

2404

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

ACC

10000/141/706

2405

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

785021

10000/141/706

CAPTAIN SHANKS, PERSONAL FILE
FEB. 1944 - AUG. 1945

Tel. Ext. 573

18 AUG 1945

MEMORANDUM

REFERENCE : G-1B/16120/670/0

16 August 1945.

SUBJECT : Loss of Kit.

TO : Director, Local Government Sub Commissioner. /

Capt. T.C. SHAMES (128720) - Gen. List.

Reference your AC/30/5/LG of 28 Mar 45.

The attached copy letter 25/Losses/1594(P.3.A.) dated 28 Jul 45
from the War Office is passed to you for the information of Capt. SHAMES.

FOR VICE PRESIDENT, ESTABLISHMENTS SECTION.

2846

/av.

*Copy forwarded to
Displaced Persons
for onward transmission
21 Aug. 45*

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

Ref. No. 292

30/5

MEMORANDUM

5 JUL 1945

REFERENCE : G-1B/16430/570/D.

5 JULY 1945.

SUBJECT : Weekly Lodging Allowance.

TO : Vice President, Civil Affairs Section.

Capt. E.S. HANES (12372) - Gen. List.

Herewith are received 9/11/2 (Form 120) dated 6 Jan 45 received from the C. I./A.A.P.C. Manchester, forwarded for the information of Capt. HANES.

2975

FOR VICE PRESIDENT, CIVIL AFFAIRS SECTION.

/mr.

Copy to : Director, Local Govt., S/C.

Ra Sun Cape
 Sir J.B.T. RICHESON Bt.
 Lt. Colonel,
 C-1 (B).

6294

Tel. Ext. 592

30/5

8588

MEMORANDUM

REFERENCE : G-1B/16120/670/0

23 March 1945

SUBJECT : Pay and Allowances - Officers.

TO : Local Government Section, H.Q., A.C.

30 MAR 1945

Capt. T.C. SHANKS (128720) - Gen. List.

Reference the above named Officer's letter dated 29 Dec 44 on the subject of Servant Allowance.

The following extract from a letter received from No. 3 Base Command Pay Office is forwarded for his information:

"The Officer i/c Army Pay Office, (Officers Accounts) Manchester regrets the omission of Servant Allowance for the period 11.8.43 to 10.8.44. from the above named Officer's account. The necessary adjustment has been made by a credit of £36.12.0. to the officer's February 45 account."

29.4

FOR VICE PRESIDENT, ESTABLISHMENTS SECTION.

Alvarado

/av.

W Sir J.E.A. RICHARDS Bt.
Lt. Colonel,
G-1 (D).

5412

Ardmaynes,
Dalsorff Crescent,
Giffnock,
GLASGOW,

15th June, 1945.

The Under Secretary of State,
The War Office (F.O.(A)),
Cheltenham.

Sir,

Marine War Risks Insurance.

With reference to A.C.I. 869/1942 para. 4 (ii), I have to inform you that I have received orders to travel overseas and shall accordingly be glad if you will be so good as to effect insurance of my personal effects - the sum required being £100.

I am,
Sir,
Your obedient Servant,
(Sgd) T. C. SHANKS,
Lieutenant.

Personal No. 128720
35th Detachment, R.A.P.C.

Certified a true copy.

T. Cunningham Shanks
T. CUNNINGHAM SHANKS,
Captain.

2873

Telephone 478107

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

Ref. AC/30/5/LG.

28 March 45.

SUBJECT : Loss of Kit Claim.

TO : Local Government Sub Commission.

1. I refer to letter from G-1B/16120/670/0 dated 15 March, 45.
2. When I accepted the offer of the War Office to transfer from the R.A.P.C. to the General List with the view of joining AMGOT, I received a list of instructions from the Administrative Officer of the 39th Detachment R.A.P.C.
3. One of these instructions was to insure my Kit with the War Office under ACI 869/42 which I did according to the letter of which the enclosed is a certified true copy.
4. As insurance was effected in accordance with instructions, it is requested that the full amount of my claim be allowed.
6. May the Officer i/c Officers' Accounts be requested to send me a copy of the statement showing the items which have been allowed together with their respective amounts, please.

