

Declassified E.O. 12356 Section 3.3/NND

No. 785016

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

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ORG & ADMIN, OFFICE ACCOMMODATION
MAY 1944 - APR. 1946

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

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/5 B/CA

SUBJECT: Telephone Directory

TO: Signal Section A.C.

1st April 46

Reference your letter of 27 March 46.

Following is the return of telephones asked for:

<u>Appointment</u>	<u>Rank/Name</u>	<u>Floor/Room</u>	<u>Int.</u>	<u>Ext.</u>
Vice President	Brig. M. CAFF, MBE, CB	5 - 40	525	478104
Staff Officer	Major J.S. REAKES	5 - 54	358	
Staff Officer	Major H.B. ANSON	5 - 54	321	
Liaison Officer Patriots	Lt.Col. FAVA	5 - 56	508	
Chief Clerk		5 - 31	437	

M. CAFF, Brig.
VP CA Section

2579

303

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3/5 B/CA

SIGNAL SECTION
HEADQUARTERS ALLIED COMMISSION
APO 394

27 March 1946

29 MAR 1946

SUBJECT: Telephone Directory.

TO : CIVIL AFFAIRS SECTION

1. Request a section directory listing location and telephone number of all officers in section and a listing for all telephones in section.

2. This information is necessary to correct present directory.

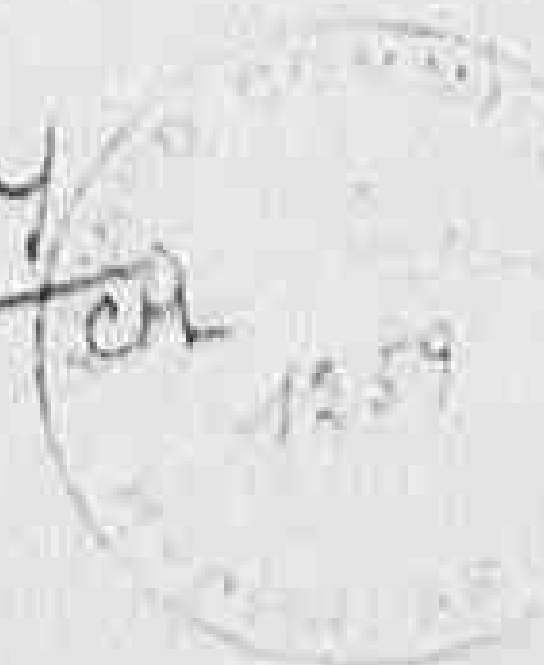
Walter R. Brown, Jr.
WALTER R. BROWN, JR.
1st Lt., CE.
Hq. Signal Officer.

2578

Chief Clerk

Find out if there refers to CA sec alone
or all S/C's. Get list made out on demand
HA

Done



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HEADQUARTERS ALLIED COMMISSION
AFO 394
CIVIL AFFAIRS SECTION

1/18

8 Feb 46

Ref : 3/5.B/CA

SUBJECT : Telephones

TO : HQ Commandant

Reference Daily Bulletin No 30, Para (6).

Please note that Room No 33 is now empty. There are two
telephones in that room which may be removed.

Jlc
M. CARR, Brig.
VP CA Section

2577

157

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ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: 3/58/02

FILE No.

2 Nov 1945

TO

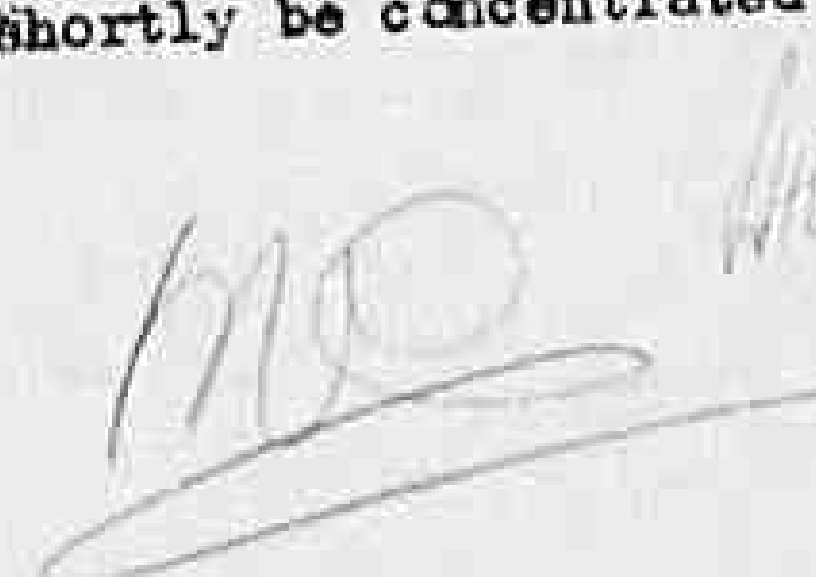
VP CA Sec

Economic Section have asked for more space on the 4th Floor and I have arranged to move from that floor the whole of the Security Division of Public Safety S/C who will move into some part of the present Public Safety rooms and to a room vacated by Public Health adjoining.

This will concentrate the whole of Public Safety on this floor.

I have also arranged for MEAA to come on to this floor, next door to Education, in rooms vacated by Public Health and 1 room from Education who received in exchange an empty room formerly belonging to Legal.

The whole of CA Sec will shortly be concentrated on the 5th Floor.


S.H. WHITE, Lt Col.
CSO 045976

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HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

38 A

3/5.2/CA

1 Sep 45

SUBJECT : Office Accommodation - Italian Prisoners of
War Division, CA Section.

