

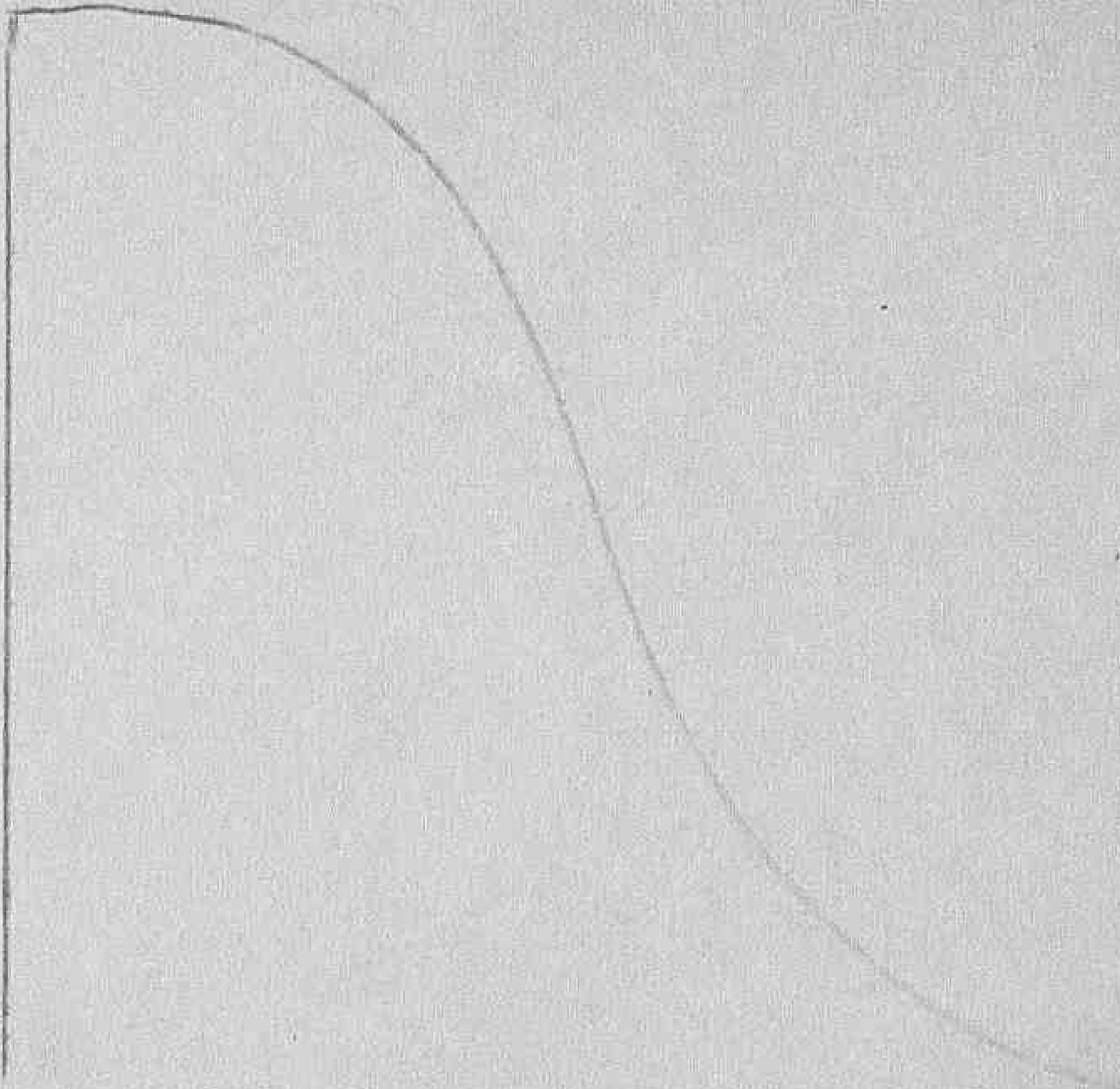
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10000/143/1780

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OFFICE MEMO, (101)
(SECURITY BRANCH)
JAN. 1944 - APR. 1946

OFFICE MEMO.



