

1586

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

ACC

AC109/TN4

10000/148/2206

MOVE
APR.-JULY

1587
-N4

10000/148/2206

MOVEMENT BY RAIL WATER
APR.-SEPT. 1944 AND HIGHWAY

HEADQUARTERS
ARMED CONTROL COMMISSION
Transportation Sub-Commission
ATC 394

Minutes of Meeting held at H.Q., ACC.
Monday, 4 Sept. '44

Movement of Civil Supplies

Present: Col. D.S. ADAMS
Col. F.B.B. BIRMING
Lt. Col. B.B. FORTER
Major V. KING
Major K.J. OLSON
Lt. Col. L.E. VILKING
Lt. Col. F.R.A. GIANVILLE
Major F.P. RICHARDSON

(in the chair)
Director, Transportation S.C.

Col. A. SHARPING A.F.H.Q.
A.Q.M.G. M) Rail A.F.H.Q.
D.A.Q.M.G. M) A.F.H.Q.
C.S. A.F.H.Q.
Transportation Sub Commission
Transportation Sub Commission
Transportation Sub Commission

(1) OBJECT

To consider

- (a) Bidding system and presentation of bids to A.F.H.Q. and A.A.I.
- (b) Exchange of personnel between A.F.H.Q. and H.Q.ACC. in conjunction with (a).

(2)

ZONES

The dividing line between operational zone controlled by A.A.I. and the new operational zone controlled by

A.F.H.Q. is approximately:

The Railway Station MONTAÑO DI CASTRO

West Coast Line 50

Orto Line 65

Ortona Line 86, East Coast

All stations inclusive in the new operational zone

(3)

BIDDING

(a) SHIPPING

Major King pointed out that the bidding for shipping movement should be considered in two phases, the principles of which had been discussed at a meeting held at A.F.H.Q. on 2 September 44.

(i) LONG TERM PROCEDURE

On the 18th of Z month ACC had been requested by C.S. to estimate the total tonnage which would require to be moved, in general directions of traffic, in Z +

3822

109/4

Present: Col. D.S. ADAMS
 Col. F.L.B. PIERING
 Lt. Col. L.S. MCUTCHER
 Major V. KING
 Major M.J. GIBSON
 Lt. Col. L.E. VILLING
 Lt. Col. J.E.A. WILKINSON
 Major F.F. RICHARDSON
 Director, Transportation S.C.
 Col. A. Shipping A.F.H.Q.
 A.Q.M. (M) Rail A.F.H.Q.
 L.A.Q.M. (M) A.F.H.Q.
 S.O.A.F.H.Q.
 Transportation Sub Commission
 Transportation Sub Commission
 Transportation Sub Commission

(1)

OBJECT

To consider

- (a) Bidding system and presentation of bids to A.F.H.Q. and A.A.I.
 (b) Exchange of personnel between A.F.H.Q. and E.Q.ACC. in conjunction with (a).

(2)

ZONES

The dividing line between operational zone controlled by A.A.I. and the new operational zone controlled by

A.F.H.Q. is approximately:

The Railway Station MONTEITO PI CASIRO

West Coast Line 50

Orto Line 55

Orto Line 88, East Coast

All stations inclusive in the non operational zone

(3)

BIDDING(a) SHIPPING

Major King pointed out that the bidding for shipping movement should be considered in two phases, the principles of which had been discussed at a meeting held at A.F.H.Q. on 2 September 44.

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(1) LONG TERM PROCEDURE

On the 15th of 2 month ACC had been requested by S.O. to estimate the total tonnage which would require to be moved, in general directions of traffic, in 2 + 2 months i.e. on 18 September for November.

These estimates were necessary in order that G.5 might include in their forecast when A.F.H.Q. Internal Mediterranean Shipping requirements were to be presented to the combined Chiefs of Staff.

(ii) SHORT TERM PROCEDURE

The September ACC demands had been received at a time when current bidding was being made for October deliveries. It had been agreed therefore that to adjust, ACC would submit demands to G-5 on 3 September 44

for delivery during 1 to 17 October in the non operational zone. Bids would continue also to be made to A.A.I. for acceptance and delivery within or into operational Zone.

Thereafter, bidding would be in line with the rest of the programme and would continue:-

i.e. 19 Sept. for delivery 19 - 27 Oct.
28 Sept. for delivery 28 Oct. - 6 Nov.
and so on each ten days.

(iii) PRIORITY OF MOVEMENT

Priority of commodities should be decided by ACC. Transportation Sub-Commission (Shipping) after consultation with originators of bids. ACC Sub-Commissions other than Transportation Sub-Commission should be forbidden to communicate with A.F.H.Q.

A.F.H.Q. will call forward no commodity unless bid through channels laid down in i and ii by ACC. Transportation Sub-Commission.

(B)

RAIL

(i) Large Rail Bids where shipping might apply should be bid for shipping under "A". A.F.H.Q. to decide whether shipping or rail should apply.

(ii) OPERATIONAL ZONE

Bids must reach HQ.A.A.I. 0800 hours each Saturday for consideration at their P.O.M. meeting 11 September 1944. Bids to include A.M.C. 5th and 8th Armies. Supplies to Railheads. Other commodities including and outgoing and within the above zone.

(iii) NON OPERATIONAL ZONE

Bids must reach A.F.H.Q. 0800 hours each Monday for consideration at their P.O.M. meeting to be held each Wednesday at 11.00 hours. First P.O.M. meeting 19 Sept. 44. Bids to include AMG. 5th and 8th Armies supplies and other traffic between non operational and operational Zone both directions, and bids for traffic within the non operational Zone passing over Military operated lines.

2631

ACC/civilian bids, where tonnage allotment over Rail Sections has been allotted for ACC. use, will be considered at the ACC. Transportation Sub-Commission meeting held each Friday at 1100 hours, as heretofore.

(iii) PRIORITY OF MOVEMENT

Priority of commodities should be decided by ACC. Transportation Sub-Commission (Shipping) after consultation with originators of Bids. ACC Sub-Commissions other than Transportation Sub-Commission should be forbidden to communicate with A.F.H.Q.

A.F.H.Q. will call forward no commodity unless via through channels laid down in i and ii by ACC. Transportation Sub-Commission.

(D)

RAIL

(i) Large Rail Bids where shipping might apply should be bid for shipping under "A". A.F.H.Q. to decide whether shipping or rail should apply.

(ii) OPERATIONAL ZONE

Bids must reach Hq. A.A.I. 0800 hours each Saturday for consideration at their P.O.M. meeting 11 September 1944. Bids to include A.M.T. 5th and 8th Armies. Supplies to Railheads. Other commodities including and outgoing and within the above zone.

(iii) NON OPERATIONAL ZONE

Bids must reach A.F.H.Q. 0800 hours each Monday for consideration at their P.O.M. meeting to be held each Wednesday at 11.00 hours. First P.O.M. meeting 13 Sept. 44. Bids to include AMG. 5th and 8th Armies supplies and other traffic between non operational and operational Zone both directions, and bids for traffic within the non operational Zone passing over Military operated lines.

3631

ACC/Civilian bids, where tonnage allotment over Rail Sections has been allotted for ACC. use, will be considered at the ACC. Transportation Sub-Commission meeting held each Friday at 1100 hours, as heretofore.

Local ACC/Civilian arrangements in Bari, Reggio, Naples and Sicily will not be effected by ii & iii.

