

ACC 10000/147/80 228

GUARD ORDERS

Dec. 1946 - Jan. 1947

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8 January 1970

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McCann Karpman

- 5 - aa Section or Division, AC.
- 5 - Public Relations Officer, MTCUSA
- 5 - AF Mac
- 5 - 47th Finance
- 5 - ASAA
- 5 - AF Long Lines Liaison Office
- 5 - Petroleum Division, PBS
- 1 - Each Officer, AC.

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HEADQUARTERS
ALLIED COMMISSION
APO 794

JRH/

27 December 1946.

GUARD ORDERS)

NO.....

INTERNAL SECURITY OF ALLIED COMMISSION

Revisions. Section I
Organization of the Personnel for Internal Security Section II
Posts of Personnel Furnished for Internal Security. Section III
Status of Internal Security Personnel Section IV
Persons Authorized to enter the Allied Commission during
off-duty hours Section V
Procedure in Case of Fire Section VI
Detail of Personnel for Duty. Section VII
Miscellaneous Section Section VIII

SECTION I - REVISIONS.

1. Letter, this headquarters, dated 17 October 1946, subject: "Internal Security," is hereby rescinded.

2. Letter, this headquarters, dated 28 October 1946, subject: "Allied Commission Duty Officer," is hereby rescinded.

SECTION II - ORGANIZATION OF THE PERSONNEL FOR INTERNAL SECURITY.

3. The personnel for internal security will be organized as follows:
a. Duty Officer: On duty on Wednesday and Saturday afternoons, all day Sundays and Holidays, and at nights.
b. A Duty Clerk: On duty on Wednesday and Saturday afternoons, all day Sundays and Holidays, and at nights.
c. Italian Carabinieri: On duty 24 hours each day.

SECTION III - POSTS OF PERSONNEL FURNISHED FOR INTERNAL SECURITY.

4. During the normal working day:
Italian Carabinieri:
(1) Ground Floor Entrance on Via Molise.
(2) Main Entrance on Via Veneto.

5. At times other than during the normal working day:
a. At night.
(1) Duty Officer: In the Duty Officer's Room, the room to the left of the ascent of the main stairway, on the 1st Floor.
(2) Duty Clerk: At the Main Entrance to the Allied Commission Building.

(3) Italian Carabinieri:
(a) Two (2) Carabinieri will be posted at the Main Entrance to the Allied Commission Building during the entire night, one of whom will patrol the 2d, 3d, and 4th Floors at least once each hour.

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1. Letter, this headquarters, dated 17 October 1946, subject: "Internal Security," is hereby rescinded.

2. Letter, this Headquarters, dated 28 October 1946, subject: "Willard Commission Duty Officer," is hereby rescinded.

SECTION II - ORGANIZATION OF THE PROGRAM FOR INTERNATIONAL SIGNS

3. The personnel for internal security will be organized as follows:

- a. A Duty Officer: On duty on Wednesday and Saturday afternoons, all day Sundays and Holidays, and at nights.
- b. A Duty Clerk: On duty on Wednesday and Saturday afternoons, all day Sundays and Holidays, and at nights.
- c. Italian Carabinieri: On duty 24 hours each day.

SECTION III - POINTS OF ACCESSIBLE FINISHED FOR INTERNAL SECURITY.

4. During the normal working day:
a. Italian Carabinieri:
(1) Ground Floor Entrance on Via Maliso.
(2) Main Entrance on Via Veneto.

5. At times other than during the normal working day:
a. At night.
(1) Duty Officer: In the Duty Officer's Room, the room to the left of the ascent of the main stairway, on the 1st Floor.
(2) Duty Clerk: At the Main Entrance to the Allied Commission Building.

