

ACC/14196/PS

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ADMINISTRATIVE MEMORANDUM  
JUN. 1945



R E S T R I C T E D

DCK/fs

ALLIED FORCE HEADQUARTERS  
APO 512

ADMINISTRATIVE MEMORANDUM )

NUMBER

33 )

23 June 1945

INTRA-THEATER TRAVEL

AFHQ Administrative Memoranda, Number 70, 1943; Numbers 3 and 55, both 1944; and Section II, Number 1 and Section I, Number 9, both 1945, are rescinded and the following substituted therefor:

1. The following instructions concerning intra-theater travel are published for the information, guidance and compliance by all concerned.

2. For the purpose of this memorandum, the Theater boundary will be considered to include all territory, except Malta and Gibraltar, located within the extreme limits of either the MTOUSA or AFHQ boundary.

3. Commanders to whom authority is delegated to issue travel orders will determine the need for and mode of travel necessary for the accomplishment of the duty directed, secure liaison and security clearances when necessary, and then issue written travel orders. However, only those commanders subsequently authorized by this headquarters, in separate and specific instructions, to authorize travel by aircraft will issue orders authorizing or directing travel by aircraft.

4. Subject to the exceptions contained in paragraph 5 below, and without prejudice to the British system of unit movement orders issued by respective commanders within the limits of their competence, the following commanders are authorized to issue orders directing travel of personnel assigned or attached to their respective commands, and of American or British civilians, as applicable, who are assigned or attached to, or reside within their respective commands, to destinations within the geographical limits of their commands, or to geographical areas and units under the jurisdiction of, or assigned to other major commands, provided the concurrence of the other major commanders is obtained in advance.

Commander in Chief Mediterranean  
COMNAVNAV

Commanding General of Army Groups and Armies

Commanding General, MAAF

Commanding General, AAF/MTO

Commanding Generals of Air Forces

Commanding General, AAFSC/MTO

AOC in C RAF MEDME

Commanding Generals and Commanding Officers of Base Sections and Base Commands

General Officers Commanding Districts (British)

Commanding General, Hq Land Forces, Greece

Commanding Officer, BTNA

Commanding General, The Replacement and Training Command

Commanding General, Rome Area, MTOUSA

Commanding General, Rome Area Allied Command

Director, Military Railway Service, Italy

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## AFHQ Administrative Memo #33 (Cont'd)

Commanding Officer, Headquarters Command, Allied Force  
 Chief Commissioner, Allied Commission  
 Commanding General, US Military Representation, ACC Rumania  
 Commanding General, US Military Representation, ACC Bulgaria  
 Commanding General, US Military Representation, ACC Hungary  
 Commissioner, ACC Rumania, British Mission  
 Commissioner, ACC Bulgaria, British Mission  
 Commissioner, ACC Hungary, British Mission  
 Commanding General, US Group Control Council (Austria)  
 Deputy Chief Commissioner (Military) Allied Commission for Austria  
 (British)

Requests for travel to geographical areas and units under the jurisdiction of, or assigned to other major commands will contain name, grade, nature of visit, localities to be visited, expected time of arrival, mode of travel and estimated length of stay.

5. The following types of cases will be referred to AFHQ for approval:

- a. Requests for travel to Malta and Gibraltar for other than personnel of the British Armed Services.

b. Requests for travel to points in French North Africa by personnel except:

- (1) Personnel of the British Armed Services.
- (2) Personnel of the French Armed Services.
- (3) ADLS and Ships Manifest Couriers.

(4) Personnel departing from Greece whose travel has been approved by AMET or Headquarters, BTNA.

6. The following modes of travel will be used:

a. Surface as necessary.

b. Air:

(1) Priority for air transportation will be granted only in cases where the time element and/or type of mission justifies it.

(2) All travel to be performed via Air Transport Command or Naval Air Transport Service facilities (US) will be governed by the provisions of War Department Circular 451, 1944, as amended, to be subsequently implemented by an AFHQ directive subject: "Procedures Concerning Air Transportation via the Air Transport Command or Naval Air Transport Service".

(3) Each commander or chief of staff section must be certain that the mission of the individual concerned justifies the request and that other means of transportation are less practicable, before he approves a request for air travel to be presented for preparation of orders.

(4) Under no circumstances will air travel be approved solely for the convenience of the individual concerned.



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c. Rail: - Full use must be made of existing rail schedules, and when possible, travel will be planned sufficiently in advance to permit utilization of this means of transportation.

d. Government Motor Transportation:

(1) Government motor transportation will not be authorized for transporting individuals to points more than 100 miles distant from points of origin except when it is uneconomical or militarily impracticable to accomplish the mission by any other means of transportation. Whenever possible two or more individuals will use the same vehicle.

(2) Scheduled military bus service will be used to the maximum extent practicable.

(3) When applicable and necessary, all travel orders not involving assignment of motor transportation for principal portion of travel to be performed will include authorization for the appropriate command, having primary responsibility for the area in which initial destination is located, to furnish such motor transportation as may be required for local travel in furtherance of the official mission. Need for such special motor transportation, other than that which is normally furnished for short distances and duration by local motor pools, may be indicated in cables which advise interested headquarters of the expected time of arrival.

7. Upon request of the Delegate, American Red Cross, or an authorized representative, final action on request for travel of American Red Cross personnel within the Mediterranean Theater of Operations may be taken by the Commanders concerned, without reference of higher headquarters. In cases involving unusual circumstances, requests may be forwarded to this headquarters for final action.

8. Air travel for personal reasons:

a. The Chairman, Air Priorities Board, is authorized to consider on its own merits, each request for travel for compassionate reasons which has been personally approved in writing by an officer of the Allied Forces of the grade of Colonel or higher grade, or its equivalent in the other services. In case of travel for temporary duty for rehabilitation, recuperation and recovery, the Chairman, Air Priorities Board, is authorized to grant priorities for travel by aircraft in accordance with provisions of Section V, War Department Circular Number 369, 1944. Compassionate reasons include compassionate leave or furlough, compassionate posting and emergency rotation, and temporary duty for rehabilitation, recuperation, and recovery.

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b. Priority rating for air travel solely in connection with leave or furlough other than for compassionate reasons is not authorized and will not be assigned except as in c. below.

c. Lieutenant Colonels or officers of equivalent rank and above, proceeding to the U.K. under "Leave in Addition to PYTHON" or similar scheme may be granted air priority when such officers hold operational commands or positions in this theater, the importance of which necessitates that they return in a minimum amount of time.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

*C. W. Christenberry*  
C. W. CHRISTENBERRY  
Colonel, AGC  
Adjutant General

DISTRIBUTION:

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*all as*

TO	DATE	INITIALS
DIRECTOR	11/17	11/17
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CHIEF CLERK		

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Miscellaneous

Temporary Cover



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Administrative Memorandum.



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