WAREHOUSING DIVISION

It was suggested that this Division be transferred from Food to Transportation Sub-Commission, so that one Channel of approach to A.F.H.Q. would be established.

5.

STAFF(a) Shipping

Major Jean G-5, suggested that his Staff Captain, a Junior Commander in the A.F.S., be attached to ACC Transportation Sub-Commission for a period of 2 or 3 months, so that ACC Shipping might benefit from her knowledge of A.F.H.Q. procedure. In representing the advantages to be gained by a direct liaison in A.F.H.Q. with ACC, Major King maintained that the shipping organisation and procedure differed partly from that of Rail. Shipping space to our established Mediterranean programme was allocated at A.F.H.Q. by P.S.T.C., M.W.T.R. and W.S.A. and in the main, not delegated to a subordinate H.Q.

An appreciation of this procedure and of the total Mediterranean shipping requirements was invaluable to any officer whose duties might later be with an H.Q. dealing with Italian requirements as a whole, or with a subordinate H.Q.

AGREED

That one Captain be attached to A.F.H.Q. from ACC. In Sub-Commission (Shipping).

(B)

(i) To enable Transportation Sub Commission Railway Technical Officers to take up their respective duties with the D.Q.M.R.S. it was proposed that movements A.F.H.Q. should attach 3 officers and 3 O/Rs to H.Q. ACC. to collect and collate, and present bids for Rail movement at the F.O.M. meetings at A.F.H.Q. and H.Q. and arrange movement through the usual channels. The advantages to be gained by this procedure was that Movement Officers would have the benefit of their organisation and thereby ensure movement within the 7 day period.

AGREED

That 3 officers and 3 O/Rs from A.F.H.Q. be attached to H.Q. ACC. Transportation Sub-Commission. Date to be decided upon.

3630

(ii) The request from Col. Girling that an ACC officer be attached to A.F.H.Q. was then discussed. Lt. Col. Vining pointed out that the only 22 Technical Officers

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direct liaison in A.F.H.Q. with ACC. The main reason for this was maintained that the shipping organisation and procedures are differed partly from that of Rail. Shipping space to our established Mediterranean programme was allocated at A.F.H.Q. by P.S.F.C., M.W.T.N. and W.S.A. and in the main, not delegated to a subordinate H.Q.

An appreciation of this procedure and of the total Mediterranean shipping requirements was invaluable to any officer whose duties might later be with an H.Q. dealing with Italian requirements as a whole, or with a subordinate H.Q.

AGREED

That one Captain be attached to A.F.H.Q. from ACC. Tn. Sub-Commission (Shipping).

- (B) (i) To enable Transportation Sub-Commission Railway Technical Officers to take up their respective duties with the D.G.M.R.S. it was proposed that movements A.F.H.Q. should attach 3 officers and 3 O/Rs to H.Q. ACC. to collect and collate, and present bids for Rail movement at the P.C.M. meetings at A.F.H.Q. and H.Q. and arrange movement through the usual channels. The advantages to be gained by this procedure was that Movement Officers would have the benefit of their organisation and thereby ensure movement within the 7 day period.

AGREED

That 3 officers and 3 O/Rs from A.F.H.Q. be attached to H.Q. ACC. Transportation Sub-Commission. Date to be decided upon.

3630

(ii) The request from Col. Girling that an ACC officer be attached to A.F.H.Q. was then discussed. Lt. Col. Vining pointed out that the only 22 Technical Officers to attach to all the I.S.R. Divisions and that he was still three officers short and therefore no one could be spared.

G-5 suggested that there might be a possibility of obtaining the services of an Officer who was awaiting reposting at a Depot.

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ACR3ED

That G-5 should investigate the possibility of securing the services of such an Officer with a view to employing him at A.F.H.Q. for training.

DISTRIBUTION

G-4	Mr. & Mr. A.F.H.Q.	4
H.Q.	A.A.I.	2
Mr. H.Q.	A.A.I.	3
G-5	A.F.H.Q.	2
Q. Mair	A.F.H.Q.	2
H.Q.	ACC.	6

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TN. S.C. (2)
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ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM

5 September 1944

NUMBER 37)

PROCEDURE FOR MAINTENANCE REQUIREMENTS OF ALLIED FORCES
IN ITALY, NORTH AFRICA, SICILY, SARDINIA AND CORSICA

Section II, AFHQ Administrative Memorandum Number 25, 1944, is rescinded and the following substituted therefor:

GENERAL

1. a. Allied Forces in the Mediterranean theater are maintained by ..
 - (1) Shipment of requirements from extra Mediterranean sources.
 - (2) Intra-Mediterranean movement by sea of existing resources.
 - (3) Internal rail movement.

b. Reference is made to letter, Allied Force Headquarters, file AG 323/035 GDS-0, dated 20 August 1944, with Annex "E" which details the British administrative reorganization on the mainland of Italy whereby AAI is responsible within a defined area called the Operational Zone, subject to policies laid down from time to time by AFHQ - NATOUSA.

c. The procedure for placing demands to meet the maintenance requirements of Allied Forces in the Mediterranean theater is divided into:

- (1) LONG TERM PROCEDURE
- (2) SHORT TERM PROCEDURE

LONG TERM PROCEDURE

2. The loading of convoys from extra Mediterranean sources for the United States and British Forces, for which AFHQ has a maintenance responsibility, will be arranged by AFHQ for British Forces, and by Commanding General, NATOUSA, for United States Forces, based on forecasts of requirements made by them or on troop strengths.

3. In order to ensure that the loading of ships for Italy in extra-Mediterranean convoys is related to port acceptance capacity and overall requirements in Italy,

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AFHQ Adminis Memo Number 37, dtd 5 Sept 44

a. A Tonnage Allocation Meeting attended by AFHQ representatives will be held at AFHQ one hundred (100) days before the first day of each month, the purpose of which will be to allocate tonnages for all requirements for each port or group of ports to the following users:-

- | | |
|---------------------------------|--------------------|
| (1) US Army Ground Forces | (see paragraph 10) |
| (2) US Navy | |
| (3) Royal Navy | |
| (4) British Army | |
| (5) Air Forces - US and British | (see paragraph 11) |
| (6) Civilian Supplies | (see paragraph 12) |
| (7) SOMTO | |
| (8) Common User Items | (see paragraph 13) |

(NOTE:

- (1) Users will provide, within their total tonnage allocations, for the requirements of Italian Forces' personnel employed by them.
- (2) For Italian Forces employed internationally, separate instructions will be issued as to the method by which their requirements will be arranged.)

b. The tonnage allocations will be made in the light of -

- (1) the estimate of discharge capacity for each port or group of ports, which will be made by AFHQ and published five (5) days previous to each Tonnage Allocation Meeting.
- (2) the troop strengths, US and British, required to be maintained during the relevant month
- (3) a statement submitted monthly by AAI to AFHQ outlining the anticipated operational situation in the month under consideration and including any special requirements such as mountain warfare equipment, waterproofing material or other special supplies.

SHORT TERM PROCEDURE

4. For Italy only. At least twenty-eight (28) days in advance of successive ten (10) day maintenance periods, AAI will furnish the following information in respect of the Operational Zone:-

a. General: Notify AFHQ and SOS NATOUSA the estimated tonnages acceptable during the relevant ten (10) day period at each of the ports and groups of railheads within the operational zone, together with the allocation of these tonnages to those main users (see paragraph 3 a) operating within the zone.

b. For British Forces only: Notify a breakdown by commodities and destinations.

