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(VOL. I)

ESTABLISHMENT MEMORANDA
FEB. - DEC. 1944

FILE CLOSED 20 December 1944

Legal Dept
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ESTABLISHED

HEADQUARTERS ALLIED COMMISSION

PO 394

ESTABLISHMENT SECTION

20 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER 35)

CIVILIAN PERSONNEL PROCEDURES

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 come under complete control of an allied Commission official and is available for assignment in place of an officer or enlisted men & other ranks.

3. PROCEDURES.

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.

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.

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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Establish Memo No. 35, this Ho. div 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 bulleting, 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.

- (3) Privileges as to billeting, messing, recreational facilities, r-a, 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 "privileges" 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.

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Intermemo No. 35, this HQ, dtd 30 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. FIEKE
Colonel
Deputy Chief of Staff

OFFICIAL:



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

98

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Chief Counsel

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C. RKS

21 DEC 1944

Capt Henry

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- 3 -

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

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:

97

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

249

19 December 1944.

31 DEC 15

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.

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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.
 - (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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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 AM 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 B-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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By command of Rear Admiral Stone:

NORRIS L. FISKE
Colonel
Deputy Chief of Staff

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C. M. Parkin

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

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ANNEX "A" to Estab Memo
No. 34, this Hq, dtd
10 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. 1. 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).

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.

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 later than 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 ARME. Replacements may be drawn direct from the nearest Ordnance Depot. (See paragraph 1, Section E).

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ANNEX "B" to
Estate Memo No. 34, this
Mem. 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.D. 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, 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.

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

(a) To request for all G.1098 M.T. Equipment and L.A.D. equipment auth-

sent to G-4 (B). W.E. and W.D. vehicles used on direct 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, 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.

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.1093 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.

(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.I. 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.

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

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 "MOF" 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 13 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 (M, 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 all causes must be stated and all	Responsible Officers named in Paragraph 7.	G-4 (B)	Within 24 hours.

5. Administrative Instructions No. 3 of 18 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 (M, 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 IIR, cause must be stated and Blue certificate forwarded as early as possible.	Responsible Officers named in Paragraph 7.	G-4 (B)	Within 24 hours.

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

Responsible Officer	Vehicles for which Responsible
Headquarters Commandant.	1. All British MD 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.

-2-
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ANNEX "B" to
 Etab 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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HEADQUARTERS ALLIED COMMISSION
APO 194
ESTABLISHMENT SECTION

15 December, 1944

ESTABLISHMENT MEMORANDUM

NUMBER : 33)

AMC/AC EXPENDITURE

1. Establishment Memorandum No. 5, dated 2 August, 1944, dealt specifically with the authority and responsibility of AMC/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 these 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) Maintained 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).

92

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

- (a) Authority to incur expenditure for any one item or related group of items up to Five 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.

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, Uniform 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 AHS/AC Funds, for the purposes specified above:-

92

- (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, Allied Commission, will be approved in writing by the Chief of Staff.

4. Where special authorization 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 settling up bills for the same item of expenditure, in order to avoid the above

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/AG funds rests with the Sub-Accountant, i.e. the Paying Officer, and not the authorizing Officer. Most sub-accountants are experienced Finance Officers, and are aware which types of expenditure may, or may not, be charged against AMG/AG funds. Attached hereto, at Appendix "A", is a list of the principal Heads and Sub-Heads of Disbursements in respect of AMG/AG 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 judgment 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 judgment, which he may later be called upon to refund.

By command of Rear Admiral SIGHE:

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

OFFICIAL:

C. M. Parkin

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

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6. The responsibility for the correctness or practicality of all Disbursements of AMG/AC funds rests with the Sub-Accountant, i.e. the Paying Officer, and not the authorizing 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 judgment 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 judgment, 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

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

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APPENDIX (A)

Fixed and Sub-Fixed

DISBURSEMENTS IN RESPECT OF JMWAVE EXPENDITURES:

STORAGE AND MAINTENANCE OF EQUIPMENT OR CAPTURED SUPPLIES:

Salvage Expenses
Other Expenses

MAJOR TRANSPORT (All Divisions):

Rigs of Vehicles
Maintenance of Vehicles

OTHER ADMINISTRATIVE EXPENSES (All Divisions):

Printing & Stationery
Maintenance of Office & Mail
Maintenance of Office Equipment
Moving & Out-of-Pocket Expenses (including Enrolment of Civilian Personnel)
Transport & Traveling (Civilian Personnel)
Witness Fees & Expenses

SPECIAL EXPENDITURE:

Purchase of Office Furniture & Equipment
Purchase of Furniture & Equipment for Billets & Messes
Reconditioning of Officer, Biller's Mess
Purchase of Mail Boxes & Bales

Transport & Travelling (Civilian Personnel)
Without Pass & Expenses

SPECIAL TOPIC DINNER:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

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.

90

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)

DISTRIBUTION:

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9 DEC 1944

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

28 November 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

51)

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

89

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:

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

89

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:

MORIAN E. FISKE

Colonel

Deputy Chief of Staff

OFFICIAL:

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

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APPENDIX TO
Etab 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.

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.

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.

HEADQUARTERS
ALLIED COMMISSION
APO 394

Legal Sub Long 59A

10 November 1944.

ESTABLISHMENT MEMORANDUM

NUMBER: 307

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 Lira 150 per day (24 hours), and Lira 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:	
	Lira	Sh
a. 0800 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs)	250	58
b. 0800 hours 1 November to 1000 hours 3 November. (45 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 (E/F35), which will also be certified by the appropriate officer. Payment will be made by the headquarters Commandant, Finance Officers and/or Sub-accounts, in the space provided on

Line 100 for an additional period completed 24 hour periods.

EXAMPLES:

PERIOD OF ABSENCE:

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

250
300

88

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/F3, 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 Commandore STOKES:

NORMAN L. 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 8 1/2 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:

OFFICIAL:

C. M. Parkin

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

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Italian Section

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NORMAN E. FISKE
Colonel

Deputy Chief of Staff.

HEADQUARTERS ALLIED COMMISSION
APO 394

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:

OFFICIAL:

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

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Chief Counsel

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Italian Section

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NORMAN E. FISKE,

Colonel

Deputy Chief of Staff.

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HEADQUARTERS
ALLIED COMMISSION
ATO 394

Legal

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

23)

Charge No. 1

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

85.

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

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406

HEADQUARTERS
ALLIED COMMISSION
APO 394

Legal (SbA)

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:

84
NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

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Chief Counsel

CIO

Station Section

CL RKS

28 OCT 1944

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 394

55A

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 81 is accordingly rescinded.

By command of Commodore STONE:

83

1
ROMAN E. FISKE
Colonel

Deputy Chief of Staff

OFFICIAL:

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

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CLO	
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CJO	☒
Italian Section	☒
CL RKS	
20 OCT 1944	

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 394

17 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

25)

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 81 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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Chief Counsel	
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Italian Section	
CL RKS	
17 OCT 1944	

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

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:

(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)

CHANGE NUMBER #1LOCAL 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:

NORMAN E. FISKE,
Colonel,
Deputy Chief of Staff

OFFICIAL:

C M Parkin

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

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(51A)

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

8 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
C.M. PARKIN,
Colonel, Inf.,
Executive Officer (US)

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Section)
APO 394

NEF/LTM/ja

Legal (SOA)

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 affects 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.

78

By order of Captain STONE (USNR):

OFFICIAL:

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

LEGAL SUB-COMMISSION

Chief Counsel

CJO

Letter Section

CL RKS

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

RESTRICTED

HEADQUARTERS

ALLIED CONTROL COMMISSION
(Establishment Branch)

APO 394

28 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER

23)

REQUISITIONED HOTELSGENERAL 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.

Legal (49A)
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2. As set out in Hq. Letter 72/2/Q2 of 1 March 1944, in subsequent instructions from AII 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/ANG. 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/ANG 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/ANG 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 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/ANG for purposes of billeting and messing.

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

RESTRICTIONS

Estab Memo No. 25 this Hq, dtd 23 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 management 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

vacant, rather than allow the hotel management to rent 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 management 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 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).

RECEIVED

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

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 ARHC 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 "bone 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 the accuracy of

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 "bone 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 with Italian law as modified by Proclamations, etc.

RESERVED

Establish 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.

(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

consequently the 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.

- (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.

DISTRIBUTION:

"A"

(Plus 100 copies for the Accounting Sub-Section of Finance Sub-Commission)

NORMAN E. FISKE,
Colonel, Cavalry,
For the Executive Commissioner.

LEGAL SUB-COMMISSION	
CLO	☒
DCLO	☒
Chief Counsel	☒
CJO	☒
Italian Section	☐
CL RKS	☐

- 4 -

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Branch)

AFO 394

ESTABLISHMENT MEMORANDUM

NUMBER : 22)

27 September 1944

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 & 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

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(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. AR 83 and AR 35-6640 and AR 850-15 and British W.D. Regulations.

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
NORMAN E. FISKE,
Colonel,
Establishment Officer.

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488

REITERATED

ANNEX "A" to
Establishment 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

- (1) The Property Book, 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.
 - 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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ANNEX "A" to
Estab Memo No 22. 27 Sept 44
(Cont'd)

- 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.)

893

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

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- 2 -

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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, transfer 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.

73

recorded by G-4. For this purpose (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, transfer and transferee will sign and exchange I.F.'s G.1033 and transferor will forward a third copy signed by both to G-4 (British).

3. Supply.

a. Vehicles:

- 73
- (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.
- (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.

- 1 -
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ANNEX "B" to
 Estab Memo No 22, 27 Sept 44
 (Cont'd)

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 (VE, 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 for-	Responsible officers named in Paragraph 7.	G-4 (B)	Within 24 hours

Issued from any British source other than G-4 or Transportation Sub-Commission and present locations.

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.

- 2 -
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ANNEX "B" to
Etab 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. For maintenance only, 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.

vehicles or 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. For maintenance only, 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.

- 3 -

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LEGAL SUB-COMMISSION	
CLO	
DCLO	
Chief Counsel	
CJO	
Italian Section	
CL RKS	

(47A)

HEADQUARTERS
ALLIED CONTROL COMMISSION
LEGAL SUB-COMMISSION
APO 394

WEB/pa.
8 Sept 44.

ACC/4067/L.

SUBJECT : Requisitioning of Italian Government Vehicles assigned to Court Officials and Courts.

TO : RLOs (Regional Commissioners) Regions I, IV, V, VI, VIII, IX, XI and XII.
Southern, Piemonte and Liguria Regions.

1. Under HQ, ACC Establishment Memorandum 21, Para 12, it is provided that civilian vehicles belonging to the Italian Government will not be requisitioned.

2. For the purpose of this Memo the term "the Italian Government" includes all Court Officials while acting in the course of their duty.

3. Please take steps therefore to ensure that no car is requisitioned which is being used by any court officials or other officers of the Ministry of Justice in your Region. If there is any doubt whether a particular vehicle is being so used a certificate should be obtained from the Ministry.

45A
RICHARD H. WILMER,
Colonel, CAC,
Chief Legal Officer.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

27 January 1944

ADMINISTRATIVE ORDER)

NUMBER

2)

ORDERS REGARDING THE EXPENDITURE OF PUBLIC FUNDS BY AIC-ACC OFFICERS

1. General

a. As a general principle, no officer is entitled to expend public funds or incur expenditure chargeable to public funds except where such expenditure is duly authorized by regulations, orders by higher authority, or specific orders from this Headquarters. The only exception to this is in cases of emergency where there is no time for reference to higher authority. In such a case, an Officer may incur public expenditure up to a reasonable amount as a matter of urgent operational necessity and will immediately report such action with full details of the circumstances and the amount incurred or expended.

b. If an Officer contravenes the above order, the amount expended will be disallowed and he will be called upon to pay the sum from his own pocket.

c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.

d. The object of this order is to lay down clear instructions for the future which can be acted upon forthwith. This order will have retrospective effect from 30 October 1943, except as provided in paragraph 6c. below. Any pending cases originating before that date, however, will be considered on their individual merits.