TO : Headquarters Commandant

In view of the recent split of the War Materials Disposal and Italian Prisoners of War Sub-Commission, it is requested that new office accommodation be made available as close to the fifth floor of this Headquarters as possible. This is required for the new "Italian Prisoners of War Division" of the Civil Affairs Section, which consists of:-

Officers	1 Colonel
	1 Major
	2 Cpts
	1 Lieut
	<u>5</u>
Allied Clerical Staff	3
Civilian Clerical Staff	14

It is desired to make the change as soon as possible. Please consult Lt Col PERIS on questions of detail.

H. H. - S. HATCHER
CSO CA Section

2575

Copy to : Italian Prisoners of War Division

2446

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PLEASE PASS QUICKLY

- (1) DPR *Red*
- (2) PS ✓
- (3) Security - *Secur.*

To/

C.A. Section.

3/5B/CA ✓

6 JUL 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

34a
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HQC/45/1

6 July 1945

SUBJECT : Office Accommodation.

TO : V.F. Economic Section (For Ind. S/C, Tptn. S/C)
V.F. Civil Affairs Section (For D.F.S. S/C, Public Safety S/C)
Director, W.E.D. & It. P.O.W. S/C
Archives Branch
Political Advisors (A) & (B).

1. In view of certain alterations, ordered by higher authority, in the original plan for re-allocation of office space, the Office Space Committee has had to review the situation, and re-allot to certain Sub-Commissions, Branches, etc., office accommodation other than that originally intended. Re-allotment is set out as under.

Industry S/C : Remain in present location with additional space on 4th Floor Main.

D.F. & P. S/C : To be accommodated on 6th Annex instead of 4th Floor Main (east) and 5th Annex (east).

Security Div. : To be accommodated on 4th Floor Main (East) instead of 6th Annex (East).

Tptn. S/C : To be accommodated on 3rd Floor Annex with additional space and 2nd Floor Main (East).

W.E.D. & It. P.O.W. S/C : To be accommodated on 2nd Floor Main, instead of 5th Annex (West).

Archives Br. : Additional space allotted in vicinity of present Archives Room (No. 42, 2nd Floor).

Political Adv. : In rooms on 3rd Floor Main (East).

2. In order that the plan may be completed the following moves will take place, commencing Monday 9 July 45.

MONDAY
Com. S/C

: Vacate 6th Annex (East) and move to existing vacant

4505

rooms on 3rd Floor Main.

TUESDAY

D.P. & R. S/C : Vacate 2nd Floor Main and move to 6th Annex (East).

WEDNESDAY

T.S.D. & Lt.

P.O.W. S/C : Vacate 3rd Floor Main and move to 2nd Floor (Room numbers will be given verbally).

THURSDAY

Political Adv. : British to Rooms 6 & 8, 3rd Floor Main.
American to Rooms 2 & 4, 3rd Floor Main.

FRIDAY

Com. S/C : Vacate 6th Annex (West) and move to 3rd Floor Main (East).

SATURDAY

D.P. & R. S/C : Vacate 3rd Annex and move to 6th Annex (West)

3. The days of moving are only provisional, confirmation will be given verbally by Capt. Sinclair (Office Space Section).

4. Any queries regarding moves should be made to Section Representatives.

5. Sub-Commissions, Branches, etc. should inform HQ. Communications Officer about telephone installations and changes.

6. Labour should be applied for to Office Space Section.

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R. H. ROBERTSON Colonel
Hq. Commandant.

Copies to :
V.I. Est. Section (for information)
HQ. Communications Officer.

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3/58/1A

1A
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HEADQUARTERS ALLIED COMMISSION
APO 324
Office of the Headquarters Commandant

28 April 48

HQC/45/1

SUBJECT: Office Accommodation.

TO : Executive Commissioner.

1. In accordance with your instructions, I have the honour to submit the accommodation Committee's plan for the re-allocation of accommodation in this Headquarters.
2. In arriving at a decision, the Committee applied the following principles, which it is recommended should be confirmed and adopted.
 - a. That those offices of this Headquarters to which the public require access, should be in the most accessible positions. Not only is this a matter of convenience to the public and saves time, but it also avoids the penetration of the public throughout the building. It also substantially decreases pressure on the lift and leaves the lift free for more essential use. Similarly, offices to which the public do not require access should be located in the less accessible portions of the building.
 - b. That the use of exceptional commodious rooms by individual officers is (with certain exceptions) uneconomic and should not be permitted. Similarly, the use of a number of small rooms for clerks is inefficient.
 - c. That the standard density should be for every 200 sq. ft. -

One officer of the rank of Colonel or upwards; or
Two officers below that rank; or
Three clerks.

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The preliminary allocation of space has been made upon this basis, plus 12% spare space. It is suggested that in future no further allocation of space should be made to any Section or Independent Sub-Commission unless they will otherwise exceed this standard density. If this density is not reached, Sections or Independent Sub-Commissions are using space less economically than the standard and must make internal adjustments to obtain any additional facilities they may require. It should, however, be open to them to show that some particular equipment or particular operation requires certain space which may be fairly excluded in computing the density.