10000 / 143 / 1780

SECURITY BRANCH CONTAINS PAPERS

FROM FEB - 44

TO APRIL - 46

CATALOGUE.

SECURITY INTELLIGENCE

FILE

MINUTE SHEET

No. of sheet	Date	File no. of Ans'd Ltr.	From whom To	Subject
1.				Civilian labor instructions.
2.	25 Feb.		Ala	Telephone Number changes.
3	9 Mar.		To Adj.	Giving Adj. our basic file No. 3115
4.	9 March		To "	Giving telephone number of Scotland Yard
5	10 March		To "	Giving Adj. additional info on file no.
6	16 March		To "	" " correction in telephone No.
7	24 March		To G4	Return on office machinery
8				OFFICE ROUTING
9A	29 July			DISMISSAL (Other than file Duty Officer, Security Branch Office Memo No. 2.
10	2 Aug.			
11.	6 Oct.			Office Memo. N. III
12.	9 Oct.			Letter - Office Back Slip.
13.	6 Oct.			Office Memo. N. III. Extracted 2/5/46
14	2 Nov			Office memo N. IV
15.	2 Dec.			Office memo. N. V
16.	2 April			Dravo of office
17	1 May			Transmission of mail.
18	16 April			Desk Quire to Italy

SECURITY INTELLIGENCE

FILE

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1.				Civilian labor instructions.
2.	25 Feb.		Ala	Telephone Number changes.
3.	9 Mar.		To Adj.	Giving Adj. our base file No. 3115
4.	9 March		To "	Giving telephone numbers of Southeast Branch
5.	10 March		To "	Giving Adj. additional info on file no.
6.	16 March		To "	" correction in telephone No.
7.	24 March		To GY	Return on office machinery
8.				OFFICE ROUTING
9.	26 May			Office Memo. u. III
10.	26 May			Letter Office Buck slip.
11.	6 Oct.			Office Memo. u. III. Estimated 2/5/46
12.	9 Oct.			Office memo u. IV
13.	6 Oct.			Office memo. u. V
14.	2 Nov			Drario d' ufficio
15.	2 Dec.			Transmission of mail
16.	2 April			Desk Guide to Italy
17.	1 May			
18.	10 April			

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION

REF : SD/101

16 April 1946

SUBJECT : Desk Guide to Italy

TO : P.R. Branch

5718

1. Reference your 406/P.R.B. dated 15 April 1946.
2. So far as I am aware this Division was never issued with a copy of Desk Guides to Italy.

W. H.
JOHN W. CHATMAN,
Colonel J.A.C.D.,
Director Public Safety,
Sub Commission.

AHS/mb

HEADQUARTERS ALLIED COMMISSION
APO 394
PUBLIC RELATIONS BRANCH

Ref. 406/272

15 April 1945

SUBJECT : Desk Note to Italy
TO : See Distribution.

It is requested that Sub-Commissions, Branches, Liaison Offices, etc, who have copies of Desk Notes to Italy not in use in their offices, please return them earliest to Public Relations Branch in order to supply urgent needs elsewhere.

John P. MacLachlan

JOHN P. MACLACHLAN,
Major, NMB,
Director,
Public Relations Branch.

Distribution:-

Office of Executive Commission
Passive Centre
VP Civil Affairs Section
Displaced Persons S/C
Local Government S/C
Public Safety S/C
Security Division
Public Health S/C
Legal S/C
Education S/C
Expenditure & Finance S/C
Italian P.C.W. S/C
VP Economic Section
Acquisition Branch
Agriculture & Food S/C
Industry & Utilities S/C
Commerce & Foreign Trade S/C
Finance S/C

C - 4 (A)
C - 4 (B)
HQ Commandant
Adjutant, HQ
CO 2675 Post.
OC British Detachment
CC HQ Coy 2675th Regt.
Navy S/C
Land Forces S/C
Air Forces S/C
Communications S/C
Signal Messing Center
Civil Censorship Group
A.C. Ofc Naples
" " " Livorno
" " " Bologna
" " " Legnano
" " " Piacenza

TO : See Distribution.

