

Declassified E.O. 12356 Section 3.3/NND

No.

785016

ACC

10000/105/287

ORG & ADM
MAR. 1944

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

785016

00/105/287

ORG & ADMIN, OFFICE SUPPLIES, MACHINERY & REPAIRS
MAR. 1944 - JULY 1946

THE UNIVERSITY OF CHICAGO

~~1. The following information is required:~~
~~1.1.1. The name of the sub-committee~~

floor 5th room 31 Tel. 437

ITIL

Product	Percentage
Aluminum	40.00%
Steel	35.00%
Plastic	15.00%
Other	10.00%

Shortlisted: Patsy

20

Page (number and side)

12) 2

1000

100

• (2000)

46

Tyndall, William



02.03.2014 14:00

Journal of Interpersonal Violence

50

41

40

04/12/2014 08:00 AM

2007-06-09 19:58:11

TRANSMISSION Direct contact; droplets; fomites.

10-20-10

三

Figure 1

2100

Figure 1

Pencil 0016 black

21

1991

Payson 5 x 10E - Test sheet

© 1994 by The McGraw-Hill Companies

9 x 10 1/2 - 200 sheets

17

$$= \text{Total} - \text{Total} \cdot \text{Total}$$

1250

"Full-on-and about

12. 11. 19

16

2017年10月17日

2

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

785016

1. Fill in all blank spaces except dollar amount - issued.

2. List items alphabetically.

3. Signature of officer is required.

4. Submit report for two week periods as follows:

Submit on the 10th from on the 20th
" " " 25th " " 5th

5. Submit in duplicate.

NOTE: If either day falls on a Sunday or Holiday, change schedule to following day:

STANDARD REQUEST TO HQ. SUPPLY

CIVIL AFFAIRS SECTION
Section of Sub-Commission

25 July 1946
Date

ITEMS	Room	Qty	UNIT	Amount Requested	Amount Issued
Plotting paper				3 Fths.	3
Envelopes E.D. (small)				300	300
Blba				6 Fths.	60
Folders Manila (large)				50	50
Pads shorthand				12	12
" (small) (plain)				12	12
Reaper 8 x 10 1/2 - 1st sheet				3 reams	3
" 8 x 10 1/2 - 2nd sheet				3 reams	3
" Ball-esp - (1st sheet)				3 reams	3
" Ball-esp - (2nd sheet)				3 reams	3
" Carbon 8 x 10 1/2				3 Fths	3
" Carbon full-esp				3 Fths	3
Pencils Black				12	12
Pins				6 Fths	6
Ribbons typewriter				6	6
Rubbers soft				6	6

1627

1. Fill in all blank spaces except column "Amount - Issued".

2. List items alphabetically.

3. Signature of officer is "Required".

4. Submit request for two week periods as follows:

Submit on the 10th day on the 20th
" " " 45th " " 5th

5. Submit in "Duplicate".

NOTE: If either day falls on a Sunday or holiday, change schedule to following day.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/GA

7 June 1946

SUBJECT: Office Supplies

TO : HQ Supply Section

May 1 (one) letter punch be supplied to
Civil Affairs Section, H.A.A.C.

Jek
J.S. BRAMES, Major
CA Section

1626

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/da
Subject : Office supplies
To : HQ Supply Section

7 June 1946

Please supply the following :

- 12 Pencils soft American (Black)
- 3 Pkts. blotting paper
- 6 " pins
- 6 Pads small size
- 50 Envelopes for files
- 20 Stencils
- 1 Letter punch

- 6 metres Cloth drawing

1625

R. REEVE, Opl.
Chief Clerk, CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/2.I/CA

24 May 1946

SUBJECT : Office supplies.

TO : Hq Supply Section.

Please supply the following:

- 6 Pads medium size
- 12 " small "
- 12 Pencils soft American (black)
- 3 Pkts nibs
- 6 " pins
- 3 " blotting paper
- 50 Envelopes medium size
- 6 rubbers
- 1 bottle paste
- 1 Address book
- 3 Typewriter- ribbons

H. Lee G.
Chief-Clerk
CA Section.

1624

INTER OFFICE MEMO
OFFICE OF G-4 (B)

7 May 1946

3/1.1/CA.

SUBJECT : Office Machinery - Location
TO : G-4 (B)
Allied Commission

Reference your G4/103/1/2 of 1 May 1946.
Second copy AF G 1033 signed and returned
herewith.

FOR THE CHIEF COMMISSIONER

M. CARR, Brig.
VP CA Section.

JB/hs

INTER OFFICE MEMO
OFFICE OF G-4 (B)

Ext:436

GA/103/1/2

3 May 1946.

SUBJECT : Office Machinery - Location.

TO : Education Sub-Commission.

1. Reference your Return Ref. ED/ID/AC dated 25 April 1946.
2. Afs G1033 are attached hereto in respect of the British WD typewriters which are shown on your return to bring them officially on charge to your Sub-Commission. It is requested that the second copy be signed and returned to this Branch.

R.M. Green

R.M. GREEN
S. Coord. ATS
G-4 (B)

File

*Ref. your GA/103/1/2 of 3 May 46.
Second copy of G1033 signed &
returned herewith.*

785016

Sheet No. _____

ISSUE AND RECEIPT VOUCHER

Issued by G-4 (B) H.Q., A.C.

To EDUCATION SUB-COMMISSION H.Q. . . A.C.

Authority G-4 (B) R. C. , A. C.

PARTICULARS OF DESPATCH

Catalan's Note No.

Date of Despatch

Mode of Conveyance

[illegible]

• **CONTINUUM**

* CONSUMERS

Posted by _____
Checked by _____

TALLY	LETTERS	RATE
-------	---------	------

TALLY	LETTERS	RATE
-------	---------	------

785016

Army Form G1033

Signature of Consignor or Consignee _____

S. Comd., ATC.,
G-4 (B) R.Q., A.C.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

✓
Ref. 3/2.1/CA

7 May 46

SUBJECT : Office Machinery - Location
TO : G-4 (H)
Allied Commission

Reference your G4/103/1/2 of 3 May 46,
Typewriter Imperial 12" No 2 100586 may be located in
Room 73 Typing Pool I, P.O.W. Div. (SMIA).

FOR THE CHIEF COMMISSIONER

JK.
M. CARR, Brig.
VP CA Section.

1 1620

127

JB/hs

INTER OFFICE MEMO
OFFICE OF G-4 (B)

Ext:436

GA/103/1/2

3 May 1946.

SUBJECT : Office Machinery - Location.

- 6 MAY 1946

TO : Civil Affairs Section.

1. Reference your Return Ref. 1/2.1/CA dated 18 April 1946.
2. The W/m machine which appears on our records as having been issued to your Section (Italian P.O.W. Division) is not shown on your return:-
Imperial typewriter 12" No. 2 100586
3. Similar returns having now been received from all Sub-Units within this Hqs., and this machine not appearing on any of them, precludes the possibility of it having been unofficially transferred.
4. It is therefore requested that a thorough search be instituted within your Section with a view to tracing this machine. Please advise this office of the results and, if negative, any information which can be given and which would assist in locating this machine would be appreciated.
5. APs G1033 are attached hereto in respect of the British WD typewriters which are shown on your return to bring them officially on charge to your Section. It is requested that the second copy be signed and returned to this Branch.

Luther
R.M. GREEN
S. Coord. ATS
G-4 (B)

1619



Declassified E.O. 12356 Section 3.3/NND No. 785016

Share No. _____

ISSUE AND RECEIPT VOUCHER

Issued by G-4 (M) H.Q., A.C.

TO CIVIL AFFAIRS SECTION H. Q., A.C.

Authority G-4 (B) H. Q., A. C.

Authority G-4 (B) H.Q., A.C.

Carroll's Name No.

Date of Despatch

Mode of Conveyance

[illegible]

- CONVICTION

CY - CONTAINER

Entered by _____
Checked by _____

TALLY	LEDGERS	DATE
-------	---------	------

785016

Army Form G1033

Signature of Consignor or Consignee
S. Comd., ATC.,
R-4 (B) H.Q., A.C.

785016

1221.E VAD RECEIVED AUGUST 1988

HEADQUARTERS ALLIED COMMISSION
APO 384
CIVIL AFFAIRS SECTION

27
23

Ref /3/2.1/CA

3 May 1946

SUBJECT : Office supplies.

TO : HQ Supply Section.

Please supply the following :

- 12 Pencils black American
- 10 Metres transparent paper
- 6 Soft rubbers
- 6 Typist rubbers
- 3 Pkts pins
- 6 Medium size pads
- 3 Inter-Office Memo pads
- 3 Pkts blotting-paper
- 50 Envelopes medium
- 3 typewriter ribbons
- 1 Bottle paste
- 1 Pkt Carbon paper

B. Thomson
B. THOMSON Cpl, CA
Chief Clerk CA Sec.

1617

Declassified E.O. 12356 Section 3.3/NND No. 785016

No. of sheets in set <u>1</u> Sheet No. <u>3/24</u>		ISSUE ☒ AND RECEIPT VOUCHER									
To be filled in by CONSIGNOR		Issued by <u>S. H. P. [Signature]</u>					PARTICULARS OF DESPATCH 1616 Carrier's Note No. _____ Date of Despatch _____ Mode of Conveyance _____				
Issue Voucher No. _____		To <u>S. H. P. [Signature]</u>									
Account _____		Authority <u>[Signature]</u>									
Date account commenced _____											
DESIGNATION Size and Fitting	SECTION	Catalogue Number 11	Quantity	Condition and Quantity	Leger Folio	Date	Voucher Number	Catalogue Number	Posted	Rate	£
<u>3/24</u> <u>9/27/01</u>											
1 Of Consignor on original and triplicate and of Consignee on duplicate. 2 To be completed in the case of M.T. and consignor stores, also for clothing, necessaries and general stores when Catalogue Nos. are published. 3 These columns for Store Depot use only.		• CONSIGNOR			• CONSIGNEE			TALLY	LEDGERS	DATE	
		Storeholder's Initials _____ Date _____			Storeholder's Initials _____ Date _____			Posted by _____ Checked by _____			

785016

Army Form G1033

S/Colonel 402543, 3/42, 1948

785016

ISSUE AND RECEIPT VOUCHER

Issued by

PARTICULARS OF DESPATCH

Carrier's Note No.

Date of Despatch

Mode of Conveyance

Authority:

* CONSIGNOR Shareholder's initials Date		* CONSIGNEE Shareholder's initials Date		TALLY Posted by Checked by	LETTERS _____	DATE _____
---	--	---	--	----------------------------------	------------------	---------------

785016

Army Form G1033

CTA

Signature of Consignor or Consignee:
S. J. [illegible] H. T. [illegible] E. A. [illegible] Q. [illegible]

785016

ISSUE AND RECEIPT VOUCHER

Sheet No.

Issued by

Issued by Wie Affair Section
H.Q., A.C.

To G4 (B) H.R., D.C.

Authority G-4 (B) H.O., A.C.

PARTICULARS OF DESPATCH

Carrier's Note No.

Date of Dispatch 20.4.96

Model of Convergence

[illegible]

* These columns for store Dept are only.

Seigneurie de la ville de Valenciennes

Control

Starch content, %

Debut

Posted by:

Church and Dwight

TALLY	LEDGER	DATE
-------	--------	------

--	--	--

--	--	--	--

785016

Army Form G 1033

[illegible]

MEMORANDUM RECEIPT

+ CREDIT - DEBIT SLIP

Issued to: { Maj. H. E. ANSON

Place

Date 1/3/46

Hq & Co Supply, 2675th Regt.
(Name of supply branch)

Property

Number	Stock Number	Articles
--------	--------------	----------

1	Typewriter, Woodstock #634645, 14" carriage	
---	---	--

last item

Pick up this
Afternoon

1613

Received the above-named articles:

No. M/R165

Q. M. C. Form. 487. Revised May 14 1931. + Strike out words not applicable

785016

MEMORANDUM RECEIPT

+ CREDIT + DEBIT SLIP

+ Issued to
+ Returned in by

Mrs. ANSON

$$(B)$$

Place

Date 1/3/46

Hq & Hq Co Supply 2675th Regt.

(Name of supply branch)

Property

Number	Stock Number	Articles
1	Rule 12 ^B	
//////////////////////////////////// last item ////////////////////////////////////		
1612.		

Received the above-named articles.

No.

M/R 79

AKA Fusion

Q. M. C. Form. 487, Revised May 14 1931. — Strike out words not applicable

1612.

MEMORANDUM RECEIPT

~~to be filled in~~ DEBIT SLIP

Issued to: Maj. ANSON (B)

Place: _____ Date: 1/3/46

Hq & ^{sq} Co Supply, 2675th Regt. Properly
(Name of supply branch)

Number	Stock Number	Articles
1	Typewriter #616458 - 12" Carriage	
///////////////// last item //////////////////		

1011

Received the above-named articles.

No. M/R166 *J. E. Anson*

785016

MEMORANDUM RECEIPT

+ CREDIT - DEBIT SLIP

Issued to: _____
Furnished in by: _____

Place

Date 1/3/46

Hq & Hq Co Supply 2675th Regt.

(Name of supply branch)

Property

Number	Stock Number	Articles
1	Bulg. 12°	last item

1610

Received the above-named articles

No. **E/179**

Q. M. C. Form. 487, Revised May 14 1931, + Strike out words not applicable

1610

1971

MEMORANDUM RECEIPT

+ CREDIT - DEBIT SLIP

216

+ Issued to: Maj. H. E. ANSON
+ Earned in by:

Place

Date 1/3/46

Hq & ^{Co} Supply, 2675th Regt.
(Name of supply branch)

Property

Number	Stock Number	Articles
--------	--------------	----------

1		Typewriter, Woodstock #634645, 14" carriage
---	--	---

//////////////////// last item //////////////////////////////////////

8

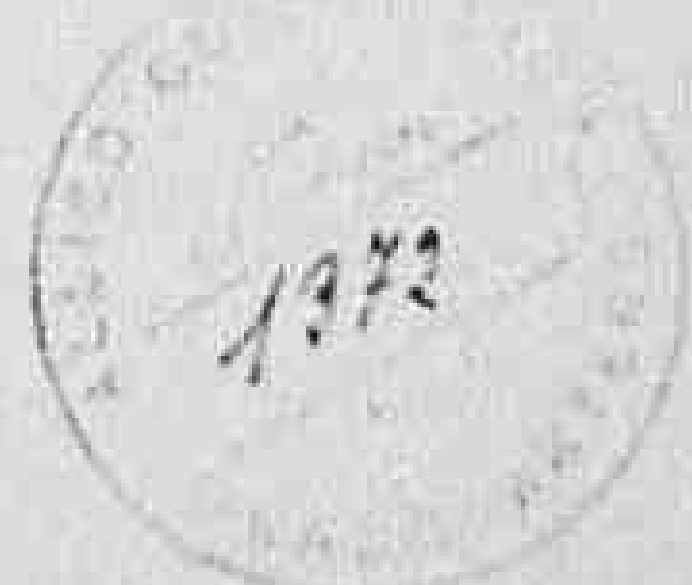
1659

Received the above-named articles

No. M/165

HA

Q. M. C. Form 487. Revised May 14 1931. + Strike out words not applicable



785016

+ CREDIT + DEBIT SLIP

Model 1: ADOPTION

(CIVIL AFFAIR)

Date 1/3/46

Hq A⁴ Co Supply, 2675th Regt.

Property

[illegible]

1695

No. 11, 1266

Q. M. C. Form 487. Revised May 14 1931. + Strike out words not applicable

1372

785016

CREDIT DEBIT SLIP

Issued to:
~~TX Farned as 102~~

Date 19/10/45

Property

Employees must understand the responsibilities incurred by signing the Memorandum Receipt and will clear this Memorandum Receipt with Headquarters before changing stations.

No.

M/R697

W. J. Fulton

+ Strike out words not applicable.

$$A_1 \cup \dots \cup A_n = A \quad A \cap A_i = \emptyset$$

1607

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 2.1/CA

12 April 1964

SUBJECT : Office Supplies.

TO : HQ Supply Section.

Please supply the following:

3	Pkts blotting paper
3	* Pins
3	* Nibs
6	Shorthand notes
6	Small pads
6	Medium-size pads
1	Ream paper 8x10 1/2 (1st sheet)
1	* full-compass (1st sheet)
12	Pencils black American
10	Metros transparent paper
9	Typewriter ribbons

B. Thomson
B. THOMSON, Cpl.
Chief Clerk CA Section. Cpl.

1606

HEADQUARTERS ALLIED COMMISSION
APO 354
CIVIL AFFAIRS SECTION

Ref : 3/2.1/CA

18 Apr. 46

SUBJECT : Office Machinery

TO : G 4 (B)

Reference Daily Bulletin 89 dated 17 April 46.

British W.D. Office Machinery on charge to this Section
is as follows:

OLIVETTI typewriter R. 179218

INTERNAL * " 2 104719

~~FOR THE CHIEF COMMISSIONER~~

M. CARR, Brig.
VP CA Section

1605

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

12 April 1946

Ref: 3/2.1/CA

SUBJECT: Office supplies

TO: Hq Supply Section

Please supply the following :

- 4 Typewriter ribbons
- 50 Manila folders (Large)
- 200 Envelopes - plain
- 1 Ball String
- 500 File fasteners
- 3 Soft rubbers
- 24 Pencils Black- American
- 3 Pkts Blotting paper
- 12 Pencils coloured
- 6 Shorthand notebooks

B. Thomson
B. THOMSON, CPL
Chief Clerk CA Section

1604

Declassified E.O. 12356 Section 3.3/NND No. 785016

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Paper Punch

TO: H.Q. Commandant
(Att. Office Space Sect)

FILE No 3/2. 1/3A

22 March 1946

Please my I.A. Section be supplied with a paper punch and a stapler. The location of this Section is 5th floor room 31.