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- d. That no personnel not belonging to HQ, AC, should be accommodated in this building. It is unfair that discrimination should be used in favor of any particular group of personnel and it is obvious that all external staffs with whom AC operates cannot be accommodated in the building. It is best that there should be one rule for all. Not only in view of the shortage of space is their early move from HQ AC desirable, but unless outside staffs are moved out quickly, any re-organization of allocation of space is severely handicapped. It is necessary that there should be a certain amount of empty space in the building in order to allow the commencement of movement.
3. The plan which your Sub-Committee has been directed to prepare is one which will concentrate the sections and arrange for reasonable accessibility according to the functions of those sections, and at the same time make the minimum changes to effect that purpose. (See para. 2 a. (2) of my letter of 30 March 1945, reference HQ/45/1.)
4. Appended hereto is a diagram showing the approximate present allocation of space from which it will be seen that Economic Section is distributed on 6 separate floors and that some of its sub-commissions are divided by several floors. If all the offices of Economic Section are to be brought together, the alternative possibilities are that they should be concentrated on the 6th and 7th floors; on the 5th and 6th floors; or on the 1st and 2nd floors.
5. Either of the first two suggestions require that a unit of this Headquarters now concentrated (Land Forces sub-commission or Civil Affairs section) will have to find another home. It would either have to be dispersed or go to the first floor (which would mean a double change). If the first floor has to be disturbed, the double change is avoided if Economic Section itself goes there, as suggested in the last of the three possibilities in para. 4. Not only does this avoid a double change, but it is in accord with the principles that those offices to which the public requires access should be most accessible and by placing Economic Section on the first and second floors (and a portion of the third floor), the whole of these offices are brought below the level to which the lift works.
6. No compunction is felt in splitting the Establishments Section ²⁵⁷¹ now located in the basement and first floors. The Establishments Section serves two entirely different functions. There is (a) the housekeeping fraction which can be conveniently located in the basement, and (b) that portion which administers AC itself. There is no reason why these two portions should be adjacent and, in fact, at the present time considerable portions are three floors apart. It will be seen that the 6th floor, vacated by Economic Section, is more than large enough to accommodate the whole of Establishments Section which is at present located on the first and fourth floors. This not only concentrates these two fractions of the Establishments Section, but complies with the principle that offices to which the public does not require access should be located on the less accessible floors. It is, therefore, recommended that Establishments Section be concentrated on the 6th floor.

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7. There remains now to find accommodation for those few other offices which have been displaced by the concentration of the Economic Section. These consist of the Air Force Sub-Commission, which it is suggested should occupy the 8th floor, the Naval Sub-Commission, which it is suggested should occupy the remainder of the 6th floor with Establishments Section, the Displaced Persons, Security, and Monuments & Fine Arts Sub-Commissions, which should be brought alongside Civil Affairs Section, to which they belong. It will be noted that the proposed arrangement concentrates the three service Sub-Commissions. It also results in the following senior heads having direct access to the Chief Commissioner's offices by the west staircase:

The Air Vice Marshal of Air Force Sub-Commission
 Major General of Land Forces Sub-Commission
 Rear Admiral of the Naval Sub-Commission
 Vice President of Civil Affairs Section and
 Vice President of Economic Section.

8. These proposals are represented diagrammatically on an appendix hereto. The diagram shows general principles only and does not deal with minutiae of allocation, which is a matter for detailed working out in the Headquarters Commandant's office. Those offices which under the proposals are not required to move are hatched.
9. It is recommended

- i. That the plan be adopted;
- ii. That a small Sub-Committee of three, representing Civil Affairs, Economics and Establishments Sections, be appointed to assist the Headquarters Commandant in matters of detail in regard to the allocation;
- iii. That the allocation shall, when possible, be of blocks to Sections and Independent Sub-Commissions who shall be responsible for sub-allocation; and
- iv. That the principles in para. 2 be confirmed.

H. H. Robertson 2570
 H. H. ROBERTSON Colonel
 Chairman, Accommodation Committee

Copies to:

Vice President, Economic Section
 Vice President, Civil Affairs Section
 Vice President, Establishments Section

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MAIN BUILDINGS

NORTH

EAST

WEST EAST

8 7 6 5 4 3 2 1 GR

IND	FIN	FIN	TRT	POD	POD	POD
IND	FIN	FIN	TRT	POD	POD	POD
COMCE	COMCE	PS	PH ED	KEB	KEB	KEB
IND	IND	EST	EST	EST	EST	EST
NAVY	AIR MI	W	W	EX COM	EX COM	EX COM
MFA	TPH	DPR	MISC DPR	DPR	PS	PS
GRAB	AGR	MIS	EX COM	EST	EST	EST
MIS	MIS	EST	EST	EST	EST	EST

8 7 6 5 4 3 2 1

LEGEND

SERVICES	SC	CC	EX	COM	ART
EST	SEC	SEC	SEC	SEC	SEC
CA	SEC	SEC	SEC	SEC	SEC
ECON	SEC	SEC	SEC	SEC	SEC

OK

38

1722

● 1997年11月1日

2

west

1 2 3 4 5 6 7 8

		←	←	AIR	AIR	AIR	→
←	←	←	←	EST	ARMY	NAVY	→
WMD	MFA PS	PS	PH ED	LEGAL	PAT	CAS L GOVT	
SPARE	DDR	DPK	MISC PRB	COMS			
FIN	FIN	COMCÉ	POL LIAIS	EX CON		CC	
FOI	TPT	IND	IND	IND			
LIB	AGR	PMU	FOOD	ECON S		ECON S	
←	←	←	←	EST	←	←	→

SEANIC 9/6

C. H. Sec

cc. Ex Com + HTT

2P7Q1E

NO CHANGE IN LOCATION

2568

1723

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3/5 B/CA

36A

HEADQUARTERS ALLIED COMMISSION
APO 394
Office, Headquarters Commandant

35

27 April 1945

27 APR 1945

Memo

TO : See Distribution.

1. There will be a meeting of the Office Space
Committee Friday, April 27, 1945, at 1500 hours in the Hqs.
Commandant's office, Room 56, 1st Floor.

E.J. Rocchino
E.J. Rocchino
Maj. Inf.
Asst. Hqs. Comd.

