

ACC

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ORDERS, ADMINISTRATIVE & OFFICE
JAN. - JUNE 1944

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ORDERS, ADMINISTRATIVE & OFFICE
JAN. - JUNE 1944

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

Education

4/21 B/AS.

7 June 44

SUBJECT : Boundaries.

TO : All ADM Sub Comms.

A further change in rear boundaries has been notified mostly affecting 8th Army & Region V boundaries.

A map showing the new boundary can be seen on request in Room 71.

2702

[Signature]
S.H. WHITE LT. Col.
for CGO. Admin.

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

Education

4/25.1/AS.

6 June 44.

SUBJECT : Home Occupation - Control of Entry.

TO : All Adm Sub-Commissions.

- 1 The following regulations apply to visits to Rome.
- 2 No visit may be made without the express sanction of the CC.
- 3 A permit will only be granted where the duty is essential.
- 4 Applications for permits will be submitted to Adm Section and will specify Name, Rank, Number and appointment of the officer concerned, short particulars of the duty he is to perform, the inclusive dates necessary for the performance of that duty and a certificate signed by the Director that the visit is essential for ACC purposes.
- 5 Officers to whom a permit is granted will report arrival at and departure from ROME to the SCAG, and at the conclusion of his visit return without delay to his station and surrender the permit to the Sec. Br RC & MR.

[Signature]
R.R. CRIPPS,
Colonel,
CSO, Adm Sec.

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Education

NEAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

1/22B/49

7 June 44

SUBJECT : Regional Conferences.TO : All Admin Sub-Comms.

The following is a list of Regional Conferences to be held in June. To enable arrangements to be made, will Sub-Commissions please state (personally or by phone will suffice) which conferences will be attended by their representatives.

<u>DATE.</u>	<u>DAY.</u>	<u>REGION.</u>	<u>LOCATION.</u>
8	Sat.	V	Campobasso.
9	Wed.	VII	Catanzaro.
10	Sat.	V	Campobasso.
14	Wed.	VI	Sardinia.
17	Sat.	V	Campobasso.
21	Wed.	I	Palermo.
✓ 22	Thu.	II	Potenza.
23	Fri.	III	Naples.
24	Sat.	V	Campobasso.

H. R. CHIFFO
H. R. CHIFFO,
Colonel,
CSC Admin Section.

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

Education

8 June 44.

4/22.B/AS.

SUBJECT : Regional Conferences.

TO : All Adm Sub-Commissions,

Please amend 4/22.B/AS of 7 June.

Region II Conference will be held at Naples on 14 June and not on 23 June.

[Signature]

S.H. WHITE Lt Col.
for CSO Adm Sec.

NEAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

To: *Education*

4/22.B/AS.

10 June 54.

SUBJECT : Regional Conferences.

TO : All Adm Sub-Commissions.

Adm Sec will be represented at Regional Conferences as follows -

R.VI	Sardinia	by Col Spicer	Int. Sub-Comen.
R.III	Naples	by Lt Lewis	Int. Sub-Comsn.

Sub Comns will please inform these officers direct of any matter or way in which they (the officers) can assist them (the Sub Comns).

[Signature]
R.R. CHIPPES Col.
CSO Adm Sec.

NEAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

4/23W/AS

5 June 44

SUBJECT : Treatment of Italian Officials encountered
on advance Northwards.

TO : Legal Sub-Commission.
Education " "
Public Safety " "
Public Health " "

- 1 Attached is a list showing the Chief Commissioner's decision as to disposal of Italian officials who have been functioning in German occupied Italy.
- 2 This list will enable you to gauge the position which will obtain in recovered territory.
- 3 If you have any comments on the list or comparisons with the list prepared by you which you think the attention of higher authority should be drawn, please submit them.

[Signature]
S. E. WHITE,
Lt. Colonel,
CSO & Admin.

COPY

Il nostro parere e' che le tre categorie di funzionari italiani che si incontreranno durante l'avanzata degli Alleati verso il settentrione dovrebbero essere cosi' distinte per quanto riguarda i provvedimenti da prendere da parte delle Autorita' Alleate:

CATEGORIA "A" (funzionari che saranno arrestati e consegnati al Governo Italiano: -