H.E. Anson
H.E. ANSON, Major

1603

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/CA

22 March 46

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :

- 8 Typewriter ribbons
- 50 Manila folders
- 200 Envelopes - plain
- 1 Bell string
- 500 File fasteners
- 30 Soft rubbers
- 24 Pencils Black - American
- 3 Pts Blotting Paper
- 12 Pencils Coloured.
- 6 SHORT HAND NOTEBOOKS

B. Thomson

B. THOMSON, CPT.
Chief Clerk CA Section

1602

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

8 Mar 46

Ref : 1/2.1/24

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:

- 4 Typewriter ribbons
- 50 Manila folders
- 3 Pkts Thumb tacks
- 100 Envelopes - plain
- 3 Pkts pins
- 1 Ball string
- 6 Small pads
- 2 Pks Carbon paper-8x13
- 2 " " -8x10 1/2
- 50 Wire fasteners
- 2 Reams paper 8x10 1/2 (2nd sheet)
- 1 Pkt plain Pen nbs
- 2 Reams brown paper
- Soft rubbers
- 10 1/2" Cloth drawing -transparent

B. Thomson
B. THOMSON, CPL.
Chief Clerk CA Section

1601

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: ~~TYPEWRITER~~ OLIVETTI

FILE No. 3/1/CA

TO: H.Q. COMMISSION
(Att Office Space Sect.)

4 MAY.

1946

Please may the Typewriter repairs be sent to C.A.
Section 5th floor room 31. To repair an OLIVETTI No. not
known.

B. Thompson
B. THOMPSON 1/CPL. JCP
Chief Clerk, C.A. SBT.

1800

HEADQUARTERS ALLIED COMMISSION
A.O. 394
CIVIL AFFAIRS SECTION

207A

206

Ref : M/2.1/QA

1 Mar 46

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:

- 12 Pencils, Black, American
- 12 " Red & Blue
- 1 Ream Paper - 8 1/2 x 10 1/2 (2nd Sheet)
- 1 " " foolscap " "
- 6 Shorthand notebooks
- 6 typist rubbers
- 6 typewriter ribbons

B. Thomson
B. THOMSON, L/Cpl,
Chief Clerk, CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/2.1/CA.

15 Feb 46.

SUBJECT: Office Supplies.

TO: HQ, Supply Section.

Please supply the following:

- 12 Pencils, Hawk, American. ✓
- 3 Pts. Blotting paper. ✓
- 3 " nbs. ✓
- 3 " pins. ✓
- 1 Rem paper- 8 1/2 x 10 1/2 1st Sheet. ✓
- 1 " " foolscap 2nd Sheet. ✓
- 6 Shorthand notebooks ✓
- 5 medium size pads ✓
- 10 1/2 x 14 transparent paper ✓
- 1 bottle paste. ✓

J. B. Thompson
J. B. THOMPSON, 1/Cpl.
Chief Clerk, CA Section.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

205A
204
29 Jan 46

Ref : 3/2.1/CA
SUBJECT : Transfer of Typewriter
TO : G-4 (B)

198A
Reference your G-4/103/1/2 of even date.
Herewith receipted A.F. G.1033 as requested.

DK
C.A. Section

Copy to: SP & R Sub-Commission

1597

785016

ISSUE AND RECEIPT VOUCHER

Issued to D.P. A.H.S.C.
 TX FROM: ADM. Sec. H.C., A.C.C.
 Authority
 Date and mode of conveyance. By hand 10.1.1946



IF USED BY ORDNANCE OFFICERS AS AN ISSUE VOUCHER TONNAGE TO BE ENTERED ON REVERSE

785016

RECEIPT FORM

In lieu of Army Form A16

WILLIAM J. HARRIS
ASSISTANT ATTORNEY GENERAL
U. S. DEPT. OF JUSTICE
CIVIL AFFAIRS SECTION

No. 3/2.1/CA
Date 22 Jan 46.

I hereby Acknowledge the receipt of the undermentioned:-

Typewriter, WOOLSTOCK, 14" Carriage No 630066E

Signed... *Wm. Woodbury*

Address..... M. C.

Date 23/11/2014 29.46

NOTE: The title of a Secret or Confidential Document must not be written on this form.

DISPLACED PERSONS & RE-REMITTANCE

1595

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/CA

25 Jan 46

SUBJECT : Office Supplies.

TO : HQ Supply Section.

Please supply the following :

- 50 Envelopes small size
- 50 " medium "
- 3 Typewriter brushes
- 3 Reams 8x10 1/2 (1st sheet)
- 2 Balls string
- 1 Pkt carbon paper 8x10 1/2
- 6 Note books medium size
- 3 Typewriter ribbons


J. WILSON, Cpl.
Chief Clerk CA Section.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

22 Jan 45.

Ref: 3/2.1/C

SUBJECT: Transfer of Typewriter

TO: Hq Supply
2675th Regt (Svnd)

Typewriter, F201STOCK, 14" Carriage No 630066E

Reference this Section's 3/2.1/C of 9 Jan.

- 1 The above mentioned typewriter on charge to this Section has been on loan to DPMR S/C with effect from 9 Jan.
- 2 As neither this Section or DPMR S/C has an American Officer assigned, no signature for said machine can be obtained.
- 3 DPMR S/C want to take this machine on their charge and this Section is willing for such a transfer to take place.
- 4 May this Section please be informed if the above machine can be taken on charge by the DPMR S/C.

H.A.
H.E. ANSON, Maj.
CA Section.

Copy to DPMR S/C (will you please sign the attached receipt and return to this Section)

1593

104

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

901A
190

Ref: 3/2.1/CA

18 Jan 46

SUBJECT : Office supplies.

TO : HQ Supply Section.

Please supply the following:

- 50 Envelopes small size
- 50 " medium "
- 100 Labels
- 3 Pkts blotting paper
- 3 Pkts nibs
- 1 Bottle paste
- 3 Reams 8 x 10 1/2 (1st sheet)
- 3 " full-compass (2nd sheet)
- 12 Pencils black lead soft American
- 6 Typist rubbers (square)
- 6 Soft rubbers
- 2 Rulers
- 6 Short-hand note pads
- 3 Typewriter ribbons
- 1 Ball string
- 1 Roll gummed glassine
- 3 Large memo pads.

Wic
J. WILSON, Cpl.
Chief-Clerk CA Section.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/2.1/CA. ✓
SUBJECT: Office Furniture.
TO: Office Space Section.

Tel. Ext. 321.

15 Jan 46.

May this Section please be supplied with the following office equipment:

- 1 electric light bulb - 60 watt
- 1 electric light bulb - 200 watt.

HA
R. ANSON, Major,
C A Section.

1591

64

EH/lb

HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF G-4 (B)

Tel: 489081
Ext: 436

G-4/103/1/2

10 January 1946

SUBJECT:- Transfer of Typewriter.

TO :- Civil Affairs Section, H.Q. A.C.

1. Reference your letter 3/2.1/CA dated 9 January 1946.
2. Authority is granted for Imperial typewriter Z.109161 to be transferred to Displaced Persons & Repatriation Sub-Commission. Copy of receipted A.P. G.1033 will be forwarded to this Branch as soon as possible.

R.M. GREEN
S. Comd. A.T.S.
G-4 (B).

Copy to: Director, Displaced Persons & Repatriation Sub-Commission.

: 1590



HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

9 Jan 46.

Ref : 1/2.1/CA

SUBJECT : Loan of Typewriter

TO : C-4 (B)

Typewriter, IMPERIAL No Z 109161

- 1 The above mentioned typewriter on charge to the Civil Affairs Section (signed for by J/Cdr HARVEY on 21 Sep 44) has been sent to DMR S/C H. AC on loan.
- 2 May confirmation please be given that said machine can be taken on charge by DMR S/C.

1/1
H. E. ANSEN, Major,
CA Section.

Copy to : DMR S/C.

1589

33

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1959

9 Jan 66

Ref : 3/2.1/DA ✓

SUBJECT : Typewriter Repairs

TO : Office Space Section

Please say a mechanic be sent to Room 31, 5th Floor to overhaul
the w/m typewriters:-

Imperial	-	7102719
Rockwell	-	N6346454 14

Please treat as URGENT.

B. J.
H. E. JENSEN, Major
CA Section

1588

91

HEADQUARTERS ARMED COMMISSION
AFU 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/CA

4 Jan 46

SUBJECT : Office supplies.

TO : HQ Supply Section.

Please supply the following :

- 50 Envelopes small size
- 50 " medium size
- 2 Rulers
- 3 Pkts blotting paper
- 6 Typist rubbers (square)
- 6 Pkts pins
- 3 Pkts ribs
- 2 Typewriter ribbons
- 3 Pkts carbon paper full-ecap
- 3 Reams 8x10 (1 sheet)
- 2 " " (2 sheet)
- 6 Short-hand note pads
- 12 Pencils black lead soft American
- 1 Bottle paste
- 3 Pkts clips

J. Wilson
J. WILSON, Opl.
Chief Clerk CA Section

HEADQUARTERS ALLIED COMMISSION
APC 394
CIVIL AFFAIRS SECTION

193A
192

Ref : 3/2.1/CA

21 Dec 45

SUBJECT : Office Supplies
TO : HQ Supply Section

Please supply the following:

- 1 Ream full-soap { 1 sheet }
- 2 Reams full-soap { 2 " }
- 3 Reams 8X10 1/2 { 1 sheet }
- 2 Reams 8X10 1/2 { 2 " }
- 6 Pkts pins
- 6 Short-hand note-pads
- 6 Medium note pads
- 6 Small note pads
- 3 Pkts blotting paper
- 1 Ball string
- 1 Roll gummed glassine
- 2 Bullers
- 3 Pkts carbon paper full-soap
- 3 Pkts carbon paper 8X10 1/2
- 12 Pencils black lead soft American
- 50 Envelopes medium size
- 100 Labels

1586

J. WILSON, Cpl,
Chief Clerk CA Section.

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Office Repairs

FILE No. 3/2.1/CA

TO : Hq Commandant
(Attn: Office Space)

20 Dec 1945

May the electrician be sent to Civil Affairs Section, Room 31
5th Floor, to repair the lights, please.

J. WILSON, Cpl
Chief Clerk CA Sec.

1385

Declassified E.O. 12356 Section 3.3/NND No. 785016

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Office Repairs

TO: Hq Commandant
(Attn: Office Space)

FILE No. 3/2.1/CA

18 Dec

195

May the electrician be sent to Civil Affairs Sec. Room 60
5th floor to repair the switch, please.

J. WILSON, CPT.
Chief Clerk CA Section 1

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Office Supplies

FRE No. 3/2.1/CA

TO : Hq Commandant
(Attn: Office Space)

18 Dec 1945

Please my Toilet paper be sent up to Civil Affairs Sec. 5th Floor
Room 31. Please treat the matter as URGENT.

BT
J. WILSON, Cpr,
Chief Clerk CA Section

158

ALLIED CONTROL COMMISSION
INTERNAL MEMORANDUM

SUBJECT: Office Repairs
TO: Hq. Commandant
(Attn: Office Space)

FILE NO: 3/2.1/CA

10 Dec 43 1945

Reference telephone conversation may the electrician be sent
to Civil Affairs Section, Room 31 5th Floor, to repair the lights.

GA
G.A. LEISHMAN, S/Sgt.
Chief Clerk CA Section.

1582

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

~~188A~~
188

3/2.1/CA

7 Dec 45

SUBJECT : office supplies

TO : HQ supply Section

Please supply the following :

- 2 Peans full-nosp (2nd sheet)
- 1 ball string
- 1 Carbon paper long sheet
- 6 pencils (black)

tw
G.A. LEISHMAN, S/Sgt.
Chief Clerk CA Sec.

1581

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

30 Nov 45

SUBJECT : Office Supplies

TO : Hq Supply Section

Please supply the following :

- 6 Pkts pins
- 6 Short-hand note-books
- 3 Pkts blotting paper
- 2 Reams full-size (1st sheet)
- 2 " " (2nd sheet)
- 6 Large note pads
- 6 Small note pads
- 1 Bottle gum
- 6 Erasers - Typists (square)
- 3 Typewriter ribbons
- 1 Pkt nibs
- 1 Ball string
- 2 Rolls gummed glassine

AL
O.A. LEISHMAN, S/Sgt 1580
Chief Clerk CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

27 Nov 45

3/2.1/CA

SUBJECT : Office Repairs.

TO : Office Space Section - HQ AC.

Reference this Sections letter 3/2.1/CA of 19 Nov.

May the request for a workman to inspect the radiators please
be expedited..

H. E. ANSON, Maj,
for OSO CA Section.

1579

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 324
CIVIL AFFAIRS SECTION

3/2.1/CA

26 Nov 45

SUBJECT : Requests for Services and Supplies.

TO : All CA Sub-Commissions.

The HQ Commandant has requested that all requests for services and supplies, normally requested from Office Space Section, be submitted through Sections. Sub-Commissions will therefore submit all future requests for such services and supplies through this office for approval and onward transmission to Office Space Section.

Copy to: HQ Comdt.

[Signature]
S.E. ANCH, 156, 3
for 1/VP CA Sec. 3022

HEADQUARTERS ALLIED COMMISSION
APO 324
Office, Headquarters Commandant

184A
26 NOV 1945 183

26 November 1945

SUBJECT : Request for Services and Supplies.

TO : Vice Presidents; Civil Affairs, Establishment & Economic Section.

1. The Office Space office of this Section is being stormed daily by individuals who request all kinds of services and supply. It has become impossible, because of the shortage of personnel, to keep up with these individual requests. It is strongly recommended that the requests for each section be given to an officer to be designated by the Vice President of the section. Office Space will then deal with this officer.

E. J. Bocchino
E. J. Bocchino
Lt. Col. Inf.
Acting Hqrs. Comdt.

1577



HEADQUARTERS ALLIED COMMISSION
APO 994
CIVIL AFFAIRS SECTION

182A

182

3/2.1/CA

23 NOV 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:

- 1 Bottle correction fluid
- 6 Large note pads
- 3 Pkt paper clamps (medium)
- 1 Ream 8X10 1/2 (2nd sheet)
- 1 Ream full-leaf (2nd sheet)
- 6 Pencils black lead soft American
- 6 Erasers - Typists (square)
- 50 Large envelopes
- 50 Medium envelopes
- 6 Very soft rubbers for pencils

[Signature]
O.A. LEISHMAN S/Sgt
Chief Clerk CA Sec.

1576

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
ATO 594
CIVIL AFFAIRS SECTION

✓
3/2.1/CA

182A
157
15 May 55

SUBJECT : Office Repairs.

TO : Office Space Section.

For a workman please be instructed to inspect the radiators in Room 27/31, 5th Floor as the heating system is not operating in the office.

CA
D. A. LESTER, W/sgt,
Chief Clerk CA Section.

1576

2463

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

181A
180

Ref : 3/2.1/CA

16 NOV 45

SUBJECT : Office Supplies

TO : R1 Supply Section

Please supply the following :

- 6 Small note pads
- 6 Large note pads
- 12 Medium note pads
- 2 Rolls brown paper
- 2 Reams full-cream (2nd sheet)
- 2 Reams 6X10 (2nd sheet)
- 6 Erasers - Typists (square)
- 1 Ball string
- 2 Typewriter ribbons
- 50 Labels

G.A. LEIGHMAN S/Sgt
Chief Clerk CA Section.

1574

785016

3/2.11CA

180A

Issued to

M. J. ANTON M.E.

Place

HQ & HQ SUPPLY, 2675 Regt.

Date _____

19/10/45

Properly

NUMBER	STOCK NUMBER	ARTICLES
3	Tyewriter, Woodstock #634845, 14" carriage X #630066E, 14" carriage #616498E, 12" carriage	
1	Ruler, 12"	
/ / / / /	/ / / / /	/Last item/ / / / /

I certify that I understand the responsibilities involved by signing this Memorandum Receipt and will clear this Memorandum Receipt with Headquarters before changing stations.

H A

Received the above-named articles.

M/R697

Wm. T. M. M.

U. M. C. Form 487 Revised May 14, 1931

+ Strike out words not applicable.

1573

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

17AA

9 Nov 45

Y/2.1/CA

SUBJECT : Typewriter Repairs.
TO : Office Space Section

Please may a mechanic be sent to Room 31, 5th Floor to overhaul
the u/m typewriters:-

Imperial	-	Z109161
Imperial	-	Z104719

H. E. Anson
H. E. ANSON Major,
CA Section.

1572

2804

HEADQUARTERS ALLIED COMMISSION
APO 34
CIVIL AFFAIRS SECTION

9 Nov 45

Ref : 3/2.1/CA

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :

- 5 Small note pads
- 2 Reams Full-cream (1st Sheet)
- 2 Reams " " (2nd Sheet)
- 1 Pkt Carbon Paper 8x10 1/2
- 1 " " Full-cream
- 1 Pencils black lead soft American with rubbers
- 1 Knives - Typists (square)
- 1 Pkt nibs
- 1 Ball string
- 1 Blotting Paper
- 2 Typewriter ribbons
- 100 labels
- 2 Reams 8x10 1/2 (2nd Sheet)

SA
S.A. LEVISHMAN S/Sgt
Chief Clerk CA Sec.

1571

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

5 NOV 45

SUBJECT : Supplies.

TO : HQ Commandant

At present there are six draughtsmen employed on making maps of enemy minefields in Italy, they are now running out of blue tracing paper. It is requested that a further three Rolls of blue tracing paper be purchased for use by the draughtsmen. There is still a lot of work to be done.

JK
J.S. REARS, Major,
for CSO CA Section.

1570

221

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : Y/2.1/CA

26 Oct 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :

- 4 Pkt pins
- 3 Short-hand note-books
- 6 Medium note pads
- 6 Large note pads
- 2 Reams 8x10 (1st Sheet)
- 3 Reams 8x10 (2nd Sheet)
- 2 Reams Full-leaf (3rd Sheet)
- 1 Pkt Carbon paper 8x10
- 1 " " Full-leaf
- 2 Pencils black lead soft American with rubbers
- 6 Erasers - Typists (square)
- 1 Pkt paper clips (large)
- 2 S.O. Books 193
- 2 Army Books 193
- 1 Pkt nibs
- 1 Ball string
- 1 Roll Scotch tape
- 1 Ream wrapping (brown) paper
- 1 Large Bottle Glue
- 1 Bottle Ink (Bottle Supplied)

J.W.
G.A. LEWIS 8/Sgt
Chief Clerk CA Sec.

1569

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

19 Oct 45

SUBJECT : Office Supplies
TO : Hq Supply Section

Please supply the following :

6	Pkts pins
3	Short-hand note-books
6	Medium note pads
6	Large note pads
2	Reams 8x10 $\frac{1}{2}$ (1st Sheet)
1	Ream 8x10 $\frac{1}{2}$ (2nd Sheet)
2	Reams Full-Scap (2nd Sheet)
1	Pkt Carbon paper 8 $\frac{1}{2}$ x10
1	" " Full-scrap
6	Pencils black lead soft American with rubbers
6	Erasers - Typists (square)
1	Pkt paper clamps (large)
2	S.O. Books 193
2	Army Books 193
1	Pkt nibs
1	Ball string
1	Roll Scotch tape
1	Ream wrapping (brown) paper

GR 1568
G.A. LEISHMAN S/Sgt
Chief Clerk CA Section

HEADQUARTERS ALLIND COMMISSION
APO 394
CIVIL AFFAIRS SECTION

174A
12 Oct 45.