T. Cunningham Shanks

T. CUNNINGHAM SHANKS, Capt.

1st Endorsement.

Ref. AC/30/5/LG.

28 March, 45.

2972

To : G-1 (B).

Passed to you for onward transmission.

R. R. Spicer
Major

for R.G.B. SPICER,
Colonel
Director
Local Government Sub Commission.

Tel. Ext. 592

30/s

MEMORANDUM

REFERENCE : G-1E/16120/670/O

15 March 1945

SUBJECT : Loss of Kit claim

TO : Local Govt. S/C

Capt. T.G. SHANKS (126720) - Gen List

Further to this office letter of even reference dated 8 Jan 45, the following extract from No 8 Base Command Pay Office letter ref. MISC/CL/W/20PO of 8 Mar 45 is forwarded for the information of the above named officer.

" The Officer i/c , Army Pay Office (Officers' Accounts) Manchester states that the sum of £ 31.13.9. has been passed for credit to your account with British Linen Bank, 65 Gordon St. Glasgow.

1 Belt, 1 Belt Cloth, are not admissible as maximum has been allowed on Sam Browne Belt.

2871

War Office advises that the above sum represents 50% of the normal compensation payable as the kit should have been insured.

In the circumstances, the sum stated has been allowed."

FOR VICE PRESIDENT, ESTABLISHMENTS SECTION

/lg

James Ritchie
Sir J.E.T. RITCHIE Bt.
Lt.Colonel,
G-1(B) 5265

2412

785021

Tel. Ext. 573

30/5.
HEADQUARTERS ALLIED COMMISSION
APO 394
G-1(B)

8 January 1945

REFERENCE : G-1B/16120/670/0

SUBJECT : Officers - { Pay and Allowances
Loss of kit
TO : Director, Interior Sub-Commission /

8 JAN 1945

Capt. T.G. SHANKS (128720) - G.L.

Reference this Branch letter of even number dated 30 Dec 44, copy to you.

The Command Paymaster has intimated that the matters raised have been referred to O i/o Army Pay Office Manchester by air mail but that it may be some time before a reply is received.

FOR VICE PRESIDENT, ESTABLISHMENTS SECTION

/lg

W. J. Ritchie
Sir J.E.T. RITCHIE Bt.
Major
G-1(B)

4636

30/5

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 (B)

30 December 1944

REFERENCE : B-1B/16120/670/0

SUBJECT : Officers - Pay and allowances.

TO : Command Paymaster, No. 8 ~~Command~~ Pay Office.Capt. T.G. SHANKS (128720) - G.I.

1. The above named Officer states that he has received from his Bankers the Paymaster's advice of emoluments issued for Sept 1944. (Ref. 9/14/2) from which it is observed that servant allowance has been credited only w.e.f. 11 August 1944.

2. Entitlement to servant allowance w.e.f. 11 August 1943 was published in Part II Order (R.A.P.C.) Serial No. 32/44.

3. May enquiries please be made and the result notified to this H.Q.

BY COMMAND OF REAR ADMIRAL STONE.

W.D. Stone Capt
/ Sir J.E.T. WITCHE (Dt)
Major
G-1 (B)

/av.

Copy to : Interior Sub Commission.

2963

4560

Tel. Ext. 573

30/5

[Handwritten initials]

HEADQUARTERS ALLIED COMMISSION

APO 394
G-1 (B)

REFERENCE : G-1B/16120/670/0

30 December 1944

SUBJECT : Officers - Loss of Kit.

TO : Command Paymaster, No 8 Command Pay Office

Capt. T.G. SHANKS (128720) - G.L.

Reference your Misc/UL of 13 May 1944.

May a reply from O i/o Army Pay Office, Manchester please be expedited.

BY COMMAND OF REAR ADMIRAL STONE.

[Handwritten signature]

Sir J.E.T. RITCHIE (Bt)
Major
G-1 (B)

/av.

Copy to : Interior Sub Commission.