2. Difficulties of an Inter-Allied Organization - Action to be Taken.

a. British and American regulations vary considerably. It is not, therefore, always possible in the case of AIC-ACC to make payments, or submit claims, under the procedure prescribed by those regulations.

b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from AIFA funds, and the necessary adjustments as between the British and American Army financial authorities will be made by the Finance Sub-Commission through

b. If an Officer contravenes the above order, the amount expended will be disallowed and he will be called upon to pay the sum from his own pocket.

c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.

d. The object of this order is to lay down clear instructions for the future which can be acted upon forthwith. This order will have retrospective effect from 30 October 1943, except as provided in paragraph 6c. below. Any pending cases originating before that date, however, will be considered on their individual merits.

2. Difficulties of an Inter-Allied Organization - Action to be Taken.

a. British and American regulations vary considerably. It is not, therefore, always possible in the case of AMT-ASC to make payments, or submit claims, under the procedure prescribed by those regulations.

b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from AFPA funds, and the necessary adjustments as between the British and American Army financial authorities will be made by the Finance Sub-Commission through the Chief Accountant.

3. Out-of-Pocket Expenses.

a. It may happen that Officers and EM/OR on detached duty, or on tour in connection with their official duties are unable to arrange accommodation and messing at Government expense and have to make their own arrangements. In such cases, a claim giving full details will be submitted to Regional, or Army AIC, or (in case of the Chief Officer of a Region, or Army AIC), to this Headquarters for sanction and payment.

b. No claims under this paragraph will be submitted by American Officers for expenses incurred in respect of a period during which they were in receipt of "per diem" allowance.

4. Entertainment Allowance

a. It is not proposed to authorize any fixed scale of entertainment allowance but it is recognized that occasions may arise where Officers will be out-of-pocket through having to entertain visiting Officers, distinguished personages, or Italian

Adm O No. 2 - 27 Jan 44 (Cont'd.)

RESTRICTED

- 2 -

officials. In such cases, claims for expenses necessarily incurred will be submitted, with full details, and where applicable supporting vouchers, to Regional, Army AMG or this Headquarters for sanction, and if approved, payment.

b. This paragraph is not intended to apply to private or unnecessary entertaining, nor is it applicable to Senior Officers in receipt of Table Money (British) or entertainment allowance (American). All claims will be closely scrutinized by Sanctioning Officers.

5. Personal Servants (British Officers only).

a. The overall British W.E. does not provide specifically for batman, and only in very rare cases will it be possible to provide general duty men to act in that capacity. The vast majority of Officers will therefore be entitled to servant allowance at two shillings per day, and may if they wish engage personal servants at their own expense. Servants may be shared under private arrangements between Officers concerned.

b. Separate instructions regarding the conditions under which servant allowance may be claimed by Officers not already in possession of it are being issued shortly.

6. Hiring of Civilian Personnel Other than Personal Servants.

a. The general principle to be observed is that except where otherwise provided by regulations or orders, civilian personnel can only be employed in authorized vacancies in a WE/10 where soldiers are not provided.

- (1) In an organization such as AMG-ACC however, the rigid application of this rule would lead to a number of hardships and anomalies.
- (2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
- (3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AMG-ACC. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.
- (4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1941, but modified so as to provide for the absence of batmen, who are taken into account by the above quoted - ACI. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in the above instructions.

a. The general principle to be observed is that except where otherwise provided by regulations or orders, civilian personnel can only be employed in authorized vacancies in a TE/TO where soldiers are not provided.

- (1) In an organization such as AIG-400 however, the rigid application of this rule would lead to number of hardships and anomalies.
- (2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
- (3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AIG-400. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.
- (4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1944, but modified so as to provide for the absence of batmen, who are taken into account, by way above quoted - ACI. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in Appendix "B", such private servants as may be employed under paragraph 5 of this order. Officers concerned will, however, bear in mind that they are responsible for exercising the greatest possible economy at all times, and if the presence of private servants renders it unnecessary to engage the full number of staff allowed under Appendix "B", the number of the latter employed will be reduced accordingly to what is reasonably necessary.

b. It must be clearly understood that civilian cooks and orderlies may only be hired under this paragraph for authorized messes - i.e., Messes authorized by RCMOs, Regional Commissioners, SCMOs, Army AIG, or this Headquarters.

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c. Until the new British overall WE is published and activated, (which will be very shortly) it will not be clear to what soldier personnel a unit or detachment is entitled. Even if entitled, soldier personnel may not be forthcoming. Civilians will, therefore, be hired in accordance with physical fact - on the basis of soldier personnel actually present with the unit and employed in the capacity concerned.

d. All civilians will be hired at current official rates. Any excess over these rates paid must be met from private funds.

e. In cases where civilians employed in Officers' Messes have been paid out of Mess funds, mess accounting officers concerned may submit a claim with a brief statement of the circumstances, to Regional, Army AMG, or this Headquarters, as the case may be, for a refund. Such claims must be strictly limited to what would have been admissible under the terms of this order. Refunds under this sub-paragraph will be effective as from date of arrival in Italy, on or after 30 ^{March} October 1943. They are not applicable to Sicily except in so far as they may be ^{made} under the terms of paragraph c. or d. above.

7. Method of Payment and Accounting Procedures.

A. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

B. Any supplementary instructions which may be required to prescribe the procedure whereby payments are to be made or accounting methods to be adopted will be issued direct to all concerned by Chief Financial Officers of Regions (to Regional Officers), of AMG Armies (to Officers of AMG Armies) and of this Headquarters (to Officers of this Headquarters).

By command of Lieut. General MAC FARLANE:

OFFICIAL: (sgd.) L.W. Stearns,
L.W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

L.W. STEARNS,
Capt., AGD.
Asst. Adj. Gen.

68

DISTRIBUTION:

12 - Region I
12 - Region II
8 - Region V

7. Method of Payment and Accounting Procedure.

A. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

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By command of Lieut. General MAC FARLANE:

OFFICIAL : (sgd.) L.W. Stearns,
L.W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

L.W. STEARNS,
Capt., AGD,
Asst. Adj. Gen.

68

DISTRIBUTION :

- 12 - Region I
- 12 - Region II
- 8 - Region V
- 1 - G-1
- 2 - G-4
- 3 - Exec. O
- 1 - Political Section
- 2 - Comms Section
- 1 - Economic Section
- 1 - Admin. Section
- 4 - Finance Sub-Commission
- 8 - HQ Comdt. Naples) Includes copies for Officers
- 6 - HQ Comdt. Salerno) Messes and Mess Council.
- 6 - Brindisi Detachment
- 4 - O.C. Rear Detachment (Palermo)
- 2 - British Admin HQ
- 2 - HQ 2875 (American) Regt. ACC
- 36 - HQ AMG ACPM (for favour of distribution to AMG 5th and 8th Armies, Region III and Region IV).
- 6 - Region VI
- 12 - Spare

(Distribution controlled by Executive Office)

- 3 -

RESTRICTED

Appendix

Dated.....

HIRING OF CIVILIAN EMPLOYEES

SERIAL NO <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>
1	Cooks, Officers' Messes	Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)	American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 250, dated 25 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ ADV. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.
2	Cooks, EM/OR Messes & (British) Sergeants Messes	do	
3	Mess Orderlies Offi- cers' Messes	Up to scale laid down in Appendix "B" See also paragraph 6a of this Order.	
4	Mess Orderlies EM/OR and (British) Sergeants' Messes	Up to scale laid down in Appendix "B"	

Appendix "A" to Admin Order No. 2.....
Dated..... 27 January 1944

HIRING OF CIVILIAN EMPLOYEES

OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
ale laid down in Appendix ement or replace soldier 2 District Letter No 21/1A ember 1943)	American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 230, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ ADV. Echelon letters No 75/Q-1 dated 4 January 1944 and 23/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per Appendix "B" (ACI 761 of 1941)	
do		do	
laid down in Appendix "B" Paragraph 6a of this Order.		do	
laid down in Appendix "B"		War Department Circular No 21 dated 15 Jan. 1942 also refers do	

Appendix "B" to Admin Order No.2.

Dated.....27 January 1944

AUTHORIZED SCALE OF COOKS AND MESS ORDERLIES FOR MESSES IN ANC-ACC

(Based on Army Council Instruction 761 of 1941)

1. OFFICERS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
1 - 5	1	1
6 - 10	1	2
11 - 20	1	3
21 - 30	2	4
31 - 40	2	5
41 - 50	2	6
51 - 60	2	7
61 - 70	2	8
71 - 80	2	9
81 - 90	3	10
91 - 100	3	11

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every 5 Officers.

2. SERGEANTS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
under 10	1	1
11 - 20	1	1
21 - 24	1	2
25 - 30	2	1
31 - 40	2	2
41 - 50	2	3
51 - 60	2	4
61 - 70	2	5
71 - 74	2	6
75 - 80	3	5

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every 5 Officers.

2. SERGEANTS' MESSES

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
under 10	1	1
11 - 20	1	2
21 - 24	1	1
25 - 30	2	2
31 - 40	2	3
41 - 50	2	4
51 - 60	2	5
61 - 70	2	6
71 - 74	2	5
75 - 80	3	

66.

and thereafter 1 additional mess orderly for each 10 or part of 10 in the mess.

3. EM/GR MESSES.

<u>No. in Mess</u>	<u>Cooks</u>	<u>Mess Orderlies</u>
under 10	1	1
10 - 35	1	1
36 - 75	1	2

and thereafter 1 cook for each additional 50 and 1 mess orderly for each additional 35.

SERIAL NO <u>a</u>	CLASS OF EMPLOYEE <u>b</u>	CONDITIONS OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE
8	Clarks	do.	NO.	A
9	Civilians not provided for above or under AFHQ or other proper authority.	Prior authority will be requested from this Headquarters, giving details and reasons.	-	

1912

OF HIRING AND AUTHORITY <u>c</u>	WHETHER ENTITLED TO RATIONS & AUTHORITY <u>d</u>	SCALE AND AUTHORITY <u>e</u>	REMARKS <u>f</u>
do.	No.	As in Serial 6, Column <u>c</u>	
Authority will be requested Headquarters, giving and reasons.	-	-	-

65

1913

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

785016

SERIAL NO	CLASS OF EMPLOYEE	CONDITIONS OF HIRING AND AUTHORITY	WHETHER ENTITLED TO RATIONS & AUTHORITY	SCALE
<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	
5	Cleaners for Officers' Billets	(1) If Officers are accommodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "B" (2) Similarly, cleaners may be required for any form of Officers' billet, whe-	As for Serials 1 - 4	The Mini ed esse respons Regard No. of vants e Paragra Order. (Authori

2 mess 4

b4

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785016

ING AND AUTHORITY	WHETHER ENTITLED TO RATIONS & AUTHORITY	SCALE AND AUTHORITY	REMARKS
<u>d</u>	<u>e</u>	<u>f</u>	
e accomodated in a 1 which includes a ecessary to engage ing of bedrooms, excess of the scale authorized in eaners may be required officers' billet, whe-	As for Serials 1 - 4	The Minimum consider- ed essential by the responsible Officer. Regard will be had to No. of private ser- vants employed under Paragraph 5 of this Order. (Authority: This Order)	Proposed scale will be sub- mitted for each individual case to Chief Regional or Army AMG Offi- cers or Head- quarters, to Executive Offi- cer for San- ction.