- 1 - Ministri
- 2 - Sottosegretari di Stato
- 3 - Capi Gabinetto e segretari particolari dei Ministri
- 4 - Consiglieri Nazionali della camera dei fasci e delle corporazioni
- 5 - Capo della polizia presso il governo
- 6 - Prefetti a capo delle provincie e assegnati al Ministero
- 7 - Presidenti, Giudici, Procuratori della repubblica e sostituti procuratori della repubblica presso i tribunali speciali
- 8 - Segretario generale, Vice Segretario Generale, Segretario e Vice segretario amministrativo, membri del direttorio nazionale, ispettori generali, vice ispettori generali e rispettivi segretari particolari del partito nazionale fascista
- 9 - Segretari federali, segretari federali amministrativi, ispettori federali componenti il direttorio federale, ispettori di zona del partito nazionale fascista
- 10 - Direttori e vice direttori della GIL
- 11 - Direttori e vice direttori dell'opera balilla
- 12 - Direttori e vice direttori dell'opera nazionale (opolavoro)
- 13 - Segretari politici di tutti i Comuni
- 14 - Governatore e Vice Governatore di Roma
- 15 - Preside della provincie e vice presidi
- 16 - Podesta' delle citta' con popolazione superiore a 50 mila abitanti
- 17 - Ufficiali della milizia di qualunque grado ed anche fuori ruolo, compresi quelli che hanno soltanto attribuzioni civili
- 18 - Ambasciatori e consoli del governo repubblicano
- 19 - Ispettori generali di pubblica sicurezza
- 20 - Presidenti e direttori del consiglio nazionale delle corporazioni
- 21 - Tutti gli appartenenti alla guardia nazionale repubblicana che e' composta di volontari con funzioni di pubblica sicurezza

CATEGORIA "B" (funzionari che saranno arrestati e internati):-

- 1 - Presidente della Corte di Cassazione
- 2 - Procuratore generale della corte di Cassazione
- 3 - Presidente della Corte dei Conti
- 4 - Presidente del Consiglio di Stato
- 5 - Avvocato generale erariale

- 10- Direttori e vice direttori dell'opera balilla
- 11- Direttori e vice direttori dell'opera nazionale dopolavoro
- 12- Direttori e vice direttori di tutti i Comuni
- 13- Segretari politici di tutti i Comuni
- 14- Governatore e Vice Governatore di Roma
- 15- Preside della provincia e vice presidi
- 16- Podesta' delle citta' con popolazione superiore a 50mila abitanti
- 17- Ufficiali delle milizie di qualunque grado ed anche fuori ruolo, com-
presi quelli che hanno soltanto attribuzioni civili
- 18- Ambasciatori e consoli del governo repubblicano
- 19- Ispettori generali di pubblica sicurezza
- 20- Presidenti e direttori del consiglio nazionale delle corporazioni
repubblicane che e' com-
- 21- Tutti gli appartenenti alla guardia nazionale repubblicana che e' com-
posta di volontari con funzioni di pubblica sicurezza

CATEGORIA "B" (funzionari che saranno arrestati e internati):-

- 1 - Presidente della Corte di Cassazione
- 2 - Procuratore Generale della corte di Cassazione
- 3 - Presidente della Corte dei Conti
- 4 - Presidente del Consiglio di Stato
- 5 - Avvocato Generale erariale
- 6 - Rettori delle Universita'
- 7 - Direttori generali di tutti i ministeri
- 8 - Capi del personale di tutti i ministeri
- 9 - Podesta' di tutti i Comuni con popolazione inferiore a 50mila abitanti
- 10- Componenti il direttorio del consiglio provinciale delle corporazioni
- 11- Presidenti e direttori del consiglio provinciale delle corporazioni
- 12- Presidenti e direttori provinciali e comunali dell'opera nazionale
balilla, del dopolavoro e della Gil

CATEGORIA "C" (funzionari che saranno licenziati ed ai quali sara' concessa la liberta')

- 1 - Vice prefetti e capi di gabinetto dei prefetti
- 2 - Procuratori della repubblica
- 3 - Avvocati generali della cassazione
- 4 - Presidenti e segretari dei sindacati provinciali di tutte le profesio-
ni e mestieri
- 5 - Professori di universita' che non siano di ruolo, ma soltanto "incaricati" dell'insegnamento
- 6 - Provveditori agli studi
- 7 - Intendenti di finanza

2699

note - ci permettiamo di chiarire che i gerarchi fascisti sono stati inclusi in questo elenco perche' l'amministrazione fascista li considera funzionari

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

To: Education

4/21B/49

5 June 44

SUBJECT : Boundaries.

TO : All Admin Sub-Comms.

A further change in rear boundaries of Armies has been notified.
A map showing the new boundary can be seen in Room 71.