Ref : 3/2.1/GA

SUBJECT : Office Supplies

To : HQ Supply Section

Please supply the following:

6 Pkts Pins
6 Shorthand Notebooks
6 Note Pads - Small
3 Reams 8x10 (2nd sheet)
100 Envelopes - Medium
100 " - Small
India Tags
Wrapping Paper

[Signature]
G.A. LEISHMAN S/Sgt.
Chief Clerk
Civil Affairs Section.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/1.8/CA

9 Oct 45

SUBJECT : Installation of Telephone.

TO : Signal Officer, HQ/AC,
1st Floor Annex.

Please may a workman be sent to Room 31, 5th floor (Civil Affairs Section) to install a bridge telephone Ext. 437.

[Signature]
G. P. LEISMAN S/Sgt,
Chief Clerk CA Sec.

1566

[Stamp]

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

9 Oct 45

SUBJECT : Typewriter Repair.

TO : Office Space Section

May a mechanic please be sent to Room 31, 5th Floor to repair the
w/a typewriter which is sticking and overtyping.

WOODSTOCK 34645 E 14

JS
G.A. INISHMAN S/Sgt
Chief Clerk
CA Section

1565

Declassified E.O. 12356 Section 3.3/NND No. 785016

ALLIED [REDACTED] COMMISSION 171A
INTER-OFFICE MEMORANDUM

SUBJECT: Repair of Blind

TO : HQ Commandant
(Attn: Office Space Section)

REF No. 3/2.1/24 ✓ 120

10 September 1964

It is requested that a workman be sent to Civil Affairs Marks Office Room 31, 5th Floor, to repair the blind, which will not operate.

S. S. WHITE, Lt Col,
HQ 24 Section

1364

2521

ALLIED CONTROL COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Office Supplies

File No. 3/2.1/CA

TO : Hq Commandant
Attn Office Space Section

6 Sep 1945

It is requested that locks be fitted to a cupboard in
Major BALMIRI's Office, for the safeguarding of many important documents.

The Office is situated on the fifth floor, Room 56.

S.H. WHITE Lt Col,
CSO CA Section

1583

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/2.1/CA

5 Oct 45

SUBJECT : Office supplies
TO : HQ Supply Section

Please supply the following:

- 3.0. 135
- 6 Extra pins ✓
- 6 Short-Hand Note-Books
- 2 Reams 8x10 $\frac{1}{2}$ (2nd sheet)
- 3 Note Pads (unlined) Small
- 12 Pencils Black Lead soft American with rubbers
- 1 Pkt Stencils
- 6 Erasers - Typists (square)
- 10 Labels
- 4 Soft rubbers


R. HORN S/SGT.
Chief Clerk CA Sec.

1562

HEADQUARTERS ALLIED COMMISSION

APD 394

CIVIL AFFAIRS SECTION

Ref 3/2.1/CA

SUBJECT : Office Supplies

TO : Hq Supply Section

Please supply the following:

100 Envelopes (Medium)
2 Reams 8-10 1st sheet
2 Reams 8-10 . . .

BB.
R. BROWN S/SOT.
Chief Clerk CA Sec.

1500

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Tel. Ext. 525

Ref: 3/2.1/CA.

25 Sep 45

SUBJECT: Office Furniture.

TO: Office Space Section.

May this Section please be supplied with the following office equipment:

- 1 Desk Lamp
- 1 Electric Light Bulbs. (100 watt)
- 2 Electric Light Bulbs (150 watt)

S.M. NIVE, Lt. Col.,
CSO CA Section.

1561

2631

HEADQUARTERS ALLIED COMMISSION
APO 974
CIVIL AFFAIRS SECTION

Ref 3/2.1/CA

21 Sep 45

SUBJECT : Office Supplies

TO : Hq Supply Section

Please supply the following:

- 3 Pkts Staple Refills
- 1 Ball String
- 1 Roll Scotch Tape
- 50 American File Covers
- 1 Bottle Liquid Gum
- 1 Pkt Carbon Paper (Pool-scap)
- 1 Bottle Ink
- 6 Pkts Pins
- 3 Pkts Thumb Tacks


R. BROWN S/Sgt
Chief Clerk CA Sec.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/2.1/CA

1651
164
14 Sep 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:

- X 100 Envelopes (All available sizes)
- 3 Pkts Staple Refills
- X 6 Pencils Black-lead (very soft)
- X 1 Bottle Correction fluid
- 1 Ball String
- 1 Roll Scotch Tape
- 50 American File Covers
- X 4 Typewriter Ribbons
- X 50 White Cards (Ruled)
- X 6 Short-hand Note Books
- 1 Bottle Liquid Gum
- X 6 Typist Rubbers (Square)
- 1 Chk. Carbon Paper (bond paper)
- 1 Bottle Ink.
- 1 Chk. Pins.
- 3 Chks. Thumbtacks

RB
R. HUGH S/Sgt
Chief Clerk CA Sec.

HEADQUARTER ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

7 Sept 45

SUBJECT : Office Supplies
TO : Hq Supply Section

Please supply the following:

- 100 Envelopes (All available sizes)
- 3 Fkts Staple Refills
- 6 Pencils Black-lead (very soft)
- x1 Bottle Correction fluid for ink
- Blotting Paper
- 1 Roll String
- 1 Roll Scotch Tape
- 50 American Life Ballers
- 4 Typewriter Ribbons
- 30 White Cards (Ruled)
- 6 Short hand Note Book
- 1 Bottle Liquid Gum
- 6 Typist Ribbons (Square)

RB
R. BROWN S/Sgt
Chief Clerk Ca Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

31 Aug 45

SUBJECT : Office Supplies
TO : HQ Supply Section

Please supply the following:

- x 2 Pkts Pen Points (fine)
- x 1 Bottle Correction Fluid
- x 1 Bottle Ink
- 100 Envelopes (all available sizes)
- 3 lbs. Steno. Mch. Blotting Paper
- 6 Sheets Black Lead (very soft)
- 1 Bottle Correction Fluid for Ink.

RB
R. BROWN
Chief Clerk CA Section

1558

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

27 Aug 45

SUBJECT : Office supplies.

TO : Hq Comdt
(att: Purchasing and Contracting Officer)

Please may ^{one} ~~two~~ stylograph Pens be obtained by local purchase.
It has not been possible to obtain from the stationary dept.

H. H. S. Hartley
H. H. S. HARTLEY.
Colonel
CSO CA Section

1557

245

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

161A

160

Ref:

25 AUG 45

SUBJECT: Office Furniture.

TO: Office Space.

Will you please supply to Brig. CARR, VP CA Section, one long
glass-topped table for his office, Room 60, 5th Floor.

J.O. HARVEY, J/Cdr.,
C A Section.

1556

OK received
[Signature]

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

24 August 45

Ref 3/2.1/CA

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:

- 6 Pkts pins
- 6 Short-Hand Note-Books
- 3 Pkts Blotting Paper
- 2 Reams 8x10 1/2 (1st Sheet)
- 2 " " (2nd Sheet)
- 2 " Full-Soap (1st Sheet)
- 2 " " (2nd Sheet)
- 1 Pkt Carbon Paper 8x10
- 1 " " Full-Soap
- 1 Stylograph Pen
- 3 Note Pads (unlined) Med.
- 1 Bottle Gum (Liquid)
- 2 Pkts Pen Points (Fine)
- 1 Bottle Correction Fluid
- 6 Pencils Black Lead soft American
- 6 " Red "
- 6 " Blue "
- 1 Pkt Stencils
- 6 Erasers - Typists (square)
- 1 Pkt Paper Clamps (Large)
- 1 Bottle Ink
- 2 S.O. Books 193
- 2 Army Books 193

1555

GA
G.A. LEIBMAN S/Sgt
Chief Clerk CA Section

Declassified E.O. 12356 Section 3.3/NND No. 785016

MEMORANDUM RECEIPT

~~CHECKED~~ - DEBIT SLIP

Issued to: **Civil Affairs Section - Attn: Lt Anthony C. De Bellis**
~~RECEIVED~~

Place **Hq & Hq Co Supply 267th Regt (Ovhd)**

Date **14 August 1945**

QM
(Name of supply branch)

Property

Number	Stock Number	Articles
1		Typewriter, Woodstock, 12" carriage, #616458E
/////////////////last item////////////////////////////////		

1554

I certify that I understand the responsibilities involved in signing this Memorandum Receipt and will retain this Memorandum Receipt with Headquarters before changing stations.

Received the above-named articles.

No. **M/R 484**

Q. M. C. Form 487, Revised May 14, 1931. - Strike out words not applicable.

785016

DEBIT SLIP

Civil Affairs Section - Attn: Lt A.C. De Bellis

Date 11/8/45

Property

Number	Stock Number	Articles
1	Typewriter, Woodstock, 14" carriage, #N6M645	//////last item////////

155

Received the above-named articles.

No. **N/R** 325

Q. M. C. Form 467, Revised May 14, 1931. — Strike out words not applicable.

785016

~~1590~~
~~150~~

00000000

— **11262** —

Civil Affairs Section - Attn: Lt A.C. De Hollis

Place Hq & Hq Co Supply 2675th Regt (Ovhd)

Date 11/8/45



Change of supply function

Property

Number	Stock Number	Articles
1	Ruler, 12"	////// /last item/

1552

Received the above-named articles.

No. 11 327

D. M. C. Form 487, Revised May 14, 1931. — Strike out words not applicable.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/GA

10 Aug 45

SUBJECT : Office Supplies
TO : HQ Supply Section

Please supply the following :

- 6 Pkts pins
- 6 Short-Hand Note-Books
- 3 Pkts Blotting Paper
- 2 Reams 8x10 1/2 (1st Sheet)
- 2 " " (2nd Sheet)
- 2 " Full-Soap (1st Sheet)
- 2 " " (2nd Sheet)
- 1 Pkt Carbon Paper 8x10 1/2
- 1 " " Full-Soap
- 1 Stylograph Pen.
- 1 Bottle Quin (liquid)
- 2 Pkts Ben Points (fine)
- 1 Bottle Correction Fluid
- 6 Pencils Black Lead Soft
- 6 " Red
- 6 " Blue
- 1 Pkt Stencils
- 6 Erasers 2x1x1/2 (square)
- 1 Pkt Paper Clips (large)
- 1 Bottle Ink
- 2 S.O. Book 129
- 2 Army Book 183

G.A. LINDSEY S/Sgt
Chief Clerk CA Section

1551

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

4 AUG 45

SUBJECT : Office Supplies and Repairs
TO : Office Space Section

It is requested that a worker be sent to repair a chair in
room 33 - 5th floor.

RL
G.A. LEISHMAN S/Sgt
Chief Clerk
CA Section

1550

8225

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/2.1/CA.

3 AUG 45

SUBJECT: Typewriters.

TO: Establishment Section.

Reference your letter of 1 August 45.

I regret to say that the Sub-Commission of this Section are unable to surrender any typewriters at the present time.

G.R. UPJOHN, Brig.,
VP CA Section.

1545

202

HEADQUARTERS ALLIED COMMISSION
Establishment Section
APO 394

GP/COS/re

1 August 1945

SUBJECT: Typewriters

TO : Vice President, Economic Section.
" " Civil Affairs Section.

1. Numerous requests have been placed with our Supply Section for typewriters from Sub-Commissions of your Section for the Milan Headquarters, Allied Commission.

2. Inasmuch as many of the officers presently at the Milan Headquarters, Allied Commission, are from this Headquarters, it is necessary to transfer typewriters from Rome to Milan.

3. The composite request from Milan Headquarters, Allied Commission, is 35 typewriters.

4. Most of the WD typewriters from Fossano and Emilia have been allocated to Venezia and Venezia Giulia.

5. How many typewriters can be released from your Section for this emergency?

C. M. PARKIN
Colonel, Inf
A/Vice President

1548

1548

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

27 July 45

SUBJECT : Typewriter Repair.

TO : Office Space Section

May a mechanic please be sent to Room 33, 5th Floor to repair the
w/m typewriter which is sticking and overtyping.

REF ID: A66161

GH
G.A. LEISHMAN S/Sgt
Chief Clerk
CA Section

154

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/CA

27 July 45.

SUBJECT : Office Supplies
TO : HQ Supply Section.

Please supply the following:

- X 6 Medium Note pads
- X 6 Large Note Pads
- X 6 Small " "
- 6 pkts pins
- X 3 " thumb tacks
- X 2 balls string
- X 100 envelopes - Medium
- X 100 " - Small
- X 4 typewriter brushes
- 1 roll Scotch tape
- 6 Short Bond Note Books
- 3 Chd Blotting Paper
- 2 Reams 8x10 1/2 (1st Sheet)
- 2 " " (2nd Sheet)
- 2 " " Full-Size (1st Sheet)
- 1 Rht Carbon Paper 8x10 1/2
- 1 " " Full-Size
- 1 Stylograph Pen

[Signature]
G.A. LEITCHMAN S/Sgt.
Chief Clerk CA Section.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/2.1/GA

13 July 45

SUBJECT : Office Supplies
TO : HQ Supply Section

Please supply the following :

- 2 Reams 8X10 $\frac{1}{2}$ (1st sheet)
- 2 " " (2nd sheet)
- 4 Typists Rubbers (square)
- 6 Large Note Pads (lined)
- 6 Small " "
- 6 Pkts Pins
- 2 " Pen Points
- 3 " Thumb Tacks
- 2 Balls String
- 100 Envelopes Med.
- 100 " Large
- 100 " (9 $\frac{1}{2}$ X $\frac{1}{2}$)
- 2 Register Of Letter Books No 193.
- 50 American File Covers
- 6 Pencils Black-lead Very Soft.
- 4 Typewriter Brushes
- 1 Ball-pointed Tape
- 1 Metal Hole Punch

G.A. LEISHMAN S/SOT.
Chief Clerk CA Section.

1545

HEADQUARTERS ALLIED COMMISSION
AFC 334
CIVIL AFFAIRS SECTION

151a
148

Ref 3/2.1/CA

13 July 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :

- 2 Reams 8x10 1/2 (1st sheet)
 - 2 " 8x10 1/2 (2nd sheet)
 - X 2 " Full-asp (1st sheet)
 - X 2 " " (2nd sheet)
 - 4 Typist Rubbers (square)
 - 6 Large Note pads (Lined)
 - 6 Pkts Pins
 - X 2 Pkts Staple Re-fills
 - 2 Pkts Pen points
 - 3 Boxes Thumb Tacks
 - X 1 Bottle Glue
 - X 1 " Correcting Fluid
 - 2+ Ball String
 - 100 Med Envelopes
 - 100 Envelopes 9 1/2 x 4 1/2
 - 100 Large Envelopes
 - 1/2 dozen of Letter Book 193
 - 5 American File Cases
 - 6 Remco Blackboard very good
- G.A. LEISHMAN S/Sgt
Chief Clerk CA Section

gfl

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

147A
M7

Ref Y/2.1/CA

6 July 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :

- 2 Reams 8x10 1/2 (1st sheet)
- 2 Reams 8x10 1/2 (2nd sheet)
- 2 " Full-leaf (1st sheet)
- 2 " " (2nd sheet)
- 4 Typist Rubbers (square)
- 6 Large Note pads (Lined)
- x 1 Pkt Carbon Paper (Full-leaf)
- 6 Pkts Pins
- x 1 Pkt Scotch-Tape
- 2 Pkts Staple Re-fills
- 2 Pkts Pen Points
- 2 Boxes Thumb Tacks
- 1 Gall. Glue
- 1 " Correcting Fluid
- 1 Ball String

GA

G.A. LEISMAN S/Sgt
Chief Clerk CA Section

1543

HEADQUARTERS ALLIED COMMISSION
APO 374
CIVIL AFFAIRS SECTION

148A

146

Ref 3/2.1/CA

29 June 45

SUBJECT : Office Supplies

TO : 1st Supply Section

Please supply the following :

- x 4 Typewriter Ribbons
- x Blotting Paper
- x 4 Quert Notula Ink
- x 10 Needles (very soft)
- 2 Reams 8x10 1/2 (2nd sheet)
- x 5 Small Note Pads
- x 1 Ball String
- 4 Typist Rubbers (square)
- x 6 Medium Note Pads
- 2 6 Large Note Pads (linen)
- 2 Reams 8 x 10 1/2 (1st sheet)
- 2 " Small Reams (1st sheet)
- 2 " (2nd sheet)
- 1 Rpt. Carbon Paper (full length)
- 6 Rpt. Pins.
- 1 Rpt. Scotch Tape
- 2 Rpt. Staple Re-fills
- 2 Rpt. Pen Points

A.A. LEWIS S/Sgt
Chief Clerk CA Section

1542

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

16 June 45

1.c
P-7
3/2.1/CA

SUBJECT : Telephones - Changes
TO : Signal Office, Room 43 1st floor Annex.

Reference 3/2.1/CA of 7 June.

It is requested that the external phone (478404) in room 58 - 5th floor be altered so that it rings in room 60 instead of room 58 as at present.

May the above change be effected during Monday morning 18 June please.

A.D. BORTHAM-CARTER
Lt Colonel,
CSO CA Section.

1541

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

144A
144

3/2.1/CA

15 June 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:

- x Typewriter Oil
- x 6 Typist Rubbers
- x Typewriter Ribbons
- x 4 Typewriter Brushes (Long Bristle)
- x 50 Envelopes (tongue) ~~Letter~~
- x 50 " " (Pad)
- x 50 American file Covers
- x 1 Pkt. Redgie Fasteners
- x 6 Short-hand Note Books
- x 50 "Immediate Action" Tabs (Pad)
- Blotting Paper
- 1 quart Bottle Ink
- 2 Boxes (Long Soft)
- 2 Boxes 5 x 10 1/2 (2nd sheet)
- 6 Small Note Cards
- 1 Ball String
- 6 Medium Note Cards
- 6 Large Note Cards

G.A.
G.A. LEISHMAN S/Sgt
Chief Clerk CA Section

1540

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

145A
143
7 June 45

SUBJECT : Telephones - Change of Location.