1915

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

785016

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RESTRICTED

Legal Sub Com

HEADQUARTERS ALLIED COMMISSION
AFC 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."

63

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parrin

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

DISTRIBUTION:

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

RESTRICTED

4067 *NE* RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

Legal Sub Com

5 January 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

: - Change No. 1, Establishment Memorandum No. 21, Series
21) 1944.

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:

62
MORRIS E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin
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

R E S T R I C T E D

(Name of Regional Headquarters)

(Date)

REQUISITIONED VEHICLE UNSERVICEABILITY CERTIFICATE

C E R T I F I C A T E

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

Make _____

License _____

Model _____

Old REG/ACC No. _____ 61

Year _____

New AC No. _____

Motor No. _____

Chassis No. _____

Remarks _____

(Name)

(Rank)

(ASN)

(Region)

R E S T R I C T E D

LEGAL SUBCOMMITTEE

DCIO

DCUO

Chief Counsel

CJO

litation Section

CLERKS

ESTABLISHMENT MEMORANDUM

NUMBER

21)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

Legal (45A)
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Please find
about Remy

3 September 1944

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 (4), this Headquarters.
 - (3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.
4. Transfer of Vehicles between Regions.

60

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.

60

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.

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).

Establishment Memorandum No. 21, HQ ACC, dated 3 Sept 1944. (Cont.)

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 U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

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

(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 U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

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 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.

Establishment Memorandum No. 21, Hq AGC, dated 3 Sept 1944. (Cont.)

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 Motorizzazione.	

13. Monthly Returns.

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.

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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 Motorizzazione.		

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

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.

1924
Establishment Memorandum No. 21, Hq ACC, dated 3 Sept 1944. (Cont.)

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
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

DISTRIBUTION:

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

- 4 -

(45B)

ANNEX "A" 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 AMB/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)

58

Name	Rank	ASN
_____	_____	_____
_____	_____	_____

NOTE: To be prepared in duplicate; original to G-4 (A) with copy of Requisition issued. Duplicate for record.

45c

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 MAKE/ACC NO. _____
YEAR _____	NEW ACC NO. _____
MOTOR NO. _____	REMARKS _____
CHASSIS NO. _____	_____

57

(Name)

(Rank)

(ASN)

(Region)

(Position)

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

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, Q.M. 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 benefit 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.

56

LEGAL SUBCOMMISSION

John J. Albright
Colonel, Infantry
Establishment Officer

For the Executive Commissioner.

DISTRIBUTION:

"A"

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

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 to be bought with public funds.

- d. When application is made in accordance with para 3 a, military

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:
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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 to be bought with public funds.

d. When application is made in accordance with para 3 a, military certification 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 Executive Commissioner, ACC, will be consulted for clarification.

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

1931
Declassified E.O. 12356 Section 3.3/NND No. 785016
Etab Memo #5, this Hq, dtd 2 August 44 (Cont'd)

of the Town Major. In the latter case, if it is desired to requisition the contents of the building, provisions of GR0123/44 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.

(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.

(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.

(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 of buildings, billets - furniture or other maintenance work for

(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.

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(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.

(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 paragraph 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 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.

LEGAL SUB-COMMISSION

CLO

DCLO

Chief Counsel

DISTRIBUTION: CLO

"2"

John J. Albright

JOHN J. ALBRIGHT,

Colonel, Infantry,

Establishments Officer

For the Executive Commissioner.

42A
RESTRICTED

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"

54

(Identity No.)

(Full Name)

(Unit or Affiliation)

is hereby authorized to travel in WD vehicles in the course of his/her official duties.

Place) Rm.

(Date)

Review made for employees on circulation

"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"

54

(Identity No.) _____
 (Full Name) _____
 (Unit or Affiliation) _____
 is hereby authorized to travel in WD
 vehicles in the course of his/her
 official duties.
 Place) Rome
 (Date) _____

Commanding _____ (Rank) Rt Hon Sec
 (Unit) ACCO
the Army Cante
General

- 3. It is forbidden to give casual lifts to civilians.
- 4. Disciplinary action will be taken against any officer or EN/OR disregarding this order."

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.

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

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Chief Counsel

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RECEIVED ADJ SEC
JUN 19 1914
REAR HQ. A.C.C.
25 JUNE 1914

SUBJECT : Vehicle Markings.

TO : Distribution 'A' (less outside Units).

Reference Establishment Memorandum No. 13, and this H.Q. letters of even reference dated 9 May 1944 and 16 May 1944.

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.

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S. W. Miller, 53
S. W. MILLER.
Lieut. Col.
C-4.

RESTRICTED

HEADQUARTERS

ALLIED-CONTROL COMMISSION

APO 394

(Establishment Branch)

18 JUN 1944

URGENT AND IMPORTANT

SWM/mjg.

17 June 1944.

RATIONS FOR MILITARY AND CIVILIAN PRISONERS.

The enclosed letter will be attached as a supplement to Establishment Memorandum No. 18 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 EMELON), APO 400, U.S. ARMY.

TO: Chief Army Sub Commission, Allied Control Commission, APO 683, U.S. ARMY.

1. Authority is given for the issue of rations as follows. The identity is as shown in Appendix "E" basic letter.

1. War Ministry. B Scale. Rations to be issued only to benefice 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, for civil 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.

52

for JOHN J. ALBRECHT,
Colonel, Infantry,
Establishment Officer,
For the Executive Commissioner.

HEADQUARTERS ARMED ARMIES IN ITALY (REAR ARM ENTHRON), APO 400, U.S. ARMY.

TO: Chief Army Sub Commission, Allied General Commission, APO 683, U.S. Army.

1. Authority is given for the issue of rations as follows. The identity is as shown in Appendix "E" basic letter.

52

1. War Ministry. B Scale. Rations to be issued only to battlefield 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 1500 without prior approval and will be reduced to conform to above instructions.

2. II Reparto Autonomo 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 Academy. B Scale. Not to exceed 40 officers and 430 other ranks including cadets.

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 CAG, 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.

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2. Any actions which may be taken 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.

13 June 1944.

(Sgd) ALBERT WHEAT,
Brigadier General, USA,
D.C.A.O.

DISTRIBUTION: "A".

Copies to : Army Sub-Commission.

D.C.A.O., A.A.T. (Could a copy of all instructions re rationing etc of Italians please be sent for attention (I-1, 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.

LEGAL SUB-COMMISSION	
CLO	
D.C.O.	
Chief Counsel	
CJ	
Italian Section	
CL RKS	

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)



2 June 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.

cooks, waiters, or attendants 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 "D").

- (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 and 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 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 _____."

RESTRICTED

Estab Memo No. 18, this Hq, dtd 2 June 44 (Cont'd)

(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.

- (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 C, 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

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Estab Memo No. 18, this Hq, dtd 2 June 44 (Cont'd)

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 to 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
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.
For the Executive Commissioner.

DISTRIBUTION:
"A"

1946

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

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DISTRIBUTION:
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RESTRICTEDAPPENDIX "A"

EXTRACTED FROM "INSTRUCTIONS REGARDING THE EMPLOYMENT OF CIVILIAN LABOR", HQ A.C.M.F.
(ADMIN. ECH.) MARCH 1944.

HOTEL GRADES

	<u>Lire Monthly</u>	
	<u>Min.</u>	<u>Max.</u>
Head Waiter	2500	3500
Waiter	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

(FOOD TO BE FURNISHED)
(SEE NOTE 4)

MESSES

Head Cook
Cook
Asst. Cook
Head Waiter
Waiter
Asst. Waiter
Dishwasher
Handyman
Orderly (British Mess)

(FOOD TO BE FURNISHED)
(SEE NOTE 4)

	<u>Min.</u>	<u>Max.</u>
Head Cook	1800	3500
Cook	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

1600
900
1200
1500
2100
1900
1500

Min. 1800
1800
900
1800
1800
1200
700
1000
1500

Max. 3500
2700
1200
3500
2500
1700
1000
1500
2100

49

MESSES

(FOOD TO BE FURNISHED)
(SEE NOTE 4)

Linen Keeper
Ironing Woman
Washer (Male)
Washer (Female)
Elevator Operator
Handyman
Skilled Labor (permanent)
Waitresses
Cashiers (Female)

Head Cook
Cook
Asst. Cook
Head Waiter
Waiter
Asst. Waiter
Dishwasher
Handyman
Orderly (British Mess)

NOTE 4. Overtime will not be paid to hotel, mess or restaurant employees.

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1949
US RESTRICTED Equals British RESTRICTED

Appendix B

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 535

4 February 1944

CIRCULAR)
NUMBER 14)

MESSSES AND FOODS

XXX

EXTRACT

XXX

I -- OFFICERS' MESSSES

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.

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.

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 the extension of the mess privilege is to the best interests of the United States.

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US RESTRICTED Equals British RESTRICTED

Cir #14
Hq Natoussa

US RESTRICTED Equals British RESTRICTED

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.

Service, correspondents, photographers, Red Cross personnel and 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.

Cir #1
Hq Natoussa

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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.

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dated 1 October 1943, file AG 430/1-1

- (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.

Cir #14
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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

- (e) Reason for requesting rations from United States citizens including casual labor, both skilled and unskilled.
- (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.

Cir #14
Hq Natoua

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- (3) All request for issue of subsistence to ships not covered by the above will be reported to this headquarters for instructions.

XXX

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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 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

(c) Type D ration 1 day in unit

* If type B rations are received from depot or railroad 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 above will be reported to the headquarters responsible for submitting ration strength returns to the Quartermaster depot or railroad 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 railroad. One copy of "tally out" signed by depot or railroad representative acknowledging receipt will be retained in files of organizations. The other copy will be retained in depot or railroad files. Units turning in excess subsistence items are not authorized to draw other subsistence items in lieu thereof.

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Cir #14
Hq Natoua

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(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 Ad.

OFFICIAL:

/s/ H. V. Roberts
/t/ H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

Reproduced by HQ ACC, dated 2 June 1944 .

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HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

APPENDIX "C"

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 EPBPA)

By command of Brigadier General PENCE:

FRANCIS H. OXX

3. The above will be drawn from the Quartermaster's 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:

45

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

DISTRIBUTION:
"A" "E" & "F"

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Appendix D

HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

7 February 1944

Change No. 5)
to Procurement Regulations)
Number 1)

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 400.12PEBPA)

By command of Brigadier General PENCE:

44

OFFICIAL:

/s/ L. F. Nickel

FRANCIS H. OXX,
Colonel, G. S. C.
Chief of Staff

1964
followed by one dollar per day. 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 \$0.07 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 400.12EPBP4)

By command of Brigadier General PENCE:

44

OFFICIAL:

/s/ L. F. Nickel
/t/ L. F. NICKEL
Lt. Col. A.G.D.
Adjutant General

FRANCIS H. OXX,
Colonel, G. S. C.
Chief of Staff

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APPENDIX "E"

COMBAT RATION SCALE FOR ITALIAN ARMED FORCES

<u>ITEM</u>	<u>UNIT</u>	<u>COMBAT RATION</u>
Flour	oz	18 x
Pulses	"	1 1/2
Canned Meat		
OR		
Preserved Fish	"	4
Cheese	"	1
Sugar	"	1
Macaroni	"	3
Rice	"	2
Beans, dried	"	2
Tomato Catsup or paste	"	1/4
Coffee	"	1/2
Pepper	"	1/200
Onions	"	2
Matches (weekly issue)	Book OR box	2 1

x Bread or biscuits to scale may be substituted as necessary.