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AFHQ Adminis Memo Number 37, dtd 5 Sept 44

5. For Italy, North Africa, Sardinia and Sicily

Twenty four (24) days in advance of successive ten (10) days maintenance periods a Shipping Priority of Movements Meeting will be held at AFHQ. This meeting will:-

a. Arrange to meet the requirements for the Operational Zone notified by AAI for the relevant period. These demands will be met as far as acceptance of ships will permit, by the diversion of stores ships scheduled to arrive during the relevant period from extra-Mediterranean sources.

b. Decide tonnages for the Operational Zone to be moved by sea from within the Mediterranean area having taken account of extra-Mediterranean shipments under paragraph 5 a, above, and of tonnages to be moved by rail. (See paragraph 8).

c. Set up the additional tonnages under paragraph 5 b, required to be moved to the Operational Zone by intra-Mediterranean shipment.

d. Accept as necessary bids for movement of stores within the Mediterranean to effect the maintenance of Allied Forces in Italy, (other than in the Operational Zone), North Africa, Sardinia and Sicily.

e. In the light of availability of shipping and port acceptance capacity decide where necessary the priority of movement of stores bid for shipment.

6. Subsequent to each Shipping Priority of Movements Meeting, AFHQ will notify AAI the convey and stores program set up from all sources for shipment to ports in the Operational Zone. AAI will notify AFHQ not later than eighteen (18) days prior to the first day of the relevant period any change required in the proposed loadings from within Italy or North Africa.

MAINTENANCE by RAIL MOVEMENT in ITALY

7. General.

a. Rail Priority of Movements Meetings to cover periods to be determined from time to time will be held at AFHQ at the appropriate intervals.

b. Bids by commodities for all rail movement in Italy will be submitted by users to AFHQ for each period at intervals to be prescribed by AFHQ.

8. Rail Movement into the Operational Zone

a. AFHQ will notify AAI from time to time the provisional allocation of rail capacity available for the requirements of AAI and of other users in the Operational Zone.

b. This capacity will be expressed in terms of net tonnage per day and will cover personnel, ambulance trains, stores and vehicles.

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AFHQ Adminis Memo Number 37, dtd 5 Sept 44

c. To enable AAI to allocate the rail capacity available in the Operational Zone between users, action will be as follows:-

- (1) Peninsular Base Section will inform AAI of its requirements for US Forces including a breakdown by commodities and destinations.
- (2) Users, (other than Peninsular Base Section) and British Ground Forces will inform AAI of their requirements as directed by AAI.

d. Based on requirements given under paragraph 8 c, AAI will:-

- (1) For US Forces, allocate a bulk allotment of tonnage to Peninsular Base Section, who will notify AFHQ the detailed demand by commodities and destinations, through SOS NATOUSA.
- (2) For British Forces, allocate a bulk allotment of tonnage and submit to AFHQ detailed demands by commodities and destinations.
- (3) For other users, allocate a bulk tonnage allotment.

9. Procedure for Implementing Rail Movement

Detailed instructions for implementing rail movement are given in Appendix "A", attached.

10. United States Ground Forces

a. NATOUSA, through SOS NATOUSA, is responsible in this theater, for the supply of US Ground Forces (and of common items of supply for US Air and Naval Forces). Representatives of SOS NATOUSA and Air Service Command concerned will furnish estimates of bulk tonnage for all classes of supply (except supplies peculiar to the Air Forces) necessary to support the United States troops, stating areas in which required.

b. For Long Term Procedure the estimates covering successive months will be presented to the relevant Tonnage Allocation Meeting at AFHQ (see paragraph 3 a).

c. For Short Term Procedure the requirements for US Troops in the Operational Zone for ten (10) day periods will be forwarded to AAI as proscribed by that headquarters.

11. Air Forces

a. Common Items

Items common to the Ground and Air Forces of the two nations for maintenance of US and British Air Forces will be supplied -

- (1) through SOS NATOUSA for US Air Forces
- (2) through the British Army for British Air Forces
- (3) For petroleum products and coal, see paragraph 13.

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AFHQ Adminis Memo Number 37, dtd 5 Sept 44

b. Supplies Peculiar to Air Forces

- (1) In respect of Long Term requirements a representative of MAAF will present to each Tonnage Allocation Meeting at AFHQ (see paragraph 3 a) bulk tonnage requirements for all supplies peculiar to the Air Forces stating areas in which required. Upon receipt of tonnage allocations (see paragraph 3 a) MAAF will make the necessary arrangements with AFHQ for the shipment of such supplies.
- (2) In respect of Short Term requirements for Air Forces in the Operational Zone, representatives of the Air Forces, as necessary, to be designated by MAAF, will forward to MAI as prescribed by MAI, bulk tonnage demands with breakdown by commodities and destinations for the relevant ten (10) day period.

12. Civilian Supplies

a. Long Term Requirements. Bulk tonnage for civilian supplies will be presented to each Tonnage Allocation Meeting at AFHQ (see paragraph 3 a).

b. Short Term Requirements.

- (1) For the Operational Zone Short Term civilian supplies requirements will be bid by AMG/LCC to MAI in accordance with instructions to be issued by MAI.
- (2) For Italy other than the Operational Zone, civilian supplies requirements will be bid at Shipping and Rail Priority of Movements Meetings at AFHQ.

13. Common User Items: Petroleum Products, Transportation Stores, Coal and Forage.

a. Demands from all users in the theater for POL (Class III), transportation stores, coal, and forage requirements will be submitted to AFHQ.

b. In respect of Short Term requirements for POL (Class III), transportation stores, coal and forage for the Operational Zone MAI will obtain demands from all users and after consolidation will forward them to AFHQ with other requirements under paragraph 4.

14. Operative Dates

a. The first month to which the Long Term Procedure will apply is JANUARY 1945, the Tonnage Allocation Meeting for which will be held at AFHQ on 23 SEPTEMBER 1944.

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AFHQ Adminis Memo Number 37, dtd 5 Sept 44

b. The first ten (10) day maintenance period to which the Short Term Procedure will apply will be from 8 to 17 OCTOBER 1944, requirements for which are due at AFHQ from AAI on 10 SEPTEMBER 1944.

c. The first period to which the Rail Procedure will apply will be from 18 to 24 September 1944, bids for which are due at AFHQ on 11 September 1944.