TO : Signal Office, Room 43 1st floor Annex.

1 This requested that the following changes be made in the telephones of this Section:-

(a) External Telephone No 478006 from Room 33 5th Fl. to Room 60 5th Fl.
Internal * 608 * 33 * * * 60 * *
 * 437 * 31 * * * 33 * *

(b) The dual telephones in Rooms 58 and 60, 5th floor to be revised bringing the operating phone into Room 60 instead of Room 58. This involves extending the wiring in Room 58.

2 May the above changes be effected during the afternoon of Tuesday 12 June 45 please.


A.D. BOSTIAN
Lt Colonel,
CSO 2d Section

1539

1538

HEADQUARTERS ALLIED COMMISSION
APO 594
CIVIL AFFAIRS SECTION



Ref 3/2.1/CA

8 June 45 142

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :-

- 4 Typewriter ribbons
- 4 small note pads
- 4 Memo pads (Ruled) large
- 4 " " " medium
- 1 Roll Scotch Tape
- Carbon paper 8x13
- " " 8x10 1/2
- 6 Typist Rubbers (Square)
- 1 Ball String
- Blotting Paper
- 2 Reams 8x10 1/2 (2nd Sheet)

240-winter oil

4 " Brushes (long bristles)

50 Envelopes (large) G.A. LEWISMAN S/Sgt
50 " (Med) Chief Clerk CA Sec.

50 American file covers

1 Cpl Wedgie Sustainers

6 Short hand date books

50 Immediate action notes (Red)

HEADQUARTERS ALLIED COMMISSION
APO 334
CIVIL AFFAIRS SECTION

145
1450a
1111
7 June 45

Ref 3/2.1/CA

SUBJECT : Messengers

TO : Office Space Section

It is requested that the following changes be made in the messenger installations of this Section, either on the afternoon of 12 June or morning of the 13 June:

Messengers from rooms 56, 58 and 60 (5th floor) to ring in room 33 instead of room 31 as at present.

A.D. BONTAK-CARTER
Lt Colonel,
CSC CA Section

1537

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

142a
140

3/2.1/CA

7 June 45

SUBJECT : Office Supplies and Repairs
TO : Office Space Section

It is requested that a door sign, as under, be prepared as soon as possible.

It is further requested that a workman be sent to repair the door of room 56 - 5th floor, as at the moment it will not close properly.

CIVIL AFFAIRS SECTION

VICE
PRESIDENT

BRIG: G.R. UPJOHN

Enter through room 60



AB

A.D. BOSHAM-CARTER Lt Col
CSO CA Section

1536

4545

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1 June 45.

Ref : 3/24/CA

SUBJECT : Office Supplies

TO : Office Space Section

On the 22 January this Section requested one metal filing cabinet (type - KARDX ITALIANO - 3 drawer)

Your reply (OSR/10/25/CP dated 22 Jan refers) stated that no filing cabinets were available.

This Section has only one filing cabinet (3 drawer) which at the present is completely full, causing many of the file covers to become worn and damaged.

It is therefore requested that you give every consideration to this Section's request for a filing cabinet, type as above.

A.D. BOSTHAM-CARTER Lt Col
G30 CA Section.

1535

HEADQUARTERS ALLIED COMMISSION
AHO 394
CIVIL AFFAIRS SECTION

Ref. 2/2.1/CA

SUBJECT : Office Supplies

TO : HQ Supply Section

1 June 45

Please supply the following :-

- ~~100~~ Envelopes 5x3
- ~~100~~ " 8x3
- ~~100~~ Labels
- 4 Typewriter ribbons
- 4 small note pads
- 4 pocket clips
- 4 Memo pads (Ruled) large
- 4 " " medium
- 1 Roll Scotch Tape
- 1 Bottle Correction Fluid
- 12 Memo pads - Unlined
- 2 Reams 8x10 1/2 (2nd sheet)
- Carbon paper 8x13
- " " 8x10 1/2
- Wrapping paper
- ~~100~~ Staples
- 1 Pocket Split-Pin paper Fasteners
- 6 Typist Rubbers (square)
- 6 Pen-holders
- 2 Pocket pen points
- 1 Bottle Paste
- ~~100~~ Tag - Labels
- 1 Ball String

Blanking Paper
2 Reams 8x10 1/2 (2nd Sheet)

G.A. LEIBMAN S/Sgt
Chief Clerk CA Sec.

1534

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE SPACE SECTION
TEL. NO. 585

file 137

Subject : Receipt for Tilley Lamp.

6th. Oct 44

To : Office Space Section.

Receipt is hereby acknowledged of the following items:-

TILLEY LAMP COMPLETE	1
METHYLATED SPIRIT BOTTLE	1
TORCH. T.	1
MANTLES SPARE	2
FUNNEL	1

Signature *A. Twigg P.O.*

Section or Sub-Comm: *Office Space Sec*

Date _____

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

(Handwritten signature/initials)

2/3.1/CA

25 MAY 45

SUBJECT : Office Supplies.

TO : Hq Supply Section

Please supply the following :-

- 100 Envelopes 5 1/2 x 3
- 100 " 8 x 3 1/2
- 100 Labels
- 4 Typewriter ribbons
- 4 small note pads
- 4 pocket clips
- 20 blacklead pencils with erasers No. 2
- 6 Red " "
- 6 Blue " "
- 4 Memo Pads (ruled) large
- 4 " " medium
- 1 Hole punch Tape
- 1 Bottle Correction Fluid
- 12 Memo Pads - Unlined
- 2 Reams 8x10 1/2 (1st sheet)
- 2 " 8x10 1/2 (2nd ")
- 2 Register of Letter Books (A.B. 199)
- Carbon paper 8x13
- " " 8x10 1/2
- 1 Ball string med.
- Wrapping Paper
- 100 Stencils
- 2 Typewriter Cleaning Brushes.

Also Split Pin - Paper Fasteners
6 Zipfasts Rubber
2 Hole Staple Machine
6 Pen Holders
2 Ink Pen points
1 Bottle Paste
100 Tag Labels
1 Ball String

(Handwritten signature)
G.A. LEITCHMAN S/Sgt.
Chief Clerk CA Sec 532

HEADQUARTERS UNITED STATES DEPARTMENT OF JUSTICE
AND
CIVIL AFFAIRS SECTION

Ref: 5/24/45

18 May 45

SUBJECT: Office supplies

TO: Supply Section HQ AO

Please supply the following:

100	Envelopes Small
1	Ball String Med.
200	Envelopes 4 1/2 X 10
1	Pocket Carbon Paper
6	Typists Rubbers (Square)
6	Pencils Red Lead
6	" Blue "
6	" Black "
	Typewriter Ribbons
	Blotting Paper
1	Pockets Pins
1	Pockets Paper Clips
1	Boxed Staples
200	Labels
100	Stencils
50	File Covers (American)
1	Best Pull-Soap (1st Sheet
	" " " (2nd ")
	" " " (1st ")
	" " " (2nd ")
6	News Pads small unlined
6	" " " red lined
	" " " large "
1	Pocket Scotch Tape
1	Bottle Gun

11-2461

3/21/CA ✓

HEADQUARTERS
267TH REGIMENT
ALLIED COMMISSION (OVERHEAD)
APO 394

17 MAY

RE/REL/as

15 May 1945

SUBJECT: Typewriter

TO : Civil Affairs Section, Headquarters Allied Commission, APO
394, US Army. (Attn: Lt Col A. D. Bonham-Carter)

1. Reference your letter file 3/21/CA, dated 5 May 1945, subject as above, there are no US Army typewriters available this date for issue.
2. Information has been received that one (1) typewriter (British) has been issued for purpose requested.

FOR THE COMMANDING OFFICER:

HOWARD E. LEE
Captain, Inf
Asst Adjutant

1520

HEADQUARTERS ALLIED COMMISSION
APO 395
CIVIL AFFAIRS SECTION

Ref: *3/21/CH*

135A
135
11 May 45

SUBJECT: Typewriter Repairs.

TO: Office Space Section.

1. Say a mechanic please be sent to repair the typewriter (Woodstock, No. N 63481 E 12) in Room 58 on the 5th Floor.
2. The spring has gone on the shift lock, causing it to stick on capitals. May this be regarded as urgent, please.

CH
S.A. Leishman, S/Sgt.,
Civil Affairs Section.

1529

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1361
932

Ref 3/2.1/CA

13 May 45

SUBJECT : Typewriter Repairs

TO : Office Space Section, HQ AG

- 1 May a mechanic please be sent to Room 33, 5th Floor, to repair the carriage of the u/s typewriter WOODSTOCK - 630066 E.
- 2 It would be appreciated if a permanent repair could be effected as this machine has been repaired three times previously for the same defect.

GH
G.A. LINDSEY S/sgt
Chief Clerk CA Section

Declassified E.O. 12356 Section 3.3/NND No. 785016

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Office Machinery

FILE NO. X/2.1/CA

TO : G.4 (B)

5 May 1945

Reference para 8 Daily Bulletin No 125 dated 5 May 45.

Herewith return in respect of Civil Affairs Section :

IMPERIAL 15" Z 104719
" Z 102161

No OLIVER machines are held by this Section.

AA 1527
J.C. HARVEY J/Cmr,
for CBO CA Section
JCH

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/21/01 ✓

5 May 45.

SUBJECT: Typewriter.

TO: Executive Officer,
2675th Regt., Allied Commission.

Reference telephone conversation of today's date (Col. Perkins -
S/Capt. Harvey).

Could you supply one (1) typewriter (in good condition) to Capt.
Billhouse, Allied Commission Liaison Officer working in the Creature.

A.B. ROUSSEAU-CANTER,
Lt. Colonel,
GPO CA Section.

1526

WAC

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2/3.1/CA

4 May 45

SUBJECT : Office Supplies.

TO : Information Div. HQ AC.

May one (1) Webster's Dictionary please be issued to this Section
for use in our Translators Pool.

Ext : 437

G.H.
G.A. LEISHMAN S/Sgt.
Chief Clerk, CA Sec.

1525

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 2/3.1/CA

SUBJECT : Office Supplies

TO : HQ Supply Section

126A
178
4 May 65

Please supply the following :-

- 100 Envelopes 5x3 1/2
- 100 Envelopes 8x3 1/2
- 100 Labels

- 4 Typewriter ribbons (urgent)
- 4 small note pads
- 4 packets clips
- 4 " pins
- 3 " Staple refills
- 2 Typist rubbers (square)
- 20 6 blacklead pencils with erasers. No 2.
- 6 Red "
- 6 Blue "
- 4 Memo Pads (Ruled) large
- 4 " " " medium
- 1 Role scotch Tape
- 1 Bottle Correction Fluid
- 12 Memo Pads - Unlined
- 2 Remco P. Soap (1st Sheet)
- 2 " " (2nd Sheet)
- 2 " Quatro (1st Sheet)
- 2 " 8x10 1/2 (2nd Sheet)
- 2 Remco Paper Clamps

2 Register of letter books (A.B. 193)

Carbon Paper 8x13
" " 8x10 1/2

1 Gall String tied.

Wrapping Paper.

100 Stencils.

2 Typewriter Cleaning Brushes


J.C. HARVEY J/Cmr
CA Section

1524

HEADQUARTERS ARMY OF THE UNITED STATES
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/P.1/CA

2 May 40.

SUBJECT: Typewriter Repair.

TO : Office Space Section, HQ AC.

May a mechanic please be sent to Room 24, 5th
Floor, to repair the typewriter UNDERWOOD.

A. W. ROBERT CARTER
M. Colonel
CSO CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2/3.1/CA

27 April 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :-

- 100 Envelopes 5x3 1/2
- 100 Labels
- 4 Typewriter ribbons *negotiate*
- 2 Typist note pads X
- 4 small note pads
- Blotting paper X
- 1 packete clips
- 4 " pins
- 2 1 " Staple refills
- 2 Typist rubbers *(negotiate)*
- 1 roll wrapping paper
- 50 file covers (American type) X
- 50 stencils X
- 6 blacklead pencils
- 6 Red "
- 6 blue "
- 4 Memo Pads (Ruled) large
- 4 " " " medium
- 50 white cards (ruled) X
- 1 Hole scotch Tape
- 1 Bottle Correction Fluid
- 1 Box "Wedge" Fasteners X
- 2 *Memo Cards - Unruled*
- 2 *Memo P. Comp. (12 sheet)*
- 2 *Memo P. Comp. (12 sheet)*
- 2 *Memo P. Comp. (12 sheet)*
- 2 *Memo P. Comp. (12 sheet)*
- 2 *Correspondence*

J. G. HARVEY J/Cdr.
CA Section

1522

HEADQUARTERS ARMY COMMISSION
APO 384
CIVIL AFFAIRS SECTION

Ref: E/3.1/CA

23 April 48.

SUBJECT: Typewriters, Liaison Officers.

TO : Hq Supply Officer
187th Regiment
(Attn: Lt. Jones).

(121A)
With reference to this HQ. letter of even number
dated 13 April, may this typewriter now be issued to Lt. Col.
WILLIAMS, Liaison Officer, Hq. Please state where the
machine can be collected.

plc.
S.D. DONALD CARTER
Lt. Colonel
CSO CA Section

1521

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

124

20 April 45

Ref S/3.1/CA

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :-

- 100 Envelopes 6x3 1/2
- 100 Labels
- 4 Typewriter ribbons
- 2 Typist note books
- 4 small note pads
- Plotting paper
- 1 ball string X
- 4 pocket clips
- 4 " pins
- 1 " pen points -
- 4 penholders -
- 1 packet staple refills
- 25 envelopes 10x15
- 2 Typist rubbers
- 1 roll wrapping paper
- 50 - 25 file covers (English Type) *Ansman*
- 50 Stencils
- 1 packet 3 to Typing paper
- 1 " " " (seconds)
- 1 " " soap " (seconds)
- 1 " " " " (seconds)
- 6 Blacklead Pencils
- 6 Red " "
- 6 Blue " "
- 4 memo pads (ruled) large
- 4 " " " medium
- 50 White Cards (ruled)
- 1 " " " " "
- 1 " " " " "
- 1 Box Wedge Balances

J.C. Hansen
Ins. Cdr.
J.S. REAKS Major,
CA Section

1520

US DEPARTMENT OF THE ARMY
AFS 374
CIVIL AFFAIRS SECTION

Ref: 3.3.1, CA

13 Apr 45.

SUBJECT: Typewriters, Liaison Officers.

TO: HQ Supply Officer
878th Regt. HQ
(Attn: Lt. Jones).

Reference telephone conversation (Maj. Reakes - Lt. Jones).

1. Lt. Col. Willhouse, formerly of Region IV has been appointed A.C. Liaison Officer. Here, on the withdrawal of Allied Officers from Italian Government Territory. When Region IV closed down all typewriters were withdrawn by 878th Regiment including that assigned to Lt. Col. Willhouse. It was understood that this would be returned to him. This has not been done.

2. Lt. Col. Willhouse has 3 or 4 of a staff (on the payroll of this HQ) and a typewriter is essential for his work. May an issue of a typewriter please be made to him?

J.K.
A.D. HONORABLE CATER 1519
Lt. Colonel
GSO CA Section.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 2/3.1/CA

12/1A
12/1
13 April 45

SUBJECT : Office Supplies

TO : Hq Supply Section

Please supply the following :-

- 100 Envelopes 8x3 1/2
- 100 Labels
- 4 Typewriter ribbons
- 2 Typist note books
- 4 small note pads
- Blotting paper
- 1 ball string
- 2 packets clips
- 2 " pins
- 1 " pen points
- 4 penholders
- 1 packet Staple refills
- 25 envelopes 10x15
- 2 Typists rubbers
- 1 roll wrapping paper
- 25 file covers (English Type)

pk
J.S. REAKES Major,
CA Section

1518

3/2.1/CA ✓

22 APR 1945

HEADQUARTERS ALLIED COMMISSION
OFFICE OF G-4 (B)

RM/10

Tel 49381
Ext 438

Subject Office Machinery.
To Civil Affairs Section
(Attn. Major J.S. BEAKES).

File No: G-4/103/1/2
Date 11th April 1945

118a

Reference your letter 3/2.1/CA dated 10th April, 1945.

One Oliver typewriter is available for issue to Lt. Col. MILLHOUSE, Liaison Officer, Rome and may be collected during normal office hours. Representative effecting collection should report to Room 11, 4th floor, B.Q., A.C.

*Noted. A. Col.
Mullhouse was seeing
G-4 today 12/4
pk.*

S. W. Miller

S. W. MILLER
Lieut. Col.
G-4 (B).

1517

3/101

3/2 dia ✓

RECEIVED 1110 COORDINATOR
10 12
1110/1110/1110

EX

119a
10/ 1245

3 April 1963

1110/1110/1110

RECEIVED 1110 COORDINATOR
10 12
1110/1110/1110

RECEIVED 1110 COORDINATOR
10 12
1110/1110/1110

1. In order to ensure that the expenditure of public funds for printing and stationary is kept to a minimum, the following procedure will be strictly followed in this Department.

2. In all cases involving printing and stationary expenditures, the Department's Commandant will submit with their first request to the Department's Commandant a justification that the project to cost approximately \$100.00 or more is necessary for the efficient conduct of their business. The cost estimate will first be obtained from the Printing Officer, Department's Commandant's Office.

3. The cost estimate of the Department will authorize the project and allow the expenditure on projects in which the cost is in excess of \$100.00. The Department's Commandant will submit with their first request to the Department's Commandant a justification that the project to cost approximately \$100.00 or more is necessary for the efficient conduct of their business. The cost estimate will first be obtained from the Printing Officer, Department's Commandant's Office.

4. It is understood that this cost is accepted within seven days for the contract to be over \$100.00 in order to meet the rapidly fluctuating costs.

C. E. SMITH,
Colonel, Inf.,
Vice President

1516

RECEIVED:

Less Up 1110 III

3743

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIANCE COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/21/01

10 April 1979

SUBJECT : Office Equipment - Liaison Officer
TO : HQ Commandant

May one typewriter please be issued to Lt Col Millhouse, Liaison Officer, Room 7

When Lazio-Basria Region was closed down all typewriters (including the one allotted to Lt Col Millhouse) were returned to this Headquarters. Lt Col Millhouse was informed that one would be re-issued to him but this has not yet been done. He has a staff of three and the lack of a typewriter is proving very inconvenient and holding up his work. He has no machine at present.