(3) Italian Carabinieri:
(a) Two (2) Carabinieri will be posted at the Main Entrance to the Allied Commission Building during the entire night, one of whom will patrol the 2d, 3d, and 4th Floors at least once each hour.
(b) Two (2) Carabinieri will be posted on the outside of the Allied Commission Building until 2300 hours, after which time, one of whom will be admitted to the building for the purpose of patrolling the 5th, 6th, 7th, and 8th Floors, at least once each hour.

b. On Wednesday afternoons:
(1) Duty Officer: In the Office of the Chief Commissioner.
(2) Duty Clerk: At the Main Entrance to the Allied Commission Building.

(3) Italian Carabinieri:
(a) Two (2) Carabinieri will be posted at the Main Entrance to the Allied Commission Building, one of whom will patrol the 2d, 3d, and 4th Floors at least once each hour.
(b) One (1) Carabinieri will patrol the 5th, 6th, 7th, and 8th

Floors containing: One (1) Carabinieri will be posted on the outside of the Allied Command building.

c. A Security Returnee:

- (1) Duty Officer: In the Duty Officer's Room, the room to the left of the second of the main stairway, on the 1st Floor.
- (2) Duty Clerk: As at night, and on Wednesday afternoons.
- (3) Italian Carabinieri: As on Wednesday afternoons.

d. On Sundays and Holidays:

- (1) Duty Officer: As on Saturday afternoons.
- (2) Duty Clerk: As on Saturday afternoons.
- (3) Italian Carabinieri: As on Saturday afternoons.

SECTION IV - DUTIES OF DUTY AND INTERNAL SECURITY PERSONNEL.

6. DUTY OFFICER:

- a. To report promptly for duty.
 - b. To remain at his post until properly relieved.
 - c. To act promptly upon any verbal orders given to him by the Chief Commissioner, or by his authorized representative, who is:
- (1) The Executive Commissioner.
 - (2) The Executive Officer (A).
 - (3) The Executive Officer (B).
 - (4) The Adjutant, Allied Command.
- or, if he is unable to execute the order given to him during his tour of duty, he will pass it on for execution to the officer who relieved him.
- d. To insure that only authorized personnel are admitted to the Allied Commission Building during off-duty hours.
 - e. To receive and act upon, or refer to the proper agency for action, any correspondence or any telephonic, telegraphic, or verbal messages delivered to him during his tour of duty. The Duty Officer will decide whether immediate reference to the agency or officer concerned is necessary.
 - f. To report all unusual circumstances or messages received by taking appropriate remarks in the Duty Officer's Book.
 - g. To take proper action in case of sabotage, fire, theft, or any other emergency that may arise, and, if the incident is serious enough, to report it by telephonic to:
- (1) The Adjutant or Executive Officer (A) or (B).
 - (2) or, in their absence, to the Executive Commissioner.
- h. To raise the American and British flags before 0800 hours, each morning and to lower them at 1800 hours each evening.
 - i. To insure that all internal security personnel are performing their duties as detailed in this order.

7. DUTY CLERK:

- a. To report promptly for duty.
- b. To remain at his post until properly relieved.
- c. To lock the main door promptly at 1600 hours on Wednesday, at 1400 hours on Saturday, and at 1800 hours on work day evenings, and to keep it locked on Sunday and Holidays.
- d. To admit personnel to the building only as authorized by the Duty Officer.
- e. To retain the keys to the main door in his possession. If it is necessary to leave his post in the course of duty, he will hand the keys over to the Duty Officer.
- f. To report any unusual circumstances promptly to the Duty Officer.
- g. To inform the Duty Officer of any failure of the Italian Carabinieri to perform their duties.