2968

4559

S.H.2. 2ND LONDON - C.M.B.

Part II Orders (Officers) Royal Army Pay Corps (X List) Serial No. 37 (Sheet 1 & last)
 26 30 Sep 44 (Last order (P.L.D.C.) (X List) publication - Serial No. 33 dated 24 Aug 44)

Rank and Name Personal Number Unit Particulars of Casualties
 Dates and Authorities

1. Hospital Admissions

W/Lt. E. C. Shanley

123720

ANG & ACC
X(1)Admitted to AG Gen Hosp on 1
Sep 44 & posted to X(2) List

2. Hospital Discharges

The u/a Officers are discharged from Hospital as stated s.o. X(2) List:-

W/Lt. Col. G. B. J. Haydon

1346

From
2 Dist Gen
Depot
94 Gen HospTo
2 Cond Pay
Office
2 Cond Pay
OfficeDate
11 Sep 44

Lt. E. Jones

223495

W/Lt. Col. E. W. T. Marden

17084

AG Hosp

HQ Services
of Pay

1 Sep 44

W/Col. D. E. J. Rooney

17394

2 Dist Gen
Depot3 Cond Pay
Office

18 Aug 44

Capt. T. C. S. Marks

123720

44 Gen Hosp

AG & ACC X(1)

5 Sep 44

W/Capt. J. W. Wilson

205655

22 Gen Hosp

3 Cond Pay Office

2 Aug 44

3. Hospital Transfers

The u/a Officers are transferred to Hospitals as stated & remain on X(2) List:-

W/Lt. E. Jones

223495

From
AG Offrs
Gen Wing
2 Gen Hosp
94 Gen HospTo
94 Gen HospDate
20 Aug 44

W/Lt. Col. E. W. T. Marden

17084

AG Hosp

HQ Services

22 Aug 44

W/Lt. E. Jones

223495

2 Gen Hosp

3 Cond Pay Office

12 Aug 44

4. Medical Categories - Variations

W/Lt. W. J. Marshall

202310

X(2)

Examined by a Medical Board at
96 Gen Hosp on 22 Jul 44 and
categorized "D" (3 months)
(Atty: D.M.S. A.T.H.Q.)

Lt. E. C. Moore

219130

X(4)

Examined by a Medical Board at
96 Gen Hosp on 21 Jul 44 and
categorized "D" (3 months)
(Atty: D.M.S. A.T.H.Q.)

5. Strength Decreases

W/Lt. W. J. Marshall

202310

X(2)

Evacuated to UK on 31 Jul 44
see thin Poros

3. Hospital Transfers

The W/O Officers are transferred to Hospitals as stated; remain on X(2) List:-

From	To	Date
W/Lt. E. Jones	94 Gen Hosp	20 Aug 44
W/Lt. Col. W. T. Hargen	W/O Office	22 Aug 44
W/Lt. E. Jones	94 Gen Hosp	12 Aug 44

4. Medical Categories - Variations

Officer	Category	Date
W/Lt. E. J. Allenhall	X(2)	20 Aug 44
Lt. D. C. Moore	X(4)	22 Aug 44

Examined by a Medical Board at
96 Gen Hosp on 22 Jul 44 and
category changed "D" (3 months)
(Auth: D.M.S. A.P.H.Q.).
Examined by a Medical Board at
96 Gen Hosp on 21 Jul 44 and
category changed "G" (permanent)
(Auth: D.M.S. A.P.H.Q.).

5. Strength Decreases

Officer	Category	Date
W/Lt. W. J. Allenhall	X(2)	20 Aug 44

Evacuated to UK on 31 Jul 44
see this Force

236

Operational Control, M. P. A

(L. B. WATKINS)
(Officer whose duty it is to make the record)
for Price for

D.L.G., S.H.Q. and Echelon C/P

2417

785021

18 OCT 1944

Tel. Ext. 573.

HEADQUARTERS
ALLIED CONTROL COMMISSION
AFC 394

REFERENCE : G-13/16120/670/O.