JSC
J.S. BEAKES Major,
CA Section

1515

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
AIO 394
CIVIL AFFAIRS SECTION

YR.1/CA

9 April 45

SUBJECT : Telephones

TO : HQ Communications Officer,
IS/AC

Please say a mechanic be sent to Room 58, telephone extension
No 325, (Office of P.A. to Brig. WJONES), to supply and fix a longer flex
lead to the above mentioned telephone.

J.K.
J.S. REAGAN Major,
for CSO CA Section

151

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2/3.1/64

6 APR 11 1964

H6a

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :-

- ✓ 100 Envelopes 8x3 1/2
- ✓ 100 Labels
- ✓ 4 Typewriter ribbons
- ✓ 2 Typist note books
- ✓ 4 small note pads
- ✓ Blotting paper
- ✓ 6 Black-lead pencils
- 1 packet Qto Typing paper
- 1 " " " " (seconds)
- 1 " " " " " (seconds)
- 1 " " " " " (seconds)
- 1 ball string
- ✓ 2 packets clips
- ✓ 2 " pins
- ✓ 1 " pen points
- 4 pen holders
- 1 rack for staples
- 25 envelopes 10x15
- 2 typists' rubbers
- 1 roll wrapping paper
- 15 file covers (book-type)

1513

PK

J. E. REAKES Major,
CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2/3.1/CA

30 Mar 45

SUBJECT: Office Supplies

TO: Civil Supply Section

Please supply the following :-

- 50 3 1/2 envelopes 8x3 1/2
- 100 Labels
- 4 typewriter ribbons
- 2 erasers
- 1 pocket pen points
- 25 Envelopes 15x10
- 1 dotting paper
- 2 packets pins
- 4 typists note books
- 1 Ball String
- Ink
- 4 small note pads.

fk
J.S. REAKES Major,
CA Section

1512

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2/3.1/CA

22 Mar 55

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:-

- 50 W.B. envelopes 8x3 1/2
- 100 Labels
- 4 Typewriter ribbons
- 4 " erasers
- 1 pocket pen points
- 2 packets paper clips
- 25 envelopes 15x10
- 1 roll String
- 1 wrapping paper
- 1 blotting paper
- 2 packets pins
- 1 " Facap (Second sheet) Typing paper
- 1 " Q'to (" " " "
- 6 Blacklead pencils

J.H.
J.S. REAKES Major,
CA Section

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

20 Mar 45

SUBJECT : Labour

TO : HQ Comdt - Office Space Section

Please may the services of 5 labourers be put at the disposal of this Section on Thursday morning 22 Mar 45 at 0900 hrs for the purpose of moving a considerable quantity of posters from storage in basement.

J.R.
J.S. PEAK Maj.
CA Section

1510

544

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/2.1/OA

18 Mar 45

SUBJECT : Typewriter Repairs.

TO : Office Space Section, HQ AC.

May a mechanic please be sent to Room 33, 5th Floor, to repair the carriage of the u/m typewriter WOODSTOCK - 630066 E.


G. A. LEISHMAN S/Sgt.
Chief Clerk CA Section

1509

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

16 Mar 45

1/10
112

SUBJECT : Labour

TO : Office Space Section

Will you please arrange for 5 labourers to be put at the disposal of this Section Tomorrow, Saturday 17 Mar 45 at 1410 hrs and on Monday 19 Mar at 0930 hrs.

A very considerable quantity of posters has to be removed from storage in basement to side entrance ready for loading to transport calling Monday morning.

pk.
J.S. REAKES Major,
for CSO CA Section

1508

197

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2/3.1/CA

16 Mar 45

SUBJECT : Office Supplies.

TO : HQ Supply Section

Please supply the following:-

25 Envelopes 8 X 14
50 " " 8 X 3 1/2
100 Gummed Labels
2 Typewriter Ribbons
2 Type Erasers
1 Roll Scotch Tape
2 Pkts pins
4 Small Memo Pads
6 Blacklead Pencils
Paper Typing - 8 X 10 1/2 1st Sheet (1 Ream)
" " - 8 X 10 1/2 2nd " "
50 Tags India

1507

J.S. Peakes
J.S. PEAKES Maj.
for APO CA Sec.

Declassified E.O. 12356 Section 3.3/NND No. 785016

QUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

13 March 45

Ref : 3/2.1/54 ✓

SUBJECT : Office Supplies
TO : HQ Commandant
(for Purchasing Officer)

May this Section please be supplied with one (1) TOP SECRET
rubber stamp, and one (1) IMMEDIATE stamp.

R. R. Gifford
R. R. GIFFORD, Col.
CSC CA Section. 1506

460

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/2.1/CA

13 March 45

SUBJECT: Typewriter repair.

TO : Office Space Section, HQ.AC.

It is requested that a typewriter mechanic be sent up urgently to Civil Affairs Section, 3th Floor Room E4 to repair a typewriter.

W. G. S. Holland
WILLIAM A. S. HOLLAND
Major
C.A. Section

1505 56

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2/3.1/CA

8 Mar 45

SUBJECT : Office Supplies
TO : HQ Supply Section

Please supply the following : -

- 25 Envelopes 8 x 14
- 50 " " 8 x 3 1/2
- 50 Gummed Labels
- 2 Typewriter Ribbons
- 2 Shorthand Notebooks
- 2 Type Erasers
- 1 Fuler 12"
- 1 Bottle Paste
- 1 Pkt gum arabic
- 1 Roll Scotch Tape
- 2 Pkt Pins
- 1 Bottle Corrective (US)
- Blotting Paper
- 50 File Covers (8 x 13)
- 4 Small Memo Pads
- 4 Large " "
- 6 Blacklead Pencils
- 6 Red " "
- 6 Blue " "
- Paper Typing - 8x13 1st sheet (1 Ream)
- " " - 8x13 2nd " "
- " " - 8x10 1st " "
- " " - 8x10 2nd " "

L. PEACOCK 13 CA,
CA Section.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

2 March 55

Ref : 2/3.1/CA

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following:

50 Envelopes - War Department - (9x11)
50 " " " " - (8x11)
50 Gummed Labels
2 Typewriter Ribbons
2 Shorthand Notebooks
2 Typeerasers
1 Ruler 12"
1 Bottle Paste
1 Pkt gum arabic
1 Roll Scotch Tape
2 Pkt Pins
1 Bottle Corrective (WB)
Blotting Paper
50 File Covers (8x11)
4 Small Memo Pads
4 Large " "
6 Blacklead Pencils
6 Red " "
6 Blue " "
Paper Typing - 8x11 1st Sheet (1 Ream)
" " " " - 8x11 2nd " (1 Ream)
" " " " - 8x10 1st " (1 Ream)
" " " " - 8x10 2nd " (1 Ream)

PL for
L. PEACOCK, Lt RA 1503
CA Section.

HEADQUARTERS ALLIED COMMISSION
APO 34
CIVIL AFFAIRS SECTION

3/2.1/CA ✓

25 Feb 45

SUBJECT : Office Requirements.

TO : Purchasing Officer,
HQ Comdt's Sec, HQ AC.

May two (2) rubber stamps be supplied in accordance with specimen shown below please.

Ext 437
GI/

R.R. CRIMS Col,
CSO CA Section.

TO	Init	Date
VP CA Sec		
Public Safety		
Public Health		
Legal		
Local Govt		
Patriots		
Disper		
Education		
MFASA		
CA Sec		
PLEASE PASS QUICKLY		

1502

25

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

23 Feb 54

Ref : 3/2.1/CA

SUBJECT : Office Supplies

TO : Hq Supply Section.

It is requested that a two hole punch be supplied for
use in this Section.

[Signature]
L. PEACOCK, Lt. MA.,
CA Section.

Request approved:

Signed:.....

Date:.....

Office Space Section.

1501

HEADQUARTERS ALLIED COMMISSION
APO 594
CIVIL AFFAIRS SECTION

Ref 3/2.1/CA

22 Feb 45

SUBJECT : Office Supplies

TO : HQ Supply Section

Please supply the following :-

- 50 WD Envelopes 8x3 1/2
- 50 Labels
- 2 typewriter ribbons
- 2 typist note books
- 2 Ink pads for rubber stamps
- 2 type erasers
- 1 ream Qto (Seconds) paper
- 3 pen-holders
- 1 packet Gum arabic
- 1 roll Scotch Tape
- 2 packets pins
- 2 Army books 193
- 1 bottle Corrective (U.S.)
- 50 Stencils
- Blotting paper
- 50 ruled cards 8 x 5


L. PEACOCK, Lt RA
CA Section

1500

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/211/CA

16 Feb 45

SUBJECT : Office Supplies

TO : Hq Supply Section

Please supply the following :-

- 1 bottle paste
- 1 packet gum arabic
- 3 each Blue and Red pencils
- 50 Stencils
- 50 Envelopes 5 X 3 1/2
- 1 ream quarto typing paper
- 1 " " " " (second)
- 6 Blacklead pencils
- 3 small note books
- 3 large " "
- 2 packets pins
- 2 " clips
- 25 file covers (US-foolscap)
- 1 box refills for Zenith Stapling machine.

L. PEACOCK, Lt JA
CA Section.

1493

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/21/64

15 Feb 65

102

SUBJECT : Office Repairs

TO : Office Space Section

1. Reference is made to this Section letter reference 3/5.2/4 dated 27 Jan, subject as above.
2. May a workman please be sent now, as the office fixture in question is in ~~the~~ need of repair.
3. It is pointed out that a workman did arrive in response to our previous letter, but so far nothing has been done.

115
L. PEAJOCK Lt MA
for CSO & Sec.

1498

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

1000

15 Feb 45

101

SUBJECT : Office Machinery.

TO : HQ Commandant, HQ AC.

Reference your HQO/43/3 dated 12 Feb.

Herewith information as requested in respect of Civil Affairs
Section :

Type of Machine	Make	Number	Source of supply	Remarks
Typewriter	Imperial	Z 109161	G-4 (B)	
"	Woodstock	N 630366E	American Supply	
"	Woodstock	N 634645E	American Supply	
"	Imperial	Z 104719	G-4 (B)	
"	Woodstock	N 634541E	American Supply	

1497

L. PEACOCK Lt SA
for CMO CA Sec.

HEADQUARTERS ALLIED COMMISSION
APO 894
Office of the Headquarters Commandant

12 February 1945

HQC/45/5

SUBJECT: Office Machinery.

TO : All Sub-Commissions, Branches, Sections, etc.
Via Headquarters.

It is requested that full particulars of all office machinery be forwarded to HQ Command's Office on proforma as below, not later than 19 Feb 45.

PROFORMA: (Entries set forth as examples)

Type of Machine	Make	Number	Source of Supply	Remarks
Typewriter	Remington	1234	American Supply	
Typewriter	Oliver	1000	Hired	(Owner's name)
Adding (Flomatic) Totals		88787	Local Purchase	Thru A.C. Purchasing
Duplicator	Bell	10001	Regulation	Thru A.C. Requisitioning

R. J. Lincoln 1495
S. A. WASHINGTON
Hq. Commandant.

DISTRIBUTION:
HQC

113

3/2-1/CA
Mr. [unclear] [unclear] The VP's [unclear] [unclear]

HEADQUARTERS ALLIED COMMISSION
APO 334
Office of the Headquarters Commandant

[Signature]
10 February 1945 *99*

RG/45/2

SUBJECT: Office Furniture.

TO : All Sub-Commissioners, Branches, etc.

At the present time there is a great shortage of office furniture in the Headquarters Building, particularly of tables and chairs.

The Chief Commissioner has, therefore, directed that officers retain one (1) desk chair and one (1) chair for visitors only.

Office Space Section (Room 23, 1st Floor) should be informed of any surplus, so that arrangements may be made for collection.

[Signature]
S. H. ROBERTSON
M. Commandant.

DISTRIBUTION:

Group 1, E145 D.

1495

HEADQUARTERS ALLIED COMMISSION
AND JAC
CIVIL AFFAIRS SECTION

3/2.1/CA

SUBJECT : Office Supplies

TO : HQ Supply Section

8 Feb 45

97a

Please supply the following :-

6 Blacklead Pencils
3 S.O. books 4264
1 ream Q' to typing paper
1 " " " (Second Sheet)
1 " 1" soap " " (Second Sheet)
1 " " " " (Second Sheet)
50 Stencils
50 envelopes 8 1/2 x 3 1/2
50 labels
3 packets pins
3 " clips
3 typists note books
1 bottle correctine (U.S.)
2 typewriter ribbons
1 bottle paste
2 rulers
Blotting paper
2 AG Year Books
1 pocket pen nibs
1 ball string
1-2 hole perforator
20 envelopes 14x10

1494

L. BRADY, Lieut,
CA Section AG

HEADQUARTERS ALLIED COMMISSION
CIVIL AFFAIRS SECTION
APO 394.

3/2.1/CA

2 Feb 45.

SUBJECT : Office Supplies.
TO : H.Q. Supply Section.

(96a)
py/

Please supply the following :-

- 1 Bottle paste.
- 1 Two holed paper perforator.
- 1 packet stencils.
- 1 ream quarto typing paper.
- 1 ream " " " (second sheets).
- 1 pkt " carbons.
- 1 pkt f'cap "
- 2 Typewriter ribbons.
- 2 " erasers.
- 2 Typists note books.
- 50 #1 Envelopes 8 x 4.
- 20 " Envelopes 8 x 10.
- 2 packets pins.
- 2 packets clips.
- 50 gummed labels.
- 1 box refills for stapling machine.
- 1 supply blotting paper.
- 20 'Immediate Action' tags.
- 2 boxes drawing board.

L. PEACOCK, Lieut.
CA Sec AC.

1495

HEADQUARTERS ARMED COMMISSION
APO 34
CIVIL AFFAIRS SECTION

File
Ref 3/2.1/CA

SUBJECT : Office Supplies

TO : Office Space Section
(For Purchasing and Contractors Officer)

30 Jan 45
9/5a
76

It is requested that a two hole punch be supplied for use in this Section, as it has not been possible to obtain one from HQ Supply.

Request it be sent to Room 31 - fifth floor (Civil Affairs Clerks Office)

11/2
L. BRADOCK Lt, RA
CA Section

1492
76

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : YBY/CA

SUBJECT : Office Repairs

TO : Office Space Section

It is requested that a workman be sent to Room 31, 5th Floor to ~~the~~ repair the office fixture being used as a seat, or failing that, to remove the fixture and replace same by an ordinary desk chair.

Ext 437
GAI/ov

L. SEACOCK Lt Col,
for C&S CA Section

1491

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

26 Jan 45

SUBJECT: Stationary Supplies

TO: HQ Supply Section

Please supply the following:-

- 1 bottle paste
- 50 flap file covers
- 2 12 inch ruler
- 1 pad of Carbon paper
- 1 " flap "
- 50 3 1/2 envelopes 8 x 10
- 1 roll scotch tape
- 50 labels
- Blotting paper
- 6 Blacklead pencils
- 1 pocket ribs
- 3 small note pads
- 2 typewriter ribbons
- 2 pocket pins
- 2 box clips

L. PEACOCK Lt RA
CA Section

1490

HEADQUARTERS
ARMED COMMISSION
APO 94
OFFICE OF THE SECTION

452/10/25/67

2004, January

(Handwritten signature/initials)
93/

Subject : Naval Filing Cabinet.

To : Civil Affairs Section.

Reference your letter 1/2.1/64 - dated 2004, January 20.

At present, it is regretted that there are no filing cabinets available for issue in this Headquarters.

(Handwritten signature)

D. F. GINCHAD
Office Agent Section.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

PC
3/21/54

22 Jan 45 *Pla*

SUBJECT : Office Supplies.

TO : Office Space Section

May this Section please be supplied with one metal filing cabinet (type - KAPLEX ITALIANO - 3 drawer) to replace present wooden one, which is unsuitable for this Section's files.

It is required for use in Room 31 - fifth floor (Civil Affairs Clerks Office).

PC
L. PEACOCK Lt RA
CA Section

1488

gc

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/2.1/CA

SUBJECT : Stationary Supplies

TO : HQ Supply Section

19 Jan 45
900
91

Please supply the following:-

1	bottle paste
6	black lead pencils
2	typewriter ribbons
4	boxes paper clips
4	packets pins
	Blotting paper
2	typewriter Erasers
1	packet nibs
25	WD envelopes 10x14
50	WD envelopes 8x4
50	Sticky labels
1	pkt Soap Carbons
1	pkt Qto Carbons
1	ball String
4	small memo pads
50	file covers 11" x 8 1/2"
200	ruled cards 8x4 1/2
2	packets thumb tacks
1	packet Qto typing paper
1	" " " " (Second sheet)
1	roll Scotch Tape
1	bottle Typewriter Oil

1487

L. PRACOCK Lt RA
CA Section

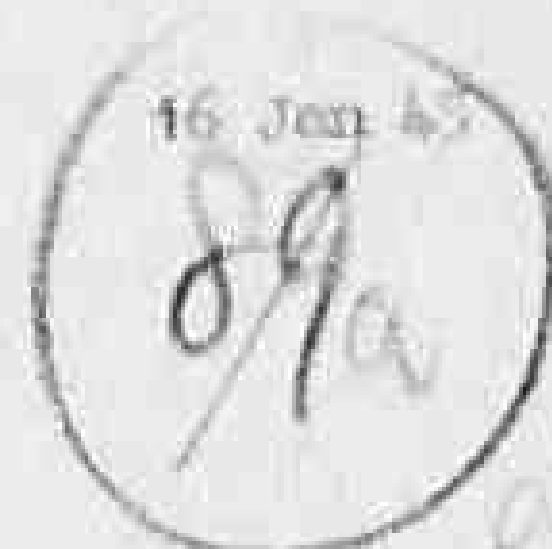
Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

File
Ref V2.1/CA

SUBJECT : Office Supplies

TO : Office Space Section
(for Purchasing and Contractors Officer)



It is requested that two rubber stamps as per attached, be supplied for use in this Section.
Request they be sent to Room 31 - fifth floor (Civil Affairs Clerks Office)

J. H. H.
J. H. H. Lt, RA
CA Section

1 '86

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/21/CA

12 Jan 45

88a

SUBJECT: Stationery Supplies

TO: HQ Supply Section

Please supply the following :-

100	Stencils
2	12" rulers
1	bottle paste
12	Blackened pencils (soft)
2	Typewriter Ribbons
1	Army book 108
2	Register of letters books
2	packets pins
2	Pads Inter Office Memo
2	bottle ink
1	packet metal file fasteners
10	envelopes 9 x 6 1/2
20	ruled cards 8 x 6 1/2
10	foolscap file covers
4	small note pads
2	large " "
2	packets pen nibs
1	desk diary for VP

A. BRADSHAW Lt. Col.
HQ Section

1485

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

File
Ref : 3/2.1/CA

9 Jan 44

87a
88/

SUBJECT: Office Supplies.