to perform their duties. For instructions in any case not covered

- a. To report promptly for duty.
- b. To remain at his post until properly relieved.
- c. To act promptly upon any verbal orders given to him by the Chief Commissioner, or by his authorized representative, who are:
 - (1) The Executive Commissioner.
 - (2) The Executive Officer (A).
 - (3) The Executive Officer (B).
 - (4) The Adjutant, Allied Commission.
- d. If he is unable to execute the order given to him during his tour of duty, he will pass it on for execution to the officer who relieves him.
- e. To insure that only authorized personnel are admitted to the Allied Commission Building during off-duty hours.
- f. To receive and act upon, or refer to the proper agency for action, any correspondence or any telephonic, telegraphic, or verbal messages delivered to him during his tour of duty. The Duty Officer will decide whether immediate reference to the agency or officer concerned is necessary.
- g. To report all unusual circumstances or messages received by making appropriate remarks in the Duty Officer's Book.
- h. To take proper action in case of sabotage, fire, theft, or any other emergency that may arise, and, if the incident is serious enough, to report it by telephonic to:
 - (1) The Adjutant or Executive Officer (A) or (B).
 - (2) or, in their absence, to the Executive Commissioner.
- i. To raise the American and British flags before 0800 hours, each morning and to lower them at 1800 hours each evening.
- j. To insure that all internal security personnel are performing their duties as detailed in this order.

7. DUTY CLERK:

- a. To report promptly for duty.
- b. To remain at his post until properly relieved.
- c. To lock the main door promptly at 1600 hours on Wednesday, at 1400 hours on Saturday, and at 1800 hours on work day evenings, and to keep it locked on Sundays and holidays.
- d. To admit personnel to the building only as authorized by the Duty Officer.
- e. To retain the keys to the main door in his possession. If it is necessary to leave his post in the course of duty, he will hand the keys over to the Duty Officer.
- f. To report any unusual circumstances promptly to the Duty Officer.
- g. To inform the Duty Officer of any failure of the Italian Carabinieri to perform their duties.
- h. To report to the Duty Officer for instructions in any case not covered by this order.
- i. To require all visitors to the Allied Commission Building to state their business and the person or office they are calling on, after which a telephonic call will be made to the person or office to determine whether or not it is desired that the visitor be admitted. If the telephonic call fails to verify the fact that the visitor should be admitted, he will be courteously refused admission and asked to return during the normal working day.
- j. To record the names of all visitors to the Allied Commission Building.

8. ITALIAN CARABINIERI:

- a. To report promptly for duty.

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1. To prevent any large packages from entering the building or being placed in the near vicinity of the building. If American or British military personnel are involved, the Duty Officer will be summoned immediately. If American personnel are involved, the Duty Officer will be summoned immediately. If British military personnel are involved, the Duty Officer will be summoned immediately.
2. To report to the Duty Officer for instructions in any case not covered by this order.

Office.

- g. To prevent any large packages from entering the building or being placed in the near vicinity of the building. If American or British military personnel are involved, the Duty Officer will be summoned immediately. If American personnel are involved, the Duty Officer will be summoned immediately. If British military personnel are involved, the Duty Officer will be summoned immediately.
- h. To report to the Duty Officer for instructions in any case not covered by this order.

Office.

- g. To prevent any large packages from entering the building or being placed in the near vicinity of the building. If American or British military personnel are involved, the Duty Officer will be summoned immediately. If American personnel are involved, the Duty Officer will be summoned immediately. If British military personnel are involved, the Duty Officer will be summoned immediately.
- h. To report to the Duty Officer for instructions in any case not covered by this order.

Office.

- g. To prevent any large packages from entering the building or being placed in the near vicinity of the building. If American or British military personnel are involved, the Duty Officer will be summoned immediately. If American personnel are involved, the Duty Officer will be summoned immediately. If British military personnel are involved, the Duty Officer will be summoned immediately.
- h. To report to the Duty Officer for instructions in any case not covered by this order.

SECTION V. PERSONNEL AUTHORIZED TO ENTER THE ALLIED COMMISSION BUILDING DURING OFF-DUTY HOURS.