By command of General WILSON:

1 Incl
Appendix "A"

R. H. Christie
R. H. CHRISTIE
Colonel, AGD *WCS*
Actg Adjutant General

DISTRIBUTION:

"C"

CONFIDENTIALPROCEDURE FOR IMPLEMENTING RAIL MOVEMENT

1. Weekly, on Mondays, AFHQ will notify AII total rail tonnages available for main users in the Operational Zone, for delivery in the week beginning 14 days later, together with AFHQ priority allocations (if any) to users operating within the Operational Zone but not under command of AII.
2. Weekly, under directions to be issued by AII, main users, as defined in paragraph 3 of basic paper, will notify AII through their nominated representatives at that headquarters, their tonnage requirements for delivery by rail to the Operational Zone.
3. Weekly, by 1500 hours on Monday, after holding their Rail POM Meeting, AII will forward to AFHQ the following information covering the week beginning the following Monday:
 - a. The allocation of rail capacity, expressed in net tons, for the movement of units and formations, reinforcements, replacement vehicles and ambulance trains.
 - b. The allocation of the remaining rail capacity, with breakdown by destinations between the various users within the Operational Zone, including those for whom an AFHQ Priority allocation has been laid down (see paragraph 1).
 - c. The breakdown, by commodities and destinations, of tonnages allocated to British Forces and other users supplied from British sources. At the same time, or previously detailed requirements of these British supplies, will be forwarded through AII to AFHQ with copies direct to supply agencies, as necessary.
4. Weekly, by 0800 hours on Saturdays, main users as defined in paragraph 3 of the basic paper will forward to AFHQ their requirements for movement by rail of personnel, vehicles and stores within Italy, excluding the Operational Zone, for the week beginning the following Monday week.
5. Weekly, at 1100 hours on Wednesdays, a rail POM Meeting will be held at AFHQ, at which the following will be represented: -

AFHQ
G-4 (Mov & Tr)
Q (Main)
L (L.E)
G-5
Pct. Sec
Q.M. Coal Sec
British Services
G-1) when considered
G-2) advisable

HQ, AIT
HQ, MAF
HQ, SCS MTCUSA
DC, MRS
ACC
MESA

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6. Following the POM Meeting AFHQ will notify all concerned the firm allocations of rail tonnages made. Final loading instructions to supply agencies will then be issued through normal channels by the relevant authorities. These instructions will reach supply agencies before noon each Thursday.

7. Emergency bids involving additions to total tonnage allocations at points of origin or delivery will

a. For the Operational Zone, be submitted to MII with copy to AFHQ. MII will notify AFHQ without delay their proposals for meeting the emergency.

b. Outside the Operational Zone, be submitted to AFHQ.

8. Alterations within the authorized allocations to main users will

a. For the Operational Zone, be notified direct to supply agencies with copies to MII and AFHQ.

b. Outside the Operational Zone, be notified direct to supply agencies with copy to AFHQ.

When, however, the supply agencies concerned are, for any reason, unable to meet the altered demand, AFHQ will endeavor to make alternative arrangements.

9. Cancellations will be notified immediately to AFHQ with copies to the supply agencies, where these are known, and to MII when applicable.

10. Demands for traffic out of the Operational Zone will be submitted by MII for consideration at the AFHQ Weekly Rail POM Meeting in the same way as other demands for rail movement.

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T.M. S.C.(3)

G-10V & Tn
Allied Force Headquarters,
C.M.F.
Nov 3/4A

BIDDING PROCEDURE FOR RAIL MOVEMENT OTHER THAN TRAFFIC MOVING INTO,
OUT OF, OR WITHIN THE OPERATIONAL ZONE UNDER THE REVISED MAINTENANCE PROCEDURE.

1. Attention is drawn to AFHQ Administrative Memorandum No. 37, dated 5 September 1944 with particular reference to Appendix 'A' attached thereto, outlining the procedure for implementing rail movement in ITALY.
2. Bids in respect of traffic OTHER THAN TRAFFIC INTENDED FOR MOVEMENT INTO, OUT OF, OR WITHIN THE OPERATIONAL ZONE is, in certain instances, delegated by AFHQ to subordinate Movements and Transportation H.Q.'s as detailed below:
 - A. Type of Movement.
 - (i) Internal Movement within SICILY
Responsible Movements or Transportation H.Q.
Movements SICILY.
(TELEGRAPHIC ADDRESS: MOV SICILY).
Movements REGGIO CALABRIA.
(TELEGRAPHIC ADDRESS: MOV REGGIO).
Movements WEST ITALY.
(TELEGRAPHIC ADDRESS: MOVWIT).
for British traffic,
Transportation Officer, P.E.S.
(TELEGRAPHIC ADDRESS: PENBASE).
for U.S. traffic,
Movements EAST ITALY.
(TELEGRAPHIC ADDRESS: MOVEIT).
 - (ii) Internal Movement within the province of CALABRIA.
 - (iii) Internal Movement over the sections of line bounded by inclusive CASERTA-AVERSA-BATTIPAGLIA-AVELLINO.
 - (iv) Internal Movement within No. 2 DISTRICT except traffic requiring movement over the FOGGIA-BENEVENTO and TARANTO-POTENZA sections.
 - B. All bids in respect of traffic intended for movement within the limits indicated in Para A, above will be submitted direct to the Movements or Transportation H.Q. concerned. This will include traffic on behalf of the ITALIAN ARMY, also any ALLIED CONTROL COMMISSION traffic in excess of the current basic tonnage specifically allotted for the movement of ALLIED CONTROL COMMISSION traffic.
 - C. Movements and Transportation H.Q.'s concerned will accept such bids within the limits of the available line capacities and will make the executive arrangements necessary for the movement of the traffic.
 - D. Bids which require placing direct on the Movements and Transportation H.Q.'s concerned will be submitted in accordance with standard practice to

2.

Bids in respect of traffic OTHER THAN TRAFFIC INTENDED FOR MOVEMENT INTO, OUT OF, OR WITHIN THE OPERATIONAL ZONE is, in certain instances, delegated by AFHQ to subordinate Movements and Transportation H.Q.'s as detailed below:

A. Type of Movement,

(i) Internal Movement within SICILY

Responsible Movements or Transportation H.Q.

Movements SICILY.
(TELEGRAPHIC ADDRESS: MOV SICILY).

(ii) Internal Movement within the province of CALABRIA.

Movements REGGIO CALABRIA.
(TELEGRAPHIC ADDRESS: MOV REGGIO).

(iii) Internal Movement over the sections of line bounded by inclusive CASERTA-AVERSA-BATTIPAGLIA-AVELLINO.

Movements WEST ITALY.
(TELEGRAPHIC ADDRESS: MOVWIT).
for British traffic.

Transportation Officer, P.B.3.
(TELEGRAPHIC ADDRESS: PEBASE).
for U.S. traffic.

(iv) Internal Movement within No. 2 DISTRICT except traffic requiring movement over the FOGGIA-BENEVENTO and TARANTO-POTENZA sections.

Movements EAST ITALY.
(TELEGRAPHIC ADDRESS: MOVEIT).

B. All bids in respect of traffic intended for movement within the limits indicated in Para A. above will be submitted direct to the Movements or Transportation H.Q. concerned. This will include traffic on behalf of the ITALIAN ARMY, also any ALLIED CONTROL COMMISSION traffic in excess of the current basic tonnage specifically allotted for the movement of ALLIED CONTROL COMMISSION traffic.

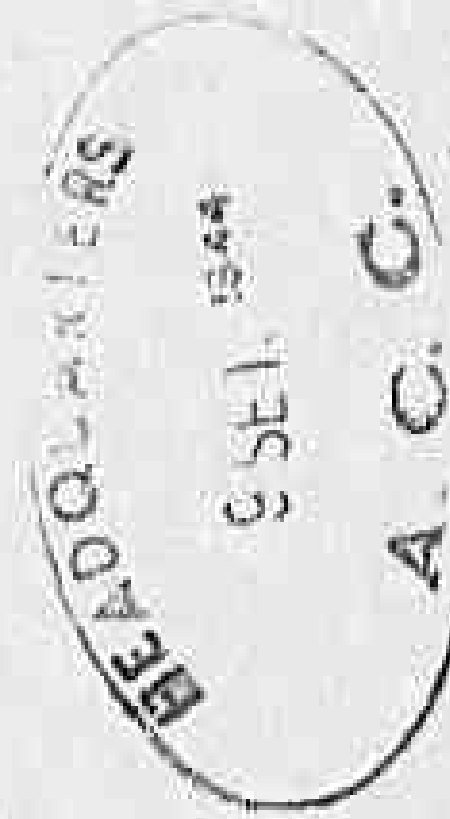
C. Movements and Transportation H.Q.'s concerned will accept such bids within the limits of the available line capacities and will make the executive arrangements necessary for the movement of the traffic.

