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INSTRUCTIONS FOR THE GUIDANCE OF OFFICERS OF THE COMMISSION

VOL II - PART II - ESTABLISHMENT MEMORANDA
PART III - OFFICE MEMORANDA

NS FOR THE GUIDANCE OF OFFICERS OF THE COMMISSION)

II - PART II. ESTABLISHMENT MEMORANDA
PART III. - OFFICE MEMORANDA

- AUG. 1944

MAJOR
JH HALL
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Not to be published

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ALLIED CONTROL COMMISSION - ITALY

INSTRUCTIONS FOR THE GUIDANCE
OF OFFICERS OF THE COMMISSION

VOL. II . 2913

PART II. ESTABLISHMENT MEMORANDA

PART III. OFFICE MEMORANDA

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THIS FOLDER
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PART II

ESTABLISHMENT MEMORANDA

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ESTABLISHMENT MEMORANDA

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6 March 1944

Ref. 16052/G-1

ESTABLISHMENT MEMORANDUM NUMBER 1

« Establishing Establishment Memoranda ».

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. ALDRICH
Colonel, Infantry
Establishments Officer

Issued
7 February 1944

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

ORGANIZATION HEADQUARTERS ALLIED CONTROL COMMISSION

I. 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, dealing with (Now published as Executive Memorandum No. O. A.).
 - (6) HQ AMG Administrative Order No. 6 dated 23 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 ACMF (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, ACMF 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. (O & 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 Memorandum O.b. issued 31 January 1944, referred to in paragraph 1. a. (8) above. It is emphasized that except for independent Commissions all liaison and contact with HQ AAI 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:
 - (i) Chief Commissioner.

(2) Deputy Chief Commissioner.

(3) Political Section Joint Directors.

(4) Liaison Groups. Most have their own offices outside 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 Etab. 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.
- (6) Italian Refugee Branch.
- (7) Security Branch.
- (8) G-1 (who will also maintain files for Establishment Branch for matters not strictly G-1 or G-4).
- (9) G-4.
- (10) 2675th Regimental Executive Officer.
- (11) Adjutant (see paragraph 5 above).
- (12) All Sub-Commissions, including Displaced Persons, and the Electric Power Mission.
- (13) Detachments Finance and Public Health Sub-Commissions (see paragraph 3 d. and e.).
- (14) P.R.O.
- (15) 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 "a".)

(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-2 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.

8. 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 3

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 — f. - 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.8. *General.*

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

9. *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.*

- (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.

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.

explanation
initiation
to (b)

b. If there are special reasons - e.g. if a reporting authority considers that it is in the interests of the Service that an Officer should be advanced at once, the form may be rendered at any time, but advantage will only be taken of this proviso for really good and sufficient reasons.

c. The form will 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., a.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. *Initialing of Form.*

a. An Officer reported on will be shown and will initial and date AF B 194E. This does not mean that he agrees with it; merely that he is aware of its contents. An officer cannot refuse to initial a report.

20. *Channels.*

Reports will be initiated and forwarded as for AF B 194D.

21. *Remarks of Superior Reporting Officers.*

If a superior reporting authority does not concur in the report on AF B 194E and is not prepared to forward it to higher authority, the Officer reported on will be so informed. On the other hand, whenever the remarks and recommendations of a superior reporting officer are more adverse than the original report, they must be shown to and initialled by the Officer reported on.

22. *Resignation of Commission.*

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 c. 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 TRAVEL

1. 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 ~~on the same basis as for trips from Naples to Salerno and the reverse should be arranged on the regular bus 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 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.

<i>Officer to Authorize Travel</i>	<i>For Officers & EM/OR of</i>
Chief Assistant or his designated Deputy, Economic Section	Economic Section
Chief Assistant or his designated Deputy, Administrative Section	Administrative Section
Director or his Chief Assistant, Civil Affairs Branch	Civil Affairs Branch, Italian Refugees Branch & Personnel of Displaced Persons Sub-Commission at main HQ.
Director, Security Branch	Security Branch
Heads or Deputy heads of Independent Sub-Commissions	Independent Sub-Commissions
Executive Officers	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 (~~or at Rear HQ, the Deputy Adjt.~~) will arrange for the necessary orders to be issued, a copy being sent to G-4 (~~at Rear HQ, the HQ Command~~). (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 Command will arrange transportation provided only motor transport is involved.~~

c. 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, ~~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. 23
dated 19 February 1944

FORM OF AUTHORIZATION FOR TRAVEL

Ref. No.

Date

To: G-1

1. The undermentioned personnel are authorized to proceed to (give destination) on (state whether permanent change of station or temporary duty) (Here list rank, name, ASN, Assignment & Nationality of personnel for whom journey is authorized).
2. Travel by (state whether sea, rail, motor, or 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. 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. ComPt.

- Notes:
1. This form will be sent to G-1 in duplicate if both American & British personnel are involved.
 2. Copy to HQ. ComPt. is only required in the case of motor transport.
- ~~A. B. H. Q. If motor transport is involved the form will be sent to the Department of Defense and the copy must be submitted.~~

2 August 1944

ESTABLISHMENT MEMORANDUM NUMBER 4

LOCAL PURCHASES AND CONTRACTS

1. Establishment Memorandum No. 5 (originally published as Executive Memorandum No. 28, 20 February 1944) and Establishment Memorandum No. 5A of 31 March 1944 are hereby rescinded. These memoranda dealt with local purchases and contracts for supplies and labor, to repair, furnish and maintain messes, billets, offices and other buildings for the occupation and use of ACC/AMG. These instructions have not been complied with in many cases either through misunderstanding or for other reasons.
2. This memorandum restates the policies and regulations which must be followed in entering into contracts for the local purchases of:
 - a. Furniture and equipment for offices, messes, and billets.
 - b. Labor and materials for the reconditioning and repairing of offices, messes and billets.
3. The following policies will be observed in making all local purchases or contracts for items listed in 2 a and b above:
 - a. Normal military channels will be used to obtain available supplies or to make use of the military supply services for repairs and renovations.
 - b. Where possible, billets, offices and messes will be requisitioned with contents. (See para. 4b for regulations governing).
 - c. Purchases will only be made of such equipment as would normally be issued by the quartermaster departments of the American or British Armies but cannot be obtained owing to local conditions. This same policy applies to the rebuilding and remodeling of messes, offices and billets. Under no circumstances may purchases be made which would give grounds for criticism that officers or EM/ORs of ACC/AMG were getting benefits denied to personnel of army formations. Individual personal items are not to be bought with public funds.
 - d. When application is made in accordance with para 3a, military formation concerned will be asked, if supplies are not available, to give a certificate to that effect, and state whether supplies are a proper subject for local purchase. When in doubt as to the legitimacy of a particular purchase or in doubt as to the policy or regulations of the local purchase directive, the Executive Commissioner, ACC, will be consulted for clarification.
4. Regulations governing the above policies:
 - a. When it is impossible to obtain furniture and equipment for the furnishing and re-equipment of billets, offices and messes from normal military

sources or by requisition (see 3b above), local purchases may be made, and payment will be made from ACC/AMG funds.

b. Requisitioning of office billets, and buildings will be done through the proper authorities (local representative of American Base Section or British District) controlling the area, e.g.: Buildings requisitioned in the Naples area must be procured through the Real Estate Section of Peninsular Base Section; in Rome through Real Estate Board of Rome Allied Area Command; Buildings requisitioned in a British area would be procured through the office of the Town Major. In the latter case, if it is desired to requisition the contents of the building, provisions of GRO 127/44 para 25 must be observed.

c. Local purchase is the responsibility of the officer designated as Purchasing and Contracting Officer at Headquarters, ACC and at Regional Headquarters. The Headquarters Commandant is, hereby, designated as purchasing and Contracting Officer for Headquarters, ACC. The Purchasing and Contracting Officer in each Region is responsible to the Regional Commissioner for local purchases made in the Region. No other officer will effect local purchases without the written authority of the Purchasing and Contracting Officer of ACC Headquarters, or in the Regions by the written authority of the Purchasing and Contracting Officer of the particular Region. In Regions where no Regional Purchasing and Contracting Officer has been appointed, immediate steps will be taken to appoint one.

d. The following procedure will be followed in the expenditure of ACC/AMG funds. The amount of the expenditure for the purposes of authorization will include the several purchases or contracts that make up the total cost of any one project.

(1) Expenditure on any one purchase or contract up to 10,000 Lire may be authorized by the Purchasing and Contracting Officer unless in any Region the Regional Commissioner shall decide to lower this limit.

(2) Bids and contracts for repairs to buildings in excess of 10,000 Lire will be submitted to a representative of the P.W. & U. Sub-Commission for opinion and recommendation as to its acceptance prior to submission for approval to the Regional Commissioner or Executive Commissioner.

(3) Expenditure on any one purchase or contract amounting to between 10,000 and 100,000 Lire will be approved in writing for Region by the Regional Commissioner and for Headquarters, ACC by the Executive Commissioner.

(4) Expenditures on any purchase or contract amounting to over 100,000 Lire, whether in the Region or at Headquarters, ACC, will be approved in writing by the Executive Commissioner.

(5) In all cases where local purchases or contracts exceed 50,000 Lire, the Purchasing and Contracting Officer will obtain bids in writing from two or more sellers or contractors and the lowest bid will be accepted. When it is impracticable or impossible to obtain more than one bid on a purchase or

contract of 50,000 Lires the Purchasing and Contracting Officer shall obtain bids in writing prior to purchase.

e. The hiring of laborers, skilled or unskilled, for the construction or repair of offices, messer billets — furniture or other maintenance work for the proper care of the offices, messes and billets, is the responsibility of the Purchasing and Contracting Officer through the Civilian Personnel Section of G-1 (A).

f. The written authority signed by the officer authorized under paragraph d above must be given on or attached to the relative payment voucher and it will be the duty of the Chief Accountant to report to the Executive Commissioner any payments in excess of the specified limits which are not properly authorized.

g. The Purchasing and Contracting Officer, both at Headquarters, ACC and the Regions will account for and dispose of all moveable property obtained through local purchase in the same manner as other government property.

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

ESTABLISHMENT MEMORANDUM NUMBER 6

7 March 1944

SECTION 1

The following Orders relating to U.S. Army Vehicles in the Allied Control Commission will be effective immediately.

1. Regional Commissioners and the SCAO 5th Army, AMG. Company Commanders 2675th Regiment, ACC, and all officers having or operating U.S. Army Motor Vehicles will immediately contact the nearest U. S. Army Ordnance Medium Maintenance Shop and arrange for the 6000-mile technical inspection of each vehicle assigned. All vehicles assigned will be given this technical inspection as rapidly as the Ordnance Shops can process them. Arrangements with the Ordnance Shops will be completed by 20 March 1944, and the records of the Motor Transport Officer will indicate the Ordnance Company to which each vehicle is assigned for inspection and repair.

2. Officers in charge of Headquarters ACC Motor Pools at Naples and Salerno, Regions III, IV, and AMG 5th Army (HQ. Co., Companies «C», «D», and «G» 2675th Regiment, ACC) will make their technical inspection arrangements with the 38th Ordnance Medium Maintenance Co., Naples.

3. In addition to the 6000-mile technical inspection by Ordnance Shops, each vehicle will be inspected by a qualified mechanic once every thousand miles or once every thirty days provided the vehicle has not traveled a thousand miles before the end of the thirty-day period. The attached form will be used for each

of these inspections and will be filed with the dispatch records. Motor Transport Inspectors of this Headquarters will check dispatch records to ascertain completeness of these forms.

4. Captain George N. Davis, QMC, G-4 Section this headquarters, has been appointed Motor Transport Inspector, 2675th Regiment, and placed in charge of maintenance of all American ACC/AMC Transport. All Officers concerned will give him all co-operation and necessary facilities to enable him efficiently to carry out his assigned duties.

5. Owing to a shortage of drivers, it will probably be necessary for Italian soldiers, Italian civilians, American and British soldiers to drive both American and British Army Vehicles both now and in the future. Officers in charge of Motor Transport must insure that all drivers have been trained, tested, and found qualified prior to entrusting vehicles to them. Otherwise, the officer may not be relieved of financial responsibility in case of damage to the vehicle. American and British drivers should, where possible, be assigned to drive vehicles of their own Army. When vehicles of one nationality are without drivers and qualified drivers of the other nationality are available, they will be used.

6. It is essential that complete Motor Transport records are maintained at this Headquarters and by all subordinate units. As there is no Table of Equipment established for each Region (Company), there can be no fixed allotment of vehicles to Regions (Companies). As the varying situations demand, vehicles will be transferred by this Headquarters from and to the various Regions (Companies).

7. No transfers or exchange of assigned vehicles will be made without the authority of the Executive Officers communicated through G-4 Section of this Headquarters.

8. Regions and AMG 5th Army through the Company Commanders of the 2675th Regiment, ACC, and all other Officers concerned, will render a report to this Headquarters not later than noon on 27 March 1944, indicating the Ordnance Companies servicing vehicles assigned to them or a complete explanation of the difficulties which have prevented such inspections and servicing. Assistance, when requested, will be given by the Motor Transport Inspector in making such arrangements.

9. A complete report will be submitted to reach this Headquarters by noon on the 21st day of each month, giving the following information:

Vehicle Number	Type	Location	Date of Last W/Shop Inspection	Whether Serviceable	Remarks
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10. Motor Transport Inspectors of this Headquarters will make periodic spot checks of all motor pools operated by organizations of this command and of vehicles assigned to various Sub-Commissions. These officers are available to assist motor transport officers in any way possible to insure the establishment of sui-

table motor pools and to clarify and expedite the supply of necessary replacement parts. Transport problems should be reported to this Headquarters, addressed to G-4 Section.

11. The Commanding General, ACC, desires the above orders to be put into effect at once and expects all officers concerned to do everything in their power to improve the standard of motor maintenance in ACC.

SECTION II

The following orders relating to British W. D. Vehicles in the Allied Control Commission will operate immediately.

1. Regional Commissioners, S.C.A.O. 5th Armies, and all officers having W.D. Vehicles on charge, will contact their nearest Area or Sub Area Commanders, and arrange with them for the affiliation of each vehicle to R.E.M.E. or R.A.S.C. Workshop for maintenance purposes. The affiliation is to be completed before March 20, 1944.
2. All W.D. Vehicles will be sent to their affiliated Workshop for inspection on days allotted by the Officer i/c the Workshops concerned.
3. Each vehicle will be taken off the road one day a week, when it will be maintained up to driver's repair capacity.
4. The daily task system will be enforced.
5. A.B. 406 will be completed and signed monthly by a responsible officer.
6. A.Bs 412 will be kept up to date and signed by the driver of the vehicle concerned.
7. Tools will be checked weekly and the result recorded.
8. Work Tickets will be signed by an officer or the Transport Sergeant.
9. Capt. J. Carter, R.A.S.C., G-4 Section of this Headquarters, has been appointed M.T. Officer and placed i/c of British ACC/AMG transport from today. He will shortly be visiting the HQ of all Formations, to advise on M.T. maintenance. The fullest use should be made of his services, and all possible facilities accorded to him in the execution of these duties.
10. Arrangements are being made at this HQ for the attachment of trained maintenance personnel to units of ACC/AMG. Their duties will be to supervise the maintenance of British transport, in accordance with instructions issued from this H.Q. from time to time. Their reports will be submitted direct to the officers concerned who will take appropriate action on them.
11. Arrangements have been made with A.A.I. (Admin. Ech.) for unit maintenance teams (Officers R.E.M.E., R.A.S.C., etc.) to carry out spot inspections of A.C.C. Tpt., and every facility must be accorded to these teams during their visits.

12. It will be appreciated that owing to a shortage of drivers, it may be necessary for American and British, and possibly Italian soldiers, or civilians, to be employed as drivers of either American or British vehicles. The principle of one driver to one vehicle will be observed.

13. Complete M.T. records will be maintained by all concerned. As the A.C.C. War Establishment is not to be broken down, a fixed allotment of transport to Formations cannot be made. In any case, as operational conditions change, so accordingly will this H.Q. direct the movement of transport.

14. No transfer or exchange of vehicles on charge to Formations will take place without the authority of the Executive Officers, communicated through G-4 Section of this H.Q.

15. Regions, and A.M.G. 5th & 8th Armies, will render a report to his H.Q., not later than noon on March 27, to the effect that the affiliation of vehicles to Workshops has been arranged.

16. A further return is required by the 21st of each month, giving particulars of both W.D. and Requisitioned transport held on charge on the 15th of each month. The return will give the following details:

Vehicle Number	Type	Location	Date of Last W/Shop Inspection	Whether Serviceable	Remarks
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17. The Chief Commissioner looks to all officers concerned to put this scheme into effect at once, and to do everything in their power to improve the standard of vehicle maintenance in the A.C.C.

By command of Lieut. General MASON MacFARLANE.

J. J. ALBRIGHT
Colonel, Inf.
Establishment Officer

Incl.

Vehicle Inspection Report Form.

VEHICLE INSPECTION REPORT

W.D. No. _____ Date _____
 Make _____ Model _____ Mileage _____
 Drive _____ Body Type _____ Organization _____
 Legends: Satisfactory, X — Adjustment, XX — Repair, Defective, OK — Defect
 corrected, L — Lubricate.

1. Vehicle markings	_____	33. Wheel bearing	_____
2. Interior of cab	_____	34. Spring & shackles	_____
3. Doors	_____	35. Shock absorbers	_____
4. Horn	_____	36. Brake lines	_____
5. Fire extinguisher	_____	37. Master cylinder	_____
6. Rear view mirrors	_____	38. Differential	_____
7. Windshield	_____	39. Transmission	_____
8. Windshield wipers	_____	40. Transfer case	_____
9. Panel instruments	_____	41. Propeller shaft & jts.	_____
10. Lights & warning deflectors	_____	42. Pillow block	_____
11. Brakes	_____	43. Driving axles	_____
12. Clutch pedal	_____	44. Muffler & tail pipe	_____
13. Handbrake	_____	45. Tires: (1) _____ (2) _____	
14. Starter	_____	(3) _____ (4) _____ (5) _____	
15. Radiator	_____	(6) _____ (7) _____ (8) _____	
16. Hose connections	_____	(9) _____ (10) _____	
17. Fan and fan belt	_____	46. Wheels & axle flange nuts	_____
18. Ignition system	_____	47. Winch & cables	_____
19. Battery & connection	_____	48. Tarpaulin X fastenings	_____
20. Air cleaner	_____	49. Tools and equipment	_____
21. Fuel filter	_____	50. Body	_____
22. Carburetor & concls.	_____	51. Bumpers	_____
23. Fuel & oil lines	_____	52. Towing hooks & pintles	_____
24. Filler breather cap	_____	53. Safety chains & straps	_____
25. Engine oil	_____	54. General lubrication	_____
26. Engine	_____	55. General appearance	_____
27. Engine mountings	_____	56. Operators permit	_____
28. Generator	_____	(yes or no)	_____
29. Starting motor	_____	57. Accident form 26	_____
30. Steering mechanism	_____	(yes or no)	_____
31. Steering knuckle	_____	58. Driver's knowledge	_____
		of vehicle (yes or no)	_____

REMARKS: _____

RECOMMENDATIONS: _____

Incl. No. 1 *

* Will be reproduced by Regions
and Companies concerned

Signature & rank of Inspector _____

«Assignment (Posting) of Officers and EM/ORs».

7 March 1944

ESTABLISHMENT MEMORANDUM NUMBER 2

1. In the past, the Assignment (Posting) of officers and EM/ORs has become complicated by the fact that subordinate headquarters have issued orders on officers or EM/ORs who were Attached (on temporary duty) from another organization. These orders placed them on duty either by Assignment or by Attachment to a third unit or headquarters, in many cases without notifying the organization to which the officer or EM/OR was Assigned (Posted). The result has been that Regional Headquarters and ACC Headquarters have been unable to keep an accurate record of the actual location of personnel. In order to clarify this situation and make possible the keeping of accurate records on personnel, the following procedure will be followed in making changes of Assignment (Posting) and Attachments (temporary duty) when officers are placed on some special duty.

2. (a) Original and changes of Assignments (Postings) will be made only on orders of Headquarters ACC. When a Regional Commissioner or, an SCAO of an army AMG desires a transfer of an officer or EM/ORs to or from the Region, or AMG of an army, they will make request to Headquarters ACC. The actual transfer will not be made until Headquarters ACC has cleared the transfer with subordinate headquarters involved. If both headquarters are in agreement and the change of assignment is urgent, the headquarters to which the officer or EM/OR is Assigned, may upon request place the officer or EM/OR on temporary duty with the headquarters to which they are to be transferred pending receipt of the ACC HQ order.

(b) When the SCAO of either the 5th or 8th Army desires the attachment of personnel of a Region operating closely with AMG of that Army, they may make request to the Regional Commissioner direct and have the Attachment made by Regional order (3 copies of which will be furnished to Headquarters ACC), or they may make request direct to Headquarters ACC for the Attachment by ACC HQ order after the Attachment has been cleared with the Region concerned. Relief from Attachment may be made by the Regional HQ only with the concurrence of Army AMG.

3. (a) Sub-Commissions operating in the field will likewise issue no orders changing the Assignment or Attachment of personnel to their operating forces or from the operating forces to another unit. The head of the section or sub-commission involved will make request for such transfer or Attachment to Headquarters ACC.

(b) Sub-commissions operating a distance from headquarters may and should issue travel orders when journeys required are of considerable length.

4. Emergency transfers of officers or EM/ORs from the forward areas may be made by verbal order, but must be accompanied by a request to Headquarters ACC to confirm the transfer by a written order.

For the Executive Commissioner:

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

31 March 1944

ESTABLISHMENT MEMORANDUM NUMBER 5A

1. This Memorandum clarifies and supplements Establishment Memorandum No. 5, "Local Purchases and Contracts".

2. Establishment Memorandum No. 5 is intended to apply only to purchases and contracts to provide for, rebuild, or refurbish messes, billets, offices, or other buildings used or occupied by the Allied Control Commission. It does not apply to purchases or contracts for routine operational requirements such as printing, stationery, office equipment, etc.

3. In the last sentence of Establishment Memorandum No. 5, the term "purchase" is used to include a number of separate purchases for the same service. Some confusion has arisen over the exact meaning of this sentence. For example, the total expenditure required to recondition a building was L. 45,000 and if for any reason there were three separate contracts for L. 15,000 each, the "purchase" would be regarded as one of L. 45,000 and not as three purchases of L. 15,000 each.

4. It is not possible to lay down hard and fast rules on the subject of the purchase of office equipment as much must depend on local conditions such as the possibility of drawing from Army sources and the quantity and state of the office equipment existing in offices requisitioned. Regional Commissioners should, however, exercise the greatest care in seeing that expenditure on office equipment covers only absolute essentials. They should also assure themselves that the power to authorize all purchases of this nature is channelled through a responsible officer and that proper inventories are maintained of all capital assets purchased, such as tables, chairs and typewriters.

For the Executive Commissioner:

JOHN J. ALBRIGHT
Colonel, Infantry,
Establishments Officer

21 March 1944

ESTABLISHMENT MEMORANDUM NUMBER 8

Notified amendments to Establishment Memorandum Number 2, revised edition of which will be issued.

Issued

ESTABLISHMENT MEMORANDUM NUMBER 9

7. Accidents to or loss of vehicles will be reported and investigated by Surveying Officers (A) and Boards of Inquiry (B), who will fix responsibility under American or British regulations, according to which nationality the car belongs.