SUBJECT : Revision of A.P.'s B.1394

TO : Director,
Interior Sub-Comm.I/Capt. T.C. SHANKS (128720) - R.A.P.C.

1. Advice has been received from G.H.Q. 2nd Echelon to the effect that the Record of Service (AFS 1994) held by them in respect of the above named officer is incomplete.

2. Please instruct the officer concerned to supply the information listed below. Only the questions indicated by a tick need be answered. Detailed information, particularly in replying to (1) and (m) on the lines suggested in para 6 c and 6 f of attached instructions, is especially required.

- (a) Date of birth.
- (b) Next of kin (relationship, name and address).
- (c) Next of kin (other than wife).
- (d) Officers courses of instruction, giving date and result.
- (e) Knowledge of foreign countries and languages.
- (f) Business and professional qualifications (see para 6 (c)).
- (g) Special knowledge and experience (see para 6 (f)).
- (h) Record of appointments, promotions, relinquishments, stating authorities.
- (i) Medical category and date of last board.
- (j) Date of embarkation in U.K.
- (k) Date of disembarkation in this command.
- (l) Previous Command (state U.K., M.E.F. etc.).
- (m) Date joined present unit.
- (n) Previous unit.
- (o) Date of commissioning and type of commission.
- (p) Other rank service.

Details in connection with the lines suggested in para 6 c and 6 f of attached instructions, is especially required.

- (a) Date of birth.
 (b) Next of kin (relationship, name and address).
 (c) Next of kin (other than wife).
 (d) Officers courses of instruction, giving date and result.
 (e) Knowledge of foreign countries and languages.
 (f) Business and professional qualifications (see para 6 (c)).
 (g) Special knowledge and experience (see para 6 (f)).
 (h) Record of appointments, promotions, relinquishments, stating authorities.
 (1) Medical category and date of last board.
 (2) Date of embarkation in U.K.
 (3) Date of disembarkation in this command.
 (4) Previous Command (state U.K., S.E.F. etc.).
 (5) Date joined present unit.
 (6) Previous unit.
 (7) Date of commissioning and type of commission.
 (8) Other rank service.
 (9) Date of enlistment.
 (10) Date of embodiment.
 (11) Details other than above.

2366

replied to
26 Oct 1946

- (12) Particulars of release from Army Service for any period in excess of 28 days i.e. Release to Class W or W(T) Reserve, leave without pay, A.S.O.L., detention or imprisonment during other rank or commissioned service, to be stated.

W. J. L. Jones

FOR VICE PRESIDENT, ESTABLISHMENT SECTION
 J. L. JONES
 Lt. Colonel
 G-4(B)

INSTRUCTIONS FOR THE COMPILATION OR REVISION OF A.F.B. 199A

(to be read in conjunction with Pamphlet A.F.B. 199B/14)

TO ALL OFFICERS

All officers on being commissioned, complete A.F.B. 199A (Officers record of service) in duplicate. It may not be generally known to what purpose these forms are put once they are completed. The object of these notes is to tell officers what this purpose is, and to assist them in the compilation by indicating, in a general way what information is required.

As to the use to which these forms are put. One copy goes direct to the respective personnel branches at the War Office and from Part II Orders issued in this Theatre of War, a complete chronological history of the officer's movements, promotions and appointments, is compiled.

Army Form 3199A was originally designed for the Regular Army and later applied to the Territorial Army in peace time. Consequently it falls short of requirements under present conditions in some respects, and it is for this reason that officers are being asked to go into additional detail when compiling the form.

The completeness of the information held at this Echelon about a particular officer may materially affect ((a) his future employment and promotion, (b) his suitability for special employment and (c) THE PRIORITY OF HIS RELEASE FROM SERVICE AT THE CESSATION OF HOSTILITIES. It should be remembered that an officer may become unemployable within his own arm of the service either by reason of his having been wounded and subsequently medically down-graded, or upon receiving special Confidential Report recommending a change of employment. The A.F.B. 199A is frequently the only source of information upon which this HQ can accurately assess the officer's suitability for alternative employment. It will be clear therefore, that it is of the utmost importance that all questions on the A.F.B. 199A should be answered fully and with intelligence.

