712-1713-1714-1715-1716-1717-1718-1719-1720-1721-1722-1723-1724-1725-1726-1727-1728-1729-1730-1731-1732-1733-1734-1735-1736-1737-1738-1739-1740-1741-1742-1743-1744-1745-1746-1747-1748-1749-1750-1751-1752-1753-1754-1755-1756-1757-1758-1759-1760-1761-1762-1763-1764-1765-1766-1767-1768-1769-1770-1771-1772-1773-1774-1775-1776-1777-1778-1779-1780-1781-1782-1783-1784-1785-1786-1787-1788-1789-1790-1791-1792-1793-1794-1795-1796-1797-1798-1799-1800-1801-1802-1803-1804-1805-1806-1807-1808-1809-1810-1811-1812-1813-1814-1815-1816-1817-1818-1819-1820-1821-1822-1823-1824-1825-1826-1827-1828-1829-1830-1831-1832-1833-1834-1835-1836-1837-1838-1839-1840-1841-1842-1843-1844-1845-1846-1847-1848-1849-1850-1851-1852-1853-1854-1855-1856-1857-1858-1859-1860-1861-1862-1863-1864-1865-1866-1867-1868-1869-1870-1871-1872-1873-1874-1875-1876-1877-1878-1879-1880-1881-1882-1883-1884-1885-1886-1887-1888-1889-1890-1891-1892-1893-1894-1895-1896-1897-1898-1899-1900-1901-1902-1903-1904-1905-1906-1907-1908-1909-1910-1911-1912-1913-1914-1915-1916-1917-1918-1919-1920-1921-1922-1923-1924-1925-1926-1927-1928-1929-1930-1931-1932-1933-1934-1935-1936-1937-1938-1939-1940-1941-1942-1943-1944-1945-1946-1947-1948-1949-1950-1951-1952-1953-1954-1955-1956-1957-1958-1959-1960-1961-1962-1963-1964-1965-1966-1967-1968-1969-1970-1971-1972-1973-1974-1975-1976-1977-1978-1979-1980-1981-1982-1983-1984-1985-1986-1987-1988-1989-1990-1991-1992-1993-1994-1995-1996-1997-1998-1999-2000-2001-2002-2003-2004-2005-2006-2007-2008-2009-2010-2011-2012-2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-2472-2473-2474-2475-2476-2477-2478-2479-2480-2481-2482-2483-2484-2485-2486-2487-2488-2489-2490-2491-2492-2493-2494-2495-2496-2497-2498-2499-2500-2501-2502-2503-2504-2505-2506-2507-2508-2509-2510-2511-2512-2513-2514-2515-2516-2517-2518-2519-2520-2521-2522-2523-2524-2525-2526-2527-2528-2529-2530-2531-2532-2533-2534-2535-2536-2537-2538-2539-2540-2541-2542-2543-2544-2545-2546-2547-2548-2549-2550-2551-2552-2553-2554-2555-2556-2557-2558-2559-2560-2561-2562-2563-2564-2565-2566-2567-2568-2569-2570-2571-2572-2573-2574-2575-2576-2577-2578-2579-2580-2581-2582-2583-2584-2585-2586-25
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APPENDIX «B»

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 Manual) (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 or higher) or 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	Exec Section Staff	S. B. O.	do.
11	Administrative Sub-Commissions	S. B. O. or Sub-Commissioner 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.
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

PART II.

DISCIPLINE (British Personnel)1. *Chain of Command (Discipline).*

The chain of command is from the competent British Officer to the next Senior British Officer in the chain.

2. *Attached Personnel.*

Personnel attached to a Region or detachment other than that to which they belong come for disciplinary purposes under the unit to which they are attached.

SUMMARY POWERS (OTHER RANKS)3. *Regions and Detachments.*

a. The following officers may exercise the powers of a Commanding Officer as authorized under Sec 46 of the Army Act.

(1) All officers of the rank of Lt-Col and above designated to do so by the Senior British Officer in the Region.

(2) All officers not below field rank who have been granted the powers of detachment Commanders under K. R. 590 (see *c* below).

b. Any officers not below the rank of Captain may exercise the restricted powers of a detachment Commander under K. R. 590 if duly authorized to do so (see *c* below and Appendix).

c. The following may authorize officers to exercise the powers of a detachment Commander:

- (1) Powers of a Commanding Officer under *a* above: — Senior British Officer in the Region if above the rank of Lt-Colonel — otherwise the Executive Commissioner at this HQ.
- (2) Powers of a detachment Commander under *b* above: — Senior British Officer in the Region.

d. Any officer so designated by the Senior British Officer in the Region or an officer not below field rank deputed by him may exercise the powers of a Company Commander under K. R. 592. This amounts in practice to the award of confinement to Camp or Barracks not exceeding 7 days and of a reprimand to a N. O. O. not above the rank of Corporal. (See Appendix C).

4. HQ ACC.

a. The Hq Commandant, if British and holding the rank of Lt-Colonel, will exercise the power of a Commanding Officer. Otherwise these powers will be exercised by an officer of the Administrative Staff, not below the rank of Lt-Colonel, appointed by the Executive Commissioner.

b. The O. C. British Detachment will exercise the powers of a Company Commander.

c. In the case of a split HQ, the Senior British Officer at each echelon will determine what officers will exercise the powers of a Commanding Officer and Co. Commander respectively.

BOURTS-MARTIAL (OFFICERS & ORs.)

5. Officers and ORs. will be tried by Field General Court Martial.

6. Convening & Confirming Authorities

No officer in ACC holds a warrant to convene or confirm Courts-Martial. Application will, therefore, be made to the nearest British Military Officer who is empowered to convene, a copy of all such applications being forwarded to this HQ.