By Command of Lieut General MASON MACFARLANE:

JOHN J. ALBRIGHT
Colonel, Infantry,
Establishments Officer

SCHEDULE "A"

1944

SPECIAL AUTHORIZATION (To bear Office Stamp)

The holder is _____, who is
employed as a Driver in the _____
(Headquarters or Region)

A.C.C., and is authorized to drive _____ Vehicle, No. _____

His signature is appended below.

(Signature)

Holder's Signature

Date _____ 1944

ESTABLISHMENT MEMORANDUM NUMBER 10

Issued
25 March 1944

PROMOTION OF OFFICERS

I. BRITISH OFFICERS.

1. Recommendations for promotion of British officers will conform to the provisions of Establishment Memorandum No. 3 — M.S. MATTERS (BRITISH PERSONNEL).

II. AMERICAN OFFICERS.

1. The following procedure will be followed in recommending American officers for promotion:

a) Recommendations may be submitted at any time after the officer has served the required minimum time in grade and it is considered that the performance of duty by the officer recommended has indicated that he is worthy of promotion. Since there is no set TO/WE, the requirement for three months in position of vacancy will be considered to be three months assignment to suitable positions in ACC/AMC, not necessarily three months on any one assignment.

b) Recommendations will be originated by the senior American officer in the Province, Region, Sub-Commission, or Branch in which the officer is serving. They will be forwarded through normal command channels to Headquarters A.C.C.

c) Recommendations will be submitted in triplicate and will follow the form shown in Appendix P. These forms may be mimeographed or typed and all the information must be given and given in the same sequence as shown on the attached form. In case any item of information may not be available, that space will be left blank to be filled by Headquarters 2675th Regiment.

2. Recommendations for promotion will be forwarded as indicated below:

a) *For Officers assigned to Regions:* Recommendations will be submitted by the next superior American officer, to the Senior American officer at the Provincial Headquarters, who in turn will forward it to the senior American officer at Regional Headquarters, who will forward it to Headquarters ACC. Each superior echelon in turn will approve or disapprove, adding such remarks as may be pertinent. In cases where the Provincial or Regional Commissioners are not American, the Provincial or Regional Commissioner will express his concurrence or dissent in a covering letter which will be forwarded with the recommendation. The approval or disapproval by the Commissioners is a necessary function of command and it is required separately only in order that the actual formal recommendation will be forwarded through American officers and the signature of British officers will not appear on the official form or document in connection with the promotion of American officers.

b) *For Officers assigned to Sub-Commissions:* Recommendations will be originated by the senior American officer in the Sub-Commission and they will be forwarded through the Section Head, or, for independent Sub-Commissions, through the RC and MG Section, to the Executive Commissioner. Where the senior officer of the Sub-Commission or the Section is a British officer, the Section Head will indicate his approval or disapproval by covering letter as indicated in "a" above.

c) For officers assigned to the Establishments Branch, or separate staff Sections, recommendations will be processed through the Establishment Branch to the Executive Commissioner.

3. a) Heads of Sub-Commissions, whose officers have served alternately in Headquarters and in various Regions for short periods, may submit to Provincial or Regional Commissioners, a list of specialist officers whom they consider qualified for promotion, if the officers have been overlooked by the Commissioner due to the short period of service in their present assignment. When this is done, the Head of the Sub-Commission should cite the reasons which make him believe the officers are entitled to promotion, and should include the various assignments the officer has filled and the manner of performance.

b) Where only one American officer is assigned to a Province, Region, Sub-Commission, or Branch, the British officer who is superior to the American officer, will make recommendation to the next higher echelon by means of a letter citing the circumstances and giving so much of the information required in the promotion recommendation form as is available to him.

4. When the Executive Commissioner has acted upon the recommendation and the recommendation is approved by him, one copy of the form will be used by the Commanding Officer, 2675th Regiment, ACC, for preparation of the pertinent NATOUSA promotion form. In the event the Executive Commissioner disapproves the recommendation, the papers will be returned by Headquarters, Allied Control Commission, to the Region, Sub-Commission or Branch concerned, with the exception of one copy which will be placed in the Regimental war file of the officer concerned.

5. All recommendations for promotion submitted prior to 1 March 1944, will be disregarded. Therefore, new recommendations must now be submitted in compliance herewith.

6. All previous instructions in conflict herewith, are rescinded.

For the Executive Commissioner:

JOHN J. ALBRIGHT
Colonel, Infantry,
Establishments Officer

APPENDIX "P"

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

210.2

X 201—

(Officer's name)

(Date)

SUBJECT: Recommendation for Promotion.

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

1. The following named officer is recommended to the Commanding Officer, 2675th Regiment, ACC, for promotion to the next higher rank:

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

a) Date of arrival in this Theater _____

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

Assignment	Location	Dates		Manner of Performance
		From	To	

c) Date of entrance into active commissioned service _____

d) Rank held upon entrance into active duty as commissioned officer _____

Date of present rank _____

Time in grade _____

e) Authority and date of promotion to present grade _____

f) Total length of active commissioned service _____

g) Officer's age is _____

h) *Certificate:* I have satisfied myself that the officer herein recommended to be promoted, has achieved the desired results in raising the disciplinary standards in the unit, activity or staff section he controls. I will be glad to have this officer under my command in the grade for which recommended.

i) Additional remarks: _____

(Signature)

(Rank & Title)

201—

1st Ind.

Issued
28 March 1944

ESTABLISHMENT MEMORANDUM NUMBER 11

CLASSIFICATION OF DOCUMENTS

The combined Chiefs of Staff have approved an agreement made between the American and British Services on the definition, classification and handling of matters to be safeguarded. Procedures, Names, Definitions and handling hereinafter set forth are to be put into effect by all United States Army and British Army Headquarters on 0001, 15 Mar 44.

Instructions to the same effect are being issued for the same effective date by the United States Navy, Royal Navy and Royal Air Force.

U.S. Army Regulation 380-5 and "Classification and Handling of Protected Documents" are being revised.

From 15 Mar 44 to date of receipt of these revisions the policy hereinafter outlined will be followed by all concerned. No change in the classification of existing documents is necessitated by this agreement.

Categories: Official matter requiring classification shall be examined and graded under one of the following categories:

TOP SECRET: (Signal Abbreviation - TOPSEC): Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, i.e., PLANS OF FUTURE MAJOR OPERATIONS.

SECRET: Documents, information or material, the unauthorized disclosure of which would endanger the National Security, cause serious injury to the interests or prestige of the nation or any government activity thereof, or would be of great advantage to a foreign nation, i.e., VITAL MILITARY INFORMATION.

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which, while NOT endangering the national security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, i.e., ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

RESTRICTED: Documents, information or material (other than TOP SECRET or CONFIDENTIAL) which should NOT be published or communicated to anyone except for official purposes, i.e., TRAINING AND TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

The United States regards TOP SECRET as a sub-division of SECRET. On the other hand, the British regard TOP SECRET as a distinct category. Although this difference of view is recognized, it is immaterial to this agreement under which working uniformity is obtained by the adoption of agreed definitions, examples, and rules of treatment, for the handling of all classified matter.

GRADING: 1. The designation of persons responsible for grading and regrading will be a function of the proper authorities.

2. Each document should be graded according to its own content and not necessarily to its relationship to another document. This also applies to extracts from graded documents.

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

REGRADEING: It is the obligation of all authorities to keep classified matter constantly under review and to downgrade it as soon as conditions permit.

HANDLING (treatment): No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

SECRET matter will be handled in accordance with the following rules:

1. The highest grade cryptographic systems available will be used for the transmission of SECRET messages.

2. SECRET documents will be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorized representative. Where officially designated courier service is NOT available, SECRET documents may be transmitted by registered mail service or mail service superior to Registered Mail Service, if the service is completely within national control.

3. Transmission and custody of these documents and material will normally be covered by a receipt system and registered documents and material periodically accounted for. It is mandatory that registered documents be covered by a receipt system.

4. SECRET Messages will not be transmitted by electrical means in the clear, except over approved circuits and provided that there is no violation of the rule that messages which have been or are to be transmitted in a high grade cryptographic system of one nation will NOT be relayed by the other nation between point of origin and destination by electrical means in clear language or unapproved "SCRAMBLER" system or low grade cryptographic system.

5. It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

TOP SECRET matters will be handled in accordance with the above rules, with additional safeguards as follows:

1. Under no circumstances will such matters be transmitted by registered mail or by electrical means in the clear.

2. It is mandatory that transmission and custody of such matter be covered by a receipt system.

3. TOP SECRET documents will be handled only by persons specifically designated and may NOT be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL matters will be handled in accordance with the following rules:

1. CONFIDENTIAL documents, except registered, will be transmitted by approved official means. Registered CONFIDENTIAL documents will be handled in the same manner as registered SECRET documents.

2. It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that proper appropriate security precautions are taken at all times.

RESTRICTED matter will be handled in accordance with the following rules:

1. RESTRICTED documents will be transmitted by such approved channels as will provide a reasonable degree of security.

2. Registered RESTRICTED documents will be transmitted from foreign countries in the same manner as registered SECRET documents.

By Command of Lient General MASON MacFARLANE:

JOHN J. ALBRIGHT
Colonel, Infantry,
Establishments Officer

21 April 1944

ESTABLISHMENT MEMORANDUM NUMBER 12

REGISTRATION AND USE OF CIVILIAN TYPE MOTOR VEHICLES
FOR ACC PURPOSES

1. Every civilian type motor vehicle used for official purposes by ACC will as from 1 May 1944:

- a) Be properly requisitioned;
- b) be registered with this Headquarters and by the Region in which it operates;
- c) display on the windshield an approved certificate of registration (paragraph 3);
- d) bear the authorized marking of ACC and an identification number (paragraph 4).

2. Particulars of all civilian-type vehicles in use on 1 May 1944 in respect of which certificates of registration have been issued will be forwarded (as in proforma attached) to reach RC and MG Section by 10 May 1944. As additional vehicles are authorized, details (as pro forma) will also be forwarded to RC and MG Section.

It is anticipated that much of this information will be necessary at a later date when the payment of compensation is being considered.

3. RC & MG Section will furnish Regional Commissioners and SCAO's with the approved Certificates of Registration which will be serially numbered, and will be affixed to the windshield of the vehicle in such a way as to be plainly visible to a person standing in front of the vehicle. All certificates will be accounted for.

4. The identification marks referred to in Paragraph 1 (d) will consist of the green and white rectangle of ACC on both sides and on the rear of each vehicle, with the Registration number immediately below it. The registration number will be that shown on the Certificate of Registration. Size of rectangle to be 6"x9", with letters and numerals within the rectangle to be 2" high. Numerals of registration number to be 3" high. All redundant marks will be obliterated, except official W.D. numbers. All markings will be so placed as to be plainly visible.

5. It will be the responsibility of Regional Commissioners and SCAO's to ensure that Certificates of Registration are issued only in respect of vehicles which they are satisfied have been properly acquired and for use which is officially justified. Such vehicles will be assigned by the Regional Commissioner either for general purposes; to a transport pool; or a sub-commission; or staff section.

6. ACC identification marks and certificates of registration will NOT be assigned to any civilian type vehicle to which ACC has no proper title or which is not required for official use.

7. Petroleum products, tires, services of any kind, will not be furnished in respect of a civilian type vehicle which does not bear ACC identification marks and a current certificate of registration.

8. ACC civilian type vehicles will not be licensed in accordance with Italian law, nor carry the motor vehicle circulating permits issued by the civil authorities.

9. Civilian type vehicles to which ACC has no proper title or right of use, will not be used for official purposes or provided with petroleum products, tires, or service, under any circumstances.

10. The provision of this memorandum will not apply to British and American military vehicles.

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

12. Forms of Motor Vehicle Registration File Card, and ACC Distinguishing Mark, are attached as Schedules "A", and "B".

For the Executive Commissioner:

JOHN J. ALBRIGHT
Colonel, Infantry,
Establishments Officer

SCHEDULE "A"

to

Estab. Memo. No. 12, 21 Apr. '44

Registration Certificate Number Assigned by RC or SCAO _____

ACC MOTOR VEHICLE

NOTE: This form will be accomplished in duplicate. The original will be forwarded to Hq. ACC, Establishment Branch, and the copy retained in the office of origin.

MAKE _____ YEAR OF MANUFACTURE _____ HORSE POWER _____

TYPE _____ CHASSIS NUMBER _____ ENGINE NUMBER _____

TYPE OF ENGINE _____

SEATING AND/OR LOAD CARRYING CAPACITY _____

HOW ACQUIRED (REQUISITIONED, FOUND ABANDONED, ETC.) _____

REQUISITION NO. _____ PREVIOUS ITALIAN REGISTRATION NO. _____

ANY OTHER REGISTRATION NO. AND BY WHOM ASSIGNED _____

PURPOSE FOR WHICH USED, i.e., POOL, BRANCH, INDIVIDUAL, ETC. _____

NAME AND ADDRESS OF FORMER OWNER _____

REMARKS _____



T-600, MPM, No. 15, 20 Apr. '44

SCHEDULE - B

0897

Declassified E.O. 12356 Section 3.3/NND No. 785021

SCHEDULE - B - S

Exhib. Memo. No. 15, 20, 21, 22, 23, 24



25 April 1944

ESTABLISHMENT MEMORANDUM NUMBER 13

VEHICLE MARKINGS

1. The following instructions are published in order to secure uniformity in the marking of all military vehicles of this organization.

2. Refer to Establishment Memo No. 12, Appendix «C», of this Headquarters, dated 21 April 1944, for the distinctive ACC marking. The rectangle therein referred to is 6" X 9" and the lettering within the rectangle is 2" high. A sample of the shade of green is attached. If paint of the proper color cannot be obtained locally, the Headquarters Commandant, Headquarters ACC, will furnish it upon request.

3. *Bridge Classification Sign.*

This will consist of a yellow disc (diameter 9") with a figure in black (7" high and 1" thick) to be carried on the off-side front of the vehicle.

Discs if not already on the vehicle will be obtained by indent on Ordnance by Regions etc., direct and will be painted as provided. Types of vehicles and classification number applicable are set out below: —

Staff Cars, P. Us. and Jeeps	—	2
15 cwt G.S.	—	3
30 cwt G.S., 15 cwt Water	—	4
3 ton G.S. (Austin, Chevrolet)	—	6
3 ton G.S. (Bedford, Dodge, Comer)	—	7

4. Vehicles will be marked as follows:

a. *British Vehicles*

(1) Vehicle signs will be painted on the near side wing in front, and on the sign plate, or body, on the off side at rear of the vehicle.

(2) The Formation Serial Number 5131 will be painted in white immediately below the vehicle sign, numerals to be 3" high.

(3) The ACC number of the vehicle will be painted in white on the opposite side wing of the vehicle. Displaced Persons Sub-Commission will allot serial numbers consecutively commencing with No. 1.

(4) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAOs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

(5) In the case of vehicle with a right hand drive and not fitted with traffic indicators, the following will be painted in 2 ins lettering on the tailboard or rear of the vehicles: —

Caution - Right hand drive - No signals.

If, subsequently, traffic indicators are fitted to any such vehicles, the words « NO SIGNALS » will be deleted.

(6) *Speed limit signs:* Maximum permissible speed of the vehicle (to be ascertained from orders of Area or other formation in which Region etc., is working) will be stencilled in RED on the tailboard, rear panel or equivalent, in the following manner:

E.g. $\frac{20}{\text{MPH}}$ The figures will be 4" high and 1/2 in thickness and letter 2" high and 1/4 in thickness.

(7) *Tyre Pressures:* Authorized tyre pressures will be painted in white not exceeding 2" in height on the edge of each mudguard or equivalent position above the centre of the wheel.

b. American Vehicles

(1) The ACC design will be painted on the right side of the front bumper and on the left bumper (if two bumpers), on the rear of the vehicle beginning 3 inches from the end of the bumpers.

(2) The load classification marking will follow the ACC design on the front bumper only, indicated by a yellow circle 7 inches in diameter, (comparatively smaller on vehicles with narrower bumpers), with black numerals inside the circle. Tabulated below are numerals indicating load classifications of vehicles:

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

(3) On the left side of the front bumper will be shown the Regimental marking of 2675 followed by the Company marking, such as HQ, A, B, C, etc. The unit vehicle number will follow the company marking, and the last numeral of the vehicle number will be 3 inches from the left end of the bumper. These numbers and markings will be in white.

(4) The Regimental marking of 2675 will be shown on the top half of the right rear bumper (if two bumpers), and the Company marking and unit vehicle number will be shown on the lower half. These numbers and markings will be in white.

(5) The base color of both front and rear bumpers will be olive drab.

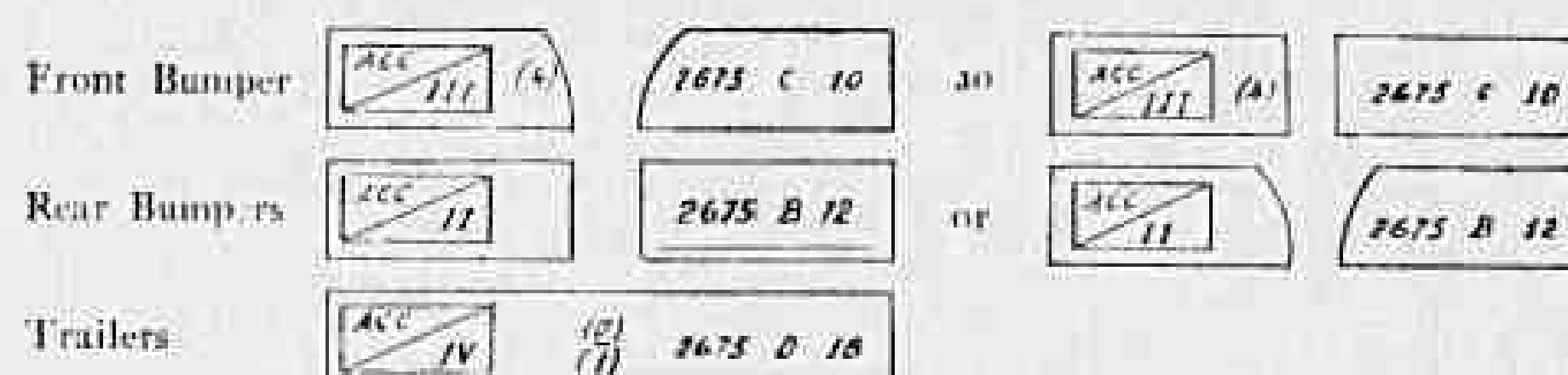
(6) In the case of Company G, 2675 Regiment, 5A will be shown on the right triangle of the ACC design on all vehicles except those assigned to the 8th Army, in which case 8A will be shown. The letter G will be shown in the appropriate place on other markings on all vehicles.

(7) Method of showing the Region or Sub-Commission in the ACC design will be as follows:

- (a) Roman numerals in right triangle of the design for the Region.
- (b) In lieu of the Roman numeral of the Region, the following Sub-Commissions will use the letters as indicated below:
Internees and Displaced Persons Sub-Commission - DPS
Army Sub-Commission - AS
- (c) The above Sub-Commissions will not show any Company markings on their vehicles.

(8) If the size of the bumpers will not permit the ACC design to be 9" by 6" size, then the size to be smaller, in proportion to the size of the bumper, and other markings to be proportionately smaller.

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



(10) Subject to the agreement of 5 Army and 8 Army Commanders (which will be sought by the respective SCAOs), the Army vehicle sign may be painted on the opposite side of the vehicle to the ACC sign.

For the Executive Commissioner:

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

1 May 1944

ESTABLISHMENT MEMORANDUM NUMBER 14:

REQUISITIONING PROCEDURE

1. a. The following will govern all requisitioning of vehicles and supplies by ACC/AMG, effective this date:
 - (1) Only such civilian motor vehicles, supplies, and equipment as are essential will be requisitioned.
 - (2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full, G-4 will then issue instructions for their disposal.
 - (3) Headquarters ACC, Regions, will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.
 - b. (1) Each Region and Headquarters ACC will appoint one British and one American officer as Requisitioning Officer. AMG 5 Army will appoint an American officer and AMG 8 Army, a British officer. Their names will be submitted to G-4 this Headquarters, together with four specimens of their signatures. G-4 this Headquarters will be notified upon any change of Requisitioning Officer, and new signatures submitted.
 - (2) All requisitioning will be accomplished by Requisitioning Officers, and no other officer will be authorized to requisition except in emergencies, and then only on authority of the Regional Commissioner or SCAO of Armies.
 - (3) When requisitioning is accomplished by an officer who is not designated as Requisitioning Officer, a temporary receipt containing full information will be given the owner and a copy forwarded to the Requisitioning Officer, who will satisfy himself that the requisition is correct. A formal requisition will then be delivered to the owner in exchange for the temporary receipt.
2. a. All requisition forms will show the Region or other unit by which issued except that original British Form AB 361 will not show rank

or unit of Requisitioning Officer. All will be serially numbered beginning with number one. All pertinent information will be shown on all forms but no price or estimate of value will appear.

- b. Requisition number and source, whether British or American, in requisitioning vehicles, will be entered on the «Registration Card», which was forwarded as Appendix «B», Establishment Memo No. 12 of this Headquarters, dated 21 April 1944, under «Requisition Number», in this manner: «124 A» or «124 B». The «A» or «B» indicating American or British requisition.
- c. Complete and accurate records and location of all requisitioned vehicles will be maintained.

3. *British Procedure:* Requisition is made either:

- a. Through civil authorities in unoccupied Italy, in which case AFF 780 is delivered to civil authorities who are responsible for obtaining the items required, or,
- b. Directly from owner.
- c. In both (a.) and (b.), AB 361 will be prepared in triplicate and disposed of as follows:

Original - to civil authorities in case (a.) or to owner in case (b.).

Duplicate - direct to No. 8 Command Pay Office, C.M.F.

Triplicate - to G-4, Headquarters ACC.

- d. Original copy will instruct recipient to present it to nearest ACC/AMG Headquarters.
- e. On presentation, receiving ACC/AMG officer will give a receipt on AFF 781 and forward original AB 361 to Regional or other Headquarters. Regional or other Commander will satisfy himself that requisition is proper and if so, forward AB 361 to No. 8 Command Pay Office, C.M.F. If a Regional or other Headquarters receives AB 361 signed by a Requisitioning Officer other than its own, it will forward same to G-4, Headquarters ACC.
- f. AFF 780 and 781 can be obtained from stationery Depots. All ACC/AMG Headquarters, must maintain a small stock of AFF 781, or proforma in lieu. AB 361 will only be issued by Headquarters ACC. AB 361 must be kept under lock, it is the sole responsibility of the Requisitioning Officer and will be used only by him. It will never be used as a temporary receipt.
- g. A record of requisitions will be kept in the Requisitions Book which will be in the form indicated in Appendix «A» hereto. Vehicles and other stores will be shown in separate sections of the book.

4. *American Procedure:*

- a. Requisitioning Officers will prepare «Form for Use in Requisitioning Property», (attached as Appendix «B»), in the name of the United States Army, in triplicate. These may be obtained from G-4, Headquarters ACC. After having the owner sign his name and address on all three copies, they will be disposed of as follows:

Original - to owner.

Duplicate - to G-4, Headquarters ACC.

Triplicate - retained for record.

5. a. Regional Commissioners SCAOs AMG Armies, and Headquarters Commandant will immediately investigate the condition of requisitioned vehicles under their jurisdiction. All unserviceable vehicles which cannot be satisfactorily repaired will be reported to G-4, Headquarters ACC, giving full particulars, as well as all surplus serviceable vehicles.
- b. All vehicles retained will be properly requisitioned, if this has not already been done.
- c. Report of all requisitioned vehicles due on 21 May 1944 will indicate all vehicles being retained, and will include a certificate that all others have been reported to G-4, Headquarters ACC.