D. Bids which require placing direct on the Movements and Transportation H.Q.'s concerned will be submitted in accordance with standard practice to arrive NOT later than 18.00 hours on the WEDNESDAY for traffic intended for despatch during the seven day period commencing the following Monday.

3.

All bids in respect of rail movement other than that indicated in Para 2.A. above will be rendered in accordance with the detailed instructions contained in Appendix 'A' attached to AFHQ Administrative Memorandum No. 37 dated 5 September 1944.

7 September 1944



Atch R. R. R.

A.T. de RE PHILPE,
Brigadier,
D.3.H.G. (Mov & Tn).

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DISTRIBUTION:Internal.

C in C Med.
C.A.O.
U.S. NAVY.
D.Q.M.G.
C.C.T. (3).
C-3 (Orig).
C-4(A).
C-5.
Q (Maint).
Q (A.T.).
S & T. (2).
Tn. (B) (2).
Works.
Eng. Sect.
Signals.
R.L.M.P.
Ord (A).

Orn (Dr).
Survey.
Salvage.
P.S. & S.
Postal.
Pet. Sect.
Labour.
L.P.I.
Medical (A).
Medical (Br).
D.G.M.R.S. Rep.
H.Q., MAT (3).
AFSC/MO.
Movements P.A.T. (3).
Mov 1.
Mov 2.
Mov 5.

External.

C.G. SOS NAUTICA.
Mov A.A.I.
C.G. P.P.S.
D.G.M.R.S.
H.Q., No. 1. District.
H.Q., No. 2. District.

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H.Q., No. 3. District.
Mov West Italy.
Mov East Italy.
Mov Sicily.
H.Q., A.C.O. Main
Mov M.M.I.A. Rome.
Mov ROME

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Internal.

C in C Hed.
C.A.C.
U.S. Navy.
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C.O.T. (3).
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C-4(a).
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External.

C.G. SOE NAT (USA).
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H.Q. No. 2. District.

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MREC/MNO.
Movements P.A.I. (3).
Nov 1.
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H.Q. No. 3. District.
Nov West Italy.
Nov East Italy.
Nov Sicily.
H.Q. A.C.C. Main
Nov M.M.I.A. Rome.
Nov ROE

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SECRET

12 July
 Col Mov & Tn
 AFM ADV Comd Post, CMF
 Tel No. Freedom 320

Mov 3/307A

Subject: Control of Movement in Italy by Rail, Road and Air

To : H.Q., A.A.I. (6)

With a view to the supervision by A.F.H.Q. of specific movements which are not directly related to operations under the command of A.A.I., and in order to clarify the relative responsibilities of A.F.H.Q. and A.A.I. for the control of movement by rail, road and air in ITALY, the following principles and procedure are laid down to take effect from 10 July 1944 until further notice :

A. RAIL

1. H.Q., A.A.I. will retain jurisdiction over the whole of the existing movement facilities and organisation, and will continue to be responsible for the arrangement and control of all rail movement, including port clearance.
2. G-4 Mov and Tn, A.F.H.Q. will be responsible for ensuring that specific movement by rail ordered or required by A.F.H.Q. is satisfactorily carried out by A.A.I.
3. G-4 Mov and Tn, A.F.H.Q. will accordingly place demands for rail movement upon H.Q., A.A.I.; with a request that H.Q., A.A.I. :
 either (a) Make all the necessary arrangements and issue the executive orders,
 or (b) make available to A.F.H.Q. a specific number of special trains or a specific allocation of tonnage, notifying D.G.M.R.S. and the subordinate Movements and Transportation H.Q.'s concerned.
 G-4 Mov & Tn will then arrange their detailed requirements direct with these subordinate H.Q.'s, who will issue the executive orders.

4. In the event of an unavoidable clash between the requirements of A.F.H.Q. and those of H.Q., A.A.I., the necessary priorities will be established by A.F.H.Q. 7623

5. H.Q., A.A.I. will remain the sole channel for the transmission to D.G.M.R.S. of :

- (a) Demands for all rail movement in ITALY, including that required by A.F.H.Q.
- (b) Priorities for development and reconstruction of railways in ITALY.
- (c) Tonnage capacities required on the various sections of railways in ITALY.

With a view to the supervision by A.F.H.Q. of specific movements which are not directly related to operations under the command of A.A.I., and in order to clarify the relative responsibilities of A.F.H.Q. and A.A.I. for the control of movement by rail, road and air in ITALY, the following principles and procedure are laid down to take effect from 10 July 1944 until further notice :

A. RAIL

1. H.Q., A.A.I. will retain jurisdiction over the whole of the existing movement facilities and organisation, and will continue to be responsible for the arrangement and control of all rail movement, including port clearance.
2. G-4 Mov and Tn, A.F.H.Q. will be responsible for ensuring that specific movement by rail ordered or required by A.F.H.Q. is satisfactorily carried out by A.A.I.
3. G-4 Mov and Tn, A.F.H.Q. will accordingly place demands for rail movement upon H.Q., A.A.I., with a request that H.Q., A.A.I. :
either (a) Make all the necessary arrangements and issue the executive orders,
or (b) make available to A.F.H.Q. a specific number of special trains or a specific allocation of tonnage, notifying D.G.M.R.S. and the subordinate Movements and Transportation H.Q.'s concerned.
G-4 Mov & Tn will then arrange their detailed requirements direct with these subordinate H.Q.'s, who will issue the executive orders.
4. In the event of an unavoidable clash between the requirements of A.F.H.Q. and those of H.Q., A.A.I., the necessary priorities will be established by A.F.H.Q. 2623
5. H.Q., A.A.I. will remain the sole channel for the transmission to D.G.M.R.S. of :
(a) Demands for all rail movement in ITALY, including that required by A.F.H.Q.
(b) Priorities for development and reconstruction of railways in ITALY.
(c) Tonnage capacities required on the various sections of railways in ITALY.
(d) Proposals for transfer of sections of the Italian railways to civilian operation under the supervision of the Allied Control Commission.
6. The existing relationship between H.Q., A.A.I. and the Internal Transportation Sub-Commission of the Allied Control Commission will remain unaffected.

RECEIVED

15 JUL 1944

15 Jul 44

- 2 -

B. ROAD

1. Road moves required by A.F.H.Q. south of inclusive the line CASERTA-BENEVENTO - FOGGIA will be arranged direct by G-4 Mov & Tn through the subordinate Movements and Transportation H.Q.'s concerned. G-4 Mov & Tn will consult H.Q., A.A.I. regarding move programmes and will notify the arrangements made.

2. H.Q., A.A.I. will not plan any major road moves south of this line without consultation with A.F.H.Q., who will if necessary establish relative priorities.

C. AIR

1. Demands for air movement on behalf of Ground Forces in ITALY will continue to be made through the existing Screening Agencies.