Dist :
Lt.Col. S.H. White ✓
Capt. H.J. Butler (U.S.N.)
Maj. R.E. Doe
Maj. J.W. Cunliffe
Lt. J. Lennin
Capt. R.F. Sinclair

2566
2567

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33A
24/

Int. Space - A100

Room No.	Dimensions	Sq. Ft.	By Whom Occupied
35	11' x 10'	110	Transportation Sub-Commission
37	10' x 16'	160	Ballia Region
39	10' x 13'	130	Spare
41	10' x 10'	100	Spare
43	10' x 10'	100	I.C.C.R.
58	10' x 17'	170	G.O. Gr. Store
60	17' x 7'	119	Printing Store
62	16' x 10'	160	Transportation Sub-Commission
64	16' x 10'	160	" " " "
66	16' x 11'	176	" " " "
68	15' x 18'	270	C.A. Store
70	13' x 11'	143	Transportation Sub-Commission

2566

TOTAL SQ. FT. 687

Space Occupied

783 sq. ft.
340 " "
119 " "

Transportation Sub-Commission
C.O.G. Store
Printing Office

38	10' x 17'	170	C.C. Gr. Store
60	17' x 7'	119	Printing Store
62	16' x 10'	160	Transportation Sub-Commission
64	16' x 10'	160	" " "
65	16' x 11'	176	" " "
68	5' x 18'	90	C.A. Store
70	13' x 11'	143	Transportation Sub-Commission

2566

TOTAL SQ. FT. 667

Space Occupied

Transportation Sub-Commission

768 sq. ft.

C.C.G. Store

340 " "

Printing Office

119 " "

C.A. Store

450 " "

Emilia Region

324 " "

I.G.C.R.

216 " "

Space C.C.G. (for Cally)

450 " "

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THE FLOOR AREA

Room No.	Dimensions	Sq. Feet	By Whom Occupied
37	11' x 10'	110	Yanisia-Region <i>Aggravation</i>
39	10' x 10'	100	Spare
41	10' x 10'	100	Spare
43	10' x 10'	100	} -- Communications (Mr. Gatty) }
45	10' x 10'	100	
47	10' x 10'	100	Labour Sub-Commission
49	10' x 10'	100	" " "
51	10' x 10'	100	" " "
53	10' x 10'	100	" " "
55	10' x 10'	100	" " "
57	10' x 10'	100	" " "
59	10' x 10'	100	" " "
61	10' x 10'	100	Spare
63	10' x 10'	100	} -- Aggravation }
65	10' x 10'	100	
67	10' x 10'	100	} -- Feeder signal section }
69	10' x 10'	100	
71	10' x 10'	100	Spare
73	10' x 10'	100	Spare
75	10' x 10'	100	I.O.C.R.

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49	12' x 11'	156	" " "
51	13' x 11'	164	" " "
53	14' x 14'	150	" " "
55	15' x 14'	150	" " "
57	16' x 11'	132	" " "
59	16' x 10'	140	" " "
62	15' x 17'	340	Spare
64	17' x 7'	115	"
66	16' x 10'	150	--- Italian Signal Section ---
68	16' x 10'	150	---
70	17' x 11'	154	Spare
72	9' x 18'	450	Spare
74	12' x 12'	175	I.O.C.R.
76	16' x 10'	168	Labour Sub-Commission
78	17' x 10'	180	" " "
80	17' x 10'	180	" " "
82	18' x 14'	150	" " "
84	4' x 10'	54	" " "

Agreement
2565

Labour Spc 2587 by M

General	576	412 sq. ft.
It. Sig. Sec.	120	" "
I.O.C.R.	156	" "
Venezia Region	110	" "
Labour	2597	" "
Spare	1871	" "

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2nd Floor Annex

Room No.	Size	By Whom Occupied
31	11' x 10'	Displaced Persons Sub-Commission
33	18' x 18'	Displaced Persons Sub-Commission
35	18' x 13'	" " " "
37	18' x 12'	" " " "
39	12' x 11'	" " " "
41	19' x 13'	Monuments & Fine Arts Sub-Commission
43	12' x 12'	" " " "
45	19' x 14'	" " " "
46	10' x 17'	Visiting Regional Commissioners
47	18' x 14'	Monuments & Fine Arts Sub-Commission
48	17' x 7'	Displaced Persons Sub-Commission
49	18' x 14'	Monuments & Fine Arts Sub-Commission
50	16' x 11'	I.G.O.R.
51	16' x 11'	Transportation Sub-Commission 2564
52	15' x 11'	Displaced Persons Sub-Commission
53	14' x 10'	Transportation Sub-Commission
54	17' x 11'	Displaced Persons Sub-Commission
56	15' x 18'	" " " " 450

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41	12' x 15'	105	Monuments & Pine Arts Sub-Commission
42	12' x 12'	156	" " " "
43	12' x 14'	55	" " " "
46	12' x 17'	340	Visiting Regional Commissioners
47	10' x 14'	52	Monuments & Pine Arts Sub-Commission
48	17' x 7'	110	Displaced Persons Sub-Commission
49	10' x 14'	52	Monuments & Pine Arts Sub-Commission
50	16' x 10'	160	I.G.C.R.
51	16' x 11'	152	Transportation Sub-Commission - 2564
52	13' x 10'	102	Displaced Persons Sub-Commission
53	14' x 10'	140	Transportation Sub-Commission
54	17' x 11'	54	Displaced Persons Sub-Commission
55	12' x 15'	650	" " " "
56	10' x 11'	126	" " " "
57	14' x 10'	158	I.G.C.R.
58	13' x 10'	100	Transportation Sub-Commission
59	15' x 10'	100	" " " "
60	10' x 14'	52	" " " "
61	4' x 11'	64	" " " "
TOTAL 576			
Displaced Pers. S/C ----- (B.R.C.) - 1488 360 ft.			
Monuments & Pine Arts S/C ----- 1211 " "			
Visiting Reg. Commissioners ----- 340 " "			
I.G.C.R. ----- 326 " "			
Transportation Sub-Commission ----- 1208 " "			