JOHN J. ALBRIGHT
Colonel, Inf,
Establishment Officer.

APPENDIX «B»

FORM FOR USE IN REQUISITIONING PROPERTY

UNITED STATES ARMY
ARMATA DEGLI STATI UNITI D'AMERICA

REQN No.

The following items of property
have been taken by the United States
Army fromOwner or Possessor and Address
.....
.....
.....Description of property
(Indicate condition.)(If motor vehicle, engine, chassis,
and Italian license numbers must be
shown.)
.....
.....
.....
.....
.....

DATE:

DATA:

Le seguenti proprietà sono prese
per l'Armata degli Stati Uniti d'Ame-
rica.

Signature

Firma
.....
.....

Address

Indirizzo
.....
.....
.....
.....
.....Descrizione delle proprietà prese
(Indicate la condizione.)I certify that the property described
above is required for immediate use in
military service. Payment has not
been made for the use or possession
thereof.Io certifico che le suddette proprie-
tà descritte sono necessarie per ragione
militare e che nessun pagamento è
stato fatto per servizio o possessione
di ciò.

Name

Rank

Organization

ASN
.....
.....
.....
.....
.....

Name of Headquarters or Office

You will be notified at a future
date when to present this certificate
to for consideration of your claim.Sarete notificato prossimamente a
chi dovete presentare questo certifica-
to, affinché il vostro reclamo venga
preso in considerazione.NOTE: To be prepared in triplicate: original to owner, duplicate to be
forwarded to Headquarters, ACC, for Attention: G-4, and triplicate to be
retained for record.

APPENDIX «A» 5

Disposal of A.B. 461

B. Other Stores.

Disposal of A.B. 761

[illegible]

15 May 1944

ESTABLISHMENT MEMORANDUM NUMBER 15

LABOR CLASSIFICATIONS "A" & "B"

1. The following labor classifications are published for the information and guidance of all concerned. They are now in effect and full advantage should be taken of their provisions. Attention is directed to the fact that maximum should be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification "A":

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal-Professional-English Speaking).

ARMED FORCE WAGE SCALE: 1. 4,000-9,600 per month (Divide by 26 for daily rate)
Auth: AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

- a) As a legal advisor to the Court concerning pertinent Italian law;
- b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in
 - (i) Accurately and rapidly interpreting technical legal arguments;
 - (ii) Being familiar with rules of evidence and court procedure;
 - (iii) Having an extensive knowledge of Italian idioms and customs;
 - (iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to translate speedily technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

REQUIREMENTS:

A. Education:

In order to qualify for this position the applicant must be a graduate of a recognized university, in law or in some other closely related subject such as economics, sociology, anthropology, history, literature, political science, etc., or any other combination of such professional study.

ESTABLISHMENT MEMORANDUM NUMBER 17

1 June 1944

RESPONSIBILITIES OF SENIOR OFFICERS

1. The senior American officer in each Region (Regional Commissioner or Executive), is responsible that U. S. property and supplies issued to the Company Commander, 2675th Regiment, of that Region, is properly safeguarded, maintained and accounted for. He is further responsible that all personnel records and reports are promptly submitted by the Company Commander as laid down in U. S. Army Regulations and War Department directives.

2. The Commanding Officer, 2675th Regiment, is authorized to correspond directly with the senior U. S. officer in the Region or Sub-Commission, on administrative matters in reference to U. S. personnel, equipment and supplies, and in turn, the senior U. S. officer may correspond directly with the Regimental Commander.

3. The senior British officer is similarly responsible for British personnel, supplies and equipment, and that the proper records are kept and returns forwarded.

For the Executive Commissioner:

JOHN J. ALAMMATT,
Colonel, Infantry,
Establishment Officer

ESTABLISHMENT MEMORANDUM NUMBER 18

2 June 1944

RATIONS FOR MILITARY AND CIVILIAN PERSONNEL

1. The following procedures will govern the drawing of rations for military and civilian personnel from American, British, and Italian sources:

A. Rations from American or British Sources:

(1) Italian civilians employed in messes, rest camps and hotels as cooks, waiters, or attendants will draw the same rations as the military personnel in the establishment concerned.

a) These rations are considered part of the wages of these civilian employees and no deduction from the wage scale (Schedule -A-) are necessary.

b) Civilian ration cards of these employees will be withdrawn by the Region or Headquarters concerned.

B. Rations from American Sources:

1) Military and civilian personnel of officer rank or corresponding rank may be fed in officers messes, see Circular No. 14, Section I, NATOUSA, dated 4-2-44 (Schedule "B").

a) On the 3rd day of each month, each mess officer will submit cash receipts and shipping tickets in compliance with Section I, Paragraphs 5 and 7 of above circular.

2) Units of American officers or enlisted men, will draw rations in the manner prescribed by their nearest ration dump.

3) Present regulations contain no authority for the feeding of soldiers other than Americans with American rations. Where the feeding of soldiers other than Americans is an operational necessity, requests for authority to draw American rations will be made to R.S.O. 2675th Regt, ACC. This request will be in the form shown in Circular No. 14, Section II, Paragraph 1d, NATOUSA, 4-2-44 (Schedule "B").

4) Excess rations will be turned in as prescribed by Circular No. 14, Section IV, Paragraph 14f (Schedule "B").

5) It is not considered necessary for ACC units who are not operating under an alerted or travel status, to maintain the type "C" and "D" ration reserve, Section IV, Paragraph 14e (Schedule "B").

6) Italian Laborers except for those in Region I may be fed one meal per shift of eight (8) hours in accordance with Circular No. 24, PBS, dated 5 February 1944 (Schedule "C").

a) Paragraph 2, Schedule "C", add 1/4 lb. salt per 100 men per day.

b) Deduction from pay for this meal will be in accordance with Schedule "D".

c) Rations for these laborers will be requested through normal channels on daily ration request, i. e., "Rations for Laborers (Italian), one meal".

7) Type "C" rations in lieu of type "B" rations will be issued only on receipt of Special Orders or Travel Orders.

a) Note: Orders must contain:

1. List of all individuals (including drivers).

2. Total number of days rations are required.

C. Ration from British Sources:

1) Units of British officers or Other Ranks, will draw rations in the manner prescribed by their nearest D.I.D.

2) Allied officers and soldiers other than British may be fed, and rations will be drawn for them and accounted for to the D.I.D.

3) Officers and officials of the Italian Government may be rationed in accordance with the scale shown in Schedule "E".

ESTABLISHMENT MEMORANDUM NUMBER 15

15 May 1944

LABOR CLASSIFICATIONS - A - & - B -

1. The following labor classifications are published for the information and guidance of all concerned. They are now in effect and full advantage should be taken of their provisions. Attention is directed to the fact that maximum should be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification - A -

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal-Professional-English Speaking).

ARMED FORCE WAGE SCALE: L-4,000-9,000 per month (Divide by 26 for daily rate)
Auth: AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

- a) As a legal advisor to the Court concerning pertinent Italian law;
- b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in
 - (i) Accurately and rapidly interpreting technical legal arguments;
 - (ii) Being familiar with rules of evidence and court procedure;
 - (iii) Having an extensive knowledge of Italian idioms and customs;
 - (iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to translate swiftly technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

REQUIREMENTS:A. Education:

In order to qualify for this position the applicant must be a graduate of a recognized university, in law or in some other closely related subject such as economics, sociology, anthropology, history, literature, political science, etc., or any other combination of such professional study.

B. Experience:

All applicants must present evidence that they have successfully completed three years of full or part time work in interpreting or translating work in law or Allied professional fields. This experience requirement may be met if the applicant can produce evidence that a major portion of his academic studies involved the continued and successful use of Italian and English languages, including extensive interpreting from Italian to English, or English to Italian.

SPECIAL PROVISIONS:

- A. All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.
- B. All persons whom it is proposed to employ at L 6,000 or above shall be given such salary only after three months of demonstrated successful employment, certified by the court and approved by the Executive Officer of the A.C.C. or his designated representative at Headquarters.

3. Labor Classification - B:

POSITION TITLE: Specialized Court Interpreter (Professional-English Speaking).

ARMED FORCE WAGE SCALE: L 4,000 - L 6,000 per month. (The top limit for this grade is imposed by A.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.A.L., and as published in AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

DUTY DESCRIPTION: Under the direct supervision of the Court; to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to interpret accurately and rapidly technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:**A. Education:**

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training in some special subject (law, medicine, engineering). Ability to speak fluently and idiomatically in both languages.

B. Rations from American Sources:

1) Military and civilian personnel of officer rank or corresponding rank may be fed in officers messes, see Circular No. 14, Section I, NATOUSA, dated 4-2-44 (Schedule "B").

a) On the 1st day of each month, each mess officer will submit cash receipts and shipping tickets in compliance with Section I, Paragraphs 5 and 7 of above circular.

2) Units of American officers or enlisted men, will draw rations in the manner prescribed by their nearest ration dump.

3) Present regulations contain no authority for the feeding of soldiers other than Americans with American rations. Where the feeding of soldiers other than Americans is an operational necessity, requests for authority to draw American rations will be made to R.S.O. 2675th Regt, ACC. This request will be in the form shown in Circular No. 14, Section II, Paragraph 1d, NATOUSA, 4-2-44 (Schedule "B").

4) Excess rations will be turned in as prescribed by Circular No. 14, Section IV, Paragraph 14f (Schedule "B").

5) It is not considered necessary for ACC units who are not operating under an alerted or travel status, to maintain the type "C" and "D" ration reserve, Section IV, Paragraph 14e (Schedule "B").

6) *Italian Laborers* except for those in Region I may be fed one meal per shift of eight (8) hours in accordance with Circular No. 24, PHS, dated 5 February 1944 (Schedule "C").

a) Paragraph 2, Schedule "C", add 1/4 lb. salt per 100 men per day.

b) Deduction from pay for this meal will be in accordance with Schedule "D".

c) Rations for these laborers will be requested through normal channels on daily ration request, i. e., "Rations for Laborers (Italian), one meal".

7) Type "C" rations in lieu of type "B" rations will be issued only on receipt of Special Orders or Travel Orders.

a) Note: Orders must contain:

1. List of all individuals (including drivers).
2. Total number of days rations are required.

C. Ration from British Sources:

1) Units of British officers or Other Ranks, will draw rations in the manner prescribed by their nearest D.I.D.

2) Allied officers and soldiers other than British may be fed, and rations will be drawn for them and accounted for to the D.I.D.

3) Officers and officials of the Italian Government may be rationed in accordance with the scale shown in Schedule "R".

- 4) Italian Military, Naval, and Air Force personnel may be rationed:
- a) In areas under command of 5th and 8th Armies, the above-mentioned personnel may be rationed in accordance with scale in Schedule «E».
 - b) In areas in rear of army boundaries, the above-mentioned personnel may be rationed in accordance with scale in Schedule «F».
 - c) Carabinieri and Guardia Finanza are considered Military Personnel.
 - d) Italian civilians employed by the Allied Forces in Army areas where the civilian ration is unobtainable, may, subject to authority of Army Commanders receive rations not to exceed scale in Schedule «E».
 - e) Italian civilians performing manual labor may, on authority of Regional Commissioners, be given one meal per eight (8) hour shift, based on scale in Schedule «G».
- a) When rations are supplied in accordance with Section C, Paragraph 4, daily wages will be reduced by:
- i. Seven (7) lire when dehydrated soup is given or nine (9) lire when fresh meat is given.
 - b) Dependent on local conditions the ration may consist of bread and dehydrated soup.
 - c. The daily wage reduction for this ration is three (3) lire.
 - d) Rations for this meal are in addition to normal civilian rations.
- 7) When a contractor is used, but the civilians working for him draw rations according to Schedule «G», the contract price will be reduced by an amount equal to total reductions in wage scales, and the contractor must reduce wages accordingly.
- 8) Ration for Paragraph C, 1, 2, 3, 4, and 5 above, will be drawn through normal supply channels. Demands will clearly state the number of Italian personnel, i. e., (Military, civilian) for whom rations are to be drawn.
- 9) There is no authority for issue of cigarettes or tobacco from Allied stocks to Italians.

D. Rations from Italian Sources:

- i) Italian Army units assigned or attached to this organization will draw rations from the Italian Quartermaster in areas where the Italian Q. M. is functioning. If the Italian Q. M. is not functioning in any particular area, rations for Italian Army units assigned or attached this organization, may be drawn from American sources according to Section B, Paragraph 2 above, or from British sources according to Section C, Paragraph 2 above.

For the Executive Commissioner:

JOHN J. ALBRIGHT
Colonel, Infantry,
Establishment Officer

Schedule -A-

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

HOTEL GRADES

		<i>Line Monthly</i>	
		<i>Min.</i>	<i>Max.</i>
Head Waiter	(FOOD TO BE FURNISHED)		
Waiter	(SEE NOTE 4)	2500	3500
Asst. Waiters		1800	2500
Head Cook		1200	1700
Cook		2000	3500
Asst. Cook		1800	2700
Dishwasher		900	1200
Housekeeper (Female)		700	1000
Chambermaid		1500	2500
Porter		1200	1800
Linen Keeper		1500	2000
Ironing Woman		1000	1500
Washer (Male)		700	1100
Washer (Female)		1100	1600
Elevator Operator		600	900
Handyman		800	1200
Skilled Labor (permanent)		1000	1500
Waitresses		1400	2100
Cashiers (Female)		1300	1900
		900	1500

MESSES

		<i>Min.</i>	<i>Max.</i>
Head Cook	(FOOD TO BE FURNISHED)		
Cook	(SEE NOTE 4)	1800	3500
Asst. Cook		1800	2700
Head Waiter		900	1200
Waiter		1800	3500
Asst. Waiter		1800	2500
Dishwasher		1200	1700
Handyman		700	1000
Orderly (British Mess)		1000	1500
		1500	2100

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

Schedule "B"

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 535

4 February 1944

CIRCULAR NUMBER 14

MESSES AND FOODS

EXTRACT

I—OFFICERS' MESSES

1. Government messing facilities will be made available to all officers of the United States Armed Forces in this theater. Private messing arrangements depending solely on civilian means are not permitted.

2. The following personnel are authorized to eat at officers' messes:

a) Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army.

b) United States Navy, Marine Corps, Coast Guard and Public Health Service personnel corresponding in rank to those enumerated in a) above.

c) British personnel corresponding in rank to a and b, above, when no British mess is conveniently available. (This does not apply to British Officers on duty with Allied Force Headquarters who are covered by sub-paragraph *ad* below.)

d) French, other United Nations and co-belligerent personnel corresponding in rank to a and b, above, when on duty at Allied Force Headquarters, or on liaison duty with United States Armed Forces.

e) Under exceptional circumstances enlisted personnel of United States Armed Forces may be subsisted at officers' messes but will not be required to pay for either the cost of the ration or any supplementary charge thereto.

f) Duly accredited correspondents, photographers, entertainers, and Red Cross personnel.

g) Members of Congress, cabinet officers, and other high ranking government officials and their parties.

h) Commanding officers under whose jurisdiction the mess is being conducted may authorize civilian employees of the United States Government and of the British to eat at officers' messes when no civilian messes are conveniently available and the extension of the mess privilege is to the best interests of the United States.

3. All individuals enumerated in paragraph 2, above, will be rationed at the mess to which assigned by competent authority, whenever more than one officers' mess is being operated in any one locality. Admission will be by membership card; transients will be accommodated in any mess.

4. In addition to the cost of subsistence allowance of seventy-five cents (75 c), all persons, except enlisted men, eating at Army officers' messes may be charged, *not to exceed* twenty-five (25 c) per day, for additional items. This sum will be paid in cash to the mess officer.

5. Officers, warrant officers, flight officers, WAC officers, and members of the Army Nurse Corps, United States Army, will have deducted on their next pay voucher the sum of seventy-five cents (75 c) for each day's stay in this theater. However, upon entering or leaving this theater, when less than three meals are consumed, deductions will be made at the rate of twenty-five (25 c) cents for each meal. The rate of seventy-five cents (75 c) per day is retroactive to 1 October 1943, and necessary collections will be made for under-deduction subsequent to that date.

6. Members of the United States Navy; Marine Corps; Coast Guard, Public Health Service, correspondents, photographers, Red Cross personnel and civilians will pay the mess officer the sum of seventy-five cents (75 c) per day in cash, in addition to the amount called for under paragraph 4, above. The foregoing does not apply to Special Service entertainers and civilians whose terms of employment provide for subsistence at Government expense. The mess officer will turn in the money received for the ration to the sales officer.

7. All foreign military and naval personnel will sign a receipt for each ration received except that when a large number is being fed at one mess application may be made to this headquarters for one officer to be designated to sign for the group, as a whole. All issues to foreign military and naval personnel will be recaptured by the mess officer by means of shipping tickets in quintuplicate.

Separate shipping tickets will be used for each nationality, and will show in all cases the names, rank, and organization of the officers and/or enlisted men to whom rations were furnished. The shipping tickets will be signed by proper authority, and will be forwarded in quadruplicate to the appropriate base section or Air Force commander for inclusion in Lend-Lease Report, or special report for co-belligerent accounting.

8. Mess officers will be held strictly responsible for instituting an accurate check or control system for determining the actual count of individuals fed at each meal. The control system will be of such a nature that will exclude unauthorized individuals from the mess and insure compliance with instructions in this circular concerning procedure for obtaining reimbursement for rations furnished to foreign personnel.

9. Civilian cooks, waiters, and mess attendants employed in messes run by the United States Army are authorized rations as part of their compensation. Requisitions and supporting papers covering these rations will cite this circular and War Department Circular Number 21, 15 January 1943, as authority for issue, and such vouchers will be accepted by inspecting officers as sufficient support of entries on stock record accounts.

II — ISSUE OF SUBSISTENCE FROM UNITED STATES ARMY STOCKS.

11. The following instructions pertaining to the issue, sale or transfer by Lend-Lease agreements of subsistence from United States Army stocks are announced for the information and guidance of all concerned.

a) Organizations, agencies, and individuals other than United States Army personnel and prisoners of war in the custody of United States Forces, which may be furnished subsistence from United States Army stocks are listed below:

- 1) United States Navy and Marine Corps — In accordance with letter this headquarters, subject: "Subsistence for United States Navy", dated 1 October 1943, file AG 480/178 QM-O.
- 2) United States War Shipping Administration, including shore installations; this to include all United States War Shipping Administration ships and those under United States Army Charter — In accordance with letter this headquarters, subject: "Subsistence for WSA Ships", dated 7 October 1943, file AG 331.3/092 QM-O.
- 3) American Red Cross — In accordance with letter this headquarters, subject: "Subsistence for the American Red Cross", dated 21 September 1943, file AG 436/041 C/S-O and such revisions thereto as may be subsequently authorized, based on varying troop strength in the areas served.
- 4) Civilians — Certain United States citizens may be furnished subsistence in accordance with the provisions of AR 30-2390, dated 10 August 1938, as amended by Change Number 1 of 15 December 1939, and AR 210-69 dated 11 November 1929, War Department Memorandum W-35-20-43, dated 7 September 1943, and as indicated in Section I, above.
- 5) French Army detachment guarding prisoners of war in transit — See letter this headquarters, subject: "Issue of American Rations to French Escort Guards", dated 17 April 1943, file AG 400/017 DTC-M.

b) Allied and co-belligerent personnel as indicated in Section I, above.

c) Expeditionary forces of allied and co-belligerent powers in accordance with instructions as have been, or may be, issued by this headquarters.

d) Request for issue of subsistence to organizations, agencies, or individuals, or the use of United States Army subsistence in the operation of messes other than those specified in a, b and c, above, except where such issues are operationally necessary in the combat zones, will be referred to this headquarters for approval. When referring such request the following information will be furnished:

1) Military Units.

- a) Name and designation of unit or units concerned.
- b) Strength of unit or units concerned, officers and men.
- c) Location of unit or units concerned.

d) Estimated time rations will be required.

e) Reason for requesting rations from United States Army sources.

2) Civilian, other than United States citizens including casual labor, both skilled and unskilled.

a) Place of employment.

b) Number of individuals involved.

c) Nature of work performed.

d) Estimated time rations will be required.

e) Reasons for requiring rations from United States Army stocks. Include statement as to why individuals cannot be subsisted from other sources.

c) Request for issues of subsistence to ships not under United States Army Charter. — All ships, exclusive of the United States Navy, Coast Guard, War Shipping Administration ships and ships under charter to the War Shipping Administration, will be provisioned from sources other than United States Army stocks, the only exceptions being:

1) Those ships of other nationality that are on shuttle service between two American operated ports and engaged in transportation of American supplies and/or troops may be furnished essential subsistence supplies only while on such duty.

2) Any ship not covered above required emergency rations while in an American operated port will be furnished only sufficient rations to enable it to reach the nearest port of its own nationality.

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

IV — Food.

14. c) Prescribed reserves.

1) The following maximum reserves will not be exceeded, except for units operating under an alerted or travel status or for units operating under special instructions issued by this headquarters.

a) *Type B ration 1-2/3 days in unit

b) Type C ration 1 day in unit
1 day on man } 2 days

c) Type D ration 1 day in unit.

* If type B rations are received from depot or railhead in cycles of more than one day, the rations on hand in such units at any one time may be in excess of 1-2/3 days in proportion with the prescribed cycle.

- 2) The type C and Type D rations on hand, on man or in unit, will not be consumed except on specific order of unit commander. Written explanation of necessity for consumption of unit or man reserves of type C or D rations will be maintained in files of unit. Base Section commanders will require certification signed by a commissioned officer outlining necessity for replacement of unit or man reserve of type C or D ration before making such replacement.

f) Turning in of Excess Subsistence Stocks.

- 1) A commissioned officer of each messing organization will make a physical inventory of subsistence stores on hand in organization twice each month. Quantities on hand of any item in excess of reserve prescribed above will be reported to the headquarters responsible for submitting ration strength returns to the Quartermaster depot or railhead from which rations are drawn. Such headquarters will be responsible for collecting this excess, listing the items and quantity thereof to be "turned in" on a "tally out" form in duplicate and, using unit motor transportation to be used in drawing rations, to effect return of excess stocks to issuing depot or railhead. One copy of "tally out" signed by depot or railhead representative acknowledging receipt will be retained in files of organizations. The other copy will be retained in depot or railhead files. Units turning in excess subsistence items are not authorized to draw other subsistence items in lieu thereof.
- 2) All excess subsistence items returned to Quartermaster at depot or railhead must be in original or similar case or unit package lots and in a condition fit for reuse. Proper enforcement directives will be issued to insure not breaking original case or unit packages in unit messes until necessity therefor exists.

By command of Lieutenant General DRYER:

DAVID G. BARR
Brigadier General, GSC,
Chief of Staff

Officer:

/s/ H. V. Roberts
/v/ H. V. Roberts,
Colonel, AGO,
Adjutant General.

Extracts reproduced by HQ ACC, dated 2 June 1944.

US RESTRICTED Equals British RESTRICTED

HEADQUARTERS
PENINSULAR BASE SECTION
APO 982

Schedule "C"

5 February 1944

CIRCULAR NUMBER 24

FEEDING OF LABORERS

1. Section II, Circular No. 35, this Headquarters, 18 December 1943, is rescinded and the following substituted therefor effective 10 February 1944.