S.H. White
S.H. WHITE,
Lieut. Colonel.
for CSO 1-Adm

~~SECRET~~

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Administrative Section

Education

4/21.B/AS.

13 May 44.

SUBJECT: Regional Boundaries.

TO : All Sub Commissions.

The boundaries between Armies and Regions has been substantially altered. A map of the revised line can be seen in room 71. The information will be regarded as SECRET and communicated only to those who require it for their duties.

[Signature]
R. R. CRIPPS,
Lt Colonel,
CSO Adm Sec.

~~SECRET~~

Education~~SECRET~~

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Administrative Section

ACC/14080/PS.

13 May 44.

SUBJECT: Movement of Civilians.

TO : All Sub Commissions.

The following is issued for information of all concerned.

" The movement of members of the Italian Military Forces is only unrestricted providing they are on duty, in possession of proper credentials, and subject to certain regulations which have been laid down by the Allied Military Authorities (with which the Italian Military authorities are conversant). The Italian Military Forces when not on duty, e.g. when on leave, are subject to the same restrictions as civilians. "

R.R. Cripps
R.R. CRIPPS,
Lt Colonel,
CSO Adm Sec.

~~SECRET~~

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Education

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

4/13/45.

20 May 44.

SUBJECT : Completed Staff Work.TO : All Adm Sub-Commissions.

The sub-joined copy of Article "Completed Staff Work" is forwarded for information as an item of interest for all staff officers.

R.R. Cripps *r/p*
R.R. CRIPPS.
Lt, Colonel.
CSO Adm Section.

"Completed Staff Work"

The following interesting and instructive paper is being distributed to officers of the Provost Marshal General's Office and school :

"1. The doctrine of "Completed staff work" is the study of a problem and presentation of a solution, by a staff officer in such form that all that remains to be done on the part of the head of the staff division, or the commander, is to indicate his approval or disapproval of the completed action. The words "completed action" are emphasised because the more difficult the problem is, the more the tendency is to present the problem to the chief in piecemeal fashion. It is your duty as a staff officer to work out the details, no matter how perplexing they may be. You may and should consult other staff officers. The product, whether it involves the pronouncement of a new policy or effects an established one, should, when presented to the chief for approval or disapproval, be worked out in finished

"Completed Staff Work"

The following interesting and instructive paper is being distributed to officers of the Provost Marshal General's Office and school :

"1 The doctrine of "Completed staff work" is the study of a problem and presentation of a solution, by a staff officer in such form that all that remains to be done on the part of the head of the staff division, or the commander, is to indicate his approval or disapproval of the completed action. The words "completed action" are emphasised because the more difficult the problem is, the more the tendency is to present the problem to the chief in piecemeal fashion. It is your duty as a staff officer to work out the details, no matter how perplexing they may be. You may and should consult other staff officers. The product, whether it involves the pronouncement of a new policy or effects an established one, should, when presented to the chief for approval or disapproval, be worked out in finished form.

"3 The impulse which often comes to the inexperienced staff officer to ask the chief what to do, recurs more often when problem is difficult. It is accompanied by a feeling of mental frustration. It is so easy to ask the chief what to do, and it appears so easy for him to know your job. It is your job to advise your chief what he ought to do, not to ask him what you ought to do. He needs answers, not questions. Your job is to study, write, restudy and rewrite until you have evolved a single proposed action - the best one of all you have considered. Your Chief, merely approves or disapproves.

"4 Do not worry your chief with long explanations and memoranda. Writing a memorandum to your chief does not constitute completed staff work, but writing a memorandum for your chief to send to someone else does. Your views should be placed before him in finished form so that he can make them his views simply by signing his name. In most instances completed staff work results in a single document prepared for the signature of the chief, without accompanying comment. If the proper result is reached, the chief will usually recognise it at once. If he wants comment or explanation, he will ask for it.

"5 The theory of completed staff work does not preclude a 'rough draft' but the rough draft must not be a half baked idea. It must be complete in every respect except that it lacks the requisite number of copies and need not be neat. But a rough draft must not be used as an excuse for shifting to the chief the burden of formulating action.

"6 The 'completed staff work' theory may result in more work for the staff officer, but it results in more freedom for the chief. This is now it should be, Further, it accomplished two things :

- a The Chief is protected from half-baked ideas, voluminous memoranda, and oral presentations.
- b The staff officer who has a real idea to sell is enabled more readily to find a market.

"7 When you have finished your 'completed staff work' the final test is this

If you were the chief would you be willing to sign the paper you have prepared and stake your professional reputation on its being right ?