It is requested that Sub-Commissions, Branches, Liaison Offices, etc, who have copies of Desk Files to Italy, not in use in their offices, please return them earliest to Public Relations Branch in order to supply urgent needs elsewhere.

John P. Imbascios

JOHN P. IMBASCIOS,
Major, NMJ,
Director,
Public Relations Branch.

Distribution:

Office of Executive Commissioner
Message Centre
VP Civil Affairs Section
Displaced Persons S/C
Local Government S/C
Public Safety S/C
Security Division
Public Health S/C
IC, I S/C
Education S/C
Monuments & Fine Arts S/C
Italian E.O.W. S/C
VP Economic Section
Acquisition Branch
Agriculture & Food S/C
Industry & Utilities S/C
Commerce & Foreign Trade S/C
Finance S/C
Labor S/C
Surplus & Special Material Ex.
Transportation & Shipping S/C
Executive Officer (A)
Executive Officer (A)
G - 1 (A)
G - 1 (B)

G - 4 (A)
G - 4 (B)
HQ Commandant
Adjutant, AG
GO 2675 Regt.
CO British Detachment
GC HQ Coy 2675th Regt.
Navy S/C
Land Forces S/C
Air Forces S/C
Communications S/C
Signal Message Center
Civil Censorship Group
A.C. Ofc Naples
" " " Livorno
" " " Bologna
" " " Liguria
" " " Piemonte
" " " Lombardia
" " " Bolzano
" " " Veneto
" " " Sicily
" " " Bari
A.C. 13 Corps
A.M.G. Ustine

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION

(17)

REF : SD/101

1 May 1945

SUBJECT : Transmission of mail

TO : Office of Executive Commissioner
(Message Centre)

1. It is understood that the attached letters to R. Questura Campobasso and Venafro will have to be forwarded to the addressees through civilian channels as no military facilities exist for such transmission.

5716

2. There is no security objection to this or future mail from this Division being sent in this manner providing it is forwarded by registered post and a receipt obtained for same from the postal authorities.

CF
JOHN W. CHAPMAN,
Colonel J.A.G.D.,
Director Public Safety,
Sub Commission.

CBH/nb

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION

16

REF : SD/101

2 April 1945

Oggetto : Orario d'Ufficio

El : Personale della Security Division

1: In seguito ad una nuova disposizione
proveniente dal Establishment Section, il seguente sarà l'orario
d'ufficio per tutti gli uffici del Quartiere Generale Commissione
Allenta.

08:30 alle 12:00
13:30 alle 18:00

0715

for *W. H. Hayes Capt*
O.B. HAYES,
Captain,
Security Division.

SJM/nb

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION

15

REF: SD/101

2 December 1944

OFFICE MEMORANDUM No. V

1. Officers Duties - Sundays

With the exception of a duty officer,
Sundays will be taken as a rest day by officers of this Division.

5714

2. When engaged on Sundays, a day off in
the following week will be taken as leave in lieu.

3. The following is a roster for December 44.

3 December 1944 Capt. ELLIS

10	"	"	Major HARVEY
17	"	"	Capt. GALE
24	"	"	Lt. FEHR
31	"	"	Capt. ELLIS.

JW
JOHN W. CHAPMAN,
Colonel J.A.G.D.,
Director Public Safety,
Sub Commission.

SJH/nb

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION

(14)

Ref : SD/101

2 November 1944

OFFICE MEMORANDUM No. IV

1. Officers Duties - Sundays

With the exception of a duty officer,
Sundays will be taken as a rest day by officers of this
Division.

2. When engaged on Sundays, a day off in
the following week will be taken as leave in lieu.

3. The following is a roster for November 44.

5 November 1944	Major HARVEY
12 " "	Capt. GALE <i>L.B.</i>
19 " "	Capt. ELLIS <i>W.E.</i>
26 " "	Lt. FEHR <i>E.H.</i>

SCH
JOHN W. CHAPMAN,
Colonel, J.A.G.D.,
Director Public Safety,
Sub Commission.