Additional to be procured, stocked and furnished by Italian Military:

<u>ITEM</u>	<u>UNIT</u>	<u>COMBAT RATION</u>
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	Litre	1 1/2
Nuts	oz	1 1/2
Salt	"	1
		43

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.

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x Bread or biscuits to scale may be substituted as necessary.

Additional to be procured, stocked and furnished by Italian Military:

<u>ITEM</u>	<u>UNIT</u>	<u>COMBAT RATION</u>
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1 $\frac{1}{2}$
Wine	Litre	1 $\frac{1}{2}$
Nuts	oz	
Salt	"	
		43

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.

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BASIC RATION SCALE FOR ITALIAN ARMED FORCES

<u>ITEM</u>	<u>UNIT</u>	<u>BASIC RATION</u>
Whole wheat OR flour		16
Pulses	oz	12
Canned Meat	"	2
Preserved Fish	"	2 x
Sugar	"	4
Coffee	"	$\frac{1}{2}$
Pepper	"	$\frac{1}{2}$
		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:

<u>ITEM</u>	<u>UNIT</u>	<u>BASIC RATION</u>
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	litre	$\frac{1}{2}$
Nuts	oz	1
Salt	"	$\frac{1}{2}$

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.

QUANTITY PER PERSON PER DAY

Flour

$\frac{1}{4}$ lb

20
 " "
 litre
 20
 "

Fruit
Fresh Vegetables
Olive Oil
Wine
Nuts
Salt

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.

QUANTITY PER PERSON PER DAY

Flour	OR	$\frac{1}{4}$ lb
		OR
	bread	$\frac{1}{3}$ lb
Fresh vegetables		6 ozs
Fresh Meat		1 oz
	OR	
		$\frac{4}{5}$ oz
		Dehydrated Soup

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HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF EXECUTIVE OFFICER
APO 394

Legal 688

DHH/kwlms

JUN 43 June 1944.

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 in the past but both this and new requisitions must be done through the American procedure.

DISTRIBUTION

"A" (Less 74, 75, 80, 81 and 82.)

E.L. GLOUGH
Colonel,
Executive Officer.

41

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.

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Inf.,
Estab. Officer.
For the Executive Commissioner

36

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.

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Inf.,
Estab. Officer.
For the Executive Commissioner

4067

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

G4/41/A

25 May 1944

SUBJECT: Registration and Use of Civilian Type Motor Vehicles for ACC Purposes.

TO: See Distribution.

1. It has come to the attention of this headquarters that many Requisitioned Civilian Vehicles in use by Regions and Sub-Commissions of ACC still do not bear the proper ACC identification marks, nor do they display approved Certificates of Registration.

2. Attention is invited to Establishment Memorandum Number 12, this headquarters, dated 21 April 1944.

3. The following paragraphs are quoted for information and guidance of all concerned,

* * * * *

"3. RC & MC 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." 8

"4. The identification marks referred to in paragraph 1(d) 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 numbers 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.

* * * * *

"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.

G4/41/A

25 MAY 1944 - contd

* * * * *

"11. No markings other than those described above and official W.D. numbers, will appear on the vehicle. Under no circumstances will the letters ACC or AME appear, other than the ACC within the green and white rectangle."

* * * * *

4. Military Police have been notified of proper markings and display of permits on ACC vehicles. They will impound all civilian type vehicles not bearing authorized ACC markings or authorized permits for operation.

Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, QMC
G-4

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

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

Ref 528/23/CA.

25 May 1944

EXECUTIVE MEMORANDUM)

NUMBER : 61)

MILITARY TRAVEL AUTHORIZATIONS

1. It is anticipated that from time to time applications will be received from civilians for Military Travel Authorizations to enable them to leave Italian territory for destinations outside Italy. Such applications should be discouraged and it should be borne in mind that only special cases will be considered. All such applications will be dealt with at this HQ by Public Safety Sub-Commission.

2. When any such application is submitted to HQ a covering letter will be forwarded giving the following particulars of the applicant :

- (a) Name.
- (b) Occupation.
- (c) Residence.
- (d) Nature of identity documents held.

The letter will also clearly state :

- (e) Intended destination.
- (f) Reasons for proposed journey.
- (g) Date of journey.
- (h) Degree of urgency.
- (i) Recommendation.

Action will be taken by Public Safety Sub-Commission.

3. Italian Government officials and Italian Military personnel desirous of applying for Military Travel Authorization should be instructed to apply through the Italian Foreign Ministry and the Italian Supreme Command respectively. Attention should be directed to the requirements of paras. 1 and 2 above.

2. When any such application is submitted to HQ a covering letter will be forwarded giving the following particulars of the applicant :

- (a) Name.
- (b) Occupation.
- (c) Residence.
- (d) Nature of identity documents held.

The letter will also clearly state :

- (e) Intended destination.
- (f) Reasons for proposed journey.
- (g) Date of journey.
- (h) Degree of urgency.
- (i) Recommendation.

Action will be taken by Public Safety Sub-Commission.

3. Italian Government officials and Italian Military personnel desirous of applying for Military Travel Authorization should be instructed to apply through the Italian Foreign Ministry and the Italian Supreme Command respectively. Attention should be directed to the requirements of paras. 1 and 2 above.

4. Military Travel Authorizations will only be granted if the journeys to be covered are of benefit to the war effort and the necessary permit and visa requirements have been met.

WDM/RAC.

DISTRIBUTION:

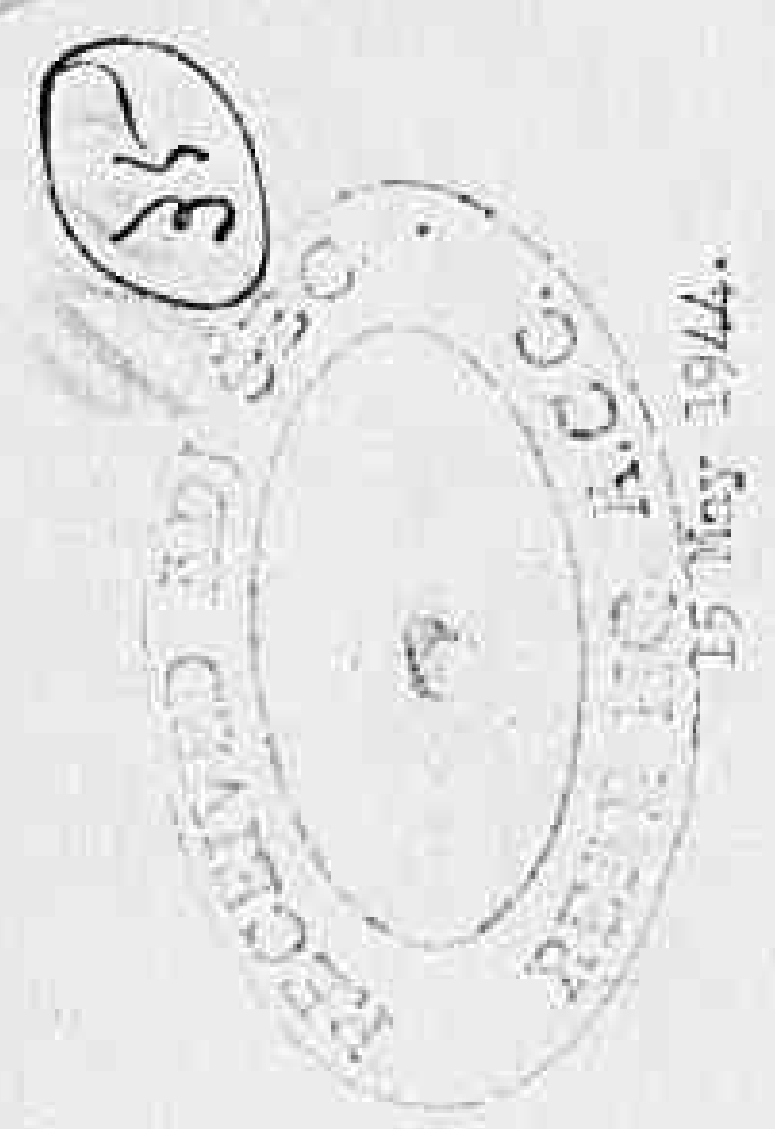
AFHQ, G-2 (Your B 389.506/72 refers)
A.I., GSI(b).

M. S. LUSH,
Brigadier,
Executive Commissioner.

Legal

4067 ✓

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)



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 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)
Rate: 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

LEGAL SUB-COMMISSION	
CLO	<i>Jan</i>
DCLO	<i>Jan</i>
Chief Counsel	<i>Jan</i>
CJO	<i>Jan</i>
Division	<i>Jan</i>
CL RKS	<i>Jan</i>

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

(1) Accurately and rapidly interpreting technical legal arguments;

(ii) Being familiar with rules of evidence

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.

LEGAL SUB-COMMISSION	
CLO	
DCLO	
Chief Counsel	
CJO	
Location	
CL RKS	

REQUIREMENTS:

A. EDUCATION:

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

Establishment Memorandum No. 15, Hq AGC, dated 15 May 44 (cont'd)

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. Mm. 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

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 one year 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:

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17 MAY 1944

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HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

16 May 1944.

G-4/101/16

SUBJECT:- Vehicle Markings.

TO :- Distribution 'A' (less outside Units)

31

Reference Establishment Memorandum No. 13 and this H.Q. letter of
even reference dated 9 May 1944. 33The 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 $\frac{1}{2}$ " in thickness.

- ii. Tyre Pressures: Authorized 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.

LEGAL SUB-COMMISSION	
CLO	☒
DCLO	☐
Chief Counsel	☐
CJO	☐
Italian Section	☐
CL RKS	☐
	☐

S. W. Miller

S.W. MILLER.
Major, R.A.
G-4

35

785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF C-4
APO 394

Legal
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9 May 1944.

GA/101/16

SUBJECT:- Vehicle Markings.

TO :- Distribution 'A' (Less Outside Units).

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.U.s. 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, Commer)	-	7

SUBCOMMISSION

Chief Counsel

Italian Section

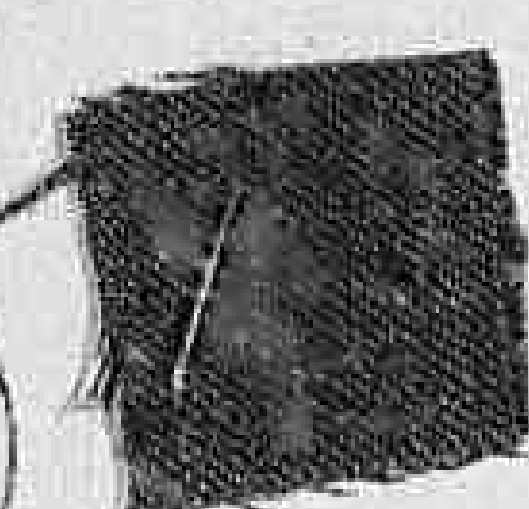
CL RKS

W. H. J. as
S. MILLER
Major, R.A.
G-4

34

Legal Dept.