If the answer is in the negative, take it back and work it over, because it is not yet 'completed staff work'.

For the Provost Marshal General :

(Sgnd) Archer L. Lerch,
Colonel, JAGD,
Deputy Provost Marshal General "

Extracted from the Army and Navy Journal, issue of 24 January 1942, by G-4 Section, Third Army. 28 January 1942/ts.

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REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

Education

SUBJECT : Information.

14 Apr 44

TO : All Admin Sub Comms.

4/15B/AS

- 1 In order that information which has been collected by the Information Branch of HQ ACC which may be of particular interest to Sub Comms located here shall be easily available for examination, it has been arranged that an officer of the Information Branch will visit this HQ periodically bringing with him files likely to be of particular interest to Admin Sub Comms.
- 2 At present these visits will be fortnightly commencing Tuesday 18 Apr. The files will be available for inspection from 1000 - 1600 hrs in Room 47. It is hoped that full use will be made by officers of all ranks of this opportunity.



S. E. WHITE,
Major
for CGO Admin.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

EXECUTIVE MEMORANDUM)
NO. 23)

19 February 1944

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/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 recreation of the EM/ORs.

4. Travel not involving a Change of Assignment.

This may be either travel on temporary assignment or travel on permanent assignment.

2. Travel within the Station.

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- 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 recreation 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. on 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-Commission 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 (con't)

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

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: a The authorization for travel under para. 4 above will suffice.
Order by AGO Adjutant, on direction of G-1.
- c. For personnel of both nationalities is the travel is by air

7. Orders for Travel Involving Change of Assignment.

Orders directing the travel will be issued by the Hq. Adjutant AGO on the direction of G-1. These orders must be presented to G-4 to obtain the transportation.

8. Economy.

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

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EXECUTIVE MEMORANDUM NO 23 (con't)

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 MACFARLANE;

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 - PA to Exec. Comm.
1 - CA Branch
1 - Information Div.
1 - D.R. Sub-Commission
1 - Italian Refugees 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

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
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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

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APP. "A" to Exec. Memo. No. 23
dated 19 February 1944Form 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 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.

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RECEIVED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

31 January 1944

ADMINISTRATIVE ORDER)

NUMBER :
3)ORGANIZATION, AMG/ACC

1. Reference paragraph 3d (2) of Administrative Order Number 6, HQ AMG, dated 25 January 1944. With effect from morning Thursday, February 3, 1944, HQ AMG, ACMF will cease to function and will be absorbed into HQ ACC. HQ ACC will thereafter deal direct with AMG Armies and Regions III and IV. Region VI has not yet been placed under command.

By order of Lieut. General MACFARLANE:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

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

DISTRIBUTION:

2 - CG, ACC
1 - Brig. Gueterbock
1 - Brig. Lush.
4 - AG
1 - Deputy C/S (G & SI)
1 - G-1
1 - G-4
1 - Exec Off

Educators

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HQ ACC will thereafter deal direct with AMG Armies and Regions III and IV. Region VI has not yet been placed under command.

By order of Lieut. General MACFARLANE:

L. W. STEARNS
Capt, AGD
Asst Adj Gen

OFFICIAL:

L. W. Stearns

L. W. STEARNS
Capt, AGD
Asst Adj Gen

DISTRIBUTION:

2 - CG, ACC
1 - Brig. Gusterbock
1 - Brig. Lush.
4 - AG
1 - Deputy C/S (O & SI)
1 - C-1
1 - C-4
1 - Exec Off
1 - Hq Comdt
1 - Hq Comdt, Salerno
9 - Economic VP
8 - Admin VP
3 - Political Section
4 - Coms Section
3 - Hq ACC (Brindisi Detachment)
1 - Hq ACC (Pear Detachment)
5 - Hq AMG ACIF (for favor of issue to AMG Armies and Regions III & IV)
3 - MGS AFHQ (for favor of issue of 1 copy to Region VI)
1 - Region I
1 - Region II
1 - Region V
6 - Spare
(Distribution Controlled by Executive Office)

RESTRICTED 2693

RESTRICTED
HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

ADMINISTRATIVE ORDER {
NUMBER 2)

27 January 1944

ORDERS REGARDING THE EXPENDITURE OF PUBLIC FUNDS BY AMG-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 6e. 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 AMG-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 AMFA 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.

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 6e. below. Any pending cases originating before that date, however, will be considered on their individual merits.