2. All civilian laborers employed by this Base Section and XII AFSC units, located in the Peninsular Base Section Area, will be served a mid-shift meal, beginning 10 February 1944, consisting of the following:

- 1/3 pound of bread
- 6 ounces of fresh vegetables
- Dehydrated soup on the basis of 5 pounds to each 100 men per serving.

3. The above will be drawn from the Quartermaster in the same manner as rations, the number of civilian laborers being shown on daily telegram separately.

4. The Quartermaster will purchase the vegetables and bake the bread. The flour will be from stock on hand to be replaced by Allied Control Commission, on monthly requisition showing amounts expended. Other ingredients for making of bread will be from Quartermaster stock to be replaced by Allied Control Commission at such time sufficient is on hand.

5. The soup and vegetables will be served hot, and the preparation thereof, including distribution of bread in the stated quantity, will be the responsibility of the employing unit. Employees will be required to furnish their own containers and will consume the food at the site of employment. Care will be taken to avoid waste or serving an amount in excess of that authorized.

6. A charge of \$.07 per serving will be made. The manner of collection will be published in Change No. 5 to Procurement Regulations No. 1, this Headquarters.

7. The Chief of each employing section or service will be responsible for the operation of the plan within his section or service. (AG 230 BPBPA)

By command of Brigadier General Pessey:

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

Official:

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

Distribution:

"A", "E", & "F"

Reproduced by Hq ACC, 2 June 1944.

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HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

Schedule "D"

CHANGE No. 3
TO PROCUREMENT REGULATIONS NUMBER 1

7 February 1944

1. Note 3 of Exhibit "B", published in Change No. 4 to Procurement Regulations No. 1, this Headquarters, dated 20 Jan 44, is amended to read as follows, effective 10 February 1944:

Note 3. Food furnished civilian laborers under the provision of Circular No. 24, P.H.S., 5 February 1944 will be charged for at the rate of \$.07 per serving. Each payroll will carry a heading stating that value of food furnished is shown opposite the name of worker and that value has been dropped from balance due. Payrolls will be prepared to show the value of food furnished each worker by showing opposite his name the letter "C", followed by the total value. For example, for a laborer having been served food five days there will be shown: P-35. Preparation of payrolls will be as in the past except that the food deduction without showing in a column, will be dropped from the balance due.

Computation of amounts due a civilian employee will be carried to one decimal point only and the employee paid to nearest five. Five-tenths will be considered one five in favor of the employee.

Contractors employed directly by any service or section will be required to deduct the \$.07 from the pay of each laborer. The contractor will be required to decrease amounts invoiced by value of food furnished by Government for serving to contractor's employees. (AG 400. 12HPBP)

By command of Brigadier General Preser:

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

Official:

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

Distribution:

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Schedule "E"

COMBAT RATION SCALE FOR ITALIAN ARMED FORCES

<i>Item</i>	<i>Unit</i>	<i>Combat Ration</i>
Flour	oz	18*
Pulses	"	1 1/2
Canned Meat	"	
OR		
Preserved Fish	"	4
Cheese	"	1
Sugar	"	1
Macaroni	"	3
Rice	"	2
Beans, dried	"	2
Tomato, Catsup or paste	"	1/2
Coffee	"	1/4
Pepper	"	1/200
Onions	"	2
Matches (weekly issue)	Box OR	2
	box	1

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

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

<i>Item</i>	<i>Unit</i>	<i>Combat Ration</i>
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	Litre	1/2
Nuts	oz	1
Salt	"	1/4

Yeast and other bread making ingredients as required. Where it is impracticable to supply the above items from Italian sources to Italian troops forward of Army rear boundaries, substitutions from Allied stocks of suitable equivalents except for canned fruit, are authorized.

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Schedule "F"

BASIC RATION SCALE FOR ITALIAN ARMED FORCES

Item	Unit	Basic Ration
Whole wheat OR flour	lb	16
Pulses	oz	12
Canned Meat	"	2
Preserved Fish	"	2
Sugar	"	4
Coffee	"	1/2
Pepper	"	1/2
	"	1/200

* May be increased to 4 ozs when engaged in heavy manual labor.

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

Item	Unit	Basic Ration
Fruit	oz	4
Fresh Vegetables	"	8
Olive Oil	"	1
Wine	litre	1
Nuts	oz	1
Salt	"	1/2
Yeast and other bread making ingredients as required.		

Schedule "G"

SUPPLY OF FOOD TO ITALIAN CIVILIANS

SCALE OF ISSUE

The following items may be provided from Service stocks (subject to replacement...) through regular channels.

Item	Quantity per person per day
Flour	1/4 lb
OR	OR
bread	1/2 lb
Fresh vegetables	6 ozs
Fresh Meat	1 oz
OR	OR
Dehydrated Soup	1/5 oz

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Schedule « H »

HEADQUARTERS ALLIED ARMIES IN ITALY
(REAR ADM ECHELON), APO 400, U.S. ARMY.

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

1. Authority is given for the issue of rations as follows. The identity is as shown in Appendix « B » basic letter.
 1. War Ministry. B Scale. Rations to be issued only to bonafide members of the Armed Forces and the civil officials whose duties are executive to the extent that they may be classified as having the equivalent of officer grades, and for actual mess attendants at general messes where military rations are consumed. Military rations will not be issued for private messes, for civil officials or for officers below the grade of Brigadier General and will then be issued only for the military members of the mess. The number of rations issued to the War Ministry will not exceed 1300 without prior approval and will be reduced to conform to above instructions.
 2. Il Reparto Autonomo Ministeriale. B Scale. Rations to be issued only to those of the Royal Household. Not to exceed 15 officers and 50 other ranks.
 3. Granatieri Battalion. B Scale. Not exceed 25 officers and 250 other ranks.
 4. Royal Military Academy. B Scale. Not to exceed 40 officers and 450 other ranks including cadets.
 5. Royal Navy Academy. B Scale. Not to exceed 450 all ranks including officers and cadets.
 6. Comando Supremo. A Scale. The authorization of the « A » is made solely because it was previously authorized

by the CAO, this headquarters, prior to the setting up of the present system. The «A» scale is subject to withdrawal at any time. The total ration will not exceed 600 all ranks including officers, civil officials of officer rank and mess attendants in general messes.

7. 1st Guide Group. No rations will be issued to members of this group while so employed.
2. Any rations which may be issued from British or United States stocks which do not in your opinion conform to the directives listed in Appendix «A» basic letter will not be repaid without previous approval of this headquarters.

13 Jue 1944.

(Sgd) AL HAMBLIN.
Brigadier General, USA.
D.C.A.O.

12 July 1944

ESTABLISHMENT MEMORANDUM NUMBER 19

USE OF GOVERNMENT TRANSPORTATION

1. Vehicles of ACC, whether military or civilian type, will be used only for official business. Vehicles will not be used to commute between the office and home or the office and billets within walking distance (1 mile).

2. Attention is invited to Part II, Par 20, Orders 15-31, Serial No. 5, 24 March 44, Hq AAI Routine Orders which states:

«1. Vehicles owned or hired by the WD will not be used to convey civilians unless: —

- (a) They are Government Officials, or
- (b) They are travelling upon official business or business directly connected with the prosecution of the War, or
- (c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below.
Such passes will be signed by the OC the Unit authorizing such travel.

• PASS ENTITLING BEARER TO
TRAVEL IN WD VEHICLES •

(Identify No.)

(Full Name)

(Unit or Affiliation)

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

(Place)

(Date)

.....
Commanding

.....
(Rank)
(Unit)

3. It is forbidden to give casual lifts to civilians.
4. Disciplinary action will be taken against any officer or EM/OR disregarding this order.
3. Attention is also invited to Ltr. AG 510, dated 12 July, Hq. Rome Allied Area Command, which states:
1. Permission to use government vehicles to transport civilians for organized recreation does not include individuals riding around the city of Rome independently. This practice, particularly with regard to the transportation of civilian women, has resulted in a considerable amount of unfavorable comment. Future violations will result in the impounding of the vehicle and the dismounting of all passengers, and the driver, on the spot.
2. Curfew in Rome is 2300 hrs., for all troops including officers. All vehicles moving on the streets of Rome after curfew without proper authority will be impounded, and all passengers, including the driver, dismounted on the spot.

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

ESTABLISHMENT MEMORANDUM No. 20

Issued
31 August 1944ISSUE OF SUPPLIES TO ACC/AMG FROM ARMY DEPOTS

1. In order that proper accounting may be maintained both by the Armed Forces and by ACC it is essential that all ACC/AMG officers requisitioning or drawing stores or supplies from British or American Army depots should state clearly whether such issues are for ACC/AMG's own use and consumption (e.g. rations, Q.M. Stores for messes, offices, etc.) or whether they are for reissue to Italian civilians either direct from the Army Depot or via an ACC/AMG warehouse.
2. This information will be embodied in the requisition; for example, "Required for 2675th Regiment" (this would apply to rations or other issues from American Depots for ACC/AMG's own consumption); "Required for ACC/AMG Civilian supplies Warehouse of X"; "Required for Refugee Camp of Y behalf of ACC/AMG for civilian use".
3. All shipping tickets and issue vouchers will be receipted by the ACC/AMG officer drawing the supplies, who will retain a copy of the shipping ticket or issue voucher; in the case of supplies drawn for civilian use the ACC/AMG officer drawing them will submit his copy of the shipping ticket or issue voucher to the Regional Supply Accountant who will use it as a supporting document for his monthly stock movements reports.
4. Issues to Italian Army formations are not a concern of ACC Regional Officers. These shipping tickets will be signed for by the Italians and not by an ACC/AMG officer. Such issues are a matter only for accounting at ACC Headquarters.

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

ESTABLISHMENT MEMORANDUM No. 21

Issued
3 September 1944REQUISITIONING AND REGISTRATION CIVILIAN VEHICLES

1. The purpose of this Establishment Memorandum is to amplify and clarify certain other subjects not covered in Establishment Memoranda 12 and 14 and changes thereto.

2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memoranda referred to in paragraph one (1).

3. RETURN AND DEREGISTRATION OF VEHICLES.

a. When a vehicle is returned to the owner, it will be considered deregistered after completion of the following:

- (1) Two (2) copies of release certificate, attached as Appendix "A", must be signed by the owner.
- (2) One (1) copy of release certificate, together with requisition originally issued to owner, is to be forwarded to G-4 (A), this Headquarters.
- (3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.

4. TRANSFER OF VEHICLE BETWEEN REGIONS.

a. Requisitioned civilian vehicles will not be transferred from one Region to another without the written approval of G-4 (A), this Headquarters.

b. Regional Commissioners desirous of transferring a vehicle from or to another Region will request same in writing to G-4 (A), stating the reasons for making such transfer. G-4 (A) will approve or disapprove and notify the Region concerned as soon as possible.

c. If approval is granted, the Region transferring the vehicle will not reassign another vehicle the same Registration Certificate Number issued on vehicle being transferred.

d. Records to accompany the transfer of the vehicle to the new Region will be a copy of the requisition covering the vehicle.

e. The Region transferring the vehicles will, before release, remove the Registration Certificate, mark it "Cancelled, Transferred to Region _____" and forward cancelled Certificate to G-4 (A).

f. The Region receiving the vehicle will, immediately upon receipt of same, assign it a Registration Certificate Number and notify the former Region and G-4 (A), this Headquarters, of the new number.

g. Civilian drivers will not accompany vehicles being transferred.

5. STOLEN VEHICLES.

a. When a vehicle is stolen, the following will govern:

- (1) All police authorities in the Region concerned will be notified of the theft and every effort will be made to retrieve the vehicle.
- (2) A complete report in triplicate will be sent to G-4 (A), setting forth all the circumstances involving the loss of the vehicle.
- (3) No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers).

6. ACCIDENTS.

- a. When a vehicle is involved in an accident, an accident report shall be rendered G-4 (A), as outlined in paragraph 5a(2) above.
- b. If in the opinion of the Regional Transportation Officer a vehicle is damaged beyond economical repair, a certificate, attached as Appendix "B", will be rendered G-4 (A), together with a report, as outlined in 6a above.
- c. In accidents resulting in injury to personnel, military or otherwise, the U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

7. SCRAPPING OF VEHICLES

- a. When in the opinion of the Regional Transportation Officer a vehicle is beyond economical repairs and parts from it can be utilized advantageously to repair other vehicles, he will submit to G-4 (A) a certificate attached as Appendix "B" along with the Registration Certificate for the vehicle.
- b. Where parts of a vehicle which is beyond economical repair are not needed to repair other vehicles, owners of such vehicles should be notified and, whenever possible, vehicles returned to them in accordance with paragraph 3 above.
- c. No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers).

8. CHANNELS OF COMMUNICATIONS.

- a. Regional Commissioners will instruct Provincial Commissioners to take up any questions involving civilian requisitioned cars through the proper channels, to the Regional Transportation Officer and not directly to G-4 (A), this Headquarters.

9. REGIONAL TRANSPORTATION OFFICER

- a. Regional Commissioners are requested to forward to G-4 (A), this Headquarters, the full name, rank, and serial number of the Regional Transportation Officer in their respective Region, and of any newly appointed RTO's in the future.

10. REGIONAL REQUISITIONING OFFICER

- a. Regional Requisitioning Officers are the only officers authorized in Regions to sign formal Requisition Forms. It is their responsibility to control all Requisitioning within their respective Regions.
- b. If a change in Requisitioning Officers occurs, it will be reported to G-4 (A), accompanied by name, rank, and serial number and four samples of the signature of the newly appointed Requisitioning Officer.

11. REPRODUCTION OF APPENDICES "A" AND "B" AND "FORM FOR REQUISITIONING".

a. Permission is granted to the Regions to reproduce Appendices "A" and "B"; however, "Form for Requisitioning" will not be reproduced. An ample supply of standard U.S. Army Requisitioning Forms is on hand and will be dispatched to Regions promptly after receipt of request for same from Regional Requisitioning Officer.

12. CIVILIAN VEHICLES NOT TO BE REQUISITIONED.

a. For the information and guidance of all concerned vehicles belonging in the categories listed below will not be requisitioned:

Doctors	Italian Government
Nurses	Bankers
Food Distribution	Vatican City
Italian Army	Diplomatic Corps
Public Utilities	Italian Navy and Air Forces
State Railway	

Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizzazione.

13. MONTHLY RETURNS.

a. A monthly return in duplicate as of 2400 hours on the last day of each month will be rendered G-4 (A), this Headquarters, as shown below:

ACC No.	MAKE	ITALIAN LICENSE No.	MOTOR No.	CHASSIS No.	ASSIGNED TO

b. All vehicles will be recorded regardless of having been scrapped, derequisitioned, or stolen.

c. Report to reach G-4 (A) not later than the 6th day of each month.

14. OFFICIAL USE OF ACC CIVILIAN VEHICLES.

a. The use of ACC civilian requisitioned vehicles will be restricted to circulation necessary to carry out the functions of the Sub-Commission, Branch or Division in connection with their ACC activities.

b. Civilian drivers will not be permitted to circulate in ACC vehicles after official duty hours unless on official business.

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

APPENDIX "A" to
Establishment Memorandum
Number 21, 3 September 1944

HEADQUARTERS REGION
ALLIED CONTROL COMMISSION

.....
Date

RECEIPT FOR CIVILIAN VEHICLE

Received from Allied Control Commission the following described vehicle:

MAKE	OLD AMG/ACC No.
MODEL	NEW ACC No.
CHASSIS No.	LICENSE No.
MOTOR No.	YEAR

In consideration of return of above vehicle to me, I hereby release the Allied Control Commission, the United State Army, and the British Army from any claims whatsoever for use of above-mentioned vehicle in the military service.

Signature

Address

WITNESSES (Officers)

.....
Name Rank ASN

.....
Name Rank ASN

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

APPENDIX "B" to
Establishment Memorandum
Number 21, 3 September 1944

HEADQUARTERS REGION
ALLIED CONTROL COMMISSION

.....
Date

CERTIFICATE

I certify that the following civilian vehicle has become unserviceable while being used by the military service, that repair parts are not available, and that it has been dismantled and the serviceable parts used or placed in stock to repair other civilian vehicles being utilized for military service.

MAKE.....	LICENSE No.....
MODEL.....	OLD AMG/ACC No.....
YEAR.....	NEW ACC No.....
MOTOR No.....	REMARKS.....
CHASSIS No.....	

..... (Name)	 (Rank)	 (ASN)	 (Region)	 (Position)
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Issued
27 September 1944

ESTABLISHMENT MEMORANDUM No. 22

ESTABLISHMENT OF MAINTENANCE, ROAD DIVISION,
TRANSPORTATION SUB-COMMISSION

1. A Maintenance Section has been established under the Road Division, Transportation Sub-Commission.
2. a. The Road Division will assume complete responsibility for supervision, control, organization and inspection of *all* vehicle maintenance (both TE & WE) to include both domestic and civil transport vehicles of this

Headquarters and the Regions. This in no way relieves Regional Commissioners and Senior Officers of the responsibility of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

- (1) All maintenance and operating personnel of this Headquarters and in the Regions operating or maintaining motor transport will be assigned to the Transportation Sub-Commission.
- (2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
- (3) The Transportation Sub-Commission will be responsible for garage allocation.

3. Responsibility of G-4 (See Annex "A" and "B" attached).

4. Responsibility of other elements:

a. Headquarters Maintenance Officer will be responsible for the carrying out of the duties detailed in paragraph 2 (a) above. It is essential that all incidents involving accountability of property be coordinated with G-4 (both American and British). (See Annex "A" and "B").

b. Regional Maintenance Officers (Transportation Sub-Commission Officer) will be directly responsible for the maintenance of all vehicles within their respective Region; the supervising and training of personnel in maintenance and driving, and the continuous execution of preventive maintenance. He will make frequent technical inspection of all vehicles within his Region and bring about correction of all deficiencies noted.

c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in U.S. AW 83 and AR 35-6640 and AR 850-15 and British W.D. Regulations.

5. Accountability (See Annex G-4 "A" and "B").

6. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.

NORMAN E. FISKE,
Colonel,
Establishment Officer

ANNEX "A" to
Etab Memo No. 22, 27 Sept 44.

RESPONSIBILITIES OF G-4 (A)

1. VEHICLE RECORDS.

a. G-4 (A) is responsible for the accountability for all U. S. Army vehicles (which includes requisitioned civilian vehicles) and Motor Maintenance equipment used by Allied Control Commission and 2675th Regiment.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all U. S. Army vehicles, motor maintenance, and accessories now in the possession of the Transportation Sub-Commission.

c. A Property Book will be set up in each Region by the American Unit Transportation Officer in accordance with instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible and accountable for all such property within his unit.

(1) The Property Book, which will be known as the « Unit Transportation Sub-Commission Property Book », will account for all U.S. Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to Companies.

(2) G-4 (A) will be notified in writing of the assignment and relief of the Transportation Officer so that a transfer of property on the unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.

(3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as directed by the Transportation Sub-Commission.

(4) The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub-Commission. The Transportation Sub-Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to the Transportation Sub-Commission.

d. Reports of Survey or certificates will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit and forwarded to G-4 (A), Ref. AR 35-6640.

e. In case of salvage through an Ordnance Depot, a true copy of the Salvage Receipt of the old vehicle, and the Tally Out on the new vehicle, will be forwarded to G-4 (A).

2. REPORTS.

a. Monthly Material Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment as of 1200 hours on the 10th of each month, so as to reach the office of G-4 (A) not later than 1200 hours on the 12th day of each month. *This deadline must be met.*

3. SUPPLIES.

a. All American vehicles and motor maintenance equipment will be drawn through G-4 (A), this Headquarters.

b. All motor maintenance parts will be drawn on an exchange basis, direct from the nearest Ordnance Depot or the parts section of the Transportation Sub-Commission. Requisitions will be submitted to G-4 (A).

c. Unserviceable vehicles may be salvaged at any Ordnance Depot. Unserviceable American vehicles will not be turned into REME. Replacements may be drawn direct from the nearest Ordnance Depot. (See paragraph 1, Section E).

ANNEX "B" to
Etab Memo No. 22, 27 Sept 44.

RESPONSIBILITY OF G-4 (BRITISH)

1. G-4 (British) will be responsible for records and major items of supply.
2. RECORDS.
 - a. G-4 (British) will keep all records and prepare vehicles census of all W. D. vehicles in use in the Sub-Commission.
 - b. *Vehicle Casualties:* These will be rendered by G-4 (B) for all W.D. vehicles of the Commission.
 - c. *Vehicle locations:*
 - (1) Distribution of all vehicles to Regions. AMG Armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4. W.E. vehicles will not be moved except on the instructions of G-4 Branch.
 - (2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferor and transferee will sign and exchange A.F.'s G.1039 and transferor will forward a third copy signed by both to G-4 (British).
3. SUPPLY.
 - a. *Vehicles:*
 - (1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.
 - (2) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. *Equipment:*

- (1) Region will be responsible for indenting for their own vehicle tools and spare parts.
- (2) G-4 will indent for all G.1098 M.T. Equipment and LAD equipment authorized under Special List 94/1 and will issue same when received to Transportation Sub-Commission for allotment.
- (3) G-4 will indent for M.T. First Aid Kits to scale and will issue them to Transportation Sub-Commission who will be responsible for keeping them replenished.
- (4) If any major items of garage equipment are required, surplus to LAD scale, Transportation Sub-Commission will submit a special case to G-4 Branch for supply.

4. In order to carry out the above policy, the returns set out in Appendix "B" will be rendered to G-4 Branch by the parties set out in such appendix. All previous instructions as to return to G-4 Branch are cancelled.

5. Administrative Instruction No. 3 of 18 April 1944 is cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be Rendered.

TYPE OF RETURN	RENDERED BY	RENDERED TO	DATE
Return of all vehicles in possession of or under orders that have been issued from any British source other than G-4 or Transportation Sub-Commission and present locations.	All Regional, AMG Armies, Sections, Sub-Commission or Branches.	G-4 (B)	
Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately).	Responsible officers named in Para 7.	G-4 (B)	21st each month
Vehicle Casualties. Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire, accident, wear and tear.) No particular form is necessary but vehicle must be clearly identified. If BLR, cause must be stated and BLR certificate forwarded as early as possible.	Responsible officers named in Para 7.	G-4 (B)	Within 24 hours

7. With effect from 1 October 1944 responsibility for recording and returns of all vehicles, whether WE, civilian or otherwise authorized, will be as follows:

RESPONSIBLE OFFICER	VEHICLE FOR WHICH RESPONSIBLE
Headquarters Commandant	1. All British WE vehicles and Requisitioned vehicles in Hq Motor Pools or assigned to any official, sub-commission, etc., other than sub-commissions, etc., of which the Director is « Responsible Officer » as set out in this Instruction. 2. Vehicles of Liaison Officers in Rome.
Director, Transportation Sub-Commission	1. All WE and Requisitioned Vehicles assigned to Transportation Sub-Commission. 2. All other vehicles (civilian supply, fire, etc.) assigned to Sub-Commission, Branches, etc., at Hq ACC.
SCAO's 5th & 6th Armies	All WE, civilian Supply & other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.
Regional Commissioners	1. All WE vehicles on charge to Region or Province. 2. All requisitioned cars requisitioned by or transferred to Region. 3. All civilian supply vehicles allotted to Region. 4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch. 5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region of which notice is given to Regional Commissioner by the Sub-Commission.
Displaced Persons and Repatriation Sub-Commission	All own vehicles except those working in Army areas.