9. The Duty Officer is authorized to admit the following personnel to the Allied Commission Building during off-duty hours:
 - a. Any Allied Commission Officer, or any Allied officer, whose office is in the Allied Commission Building.
 - b. Any Enlisted Man or other rank, when accompanied by an Allied Commission Officer, or by an Allied officer whose office is in the Allied Commission Building, when authorized by the Adjutant, Allied Commission Building.
 - c. Any Enlisted Man, other rank, or civilian when in possession of a pass signed by an Allied Commission Officer or an Allied officer whose office is in the Allied Commission Building, when authorized by the Adjutant, Allied Commission Building.
 - d. Telephone operators with proper identification and authenticated passes.
 - e. Cleaning personnel with proper identification and authenticated passes.
 - f. Personnel of the Allied Forces Microfilm Dept with proper identification.
 - g. Newsmen, when in possession of proper identification and authenticated passes, or when admission is requested by the Public Relations Officer, Allied Commission, or by the Public Relations Officer, AFUSA, in person.
 - h. Military Police personnel when on duty.

10. All passes for admission of Enlisted Men, other ranks, or civilians to enter the Allied Commission Building during off-duty hours will be authenticated by the Adjutant, Allied Commission, and will be submitted for authentication in duplicate, on the form attached hereto as Inclosure No. 1.

VI - PROCEDURE IN CASE OF FIRE.

11. In case a fire is discovered in the Allied Commission Building, the person first discovering it will:
 - a. Shout warning several times.
 - b. Attempt to extinguish the fire.
 - c. Notify the Duty Officer by telephone, or otherwise.
12. The Duty Officer will:
 - a. Proceed immediately to the scene of the fire and organize such personnel and appliances as are available in order to control or extinguish the fire.
 - b. Call the Fire Department at once.
 - c. If unable to extinguish the fire, he will call the Fire Department at once.
 - d. If unable to extinguish the fire, he will call the Fire Department at once.

additely.

2. To report to the Duty Officer for instructions in any other matter.

SECTION 11. PERSONS AUTHORIZED TO ENTER THE ALLIED COMMISSION BUILDING DURING OFF-DUTY HOURS.

9. The Duty Officer is authorized to admit the following personnel to the Allied Commission Building during off-duty hours:
 - a. Any Allied Commission Officer, or any Allied Officer, whose office is in the Allied Commission Building.
 - b. Any Enlisted Man or other rank, when accompanied by an Allied Commission Officer or by an Allied officer whose office is in the Allied Commission Building.
 - c. Any Enlisted Man, other rank, or civilian when in possession of a pass signed by an Allied Commission Officer or an Allied Officer whose office is in the Allied Commission Building, when authenticated by the Adjutant, Allied Commission.
 - d. Telephone operators with proper identification and authenticated passes.
 - e. Cleaning personnel with proper identification and authenticated passes.
 - f. Personnel of the Allied Forces War Film Depot with proper identification.
 - g. Newsman, when in possession of proper identification and authenticated passes, or when admittance is requested by the Public Relations Officer, Allied Commission, or by the Public Relations Officer, WFOUSA, in person.
 - h. Military Police personnel when on duty.
10. All passes for admittance of Enlisted Men, other ranks, or civilians to enter the Allied Commission Building during off-duty hours will be authenticated by the Adjutant, Allied Commission, and will be submitted for authentication in duplicate, on the form attached hereto as Inclosure No. 1.

VI - PROCEDURE IN CASE OF FIRE.

11. In case a fire is discovered in the Allied Commission Building, the person first observing it will:
 - a. Shout "Fire" several times.
 - b. Attempt to extinguish the fire.
 - c. Notify the Duty Officer by telephone, or otherwise.
12. The Duty Officer will:
 - a. Immediately inform the senior fire and organize such personnel as are available in order to control or extinguish the fire.
 - b. Notify the Adjutant to extinguish the fire, who will call the Fire Department at telephone number 25346.
 - c. Notify the senior board operator to set off the fire alarm and to notify any personnel who are in the building at the time.
 - d. Organize the Administration as a guard to prevent all persons from entering the Building, except:
 - (1) The Chief Commissioner.
 - (2) The Executive Commissioner.
 - (3) The Executive Officer (A) or (B).
 - (4) The Headquarters Commandant.
 - (5) Fire Department personnel.
 - (6) Military Police personnel.
 - (7) The Commanding Officer, Royal Area, WFOUSA.

for the relief of the Executive Commissioner, Executive Officer (i) and Executive Officer (ii).