32-3977



HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394



25 April 1944.

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 SCAGs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

33

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

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 rear side wing in front, and on the sign plate, or body, on the off side at rear of the vehicle.
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- (4) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAGs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

33

b. American Vehicles

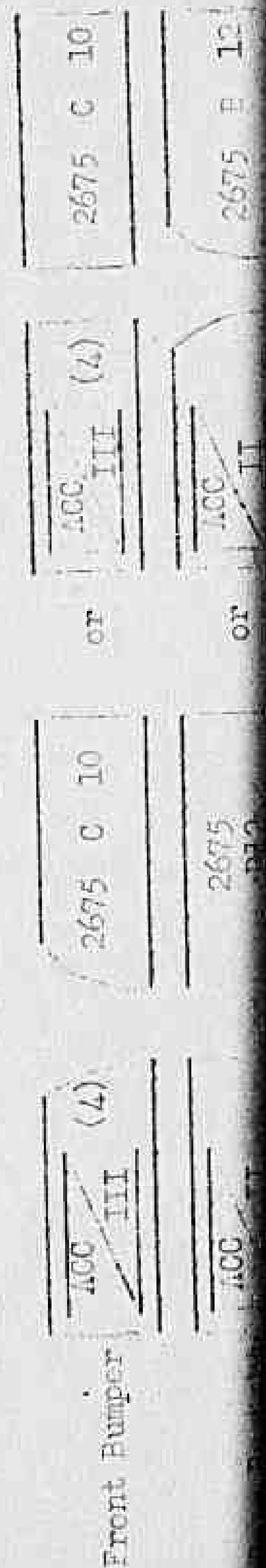
- (1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the vehicle beginning 3 inches from the end of the bumpers.
- (2) The load classification marking will follow the ACC design on the front bumper only, indicated by a yellow 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:

Sedans	2	
Truck, 1 1/4-Ton 4x4	2	
Truck, 3 1/4-Ton 4x4 Command	4	
Truck, 3 1/4-Ton 4x4 Weapons Carrier	4	7
Truck, 2 1/2-Ton 6x6, Cargo		0 1 0 2
Tractor, 1 1/4-Ton, Cargo		
Trailer, 1-Ton, Cargo		

Estab. Memo #13 dtd 25 April 1944 (cont'd)

- (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 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 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 6" 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:



(a) Roman numerals

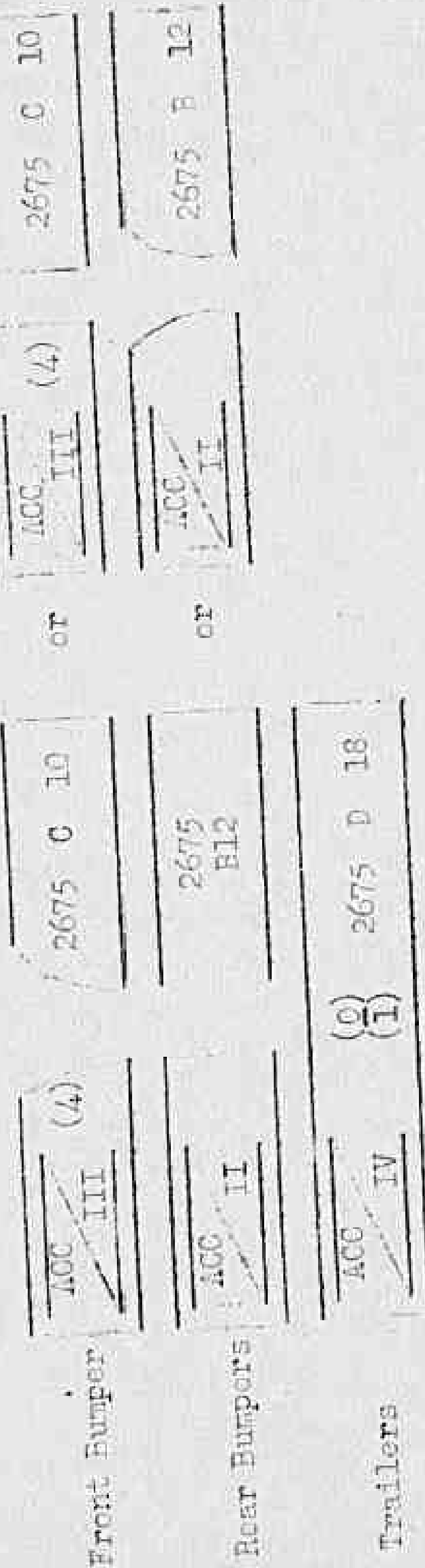
(b) In lieu of the Roman numeral of the Region, the following Sub-Commissions will use the letters as indicated below:

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:



(10) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAGs), 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.

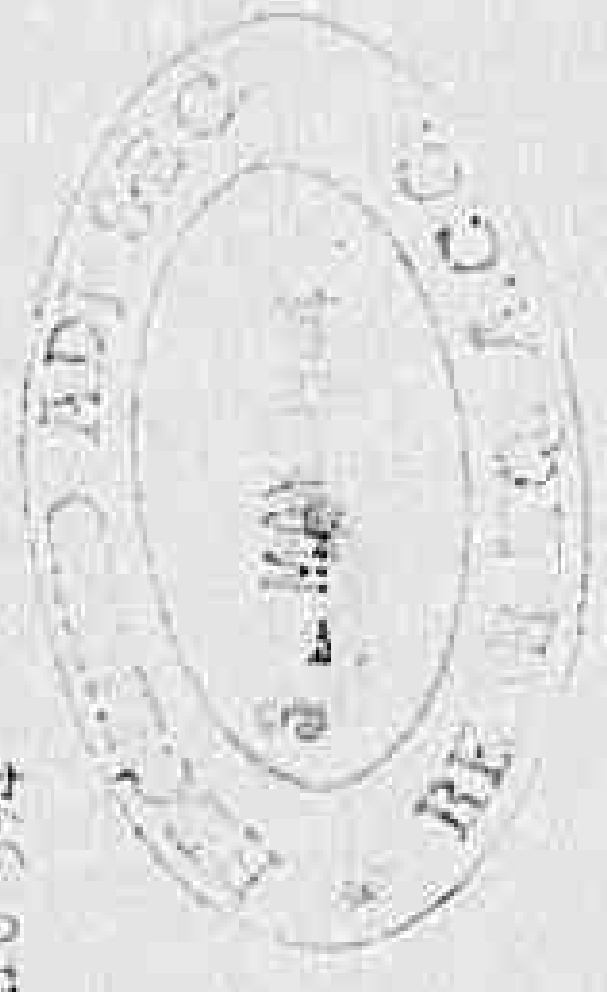
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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

25 April 1944.



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 SCAGs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

32

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.

which will follow the ACC design on the

a. British Vehicles

- (1) Vehicle signs will be painted on the rear 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 SCAGs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

32

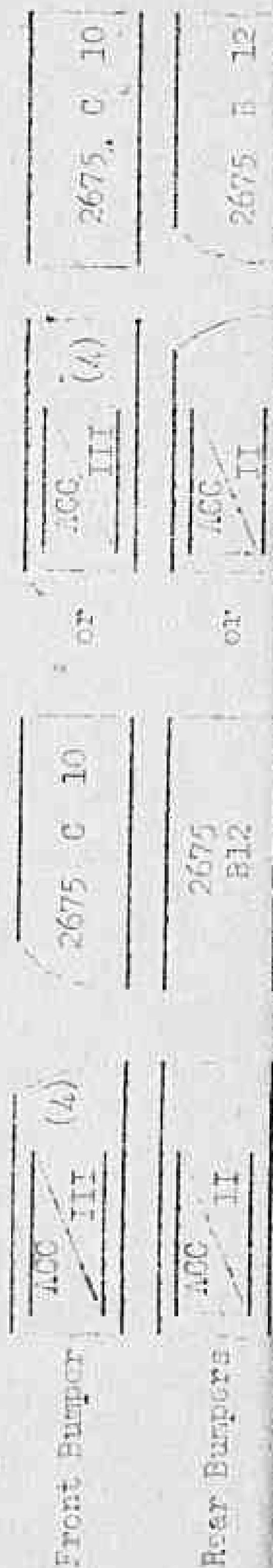
b. American Vehicles

- (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. Indicated below are numerals indicating load classifications of vehicles:

Sedans	2	
Truck, 1/4-Ton 4x4	2	
Truck, 3/4-Ton 4x4 Command	4	
Truck, 3/4-Ton 4x4 Weapons Carrier	4	7
Truck, 2 1/2-Ton 6x6, Cargo	0	1
Tractor, 1/4-Ton, Cargo	0	2
Tractor, 1-Ton, Cargo		

- (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 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:

Internest 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:



(b) In lieu of the Roman numeral of the negative
Commissions will use the letters as indicated below:

Internees and Displaced Persons Sub-Commission - DES
Army Sub-Commission - AS

(c) The above Sub-Commissions will not show any Company markings
on their vehicles.

(d) 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.

(e) Diagrams of the correct markings are shown below:

Front Bumper		or		
Rear Bumpers		or		
Trailers				

(10) Subject to the agreement of 5 Army and 8 Army Commanders (which
will be sought by the respective SCAGs), 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:

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

Legal Sub Com

64/41/A

3 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-C, 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.

31

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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- Group II - Dist. "A"
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Chief of Staff

Colonel

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HEADQUARTERS
ARMED 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".

For the Executive Commissioner:

John J. Alnight
JOHN J. ALNIGHT
Colonel, Inf...
Establishments Officer

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

30

HEADQUARTERS
ALLIED CONTROL COMMISSION
APC 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 ~~or purchased~~;
- (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.

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

1993

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

785016

ALLIED CONTROL COMMISSION

REGISTRATION CERTIFICATE

REGION

PROVINCE

No.

THIS VEHICLE IS AUTHORIZED FOR

COLLAUDO DELLA COMMISSIONE ALLEATA DI CONTROLLO

OFFICIAL USE BY THE A. C. C.

UFFICIALEMENTE AUTORIZZATO

STAMP

MILITARY REGISTRATION N°

N. di Registrazione Militare

MAKE

Fabbrica

TYPE

Tipo

DATE

Date

EXECUTIVE or REGIONAL COMMISSIONER

COMMISSARIO ESECUTIVO o REGIONALE

APPENDIX "B" to
Estab. Memo. #12, 21 Apr '44 27

(Registration Certificate Number Assigned by RC or SCAG)

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 _____ 27

1995

785016

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APPENDIX "C"
Estab. Memo. #12, 21 Apr '44

26

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ACC

(Green)

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V I

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1996

Declassified E.O. 12356 Section 3.3/NND No. 785016

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

15 April 1944

ESTABLISHMENT MEMORANDUM)

NUMBER 8) (Corrected Copy)

ORGANIZATION - ACC

1. Establishment Memorandum No. 6, 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 "

✓ 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" 25
Amend: "Telecommunications and Posts" to read "Communi-
cations"

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.

amend as follows:

- ✓ Para. 2 b, Line 1 : Delete "Internal"
- ✓ Para. 2 c, Line 4 : Delete "the Electric Power Mission, and"
- ✓ Para. 3 a, (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" 25

Amend: "Telecommunications and Posts" to read "Communi-
cations"

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.

For the Executive Commissioner:

JOHN J. ALBRIGHT,
Colonel, Inf.,
Establishments Officer.

DISTRIBUTION:

"A" (loss 68, 69, 74, 79, 80)

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

28 March 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

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, i.e., 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, i.e., 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, i.e., 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, TRAINING AND TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

are being revised.

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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.

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.

3. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

REGRAIDING: 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.

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 control.
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 rule that messages which have been or are to be transmitted in a high grade cryptographic 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 SECRET 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:

RESTRICTED matter will be transmitted by such approved channels as will

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 MACPARKANE:

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Inf.,
Establishment Officer.