Issued
28 September 1944

ESTABLISHMENT MEMORANDUM No. 23
Including Amendment No. 1

REQUISITIONED HOTELS

GENERAL PRINCIPLES:

1. The following instructions refer to hotels requisitioned fully furnished and equipped (as distinct from hotels requisitioned for office purposes) and occupied by ACC/AMG for purposes of officers' billets and messes. Such part of ACC Administrative Order No. 2 of 27 January 1944 as referred to hotels is hereby rescinded, but such part thereof as referred to other accommodation for billets and messes, e.g. requisitioned villas and apartments, remains unaltered.

2. As set out in HQ AAI Letter 72/2/Q2 of 1 March 1944, in subsequent instructions from AAI and ACC Letter 13048/F of 22 August 1944 to R.F.Os, an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for EM/ORs.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to R.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.

4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and Hirings Officer, British Forces, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented.

5. As indicated in the following detailed instructions, there will be a military officer in charge of each hotel, who will have certain specific duties and responsibilities to undertake. Regional Commissioners and the ACC Headquarters Commandant will, if they have not already done so, arrange to have appointed an "Allied Officer in Charge" of each hotel occupied by ACC/AMG for purposes of billeting and messing.

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

DETAILED INSTRUCTIONS:

7. The actual requisitioning of hotels for ACC/AMG officers' billets and messes will be handled through the appropriate military authorities (Base Section, Town Major, etc.), who have been fully informed of the arrangements referred to in this memorandum.

8. It is essential when a hotel is requisitioned for ACC/AMG officers' billets and messes that a complete physical inventory of the furniture and equipment be taken by an ACC/AMG officer immediately the premises are occupied. This inventory must include reserve stocks of linen, china, cutlery, furniture, etc., but will not include such items as wines and spirits belonging to the hotel. This inventory, properly authenticated by ACC/AMG and countersigned by the hotel management, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional ACC/AMG Headquarters as a record of the articles requisitioned.

9. If a requisitioned hotel has more accommodation than is required by ACC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.

10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militare will advance funds to the hotel management to assure the continuity of service.

11. These advances will be made to the hotel management by the Comando Genio Militare on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments made by the management for the following items:

- (a) Wages and salaries of the civilian staff, at the authorized rates.
- (b) Replacements of crockery, cutlery, linen, glassware, etc.
- (c) Minor repairs necessary to maintain service.
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants.

- (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments.
- (g) Heating expenses (including fuel for cooking).

This statement will not include any element of profit, rent or dilapidations.

12. If the hotel has sufficient working capital to meet its current expenses until the first advance can be made, all operating expenses will be paid by the hotel management. However, if the management is unable to pay the operating expenses and an advance cannot immediately be obtained from the Comando Genio Militare, then payments may be made out of ACC/AMG funds until funds are made available to the hotel management. Disbursements out of ACC/AMG funds must be supported by the vouchers prescribed by the Chief Accountant of ACC for use by Sub-Accountants (see Sub-Accountants Instructions Nos. 1 and 2).

13. The statement referred to in para. 11 above requires the approval of the Allied officer in charge of the hotel. Furthermore, any payments made out of ACC/AMG funds requires the approval of the officer in charge of the hotel. The following explanations are accordingly submitted for guidance:

- (a) As regards payments made by the hotel management, the officer in charge of the hotel is required to "certify that the wages paid are correct", but as regards other expenditures his responsibility "is confined to the quality and quantity of the services received and does not include the prices". This is interpreted to mean that the officer concerned should, wherever possible, be present when employees are paid and see that they receive their money and sign the payroll, make tests from time to time to ensure that employees verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialed documents. He will then append the following signed declaration at the foot of the management's statement:

"With reference to the above statement, I certify to the best of my knowledge and belief that (a) the basic gross rates of pay for civilian employees are within the authorized limits, (b) that I have satisfied myself that employees figuring on the payrolls have been paid and are "bona fide" employees of the hotel, (c) that the number of employees is not excessive, and (d) that the services and supplies included in the statement were authorized by me and that the quantity and quality thereof is fair and reasonable.

1944

Signature and Rank

- (b) As regards any emergency payments made out of ACC/AMG funds, the officer in charge of the hotel must accept full responsibility as to quantities, quality, prices or rates, arithmetical accuracy of bills, etc. as prescribed in Sub-Accountants Instructions Nos. 1 and 2.
- (c) It is to be noted that if wages and salaries are paid out of ACC/AMG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and no benefits (e.g. family allowance) payments will be made. However, if the employees are paid by the hotel management, social insurance contributions and benefit payments will be dealt with in accordance with Italian law as modified by Proclamations, etc.
- (d) Where Allied military rations are provided, Lire 900 per month will be deducted from the wage or salary of each employee, whether payment is made out of ACC/AMG funds or by the hotel management. However, where deductions for such rations are made by the hotel management, the amount of such deductions will be paid over by the management to the nearest ACC/AMG Sub-Accountant and it will be the responsibility of the officer in charge of the hotel to see that payment is duly made; this procedure has retroactive effect.
- (e) It has been intimated that, wherever practicable, the former staffs of requisitioned hotels should be retained. However, should the existing staff to a hotel be obviously in excess of requirements, for example in the case of a hotel only partially occupied, it will be the responsibility of the officer in charge to see that an excessive number of employees is not retained on the payroll, whether payment is made out of ACC/AMG funds or by the hotel management. In these circumstances, it may not be practicable to keep the number of cooks, waiters and kitchen employees within the limits for messes set out in ACC Administrative Order No. 2 of 27 January 1944 and consequently the limits imposed by this Order are hereby relaxed insofar as messes in requisitioned hotels are concerned. Administrative Order No. 2 remains in effect so far as messes other than in requisitioned hotels are concerned.
- (f) Essential "War Damage" repairs should be carried out and paid for by the hotel management. If the management have no funds available for this purpose, bearing in mind their hotel running expenses, they must be instructed to make application to the Italian Government (Ministry of Public Works), under the provisions of RDL 26 October 1940, No. 1543. This law governs the procedure for Italian Government participation in the reconstruction of war-damage privately-owned property. In exceptional circumstances, it may be possible to utilize the appropriate Army Engineering Services (Royal Engineers or Corps of Engineers). In this latter case, the cost is recorded by Armies, and no further action by ACC/AMG is necessary.
- (g) Public services such as water, electricity, etc. will be taken care

of by the Comando Genio Militare direct and consequently will not be paid either by the hotel management or out of ACC/AMG funds.

- (h) It is intended that bars should be operated as a separate unit either by the hotel management or the ACC/AMG Mess and therefore no expenses in connection therewith should be included in the monthly statement referred to in para. 11 above.

14. Regional Commissioners must report to the Chief Accountant at ACC Headquarters the date as from which each hotel in their region has been requisitioned for ACC/AMG officers' billets and messes and indicate whether any expenses have had or will have to be paid out of ACC/AMG funds.

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

Issued
4 October 1944

ESTABLISHMENT MEMORANDUM No. 24
Including Amendment No. 1

REQUISITION OF MOTOR VEHICLES

1. Authority previously delegated to Regional Commissioners to requisition motor transport in their respective regions is rescinded insofar as it affects Italian Government territory and the Commune of Naples. Headquarters, Allied Control Commission and its subordinate Commissions, Branches and other Subdivisions will not requisition motor vehicles in the above territory. Under very exceptional circumstances, individual requests for authority to requisition may be submitted to this Headquarters for action. Such requests should include specific details and full justification.

2. Requisitioned cars will not be transferred from one region to another except by authority of this headquarters, which will be granted only in exceptional circumstances. Regional Commissioners will derequisition and return all vehicles not essential to operation on the reduced scale contemplated by transfer of territory to the Italian Government. (See Establishment Memorandum 21, dated 3 September 1944).

3. * The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used

in all Regions with the exception of Southern, Liguria and Piemonte Regions who will use the capital letters SR, L and P respectively in place of Roman numerals ».

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

Official:

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

Issued
17 October 1944

ESTABLISHMENT MEMORANDUM No. 26

1. In accordance with the policy recently established by higher authority, awards, medals, decorations, honors, degrees and gifts of any nature whatsoever will not be accepted by members of the Allied Control Commission from the Italian Government, local sub-divisions thereof and Italian institutions. This prohibition applies whether the persons concerned are presently members of the Commission or have severed their connection thereto.

2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

Official:

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

Issued
29 October 1944

ESTABLISHMENT MEMORANDUM No. 27

1. The following note from the Economic Section is quoted for the information and guidance of all Regional Commissioners and AMG Armies:

* 1. On 5 October the Commerce Sub-Commission and the Industry Sub-Commission made a joint request to the Economic Section that the officers of

subject Sub-Commissions in the Armies and Regions be consolidated as a separate and single division. Decision has been made after conference with the Chief of Staff to the effect that such consolidation will not be made.

* 2. All assignments to Armies and Regions of Industry officers and Commerce officers on the ground that they would work as a single division in the field will be changed and assignments made either to Industry or Commerce, as the case may be. *

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

Issued
31 October 1944

ESTABLISHMENT MEMORANDUM No. 28

ORGANIZATION OF 1ST TRUCK BATTALION

1. Establishment Memorandum No. 25, Hq Allied Control Commission (Establishment Section) APO 394, is hereby rescinded and the following substituted therefor.

2. Announcement is made of the organization of the 1st Truck Battalion, Allied Commission (Italian Army Personnel).

3. This Truck Battalion will consist of a Battalion Headquarters and eight (8) companies from Italian Army Personnel.

4. Its activities will be supervised by Company "T", 2675th Regiment, Allied Control Commission (Ovhd).

5. The 1st Truck Battalion, Allied Commission (Italian Army) and Company "T", 2675th Regiment, Allied Control Commission (Ovhd), is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Commission, for maintenance and operation.

6. The Battalion and Company will be placed under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovhd), for administration and supply.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

Official:

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

0943

Declassified E.O. 12356 Section 3.3/NND No. 785021

PART III
OFFICE MEMORANDA

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OFFICE MEMORANDUM

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OFFICE MEMORANDUM NUMBER 1

1 March 1944

1. Uniformity of policy on important Economic and Administrative matters throughout Italian territory under Allied Control is of paramount importance.
2. There are, however, three groups interested in such questions of policy: the Allied Control Commission, the Italian Government, and, with respect to the forward areas, the Armies. Each of these three Groups should be advised of the establishment by one of the others of any general policy affecting civil affairs; where necessary, agreement must be secured in advance.
3. Accordingly, it is requested that whenever material is submitted as the basis for an Executive Memorandum, the responsible officer in the appropriate Sub-Commission, or Section, will indicate thereon whether or not the proposed order has been approved by the Italian Government. Inversely, whenever the Italian Government, with the approval of HQ ACC., establishes a policy, consideration should be given to the desirability of making that policy effective in territory under A.M.G. administration by an Executive Memorandum.
4. Copies of all Executive Memoranda will in all cases be sent to the S.C.A.O's, 5th and 8th Armies so that wherever possible they will plan their own operations with a view to compliance therewith.

NORMAN E. FISKE
Colonel, Cavalry
Deputy Executive Commissioner

4 February 1944

OFFICE MEMORANDUM NUMBER 2

(Issued as Executive Memorandum No. 1)

ITALIAN REFUGEE BRANCH

1. The Chief Commissioner has decided to establish an Italian Refugee Branch of the R.C. & M.G. Section as distinct from the Displaced Persons Sub-Commission which is also a branch of this Section.

The latter deals with all internees and displaced persons who are not Italians. The former will deal throughout Italy, Sicily and Sardinia with all Italian refugees.

2. Lt. Col. C. R. HULLS, M.C., has been appointed Head of this Branch.

3. All communications concerned with Italian Refugees or Displaced Persons (not Italian) should be addressed to the appropriate Branch c/o R.C. & M.G. Section, A.C.C.

4. Officers are reminded that it is a matter of operational importance that movement and maintenance of Italian Refugees should be carried out efficiently and expeditiously as well as humanely. It is the duty of all officers to give every assistance in their power to the Italian Refugee Branch and the Committee of Italian Officers recently set up in conjunction with this Branch.

By Command of Lieutenant General MASON MacFARLANE,

M. S. LUSH
Brigadier
Executive Commissioner

11 February 1944

OFFICE MEMORANDUM NUMBER 3
(Issued as Executive Memorandum No. 5)

PAYMENT OF CIVILIAN LABOUR

1. Payment of civilians will be made on the 16th of the month for the preceding fifteen days, and on the 1st of the following month for the balance of the month.

2. Payrolls (F/F4) will be prepared in duplicate by Section, Sub-Commission, the Headquarters Commandant, or the Adjutant, each for their own employees. These payrolls must be signed by the Head of the Section, Sub-Commission, the Headquarters Commandant, or the Adjutant as the approving officer, and such signature makes the signer responsible for the correctness of the information contained on the form.

3. When preparing a payroll, special attention will be paid to the following points:

- (a) Function of employee.
- (b) Total number of days worked.
- (c) Rate of pay per day.
- (d) Signature of approving officer.

4. Payrolls should be submitted to the office of the O.C., Headquarters Detachment, British, at 61 Via Medina by the 15th and last day of each month.

The civilian employees themselves should not be allowed to have access to these payrolls once they are signed, because of the possibility of alteration. Improperly completed or signed payrolls will be returned to the submitting agency, and, as a result, civilian employees will not be able to be paid until these payrolls are properly filled in.

5. New rates of pay have become effective 1 February. If there is any question about the proper classification of the employee or wage scale, the Employment Section, Headquarters Commandant's Office should be consulted.

6. Casual payments may be made only to employees being dismissed, or whose period of employment has ended. Such employees should be sent to the office of the O.C., Headquarters Detachment, British, with a covering note in a sealed envelope containing a statement of the reason of termination of employment and an informal rating of the employee. This note should give the period employed and the daily rate to be paid. The employee's pass will be picked up at the time of payment.

By Command of Lieutenant General MASON MacFARLANE.

R. B. RATHBONE
Colonel
Executive Officer

1 March 1944

SUBJECT: Publication of Proclamation & General Orders.

TO: All Sections and Sub-Commissions.

1. The instructions contained in AMGOT/4007/L of 18 October 1943 issued by AMG HQ Sicily, are hereby cancelled and the following substituted.

2. (a) The Sub-Commission wishing to originate a Proclamation or General Order will first consult by memorandum with R.C. & M.G. Section through the Vice-President of its Section.

(b) After agreement on the rough outline has been reached, the originating Sub-Commission will first co-ordinate with all other interested Sub-Commissions and then submit requirements in writing to Legal Sub-Commission for drafting.

(c) Legal Sub-Commission will return draft to originating Sub-Commission. Any subsequent revision will be agreed with Legal Sub-Commission, who will certify final draft.

(d) Originating Sub-Commission will submit the certified final draft to C.C.A.O. for signature by the Military Governor in the case of a Proclamation and for the C.C.A.Os. signature in the case of a General Order.

(c) Signed Proclamation or Order will be passed to Archivist for safe custody, a copy certified by the originating Sub-Commission being sent to the Printing Officer, H.Q. A.C.C.

(f) The Printing Officer will obtain galley proofs and submit them to Legal Sub-Commission who will check until accurate proof received. Legal Sub-Commission passes back final proof duly certified as ready for printing.

(g) The Printing Officer will ascertain from Civil Affairs Branch R.C. & M.G. Section the number of copies to be printed, arrange for the printing and report to Civil Affairs Branch when printing is completed.

(h) Publication of Proclamation or Order will be effected under the instructions of R.C. & M.G. Section by means of Executive Memorandum, after consultation with the originating Sub-Commission.

(i) Actual posting of Proclamation or Order will be the responsibility of the Regional Commissioner or S.C.A.O. of the formation concerned through such channels as he may decide. Officers of the Public Safety Division will normally be used.

3. Italian translation of Proclamations or orders will be provided by the Information Division of the Civil Affairs Branch to the Printing Officer who will request them as soon as he receives the English text for printing (para. 2 (c) above). The Italian translations will then follow the same procedure as outlined in 2 (f) - (i) above.

4. One printed or stencilled copy of the Proclamation or Order will be certified by the Printing Officer and filed with the signed copy by the Archivist, H.Q. A.C.C. Another copy will sent to the Legal Sub-Commission for their files.

5. Preparatory documents will be kept by the originating Sub-Commission, the number and location of the file being notified to R.C. & M.G. Section (Civil Affairs Branch). That Section will maintain a register of such files to show number, location, originating Sub-Commission, date of publication, distribution and date, all related to the number and official title of the Proclamation or Order concerned.

By Command of Lieutenant General MASON MacFARLANE.

M. S. LUSH
Brigadier
Executive Commissioner

REFERENCE: 278/35/CA

4 May 1944

OFFICE MEMORANDUM NUMBER 4

1. The following information in regards to SCM Radio Service to the United States from Italy is extracted from PBS Circular Number 52 dated 30 April 1944, and NATOUSA Circular 50, 9 April 1944, for the information and guidance of all concerned.

2. Effective 1 May 1944, sender's composition radio service to United States, via RCA station, Naples are inaugurated for U. S. Military and naval personnel in Italy, including U. S. civilians attached to U. S. Armed Forces. This service is already available from U. S. to Italy. Sender's composition messages (SCM) will be restricted to night letter telegrams (NLT), and will be filed with unit EFM censors in the same manner as EFM.

3. Rules for counting words and general information governing sender's composition messages (SCM).

a) Every word written by sender for transmission is counted and charged for. This includes the address and signature.

b) The signature must contain the first name or initial and last name.

c) The City and State in the address will count as a single word if grouped together; for example:

SanFranciscoCal 1 word

NewOrleansLa 1 word.

d) Expressions like stop, comma, and period when written out, count as one word.

e) Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.

f) Recognized abbreviations; such as, FOB, COD or POB are single words.

g) Words of over fifteen letters or figure groups of over five digits count as two chargeable words; For example:

Transcontinental — 16 letters — (2 words)

678201 — (2 words).

h) Running words or parts thereof together in the text or address are known as evasions and will not reduce the word count; For example:

ALLBEST — (2 words)

9) The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.

10) An address written:

1. NLT Mary E. Jones, counts as (4 words).
2. NLT Mrs Mary E. Jones (5 words).
3. NLT Mary Jones (3 words).

An example of a complete address follows:

NLT Mary Jones 225 West 70th Street
New York City Ny — (8 words).

11) Here is an example of how a message would be counted:

NLT MARY JONES 48 RIDGE STREET RICHMOND VA
SALE OF HOUSE APPROVED HAPPY TO HEAR MOTHER WELL
ALL MY LOVE DEAR

JOHN E DOE

The foregoing totals 23 chargeable words. As this does not exceed the minimum of 25 words, the charge for the above would be \$ 2.50, which is what an NLT would cost to Virginia.

4. NAME, ADDRESS, TEXT AND SIGNATURE WILL BE PRINTED TO INSURE CORRECT TRANSMISSION OF MESSAGE.

5. All other existing regulations and instructions contrary to the provisions herein are rescinded. Censorship regulations governing the use of cable and radio services conform generally with those applicable to postal communications. Circular Number 32, Hq. NATOUSA, ex. (US Military Censorship Regulations), referring primarily to postal censorship, remains in effect and will be applied in conjunction with these regulations.

6. *Address.* Cables will be directed to normal, clear addresses. Code or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.

7. *Signature.* All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials, last name, middle initial and first name; or full name. Nothing else may be shown. Rank, serial number, unit or organization, and APO number will *not* be included in the signature nor shown elsewhere in the message text.

8. *Subject and Language.* Ordinary cable service as covered by these regulations is authorized in order to facilitate the transaction of urgent personal business, family affairs, greetings not sufficiently covered by EFM texts, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:

- a) Official business.
- b) Press dispatches or other matter intended for publication.
- c) Money transfers.
- d) Orders for flowers, candy, or other merchandise.

Ordinary cables will be in English, unless specific authorization to use some other language is obtained from the Chief Base Censor of the Base Censorship Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear may subject the message to delay or suppression.

9. Prohibited Statements:

a) The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and these are subject to restrictions in addition to those placed on postal communications.

b) Matter forbidden in ordinary letters is also forbidden in ordinary cables. (See paragraph 10b, Circular // 32, Hq. NATOUSA, cs).

c) "Conditional Statements" as listed in paragraph 10c, Circular Number 32, Hq. NATOUSA, cs, are prohibited in ordinary cables.

d) The following are also prohibited in ordinary cables:

- 1) Any reference to location of sender or other military personnel. (For example: the expression "I am in North Africa", although permitted in letters, is prohibited in cables. A statement such as, "Have seen Uncle Jean", may reveal location if addressee can be assumed to know location of persons mentioned).
- 2) Designation or location of a unit, branch, arm or service, or any installation of the United States Armed Forces and related agencies or those of its Allies. This applies to units outside, as well as within, this theater, except as may be required in addresses to military personnel.
- 3) Notification of safe arrival in any form.
- 4) Any reference to movement. (For example, such statements as: "Hope to see you soon", or "Am leaving this station", are prohibited).
- 5) Movement or prospective movement of any high government official.

By command of Lieutenant General MASON MacFARLANE:

E. L. Crough,
1st Col, AGD,
Executive Officer

OFFICE MEMORANDUM NUMBER 5

4 May 1944

PROVISION AND USE OF SIGNAL FACILITIES.I. GENERAL.

When the Armies move forward there will be a period when the scale of line communications will be drastically reduced, particularly in the forward areas. This will be inevitable, since not only is time required to extend the system, but damage will undoubtedly be very much higher than previously. Furthermore existing resources will be more stretched as the advance proceeds.

Everyone must, therefore, be prepared to work on a very much reduced telephone service, and to rely in the forward areas to a large extent on R/T. The telegraph service will also be more dependent on the use of wireless channels, which have a smaller traffic capacity than line channels and are subject to greater delays owing to the necessity of enciphering. The communication service must therefore be used with the maximum of economy, and the following rules will be observed:

Telephones

- a) Telephone calls will be initiated only as a necessity and not as matter of convenience.
- b) Telephone conversations will be kept short.
- c) R/T technique and discipline must be known and practised now by all concerned without noticeable increase of R/T traffic on the air.

Telegrams

- d) Will be carefully drafted to exclude all redundant words.
- e) Abuses of priorities must be eliminated.
- f) Attention will be paid to the security markings, particularly the distinction between "CONFIDENTIAL" and "SECRET" messages.

Express Letter Service

- g) Nothing will be sent by ELS where it can just as well be handled by the Army Postal Service.

b) Liaison officers, travelling from one headquarters to another, will invariably help Signals by taking any outstanding despatches, which might otherwise have to be sent by Special Despatch Rider.

These rules must be practised now. Commanders are, therefore, requested to ensure that the substance of this letter is brought to the notice of all subordinate commanders and staffs at all levels, and that proper attention is paid to enforcing the rules in para 4 above forthwith.

II. TELEPHONE PRACTICE

Information

1. Instances have arisen of confusion and resulting loss of time in setting up priority L. D. telephone calls between British and American switchboards in the L. of C. (communication zone) network due to differences in terminology and operating procedure.

Intention

2. To define the equivalent BRITISH and AMERICAN priority classifications and to establish a combined operating procedure for such L. D. telephone calls.

Method

3. Equivalent classifications

British		American
CLEAR THE LINE	Equivalent to	URGENT
or		
CLEAR THE LINE EMERGENCY AIR		or
PRIORITY	Equivalent to	OPERATIONAL PRIORITY
ROUTINE	Equivalent to	PRIORITY
		ROUTINE

a) CLEAR THE LINE or (CLEAR THE LINE EMERGENCY AIR) and URGENT or (OPERATIONAL PRIORITY) classification; reserved for only such calls as must be rushed through with a minimum delay.

b) PRIORITY classification will be used only for such calls which cannot be classified as URGENT (CLEAR THE LINE) but which warrant precedence over ROUTINE calls in order to reach the addressee in time for effective action.

c) All other calls will be considered as ROUTINE.