VIII - MISCELLANEOUS SECTION.

14. The Duty Officer and Duty Clerk will be detailed for duty from 1900 to 0600 hours by the Adjutant, Allied Commission.
15. The rank of Major or below, and all ordered men, which is American, the rank of Staff Sergeant or below will be placed on the duty roster and considered to be available for duty, except:
 - (1) Company Officers, Headquarters Company, 716th Regiment, 10.
 - (2) CIG, British Detachment.
 - (3) Motor Transportation Officer, with British and American.

VIII - MISCELLANEOUS SECTION.

14. The Duty Officer and the Duty Clerk will take their own arrangements for obtaining relief prior to coming on duty.
15. The Duty Officer and the Duty Clerk will relieve one another for duty on Sundays and holidays.

15. The Duty Officer and the Duty Clerk will furnish their own housing.

16. Duty Officer's Vehicle:
 - a. A vehicle will be furnished to the Duty Officer.
 - b. This vehicle will be parked at the Motor Pool and will not be permitted to be parked in the outside of the Allied Commission Building except for extremely short periods of time.
 - c. When the Duty Officer desires the vehicle, he will call telephone number 66258 for the American Motor Pool, or telephone number 84378 for the British Motor Pool.

- d. Vehicles will be furnished for one week at a time, as indicated below:

23 to 29 December	By the British Motor Pool.
30 December to 5 January	By the American Motor Pool.
6 to 12 January	By the British Motor Pool.
13 to 19 January	By the American Motor Pool.
20 to 26 January	By the British Motor Pool.
27 January to 2 February	By the American Motor Pool.
3 to 9 February	By the British Motor Pool.
10 to 16 February	By the American Motor Pool.
17 to 23 February	By the British Motor Pool.

Later, as indicated by notices published in the Daily Bulletin.

17. Instructions to the Carabinieri when going on duty:
 - a. The Duty Officer will insure that the Carabinieri are properly instructed when they assume their post of duty. A supply of these orders, translated into Italian, will be available to the Duty Officer.

18. Briefing of personnel reporting for duty with the Allied Commission, during off-duty hours:
 - a. Personnel personnel:

Refer to the Hotel Management Section, Hotel Majestic, telephone number 40024 if reporting between the hours of 1800 and 2000; after 2000 hours, refer to the Hotel Executive.

Refer to the Headquarters Company, 716th Regiment, 10.

VIII - TRANSPORTATION SECTION.

14. Relief
 a. The Duty Officer and the Duty Clerk will take their own arrangements for relief.
 b. The Duty Officer will relieve the other for duty on Saturdays and Sundays.

15. Duty Officer and the Duty Clerk will furnish their own building.

16. Duty Officer's Vehicle:
 a. A vehicle will be furnished to the Duty Officer.
 b. This vehicle will be parked at the Motor Pool and will not be permitted to be parked on the outside of the Allied Commission Building except for extremely rare periods of time.
 c. When the Duty Officer desires the vehicle, he will call telephone number 66258 for the American Motor Pool, or telephone number 84373 for the British Motor Pool.

d. Vehicles will be furnished for and work at a time, as indicated below:
 23 to 29 December
 By the British Motor Pool.
 30 December to 5 January
 By the American Motor Pool.
 6 to 12 January
 By the British Motor Pool.
 13 to 19 January
 By the American Motor Pool.
 20 to 26 January
 By the British Motor Pool.
 27 January to 2 February
 By the American Motor Pool.
 3 to 9 February
 By the British Motor Pool.
 10 to 16 February
 By the American Motor Pool.
 17 to 23 February
 By the British Motor Pool.

Later, as indicated by notice published in the Daily Bulletin.