RECEIVED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

25 March 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

16)

PROMOTION OF OFFICERSI. 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 TC/MS, the requirement for three months in position of vacancy will be considered to be three months assignment to suitable positions in AGC/AMC, 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:

Legal

23

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 TC/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 ²³ 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 "A". 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 officer 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 actual 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.

b. FOR OFFICERS ASSIGNED TO SUB-COMMISSIONS: Recommendations will

- 1 -
RESTRICTED

REELIRED

be originated by the senior American officer in the Sub-Commission and they will be forwarded through the Section Head, or, for independent Sub-Commissions, where the senior officer is a British officer, the Section Head through the AC 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.

c. 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:

b. Where only one American is superior to the Sub-Commission, or Branch, the British officer who is superior to the Sub-Commission, 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.

2. 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, AGO, for preparation of the pertinent MATOUSA promotion form. In the event the Executive Commissioner disapproves the recommendation, the papers will be returned by Headquarters, Allied Central 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
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

DISTRIBUTION:

Group 1, "C" less 47-50-57
Group 2, "A"
Group 3, (None)

- 2 -

RESTRICTED

APPENDIX I

21
 22
 23
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 30

22

(Province - Region - Sub-Commission - Staff Section, etc.)

(Date)

210.2
X 201-

(Officer's name)

SUBJECT: Recommendation for Promotion.

SUBJECT: Recommendation for Promotion

TO : Executive Commissioner, Allied Control Commission, APO 394, U.S. Army,
c/o Postmaster, New York, N.Y.

c/o Postmaster, New York, N.Y.

1. The following named officer is recommended to the Commanding Officer, 2575th Regiment, ACC, for promotion to the next higher rank:

(Name)	(Rank, Branch, Component)	(ASN)	(Orgn)

e. Date of arrival in this Theater _____ Date of arrival in Theater to present date:

b. Assignments (in order) since date of arrival in Theater to present date:	Manner of

[illegible]

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 _____

Date of pressure test _____
Time in grade _____.

e. Authority and date of promotion to present grade _____.

1st Ind.

D
 H
 H
 G
 H
 G
 E
 G
 E
 R

(Signature)

(Rank & Title)

i. additional remarks:

b. 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.

2. Officer's age is _____.

f. Total length of active commissioned service

6. Authority and date of promotion to present grade.

Date of present rank _____
Time in grade _____

d. Rank held upon entrance into active duty as commissioned officer

c. Date of entrance into active commissioned service

22

CONFIDENTIAL

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 594
G-1

REFERENCE: 16053/C-1

21 March 1944

ESTABLISHMENT MEMORANDUM
NUMBER 8)

ORGANIZATION - HQ ACC

1. Reference is made to Establishment Memorandum No. 2 of 7 February 1944 and the following amendments are made thereto:

Para 2 (c), line 4:

Delete the words "the Electric Power Mission, and"

Para 7 (c) (11):

Delete "and the Electric Power Mission".

2. The Electric Power Mission has been transferred to HQ, ACC, w.e.f. 14 March 1944 under authority of JCHQ Advanced Admin. Echelon Admin Instruction No. 27 dated 8 February 1944.

RCE/TAD.

J. J. ALBRIDGE, 21
Colonel,
Establishments Officer

DISTRIBUTION

6 Region I
6 " II
6 " III

1 Det Public Health Sub-Commission (Main)
1 Pl. to Executive Commissioner
1 Chief Medical Officer

Amide made
23/2/44

Para 2 (c), line 4:

Delete the words "the Electric Power Mission, and"

Para 7 (c) (11):

Delete "and the Electric Power Mission".

2. The Electric Power Mission has ~~now~~ been transferred to HQ, AII, W.E.F. 14 March 1944 under authority of AFHQ Advanced Admin. Echelon Admin Instruction No. 27 dated 8 February 1944.

Quick made

23/2/44

J.J. ABBRIGHT,
Colonel,
Establishments Officer

21

ACE/PAJ.

DISTRIBUTION

6 Region I	1 Det Public Health Sub-Commission (Main)
6 " II	1 PA to Executive Commissioner
6 " III	1 Civil Affairs Branch
6 " IV	1 Intelligence Section
6 " V	2 Displaced Persons Sub-Commission
6 " VI	2 Italian Refugee Branch
3 AG FIFTH ARMY	1 Security Branch
3 " EIGHTH ARMY	1 Establishments Officer
1 Secretary-General	2 Executive Officer
2 Land Forces Sub-Commission	2 G-1
2 Navy Sub-Commission	2 G-4
2 Air Sub-Commission	8 AG
2 Telecons Sub-Commission	8 HQ Commandant, Main HQ
1 War Material Disposal Sub-Commission	4 HQ Commandant, Rear HQ
2 Political Section	3 AGS Liaison HQ AII
25 Economic Section (Incl copies for Rear Econ Sub-Com.)	3 AFHQ Adv Admin Echelon
15 Admin Section	25 AFHQ, PWS
	12 Spare

4071
~~4071~~

(20)

PEAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

ACC/100/AS

21. Feb 44

SUBJECT: MS Matters (British Personnel)

TC : Education Sub-Commission
Legal Sub-Commission
Property Control Sub-Commission
Public Safety Sub-Commission
Monuments Fine Arts and Archives Sub-Commission
Public Health Sub-Commission

1. Reference 16052/G-1 of Exec. Memo 19 of 15 Feb 1944
2. The Quarterly Returns referred to in para.10 will be rendered in triplicate to this office at the earliest date possible, and not later than Thursday 24 Feb 44.
3. Sub-Commissions will type their own forms using Appendix A as a precedent.
4. Nil returns will be rendered.

R.R. CRIPPS
Lt. Colonel
for VP Adm Sec.

20

Signal 19

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
C-1

15th February 1944

REFERENCE: 16052/C-1

SUBJECT : Executive Memorandum No. 19 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 ORDER OF LIEUT GENERAL MACFARLANE

W. J. Purgold
P.A. PURGOLD,
Lt-Colonel, R.A.,
C-1

WCE/ED.

DISTRIBUTION

ECAC REGION I	}
" II	}
" III	}
" IV	}
" V	}
" VI	}
" VII	}
" VIII	}
" IX	}
1943 HQ FIFTH ARMY	}

Appendix "B" of Executive Memorandum
not attached.

discipline of British Personnel.

BY COMMAND OF LIEUT GENERAL MACDONALD

W. A. FERGUSON

W. A. FERGUSON,
Lt-Colonel, R.A.,
C-1

RCE/FAJ.

DISTRIBUTION

- RCAC REGION I
- " " II
- " " III
- " " IV
- " " V
- " " VI
- " " VII
- " " VIII
- " " IX
- AMC 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 (2)
- HQ Commandant, Main
- HQ Commandant, Rear
- H.S. A.C.N.F.

Appendix "B" of Executive Memorandum
not attached.

HEADQUARTERS

ALLIED CONTROL COMMISSION

AEO 394

15th February 1944

REFERENCE: 16052/g-1

EXECUTIVE MEMORANDUM
No. 19Established
Memo No 43U.S. MATTERS (BRITISH PERSONNEL)GENERAL1. Grouping of U.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.

18

- a. Appointments, Officers (Paras 8-11)
- b. Advancement of Officers (Paras 12-13)
- c. Change of Employment, Officers (Paras 14-25)
- d. Adverse Confidential Reports (Paras 24-28)
- e. Periodical Reports on Officers (Para 29)
- f. of the rank of Lt-Col and above (Para 30)
- g. General Confidential Matters, Officers (Paras 31-32)
- h. Honours and Awards
- i. Miscellaneous

All except B. affect Officers only - B. affects both Officers and ORs.

18

2. Definitions

- a. Throughout this Order the expression "Region" 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.
- 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 Detachment commanded by an American Officer, the Senior British Officer in that Detachment, 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 consent 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

-2-

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 U.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 AOC. 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 floating 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 AOC are laid down in Appendix "A" 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.

-3-

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 432, the return will be rendered by the Initiating Officer named in col (c) of Appendix "a" 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).

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 disapproval, 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.

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.

Officers reported upon will NOT initial, nor will they be shown

17

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. AP B 194D

f. 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) 17
When called for by this HQ.

g. 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.

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

i. Officers reported upon will NOT initial, nor will they be shown

AP B 194D.

j. The Officer's exact rank, e.g. "W/S Capt, W/Maj. Actg Lt-Col, must be stated, together with his personnel No., type of commission (e.g. RAO), Regiment or Corps, age, medical category and whether P.S.C., S.C., etc.

k. If a superior reporting authority disagrees with a recommendation put forward on AP 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.

l. AP 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.

4..... CRUISE OF EMPLOYMENT

-4-

CHANGE OF EMPLOYMENT12. AF B 1947

- a. This form may be rendered at any time.
- b. It will only be used when the new employment recommended is either
 - (1) Outside AGC altogether, or
 - (2) To AGC-AGC in another theatre of war.

Change of employment within AGC Italy will be dealt with under paragraph 13 below.

- c. Officers reported upon WILL initial AF B 1947.
- 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 c.).
- 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 AGC 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.

- 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 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.....

-5-

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 form AGI 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 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

16

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.A. (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 1943. 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

16

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 initialed 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 c.

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.

6.....REPORTS ON OFFICERS OF THE RANK

-6-

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 AF B 194G will be initiated at this HQ.

b. Pool of Unallocated 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).

Regions - British Regional Commissioner if holding the rank of

a. Brigadier.

b. All others - Senior British Officer not below rank of Brigadier.

27. Concurrence of American Commanders

Concurrence of American Officers superior in rank and exercising

Officer, not below the rank of Colonel, Chief of Staff the officer reported upon. (A British Regional Officer 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 2 194C will be initiated at this HQ.

b. Pool of Unallocated 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 3 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.....

-7-

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 OEs. for various types of awards 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 LW 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, LW 3121 may be initiated and forwarded at any time other than the regular periods mentioned above.

MISCELLANEOUS PROVISIONS31. Forms

a. A supply of the forms to be used, referred to in the preceding paragraph 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

15

15

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
- 15
- 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 submitted. 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 ORDER OF THE GENERAL MAGISTRATE

R. B. Rathbone

R. B. RATHBONE,
Colonel,
Executive Officer.

REP/fad.

DISTRIBUTION/.....

Appendix "A" to Executive Memorandum
(U.S. Matters) No. 19 dated 15 Feb 44

ADVANCEMENT OF OFFICERS

Quarterly Return of Officers Recommended for Advancement

Office of Origin

Ref No.

四月十日

submitted in order of seniority of
best Subs, Temporary or Acting Rank held)

Signature and Designation of British Officer submitting the Recommendations. Counter-signature of American Officer if senior.

submitting
intersion

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 "SRO" 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.E.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.E.O. (not below rank of Major)	1. British Executive Officer 2. Executive Commissioner
9.	Admin Section Staff	S.E.O.	Executive Commissioner.
10.	Base Section Staff	S.E.O.	Executive Commissioner.

2.	Security Branch	Director	do.
3.	Displaced Persons Sub-Commission	S.B.O.	do.
4.	Italian Refugee 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.	Rear Section Staff	S.B.O.	do.
11.	Administrative Sub-Commissions	S.B.O. or 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.
14.	P.R.O.	Executive Commissioner.	Chief Commissioner
15.	Land Forces Sub-Commission	Chief of Sub-Commission	Chief Commissioner if British. Otherwise as in Serial 13.

2032

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

19 February 1944

EXECUTIVE MEMORANDUM
NO. 23

Establishment
Memo No 3

12

AUTHORIZATION FOR TRAVEL

1. General.

a. Paragraph 4, Administrative Order Number 1, Hq. AMC, dated 7 January 1944 and Administrative Order No. 3, Hq. AMC, dated 19 November 1943 are hereby revoked.