2. G-4 Mov & Tn will have an Air Section for screening demands on behalf of A.F.H.Q. and for reference by H.Q., A.A.I. in cases of difficulty.

12 July 44
BSP/MR

Atte Re-Riche

A.T. de Rhe Philippe
Bri-der
D.O.M.C. (M)

Copies for information to :

C.O.T.	{2}
Tn(B)	{2}
G-3	
G-4	
Q(Maint)	
H.Q., M.A.A.F.	(3)
D.G.M.R.S.	
H.Q., A.C.C.	
Transportation Officer, S.O.S., NATOUSA	(2)
Transportation Officer, P.B.S.	
Movements, East Italy	{3}
Movements, West Italy	{3}

RESTRICTED

HEADQUARTERS SERVICES OF SUPPLY
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 750

27 September 1944

CIRCULAR }
NUMBER 110)

STANDING OPERATING PROCEDURE FOR INTRA-THEATER AND
INTER-THEATER MOVEMENT OF CARGO BY RAIL, WATER, AND HIGHWAY

1. The following Standing Operating Procedure for Intra and Inter-Theater Movement of cargo by rail, water, and highway is published for the information and guidance of all concerned.
2. Movement of SOS Cargo will be handled in accordance with provisions of Circular No. 55, cs, this headquarters.
3. Cargo other than SOS will be handled as follows:
 - a. Movement of cargo within a Base Section will be arranged directly between the agency making the request and commander of the Base Section concerned, without reference to this headquarters.
 - b. Movement of cargo between Base Sections will be arranged as follows:
 - (1) Agency requesting movement of cargo will:
 - (a) Carefully verify actual availability of supplies at specified location.
 - (b) Carefully verify accuracy of weight and measurement.
 - (c) Prepare Shipping Order as prescribed in Inclosures Nos. 1, 2, and 5, and forward to Commanding General, Headquarters SOS NATCUSA, APO 750, U. S. Army (Attention: Transportation Officer).
 - (d) Furnish copies of Shipping Order or otherwise inform consignor, consignee, and others concerned within agency requesting movement.
 - (e) Make arrangements to load and unload cargo in the case of rail and highway moves. In case of water moves, make arrangements to deliver cargo to port and clear from port.
 - (f) Pack, crate, package and otherwise prepare cargo for movement to withstand all the hazards of shipment.

RESTRICTED

RESTRICTED

- (g) Mark all cargo clearly and completely with Shipping Order number.
 - (h) Refer to shipments in communications by Shipping Order number as description of items is not sufficient to trace shipments.
 - (i) Avoid issuance of numerous Shipping Orders for small quantities which could be consolidated for one shipment.
 - (j) Initiate Shipping Orders in sufficient time to allow for orderly and efficient allocation of Shipping Space.
- (2) Base Section Commanders will:
- (a) Accomplish Shipping Orders, Corrections, Cancellations and other Shipping instructions issued by Headquarters SOS NATCUSA.
 - (b) Report on accomplishment of Shipping Order as specified in Sections II and III, Circular No. 55, Headquarters SOS NATCUSA, cs. In addition, an information copy of such report will be made to the addressee indicated in paragraph 7 of Shipping Order.
 - (c) Coordinate with contacts listed in paragraphs 5 and 6 of Shipping Order to complete loading and delivery.
 - (d) Report delays and failures to effect shipment in sufficient detail to effect correction. Reports of delay to include estimated new shipping date.
- (3) Priorities indicated on Shipping Orders will be observed in the following order:
- (a) Urgent.
 - (b) High.
 - (c) Routine.
- All requests will be complied with as soon as possible. To avoid excessive use of Urgent and High ratings, care will be exercised by requesting Agencies in assigning priorities.
- (4) All communications regarding shipments, especially cancellations or corrections, as prescribed in Inclosures No. 3, 4,

RESTRICTED

(Circular Number 110, Hq. SOS NATOUSA, dated 27 September 1944, cont'd.)

and 5, will follow the same channels as the original Shipping Order.

By command of Major General LARKIN:

MORRIS W. GILLAND,
Brigadier General, G.S.C.,
Chief of Staff.

OFFICIAL:

Vernon W. Rice
VERNON W. RICE,
Colonel, A.G.D.,
Adjutant General.

6 Incls:

- 1 - Letter Form (subj: Movement of Cargo).
- 2 - Shipping Order (Specimen Copy).
- 3 - Correction of Shipping Order (Specimen Copy).
- 4 - Cancellation of Shipping Order (Specimen Copy).
- 5 - Instructions on Preparation of Shipping Order.
- 6 - Circular #55, SCS, cs.

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- 2 - OSS
- 5 - PWB
- 5 - DG MRS
- 2 - MAAF
- 5 - U.S. NAVY
- 25 - G-4 Mov & Tn, AFHQ
- 25 - AAFSC/MTO

3621

HEADQUARTERS
ARMY AIR FORCE SERVICE COMMAND
MEDITERRANEAN THEATER OF OPERATIONS
(Movement & Transportation)
APO 528

19 September 1944

SUBJECT: Movement of Cargo.

TO : Commanding General, Headquarters SOS NATOUSA, APO 750,
(Attention Transportation Officer).Attached hereto is Shipping Order No. AAF 200
(Abbr.) (Arabic No.)

Request movement be accomplished as prescribed in attached Shipping Order.

For the Commanding General:

JOHN J. JONES
Lt. Col., A.C.
Mov. & Tn.1 Incls.
S/O AAF-200 (6 copies)1st Ind.
HEADQUARTERS, SOS NATOUSA, APO 750, U. S. Army, 21 September 1944.

TO: Commanding General, AAFSC/MTO, APO 528, U. S. Army.

Receipt acknowledged.

For the Commanding General:

J. V. SHELDON
Major, A.G.D.
Asst. Adjutant General

Incls. w/d

2620

Incl. # 1

SECRETHEADQUARTERS
SOS -- NATOUA
APO 750

Mail To:		
☐ CO	☐ ABS	☐ IBS
☒ CO	☐ MBS	☐ NOBS
☐ TO	☐ EBS	☐ AD
☐ G-4	☐ PBS	☐ 310 S.G.
		filled in by Trans. Sec.

DATE _____ 1944

SHIPPING ORDER NO. _____ AUTHENTICATION _____

TO: Commanding General, _____ Base Section, APO _____

1. This order is authority for movement of supplies as follows: _____
(Describe fully)

FROM: _____ AT: _____

TO : _____ AT: _____

Total deadweight long tons _____

Cubic feet _____

2. PRIORITY: ☐ URGENT ☐ HIGH ☐ ROUTINE

DESINED DELIVERY DATE: _____

3. Ship by ☐ RAIL ☐ WATER ☐ HIGHWAY

(Do not fill in) a. Time _____

(Paragraph 3) b. Remarks _____

4. Contact at point of origin is _____
(Rank) (Name) (Title) (Tel. No.)5. Contact at destination is _____
(Rank) (Name) (Title) (Tel. No.)

6. _____ will, upon notification from Base Section

(Agency requesting shipment)

Transportation Officer:

a. Load and unload cargo, in the case of rail and highway moves.

b. Deliver to port and clear from port, in the case of water moves. 2649

SECRET

7. This move has been requested by _____,
(Agency) (Mail address)

_____,
(Cable address)
who will be notified by information copies of reports specified in Section III,
Circular Number 55, this headquarters, 17 April 44.

