

ACC 10000/145/474

INSTRUCTIONS FOR THE GUIDANCE OF OFFICERS
OF THE COMMISSION - PART II + III

THE GUIDANCE OF OFFICERS
BOOK - PART II, III

- AUG. 1944

3
PRP RNE LL

Not to be published

ALLIED CONTROL COMMISSION - ITALY

2916
INSTRUCTIONS FOR THE GUIDANCE
OF OFFICERS OF THE COMMISSION

VOL. I

PART II. ESTABLISHMENT MEMORANDA

PART III. OFFICE MEMORANDA

10000/45

474

THIS FOLDER

CON

RECEIVED
August 1944

FROM

TO

CATALOGUE

AUGUST 1944

PART II

ESTABLISHMENT MEMORANDA

INDEX

ESTABLISHMENT MEMORANDA

<i>No.</i>	<i>Contents</i>	<i>Page</i>
1	Establishing Establishment Memo.	1
2	Organization HQ ACC	2
3	M.S. Matters (British Personnel)	8
4	Authorization for travel	16
5	Local Purchase and Contracts (see also 3A page 19)	20
6	U.S. Army Motor Vehicles	22
7	Assignment (posting) of officers and EM/ORs.	27
8	Notifies amendments to No. 2	29
9	Rules for Italian (soldier and civilian) Drivers	30
10	Promotion of Officers	32
11	Classification of documents	35
12	Registration & use of civilian type motor vehicles for ACC purposes	38
13	Vehicle markings	41
14	Requisitioning Procedure	44
15	Labour classification «A» & «B»	45
16	Telephone security	47
17	Responsibilities of Senior Officers	48
18	Rations for Military & Civilian Personnel	48
19	Use of Government Transportation	61

admt 2

Establishing Establishment Memoranda.

6 March 1944

Ref. 16052/G-1

ESTABLISHMENT MEMORANDUM NUMBER 1

1. Matters pertaining to the Establishment Branch of Regional Control & Military Government (RC-MG) Section will henceforth be published in "Establishment Memoranda", and will not be included in Executive Memoranda. 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:

<i>Executive Memorandum</i>	<i>Establishment Memorandum</i>
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.	
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 MASON MacFARLANE.

JOHN J. ALMIGHT
Colonel, Infantry
Establishments Officer

Issued
7 February 1944

ESTABLISHMENT MEMORANDUM NUMBER 2
(Issued as Executive Memo, No. 2)

ORGANIZATION HEADQUARTERS ALLIED CONTROL COMMISSION

1. PREVIOUS REFERENCES.

a. Reference is made to the following:

- (1) Allied Control Commission (ACC) Directive No. 1 dated 10 November 1943, issued to all concerned under Memorandum of same date.
- (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 HQ, ACC which is hereby cancelled.
- (3) Headquarters Allied Military Government (HQ AMG) Administrative Memorandum No. 2 dated 4 December 1943 which is hereby cancelled.
- (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, dea- (Now published as Executive Memorandum No. O, A.).
- (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 ACFM (late 15th Army Group), changes in command, and consequential changes in organization.
- (7) HQ ACC Administrative Order No. 3 and 4 both dated 31 January 1944, announcing respectively the physical extinction of HQ AMG, ACFM and the placing under command HQ ACC of Region VI.
- (8) Executive Memorandum No. O.b 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.
- b. 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 Memo. 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 Section as such, is abolished.
- b. The Communication Section is abolished, the Internal Transportation & Shipping Sub-Commissions being transferred to the Economic Section, and the Telecommunications and Post 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 Electric Power Mission, and the Transportation and 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. (D) & SI) which will include an Information Division (See Appendix "A"), the Establishment Branch (Executive Officer), the Displaced Persons Sub-Commission, the Italian Refugees Branch and the Security Branch. (See Executive Mission, the Italian Refugees Branch and the Security Branch. (See Executive Memorandum O.b. issued 31 January 1944, referred to in paragraph f. a. (8) above. It is emphasized that except for independent Commissions all liaison and contact with HQ AAT 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 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 ACC 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 inside ACC at Naples. An office will be provided at Main Headquarters for two Italian liaison officers.
- (5) Archivist and Librarian.

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

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

(1) The Monuments, Fine Arts & Archives and Telecommunications 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 Detachments.

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 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 Commissioner - in the former case through the Secretary-General.

5. ADJUTANT'S DEPARTMENT.

a. Under the procedure prescribed in paragraphs 3. and 5. the former Adjutant General's (AG) 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 Memo, referred to in paragraph 7 below.

b. The HQ ACC 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 ACC Routine Order.

c. For travel orders (see Estab. Memo. No. 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 AAI. It will be known as "ACC Liaison, HQ AAI". Copies of all important correspondence will be sent to AAI Liaison and it will be included on all distribution lists.

7. OFFICE PROCEDURE, HQ ACC.

A detailed Office Memo. 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 AMG Armies or with technical branches of military formations, but only on technical and routine matters affecting his Sub-Commission. All other correspondence to Regions and Army AMG will be carried out through the Regional Control and Military Government (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 Section 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) (A) Information Division.
- (5) Italian Refugee 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) 2075th 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 Comdt, Naples, HQ Comdt, Salerno.

d. Initial Reference of Papers.

(1) Incoming letters and cables will be referred for action only to the Sections, Sub-Commissions, Branches, etc. authorized to maintain files under paragraph 7 c. 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 " ".