Ath Floor Area

ROC No.	Dimensions	Sq. Feet	By Whom Occupied
37	11' x 10'	110	AIR
38	18' x 18'	324	AIR
41	18' x 13'	234	AIR
43	18' x 12'	216	AIR
44	20' x 17'	340	W.M.D.
45	18' x 11'	198	AIR
46	17' x 7'	119	W.M.D.
49	15' x 12'	180	AIR
49	16' x 10'	160	AIR
47	13' x 11'	143	NAVY
50	16' x 10'	160	AIR
51	19' x 14'	266	NAVY
51	17' x 12'	204	AIR
53	18' x 14'	252	NAVY
54	19' x 13'	247	AIR
55	18' x 14'	252	NAVY
56	13' x 14'	182	AIR
57	16' x 11'	176	NAVY

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2563

45	15' x 11'	16	AIR
46	17' x 7'	145	U.S.D.
49	15' x 12'	185	AIR
48	16' x 10'	160	AIR
47	13' x 11'	156	NAVY
50	16' x 15'	160	AIR
51	19' x 14'	266	NAVY
52	17' x 12'	204	AIR
53	18' x 14'	52	NAVY
54	25' x 18'	450	AIR
55	18' x 14'	252	NAVY
56	13' x 11'	136	AIR
57	16' x 13'	192	NAVY
58	14' x 12'	168	NAVY
59	14' x 11'	140	NAVY
60	18' x 10'	180	NAVY
61	18' x 10'	180	NAVY
64	18' x 14'	252	NAVY
66	24' x 11'	264	NAVY

TOTAL Sq. Ft. 3,276

NAVY 6/e 2302 Sq. Feet
AIR FORCES 2515 Sq. Feet
W.M.D.&It.P.W. 459 Sq. Feet

1 7 3 2

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5th FLOOR AREA

ROOM NO.	SIZE	SQ. FT.	BY WHOM OCCUPIED
33	11' x 11'	121	INDUSTRY
35	12' x 12'	144	INDUSTRY
37	12' x 13'	156	INDUSTRY
39	18' x 11'	198	INDUSTRY
45	20' x 17'	340	INDUSTRY
49	18' x 11'	198	INDUSTRY
48	17' x 7'	119	INDUSTRY
42	12' x 19'	228	INDUSTRY
50	12' x 15'	180	INDUSTRY
43	12' x 11'	132	INDUSTRY
52	12' x 10'	120	INDUSTRY
47	15' x 14'	210	INDUSTRY
34	17' x 11'	187	INDUSTRY
43	13' x 11'	143	INDUSTRY <u>2562</u>
36	21' x 18'	378	INDUSTRY
51	12' x 14'	168	INDUSTRY
58	13' x 11'	143	INDUSTRY
53	10' x 11'	110	INDUSTRY

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[illegible]

INDUSTRY S/C occupy total space.

Declassified E.O. 12356 Section 3.3/NND No. 7850166th FLOOR AREA

ROOM NO.	DIMENSIONS	Sq. FEET	BY WHOM CC UPD'D
62	11' x 10'	110	COMMERCE
63	10' x 17'	170	COMMERCE
64	11' x 11'	121	COMMERCE
65	15' x 10'	150	COMMERCE
68	15' x 10'	150	COMMERCE
70	17' x 11'	187	COMMERCE
71	5' x 18'	90	COMMERCE
74	13' x 11'	143	COMMERCE
75	14' x 11'	154	COMMERCE
76	10' x 10'	100	COMMERCE
80	18' x 10'	180	COMMERCE
81	10' x 14'	140	COMMERCE
84	11' x 11'	121	COMMERCE
85	16' x 11'	176	COMMERCE
86	14' x 11'	154	COMMERCE
87	17' x 11'	187	COMMERCE
88	14' x 11'	154	COMMERCE
41	14' x 11'	154	COMMERCE

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74	17' x 11'	174	COMMERCE
7	15' x 15'	150	COMMERCE
74	13' x 11'	156	COMMERCE
76	14' x 11'	168	COMMERCE
78	11' x 10'	110	COMMERCE
80	13' x 10'	130	COMMERCE
82	15' x 14'	5	COMMERCE
84	4' x 11'	64	COMMERCE
5	16' x 11'	12	COMMERCE
52	14' x 10'	140	COMMERCE
37	12' x 10'	120	COMMERCE
39	14' x 11'	64	COMMERCE
41	14' x 11'	264	COMMERCE
43	12' x 15'	495	COMMERCE
45	13' x 15'	35	COMMERCE
47	14' x 13'	172	COMMERCE
49	7' x 11'	297	COMMERCE
51			
53	15' x 11'	165	COMMERCE

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TOTAL 64. 27. 4613

COMMERCE S/C occupy total space.