SJH/nb

HEADQUARTERS
ARMED CONTROL COMMISSION
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION
A.F.O. 394

12

File

SD 101.

MEMORANDUM

To ensure uniformity throughout the Sub Commission all correspondence from this Division will be terminate as follows:

5712

JOHN W. CHAPMAN,
Colonel J.A.C.D.,
Director Public Safety,
Sub Commission.

and will be signed by him or by an officer deputed by him. Reports will not be signed by the officer originating them, but the initials of the and the typist will be shown on the left hand side opposite the signature.

S. J. Harvey Maj
S. J. HARVEY,
Major,
Security Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION
A.F.O. 394

(11)

Ref. SB/101

6 October 1944

OFFICE MEMORANDUM No. III

1. Officers Duties - Sundays

With the exception of a duty officer, Sundays will be taken as a rest day by officers of this Division. 5711

2. When engaged on Sundays, a day off in the following week will be taken as leave in lieu.

3. The following is a roster for October 44.

8 October 1944	Major HARVEY
15 " "	Capt. GALE
22 " "	Capt. ELLIS
29 " "	Lt. FEHR

JOHN W. CHAPMAN,
Colonel J.A.G.D.,
Director Public Safety,
Sub Commission.

JAN/10.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH
A.P.O. 394

Ref. SP/101

13 August 1941

OFFICE MEMORANDUM No. II

1. Signing out.

Officers are failing to register out with the receptionist when leaving their offices. It is requested that, in the future, officers inform the receptionist of their departure and the time expected back.

2. Distribution Trays.

Whenever possible, it is requested that officers check their section of the distribution trays which are now in effect in Room 38. Each officer has a tray marked with his name, in which correspondence destined for him will be held.

3. Circulars.

Circulars to be consulted by every officer will be kept in Room 38. Owing to the fact that officers are in the habit of looking-up papers which are sent to them for office distribution, it has been found impossible to circulate memoranda.

4. Transport.

Major W.R. Hare is hereby appointed c/o Transport in place of Lt. W.M. Mackenzie, relieved.

FOR THE DIRECTOR:

JOHN A. MCRAE
Major
Security Branch.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH
A.P.O. 394

JAM/nb

Ref. : SB/102

26 July 1944

Subject : Noon hour duty officers

To : Officer personnel, Security Branch

1. In accordance with Establishments Branch Office Memorandum N° 7, the following is a list of the Duty officers for the Security Branch.

2. To ensure that one officer is present throughout the luncheon hour the following schedule of meal hours will be maintained.

3709

<u>Date of Duty</u>	<u>Luncheon hour</u>	<u>Names</u>
26 July to 1 August	11,30 - 13,00 13,00 - 14,30	Lt. FEHR Major McKay
2 August to 8 August	11,30 - 13,00 13,00 - 14,30	Lt. MACKENZIE Capt. ELLIS
9 August to 15 August	11,30 - 13,00 13,00 - 14,30	Capt. FIELDERS Major HARVEY
16 August to 22 August	11,30 - 13,00 13,00 - 14,30	Capt. GALE Major HARE

3. Officers not on noon hour duty will, as far as practicable, taking their luncheon from 12,30 to 14,00 hours.

*all officers to Sec and outside.
Jack 267.*

John A. McKay Major
JOHN A. MCKAY,
Major,
Security Branch

101
1
FILE
101
8

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH
A.P.O. 394

MEMORANDUM.)
OFFICE ROUTINE)

1. The office hours for this Branch will be
8-45am to 5-45pm. It is essential that strict punctuality
is maintained.

2. Lunch hours will be:

EM/ORs - noon to 1pm

Officers - 1pm to 2pm.

3. When offices are not occupied, they will
be locked and the keys kept on the first window ledge in
the General Office. They can then be accessible from
either room 36 or 38.

3708
J. E. YOUNG
Colonel,
Director Security Branch

Distribution:

Major.	HARE
Major.	ZANCHINO
Capt.	GALE
Lt.	WACKENZIE
Lt.	FRYR.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH
A.P.O. 394.