The following rules are intended as a guide to the officer making out his A.F.B. 199A for the first time, or revising it at the request of GHQ 2nd Echelon.

Para I Religious persuasion - This will not merely show whether Christian or Jew, but will show exact denomination, i.e. C of E, R.C.

Army Form BI99A was originally designed for the Regular Army and later applied to the Territorial Army in peace time. Consequently it falls short of requirements under present conditions in some respects, and it is for this reason that officers are being asked to go into additional detail when compiling the form.

The completeness of the information held at this Echelon about a particular officer may materially affect ((a) his future employment and promotion, (b) his suitability for special employment and (c) THE PRIORITY OF HIS REQUEST FROM SERVICE AT THE CESSATION OF HOSTILITIES. It should be remembered that an officer may become unemployed within his own arm of the service either by reason of his having been wounded and subsequently medically downgraded, or upon receiving Special Confidential Report recommending a change of employment. The A.F.BI99A is frequently the only source of information upon which this HQ can accurately assess the officer's suitability for alternative employment. It will be clear therefore, that it is of the utmost importance that all questions on the A.F.BI99A should be answered fully and with intelligence.

The following rules are intended as a guide to the officer making out his A.F.BI99A for the first time, or revising it at the request of G3HQ 2nd Echelon.

Para I Religious persuasion - This will not merely show whether Christian or Jew, but will show exact denomination, i.e. C of E, P.C., Methodist, Presbyterian etc.

Paras I 2 and 3. ALL names and addresses should be written in BLOCK caps. Mistakes in an address due to bad or indifferent handwriting can have the most serious consequences. This may occur for example, when this HQ has any communication with an officer's next of Kin.

Para 4. Other Rank Service - Many officers, having filled in the original type of I99A, will not have recorded details of other rank service. The revised form provides for this and it is of the utmost importance that it should be stated fully.

/Sara Ca.....

2363

Sheet 2

Para 6a. Language Qualifications - Degree of proficiency in languages, i.e., speaking, reading and writing, and whether of interpretation standard, is of greater importance than the mere fact that an officer claims to speak a language.

Para 6b. Knowledge of Foreign Countries - It is of primary importance that an officer should record not only the extent to which he travelled in a foreign country, but also the part of the country and the circumstances of such visit, that is to say, whether it was a business or holiday visit. If the visit was connected with business, it is of interest to know what his business interests were. What local knowledge was gained of a particular country or countries should be recorded.

Para 6c. Business Qualifications - Few officers do complete justice to themselves in answering this question. Any experience attained by an officer prior to his enlistment should be recorded in detail. For example, it is not sufficient for a professional accountant to state merely "accountant". It is required to know the type of accountancy; whether "Chartered", "Cost" or "Municipal" Accountant, and whether he is employed or whether practicing on his own account. If the latter, the number of years of such practice must be stated.

An officer may have changed his employment and yet still retain a business qualification from his former employment. The fact should certainly be recorded, and an indication given as to the interval which has lapsed between the change of employment and the date of his joining the Army.

Para 6d. Special Knowledge or Experience not included in paras (a) to (c) - This the one question which few officers answer satisfactorily.

It should include any information which, although apparently irrelevant at the time, might, under certain circumstances be of value as regards the posting or placing of an officer.

No restriction is placed on the facts which may be included under this heading. An officer's interest, hobbies, pastimes, however seemingly unimportant, should be stated. The fact he has captained his XI or XV at school or university, that he has formed a Dance Band, is a Church Organist, has interested himself in a Society, to mention just a few interests,

by an officer prior to his enlistment should be required to state merely "accountant". It is required to know the type to state merely "accountant". It is required to know the type of accountancy; whether "Chartered", "Cost" or "Municipal" accountant, and whether he is employed or whether practicing on his own account. If the latter, the number of years of such practice must be stated.

An officer may have changed his employment and yet still retain a business qualification from his former employment. The fact should certainly be recorded, and an indication given as to the interval which has lapsed between the change of employment and the date of his joining the Army.