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7th MONTH ADVICE

BOOK NO.	CHURCH NO.	NO. 10/2	BY WHOM OCCUPIED
24	11' x 10'	13	TRANSPORTATION
51	10' x 17'	37	FINANCE
56	17' x 7'	115	TRANSPORTATION
56	10' x 10'	140	TRANSPORTATION
58	10' x 10'	140	TRANSPORTATION
60	17' x 11'	214	FINANCE
68	14' x 11'	160	TRANSPORTATION
70	10' x 10'	160	FINANCE
72	13' x 10'	180	FINANCE
74	11' x 14'	150	FINANCE
76	14' x 11'	64	FINANCE
45	10' x 11'	1	FINANCE
17	14' x 10'	140	FINANCE
33	11' x 10'	10	FINANCE
35	10' x 11'	15	FINANCE
37	11' x 11'	11	FINANCE
38	6' x 10'	170	TRANSPORTATION
41	15' x 10'	130	FOOD
			FINANCE

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60	12' x 4'	100	TRANSPORTATION
70	10' x 10'	100	FINANCE
71	13' x 10'	150	FINANCE
74	15' x 14'	150	FINANCE
75	4' x 11'	60	FINANCE
65	10' x 1'	10	FINANCE
67	14' x 10'	110	FINANCE
33	10' x 10'	100	FINANCE
35	10' x 11'	100	FINANCE
37	1' x 11'	10	FINANCE
39	10' x 10'	100	TRANSPORTATION
41	10' x 10'	100	FOOD
43	10' x 10'	100	FINANCE
5	2' x 1'	30	FINANCE
65	1' x 5'	50	FINANCE

2560

TOTAL	Sq. Ft.	Sq. Ft.
TRANSPORTATION	1037	Feet
FINANCE	8867	Feet
FOOD	180	Sq. Feet

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Sub Floor Area

Room No.	Dimensions	Sq. Ft.	By Whom Occupied
70	11' x 10'	110	Capt. Day Agriculture Sub-Commission
71	20' x 10'	200	" " "
72	14' x 5'	70	" " "
73	20' x 5'	100	" " "
74	20' x 10'	200	" " "

TOTAL Sq. Ft. 680

Agriculture ----- Whole Floor

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Sta. 25558

Room No.	Dimensions	Area, Sq. Ft.	By Whom Occupied
70	10' x 10'	100	Agriculture Sub-Commission
71	10' x 10'	100	" "
72	13' x 13'	169	" "
73	13' x 13'	169	" "
74	13' x 13'	169	" "

Station 25558, 106

Agriculture ----- Whole Floor

2558

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JWC/og

Accommodation Table

26 March 1945

Section	Colonels	Off. "C"	EM&OR & italians	Sq. Ft.
Coal Div.	1	4	3	
Economic	18	105	357	<u>38 800</u>
				38 600
Civil Affairs	7	48	191	<u>19000</u>
				21800
Establishment	4	42	227	<u>20000</u>
				21800
INDEPENDENT S/C				
P.R.B.	1	8	19	2300
W.	-			
W.M.D.	-	7	24	2300
Communic.	1	7	11	1600
Air	4	12	13	2900
Navy	4	8	16	2700
Army	4	62	147	17000
(Shipping)	(2)			<u>28500</u>
(I.G.C.R.)	(3)			<u>29000</u>

2557

12,400 1944

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GROUND FLOOR

ROOM NO.	DIMENSIONS	SQ. FEET	BY WHOM OCCUPIED
1	14 x 16	224	TRANSPORTATION
2	12 x 14	168	TRANSPORTATION
3	12 x 16	192	TRANSPORTATION
4	14 x 16	224	N.W. ITALY
5	14 x 16	224	G-1 CIV. PERS.
6	14 x 16	224	N.W. ITALY
7	16 x 12	192	G-1 CIV. PERS.
8	14 x 16	224	N.W. ITALY
9	16 x 16	256	G-1 CIV. PERS.
11	20 x 16	320	G-1 CIV. PERS.
13	16 x 12	192	G-1 CIV. PERS. 2556
14	25 x 20	500	G-1 B
16 & 18	20 x 16	320	G-1 B
10 & 10YER	10 x 20 15 x 20	500	G-1 B
12	14 x 16	224	G-1 B
13			
16 B 19	SWITCHBOARD		

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6	14 x 16	224	M.O. ITALY
7	16 x 12	192	G-1 CIV. PERS.
8	14 x 16	224	M.O. ITALY
9	14 x 16	140	G-1 CIV. PERS.
11	14 x 16	336	G-1 CIV. PERS.
13	16 x 12	192	G-1 CIV. PERS. 2556
14	15 x 20	500	G-1 B
16 & 18	16 x 16	388	G-1 B
10 & 20	10 x 20 15 x 20	500	G-1 B
12	14 x 16	224	G-1 B
13			
16 B 19 21 23 25	SWITCHBOARD		
27 29	TELEPHONE REPAIRS		
20	11 x 16	176	G-1 B
22	11 x 16	176	G-1 B
24	10 x 12	200	APG 394
26	10 x 12	200	APG 394
28	10 x 12	595	APG 394

1743

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GROUND FLOOR

ROOM No.	DIMENSIONS	SQ. FEET	BY WHOM OCCUPIED
31	11 x 12	132	DISPATCH
33	12 x 12	144	RATION STORES
36	16 x 11 23 x 16	545	DISPATCH
44	30 x 17 } 14 x 9 } 12 x 9 }	744	M.I. ROOM B
46	16 x 20	320	M.I. ROOM B
48	16 x 20	320	M.I. ROOM B
50	16 x 20	320	G-4 B
52	16 x 20	320	G-4 B
54	16 x 20	320	OFFICE SPACE
56	25 x 20	500	OFFICE SPACE
33 A	12 x 11	132	M.I. ROOM B
60	19 x 11	209	SIGNWRITER
35	10 x 18	180	M.I. ROOM B
			<u>2555</u>

9467

TRANSPORTATION	3/C	584	Sq. Feet
M.F. ITALY		672	Sq. Feet
G-1 CIV. PERS.		1034	Sq. Feet
G-1 BRITISH		1340	Sq. Feet
APD 394		1077	Sq. Feet
DISPATCH		821	Sq. Feet
M.I. ROOM BRITISH		1626	Sq. Feet