7. Composition of Courts.

This will be decided by the Convening Officer. There is no reason why the Court should not be composed wholly or partly of ACC Officers provided they are both qualified and eligible under the Army Act.

SUMMARY TRIAL OF OFFICERS

8. Channels.

Application for the summary trial of an Officer under Sec 47 of the Army Act will be made to this HQ.

FORMS AND BOOKS

9. A supply of Courts-Martial forms is being distributed as early as possible.

10. Appendix C shows the summary punishments which a C. O. or a Detachment Commander may award. All references to K. R. are to the 1940 edition.

APPENDIX C

PUNISHMENT ALLOWED BY COMMANDING OFFICER

1. *Summary Punishments.*

(NOTE: These punishments are subject to the accused's right to elect trial by court-martial).

A. To Non-commissioned officers:

Deduction from ordinary pay as is allowed by S. 138 of the Army Act.

B. To private soldiers:

a. Detention not exceeding 28 days.

[If the commanding officer is below field rank he shall not award more than 168 hours detention, except for offences of absence witherst have forwhich he may award detention not exceeding the number of days of absence up to a maximum of 28 days (K. R. 587)].

b. Fines for drunkenness not exceeding £2, subject to K. R. 606.

c. Deductions from ordinary pay as allowed by S. 138, Army Act.

2. *Minor Punishments.*

(NOTE: Offender has no right to elect trial by court-martial, unless the finding involves a forfeiture of pay, or the commanding officer proposes to award more than one of the following minor punishments.

To non-commissioned officers (whether substantive, temporary or acting):

- a. Severe reprimand or reprimand.
- b. Admonition.

To private soldiers:

- a. Confinement to camp not exceeding 14 days.
- b. Extra Guards or picquets, provided that these shall only be awarded in respect of minor offences or irregularities when on, or parading for, these duties.
- c. Admonition.

APPENDIX C (Cont'd)

PUNISHMENT ALLOWED BY DETACHMENT COMMANDER

3. The officer commanding a detachment is vested with the power of awarding the following punishments:
 - a. If of field rank — the full powers awarded to the commanding officer of a unit.
 - b. If not of field rank — the powers of a commanding officer of a unit, except that the period of detention that may be awarded is limited as laid down in K. R. 590, that is to a maximum of seven days detention.

MINUTE SHEET NO. 1

Page

DATE

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Ch. 16. Adj. There are other similar written are
entirely your responsibility - ✓
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MEMORANDUM FOR THE COMMISSION
NO 394
INDUSTRY AND UTILITIES SUB-COMMISSION

Administrative)
Memorandum :
Number 1)

14 November 1943

ESTABLISHMENT OF ADMINISTRATIVE OFFICE,
INDUSTRY AND UTILITIES SUB-COMMISSION.

1. Reference is made to Economic Section Memorandum No. 26, dated 1 November 1943.
2. Announcement is made of the assignment, effective 11 November 1943, of Major A.M. HENRY R.M., as Executive Officer, Industry and Utilities Sub-Commission.
3. The Executive Officer, Industry and Utilities Sub-Commission is located in Room 16 and his Chief Clerk in Room 14, on the 4th Floor, A.C. Bldg. Building.
4. The duties and responsibilities of the Executive Officer, will comprise the following :-
 - a. Receipt, registration, and internal routing of all correspondence received by the Industry and Utilities Sub-Commission and its divisions thereof.
 - b. Registration and dispatching of all outgoing Industry and Utilities Sub-Commission correspondence.
 - c. Coordination and preparation of travel and assignment orders for staff to Industry and Utilities Sub-Commission personnel.
 - d. Control of expenditure and payment of all Italian civilian personnel assigned to the Sub-Commission.
 - e. Such additional related duties as may be assigned from time to time by the Director, Industry and Utilities Sub-Commission.

4677

DISTRIBUTION "A"

A. M. HENRY,
Director,
Industry & Utilities S/C.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

1 SEP 1944

The above amendments, which become effective immediately, cancel all recommendations for advancement made on previous Quarterly Returns unless they have since been supported by A.Fs. B1945.

FOR THE ESTABLISHMENTS OFFICER.

/pc.

J.L. JONES,
Lt. Colonel,
G-1 (B)

DISTRIBUTION "B" Less Serials 41, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 35, 37, 55, 57, 59 and Group III.

Para 11 - AF B1945 Sub paras (a) (b) (c) and (d) are cancelled and the following substituted:-

Amended. 13/9/44
SW.

2034

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

Tel. Ext. 292

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

16/5
Interior
②
1 SEP 1944

12 September 1944

REFERENCE : G-1B/51/A
SUBJECT : H.Q., A.C.C., Administrative Instructions.
TO : Distribution below.

4675

Recommendations for Advancements - British Officers.

H.Q., A.C.C. Administrative Instructions booklet is amended as follows:-

Para 10 - Quarterly Returns Sub-para (a) (b) and (c) are cancelled and
the following substituted:-
23, 26, 27, 57, 59 and Group III.

Para 11 - AF B194D Sub para
ng substituted:-

Amended. 13/9/44
SW.

4676

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

24 July 1944.

OFFICE MEMORANDUM)

NUMBER 12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONSACC ADVANCE HEADQUARTERS

Administrative Instructions Numbers 1 to 4, ACC Advance Headquarters, are hereby redesignated as Office Memoranda of Headquarters ACC and numbered as below:

<u>Administrative Instruction</u>	<u>New Designation</u>
1A	Office Memorandum No. 8
2	Office Memorandum No. 9
3	Office Memorandum No. 10
4	Office Memorandum No. 11

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH,
Colonel, AGC,
Executive Officer.

DISTRIBUTION:
"A"

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