TO : Office Space Section
(att: Sgt. POCK)

May this Section please be supplied with a card index box as soon as possible, for use in this Sections Clarke Office - Room 31 5th floor.
Measurements as under :

12 " long	- (inside edge)
8 1/2 " wide	- (inside edge)
4 1/2 " deep	-

[Signature]
L. PEACOCK, Lt. PA
CA Section.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

File
Ref 3/2.1/CA

SUBJECT : Typewriter Repairs

TO : Office Space Section

10 Jan 45
See

Will you please send to Civil Affairs Section, Fifth Floor Room 31,
a mechanic to repair SERIAL No 2104719 and WOODSTOCK No 6300662 14.

Please treat as urgent

L.P.
L. PEACOCK, Lt RA
CA Section

1483

4245

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

SUBJECT : Stationary Supplies

TO : HQ Supply Section



Please supply the following:-

50	Envelopes 9x4
50	Sticky Labels
1	pkt Qto Typing paper
1	" " " (second sheet)
1	" pen nibs
1	" pins
1	bottle paste
1	roll scotch tape
2	12 inch rulers
50	F'cap file covers
4	Inter Office Memo pads
1	bottle ink
1	pkt F'cap Typing paper
1	ball string
2	Typists Note books
1	Desk Diary for VP
1	pkt File Fasteners metal
1	" " " fibre
100	Lined Cards white 8x5
100	" " yellow 8x5

J.R. 1482
J.S. REAKES Major
CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

L. H.

3/23/34

29 Dec 44

840

85

SUBJECT : Stationery Supplies.

TO : H.Q. Supply Section.

Please supply the following :-

Blotting Paper	50 sheets
Labels	50
Envelopes 10x4	50
5x3	50
String	1 ball.
Scotch tape	1 roll
Paste	1 bottle
Note Books Typists	2
memo pads small	4
"	2
S O Books No 129	2
S O " 136	2
Ink	1 bottle

J. S. Peakes

J. S. PEAKES, Major.
C A Section.

1481

655

Declassified E.O. 12356 Section 3.3/NND No. 785016

See
HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/2/107

22 Dec 44

SUBJECT : Typewriter Repairs.

TO : Office Space Section.

May a mechanic please be sent to Room 31 - 5 Floor - to repair
an IMPERIAL typewriter No 2104719 and a WOODSTOCK No W 630066E.

Please treat as urgent.

pk
J.S. NEAKES Major.
for GSO CA Section

1430

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

22 Dec 45.

SUBJECT : Stationery Supplies.

TO : HqSupply Section.

Please supply the following :-

2 Typewriter ribbons.
~~50 sheets blotting paper.~~
50 sticky labels.
25 envelopes 10x14
100 " " 10x4
1 ball string.
~~1 ball scotch tape.~~
~~1 bottle paste.~~
50 file covers 8x13.
2 bottles ink.
12 sheets graph paper.
2 pocket thumb tacks.

J. S. Reakes
J. S. REAKES,
Major,
CA Section.

1479

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA *am*

14 Dec 44

ETA

SUBJECT : Stationary Supplies.

TO : HQ Supply Section.

Please supply the following:

- 2 typists note books
- 4 small memo pads
- 25 flap file covers
- 2 pots paste
- 50 stencils
- 2 boxes thumb tacks
- 1 ball string
- 1 roll scotch tape
- 50 carbons 6 x 13
- 100 gummed labels
- 2 type erasers
- 2 pencil erasers
- 6 blacklead pencils
- 3 red pencils
- 3 blue "
- 1 bottle corrective (american)

JH
J. M. PEAKES Major,
CA Section

1478

Tel. Ext 300

HEADQUARTERS ARMED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

filed
Ref : 3/2.1/CA

9 Dec 44
81

SUBJECT : Office Repairs and Heating
TO : HQ. Commandant

Reference your BS/21.1/4 of 7 Dec 44.

1. The radiators are unfortunately not working and have never been in working order. It is not known if they are connected to the main heating system but please send a man to examine. He should report to room 31.
2. No request has been made for a heaterack. What is required is that the heaterack at present lying in room 31 be fixed to the wall.
3. A workman called at room 31 yesterday and has been shown what is required.

A
R.R. CHAPPE Col
CRO CA Section

1477
81

HEADQUARTERS ALIED COMMISSION
AP 394
CIVIL AFFAIRS SECTION

2/21/64

0100

SUBJECT : Stationary Supplies.

TO : HQ Supply Section

Please supply the following:

- 1 pkt 8 1/2 x 10 1/2 Typing paper
- 1 " " " (covered sheet)
- 1 " Stencil
- 1 " drawing pine
- 1 roll Scotch tape
- 1 roll string
- 4 sheets pine
- 1 roll adhesive paper
- 2 bottles paste
- 1 pkt file fasteners
- 2 Typewriter cleaning brushes
- 2 Typewriter Note books
- 2 small memo pads
- 2 type rubbers
- 2 pencils
- 2 lead pencils

pk
J.S. PARKES Major,
CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF THE HEADQUARTERS COMMANDANT

BS/21.1/W

Subject : Office Repairs and Heating.

7th. December 44.

To : C.S.O.
C.A. Section.

- 8 DEC. 1944

Reference your letters dated 23rd. 27th. Nov: 44 -
and 6th. Dec: 44 - under ref: 3/2.1/CA.

Records held by Office Space Section show that:-

- 1 A locksmith was sent on 24th. Nov: as requested, and completed the work in rooms 31 and 54. Major. J.S. Reakes signed the work ticket on completion.
- 2 Repairs to radiators in rooms 27 - 29 and 31 as requested on 27th. Nov: were completed. Work ticket was not signed by competent person.
- 3 No request for Bat Back was made in any of above mentioned letters.
It is regretted however that there none available, owing to shortage of timber.

R.H. Robertson
R.H. ROBERTSON
LT. COL.
HQ. COMMANDANT.

1475

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/21/24

6 Dec 44

(Handwritten signature/initials in a circle)

SUBJECT : Office Repairs and Heating

TO : Office Space Section

- 1 Reference memoranda from this Section under the above reference, dated 23 Nov 44 and 27 Nov 44.
- 2 The padlock requested on 27 Nov 44 has been supplied, but we are still waiting for the services of a carpenter to attend to locks on cupboards etc, also to fix hat rack on wall, and for the radiators to be adjusted.
- 3 May these matters now be treated as urgent, please

(Handwritten signature)
R. H. CHAPMAN Col.
CPO CA Section

1474

(Circular stamp with number 580)

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/CA

1 Dec 44.

SUBJECT : Stationary Supplies.

TO : H.Q. Supply Section.

Please supply the following :

Drawing Pins	2 boxes.
Paste	2 pots.
String	1 ball.
Pins	4 packets.
Adhesive tape	1 roll.
Scotch tape	1 roll.
Labels	50.
Penholders	4.
Pen-nibs	1 packet.
Envelopes - 3x5	50.
Typewriter rubbers	2.
Pencil rubbers	2.
Typewriter rubbers	2.
Typing paper 8x13	1 packet.
" " "	1 packet - second sheet.
Carbon paper "	50.
Blotting paper.	50.
Blue black ink	2 bottles.
Small memo pads	2.
File covers 8x13	25.

J. S. Seares
J. S. SEARES, Major.
CA Section.

1473

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA ✓

30 NOV 44

Y/2K
36

SUBJECT : Typewriter repairs

TO : HQ Comdis - Office Space Section

Imperial Typewriter No 2 108719

Please say a mechanic be sent to effect urgent repairs to the space bar of the above machine located in Room 31 - 5th Floor.

J.S. WEAVER Major,
CA Section

1472

560

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Line
Ref :

3/2/44 V

29 Nov 44

SUBJECT : Typewriter Repair

TO : HQ. Office Space Section

Please send a mechanic to Room 58, 5th
Floor to repair a Woodstock typewriter (W 634841
E 12).

JA
J.S. BRAKES,
Major
C.A. Section.

1471

5175

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

File
3/2.1/CA

27 Nov 4

SUBJECT : Office Heating

TO : Office Space Section

May a workman be sent to this Section's clerks room
(Nos 27, 29 and 31) on the 5th Floor to put the radiators in
order.

Please treat as urgent as this is a large cold office
and there are eight females employed there.

Ext : 608

JK
R. R. CHIPPES Col.
CSO CA Section

1470
200

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/2.1/CA

23 Nov 44.

SUBJECT : Stationery Supplies.

TO : H.Q. Supply Section.

Please supply the following:

Envelopes 8 x 13	100
Paper Typing - 8 x 10 (1st sheet)	1 Ream.
" " - 8 x 10 (2nd sheet)	1 Ream.
Paper Carbon - 8 x 10	50 sheets.
" " - 8 x 13	50 sheets.
" Slotting	50 sheets.
File Covers 8 x 13	50
Gummed Labels	100
String	
Adhesive Tape	1 Roll.
Scotch Tape	1 Roll.
Pins	6 pkts.
Typewriter Ribbons	3
" Erasers	3
Soft Erasers	3
Rulers 12 "	2
Thumb Tacks	2 boxes.
Paste - Pot	2
Pencils - Soft lead	6
" - 4B - 11 (Black)	2
Shorthand Notebooks	3
Memo pads - large	4
" " - small	4
Staples (for Smith Staple Machine)	2 boxes.
Ink - Blue-Black (Bottle supplied)	

1469

J.S. SPEAKS, Major.
CA Section.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/2. VCA

23 Nov 54

SUBJECT : Office Repairs.

TO : HQ Commandant.
Office Space Section.

It is requested that a locksmith be sent to Room 534, 5th floor as soon as possible, to repair and replace locks on cupboards and drawers of desks.

It is also requested that a padlock be supplied for a strong-box.

J. S. HAKES Major
CA Section

Ext 437

1468

1455

MEMORANDUM RECEIPT

~~PROPERTY~~
CREDIT - DEBIT SLIP

+ Invoiced to
+ Turned in by

CIVIL AFFAIRS SECTION - Maj. DOLLARD

Place

HQ & HQ CO. SUPPLY 2675th REG, A.C.

Date

17 November 1944

QM

(Name of supply branch)

Property

Number	Stock Number	Articles
1		Typewriter, Woodstock, 12" carriage, # M63.841E
//////////////////////////////////// Last item //////////////////////////////////////		

Cancelled
see

1467

Received the above-named articles.

No. M/R 484

MEMORANDUM RECEIPT

+ CREDIT + DEBIT SLIP

+ Issued to:
EXTENDED/DATE:

CIVIL AFFAIRS SECTION - Maj. DOLLARD

Place HQ. & HQ. CO. SUPPLY 2675th REGT, A.C.

Date 17 November 1944

Q1.
(Name of supply branch)

Property

Number	Stock Number	Articles
1	Typewriter, Woodstock, 14" carriage, # 630066E.	
////////////////////////////////////last item////////////////////////////////////		
Cancelled see TH		

1466

Received the above-named articles:

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

16 Nov 44

SUBJECT : Stationery Supplies.

TO : Supply Section.

Please supply the following :

✓ Paper carbon 8 X 13	-	12
X " " 8 X 10	-	6
✓ Pencils soft lead	-	4
✓ " blue	-	4
✓ " red	-	4
✓ Erasers Soft	-	4
X Erasers Typewriter	-	4
✓ Paste - Put	-	1
✓ Ruler 12"	-	2
✓ Pins	-	6 Pkts. 2
✓ Scotch Tape	-	2 Rolls 1
✓ Indian Tags	-	50
✓ Adon Fasteners	-	1 Box
✓ Heavy Pads large	-	4 2
✓ " " small	-	4
X Shortland Notebooks	-	3 1
✓ Envelopes 9 X 4	-	50
✓ Gummed labels	-	50

1465

J.B. NEAMES Major,
CA Section

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

file
6/1a

Ref : S/R.I. CA ^V

Tel: 4-9081
Ext: 358

SUBJECT : Office Supplies .

TO : Purchasing and Contracting
Officer

May this Section please be supplied as early as possible with rubber stamps in accordance with the attached diagram, also an ordinary adjustable date stamp.

[Signature]
R.E. SHIPPS Col.
CSO CA Section.

1464

6099

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/2.1/CA

10 Nov 44

SUBJECT : Stationery Supplies.

TO : Supply Section.

Please supply the following :

- 6 packets pins
- 6 " clips
- 6 H B pencil
- 50 sheets f'cap Carbon
- 100 Stencils
- 100 Envelopes W.D. 8 X 3 1/2
- 1 packet gto second sheet
- 50 file covers 8 X 13
- Slitting paper
- 1 correction fluid (blue)
- 3 shorthand note books
- 3 type erasers
- 3 pencil erasers
- 3 memo pads small
- 3 " " large
- 12 pen points

1463

J.S. FRANK Major,
CA Section.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/21/54

8 Nov 44

65a

SUBJECT: Office Supplies.

TO: Office Space Section

It is requested (i) that a door sign be made for this section and (ii) that an additional electric bulb be supplied to room 15, 5th floor (Lt Col A.D. BOSHAM CARTER).

DEVELOPED AREA
Lt Col. BOSHAM CARTER
Mr. Charlie WYAN

EX-1, 492

for
Rt Lt
S. S. WANTS Major. 1-62
for Civil Affairs Section

1403

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3 November 1944

Ref : 3/2.1/CA

SUBJECT : Typewriter Repair .

TO : Mr. Commandant
Office Space Section .

MEMORANDUM NO. 2

It is requested that a typewriter repairman be sent to Room 64 3th Floor to repair the above typewriter.

1461

W. C. Dillard
SILVIAN A. B. CO. AND
Major
CIVIL AFFAIRS SECTION

HEADQUARTERS
ALLIED COMMISSION
ATO 394
CIVIL AFFAIRS SECTION

Ref: 3/2.1/0A

3 Nov 1944

SUBJECT : Stationery Supplies.

TO : H.Q. Supply Section.

Please supply the following:

Typewriter Brushes.	2	
Paste - Pot	1	
File Covers (8x13)	50	
Gummed Labels	100	
Envelopes - War Department (9 1/2 x 4)	100	
Carbon Paper (8x10 1/2)	50 sheets	
Pins	6 pkts	
Correction Fluid (BLUE)	1 bottle	
Wrapping Paper	50 sheets	
String		
Ruler 12 inch.	2	
Memo Pads - Small	6	
" - Large	6	
Erasers - Typewriter	2	
Stax Sheets (for American Stencils)		
Shorthand Notebooks	3	
Paper - Typing 8x10 1/2 1st sheet		1 Ream
" " " 2nd "		1 Ream
Pencils - Soft lead	6	
" - Red	6	
" - Blue	6	

1460

J.B. REAMES, Major,
CA SECTION.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APC 394
CIVIL AFFAIRS SECTION

3/2/1/1

30 Oct 44

(62a)

SUBJECT : Door Signs

TO : Office Space Section.

Reference is made to this office letter of even reference, subject as above, dated 5 Oct 44.

May the door signs requested, please be furnished at your earliest.

[Signature]

J. S. PEAKES Major
CA Section.

/s/

1459

(1459)

Declassified E.O. 12356 Section 3.3/NND No. 785016

File
HEADQUARTERS ALLIED COMMISSION
CMF
CIVIL AFFAIRS SECTION
J

(6la)

Ref : 3/2.1/CA

28 October 44
64

SUBJECT : Telephones .

TO : HQ Commandant .

It is requested that the external phone
No. 488095 (5th Floor, Room 54) be exchanged for
a " three-digit " internal telephone .

OK
R.R. CRIPPS Col.
CSO CA Section.

1458

(3301)

HEADQUARTERS
ALLIED COMMISSION
APO 394
Civil Affairs Section

(Handwritten: 60u)

Ref 3/2.1/CA

26 Oct 44

Subject : Stationery Supplies.

TO : HQ Supply Section.

Please supply the following:

Typewriter Brushes	2
Paste Pot	1
File Covers (Box)	50
File Fasteners (Box)	1 box
Stamped Labels	100
Envelopes - War Department 9 1/2 x 5 1/2	100
" " British type " "	100
Carbon Paper (Box)	50 sheets
Pins	6 pkts.
Correction Fluid (HAE)	1 Bottle
Wrapping Paper	50 sheets
Roller 12 inch	2
Memo Pads - Small	6
" " - Large	6
Erasers - typewriter	2
Wax Sheets (for American Blotting)	
Ink (Blue-Black) Bottle Supplied	
Shorthand Notebooks - 3	
String - 1 Box	

J. S. HENKES, Major,
CA Section.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
CIVIL AFFAIRS SECTION

File
Sten

Ref : 3/2.VCA ✓

25 Oct 44

SUBJECT : Office Supplies.

TO : HQ Graft.
(attn: Purchasing and Contracting officer)

Stylograph Pens.

Please say a stapling machine be obtained by local purchase.
It has not been possible to obtain one from the stationery dept.

JER/or

J.S. REARER Major,
CI Sec.

1456

3/21/CA

HEADQUARTERS
ALLIED GENERAL COMMISSION
APO 324
CIVIL AFFAIRS SECTION

(Handwritten initials)

Y2.VCA

29 Oct 44

SUBJECT : Stationery Supplies.

TO : HQ Supply Section.

Please supply the following:

- | | | |
|---------------------------------|-----------------------|--------------|
| < Paper Typewriting | - 8x 10 1/2 1st sheet | 1 Ream |
| < " " | - " " 2nd " | " " |
| < " " | - " 13 1st " | " " |
| < " " | - " " 2nd " | " " |
| < " Carbon | - " 10 1/2 | 100 |
| < India Tags | | 100 |
| < Typewriter Ribbons | | |
| < (these are urgently required) | (Imperial) | 2 3 |
| | (Woodstock) | 2 3 |
| < Pins | | 6 pkts. 3 |
| < Paper Fasteners | | 2 " 3 |
| < Ink - Bottles (Blue-Black) | | 2 bottles. 1 |
| < Erasers - Soft | | 2 |
| < " - Typewriter | | 2 |
| < Shortland Notebooks | | 2 |
| < Memo Pads - Small | | 2 |
| < " " - Large | | 2 |
| X Ruler - 12 inch. | | 100 |
| < Stencils. | | 2 bottles |
| < Correction Fluid (Blue) | | 2 bottles |

J.S. BRACKS, Major,
CA Section.