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48	16 x 20	320	M.I. ROOM B
50	16 x 20	320	G-4 B
52	16 x 20	320	G-4 B
54	16 x 20	320	OFFICE SPACE
56	25 x 20	500	OFFICE SPACE
33 A	12 x 11	132	M.I. ROOM B
60	19 x 11	209	SIGNWRITER
35	10 x 18	180	M.I. ROOM B

2555

9467

TRANSPORTATION S/C
M.W. ITALY 584 Feet
G-1 CIV. PERS. 672 Feet
G-1 BRITISH 1084 Feet
APO 394 1340 Feet
DISPATCH 1077 Feet
M.I. ROOM BRITISH 821 Feet
G-4 BRITISH 1696 Feet
OFFICE SPACE 640 Feet
1039 Feet

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1st FLOOR

ROOM NO.	DIMENSIONS	SQ. FT.	BY WHOM OCCUPIED
1	14 x 16	224	AMERICAN DISPENSARY
2	14 x 16	224	AMERICAN DISPENSARY
3	12 x 16	192	AMERICAN DISPENSARY
4	14 x 16	224	AMERICAN DISPENSARY
5	14 x 16	224	BRITISH CYTHER <i>British Cyther</i>
6	14 x 16	224	AMERICAN DISPENSARY
7	12 x 16	192	BRITISH CYTHER <i>British Cyther</i>
8	14 x 16	224	AMERICAN DISPENSARY
9	14 x 16	224	TELETYPE
10 & FODR	15 x 20 10 x 20	500	COMMUNICATIONS OFFICER
11	21 x 16	336	MESSAGE CENTER
12	15 x 20	300	EMPTY <i>British Cyther</i> 2554
13	16 x 12	192	AMERICAN CYTHER
14	25 x 20	500	ARCH.
15	16 x 13	208	AMERICAN CYTHER
16 B	19 x 16	304	MESSENGERS ROOM
18	17 x 14	238	CABLE SECTION

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6	14 x 16	224	AMERICAN DISPENSARY
7	12 x 16	192	BRITISH CYTHER <i>British Cypher</i>
8	14 x 16	224	AMERICAN DISPENSARY
9	14 x 16	224	TELETYPE
10 & FOYER	15 x 20 10 x 20	500	COMMUNICATIONS OFFICER
11	21 x 16	336	MESSAGE CENTER
12	15 x 20	300	EMPTY <i>2554</i> <i>Empty British Cypher</i>
13	16 x 12	192	AMERICAN CYTHER
14	25 x 20	500	ARCH.
15	16 x 13	208	AMERICAN CYTHER
16 B	19 x 16	304	MESSENGERS ROOM
18	17 x 14	238	CABLE SECTION
19 & 21	22 x 16	352	MAIL SECTION
20	16 x 12	192	MAIL SECTION
22	16 x 12	192	CABLE SECTION
23	16 x 11	176	D.F. ROOM
24 & 26	16 x 24	384	MAIL SECTION
28	16 x 20	320	MAIL SECTION
30	16 x 24	384	APD BRITISH

1st FLOOR

ROOM NO.	DIMENSIONS	SQ. FEET	BY WHOM OCCUPIED
32	16 x 11	176	DUPLICATING
34	16 x 11	176	DUPLICATING
36 & 38	16 x 24	384	ADJ
40	16 x 21	336	ADJ
42			Stores
44	16 x 18	288	P.X.
46	16 x 18	288	MAINT
48	16 x 18	288	DILLETING
50	16 x 18	288	PRINTING
52	16 x 18	288	HQ. COMDT. CLERKS
54	16 x 18	288	HQ. COMDT. CLERKS
56	22 x 20	440	ASST. H.Q. COMDT.
58	23 x 25	575	HQ. COMDT.
33	29 x 20	580	OFFICE SPACE
35	11 x 18	198	M.O. SCHOOL
60	11 x 9	209	PURCHASING
TOTAL SQ. FEET 11322			

11322

42					
44	16 x 18	288	P.Y.		
46	16 x 18	288	NAMEI		
48	16 x 18	288	DILLETING		
50	16 x 18	288	PRINTING		
52	16 x 18	288	HQ. COMDT. CLERKS		
54	16 x 18	288	HQ. COMDT. CLERKS		
56	22 x 20	440	ASST. H. COMDT.		
58	23 x 25	575	HQ. COMDT.		
33	29 x 20	580	OFFICE SPACE		
55	11 x 18	198	M.G. SCHOOL		
60	11 x 9	209	PURCHASING		

TOTAL SQ. FEET 11332

AMERICAN DISPENSARY 1312 Sq. Feet
~~BRITISH~~ CYPRER 416 Sq. Feet
 EX. COMMUNICATIONS 3570 Sq. Feet
 COMMUNICATIONS 500 Sq. Feet
 AMERICAN CYPRER 400 Sq. Feet
 ADJ. 720 Sq. Feet
 HQ. COMDT. 2956 Sq. Feet
 NAAFI 288 Sq. Feet
 P.X. 288 Sq. Feet
 M.G. SCHOOL 198 Sq. Feet
 APC BRITISH 364 Sq. Feet
~~OFFICE~~ *Out Cypher* 300 Sq. Feet

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2nd Floor

ROOM		DIMENSIONS		S.F. FEET		BY ROOM OCCUPIED	
1	16 x 14	224				I.O.C.R.	
2 & 4	16 x 29	464				I.O.C.R.	
3	16 x 18	192				I.O.C.R.	
5	16 x 14	224				DIAG. ROOM.	
6	16 x 14	224				DIAG. ROOM.	
7	16 x 11	176				DIAG. ROOM.	
8	16 x 14	224				DIAG. ROOM.	
9	16 x 10	160				DIAG. ROOM.	
11	25 x 16	400				DIAG. ROOM.	2553
10 & 10	20 x 10 20 x 15	500				DIAG. ROOM.	
12	20 x 16	320				DIAG. ROOM.	
13	16 x 13	208				DIAG. ROOM.	
14	16 x 13	208				DIAG. ROOM.	
15	16 x 13	208				DIAG. ROOM.	