4. Classification will be made by the originator in accordance with the prevailing BRITISH or AMERICAN regulations.

a) BRITISH regulations will apply to the classification of calls originated by BRITISH formation and AMERICAN regulations will apply to calls originated by AMERICAN military personnel.

5. *Operating procedure.*

The classification of a call is not the responsibility of the operator.

a) **CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT AND OPERATIONAL PRIORITY CALLS.**

Calls of the above classification will take precedence over all calls of lower classification and will be "rushed" through with a minimum of delay.

If a circuit is occupied by a priority or routine call and is required for a CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT or OPERATIONAL PRIORITY call, then the priority or routine call will be broken down.

CLEAR THE LINE, CLEAR THE LINE EMERGENCY AIR, URGENT and OPERATIONAL PRIORITY calls are of equal importance and one will not take precedence over the other.

b) *Priority calls.*

(i) Take precedence over and will be established in advance of all routine calls.

(ii) All priority calls will be recorded as provided in para 5 (a) (i) above.

(iii) Priority calls which cannot be completed on demand will be booked and completed in chronological order over the first available circuits in advance of any routine call.

(iv) Routine calls will not be broken down to establish priority calls except that when a Priority call is held waiting for a circuit occupied by a Routine call for more than five minutes, the operator will notify the talking parties that a Priority call is waiting and will break down the connection.

c) *Routine calls.*

(i) Will be established on demand when possible and, if not, will be recorded (booked) and connected in the order of recording.

By command of Lieutenant General MASON MacFARLANE:

E. L. CLOUGH,
Lt Col, AGD,
Executive Officer

5 July 1944

Ref/53/122/CA.

OFFICE MEMORANDUM NUMBER 5 A

1. It may happen that telegrams are wrongly marked by the Message Centre « For Action » to the Section, Branch or Sub-Commission which is not functionally concerned with the subject matter and « For Info » to the office which should take action.
2. On occasions telegrams are sent « For Info » to all concerned.
3. In these circumstances it is the duty of the office which is functionally concerned with the subject matter to take action regardless of the distribution made by the Message Centre and to inform immediately the Message Centre and the office to which the message may have been (wrongly) sent for action of this intention.
4. This does not absolve the office to which a Signal has been marked « For Action » from either taking action or informing the Message Centre.

M. S. LUSH,
Brigadier
Executive Commissioner.

OFFICE MEMORANDUM NUMBER 6

18 July 1944

ACC HEADQUARTERS TELEPHONE INSTALLATIONS
AND ALLOCATIONS

1. The telephone installation in the Ministry of Corporations Building is considered adequate for the needs of ACC Headquarters. However, there is need for economy in the installation of telephone, as traffic in a Headquarters such as this is heavy, and extensions to existing control office equipment may be difficult of accomplishment.
2. The Headquarters Commandant has therefore made an allotment of telephones to each Section or Independent Sub-Commission. Assignment of telephones from this allotment to individual members of Sections or Independent Sub-Commission will be made by the Senior Officer of each Section or Independent Sub-Commission.
3. Requests for installation of telephones will be made in duplicate on the attached form, which can be obtained at Room 10, 1st Floor.
4. There are three kinds of telephone service available. All three require use of dial.
 - a. *Connection to ACC switchboard - unrestricted service:* Can by dialing number desired call any telephone connected to ACC switchboard. By dialing "zero" is connected to Telephone Company network and can then dial any number connected to each network. All incoming calls from outside are handled by the ACC operator.
 - b. *Connection to ACC switchboard - restricted:* Can make and receive calls to or from any telephone connected to ACC switchboard but cannot make or receive calls from city network.
 - c. *Direct connection to Telephone Company Rome City system:* This permits calling other units whose switchboards have dial numbers or any telephone connected to city network. However, to call a telephone connected to ACC switchboard, the switchboard number must be dialed and operator asked for desired party.
5. All requests for telephone service must be signed by Senior Officer of Section or Independent Sub-Commission or his authorized delegate. (Requests

from individuals cannot be accepted). Name of delegated officer should be furnished promptly to the Communications Officer, Room 10, 1st Floor.

6. The number of personnel available to install telephones is limited, so that, with the large number of telephones to be installed, it will not be possible to give service as rapidly as may be desired. Every effort will be made to expedite installations.

7. The number of telephones allotted are as follows:

Section or sub-Commission	"A" Unrestricted	"B" Restricted	"C" Rome City	Name of Authorized Delegate
Headquarters Commandant	5	3	5	
Adjutant	13	7	13	
RC & MG	48	25	48	
Navy & Air	7	4	7	
Communications	7	4	7	
Administrative	18	10	18	
Economic	35	18	35	
Army	17	9	17	

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

OFFICE MEMORANDUM NUMBER 7

24 July 1944

DUTY HOURS1. *Office Hours:*

a. Office hours of 0830 to 1800 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

2. *Recreation:*

Officers and EM/ORs will devote one day each week to exercise and recreation. A roster of the officers and EM/ORs assigned to each Section, Sub-Commission or office will be maintained, showing the day per week to be devoted to exercise and recreation. Not more than 50% of the assigned strength of any office will select Sunday as the day off for exercise and recreation. The roster may be changed without notice to meet the work requirements of the office. Directors of Sub-Commission and Heads of Offices will insure that the Sub-Commission or Office is in charge of the second in command or some other qualified officer during their absence. Personnel required to be on duty on Sunday will be permitted sufficient time to attend church services if they so desire.

3. *Night Staff Duty Officer:*

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. During the same period there will be an EM/OR to assist the duty

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer

14 July 1944

OFFICE MEMORANDUM NUMBER 8

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

Cancelled - See Office Memorandum No. 15

5 July 1944

OFFICE MEMORANDUM NUMBER 9

SIGNAL PROCEDURE - CABLE PREPARATION

1. The following general rules and requirements for the preparation of out-going signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.

2. Outgoing signals will be prepared on the appropriate forms, which may be obtained from the Adjutant's Department. Signals prepared on other forms, or in other styles, are not acceptable, and will be returned for revision.

3. The following general rules will be followed in the preparation of messages:

a. All messages will be submitted to the Adjutant in a total of six (6) copies, of which one — the original — will be on the required printed blank. The remaining copies will be on ordinary thin white paper.

b. Opposite «TO» on the message form will be inserted the address of the unit which will actually receive the message, e. g., «AFHQ.» No. other information will appear there. When both action and information addressees are to be indicated, the following form will be used: AFHQ (ACTION) DISTWO (INFO), when a message is being sent for action to Allied Force Headquarters for action, and to Number Two District for information.

c. Opposite «FROM» on the message form will be inserted the legend «ACC ADVANCE».

d. Opposite «REFERENCE NO» will be inserted the reference number of the message. Reference numbers may be obtained from the Cable Section, Adjutant's Department, by telephoning number 423. No reference numbers other than those provided by the Cable Section, Adjutant's Department, will be used, and no others will be cited in the body of the message, excepting, of course, where it is necessary to refer to a cable which is being replied to.

e. Opposite «DATE AND TIME OF ORIGIN» there will be inserted the date *ONLY*. The time will be inserted by the Adjutant or Assistant Adjutant at the time the cable is authenticated for transmission.

f. The space opposite the legend «SIGNAL MESSAGE CENTER NO» *WILL BE LEFT BLANK*.

g. Opposite «CLASSIFICATION» there will be inserted the security classification of the message. Messages are classified as follows:

TOP SECRET
SECRET
CONFIDENTIAL
RESTRICTED

Messages will *NOT* be classified as «Clear» or «By Radio» or «None». Messages not properly classified will be returned for correction to the originator.

Originators will include the security classification as the *first word* of the text of all classified messages.

Messages franked «In clear by any means» will not have those words as the first groups of the text, but «In clear by any means» will be shown in the normal position in the heading of the message.

h. Opposite «PRECEDENCE» will be inserted the degree of urgency of the message. Authorized precedence ratings are as follows:

URGENT
OPERATIONAL PRIORITY
PRIORITY
ROUTINE
DEFERRED

Originators of signals should bear in mind that, virtually without exception, the two highest classifications (URGENT AND OPERATIONAL PRIORITY) are reserved for combat operations, and should not be used in connection with administrative traffic. PRIORITY is the highest classification which should be given to administrative traffic. The indiscriminate use of higher classifications has been the subject of considerable attention by higher authority. Responsibility for assignment of precedence is the originator's. The authenticating officer will not, except under very unusual circumstances, alter the precedence of a message.

i. Opposite « OFFICE OF ORIGIN » will appear the title the sub-commission, staff branch, or section, from which the signal emanates, i. e., « EXECUTIVE OFFICERS ».

j. In the lower left-hand corner of the message form, under « Distribution », will be included all *addressees not reached by signal means*, i. e., to whom copies of the signal are distributed by hand or DR. These will *not* appear in the top or outside address.

4. **INSIDE ADDRESS:** All messages originating in this headquarters will contain an inside address, which contains details of the headquarters to which the message is directed, and of the originators. Inside addresses are contained in the text of the message and will be in substantially the following form:

PAREN TO AFHQ FOR GEORGE FIVE FROM ACC ADVANCE PAREN

or
PAREN TO AFHQ FOR ACTION RPTD DISTWO
AND TROOPERS FOR INFO FROM ACC ADVANCE PAREN

Messages will not, unless essential to the delivery thereof, contain direction either to or from individuals. Messages will be directed to offices or sections, where necessary in the opinion of the originator.

The inside address will include *all* addressees, including those shown under « Distribution » (See Para 3 j).

5. Other rules for the preparation of messages are:

- a. Figures must be spelled out - thus - FIVE - *not* « 5 »
- b. Punctuation will be spelled out - thus - PD CIN CMA - *not* (.) (:) (,).

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

OFFICE MEMORANDUM NUMBER 10

5 July 1944

AIR PASSAGES

1. The following instructions relative to the procedure in effect for the securing, screening and booking of air passages are published for the information and guidance of all concerned:

2. The following are the only authorities who may issue a Movement Order for British and American personnel:

Allied Armies in Italy
Fifth Army
Eighth Army
No. 1 District
No. 2 District
No. 3 District
Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Service.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance Hq, ACC, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army Serial Number or personal number of the personnel involved, the name of the sub-commission, staff branch or section within ACC to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

a. British officers and civilians will report to Mov 2, Hq, AAI, in person, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No. 34, Hq, AAI, 27 June 1944, as amended by Amendment No. 1, 1 July 1944, Mov 2/803. Mov 2, AAI, is located in Room 889, Hq, AAI.

b. Upon completion of the screening, per a. above, British officers and civilians will proceed to MATS, 66 piazza Esarda, and there book passage.

c. American officers and civilians will proceed direct to MATS. It is not necessary that requests for air passage for American personnel be screened by AAI. Such screening is performed by MATS.

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

8 July 1944

OFFICE MEMORANDUM NUMBER 11

OFFICIAL MAIL SERVICES

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mails are set forth for the information, guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADLS (Air Dispatch Letter Service).
- c. US Postal Service.
- d. British Army Postal Service.
- e. Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. *This service may not be used on Restricted and unclassified matter.*

a. Article to be forwarded by Army Courier Service will show both a complete address and return address. Article will not be addressed to an individual. If they require the special attention of a particular officer at a headquarters, or unit, the notation «Attention » may appear in the address.

b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. *Air Dispatch Letter Service.*

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret Official dispatches to major tactical, SOS, and L of C Headquarters within this theatre. *Restricted and unclassified matter will not be handled by this service.* (Par. 3. a & b also apply).

5. *British and American Postal Services.*

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. *Motor Dispatch Letter Service.*

Material for dispatch by MDLS will be handled in the same manner as previously.

7. The restrictions set out above do not apply to material sent by ACC courier.

8. Heavy and bulky material may not be sent by courier. Within the established weight and size limits, such material may be sent through Army Postal channels.

9. *Local mail.*

(a) Unclassified mail intended for *local civilian addressees* will be delivered through civilian mail channels.

(b) Such mail will be put through the normal message center channels and will be delivered to the Central Post Office by Dispatch Rider.

(c) No postage is required, and the mail will not be subject to censorship.

(d) This mail should be addressed on the face of the envelope, and regulation US or British WD envelopes should be used.

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

24 July 1944

OFFICE MEMORANDUM NUMBER 12

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONS

ACC ADVANCE HEADQUARTERS

Administrative Instructions Numbers 1 to 4, ACC Advance Headquarters, are hereby redesignated as Office Memoranda of Headquarters ACC and numbered as below:

Administrative Instruction

New Designation

1

Office Memorandum No. 8

2

Office Memorandum No. 9

3

Office Memorandum No. 10

4

Office Memorandum No. 11

By order of Captain STONE (USNR):

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

24 July 1944

OFFICE MEMORANDUM NUMBER 13

OFFICIAL MAIL SERVICES

1. Memorandum Adj 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

2. BEFORE delivery to the Message Center, departments will envelope all correspondence for dispatch outside Headquarters ACC, with the exception of *unclassified* material to the following formations:

AFHQ (G-5)
Headquarters AAI
AMG/ACC Regional Hqs.
AMG Army Headquarters

Many departments correspond with the formations mentioned above, and all dispatches are transmitted from the Message Center in bulk under one cover. Enveloping of unclassified material is therefore not only uneconomical but unnecessary.

3. Classified material will be delivered to Message Center enclosed in *one envelope only* in accordance with the detailed instructions at paragraph 4 below.

4. a. Every package or envelope must be fully addressed with the reference number in the top left hand corner but not less than one inch and a half from the top edge. In the space above the number, Message Center will impress the return address. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission.

b. In respect of classified packages the following additional requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a new envelope, which will be sealed and marked with the security category of the enclosure; if TOP SECRET it will also be marked «To be opened personally by...» the holder of an appointment or the individual named.

(ii) CONFIDENTIAL communications will be enclosed in an envelope marked CONFIDENTIAL but need not be sealed.

(iii) RESTRICTED and other unclassified communications will be dispatched in accordance with paragraph 4(a) above.

c. Classified material will be enclosed in a *second envelope or cover by Message Center personnel*. No envelopes will therefore now be received at Message Center with the colored cross thereon, which was formerly necessary to identify the contents as classified material.

5. a. The Message Center will give and take receipts for all TOP SECRET, SECRET, and CONFIDENTIAL packages. *Receipts will NOT be given for packages or documents below CONFIDENTIAL classification.*

b. Departments should enclose with, and attach to, all TOP SECRET communications a receipt for signature and return by the recipient. Receipts may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Adjutant's Department (Duplicating Section).

6. Without detriment to the needs of security (e. g. see paragraph 4 (b) (i) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.

7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation «Attention.....» may appear on the envelope or cover as part of the address.

8. All packages addressed as in preceding paragraph also all packages containing *unclassified* mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as «WD ESSENTIAL MAIL».

9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.

16. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

29 July 1944

OFFICE MEMORANDUM NUMBER 14

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to 11q ACC, will be billeted in the Grand Hotel.

b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.

c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.

d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.

e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Central Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

2. Flora Hotel.

a. Officers of the grade of Commander/Lt Commander (Navy), Lieut Colonel/Major (Army), and officials of equivalent grade or position, will be billeted in the Flora Hotel.

3. Milano, Esperia, and Bella Vista Hotels.

a. Officers of the grade of Lieutenant (Navy), Captain (Army), and below, will be billeted in the Milano, Esperia, and Bella Vista Hotels.

4. Villas or apartments.

a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein, provided also that the officers who are billeted in such Villas or Apartments, rank immaterial, have been designated by the officer responsible for the Villa or Apartment.

b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R. C. & M. G. Section).

c. Hq Rome Area Allied Command is the sole authority for the allocation of accommodations within the Rome Area. All requisitions will be processed by the Establishments Branch, through Hq Rome Area Allied Command.

d. In the matter of the requisitioning of accommodations, the principles and instructions contained in Administrative Memorandum No. 29, AFHQ, 8 July 1944 subject «Accommodations in Italy», will be strictly observed.

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer

1 August 1944

OFFICE MEMORANDUM NUMBER 14

CIVILIAN PERSONNEL*(Employment and Payment Procedure)*

I

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions (A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

II

Recruitment Procedure

Recruitment at the present time is divided into three categories:

- (1) Response to newspaper advertising
- (2) Casual applicants
- (3) Those referred by sections and subcommissions.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommissions) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommissions having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

III

Hiring

All section and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests will be made in writing, giving adequate job description — that is, the type of work to be performed, the language requirements, and any other information that is pertinent to the position to be filled. Civilian Personnel will refer one or more qualified applicants for interview and final selection by the section or subcommission concerned. After the interview, the applicants will be returned to Civilian Personnel. Those who are accepted will be screened by the Security Officer and placed on the civilian payroll. All civilian employees will be formally cleared through Civilian Personnel. In those cases where the individual is recruited independently of Civilian Personnel, the section or subcommission concerned will send the individual together with a letter requesting employment to Civilian Personnel. This letter should include a job description sufficiently complete to justify the recommended classification and salary. Civilian Personnel will approve the employment and establish the rate of pay. Disagreements will be referred to the Civilian Personnel Policy Board. At present the section is interviewing an average of ninety (90) applicants (less than 10 % qualified) per day. From this source there is being built up a reserve of potentially qualified civilians for future placement in Allied Control Commission.

IV

Rates of Pay

The following rates of pay are extracted from Amendment No. 5, AFHQ, Adv Adm Echelon Adm Instr No. 24, dated 17 July 44. They are reproduced here for the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

	<i>Min Lire</i>	<i>Max Lire</i>	
Accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	» »
Bookkeeper (male)	2,000	4,000	» »
Bookkeeper (female)	1,800	3,500	» »
Cashier, Chief (male)	2,500	3,500	» »
Clerk, Office (male)	70	110	per day
Clerk, Office (female)	60	90	» »
Draughtsman, Chief	2,500	4,500	per month
Draughtsman	2,000	4,000	» »
Executives, business analysis, exporters, etc.	5,000	9,600	» »
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	» »

Junior Administrative Assistants, Clerk Supervisors	2,100	4,500 per month
Professional Man (doctor, lawyer, dentist, civil mechanical engineer, construction)	4,000	9,600 » »
Senior Administrative Assistants, sub-professional workers, junior executive officers, etc.	3,600	6,000 » »
Telephone Operator, English-speaking (female)	70	110 per day
Telephone Operator, Non-English-speaking (female)	55	75 » »
Typist (male)	70	110 » »
Typist (female)	60	90 » »
Typist, shorthand, (sten), English-speaking (male or female)	80	120 » »

V

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, maximum 9600 lire per month.

In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Passes, badges, and other papers of ACC identification will be picked up by Civilian Personnel on clearance of the final payroll.

VI

Payment Procedure

Employees will be paid twice a month through the civilian paymaster, Headquarters Commandant's Office. Payrolls will be submitted to Headquarters Commandant as of the fifteenth and last day of each month on the standard payroll form which will be obtained from the paymaster, Headquarters Commandant. The dates for submission and payment will be announced in the Daily Bulletin. It is the responsibility of the section or subcommission concerned

that payrolls show proper classification, that salaries are in accordance with Amendment No. 5 to AFHQ Adv Adm Echelon Adm Instr No. 24, dated 17 July 44, and that all employees have been cleared through Civilian Personnel. Civilian Personnel will post-audit payrolls and will also be prepared to pre-audit on request any rough-draft payroll to insure that salaries and classifications are correct.

By order of Captain STONE (USNR):

E. L. CLOUGH,
Colonel, AGD,
Executive Officer

OFFICE MEMORANDUM NUMBER 16

25 August 1944

HANDLING OF CLASSIFIED DOCUMENTS BY CIVILIANS

1. It is undesirable that civilians handle any classified documents.
2. « Civilian » for the purpose of this memorandum is any civilian other than properly authorized Allied personnel.
3. This Commission has found it necessary to employ a number of civilians, of whom a proportion in the course of their duties have occasion to handle classified matter at the discretion of their supervising officers.
4. To eliminate as far as possible this Security risk, the following safeguards will be observed:
 - (a) No civilian will be permitted to handle any « Top Secret » or « Secret » correspondence.
 - (b) When it occurs that « Confidential » and « Restricted » correspondence cannot be handled by military personnel, then only those civilians whose bona fides have been established and who have shown themselves worthy of trust will be entrusted with such matters. Care will be taken to impress on those concerned the necessity for discretion. They will be told that a breach of faith will result in dismissal and subsequent prosecution.

- (c) Supervising officers will be constantly on the alert to prevent or discover any such breach or indiscretion.
- (d) Nothing in this Memorandum will be construed as a direction that civilian employees should handle classified documents. Such handling is at the discretion of the supervising officer, who will endeavour to avoid such a course whenever possible.

5. For guidance it is pointed out that the French equivalent of English language expressions as applied to Confidential and Secret communications are as follows:

<i>English Terms</i>	<i>Corresponding French Term</i>
Restricted	Confidential
Confidential	Secret
Secret	Très Secret
Top Secret	Ultra Secret

6. For guidance and to avoid over-classification of documents, the following definitions of classified documents are given:

TOP SECRET: (Signal abbreviation - TOPSEC): Certain secret documents, information and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, i. e. PLANS OF FUTURE MAJOR OPERATIONS.

SECRET: Documents, information or material, the unauthorized disclosure of which would endanger the National Security, cause serious injury to the interests or prestige of the nation or any government activity thereof, or would be of great advantage to a foreign nation, i. e. VITAL MILITARY INFORMATION.

CONFIDENTIAL: Documents, information, or material, the unauthorized disclosure of which while NOT endangering the National Security, would be prejudicial to the interests or prestige of the Nation, any Governmental activity, and individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation, i. e. ROUTINE INTELLIGENCE AND OPERATIONAL REPORTS.

RESTRICTED: Documents, information or material (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should NOT be published or communicated to anyone except for official purposes, i. e. TRAINING AND TECHNICAL DOCUMENTS FOR OFFICIAL USE ONLY.

Ref/55/34/CA

M. S. LUSH,
Brigadier,
Executive Commissioner.

Issued
13 October 1944

OFFICE MEMORANDUM No. 17

INSTRUCTION ON ROUTING AND PREPARATION
OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups:

- Group A.* Correspondence dealing with new matters of major policy, or changes in existing major policy.
- Group B.* Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.
- Group C.* Correspondence dealing with technical and routine matters.

2. INCOMING CORRESPONDENCE.

All correspondence will be addressed to Headquarters, Allied Control Commission, except that in Group C correspondence may be marked for the attention of the Sub Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner:

- (i) Correspondence in Group A will be forwarded to the Chief of Staff Office.
- (ii) Correspondence in Group B will be forwarded to the Staff Section of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be forwarded direct to the appropriate Sub-Commission or Branch.

3. OUTGOING CORRESPONDENCE.

- (i) Correspondence in Group A will be sent out by the Chief of Staff Office.
- (ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.
- (iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups A and B will be signed by the Region Commissioner, his Executive Officer, or an officer deputed by him.

Correspondence issuing from Headquarters Allied Control Commission will in all cases be addressed to the Regional Commissioner and if necessary marked for the attention of the appropriate Division of his Headquarters.

5. CORRESPONDENCE TO PARALLEL AND HIGHER FORMATIONS:

e.g. HQ A.A.I.
A.F.H.Q.

Diplomatic and Consular Missions.

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff « for the Chief Commissioner », or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission « for the Chief Commissioner ».
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may signed by any head of Sub-Commission or Branch « for the Chief Commissioner ».