By command of Major General LARKIN:

J. V. SHELDON,
Major, A.G.D.,
Asst. Adjutant General.

Incl. #2

SECRET

SECRETHEADQUARTERS
SOS -- NATOUSA
APO 750

Mail To

☐ CG	☐ ABS	☐ IES
☐ CO	☐ MBS	☐ NORBS
☐ TO	☐ EBS	☐ AD
☐ G-4	☐ PBS	☐ 310 S.C.
☐		

Filled in by
Trans. Sec.DATE 1944SHIPPING ORDER NO. AUTHENTICATION TO: Commanding General, Base Section, APO 1. This order is authority for movement of supplies as follows:
(Describe fully)FROM: AT: TO : AT: Total deadweight long tons Cubic feet 2. PRIORITY ☐ URGENT ☐ HIGH ☐ ROUTINEDESIRED DELIVERY DATE 3. Ship by ☐ RAIL ☐ WATER ☐ HIGHWAY(Do not fill in)
(Paragraph 3)a. Time b. Remarks 4. Contact at point of origin is
(Rank) (Name) (Title) (Tel. No.)5. Contact at destination is
(Rank) (Name) (Title) (Tel. No.)6. will, upon notification from Base Section
(Agency requesting shipment)
Transportation Officer:

a. Load and unload cargo, in the case of rail and highway moves.

b. Deliver to port and clear from port, in the case of water moves.

7. This move has been requested by ,
(Agency) (Mail address) (Cable address)who will be notified by information copies of reports specified in Section
III, Circular Number 55, this headquarters, 17 April 44. 2848

By command of Major General LARKIN:

J. V. SHELDON
Major, A.G.D.
Asst Adjutant General

Incl #3

SECRET

H QARTERS
ARMY AIR FORCE SERVICE COMMAND
MEDITERRANEAN THEATER OF OPERATIONS
(Movement & Transportation)
APO 528

SUBJECT: Movement of Cargo (Cancellation).

TO : Commanding General, Headquarters, SOS NATOUA, APO 750,
U. S. Army. (Atten: Transportation Officer)

It is requested that Shipping Order No. _____, for
movement of _____
(Description)
_____ from _____ to _____ be cancelled.

For the Commanding General:

W. G. OTTLEY
Lt. Col., A. C.,
Mov. & Tr.

1st Ind.
HEADQUARTERS, SOS NATOUA, APO 750, U. S. Army.

TO: Commanding General, _____ Base Section, APO _____,
U. S. Army.
Commanding General, _____ Base Section, APO _____,
U. S. Army.

For compliance with basic request.

By command of Major General LARKIN:

J. V. SHELDON
Major, A.G.D.
Asst. Adjutant General

3617

Incl. # 4

INSTRUCTIONS FOR PREPARATION OF FORMS

1. Letter Form (Inclosure No. 1) will be prepared and original and one copy forwarded to Headquarters SOS NATOUSA (Attention: Transportation Officer) with completed Shipping Order document attached. Letter Forms (Inclosure No. 1) will be returned by 1st Indorsement, acknowledging receipt.

2. Shipping Order Documents - General.

- a. All blanks except paragraph 3 and the "Mail To" blank will be filled in by agency originating document.
- b. Original and five (5) copies of Shipping Order will be furnished Headquarters SOS NATOUSA.
- c. Paragraph 3 and the "Mail To" blank will be filled out by Transportation Officer, Headquarters SOS NATOUSA.
- d. Any special remarks by the agency originating Shipping Order will be placed on reverse side of form.

3. Shipping Order Documents - Details.

- a. "Date" will be filled in with date of actual submission of Shipping Order by requesting agency.
- b. "Shipping Order Number" should be filled in with chronological Arabic Numeral commencing with 1, and preceded by any desired abbreviation, but it should be easily identifiable and contain not more than three or four letters. Duplication of numbers must be carefully avoided.
- c. "Authentication" blank is for signature of the responsible officer or individual authorizing shipment.
- d. The next line should be filled in first with the name of the Base Section in which the shipment will originate and second with the appropriate APO number.
- e. Description of supplies should be as complete and exact as possible to permit identification and tracing.
- f. The "From" blank should be filled in with the name of the depot or other organization at which the cargo is located. The "AT" blank following should be filled in with the exact geographical location.
- g. The "To" blank should be filled in with the same information regarding the destination as required in f, above.
- h. The "Total Deadweight Long Tons" blank and "Cubic Feet" blank should be filled in with the exact quantities involved.
- i. Paragraph 2 should indicate the priority by a double "XX" in the blank space preceding the priority desired. "Desired Delivery Date" blank should be filled in with Target Date.
- j. Paragraph 3 will be entirely filled out by Transportation Officer, Headquarters SOS NATOUSA.
- k. Paragraph 4 is for the designation of representative of the requesting agency at the point of origin who is completely informed on shipment and from whom the supplies can be called forward for shipment.
- l. Paragraph 5 should be filled in with same information relative to destination as paragraph k above.

- m. Paragraph 6. should contain name of agency requesting movement.
- n. Paragraph 7. should be filled in with exact designation and address to which reports of progress of shipment can be made.
- o. The "Mail To" blank at the upper right corner of the Shipping Order Form (Inclosure No. 2) will be filled in by Transportation Officer, SOS NATOUSA for intra-office use.

4. Correction of Shipping Order.

- a. Upon an unavoidable change of destination, origin, tonnage or cubage, the agency originating Shipping Order will issue a "CORRECTION" Shipping Order and forward five (5) copies and original to Headquarters SOS NATOUSA (Attention: Transportation Officer).
- b. CORRECTION of Shipping Order will be filled out exactly as original Shipping Order, except date line will include date of original Shipping Order prefixed by word "CORRECTION". The portion of the Shipping Order involved in the correction will be underscored in RED.
- c. CORRECTION of Shipping Order will follow exactly the same channels as the Original Shipping Order distribution.

5. Cancellation of Shipping Order.

- a. When cancellation of a Shipping Order is necessary, the attached letter form for CANCELLATION (Inclosure No. 4) will be executed by originating agency, and five (5) copies and original will be forwarded to Headquarters SOS NATOUSA (Attention: Transportation Officer).
- b. Blanks in 1st Indorsement of Inclosure No. 4 will be filled out by Transportation Officer, Headquarters SOS NATOUSA and forwarded to Base Section concerned.

6. While telephone and other informal notification may be necessary to effect CORRECTION, CANCELLATION and other changes of Shipping Orders, the use of forms and procedures outlined herein is mandatory for all concerned due to the large number of personnel concerned with each Shipping Order. Any misinformation or lack of information resulting from non-use of these forms or non adherence to procedure contained herein will seriously delay carefully planned Transportation schedules. Such occurrences may not only delay the shipment in question, but may possibly delay large quantities of other cargo.

CORRECTED COPY
DESTROY ALL OTHERS

R E S T R I C T E D

CORRECTED COPY
DESTROY ALL OTHERS

HEADQUARTERS SERVICES OF SUPPLY
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 750

17 April 1944

CIRCULAR)
:
NUMBER 55)

STANDARD OPERATING PROCEDURE FOR HANDLING
SHIPPING ORDERS IN BASE SECTIONS

Circular No. 53, and Circular No. 60, both this Headquarters, 1943, are rescinded and the following substituted therefor:

I -- FUNCTIONS OF BASE SECTIONS.