HEADQUARTERS
ARMED CIVIL COMMISSION
CIVIL AFFAIRS SECTION
APO 394

(57a)

19 October 1944. 57/

Ref: 3/2.1/CA

SUBJECT: Typewriter for C.A. Section

TO : Supply Officer H. A.C.C.

1. The undersigned officer is responsible for initiating requests for equipment and supplies for this Section.
2. Civil Affairs Section is urgently in need of another typewriter.
3. It would be much appreciated if a machine could be sent to this Section as soon as possible.

WILLIAM A.S. DONLAD
Major
Civil Affairs Section.

1454

Declassified E.O. 12356 Section 2.3/NND No. 785016

✓
HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
CA SECTION

3/21/CA

17 Oct 44

(Handwritten signature/initials)

SUBJECT: Office Fittings.

TO: HQ Commandant (Office Space Section)

May the Clerks Office (Room 31, 5th floor) of this section please be supplied with a desk tray stand. It is request that someone be sent to take the measurements of the desk.

GAL/1a

(Handwritten initials)
J.S. HEARNS Major,
for CSO CA Section

1452

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 34
CIVIL AFFAIRS SECTION

✓
Ref : 1/2.1/CA

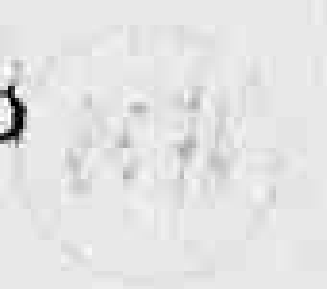
13 Oct 44. 

SUBJECT : Candles

TO : H.Q. Commandant
(for Office Space Section)

May this Section please be supplied with 2 dozen Candles
for use in the office's of Brigadier Upjohn and Colonel Gripps.
This is necessary owing to the repeated failure of the
electricity at approx 1730 to 1745 hours daily throughout the building.

J.S. REAKES Major,
for CSO CA Section.

1453 

HEADQUARTERS
ARMED GUARDIAN
CIVIL AFFAIRS SECTION
APO 94

Ref : 3/2.1/3A

9 October 1964

SUBJECT : Office repairs .

TO : Office Space Section .

It is requested a joiner and a smith be sent
as soon as possible to Rm 54 5th Floor to put locks
on the doors and on the drawer and to hang up a clothes
hanger.

WJ
WILLIAM A. S. DOWARD
Major,
Civil Affairs Section.

1451

9293

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
CIVIL AFFAIRS SECTION

9 Oct 44.

Ref: 3/2.1/CA

SUBJECT : Office Equipment.
TO : H.Q. Commandant.
(Office Space Section)

Could the Civil Affairs Section please be supplied with four table lamps.

One for installation in Major Palmieri's office Room 56, 5th floor, two for installation in Room 54, 5th floor Major Holland and Major Recker office, and one for Room 31, 5th floor Clerks office.

May this have your earliest attention please?

J.S. PEAKES, Major.
CA Section.

1450

HEADQUARTERS
H.M. OSTER L. OBERSTON
C.A. Section
APO 394

Ref : 3/2.1/CA ✓

6 October 1944

SUBJECT : Type-writer repair .

TO : H. Commandant
(Office Space Section)

It is requested that a mechanic be sent up to
Room 94 5th Floor as soon as possible.

William A. S. Dillard
WILLIAM A. S. DILLARD
Major
C.A. Section

1449

(155)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
CA SECTION

5 Oct 44.

51a

3/2.1/44

SUBJECT : Stationery supplies.

TO : H.Q. supply Section.

Please supply the following :

Paper Typewriting	- 8 x 10 1/2	1st sheet	2 Reams.
"	"	2nd "	"
"	"	13 1st "	"
"	"	2nd "	"
Carbon	- 8 x 10 1/2		100
India Tags			100
File Covers	- 8 x 10 1/2		20
	- 8 x 13		20
Typewriter Ribbons			
(these are urgently required)	(Imperial)		2
	(Woodstock)		2
Pins			2 pkts.
Paper Fasteners			2 "
Ink - Bottles (Blue-Black)			2 bottles.
Erasers - Soft			4
" - Typewriter			2
Shorthand Notebooks			3
Memo Pads - Small			6
" - Large			6
S.O. Book 129 Indexed			2
Pencils - <u>soft lead</u>			12
" - Red			12
" - Blue			12
Ruler - 12 inch.			1

R.S. PEAKES, Major.
CA Section.

1448

2084

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
CA SECTION

5 Oct 44.

3/2.1/CA

SUBJECT : Door Signs.

TO : Office Space Section

May the attached door signs be made for this
section please.

J.S. REAKES,
Major.
CA Section.

1447

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
CA SECTION

5 Oct 44.

49a

3/2.1/CA

SUBJECT : Office Supplies
TO : Office Space Section

May this section be supplied with 10 Desk Trays please.
Please treat as URGENT.

J. STEWART PEAKES,
Major,
CA Section.

1446

2084

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 194
CA SECTION

3/2.1/2

4 Oct 54

SUBJECT: Telephone Repairs.

TO : Telecommunications Sec (Attn: Maj RKAUER)

- 1 The telephone (Ext 410 Internal) in Room 56 5th floor is out of order.
- 2 Calls are now signalled by an almost inaudible buzz. May this have your immediate attention please.

W. B. ...
W. B. ...
Lt Col Inf
CA Section

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
CA SECTION

3 Oct 44.

Ma

3/2.1/CA

SUBJECT : Buzzer.

TO : H.Q. Commandant ACC.

Please install as soon as possible an additional
buzzer in Room 33 5th floor to ring in Room 54.

1444

ROBERT A. PERSELL,
Lt. Col Inf,
CA Section.

HEAD QUARTERS
ARMED CORPS, COMBAT
C.A. SECTION

Ref: 3/2.1/CA

SUBJECT : Tele. Room.

TO : Telecommunications Sec.
(Attn: Maj R. Traylor)

1. It is requested that an internal and an external
tele. room be installed in Room 14 5th Fl. or Major Dollard.
2. It is requested furthermore that Major R. L. L.
Dollard be included in the telephone directory under the
number allocated.

W. J.
WILLIAM A. L. L. L.
Major
C.A. Section

1443

1974

Declassified E.O. 12356 Section 3.3/NND No. 785016

3/2.1/1

MEMO from CA Section

TO : Office Space Section, HQ AOC.

It is requested that a locksmith be ordered to report to Room 56 5th floor for the purpose of having a duplicate key made for the office cupboard.

mb.

R.A. PERKINS
Lt Col Inf
CA Section

1442

CA Section
3 Oct 44

(977)

Declassified E.O. 12356 Section 3.3/NND No. 785016

3 Oct 84

MEMO to : HQ Commandant (for Office Space Section).

SUBJECT : Office Equipment.

3/2.1/CA

1 May buzzers be installed in rooms 54 and 56, 5th floor to ring in Room 31, 5th floor, please treat as urgent.

2 The u/m items of office furniture are also urgently required :

- 1 Typist table (small)
- 2 Office chairs.

J. M. Perrell
R.A. PERRELL Lt Col,
Supply Officer
CA Section

1440

3/2-1704 ?

MEMO to OFFICE SPACE SECTION :- Subject:- Fatigue Party.

4/30
30 Sep 44.

FROM: Admin Sec.

May a fatigue party of not less than six men be detailed to report to Room 31, 5th floor at 0930 hrs 1 Oct 44 to assist in removing and re-arranging office furniture among the various offices of Admin Sec. At least six men are essential as a very large heavy steel safe has to be removed from one of the offices.

It would be appreciated if these men were available prompt 7 at 0930hrs Sunday 1 Oct 44.

Robert A. Persell
ROBERT A. PERSSELL,
Lt Col Infantry,
for VP Admin Sec.

1441

Declassified E.O. 12356 Section 3.3/NND No. 785016

3/2-1/148
HEADQUARTERS
ARMED CONTROL COMMISSION
OFFICE OF G-4
APO 394

4/10

G-4/103/1/2

26 September 1944

SUBJECT : Office Machinery.

TO : Admin. Section.

Handwritten signature
28 SEP 1944
Handwritten initials

Reference attached A.F. G.1033 in respect of typewriter recently issued.

May second copy please be receipted and returned to this office.

Done 28 Sep. [Signature]

Handwritten signature
S. W. MILLER
Lieut. Col.
G-4

1439

1964

Declassified E.O. 12356 Section 3.3/NND No. 785016

3/2.1/CA. ✓

HEADQUARTERS ALLIED COMMISSION
APO 394
DISPLACED PERSONS AND REPATRIATION SUB-COMMISSION

(WIA)

DPR/69/2

Tel. 489081 Ext. 434

12 GEN 1946

11 January 1946

SUBJECT : Transfer of Typewriter
TO : Civil Affairs Section,
G - 4 (B) H.Q. A.C.

1. Reference 3/2-1/G-A dated 10 January and G-4/103/1/2 of even date, copy to this Sub-Commission.
2. Herewith receipted A.F.G. 1033 for Typewriter Imperial No. 109161.

For the Director:

B. HODGCOCK
Major
O.i/c ADM.

1438



785016

Army Form G, 1033
(1-1-59)

Date and mode of interview: 2/8/88

For the comparison
of treatment groups

No. of sheets in volume _____ Sheets No. _____
Receipt Number No. _____
Accession _____
Date received by collector _____

Copyright © 2004 John Wiley & Sons, Ltd.

[illegible]

FOOTNOTES are at the end of this article.

[†] Part No. as designated by the manufacturer.

* *Journal of Management Education* 24(10):1109-1120

785016

521

~~List of Stores, Plant, Tools, Instruments, &c.~~

Issued to
Requisitioned by: ADN. PCT. HCC

From Ms. STORE Date 2/9/41

Index or Cat. No.	Designation	Quantity
	IMPERIAL TYPEWRITER	1
	No 109161	
	<i>[Signature]</i>	

Significant Factor

PLATE 1

522

1155

785016

Army: *Ensigns of Duty*

Date and mode of conveyance By HAND 21.9.64

The complete guide
to QuarkXPress

Model with $\beta_1 = 0$ and $\beta_2 = 0$

Revised November 2000

El Niño and drought: competing effects

1

H.Q., Allied Control Commission

*Signature of Contractor or Company

IF USED BY ORDNANCE OFFICERS AS AN ISSUE VOUCHER, TONNAGE TO BE ENTERED ON REVERSE

Declassified E.O. 12356 Section 3.3/NND No. 785016

3/10/48
HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

25 Sep 44

Hole

SUBJECT : Candles.

TO : Hq Commandant Hq ACC APO 394.

It is request that you furnish Colonel Nelson W. MORTON's office
with 12 dozen candles.

1435
M. M. M.
Lt. Col. Inf

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

39a

Ref. 3/2.1

23 Sept 44

SUBJECT : Office Equipment.

TO : HQ. Cndt: for onward transmission to
Office Space Section (att: Capt. SINCLAIR).

Could the Administrative Section please be supplied with two table lamps. One for installation in Col White's Office Room 33 and one for installation in Jun Cdr Harvey's Office Room 5B, both on the same floor.

Your attention is drawn to the very dark and very dangerous landings and stairways from the fifth to the third floor of the East Wing. The lift to this Section only works until 1800 hours and this office usually closes down at approx 1913 hours.

Could a light please be placed on the 4th or 5th landing?

R. L. Chiff
R. L. CHIFFS, Colonel.
C.S.O. Administration Section

1434

(4016)

3/21/45

19 Sep 44

34

34

SUBJECT : Office Supplies.

TO : HQ Commandant (Attn: Office Space Section)

Request the unmentioned please be furnished for use in Room 34,
5th floor : It would be appreciated if the desk could be supplied at your
earliest :

1 clerk's desk
2 desk trays

ADMIN SMO. - 19 Sep 44

R.A. PERRELL
R.A. PERRELL
Lt Col Inf,
Supply Officer

1435

1435

HEADQUARTERS
ALLIED CORPS COMMISSION
APO 34
ADMINISTRATIVE SECTION

3/2.1/AS

19 Sept 44

SUBJECT : Supply of 1 Lamp and 1 Bulb.

TO : HQ Comdt, (Attn: Office Space Section).

Could the Administrative Section please be supplied with
1 table lamp for Col. Cripps office No. 53 and one bulb for Col. Percell's
office No. 56. Col Percell has no light in his office and Col Cripps
lighting is inadequate.

J. G. HANCOCK J/Cmdr.
P.A. to V.P.

Ext 52
JCH/jaf

1432

(125)

3/21

1st Ind.

Administrative Section, HQ AAB, APO 304: 4 September 1944
TO: Hq Commandant, Hq AAB.

35a
35

1. We have been advised that the figure of six (6) typewriters shown as in use by the Interior Sub-Commission should be four (4).

2. It is agreed that you may forget the request of Property Control for an additional machine.

W. A. HENRI
W. A. HENRI
Lt. Col. Infantry
For VP Admin Section

1431

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT : Typewriter Repairs.

TO : Capt Sinclair, Office Space Section.

May a typewriter mechanic be sent to Room 29, 5th Floor
to repair the machine in the Admin Section translation pool please.

ADMIN SEC
2 Sept 44

Robert A. Presnell
ROBERT A. PRESNELL,
Lt Col, Infantry.
Supply Officer Adm Sec. 430

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

File
33
33
22 Aug 44.

3/2.1/AS.

SUBJECT : Typewriter Repairs.

TO : Capt Sinclair, Office Space Section.

May a typewriter mechanic be sent to Room 31, 5th Floor
to repair a 'Woodstock' typewriter please.

EXT 410.
GAL/

Robert A. Parsell.
Lt Col, Infantry,
Supply Officer, Adm Sec.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ARMED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

5/2.1/AS

8 Aug 44

SUBJECT: Sign

TO : HQ Commandant HQ AOC

It is requested that a door sign be painted as soon as possible

" IN CONFERENCE "

For use of V.P. Admin Sec

J. D. [unclear]

1428

EXT 430
RAP/GO

R.A. PERRELL
Lt Colonel Infantry
for Admin Sec

9-18

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3ta
2/1

3/2.1/AS.

8 Aug 44.

SUBJECT : Office Supplies.

TO : Supply Officer, HQ ACC.

May this Section be supplied with the undermentioned supplies please.

File Discs	-----	500	
India Tags	-----	500	- 0
Fasteners (File)	-----	100	- 50
Foolscap, Onion Skin	-----	1 pkt.	- 500
Quarto size	-----	1 pkt.	1000
Correctine Fluid (for stencils)		1 bottle	
Stencils	-----	50	
<i>not available</i> <i>Ady. Section</i> Stapling Machine	-----	1	(this is urgently required)
Inter Office Memos (ACC)	-----	5 pads	
12" Wood Rulers	-----	2	- 1
Shorthand Notebooks	-----	6	- 3
CARDON PARKER Smalls		50	

1427

Ext 410
CAL/

Robert A. Fiskell
Robert A. FISKELL Lt Col.
Supply Officer Adm Sec.

265

HEADQUARTERS
ALLIED COMBING COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/2.1/AS

5 Aug 44

SUBJECT : Supply Officer, Admin Sec Staff.

TO : HQ Supply Officer, Room 40 Basement, HQ ACC.

- 1 Reference para 4, Daily Bulletin No 190 dated 3 Aug 44.
- 2 Lieut. Colonel ROBERT A. WISELL, Inf. O- 311009 is named as supply officer of this Section's office.

R.R. CEIPIS
R.R. CEIPIS, Col
CSO Admin Section.

1426

A/395

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Education Subcommission

ED/JVV/tjr

File
Supply Officer
29

5 August 1944

ED/1.6/ACC

SUBJECT: Supply Officer.

TO : HQ Supply Officer, Room 40, Basement Floor.

1. In compliance with paragraph 1 Daily Bulletin No. 190, dated 5 August 1944, the following mentioned Officer will serve as Subcommission Supply Officer:

Major CARLTON W. WASHINGTON, Spec. Res.
D/Director, Education Subcommission

1425

For the Director of Education:

J. V. VILLA
Lieut.
Executive Officer

Cy to the Director

Declassified E.O. 12356 Section 3.3/NND No. 785016

Tel. 489081, Ext. 565

100/030/07

3 August 1944

Subject: Designation of Supply Officer
Property Control Sub-Commission.

To : HQ Supply Officer.

Capt. R.D. Weaver (A) O - 902851, is hereby designated
Supply Officer of Property Control Sub-Commission, effective
this date.

CHARLES CARROLL,
Lt. Col., Ord. Dept
Acting Director
Property Control Sub-Commission

Copy to: Admin. Sect.

1424

new
Fite
SUPPLY
1423
28

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Subcommission for Monuments Fine Arts and Archives
(Tel. 489081, ext. 442 & 664; 478480)

File Supply Officer File
(new)
GNP/mb

20210/WFAA

4 August 1944.

Subject: Supply Officer, WFAA S/C.

To : HQ. Supply Officer, Room 40, Basement, HQ ACC.

In compliance with para 1, Daily Bulletin
No. 100, this HQ., 3 Aug 44,

Capt. Albert S. Pennoyer, C181027

is named as Supply Officer of this Subcommission in
all matters pertaining to American Supplies and Pro-
perty.

Cecil Mount
ERNEST E. DE WILD,
Major, Spec. Res.
Director.

Copies to:

Capt. Pennoyer
Adm Sec
File 20200 (PRN)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

S/E.1/AS

28 July 1944

Subject: Office Supplies.

To : Supply Officer, HQ. ACC., APO 394

1. The following supplies are requested for the Administrative Section.

File Disks.	
Erasers, typewriter	2
pencil	2
Gummed Labels	1 Pkg.
Rulers, 12 inch	2
Thumb tacks	1 box

RW BUCKLEY, Cpt
Admin Section.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/2.1/AS

30 Jul 44

SUBJECT : Office Supplies - Filing Cabinet.

TO : Office Space Section (Attn: Captain Sinclair).

- 1 It is requested that this Section be supplied with a lockable wood or steel filing cabinet size as follows (or approximately)

4'6" x 21" x 3', 4 drawer type.