6. CORRESPONDENCE TO LOWER FORMATIONS:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub-Commission or Branch.

7. CORRESPONDENCE BETWEEN SUB COMMISSIONS:

This will be done in the form of inter departmental minutes. Sub Commissions will not correspond with each other by letter.

8. PREPARATION FOR SIGNATURE.

American staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend « for the Chief Commissioner » will appear on the bottom of the letter and above the signature. To subordinate formations the legend « by command of Commodore Stone » will appear at the bottom of the letter above the signature.

M. S. LUSH
Brigadier,
Chief of Staff.

Issued
24 October 1944

OFFICE MEMORANDUM No. 18
Including Amendment No. 1

CORRESPONDENCE AND FILING

In order to achieve a uniform system for the handling and presentation of correspondence in this Headquarters and thus make for more efficiency, the following procedure will be adopted forthwith in all Sections, Sub-Commissions and in the Public Relations Branch.

1. INCOMING CORRESPONDENCE.

All correspondence will be PUT ON A FILE as soon as possible after receipt, having been entered in a register suitably columned to record:

- (i) Reference number of office of origin.
- (ii) Office of origin.
- (iii) Date of origin.
- (iv) Date of receipt.
- (v) Subject.
- (vi) Number of file and folio number of document.

2. FILES.

- (a) All files will have a number and the department of origin will be indicated by a suffix, e.g. on Chief of Staff files, COS follows all numbers.
- (b) The subject of the file will appear boldly on the outside cover.
- (c) The security classification of the most highly classified enclosure will appear on the outside cover.
- (d) The following file records will be kept:
 - (i) Alphabetical index.
 - (ii) Numerical index.
 - (iii) Register of date of receipt, and return, of files from other departments.
 - (iv) Register of date of sending out, and return, of own departments files.

3. FILE COMPILATION.

- (a) Correspondence will be secured to right hand side of file: a minute sheet for inter-departmental communication will be attached to the left hand side.

(b) After 100 folios, a file should be closed down and a second volume started.

(c) Minutes will be set out as follows:

To: C.O.S.

TEXT

C.A.S.

18 Oct 44

Tel: Ext. 123

Signature and appointment.

(N.B. — For the attention of a particular officer or Sub-Commission of a Section may be inserted if desired).

4. CORRESPONDENCE FOR THE SIGNATURE OF THE ACTING CHIEF COMMISSIONER OR CHIEF OF STAFF.

- (a) All correspondence will be submitted, suitably minuted, on a file with relevant references prominently flagged.
- (b) Two extra copies are required for the C.O.S. Office.
- (c) Specimen letters for signature by Acting Chief Commissioner and Chief of Staff are appended at Annexures "A", "B", "C" and "D" hereto.
- (d) The original with file and all copies (except the two for C.O.S. Office) will be returned to the department of origin, who will arrange despatch.

5. DRAFTS FOR THE APPROVAL OF ACTING CHIEF COMMISSIONER AND CHIEF OF STAFF.

As in the case of correspondence in final form, drafts will be submitted, suitably minuted, on a file and all relevant references prominently flagged. Drafts, when approved, must be prepared for signature by the department of origin.

6. OUTGOING CORRESPONDENCE.

All OUTGOING CORRESPONDENCE will have a reference number composed of (a) number of the file (b) folio number of the particular letter (c) suffix showing department of origin, e.g. 1304/72/COS. It will be entered in a register suitably columned to record:

- (i) Reference number.
- (ii) Date of despatch.
- (iii) Subject.
- (iv) Addressee.

7. PREVIOUS INSTRUCTIONS.

All previous instructions which conflict with this instruction are superseded.
Ref 65/41/COS.

M. S. LUSH
Brigadier,
Chief of Staff.

Annex « A »

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Chief Commissioner
APO 394

23 October 1944

Reference No. of Department of origin.

3 spaces

Subject : Food Supply

3 spaces

TO : G-5 Section, Allied Force Headquarters, APO 512.

4 or 5 spaces

1. Number paragraphs in the following manner

A.

(1)

2.

(no complimentary close)

5 spaces from last
line of letter

ELLERY W. STONE
Commodore, USNR
Acting Chief Commissioner

NOTE: Above style to be used for official letters to higher authorities,
for which the signature of Acting Chief Commissioner is
required.

Annex «B»

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Chief Commissioner
APO 394

Reference No. of Department of origin.

23 October 1941

My dear Mr. Prime Minister:

↓
2 or 3 spaces only

Indent paragraphs but do not number.

.....
.....

↓ 4 spaces from body letter

↓
Yours very truly,

↓ 5 spaces

↓
ELLERY W. STONE
Commodore, USNR
Acting Chief Commissioner

His Excellency Ivanoe Bonomi
The President of the Council of Ministers
Italian Government
Rome

NOTE: Above style to be used for all letters to Prime Minister,
Italian Government, for which the signature of Acting
Chief Commissioner is required.

Annex C.

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Chief Commissioner
APO 394

Reference No. of Department of origin.

23 October 1944

Dear Marchese Visconti Venosta:

↓ 2 or 3 spaces

Indent paragraphs but do not number.....

↓ 4 spaces from body of letter

Very truly yours

↓ 5 spaces

ELLERY W. STONE
Commodore, USNR
Acting Chief Commissioner

His Excellency Marchese Giovanni Visconti Venosta
Undersecretary of State for Foreign Affairs
Italian Government
Rome

NOTE: Above style will be used for all Demi-Official letters, for which the signature of Acting Chief Commissioner is required.

Annex «D»

HEADQUARTERS ALLIED CONTROL COMMISSION

Office of the Chief Commissioner

APO 394

Tel: 478733

Ref:

Date

SUBJECT:

TO :

1. Text of first paragraph.
2. Text of second paragraph.

ETC.

For the Acting Chief Commissioner.

Brigadier.
Chief of Staff.

Encs.

NOTES

- (i) Above style will be used for all official letters for which the signature of Chief of Staff is required.
- (ii) « For the Acting Chief Commissioner » will only be inserted in case of communication with parallel and higher formations (see Office Memorandum No. 17, dated 13 Oct 44, para. 5).
- (iii) External telephone numbers will be used on outgoing correspondence excepting the Office of the Chief Commissioner; internal telephone numbers will be used on inter-office correspondence.
- (iv) All paragraphs will be numbered.

PART IV
APPENDICES

Appendix "A"

ALLIED MILITARY GOVERNMENT

REGIONAL HEADQUARTERS

Date _____

OFFICIAL ORDER Nos _____

WHEREAS, by a provision made this day _____
Prefect of the Province of _____ has been called upon to assume
another office; and

WHEREAS, it has, of a consequence, become necessary to make provision
for the appointment of a new Prefect for the said Province;

BY VIRTUE of the powers conferred upon me, I, _____

_____, Regional Commissioner for _____

ORDER

That _____ be appointed to carry out the functions of
Prefect of the Province of _____ as from today's date with the
powers inherent in such office.

Regional Commissioner

Appendix "A"
(Italian translation)

GOVERNO MILITARE ALLEATO
QUARTIERE REGIONALE GENERALE
DELLA _____

ORDINE UFFICIALE:

No. _____

Ritenuto che _____, Prefetto della Provincia di _____
è stato chiamato, con provvedimento odierno a ricoprire altra carica;

Ritenuto, pertanto, che si rende necessario provvedere alla nuova nomina del
Prefetto della suddetta Provincia;

In virtù dei poteri conferitimi, io _____
Ufficiale Regionale degli Affari Civili della _____

ORDINO

L'On. _____, è nominato, a decorrere da oggi, Prefetto
Funzionante della Provincia di _____ con i poteri inerenti
a tale carica.

Regional Commissioner

Appendix B

Office of Origin _____

Ref No. _____

Date _____

[illegible]

Signature and Designation of British Officer submitting the
Recommendations. Countersignature of American Officer if
senior.

Appendix "C"

CHANNELS TO BE OBSERVED FOR RECOMMENDATIONSAND REPORTS WITH HEADQUARTERS ALLIED CONTROL COMMISSION

- Note: 1. The abbreviation «SBO» used in the following table means «Senior British Officer».
2. Where an American Officer is senior to the British initiating Officer, the concurrence of this American Officer will first be obtained.
3. The Chief Commissioner is the concurring authority in every case.

Serial No. (a)	Section, Branch etc. (b)	Initiating Officer (c)	Remarks by (see para. 6 of the Memo) (d)
1.	Civil Affairs Branch	Executive Commissioner	Chief Commissioner.
2.	Security Branch	Director	Executive Commissioner
3.	Displaced Persons Sub-Commission	S. B. O.	do.
4.	Italian Refugee Branch	Director	do.
5.	G-1 and G-4 (Heads of Sections)	British Executive Officer	do.
6.	Assistant G-1s and G-4s	G-1 and G-4 (if of rank of Lt-Col otherwise British Executive Officer)	1. British Executive Officer 2. Executive Commissioner
7.	HQ Commandants Main & Rear HQ	British Executive Officer	Executive Commissioner
8.	Staff, HQ Commandants Main & Rear HQ	S. B. O. (not below rank of Major)	1. British Executive Officer 2. Executive Commissioner
9.	Admin Section Staff	S. B. O.	Executive Commissioner
10.	Econ Section Staff	S. B. O.	do.
11.	Administrative Sub-Commissions	S. B. O. of Sub-Commission with concurrence of Chief of Sub-Commission if American	do.
12.	Economic Sub-Commission	do.	do.
13.	All Independent Sub-Commissions except Land Forces Sub-Commission	S. B. O.	do.
14.	P. R. O.	Executive Commissioner	Chief Commissioner
15.	Army Sub-Commission	Chief of Sub-Commission if British. Otherwise as in Serial 13.	Chief Commissioner

Appendix "D"

FORM OF AUTHORIZATION FOR TRAVEL

Date

Ref. No.

To: G-1

1. The unmentioned 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. 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. 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.

*Appendix «B»*AVVISORIPRISTINO DEL SERVIZIO POSTALE

A partire da _____ verrà ripreso a _____
il servizio postale per la popolazione civile.

- (1) Possono essere spedite solo cartoline.
- (2) La corrispondenza dovrà essere scritta in lingue inglese od italiana e dovrà portare il nome e l'indirizzo del mittente.
- (3) Tutta la corrispondenza sarà soggetta a censura.
- (4) Il servizio sarà limitato per ora alla sola città di _____
La corrispondenza indirizzata a località fuori _____ sarà
distrutta.
- (5) La tassa per le cartoline è di L. 0,15 ed i francobolli potranno essere acquistati in tutti gli uffici postali dalle ore 8,30 alle 15,30.
- (6) La corrispondenza potrà essere imbucata in tutte le cassette per lettere della città.
- (7) La corrispondenza indirizzata a case, uffici, negozi, ecc. disabitata, verrà trattenuta per 15 giorni presso l'Ufficio Centrale delle Poste, al termine di detto periodo sarà restituita al mittente, qualora nessuno abbia provveduto a ritirarla.

Provincial Commissioner

Appendix "F"
Issued 15 February 1944

INFORMATION DIVISION

The responsibilities of this Division are:

(a) To collect Economic, technical, political and other strategical information from intelligence agencies of the Armed Forces for operational use by the A.C.C. and to supply these agencies from available A.C.C. sources with such information as they may require.

(b) To deal with such special requests for information as may be received from Higher Headquarters.

(c) To maintain contact with the intelligence agencies of the various Allied Commands and to assist Subcommissions, when requested, in obtaining such information as they may desire.

(d) To maintain an INFORMATION ROOM where copies of reports, surveys, and studies may be seen by members of the Commission and where the current military situation may be kept posted for information.

(e) To prepare bulletins on the current activities of the Commission for the information of their members in the field.

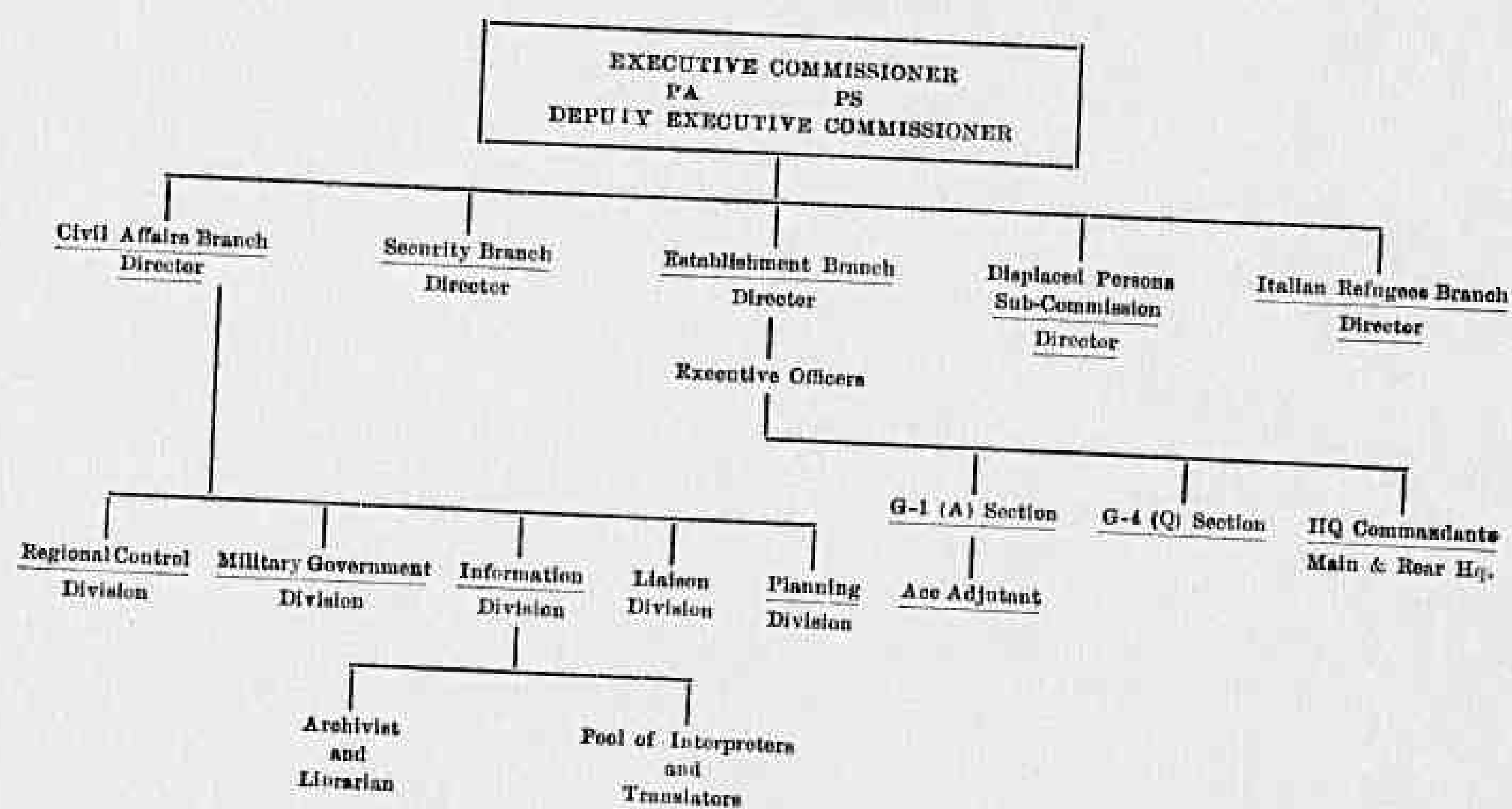
(f) To hold, maintain, and distribute maps as needed by the Commission.

(g) To supervise and assist the Archivist and Librarian, and the pool of Interpreters and Translators.

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

REGIONAL CONTROL AND MILITARY GOVERNMENT SECTION
DETAILED ORGANIZATION

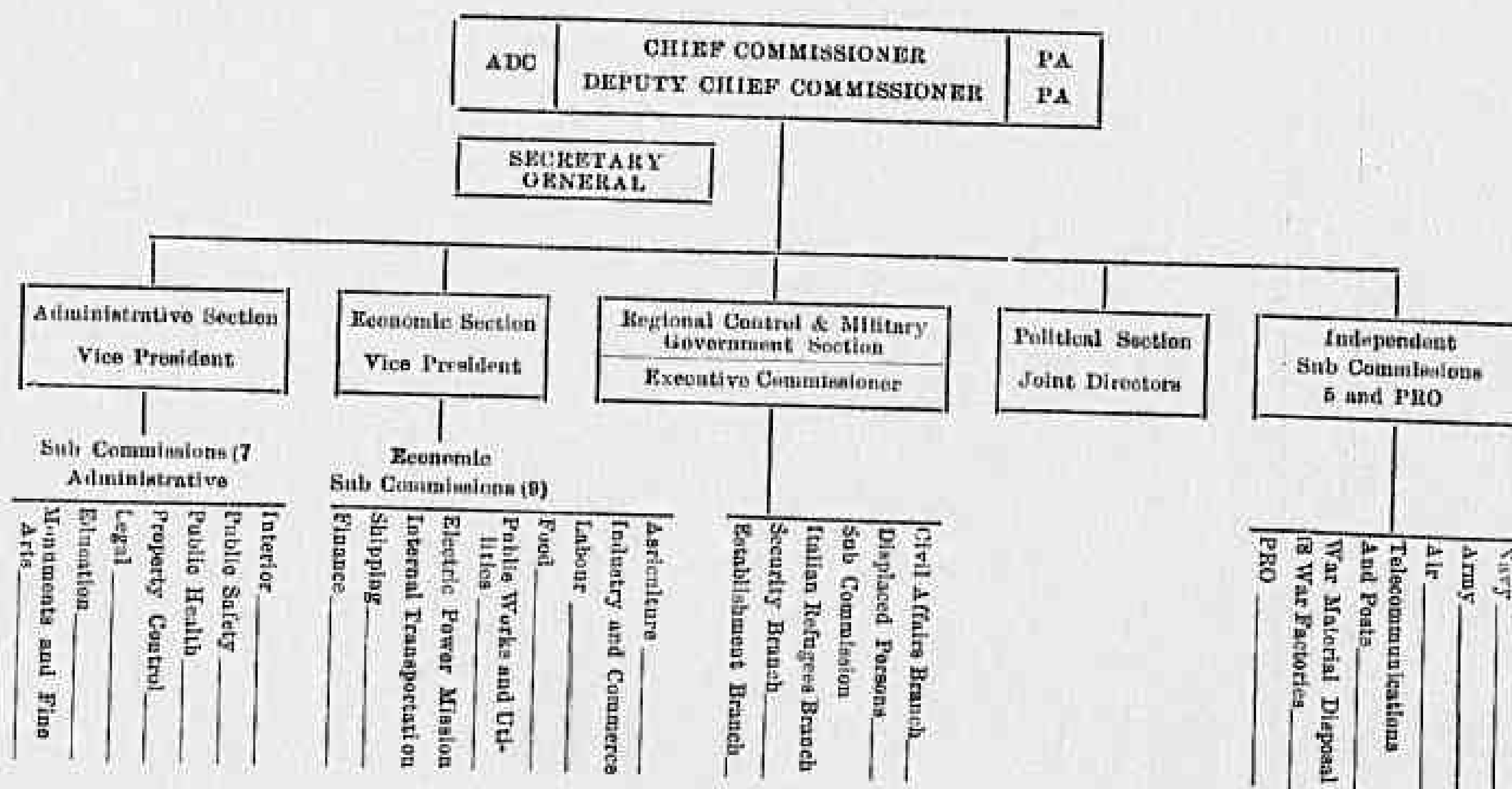
Appendix "G"



Appendix H

HEADQUARTERS ALLIED CONTROL COMMISSION

ORGANIZATION



Appendix "J"

RELATIONS BETWEEN MILITARY COMMANDERS
AND OFFICERS OF ALLIED MILITARY GOVERNMENT

1. This directive defines the relationship between Military Commanders (British District, Sub-District, Area, Sub-Area and Garrison Commanders and U. S. Base Section and District Commanders, and AMG officers, in the area which is under Headquarters Allied Military Government for military purposes.

2. (a) Allied Military Government personnel will be under command of the Commander of the Base Section, District, Sub-District, Area, Sub-Area or Garrison concerned for disciplinary purposes, subject to the provision of Administrative Memorandum No. 11, AFHQ, ts, (Revised to 21 October 1943).

(b) In cases of military emergency, the Allied military commander responsible for defense and security will assume full command of Allied Military Government personnel and will issue such orders to them as the situation demands.

(c) In special circumstances, e.g. where there is a very small garrison under a commander junior to the Allied Military Government officer, or where an Italian commander is responsible for the administration, defense or security special instructions will be issued by this headquarters.

3. It will be the duty of the Regional Commissioner to assist military commanders in his region in their dealings with the civil population. Similarly it will be the duty of the military commander to assist the Regional Commissioner, and to uphold this authority in the civil sphere, by military action if need be.

4. Military commanders and Allied Military Government officers will maintain liaison at all times and will carry out their respective functions in close cooperation. Any difference which may arise between them will be promptly reported to this headquarters. If however an immediate decision is required, the military commander will make that decision and Allied Military Government Officers will comply with his orders, pending receipt of instructions from this headquarters.

AG 614.1-1 GCT-AGM

Appendix «K»

ALLIED CONTROL COMMISSION
REVISED GENERAL ADMINISTRATIVE INSTRUCTION No. 10
FOR TERRITORIES SUBJECT TO ALLIED MILITARY GOVERNMENT

PART I — DUTIES

1. The Controller of Property will be responsible for the custody of:

- (a) Property of Allied Governments or Nationals.
- (b) Such property of the Italian State, including that of semi-statal institutions and the Fascist Party, as is not in the custody of some other branch of the Armed Forces or AMG, or of the Italian officials responsible thereto.
- (c) Enemy State Property not in the custody of some other branch of the Armed Forces or of a protecting power.
- (d) Such abandoned property or property belonging to absentee owners of whom no representative can be found in the occupied territory, as the Chief Commissioner or an officer empowered by him may direct.

For the purpose of (a) above, the term « Allied » will be deemed to include all the United Nations and France. With respect to (c) above, the term « Enemy state at war with any of the United Nations, and also that of companies, institutions or bodies in which any such state has any substantial interest or over which it exercises substantial control.

2. He may also be required to take into his control, when directed to do so by the Chief Commissioner or an officer empowered by him:

- (a) Any property the control of which is in the opinion of the Chief Commissioner or an officer empowered by him, essential to the need of the Allied Forces or inhabitants of the Occupied Territory.
- (b) The property of any person, company or institution whose activities are deemed by the Chief Commissioner or an officer empowered by him, to be prejudicial to the safety of the Allied Forces or public order.

PART II — POWERS

3. The Controller of Property will have the following powers with respect to any property taken under his control. These will be exercisable at his discretion subject, to the limitations laid down in para. 4 below.

- (a) To sell any part of the property which consists of perishable goods, produce, growing crops, stock-in-trade or other movable property under his control, whose physical condition is from its nature likely to depreciate.
- (b) To let property capable of being let.

- (c) To pay any rates, taxes or other imposts due in respect of the property.
- (d) To pay any mortgage interest or other payment accrued on the property.
- (e) To pay any other sum necessary for the preservation of the property.
- (f) To enter into any contract or execute any instrument necessary for the exercising of the foregoing powers.
- (g) To carry on in person or by duly appointed agent any business or commercial undertaking.
- (h) To do all such things in relation to the property which he takes under his control as he could do if he held a general power of attorney from the owner.
- (i) With the consent of the Director of property Control to make payments from time to time out of the assets under his control, to dependants of an absent owner for their maintenance and support.