7

Ref : SE/311.5/161

24 March 1944.

SUBJECT : Office Machinery Return.

TO : G 4.

3707

1. Reference your Routine Orders No.1, dated 6 March, 1944. The following is the serial number of the Imperial typewriter which is assigned to this Office :

2064619

JOHN A. McKAY, Capt.,
for
A.E. YOUNG, Col.,
Director : Security Branch.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH

Ref :- SB/311.5/101

16 March, 1944.

Subject :- Amendment - Telephone Directory.

To :- Adjutant, Publications.

I. Please cause the following notification of amendeent
to telephone directory to be published in Daily Bulletin.

NAME	OFFICER LISTING	Tel. Ext.
Major A. ZANCHINO	CC.RR.	171

Lt. R. DAINES,
Security Branch.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH

10th March, 1944.

Subject :- Distribution and incoming correspondence.
To :- Adjutant. (Attention: Misc Section).

3706

1. Reference Daily Bulletin No 43-2 the File reference Basic number used for all Security Branch Files, is 3II.5/.

2. The Suffix has not heretofore been used in this department, but in order to comply with a/a request we will add the Suffix S.B. at the beginning our file numbers.
Example : SB/3II.5/140.

File

JOHN A. McKAY,
Capt.,
for
A.E. YOUNG, Col.,
Director Security.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH

9 March, 1944.

Subject :- Amendment - Telephone Directory
To :- Adjutant.

I. Please cause the following notification of amendment to telephone directory to be published in Daily Bulletin. 5705

OFFICER LISTING.

NAME	TEL. EXT.
SCOTTEN, W.E. Capt.	185
ZANCHINO, A. Major CCRR.	177.

JOHN A. McKAY, Capt.
for A.E. YOUNG Col.
DIRECTOR OF SECURITY.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH

9 March, 1944.

Subject :- Distribution and incoming correspondence.
To :- Adjutant. (Attention: Misc Section).

1. Reference Daily Bulletin No 43-2 the File reference Basic number used for all Security Branch Files, is 311.5/.

JOHN A. MCKAY, Capt,
for A.B. YOUNG, Col,
Director Security.

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH
A.P.O. 394

25 Feb. 1944

TO : Adj. Gen's Office: Publications.
SUBJECT : Amendment - Telephone Directory.

I. The following changes to be made in the telephone directory :

NAME	OFFICE LISTINGS.		TEL. EXT.
	FLOOR	ROOM	
SECURITY BRANCH (P.O. Building).	1st.	3.	52.

NAME	OFFICER LISTINGS.		TEL. EXT.
	FLOOR	ROOM	
YOUNG A.E. Col. (B)	1st.	2.	32.
DAINES R.L. Lt. Col. (B)	1st.	2.	32.
McKAY J.A. Capt. (Adj.) (B)	1st.	3.	52.
FIELDERS R.P. Capt. (B)	1st.	3.	52.
SCOTTEN W.E. Capt. (A)	1st.	29.	52.
GALE L.V. Lt. (B)	1st.	4.	52.
FEHR C.E. Lt. (A)	1st.	4.	22.
ZANCHINO A. Major (CCRR)	1st.	27.	22.

File.

J.A. McKAY Capt.,
Adj. Security Branch.

PAYMENT - CIVILIAN EMPLOYEES/CURRENT BILLS
OF THIS HEADQUARTERS

Civilian Labour:

1. In accordance with Headquarters A.M.G. Special Order No. 1, para 12, dated 1 Jan 44, the undersigned has now taken over the payment of all civilian employees and Current Bills of this Headquarters.
2. In future payment of civilians will be made on the 16th of the month for the preceding 15 days, and the 1st of the following month for the latter period, i.e. 15 or 16 days.
3. Payrolls (M/P4) will be prepared in duplicate by the Departments, Sub-Commissions, etc., concerned and they will be responsible for the correct completion of these forms.
4. When preparing a payroll special attention will be paid to the following points:-
 - (a) Function of the employee
 - (b) Total No. of days worked
 - (c) Rate of pay per day
 - (d) Signature of approving officer
5. Payrolls may be collected from the Camp Office by Departments, Sub-Commissions, etc., as required, for completion as in paras 2, 3 and 4. If payrolls are not prepared correctly by the Departments, Sub-Commissions, etc., concerned, no payment will be made to the Civilian employees.
6. Casual payments may be made to employees being dismissed or to those on temporary employment. Such employees should be sent to the Camp Office with a covering note in a sealed envelope giving approval from the Departments, Sub-Commissions etc., concerned and stating the period employed and the daily rate to be paid.

Current Bills.

1. Before these are met by the undersigned they must firstly be authorised by 1st. Lt. M. R. Panelli (see Special Order No. 1, para 14, dated 1 Jan 44) and an P/F3 (payment voucher) prepared in duplicate with its signature as Approving Officer. The payment will then be met at the Camp Office, 6 Via Medina.

Forms P/F3 may be obtained from Camp Office or 1st. Lt. M. R. Panelli at H.Q. A.M.G., Provincial Building.

In the Field,
3 Jan 44.

DISTRIBUTION:-

Adm. Directorate,
Econ. Directorate,
Finance Sub-Commission,
Agricultural Sub-Commission,
Interior Sub-Commission,
Pool of Interpreters,

H.Q. Commandant,
Adjutant General,

R. Panelli
C.O. (Brit. Det.)
H.Q. A.M.G. C.M.F.

5212

15 or 16 days

3. Payrolls (F/F4) will be prepared in duplicate by the Departments, Sub-Commissions, etc., concerned and they will be responsible for the correct completion of these forms.

4. When preparing a payroll special attention will be paid to the following points:-

- 57.2
- (a) Function of the employee
 - (b) Total No. of days worked
 - (c) Rate of pay per day
 - (d) Signature of approving officer

5. Payrolls may be collected from the Camp Office by Departments, Sub-Commissions, etc., as required, for completion as in paras 2, 3 and 4. If payrolls are not prepared correctly by the Departments, Sub-Commissions, etc., concerned, no payment will be made to the Civilian Employees.

6. Casual payments may be made to employees being dismissed or to those on temporary employment. Such employees should be sent to the Camp Office with a covering note in a sealed envelope giving approval from the Departments, Sub-Commissions etc., concerned and stating the period employed and the daily rate to be paid.

Current Bills.

1. Before these are met by the undersigned they must firstly be authorised by 1st. Lt. M. R. Panelli (see Special Order No. 1, para 11, dated 1 Jan 44) and an F/F3 (payment voucher) prepared in duplicate with its signature as Approving Officer. The payment will then be met at the Camp Office, c. Vin Medina.

Forms F/F3 may be obtained from Camp Office or 1st. Lt. M. R. Panelli at H.Q. A.M.G., Provincia Building.

In the Field,
3 Jan 44.

DISTRIBUTION.

Adm. Directorate,
Econ. Directorate,
Finance Sub-Commission,
Agricultural Sub-Commission,
Interior Sub-Commission,
Pool of Interpreters,
Industry & Commerce,
Industrial Planning Sub-Commission
Labour Sub-Commission,
Legal Sub-Commission,
Mining Sub-Commission,
Monuments & Fine Arts Sub-Commission,
Operations & Security Int. Sub-Commission,
Property Control Sub-Commission,
Public Health Sub-Commission,
Public Safety Sub-Commission,
Public Works & Utilities Sub-Commission,
Postal Sub-Commission,
Shipping & Internal Transportation Sub-Commission

H.Q. Commandant,
Adjutant General,
Executive Officer,
-1,
-4,
Lt. M. R. Panelli,
Transportation,
H.Q. Coy. Commander (A)
Translators Pool,
Billeting,
Lt. M. R. Panelli,
Spares,
File,
H.Q. Commandant (Salerno) for information

R. Panelli
Captain, R.A.
O.C. (Brit. Det.)
H.Q. A.M.G. C.M.F.

1344