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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 AMG, or (in the case of the Chief Officer of a Region, or Army AMG), 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 per-

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sonages, or Italian 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 batmen, 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/TO 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

onal servants at their own expense. Servants may be employed only if the conditions under which servant allowances may be claimed by Officers not already in possession of it are being issued shortly.

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- (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 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 RCAGOs / Regional Commissioners, SCAGOs, Army AMG, 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 facts - 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. Re-funds under this sub-paragraph will be effective as from date of arrival in Italy, on or after 30 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 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.

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:

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

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

DISTRIBUTION:

12 - Region I

12 - Region II

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By command of Lieut. General MAC FARLANE:

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Capt., AGD,
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OFFICIAL:

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Asst. Adj. Gen.

DISTRIBUTION:

12 - Region I
12 - Region II
8 - Region V
1 - G-1
2 - G-4
3 - Exec O
1 - Political Section
1 - Comms Section
1 - Economic Section
1 - Admin Section
4 - Finance Sub-Commission
8 - HQ Comdt Naples) Includes copies for Officers
6 - HQ Comdt Salerno) Messos and Mess Council
6 - Brindisi Detachment
4 - O.C. Rear Detachment (Palermo)
2 - British Admin HQ
2 - HQ 2675 (American) Regt ACC
36 - HQ AMG ACMF (for favor of distribution to AMG 5th and 8th Armies,
Region III and Region IV).
6 - Region VI
12 - Spare
(Distribution controlled by Executive Office) 2691

- 3 -

REGISTERED

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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>	SCALE
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 MATOUSA 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 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per (AGI)
2	Cooks, EM/CR Messes & (British) Sergeants Messes	do.		War Department No. 1943
3	Mess Orderlies Officers' 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"		

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Appendix "A" to Admin Order No.2.....

Dated...27 January 1944.....

HIRING OF CIVILIAN EMPLOYEES

SCALE AND AUTHORITY	WHETHER ENTITLED TO SPECIAL RATIONS & AUTHORITY	SCALE AND AUTHORITY	REMARKS
id down in Appendix or replace soldier strict Letter No 21/1A 1943) down in Appendix "B" ch 6a of this Order. down in Appendix "B"	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 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per Appendix "B" (AGI 761 of 1941) do. do. War Department Circular No. 21 dated 15 January 1943 also refers. do.	2690

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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 AND AUTHORITY <u>e</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, whether or not a mess is in the same building, if such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The minimum ed essential responsible O Regard will b No. of privat employed under 5 of this Ord (Authority: T
6	Civilians employed in the preparation of buildings shortly to be occupied and other classes of temporary employment.	Up to what is reasonably necessary in the circumstances	No	See column (Authority: T
7	Office Cleaners	do.	No	As in Serial column <u>c</u>

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IRING AND AUTHORITY	WHETHER ENTITLED TO RATIONS & AUTHORITY	SCALE AND AUTHORITY	REMARKS
<u>c</u>	<u>d</u>	<u>e</u>	<u>f</u>
are accommodated in hotel which includes be necessary to engage cleaning of bedrooms, in excess of the scale authorized in Appen- , cleaners may be re- form of Officers' bil- or not a mess is in the , if such work cannot by soldier personnel rvants. at is reasonably neces- irstances	As for Serials 1 - 4	The minimum consider- ed essential by the responsible Officer. Regard will be had to No. of private servants employed under Paragraph 5 of this Order. (Authority: This Order)	Proposed scale will be submit- for each individual case to Chief Regional or Army AMG Officers or Headquarters, to Executive Office for Sanction.
do.	No	See column <u>c</u> (Authority: This Order)	do.
do.	No	As in Serial 6, column <u>c</u>	

SERIAL NO	CLASS OF EMPLOYEE	CONDITIONS OF HIRING AND AUTHORITY	WHETHER ENTITLED TO RATIONS & AUTHORITY	SCALE AND
<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	
8	Clerks	do.	No	As in Column
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.	-	

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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. rity will be request- Headquarters, giv- and reasons.	No -	As in Serial 6, Column <u>c</u> -	2680 1

Appendix "B" to Admin Order No. 2.

Dated.....27 January 1944.....

AUTHORIZED SCALE OF COOKS AND MESS ORDERLIES FOR MESSES IN AMG-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	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	5

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

51 - 60
61 - 70
71 - 80
81 - 90
91 - 100

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

2. SERGEANTS' MESSES

No. in Mess	Cooks	Mess Orderlies
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 additional mess orderly for each 10 or part of 10 in the mess.

3. EM/OR MESSES

No. in Mess	Cooks	Mess Orderlies
under 1	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.

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