4. The powers of the C.P. will be subject to the following limitations:

- (a) In all cases where it is necessary to raise money on the security of the property for its preservation or maintenance, he will before taking any action obtain the authority of the D.P.C. In the case of commercial enterprises no loans other than temporary advances contracted in normal ways of business shall be raised, nor shall any assets of the company be pledged without the consent of the DPC.
- (b) Where it is necessary to enter into any contract, or to execute an instrument necessary for the exercise of any of his powers, other than for the purpose mentioned in para. 3 above, authority of the DPC will first be obtained.
- (c) Where the expenditure required for repairs to any property exceeds the sum of Lire 20,000, the CP will, before entering into any contract or incurring any obligation with respect to the case, submit an estimate to and obtain the approval of the DPC.
- (d) Where the income from a property is insufficient to meet,
 - (i) the necessary expenses for maintenance, or
 - (ii) the case of properties damaged by military action, any expenditure immediately necessary to prevent further deterioration in value,
 the CP will adopt the procedure set forth in the previous paragraph.

PART III — OPERATIONS

5. The tasks of the CP after the effective military occupation of an area will be:
- (a) Firstly, to locate and protect from damage, and their contents from looting (whether by civilians or by members of the Armed Forces), the more important properties referred to in paragraph 1 (a) to (c). He will arrange with SCAO:
 - (i) to have notices posted or signs erected stating that the premises in question are under the custody of the AMG and that entrance by unauthorized persons is forbidden,

- (d) to request military or police guards to be posted to protect them.
- (e) Secondly, to obtain from the appropriate authorities a complete list of Allied Properties in the district, with description of the same, and send this to,
 - (i) the DPC,
 - (ii) AD Claims and Hirings (see para. (a) (ii) below) and or to the Real Estate Section of the Corps of Engineers U.S. Army.

6. The CP will proceed to take formal custody of the properties specified in para. 1 above, in accordance with the following directives.

7. ALLIED PROPERTY.

- (i) Under Italian war legislation a special department of the Ministry of Finance called "EGELI" (Ente di Gestione e Liquidazione Immobiliare) was established to deal with real properties belonging to enemy nationals. This department appointed as sequestrators for the same the principal mortgage loan institutions (Istituto di Credito Fondiario) in the region in which the property was situated, e.g., the Banco di Sicilia for Sicily and the Banco di Napoli for southern Italy.
- On taking custody of properties the CP will normally, unless either the owner or his agent or representative legally authorized to manage the property is available, instruct these institutions to continue to manage them on his behalf. Before doing so the CP will satisfy himself that the institutions have been acting in a trustworthy manner. If he has reason to be dissatisfied with their conduct he will report to the DPC, recommending the appointment of some other person or institution to manage properties.
- (ii) If an agent or representative legally authorized to manage the property is available, the management thereof should, unless there are special reasons to the contrary, be entrusted to him after written verification of his authority by the Legal Officer.
- (iii) If the owner is available the CP should, unless there are special reasons to the contrary, place him in possession of his property after verification of his title by the Legal Officer, and a *verbale di consegna* should be executed.
- If an agent or representative so authorized is entrusted with management, or the owner himself placed in possession, the CP shall (a) place in the file respecting such property a copy of the opinion of the Legal Officer verifying such authority or title, (b) notify the DPC that the property has been turned over to the owner, or a representative of the owner, and (c) close the file with respect to such property.
- (iv) Where the property of an Allied National or company has been let or sublet, it will be the duty of the CP to satisfy himself that the terms of any lease or sublease granted by the sequestrator are reasonable, and take such steps as are in his power to ensure

that the terms of the lease or sublease are being duly carried out, and that the rents are paid as and when they become due. If in his opinion the said terms are inequitable, the CP may, with the consent of the DPC, terminate the lease or sub-lease. On the expiry of such lease or sub-lease, the CP will make arrangements either for its renewal or for the granting of a new lease or sub-lease. Such renewals or new leases shall not, except with the consent of the DCP, exceed the term of one year.

- (v) Where the property of an Allied National or company consists of mortgage, the CP will take custody of the mortgage deed and take such action as may be appropriate to ensure that the terms of the said contract are carried out, both as to the payment of the interest and the repayment of the principal sum. The CP may however make arrangements for the renewal of the same for a period not exceeding one year at any one time.
- (vi) On taking custody of any property the CP will make full note of its condition and prepare a detailed inventory of its contents, unless such an inventory has been taken by the sequesterator. If such an inventory is in existence he will check it and agree a list of shortages with the sequesterator, from whom he will obtain a copy of the original inventory. The CP will obtain from the sequesterator a financial statement as at the date of the taking of custody.
- (vii) All expenses for management and maintenance of Allied property taken in custody by the CP will be charged against the estates in question. The CP will not employ AMG funds for this purpose unless expressly authorized to do so by the C.F.O.
- (viii) In all cases where real property, including enemy property, is taken into custody the appropriate Ufficio del Registro should be informed and required to record the fact in his register.

(b) Property requisitioned by the Armed Forces.

The following procedure has been laid down in respect of requisitioning and payments for property belonging to Allied nationals in British military areas:

- (i) Requisition forms will be served by the Hiring Officer either on the local authorities (comune) or on the Italian military authority «Genio Militare». Hirings Officer will inform the Comando Genio Militare of particulars of premises requisitioned, and the latter will be responsible for seeing that payments are made through the Banco d'Italia.
- (ii) Where the owner or occupier of requisitioned property is a national of the United Nations, the Hirings Officer will see that a correct schedule of condition is prepared by the Comando Genio Militare, and that a fair rental is agreed and paid promptly. Schedules of condition and hiring agreement will be prepared by the Comando Genio Militare and submitted for approval to the Hirings Officer.

- (iii) Payments will be made by the Italian authorities to CP, or where the property has been handed over to him, to the owner or his legal representative.
- (iv) On de-requisitioning, the Hirings Officer will ensure that dilapidations are properly assessed and compensation paid.
- (v) The CP will, at the earliest opportunity, furnish AD Claims & Hirings with a list of properties belonging to nationals of the United Nations, and AD Hirings will in person inform the CP of the requisitioning or the de-requisitioning of such properties.
- (vi) The procedure outlined in (a) and (b) above will also be applied in the case of properties belonging to friendly neutral states. AD Claims & Hirings will inform the CP of any such property requisitioned, and the CP will, if the owner or legal representative is absent, apply to the Italian courts for the appointment of a curator for the same, and inform the AD Claims and Hirings of the name and address of the person appointed.
- (vii) Procedure in U.S. military areas follows in general arrangements specified in (a) above. CPs should make themselves acquainted with the provisions in AFHQ Administrative Memorandum Nos. 95 and 85.

(c) Chattels.

The CP will take formal custody of chattels belonging to an Allied National or company, and will satisfy himself that the arrangements for their safe custody are adequate, and if not, make arrangements for their safe custody, e.g., in the safe deposit of a bank, warehouse, etc.

(d) Bank Balances, etc.

The CP will take custody of all bank balances and negotiable instruments, etc., belonging to an Allied National or company, lying in the banks in his district. He will transfer them to his account, where they will be kept in the name of the CP for account of the owner, and where appropriate placed on time deposit for such period as may seem desirable. A similar procedure will be followed with respect to Postal and Savings Bank deposits. Where any such balances etc. have been transferred by the order of the Italian Government to a central institution, (e.g. Banca d'Italia or Istituto Cambi) the CP will forward to HQ ACC a list of the items so transferred, showing:

- (i) the name and where possible the address of the owner,
- (ii) the name and branch of the transferring bank,
- (iii) the date of sequestration,
- (iv) the name and address of the institution to which transferred, and
- (v) the date of transfer.

(e) Securities.

The CP will take custody of all securities belonging to Allied Nationals of companies lying in banks and financial institutions. He will transfer any such securities as may be found elsewhere to a reliable bank. Secu-

curities will be held in the name of the CP for the account of the owner, and banks will be instructed to collect and pay into the appropriate account any sums in respect of dividends, sinking fund payments, etc. which may accrue or have accrued, where they will be held, where suitable, on fixed deposit. Where securities belonging to Allied Nationals have been transferred by order of the Italian Government to a central institution, the CP will forward a schedule of securities so transferred, with details similar to those laid down in sections (i) to (v) of the previous paragraph, to HQ ACC.

(3) *Commercial and Industrial Undertaking.*

- (i) The sequestration of industrial and commercial concerns and business was entrusted by the Italian Government to the Ministry of Corporations, who appointed individual sequestrators for each business. These sequestrators were frequently high ranking Fascist Party Officials, who assumed the functions of the Board of Directors, leaving the actual conduct of the business to a manager. The CP, unless there are strong reasons to the contrary, will discontinue with the services of the sequestrators and will normally retain the existing management, provided he is satisfied as to its trustworthiness and efficiency. If he is not so satisfied, he will appoint a suitable person or persons to manage the business on his behalf.
- (ii) On taking formal custody of an industrial or commercial business, the CP will, as regards a record of condition, the preparation of inventories, etc. follow the procedure laid down in para 7 (a) (vi). He will also cause a balance sheet to be prepared, showing the financial position of the undertaking on the date of taking custody, and will submit to this HQ ACC monthly, an income and expenditure account, and such other records as may from time to time be required by the DPC. All surplus funds not required for the day to day operations of the undertaking will be paid into the CP's account.
- (iii) Where any Allied business or company has been put into liquidation and the liquidation has not been completed, the CP will report the facts to the DPC, together with his recommendation as to whether the liquidation should be allowed to proceed or whether the business should be re-started.
- (iv) Where in addition to being sequestrated, the assets of the Allied business or company have also been expropriated by the Italian Government and handed over to an Italian undertaking, the CP will report to the DPC, who will issue instructions as to the action to be taken.
- (v) Where any industrial or commercial concern operates in more than one region, all decisions on policy will be referred to the DPC, who may delegate to one of the Regional CPs the responsibility for the supervision of its operation.

8. ENEMY PROPERTY.

(a) *Property of Enemy States.*

Except where such property has been placed under the protection of a protective power, the representative of which is in a position to exercise effective control (e.g. Embassies, Legations, Consulates, etc.), the CP, will, unless otherwise instructed, be responsible for the custody of all property in occupied territory belonging to enemy states, not occupied by AMG or any other branch of the armed forces.

(b) *Property of Enemy Nationals.*

The CP will at earliest opportunity forward to the CIC and the PSS a list of all property belonging to enemy nationals.

9. ITALIAN STATE PROPERTY.

(a) *Property of the Italian State.*

In general, all such property of the Italian state as is not already in the custody of AMG or of some other branch of the Armed Forces will be looked after by the appropriate Italian officials, the major portion of whom are expected to remain at their posts. There will therefore be no necessity for the CP to take formal custody. Instructions should however be given to Italian officials at the earliest opportunity to check inventories and establish lists of shortages, dilapidations, etc. Cases may occasionally arise, e.g., state premises previously occupied by the Armed Forces and subsequently evacuated by them, where the CP will have to make arrangements for their temporary custody. Liaison should be maintained for this purpose with Real Estate branch of the U.S. Corps of Engineers and/or AD Claims and Hirings. The CP should obtain from Hirings Officer (British) and/or Real Estate Branch U.S. Corps of Engineers, a list of all government premises occupied by them, together with a record of dates of occupation and evacuation.

(b) *Property of the Fascist Party.*

Subject to the qualifications contained in Articles 3 of Proclamation No. 7, the property of the Fascist Party will be treated as property of the Italian States (see (a) above), but as occasions may arise when all responsible party officials may have run away, the duty of looking after Fascist Party property may fall in some instances on the CP who will, when so directed by the Chief Commissioner or officer empowered by the Armed Forces and subsequently evacuated by them, where the CP of such buildings and their contents as are not occupied by AMG or the Armed Forces, in the absence of any authorized officials of the Italian Government.

10. MUNICIPAL PROPERTY.

Municipal property is regarded as private property under international law, and as municipalities, being bodies corporate, will not be dissolved, municipal

property will be treated as private property whose owner is present. The CP will therefore not be responsible for taking it into custody unless specially directed to do so by the Chief Commissioner or an officer empowered by him.

11. ABANDONED PROPERTY.

The CP will only be required to take abandoned Italian property into custody in exceptional circumstances. He will however take into custody all such property belonging to Nationals or States at war with the United Nations, in accordance with para 8 above. Wherever practicable he will make arrangements through the CLO of the Region for the appointment by the Italian courts of a trustee for abandoned property belonging to Italian Nationals. By agreement with the President of the Tribunale, the following procedure will be followed. The CP will notify the senior notary (notaro) of the district or town where the said property is situated of the necessity for the appointment of a "curatore" for such property. The notary will certify as to such necessity, and forward the certificate to the CLO of the Province for his approval. The recommendation will then be transmitted to the competent Presidente del Tribunale, who will appoint a curatore chosen from the list of notaries exercising their functions in the district in which the property is situated. Notice that such procedure is coming into force will be published in the local newspaper and through any means of official publicity at the disposal of AMG.

12. PRIVATE INDUSTRIAL AND COMMERCIAL UNDERTAKINGS.

- (a) Where private industrial or commercial undertakings are operated under the control of the CP in accordance with para 2 (a) and (b) above, the procedure laid down in para 7 (a) (vi) above will be observed.
- (b) If the property in question has been previously operated by any branch of the Armed Forces, the co-operation of the operating unit should be obtained in the preparation of inventories, with a view to establishing a list of any plant machinery, etc, which may have been removed by them.

13. AGENTS AND MANAGERS.

Agents and managers appointed by the CP will not, unless authorized in writing to do so:

- (a) Dispose of or contract a charge upon land.
- (b) Alter the object or legal form of an undertaking.
- (c) Dispose of or liquidate any undertaking.
- (d) Dispose of any capital assets except in the ordinary course of business.
- (e) Contract new leases.

14. REPORTS AND RETURNS.

The CP will render to HQ ACC, through the appropriate channels, the following returns:

- (a) A list by nationalities of all United Nations properties in their Regions, together with a brief description, location, name and address of the owner, former sequestrator and present occupier.

- (b) A list by nationalities of all enemy property in their Regions, together with a brief description, location, name and address of owner, tenant or manager.
- (c) An initial report on each commercial or industrial concern contained in (a) and (b) above.
- (d) A monthly return showing any changes in the disposition of properties mentioned in (a) and (b) above.
- (e) Copies of Declarations of Custody.
- (f) A monthly report on the activities of CPs, to reach HQ ACC not later than the fifth day of the succeeding month (see annex A for specimen form).
- (g) A monthly income and expenditure or operating statement for each industrial and commercial concern under his control.
- (h) A quarterly income and expenditure statement for all real properties under his control (except those of insignificant value which have been left to the custody of the owner's relatives).

Appendix "L"

ALLIED FINANCIAL AGENCY

F/F104

Region

No.

A. REQUEST FOR EMERGENCY FINANCIAL ASSISTANCETO AMERICAN NATIONALS:

(City)

(Country)

(Date)

I, (printed or typed) _____, declare that I am a national of the United States, bearing the following evidence of my nationality:

(Give date and number of passport and by whom issued, or similar details respecting other evidence of nationality)

It is my intention as soon as possible to return for permanent residence to the United States, where my permanent address is:

(Street and Number)

(City)

(State)

I have friends, relatives, employers, attorneys (as indicated below) in the United States at the following addresses and I request that they asked to make provision for my maintenance here:

Name

Address

Relationship

I hereby request the ALLIED FINANCIAL AGENCY to make advances to me in the amount of \$ _____ per month. My reason for this request is that: (a) until _____ 194 _____ I was receiving remittance of Lire _____ per month through the Swiss Legation at _____ and can no longer obtain this; (b) I was released from internment at _____ on _____ 194 _____ and now have no other resources; (c) (Any other reason not covered by (a) or (b) above

I am entitled to a monthly pension of \$ _____ from _____
and hereby authorize the Treasurer of the United States to recover from that
source any advance made to me. Alternatively, I undertake to repay to AFA
on demand any sums which may be advanced to me answer to this request. In
the meantime, I understand that the sums so advanced to me will not bear
interest.

Signature of Applicant

B. APPROVAL OF ADVANCES BY AMG/ACC OFFICER:

I have interviewed the above applicant, have examined the documents sub-
mitted and hereby approve a monthly advance of (in words) Lire: _____
equivalent to (in words) Dollars: _____ payable on the _____
day of each month commencing _____ 194 ____.
Date _____ 194 ____.

Signature of AMG/ACC Officer

Rank and AMG/ACC Title: _____

Original: To be given to applicant after approval. Applicant must produce the
original in order to draw his monthly advance, particulars of which will be
endorsed on reverse.

Duplicate, Triplicate, Quadruplicate, Quintuplicate: To be forwarded at the end
of each month to the Finance Sub-Commission, A.C.C. Headquarters.

Sextuplicate: To be retained by approving officer.

ENDORSEMENT OF PAYMENTS OF ADVANCES:

(1) Date: _____ 194 ____ Amount (in figures) Lire: _____
Initials of Paying Officer: _____ Rank & Title: _____
Receipt No. _____

(3) Date: _____ 194 ____ Amount (in figures) Lire: _____
Initials of Paying Officer: _____ Rank & Title: _____
Receipt No. _____

(2) Date: _____ 194 ____ Amount (in figures) Lire: _____
Initials of Paying Officer: _____ Rank & Title: _____
Receipt No. _____

Appendix "M"
F/10BALLIED FINANCIAL AGENCY

A. REQUEST FOR EMERGENCY FINANCIAL ASSISTANCE TO BRITISH NATIONALS:

 (City) (Country) (Date)
 I, (printed or typed name) _____ declare that I
 am a British subject and am the holder of British Passport No. _____
 dated _____ issued at _____. I further
 declare that my permanent address is _____

2. I hereby request the Allied Financial Agency, acting on behalf of H.M. Government, to make advances to me in the amount of L. _____ per month, for the purpose of my repatriation and maintenance pending repatriation, and I undertake to repay on demand, without interest, all advances made in this connection, (a) in Sterling to H.M. Government, or (b) in Lire, at the rate or rates of exchange for Sterling prevailing on the respective dates such advances are made, to the Allied Financial Agency, for account of H.M. Government.

Signature of Applicant

B. APPROVAL OF ADVANCES BY AMG/ACC OFFICER:

I have interviewed the above applicant, have examined the documents submitted and hereby approve a monthly advance of (in word) Lire: _____ equivalent to (in words) _____ Sterling, payable on the _____ day of each month commencing _____ 194 _____

Date:

194

Signature of AMG/ACC Officer

Rank and AMG/ACC Title:

Original: To be given to applicant after approval. Applicant must produce the original in order to draw his monthly advance, particulars of which will be endorsed on reverse.

Duplicate, Triplicate, Quadruplicate and Quintuplicate: To be forwarded at the end of each month to the Finance Sub-Commission, ACC Headquarters.

Sextuplicate: To be retained by approving officer.

ENDORSEMENT OF PAYMENTS OF ADVANCES:

- (1) Date: _____ 194 ____ Amount (in figures) Lire: _____
Initials of Paying Officer: _____ Rank & Title: _____
Receipt No. _____
- (2) Date: _____ 194 ____ Amount (in figures) Lire: _____
Initials of Paying Officer: _____ Rank & Title: _____
Receipt No. _____
- (3) Date: _____ 194 ____ Amount (in figures) Lire: _____
Initials of Paying Officer: _____ Rank & Title: _____
Receipt No. _____

Appendix "N"
F/F 10-1-AALLIED FINANCIAL AGENCY

Region _____ No. _____

RECEIPT FOR EMERGENCY ASSISTANCE TO U.S. NATIONALS

1. I certify that I have received remittances totalling \$ _____
from the United States during the month ending _____ 194 _____

2. I, (printed or typed name) _____, hereby acknowledge receipt
from the Treasurer of the United States, through the Allied Financial Agency,
of the sum of (in words) Lire _____ equivalent to (in
words) _____ dollars, which (a), I promise to repay
to the Treasurer of the United States, without interest, upon demand, in legal
tender of the United States, or to the Allied Financial Agency, for account of
the Treasurer of the United States, in lire equivalent to this dollar amount at
the official rate of exchange prevailing at the time of repayment, or (b) I hereby
authorize the Treasurer of the United States to recover from the monthly pen-
sion of \$ _____ due me from _____
Date _____ 194 _____

Signature of Recipient

3. I certify that the above amount of Lire: _____ was paid by
me to the person entitled thereto, that I examined approved REQUEST FOR
EMERGENCY FINANCIAL ASSISTANCE TO U.S. NATIONALS No. _____
and evidence of the identity of the payee and that I have endorsed particulars
of this advance on the original of the foregoing REQUEST.

Paying Officer: _____
Signature Rank Title

The original, duplicate, triplicate, quadruplicate and quintuplicate of this
receipt are to be sent to the Regional Account with the Paying Officer's
Monthly Report or Receipts and Disbursements. The sextuplicate of
this receipt is to be retained by the Paying Officer.

Appendix "O"
F/F 10-1BALLIED FINANCIAL AGENCY

Region _____ No. _____

RECEIPT FOR EMERGENCY ASSISTANCE TO BRITISH NATIONALS1. I certify that I have received remittances totalling L. _____
from the U.K. during the three months ending _____ 194 _____2. I, (printed or typed name) _____, hereby acknowledge
receipt from H.M. Government, through the Allied Financial Agency, of advances
of funds in the sum of (in words) Lire: _____
equivalent to (in words) _____Sterling, which is for the purpose of my repatriation and maintenance pending
repatriation and which I undertake to repay on demand, without interest, (a) in
Sterling, or (b) in Lire at the rate of rate of exchange on day this RECEIPT is
signed) _____

Date: _____ 194 _____

Signature of Recipient3. I certify that the above amount of Lire: _____
was paid by me to the person entitled thereto, that I examined approved RE-
QUEST FOR EMERGENCY FINANCIAL ASSISTANCE TO BRITISH NATION-
ALS No. _____, and evidence of the identity of the payee, and that I
have endorsed particulars of this advance on the original of the foregoing RE-
QUEST.Paying Officer: _____
Signature Rank TitleThe original, duplicate, triplicate, quadruplicate and quintuplicate of this
RECEIPT are to be sent to the Regional Accountant with the Paying
Officer's Monthly Report of Receipts and Disbursements. The sextupli-
cate of this RECEIPT is to be retained by the Paying Officer.

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INDEX

HOW TO USE THE INDEX

ABBREVIATIONS:

Ex = Executive.
Est = Establishment.
O = Office.
App = Appendix.
Sch = Schedule.

The entry in the first column indicates the type and number of the memorandum.

The entry in the second column gives the number of the paragraph in the memorandum quoted.

The third column shows the Part and page e.g. II-20 means Part II page 20 (each Part commences with page 1, continuing serially).

Schedules follow immediately after the memorandum in which reference is made to them.

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1. The first step in the process of creating a new product is to identify a market need. This involves conducting market research to understand what consumers are looking for and what gaps exist in the current market.

2. Once a market need is identified, the next step is to develop a concept. This involves brainstorming ideas and creating a rough sketch of the product.

3. The third step is to create a prototype. This is a physical model of the product that allows you to test its functionality and make any necessary adjustments.

4. After the prototype is created, the next step is to conduct a feasibility study. This involves assessing the technical, financial, and market viability of the product.

5. Once the feasibility study is complete, the next step is to develop a business plan. This document outlines the company's goals, strategies, and financial projections.

6. The final step in the process is to launch the product. This involves marketing the product, distributing it, and providing customer support.

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