(2) 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.

(3) Other Sections, Branches, etc. of the Commission addressing letters to the RC and MG 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)".

(4) 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.

5. ECONOMY IN PAPER.

Supplies of paper are becoming increasingly difficult to obtain. Correspondence within Headquarters ACC 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
Colonel
Executive Officer

15 February 1944

REFERENCE: 16052/G-1

ESTABLISHMENT MEMORANDUM NUMBER 1

M.S. MATTERS (BRITISH PERSONNEL)GENERAL.1. Grouping of M.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) |
| d. Adverse Confidential Reports | (Paras 12-13) |
| c. Change of Employment, Officers | (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 — § - 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.

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 ACC were a wholly American organization, necessitate their assent 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.

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 M.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 ACC. 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 this HQ.

e. In view of the often fleeting 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 ACC are laid down in Appendix "B" 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.

APPOINTMENTS.

7. This will only arise in the case of the original assignment of an officer to ACC from another military or Service organization. Such cases will be dealt with by AFHQ or HQ AAI.

ADVANCEMENT OF OFFICERS.

h. General.

All appointments have to be approved by AFHQ. When approved, they are published in GROs and transmitted to the War Office.

g. Status of Officers.

All officers in ACC are graded as Staff Officers. The word «Advancement» is therefore used in this Memorandum in preference to «Promotion», since every grade of Staff Officer automatically carries a specific rank, and no question of «Regimental» promotion will arise.

10. Quarterly Returns.

and 1

- (a) A consolidated quarterly return on the proforma Appendix «A» hereto will be rendered in duplicate to this H. Q. so as to arrive on 1 January, April, July and October through the usual channels as prescribed in para 4 above. In the case of H.Q., A.C.C. the return will be rendered by the initiating officer named in Col (c) of Appendix «B» hereto which gives the channels to be observed within this H.Q.
- (b) The Quarterly Return will show the names of officers who have been recommended for advancement by the submission of AF B194D but whose recommendations have not been implemented.
- (c) The Quarterly Return is for record purpose only and will not take the place of AF B194D for the purpose of recommending officers for advancement.

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.

Adm't 1

11. *AFB 194 D.*

- (a) This is the official form which is required before any recommendation can be considered.
- (b) Reports on AFB 194 D enable a record to be kept at this H.Q. of officers fitted for advancement when opportunity occurs.
- (c) A recommendation may be submitted at any time when an officer is considered fit for advancement.
- (d) Officers reported upon will NOT initial nor will they be shown AF B 194D.

this proviso for really good and sufficient reasons.

c. The form will initiated and forwarded through the usual channels.

~~d. Officers reported upon will NOT initial, nor will they be shown AF B 194D.~~

e. The Officer's exact rank, e.g. +W/S Capt, T/Maj, Actg Lt-Col, must be stated, together with his personal No., type of commission (e.g. RARO), Regiment or Corps, age, medical category and whether p.s.c., s.c., etc.

f. If a superior reporting authority disagrees with a recommendation put forward on AF 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.

g. AF 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.

CHANGE OF EMPLOYMENT.12. *AF B 194F.*

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

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

c. Officers reported upon WILL initial AF B 194F.

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* ACC 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 194D 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.

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. *Ground 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 ACI 545/43, para 4 (i) (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 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) Act. 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 d.

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.

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 Regional 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 Unallotted 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 B 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.

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 ORs. for various types of award 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 AF W 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 subparagraph b. above are received.

e. For immediate awards, AF W 3121 may be initiated and forwarded at any time other than the regular periods mentioned above.

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.

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 rendered. 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 Command of Lieut. General MASON MacFARLANE.

R. B. RATHBONE
Colonel
Executive Officer

19 February 1944

ESTABLISHMENT MEMORANDUM NUMBER 4

(Issued as Executive Memorandum No. 23)

AUTHORIZATION FOR TRAVELI. GENERAL.

a. Paragraph 4, Administrative Order Number 1, HQ. AMG, dated 7 January 1944 and Administrative Order No. 3 HQ. AMG, 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.

Unit 3

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 exceeding one day may, if vehicles are available, be arranged with the Headquarters Commandant for a limited number of trips by 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 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

Director, Security Branch

Heads or Deputy heads of Independent

Sub-Commissions

Executive Officers

For Officers & EM/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

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 "D". They will classify journeys under para. 5 of the appendix as follows:

(1) A Travel of 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 (~~on at Main HQ, the Deputy Adj't.~~) will arrange for the necessary orders to be issued, a copy being sent to G-1 (~~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 the 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 if the travel is by air: Order by ACC Adjutant, on direction of G-1.

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. ECONOMY.

Conservation of transportation is necessary at all times in order that transport may be available for the required business of the Commission.
Availability of transport will depend on the strict observance of the above regulations and the thoughtful cooperation of every officer.

By Command of Lieut. General MASON MACFARLANE.

R. B. RATHBONE
Colonel
Executive Officer

Appendix «A» to Exe. Memo. N. 24
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 air transport is desired) is requested.
3. *and 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. 5 a. 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. Comdt.

- and 3*
- Notes: 1. This form will be sent to G-1 in duplicate if both American & British personnel are involved.
2. Copy to HQ. Comdt. 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.~~

SCHEDULE (B)

Exhibit A, No. 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100