Para 6f. Special Knowledge or Experience not included in paras (a) to (e) + This is the one question which few officers answer satisfactorily. It should include any information which, although apparently irrelevant at the time, might, under certain circumstances be of value as regards the posting or placing of an officer. No restriction is placed on the facts which may be included under this heading. An officer's interest, hobbies, pastimes, however seemingly unimportant, should be stated. The fact he has captained his XI or XV at school or university, that he has formed a Dance Band, is a Church Organist, has interested himself in his home town Debating Society, to mention just a few interests, are of the utmost importance, because they help to give a more or less reliable picture of an officer.

Any knowledge of Local Town, County, or Rural Governmental Organization is worth recording, as such experience might well prove of use in many employments in the Army.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

15 JUL 1944

REF: 16120/670/G-1.

14 Jul 44

SUB: OFFICERS LOSS of KIT.

TO : The Director, Interior Sub-Commission.

Captain. T.C. SHANKS. (128720) General List.

The attached copy of No 8 Command Pay Office letter reference MISC/C.L. dated 13th May 1944 is forwarded for the information of the above named Officer.

FOR THE ESTABLISHMENTS OFFICER:

W. J. Jones
J.L. JONES.
Lt. Colonel.
G-1(Br).

JRG/JRG.

Copy:

MEMORANDUM

Senders Ref: MISC/CL. Rec'vrs Ref: 16120/670/G-1. Date 13 May 44

FROM: Command Paymaster.
No. 8 Command Pay Office.

To: HQ. ACC.
APO. 394.

Lieut. T.C. SHANKS.

Receipt is acknowledged of a statement by the above named Officer in connection with his loss of kit claims.

The statement has been passed to the Officer i/c Army Pay Office, MANCHESTER, for necessary action.

(Sgd) ?????????????

Lieut.
for Command Paymaster.
Central Mediterranean Force.

2964

Personal file
COPY/AP.

SUBJECT:- Discipline.

H.Q. 94 Sub Area,
Phone: 2261.
516 A.

12 May 44.

Rear H.Q. A.C.C.

I have been thinking over the question of discipline which we discussed at my Conference this week and how best to spot the offending units. The most important things we are out to tighten up are V.D., road discipline, saluting and turnout.

I am convinced that the only practical method is to get all officers interested and make them note the unit (not the man) when they see an example of bad road discipline, saluting or turnout. V.D. I can deal with through Medical channels.

Will you therefore instruct all officers under your command that they report in writing to "A" Branch this H.Q., the time, place and unit, with a brief note of the offence.

The last thing I want to do is dictate in any way to Formation and Unit Commanders how they run their commands in regard to discipline or anything else, but discipline has got to be tightened up somehow and a check kept on units.

Officers of course must be beyond reproach themselves and set a good example in road discipline, saluting and turnout.

(SIGNED) R. MOULD GRAHAM,
Colonel,
Comd 94 Sub Area.

TCS 1200 B.
RMC/LHM.

*Claim by 128720 Lieut Thomas Cunningham
Shanks.
General List* 34/1

CLAIM FOR SERVANT ALLOWANCE & CERTIFICATE IN SUPPORT UNDER G.O. 324/43

1. I hereby claim Servant Allowance for the period 11 August 1943 to date + continuing (both dates inclusive).

I certify that :-

- (a) no soldier or civilian employed by the public including personnel of other services and of the Armed Forces of the Allies was employed as a servant.
- (b) No soldier servant, or civilian servant employed at the public expense including personnel of other services and of the Armed Forces of the Allies was available.
- (c) Local conditions permitted the employment of a civilian servant.

2. No Batmen are provided on the War Establishment of this Headquarters.

3. I was stationed Varying miles from the Headquarters during the period to which my claim relates.

Date 26 Feb 1944

(Signed) T Cunningham Shanks
Staff Lieut.

Date 26 Feb 1944

C.O.'s Counter-signature R. G. B. Spicer Lt Col.

H. A. C. C.
C. M. F.

/ /44

Lieut-Colonel,
Chief Staff Officer.

2426