17. Instructions to the Carabinieri as to being on duty:
 a. The Duty Officer will insure that the Carabinieri are properly instructed when they assume their part of duty. A supply of these orders, translated into Italian, will be available to the Duty Officer.

18. Billings of personnel reporting for duty with the Allied Commission, during 1945-46:

a. Personnel:
 Refer to the Hotel Management Section, Hotel Majestic, telephone number 40036 if reporting between the hours of 0800 and 2000; after 2000 hours, refer to the Hotel Excelsior.

b. Privates: Refer to Headquarters Germany, 7106th Liaison, SO, Fort 6 Italia, telephone number 66254.

c. Relief personnel:
 Refer to the Camp Commandant at either 10 telephone number 440, or the Hotel Victoria, telephone number 45741.
 d. Relief personnel: Refer to the Hotel Victoria, telephone number 66258.

19. Relief personnel:
 a. If a request is made for transportation by military personnel who are assigned or reporting to the Allied Commission, the request will be referred to the American Motor Pool, telephone number 66258.
 b. British: British Motor Pool, telephone number 84373.

20. Absence from Post of Duty by the Duty Officer or by the Duty Clerk:
- The Duty Officer is authorized to excuse the Duty Clerk from his post of duty for urgent reasons.
 - When the Duty Officer is temporarily absent from his post of duty, for inspections or other reasons, he will insure that the Duty Clerk is present in the Duty Officer's Room to answer the telephone.

By Command of REAR ADMIRAL STONE:

M. Carr

M. Carr,
Brigadier,
Executive Commissioner.

1 Inclosure:

Form to be used when requesting a pass for admittance to the AC Bldg during off-duty hours.

DISTRIBUTION:

- 5-cc Section or Division, AC.
- 5-Public Relations Officer, WTUSA.
- 5-AF M C
- 5-47th Finance.
- 5-ASIA
- 5-AF Long Lines Liaison Office.
- 5-Petroleum Division, PBS.
- 1-Each Officer, AC.

M. GARR,
Brigadier,
Executive Commissioner.

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1 Inclosure:
Form to be used when requesting a pass
for admittance to the AG Bldg during
off-duty hours.

DISTRIBUTION:

- 5-cc Section or Division, AG.
- 5-Public Relations Officer, WTUSA.
- 5-AF M C
- 5-47th Finance.
- 5-ASAM
- 4-AF Long Lines Liaison Office.
- 5-Petr-leum Division, PBS.
- 1-Each Officer, AG.

Section or Division, Allied Commission.

(Date)

SUBJECT: Authority to enter the A.C. Building during Off-Duty Hours.

TO : The Chief Commissioner, Allied Commission.
(Attn: Adjutant, Allied Commission).

1. Request that _____ be authorized to enter the Allied Commission Building during off-duty hours for the following reason: _____

2. This person is employed by my Section (or Division) and/or has business with my Section (or Division) that cannot be consummated during the normal business day.

(Signature - Head of Section only)

Name _____ Rank _____

HEADQUARTERS, ALLIED COMMISSION, APC 791. _____
1st Ind.

TO : Duty Officer, Allied Commission.

Approved.

FOR THE CHIEF COMMISSIONER:

JOHN R. HAYES
Major, AGF.
Adjutant

(Official Seal)

NOTE: To be submitted in duplicate.

TO : The Chief Commissioner, Allied Commission.
(Attn: Adjutant, Allied Commission).

1. Request that _____ be authorized to enter
the Allied Commission Building during off-duty hours for the following
reason: _____

2. This person is employed by my Section (or Division) and/or has
business with my Section (or Division) that cannot be consummated during
the normal business day.

(Signature - Head of Section only)

Name Rank

HEADQUARTERS, ALLIED COMMISSION, APO 794.
1st Ld.

TO : Duty Officer, Allied Commission.

Approved.

FOR THE CHIEF COMMISSIONER:

(Official Seal)

JOHN P. HAYES
Major, AGC.
Adjutant

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NOTE: To be submitted in duplicate.

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