To accommodate this Section's files, it is necessary that the drawers are at least 12" deep.

- 2 As this is urgently required, early supply would be appreciated.

R.A. PERKINS
R.A. PERKINS,
Lt Colonel, Inf.
for Acting Head Admin Section.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

2/14
2/14

3/2.1/AS

29 Jul 44

SUBJECT : Office Stamp.-

TO : HQ COMST. HQ ACC.

1. Reference para 3 of Daily Bulletin No 182 dated 26 Jul 44.
2. It is requested that this Section be supplied with a rubber stamp as per the attached sketch.- *1410*
3. If this cannot be supplied from Army sources, may it be obtained by local purchase.-

Saw

S.H. WHITE LT COL
For A/HEAD, Adm Sec.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 324
ADMINISTRATIVE SECTION

3/2.1/AS

21 July 1944

SUBJECT: Office Furniture.

TO : HQ. Commandant, (Attention Office Space Officer).

1. It is requested that Administrative Section, Room 58, 5th floor, be furnished with two straight back chairs, (suitable for typing), and three Arm Chairs (cushioned) to be placed in the Administrative Section Waiting Room.

R.A. Persell
R.A. PERSELL,
Lt. Col, Inf.
for A/Head Admin Sec.

1418

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

21 July 1944

3/2.1/A3

SUBJECT: Correction in Telephone Directory.
TO : Adjutant, (Through Signal Section.)

1. It is requested that the following changes be made in the "Telephone Directory", Administrative Section.
Amend Number of Stansgate, The Lord, Air Commodore, to read -

OFFICE	Fl & Rm	Int	Ext
Stansgate, The Lord, Air Commodore,	5-58		525 478104

2. Add new name.

	Fl & Rm	Int	Ext
Buckley, R.W., Capt.	5-58		525 478104

R. W. Buckley,
Capt.,
PA to A/Head Adm. Sec.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/21/43

21 July 1944

SUBJECT: Office Supplies.

TO : Supply Officer, HQ., ACC., APO 394

1. The following supplies are requested for the
Administrative Section, Room 58, 5th Floor.

W.D. Envelopes	1 Pkg
Paper Clips	3 Boxes
Pins	2 "
Indian Tags	1 "
Scotch Tape	2 Rolls
File Covers	100
Carbon Paper 8 x 10	1 Pkg
" " 8 x 10	1 "
Staples, (American Type)	1 Box
Pencils (Black)	12
" (Black & Blue)	6
Thumb Tacks	2 Boxes
Pin cushion	2
Scratch Pads 8 x 8	6
Scratch Pads 3x5	
Rulers 12 inch	2

1416

R. A. Persell
R. A. PERSELL,
Lt. Col., Inf.
For A/Head Adm Sec.

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

File
wa
19 July 1944
20

3/2.1/AS

SUBJECT: Buzzer.

TO : HQ. Comdt, Adv. HQ., ACC.

1. Refer please to letter 3/2.1/AS, this section dated 15 July 1944.

2. It is again requested that a buzzer be installed in Room 33, 5th Floor to ring in Room 58 same floor.

R.A. Perbell
R.A. PERBELL,
Lt. Col., Inf.
for Actg Head Adm Sec.

1415

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

File 19A
19

3/2.1/AS

19 July 44

SUBJECT: Typewriter Repair.

TO : HQ. Comdt., HQ., ACC., (Attn Maintenance Officer)

1. It is requested that a repair man be sent up to room 31, 5th floor, Admin Clerks Section, to repair our "Woodstock" typewriter.

PA
R.A. PERKILL
Lt. Col, Inf.
for A/Head Admin Sec.

141

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 584
ADMINISTRATIVE SECTION

3/2.1/AB

15 July 44

SUBJECT: Filing Cabinet.

TO : HQ. Comdt., Adv. HQ., AGC.

1. Reference our letter dated 11 July 44.
2. It is again requested that the filing cabinet requested in the letter referred above be furnished to the Admin Section.
3. This cabinet is urgently needed for the safekeeping of secret files.

R.A. Persell
R.A. PERSSELL,
Lt. Col, Inf.
for A/Head Admin Sec.

1415

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/2.1/AS

13 July 1944

SUBJECT: Buzzer.

TO : HQ. Comdt, Adv. HQ., AGC.

1. It is requested that a buzzer be installed
in Room 53, 5th floor to ring in Room 58, same floor.

RA
R.A. PERKELL,
Lt. Col., Inf.
for Actg Head Adm Sec.

Declassified E.O. 12356 Section 3.3/NND No. 785016

Army Form G-1033
1-1-61

ISSUE AND RECEIPT VOUCHER

Issue
Voucher No.

64112/acc/76
OFFICE MACHINERY

Date received
(month/year)

Issued by G. W. BRANCH HQ ACC
To ADMINISTRATIVE SECTION ADV, HQ ACC

Authority 13-7-64 BY HAND

Date and mode of conveyance

Designation	Cat. or Ident. No.	Section or Sub-section	Total quantity (1)	Description and remarks (2)	For Store Depot use only					Value		
					Q	R	D	F	Rate	L	S	D
TYPewriter IMPERIAL 15" 104719 (STEEL + LEATHER COVER)			1									
(ISSUED CONDITIONALLY ON WITHDRAWAL AT SHORT NOTICE SHOULD THIS BE NECESSARY)										1412		

[Signature] Captain
1. Branch
Signature of Company or Company
H.Q. ADMINISTRATIVE SECTION

* This Voucher is to be used only for the issue of material and should be used only by Ordnance Officers as an Issue Voucher. TON

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Administrative Section

7 July 1944

Subject : Typewriters
To : G-4 (B) HQ ACC (Attn. Capt. T. ROWLANDS)

This Section is being seriously hampered in its work by a shortage of typewriters. We have none at this HQ. and have only two American typewriters at Rear HQ., one of which is almost exclusively used by the Vice President's personal clerk or typist, leaving only one machine for the general clerical office. This shortage is frequently the cause of urgent matters being delayed. It would be greatly appreciated if your Branch could issue this Section with ONE (1) additional typewriter to be delivered to ADV HQ.

Robert A. Fessell
ROBERT A. FESSELL
Lt. Col. Infantry
for GSC ADM SEC.

A/58

3/2-1

1411

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

SUBJECT: Door Signs.

TO: HQ Commandant, Adv HQ ACC.

RAP/441

9 Jul 44.

The undated signs are urgently required by this Section.

ROBERT A. PIRRELL Lt Col,
Infantry,
for CSO Admin Section.

INTERIOR SUB-COMMISSION
Capt R.R. Temple

INTERIOR SUB-COMMISSION
Capt T.C. Shanks
Lieut J. Edmund

MONUMENTS, FINE ARTS
& ARCHIVES
Sub-Commission.

MAJOR J.B. WARD PERMANENT
Deputy Director

MONUMENTS, FINE ARTS
& ARCHIVES
Sub-Commission.

Capt A.E. Penney
Capt C.R. Pinnent

* Two (2) each of these signs are required.

PUBLIC SAFETY SUB-COMMISSION
Administrative Officer
CAPT E. PIRRELL

INTERIOR SUB-COMMISSION
Capt C.G.N. Williams
Lieut W.V.M. Lewis

INTERIOR SUB-COMMISSION
CLERKS & ENQUIRIES

1410

MONUMENTS, FINE ARTS
& ARCHIVES
Sub-Commission.

CLERKS & ENQUIRIES

MONUMENTS, FINE ARTS & ARCHIVES
Sub-Commission

MONUMENTS, FINE ARTS & ARCHIVES
Sub-Commission

PUBLIC SAFETY SUB-COMMISSION
Executive Officer
CAPT E. PIRRELL

1410

INTERIOR SUB-COMMISSION
Capt C.G.R. Williams
Lieut W.M. Lewis

INTERIOR SUB-COMMISSION
CLERKS & ENQUIRIES

MONUMENTS, FINE ARTS
& ARCHIVES

Sub-Commission.
CLERKS & ENQUIRIES

MONUMENTS, FINE ARTS & ARCHIVES
Sub-Commission

MONUMENTS, FINE ARTS & ARCHIVES
Sub-Commission

PUBLIC SAFETY SUB-COMMISSION
Executive Officer
LT COL A.W. WILSON

PUBLIC SAFETY SUB-COMMISSION
FIRE & C.D.
Major O.H.L. Mason

PUBLIC SAFETY SUB-COMMISSION
PRISONS
Major F. Wilson

TRANSLATIONS POOL

over/

INTERIOR SUB-COMMISSION
Capt R.R. Temple

INTERIOR SUB-COMMISSION
Capt T.C. Shanks
Lieut G. Howard

MONUMENTS, FINE ARTS
& ARCHIVES

Sub-Commission.
MAJOR J.E. WARD PRISONS
Deputy Director

MONUMENTS, FINE ARTS
& ARCHIVES

Sub-Commission.
Capt A.B. Penney
Capt C.R. Pinsent

* Two (2) each of these signs are required.

PUBLIC SAFETY SUB-COMMISSION
Administrative Officer
CAPT B. POWELL

PUBLIC SAFETY SUB-COMMISSION
POLICE
Col W.E. Mearns
Capt D.G.A. Mastroianni

PUBLIC SAFETY SUB-COMMISSION
Licensing & Registration
MAJOR F.C. BALLANCE

PUBLIC SAFETY SUB-COMMISSION
CLERKS & ENQUIRIES

3/21

- 2 -

LEGAL SUB-COMMISSION
CLERKS & INQUIRIES

LEGAL SUB-COMMISSION
Lt Col Mero J. Grossman
Chief Counsel

LEGAL SUB-COMMISSION
ITALIAN BRANCH
Lt Col G.G. Munnsford (RUCIA)
Major E.J. Palmieri

LEGAL SUB-COMMISSION
ITALIAN BRANCH
Lt G.F. Bryce

PROPERTY CONTROL SUB-COMMISSION
Lt Col Charles Carroll
Deputy Director

PROPERTY CONTROL SUB-COMMISSION
Major E.B. Evans
Capt George H. Hewitt

PROPERTY CONTROL SUB-COMMISSION
RECORDS.

LEGAL SUB-COMMISSION
Col R.H. Wilmer
Deputy Chief Legal Officer

LEGAL SUB-COMMISSION
Lt Col I.G.H. Campbell
Chief Judicial Officer

LEGAL SUB-COMMISSION
ITALIAN BRANCH
Lt Col A.R. Thackrah

LEGAL SUB-COMMISSION
Capt J. More

PROPERTY CONTROL SUB-COMMISSION
Major Edward C. King
Chief Accounting Section

PROPERTY CONTROL SUB-COMMISSION
INQUIRIES & CLERKS

1400

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 334
ADMINISTRATIVE SECTION

12 July 1944

SUBJECT: Locksmith.

TO : Capt. Kearn, Asst. Hq. Cdt, Adv. Hq. ACM.

1. It is again requested that the locksmith be ordered to report forthwith to Capt. Buckley or myself in Room 58, 5th floor of this building, for the purpose of fitting locks to the desks of the Vice President, Administrative Section.

1408

M. A. Persell

M. A. PERSSELL
Lt. Colonel, Inf.
for VP Admin Sec.

12/2/44

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

19 May 44

3/2.1/44

SUBJECT : File Covers.

TO : S-4, Rear HQ ACC.

- 1 Reference this office letter of even number dated 13 May 44.
- 2 May it now be stated please whether the 1000 file covers requested can be supplied .

R.A. Russell
R.A. RUSSELL,
Major, Infantry,
for CSO Admin Section.

1407

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 994
ADMINISTRATIVE SECTION

V2.1/AS

13 MAY 44

SUBJECT: File Covers.

TO: S-4, Rear Hq ACC.

1. May 1000 file covers similar to the attached specimen be supplied to this Section for distribution to its seven Sub-Commissions.
2. The Secretary General Branch, Hq ACC has given to understand that these are available.

W. H. White
W. H. WHITE,
Major 39 11.

1406

Declassified E.O. 12356 Section 3.3/NND No. 785016

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

12 May 1944

Dear

1 Many thanks for your note. These cheaper files will do excellently. Can you arrange for 1000 to be sent down with Acco Fasteners, or shall I ask S-4 here. Will you please inform me by phone which course you prefer me to take. (Salerno 50).

2 I am arranging to buy a punch locally.

1400

Major R.E. DOE.,
Secretary General's Office
HQ. ACC., APO 394.

Declassified E.O. 12356 Section 3.3/NND No. 785016

11 MAY 1944

Major White, Administrative Section:

Supply Depot advises that folders such as the attached sample can be supplied in the large quantities desired, but not the better grade of folder such as we have been requisitioning.

RW

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

ga
10 May 1944

Dear Major Doe.

I know quite well the channel for obtaining supplies. I was asking for help because of difficulties which were being I think improperly made. I will however manage.

I can assure you, there never was any intention of throwing any old covers away, they are far too valuable, I am afraid however that I do not agree with your views about filing.

Thanks very much for the information as to local purchases. I am arranging to buy the punches.

Major R.E. Doe,
Secretary General Branch,
Headquarters, Allied Control Commission,
APO 394.

146

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

RED/afc

Ja

SS Mac.

9 May 1944

MEMORANDUM TO: Major White, Administrative Section

I am answering your note to Captain Collins, as Collins is away on a swing around the circuit. I am informed that the proper method to obtain the necessary supplies for reorganization of your files is to requisition them from your Supply Officer at Salerno. I am told that the Supply Officer there should consolidate the requisitions and submit them to the P-4 at this headquarters. I am also told that it is not necessary for your Supply Officer to get his supplies exclusively from this headquarters. He is permitted to deal with other agencies if he so desires. Such material as the punch requested by Colonel Spicer is not available in supply, and therefore may be purchased. I do not know whether you have a purchasing officer in Salerno. If you do not, I suggest that you submit a request to the purchasing officer at this headquarters.

140

I will admit that I was a little taken aback by the number of file covers requested. Of course it is not necessary in reorganizing files to throw away all the old covers in order to use all new covers; in fact, under present conditions that cannot be done. Files of course should use the least number of folders possible; that is, divisions should be kept to a minimum. The practice of opening a new file for every new shade of color on a subject should be discouraged. Multiplicity of filing envelopes with only two or three papers in each envelope has been very common in some of the files which have been turned over to Archives. These are wasteful of folders and difficult to handle. If sufficient two-hole fasteners cannot be obtained by supply for your requirements, I would suggest that they be used as far as possible and the extension of their use provided for on a gradual basis as more become available. This will require, of course, periodically renewed requisitions. I might call your attention to the use of split tacks such as bind the Rear Headquarters telephone directory. In the absence of regular two-hole fasteners these would be very satisfactory for folders which are not too bulky.

Robert H. Doe

ROBERT H. DOE
Major, A.C.C.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785016

Administrative Section,
Rear Headquarters,
Allied Control Commission.

7th May 1944.

Dear Collins,

I have been telling some of our Sub Commissions to mend their (filling) ways, and they want materials. I understood you to say that necessary materials including punches and fasteners would be available. I enclose 6/5/2 Int and 3028PH of 5th and 3rd May. Can you please assist our Sub Comans to get what they need (a period of re-organisation requires a greater supply than normal). You will see from the letters what they get told.

Yours sincerely

[Signature]

Capt A.J. Collins,
Secretary General's Office,
HQ ACC, APO 394.



1402

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO. 394.

ATC/5/5/2/INT.

5th May, 1944. *bu*

SUBJECT: Stationery supplies.

TO : Administrative Section.

May this Sub-Commission be supplied with the following items please,
in order to reorganise our files, as discussed at the conference on 3rd May:

- 300 File covers.
- 300 fasteners for same.
- 1 necessary punch.

J. Cunningham *than to* *Lieut*
for R.G.B. SPICER,
Lt. Colonel,
Director,
Interior Sub-Commission.

1401

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Public Health Sub-Commission

AGC/3022/PH

3 May 1944

SUBJECT: - File Covers & Fasteners.

TO: - Adm. Sec. ✓

1. Reference today's conference concerning re-organization of file system, urgent request is made by this Sub-Commission for the following:

2000 File Covers.
2000 Auto Fasteners.

2. We were issued a total of 10 file covers as our allotment this morning and were advised by the Supply Section that they had only 75 covers for this entire HQ for the period ending 15 May 1944.

For Brigadier G. S. PARKINSON:

Paul S. Savage

PAUL S. SAVAGE
Capt. Spec. Res.
Executive Officer.

PH/PES/34

1400

Declassified E.O. 12356 Section 3.3/NND No. 785016

Administrative Section,
Rear Headquarters,
Allied Control Commission.

7th May 1944.

Don't know

I have been telling some of our Sub Commissions to mend their (filing) ways, and they want materials. I understood you to say that necessary materials including punches and fasteners would be available. I enclose 6/5/2 Int and 3022PH of 5th and 3rd May. Can you please assist our Sub Coms to get what they need (a period of re-organisation requires a greater supply than normal). You will see from the letters what they get told.

SH 10th May

Capt A.J. Collins,
Secretary General's Office,
HQ ACC, APO 394.

1055

Declassified E.O. 12356 Section 3.3/NND No. 785016

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATION SECTION

8 April 44.

SUBJECT: Envelopes.

TO : HQ Commandant, Rear HQ, ACC APO 394.

1 It is requested that the VP Admin Section be furnished with
500 plain envelopes (standard letter size).

Monahan
R.A. PERSELL,
Major, Inf.,
For VP, Admin Section.

1398

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Administrative Section

3/2.1/AS.

13 Mar 44

SUBJECT : Office Machinery

T2 : C-4. RE ACC APO 394

- 1 Reference Daily Bulletin Rear Hq No 36 dated 11 Mar 44.
para 3
- 2 A NIL return is rendered for this Section. No British
typewriters or duplicating machines are held.

R. R. GREPS,
Lt. Colonel.
CSO. Adm Sec

135.

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Administrative Section

3/2.1/AS.

13 Mar 44

SUBJECT : Stationary

TO : Hq. Commandant.

Reference Daily Bulletin Rear Hq. ACC. No. 38 para 2; the following are the requirements of British Stationary for this Section.

File Covers, Foolscap -	200.
Alphabetical list of Army Forms & Books -	1.
Books, S.O. 129 Indexed -	6.
" " 136 " -	6.
" " 136 1/2 " -	6.
Register of Letters AB 193 -	2.

R.R. CRIPPS,
Lt. Colonel,
CSO. Admin Sec.

1 50

0256