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 et 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. an 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.

12

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 EW/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 creation of the EW/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. an 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

Chief Assistant or his designated Deputy,
Economic Section
Chief Assistant or his designated Deputy
Administrative Section
Director or his Chief Assistant,
Civil Affairs Branch

For Officers & EW/OR of

Economic Section
Administrative Section
Civil Affairs Branch, Italian
Refugees Branch & personnel
of Displaced Persons Sub-Com-
mission at main HQ.
Security Branch
Independent Sub-Commissions
All other branches and sections

Director, Security Branch
Heads or Deputy heads of Independent
Sub-Commissions
Executive Officers

EXECUTIVE MEMORANDUM NO. 23 (cont)

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 the form 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 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.

travel.

c. On receipt of the form 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 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 order by ACC Adjutant, on direction of G-1, travel is by air

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. Priority.

Conservation of transportation is necessary at all times in order that transport may be available for the required business of the Command.

EXECUTIVE MEMORANDUM NO 23 (cont)

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 MAJ. R. B. RATHBONE

R. B. RATHBONE
Colonel,
Executive Officer

DISTRIBUTION

1 - Sec. General
1 - Economic Section
1 - Economic Sub-Commission
1 - Admin. Sec.
1 - Admin. Sub-Commission
1 - Independent Sub-Commissions (each.)
1 - Det. Legal Sub-Commission (Main Hq.)
1 - Det. Public Health Sub-Commission
1 - FA to Exec. Comm.
1 - CA Branch
1 - Information Div.
1 - D.R. 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

11

DISTRIBUTION

1 - Sec. General
 1 - Economic Section
 1 - Economic Sub-Commission
 1 - Admin. Sec.
 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. Com.
 1 - CA Branch
 1 - Information Div.
 1 - D.R. 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

App. "A" to 10 c. 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 ^{motor}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.

HEADQUARTERS
ALLIED CONTROL COMMISSION
AFO 394

15 February 1944

EXECUTIVE MEMORANDUM

NUMBER

SCORE

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 n)

- 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.

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 7)

a. An Information Division has been established under the Civil Affairs Branch of the R.C. and M.C. Section. Its functions and responsibilities are detailed in Appendix "A" hereto.

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- (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.

9

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 will not normally be referred direct to the Executive Officers but to G-1 or G-4 according to the subject matter.

c. Other Sections, Branches, etc. of the Commission addressing letters to the RC and IG 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 IG Section. They will be numbered serially and G-1 will be responsible for maintaining the series. Any branch of the RC and IG 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 official 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
R. B. RATHBONE,
Colonel,
Executive Officer.

DISTRIBUTION:

Regions I to VI	-	2 ea.	together with 1 ea. of Ex. Memo No. 2
Regions VIII and IX	-	1 ea.	
AMG - 5th & 8th Armies	-	1 each	
Independent Sub-Comm.	-	1 each	
Political Section	-	1	
Economic Section	-	25	(includes copies for Rear Hq Sub Comm Data)
Admin. Section	-	15	
Det Legal SubComm(Main)	-	1	

Supplies of paper are becoming increasingly scarce. Correspondence within Headquarters A.C.S. 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
R. B. RATHERBONE,
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-Corps	-	1 each
Political Section	-	1
Economic Section	-	25 (include copies for Rear Hq Sub Comm Dots)
Admin. Section	-	15
Det Legal SubComm(Main)	-	1
P.A. to Exec. Comm'snre	-	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 Comdt, Main	-	2
Hq Comdt, Rear	-	2
ACC Liaison, HQ ACME	-	2
AFHQ (MCS)	-	6
Det Public Health(Main)	-	1
Spare	-	6

(include copies for HQ 2675 Rgt and
Brit. Admin. Hq)

Appendix "A" to Exec. Memo No. 16
dated 15 February 1944

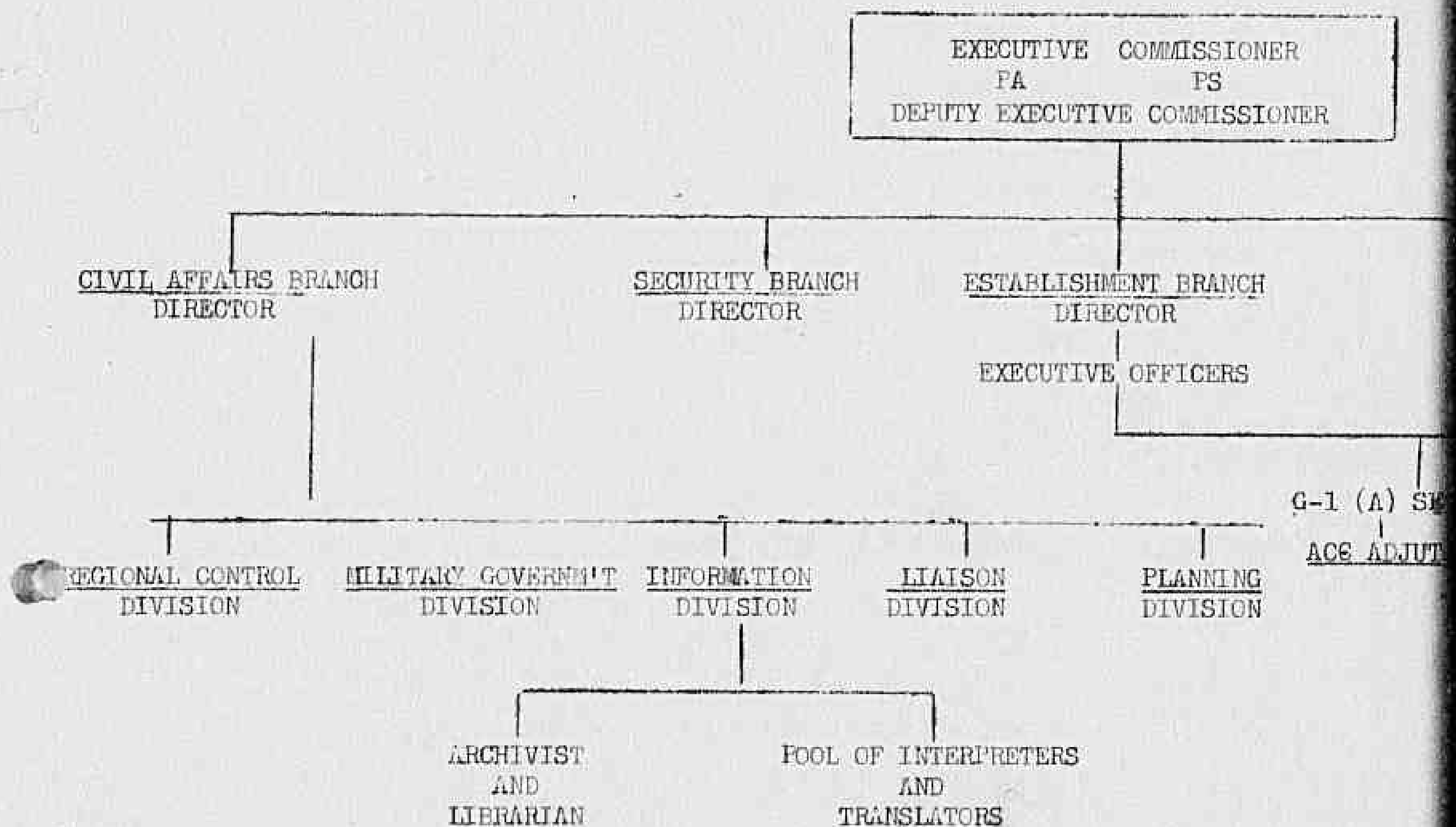
INFORMATION DIVISION

The responsibilities of this Division are:

- a. To collect Economic, technical, political and other strategic 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 Subcommittees, 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.

Subcommittees and Staff Branches are requested to assist the work of the INFORMATION DIVISION and are invited to make full use of its facilities.

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION



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

EXECUTIVE COMMISSIONER
PA PS
DEPUTY EXECUTIVE COMMISSIONER

SECURITY BRANCH
DIRECTOR

ESTABLISHMENT BRANCH
DIRECTOR

DISPLACED PERSONS
SUB-COMMISSION
DIRECTOR

ITALIAN REFUGEES BRANCH
DIRECTOR

EXECUTIVE OFFICERS

G-1 (A) SECTION

G-4 (Q) SECTION

HQ COMPLAINANTS
Main & Rear Hq.

ACE ADJUTANT

INFORMATION
DIVISION

LIAISON
DIVISION

PLANNING
DIVISION

POOL OF INTERPRETERS
AND
TRANSLATORS

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

CONFIDENTIAL.

Reference:- 16052/G-1.

EXECUTIVE MEMORANDUM }
NUMBER 2 }

Establishment }
Memo No 2 }

7 February, 1944.

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. *- Safe*
- (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 Hqs., ACC. *- 74*
- (3) HQ AMG Administrative Memorandum No. 2 dated 4 December 1943. *- File 4105*
- (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 Amistice, and the functions and organization of ACC. *- 86*
- (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 ACMT (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, ACMT and the placing under command HQ ACC of Region VI. *- 91 - File 4105*
- (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. *- File 4105*

28 December 1943) and Appendix B (Organization of Main and Rear HQ., ACC.

(3) HQ AMG Administrative Memorandum No. 2 dated 4 December 1943, 74
-File 4105
(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. 86

(6) HQ AMG Administrative Order No. 6 dated 25 January 1944. (The AMG 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 ACET (late 15th Army Group), changes in command, and consequential changes in organization. 86

(7) HQ ACC Administrative Order Nos 3 and 4 both dated 31 January 1944, announcing respectively the physical extinction of HQ AMG, ACET and the placing under command HQ ACC of Region VI. 91 -File 4105 6

(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. -File 4105

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.

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...

- 2 -

- a. The Military Section as such, is abolished.
- b. The Communication Section is abolished. the ~~Trans-~~ 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 ~~the Electric Power Section, and the Transportation & Shipping Sub-Commissions.~~
- 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 ^{except for independent commissions} all liaison and contact with HQ ACF 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 ACF 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.

deal direct with the Chief or Deputy Chief 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 the AGC 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 AGC at Naples. An office will be provided at Main Headquarters for two Italian liaison officers.

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).
except Air Sub-Commission which will be located at main HQ.

(3) Archivist and Librarian.

(4) Deputy Adjutant and Staff, including a detachment of the pool of Interpreters and Translators.

....d. The following....

- 3 -

d. The following Economic Sub-Commissions stationed at Main Headquarters will maintain 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.

e. Reference c. (1) and (2) above.

Monuments, Fine Arts & Architecture
(1) The ~~Public Works~~ and ~~Public Works~~ 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.

(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 **5** 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 is forwarded so that a file

(5) Finance.

e. Reference c. (1) and (2) above.

Memorandum File Arts & Admin
 (1) The ~~Public Health~~ and ~~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.

(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 Nayles 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 **5** 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.

.....6. British Admin.....

- 4 -

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.

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 Air Armies but only on technical and routine matters affecting his Sub-Commission. All other correspondence to Regions and Army AMF will be carried out through the R.C.M.C. Section. Similarly, all correspondence from Regions addressed to HQ ACC will be referred to the appropriate Branch of the R.C.M.C. 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.

or with technical branches of military formation

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 all Armies but only on technical and routine matters affecting his Sub-Commission. All other correspondence to Regions and Army AIG 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 Mission~~
- (12) Detachments Finance and Public Health Sub-Commissions (see paragraph 3 d and e)
- (13) P.R.O.
- (14) HQ Comat, Naples, HQ Comat, Salerno.