1. Responsibilities.

- a. Shipping Orders must be so handled that allocated tonnage is fully utilized and the most urgent supplies given priority for shipment.
- b. It is the responsibility of each Base Section Commander to insure:
 - (1) That reports of depot stocks are accurate and are submitted on schedule to Headquarters SOS, MATOUSA.
 - (2) That upon notice from the Commanding General, SOS, MATOUSA of a contemplated shipment from the Base Section, the necessary supplies are frozen in stock and prepared for shipment at the time and in the manner designated (See Paragraph 2).
 - (3) Upon receipt of notice of allocation of tonnage, that the shipment is loaded and moved as ordered (See Paragraph 3).
 - (4) That the Shipping Order number appears on all papers accompanying or dealing with the shipment, including Rail Freight Warrants, Car Labels, Ship Manifests, and Air Waybills, and upon packages if feasible.
 - (5) That the consignee Base Section is notified promptly of the departure of shipments destined for such consignee Base Section in accordance with the procedure of Section II.
 - (6) That adequate prompt reports are rendered to Headquarters SOS, MATOUSA of the progress of shipments in accordance with instructions in Section III..

2. Procedure Preparatory to Shipment.

Prior to the issuance of a Shipping Order, the appropriate Supply Service Section of Headquarters SOS, MATOUSA, ascertains that the supplies are available and the date on which they can be made ready for loading. Headquarters SOS then instructs the Commanding General or Commanding Officer of the Base

- 1 -
R E S T R I C T E D

R E S T R I C T E D

Section from which shipment will be made, by electrical means, to freeze in stock the supplies required for the movement and to proceed immediately with packaging, crating, marking, and other necessary preparation of the supplies for shipment. Simultaneously, the Commanding General or Commanding Officer of the Base Section from which shipment will be made, will be furnished the number of the Shipping Order upon which these supplies will move. An advance copy of the Shipping Order will be mailed to the shipping Base Section as confirmation.

3. Procedure at Time of Shipment.

a. Upon receipt of the approved Shipping Order (original), or proper electrical notification of its issuance, the shipment will be made as ordered.

b. An exception is made in cases where unit T/BA requisitions or other high priority demands are received by the shipping Base Section which cannot be met except by the use of stocks previously frozen for shipment. In such cases, the matter will be referred immediately by the shipping Base Section to Headquarters SOS, MATOUSA for decision as to priorities, and any necessary changes in Shipping Orders or in transportation facilities scheduled.

c. Delays or failures to make shipment for any other reason will be reported as directed in Section III, Paragraph 4, hereof.

II - NOTIFICATION TO CONSIGNEE.1. General Instructions.

Notification of shipment of supplies covered by a Shipping Order will be direct from the shipping Base Section to the consignee Base Section with information copy to Headquarters SOS, MATOUSA. In the case of shipments by air, this notification will be by the most expeditious electrical means. In the case of shipments other than by air, notification will be by electrical means or by courier service mail to assure that notice is received by the consignee in ample time before arrival of the shipment (See Section III).

2. Thru-Billed Shipments -- Notification to Transshipment Points.

In the case of shipments thru-billed between Base Sections for which intermediate transfer between different shipping media is necessary, this notification will also be sent to the intermediate transshipment point or points if known. If the intermediate shipment point or points are not known to the shipping Base Section, Headquarters SOS, MATOUSA, will be immediately contacted.

3. Checking of Cargo.

A tally, loading list, or manifest, sufficiently detailed to permit checking of cargo at destination will be prepared by the shipper and forwarded with each rail car, motor convoy, vessel, and air shipment. A copy of each such document covering rail, motor or air shipments will be air mailed to the consignee; ship's manifests will be forwarded to the consignee by air courier.

R E S T R I C T E D

Cir. #55, Hq SOS MATOUSA, dtd 17 Apr 44, (cont'd).

III REPORTS TO HEADQUARTERS SOS, MATOUSA.

1. Reports Required.

Reports to be rendered by shipping Base Sections and consignee Base Sections are those necessary to permit Headquarters SOS, MATOUSA to know what was shipped, when it was shipped, where it was shipped, and how it was shipped. Reports of departure to Headquarters SOS, MATOUSA will be accomplished by means of the information copy of the notification from shipping Base Section to consignee Base Section (Section II above). Reports of arrival will be rendered by consignee Base Sections directly to Headquarters SOS, MATOUSA. Electrical means or courier service will be used to transmit the reports, dependent upon nature and urgency of the shipment. Reports will include the following:

a. Rail:

- (1) Reports of departure by rail will include the Shipping Order number; train and path number; date, time and place of departure; car initials and number; net weight in long tons of shipment; and consignee.
- (2) Reports of arrival by rail will include the Shipping Order number; date, time and place of arrival; car initials and number; and train and path number.

b. Water:

- (1) Reports of departure by water will include the Shipping Order number, name of craft or number; date, time and place of departure; destination of ship, and manifest (state whether attached or following).
- (2) Reports of arrival by water will include the Shipping Order number, name of craft and number and date, time and place of arrival.

c. Highway:

- (1) Reports of departure by highway will include the Shipping Order number; convoy number; date, time and place of departure; net weight; and consignee.
- (2) Reports of arrival by highway will include the Shipping Order number, date, time and place of arrival; and convoy number.

d. Air:

- (1) Reports of departure by air will include the SOS Shipping Order number; airport of departure; date and hour of departure;

R E S T R I C T E D

number of pieces shipped; total weight (in pounds); brief description of items; aircraft number; priority; name of airport to which shipment was manifested; name of airport to which shipment was airwaybilled; airwaybill number(s) assigned; number of pieces remaining to be shipped, if shipment is partial.

- (2) Reports of arrival by air will be made on the Air Freight Arrival Report, SOS Air Transportation Form No. 4, and will include the date of receipt; name of airport at destination receiving the shipment; SOS Shipping Order number; Airwaybill number(s); aircraft number; where manifested from; brief description of items; number of pieces received; total weight (in pounds); priority; and name of consignee.

2. Reports from Intermediate Transshipment Points.

Intermediate transshipment points will render the same reports on shipments handled in transit by them as shipping and consignee Base Sections.

3. Status of Shipment as to Completion.

In all cases, the reports of departure and arrival will indicate whether the shipment was partial or complete. This report will be accomplished by placing after each Shipping Order number the words: "partial," "final," or "complete" as the case may be. The term "partial" will be used to indicate the movement when it is one of a series of movements (not the last of the series); the term "final" will be used to indicate the last movement of a series of movements; and the term "complete" will be used to indicate that the entire shipment has been made in a single movement.

4. Reports of Delays or Failures of Transportation.

Delays or failures to make shipment will be reported, including applicable information specified for reports of departure plus reasons for delay or failure and estimated new shipping date.

IV - EMERGENCY SHIPMENTS.

In case of extreme necessity, emergency shipments of freight where feasible, may be made upon the responsibility of Base Section Commanders without the authority of a Shipping Order in advance but report must be made immediately to Headquarters SOS, M.TOUS. of such shipments so that appropriate Shipping Orders may be issued to cover. The information to be included in the report of each shipment is the same as that necessary for a report of departure plus a statement of the necessity and authority for the shipment.

By command of Major General LERKIN:

OFFICIAL:

Maulding
J.C. MAULDING,
Captain, A.G.D.,
Asst. Adjutant General.

MORRIS W. GILLAND,
Brigadier General, G.S.C.,
Chief of Staff.

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