R.B. Rathbone

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.

- 5 -

DISTRIBUTION.

6 Region I.
 6 " II.
 6 " III.
 6 " IV.
 6 " V.
 6 " VI.
 3 AEC 5 Army.
 3 AEC 8 Army.
 1 Secretary-General
 2 Land Forces Sub-Com.
 2 Navy Sub-Com.
 2 Air Sub-Com.
 2 Telecoms Sub-Com.
 1 War Material Disposal.
 2 Political Section.
 25 Economic Section (Incls
 copies for Rear Econ Sub-Com)
 15 Admin Section.
 1 Det Legal Sub-Com (Main HQ)

1 Det. Pub. Health Sub-Com (Main)
 1 PA to Executive Commissioner.
 1 Civil Affairs Branch.
 1 Intelligence Section.
 2 Dis. Person. Sub-Com.
 2 Italian Refugees Branch.
 1 Security Branch.
 1 Establishment Officer.
 2 Executive Officer.
 2 G-1.
 2 G-4.
 8 AG.
 8 Hq Comdt. Main Hq.
 4 Hq Comdt. Rear Hq.
 3 ACC Liaison HQ ACF.
 3 AFHQ Adv. Admin. Echelon.
 25 AFHQ Hqs.
 12 Spare.

4

3

3

HEADQUARTERS, ALLIED CONTROL COMMISSION

ORGANIZATION

ADC	CHIEF COMMISSIONER DEPUTY CHIEF COMMISSIONER	PA PA
-----	---	----------

SECRETARY GENERAL

ADMINISTRATIVE SECTION
VICE PRESIDENTECONOMIC SECTION
VICE PRESIDENTREGIONAL CONTROL & MILITARY
GOVERNMENT SECTION
EXECUTIVE COMMISSIONERPOLIT
JOINADMINISTRATIVE
SUB COMMISSIONS (7)

ECONOMIC SUB COMMISSIONS (9)

INTERIOR

PUBLIC SAFETY

PUBLIC HEALTH

PROPERTY CONTROL

LEGAL

EDUCATION

MOVEMENTS AND FILMS ARTS

AGRICULTURE

INDUSTRY AND COMMERCE

LABOUR

FOOD

PUBLIC WORKS AND UTILITIES

~~TRANSPORTATION~~~~TRANSPORTATION~~

SHIPPING

FINANCE

CIVIL AFFAIRS BRANCH

DISPLACED PERSONS
SUB COMMISSION

ITALIAN REFUGEES BRANCH

SECURITY BRANCH

ESTABLISHMENT BRANCH

3

Appendix "A" to Executive Memorandum
No. 2 dated 7th February 1944.

HEADQUARTERS, ALLIED CONTROL COMMISSION

ORGANIZATION

ADC

CHIEF COMMISSIONER PA
DEPUTY CHIEF COMMISSIONER PA

SECRETARY GENERAL

REGIONAL CONTROL & MILITARY
COMMITTEE SECTION
EXECUTIVE COMMISSIONER

POLITICAL SECTION
JOINT DIRECTORS

INDEPENDENT
SUB COMMISSIONS
5 and PRO

SSIONS (9)

TRANSPORTATION
SHIPPING
FINANCE
CIVIL AFFAIRS BRANCH
DISPLACED PERSONS
SUB COMMISSION
ITALIAN REFUGEES BRANCH
SECURITY BRANCH
ESTABLISHMENT BRANCH

NAVY

At Longines

AIR

COMMUNICATIONS

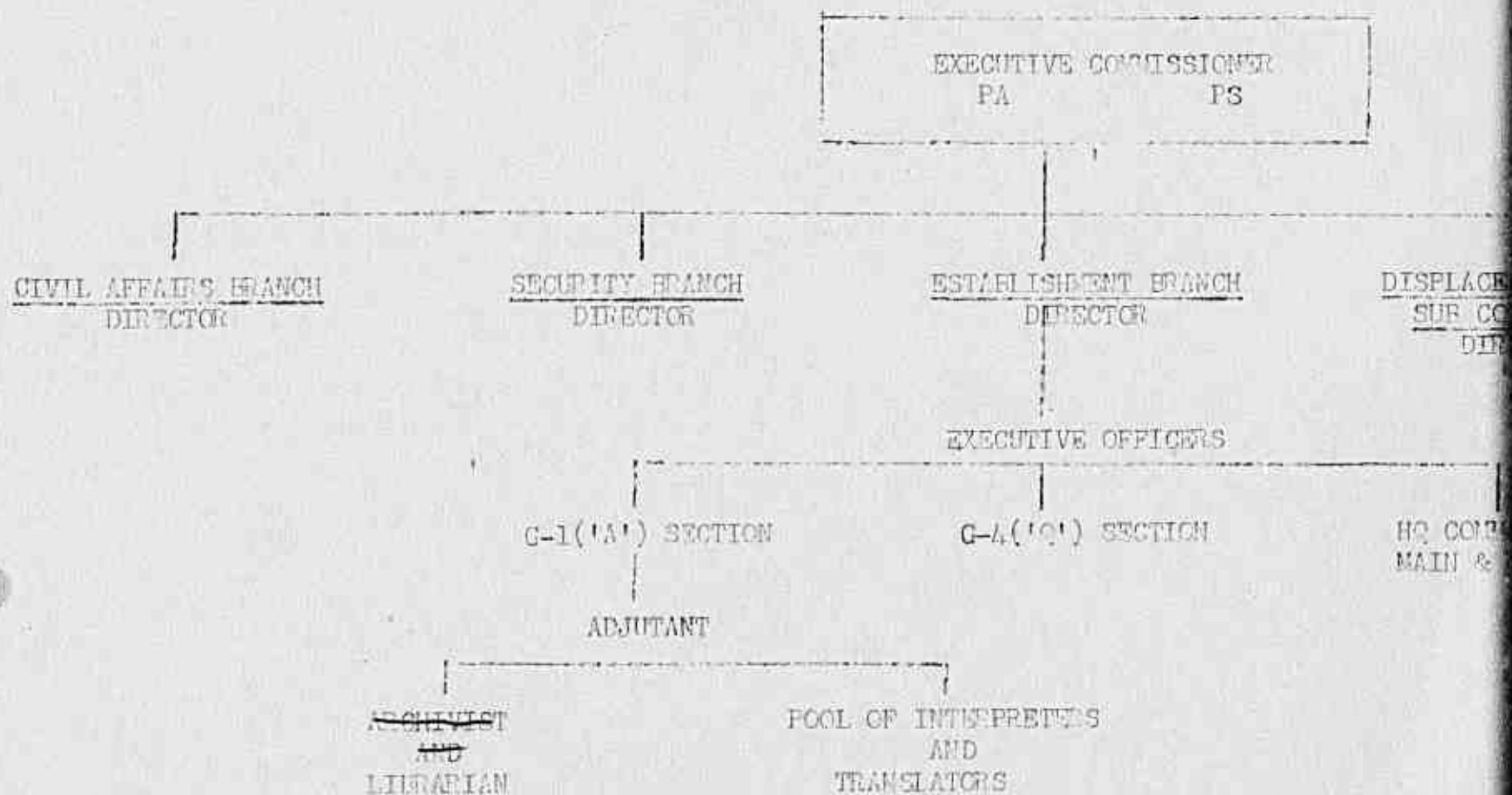
At Longines

WAR MATERIAL DISPOSAL
SUB COMMISSION

PRO

(2)

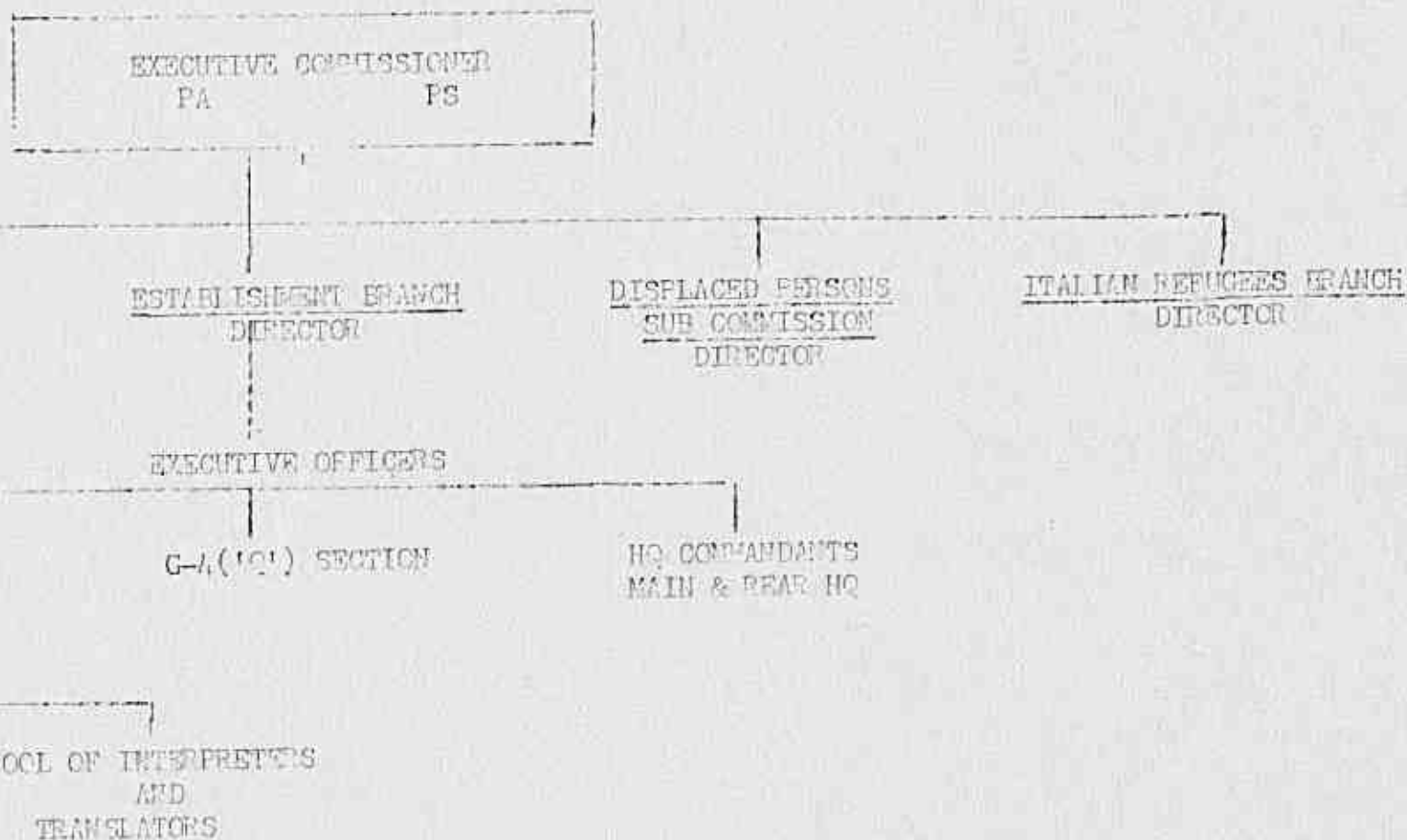
2

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION

2

Appendix "E" to Executive Memorandum
No. 2 dated 7th February 1944

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION



R E S T R I C T E D

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Legal 1616

(1)

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 MEMORANDUMESTABLISHMENT
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

No. 4

NOTE: This applies strictly to HQ ACC
but may be considered as a guide
by Regions.

Not
Feed 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"

R E S T R I C T E D