S	16 x 14	104	10. 1000-1000-1000
7	16 x 11	176	11. 1000-1000-1000
8	16 x 14	224	12. 1000-1000-1000
9	16 x 10	160	13. 1000-1000-1000
11	23 x 16	368	14. 1000-1000-1000 2553
1000000	20 x 10 20 x 15	500	15. 1000-1000-1000
12	20 x 16	320	16. 1000-1000-1000
13	16 x 13	208	17. 1000-1000-1000
14	16 x 16	256	18. 1000-1000-1000
15	16 x 13	208	19. 1000-1000-1000
16 150	16 x 11 15 x 11	176 176	20. 1000-1000-1000
18	16 x 11	176	21. 1000-1000-1000
19	16 x 10	160	22. 1000-1000-1000
20	16 x 13	192	23. 1000-1000-1000
21	16 x 11	176	24. 1000-1000-1000
22	16 x 13	192	25. 1000-1000-1000

2nd floor

ROOM No.	DIMENSIONS	Sq. FEET	BY NAME OF OFFICER
23	16 x 11	176	DIAP. PERS.
24	16 x 12	192	DIAP. PERS.
25	16 x 11	176	DIAP. PERS.
26	16 x 11	176	DIAP. PERS.
27	16 x 12	192	SECURITY
28 & 30	22 x 17	384	DIAP. PERS.
31	14 x 12	168	SECURITY
31B	16 x 13	208	SECURITY
32 & 34	23 x 16	368	DIAP. PERS.
36	16 x 12	192	SECURITY
38	18 x 11	176	SECURITY
40	16 x 11	176	SECURITY
42	ARCHIVES		
Foyers	11 x 10		SECURITY

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SECURITY

192

18 x 12

28 & 30	22 x 17	584	DISP. PRG.
31	14 x 12	168	SECURITY
31B	16 x 13	208	SECURITY
32 & 34	23 x 16	368	DISP. PRG.
36	16 x 12	192	SECURITY
38	16 x 11	176	SECURITY
40	16 x 11	176	SECURITY
42	ARCHIVES		
Pages	11 x 10 14 x 10	250	SECURITY
TOTAL SQ. FEET. 6064			

2052

8054

I.D.O.R. 880 Sq. Feet
DISP. PRG. 4252 Sq. Feet
FRENCH MIL. 448 Sq. Feet
RUSSIAN REF. 880 Sq. Feet
SECURITY BR. 1584 Sq. Feet

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3rd Floor

ROOM NO.	DIMENSIONS	SQ. FEET	BY WHOM OCCUPIED
1	8 x 7 14 x 10	196	S.M.D. & IT. P.O.S.
2	16 x 14	224	S.M.D. & IT. P.O.S.
3	16 x 12	192	S.M.D. & IT. P.O.S.
4	16 x 14	224	S.M.D. & IT. P.O.S.
5	16 x 14	224	S.M.D. & IT. P.O.S.
6	16 x 14	224	S.M.D. & IT. P.O.S.
7	16 x 13	208	POLITICAL ASSASSINATION DIV.
8	16 x 14	224	POLITICAL ASSASSINATION DIV.
9	16 x 10	160	POLITICAL ASSASSINATION DIV.
10 & 12	oyer	1008	POLITICAL ASSASSINATION DIV. 2551.
Library	26 x 21	546	P.S. BR.
11	23 x 16	368	P.S. BR.
13	17 x 13	221	P.S. BR.
15	17 x 13		S.M.D. & IT. P.O.S.

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5	16 x 14	224	S.M.D. & IT. P.O.B.
6	16 x 14	224	S.M.D. & IT. P.O.B.
7	16 x 13	203	POLITICAL ORIENTATION DIV.
8	16 x 14	224	POLITICAL ORIENTATION DIV.
9	16 x 10	160	POLITICAL ORIENTATION DIV.
10 & 12 Foyer		1026	POLITICAL ORIENTATION 2551.
Library	26 x 21	525	P.R. BR.
11	26 x 16	369	P.R. BR.
12	17 x 13	221	P.R. BR.
13	17 x 13	221	S.M.D. & IT. P.O.B.
16 & 19	20 x 16	320	EX. COMMISSIONER SECT.
20	16 x 12	192	AM. POLITICAL ADV.
21	16 x 11	176	EX. COMMISSIONER SECT.
22	16 x 12	198	AM. POLITICAL ADV.
23	16 x 11	176	EX. COMMISSIONER
24	16 x 11	176	P.R. BR.

3rd floor

ROOM			
NO.	DIMENSIONS	SQ. FT	BY WHOM OCCUPIED
25	16 x 11	176	EX. COMMISSIONER
26	16 x 11	176	P.S. BR.
28	16 x 11	176	P.S. BR.
29	16 x 11	176	EX. COMMISSIONER
30	16 x 11	176	P.S. BR.
31	16 x 11	176	EX. COMMISSIONER
32	16 x 12	192	P.S. BR.
33	16 x 11	176	EX. COMMISSIONER
34	16 x 12	192	EX. OFFICER (B)
35	D/EX. Commissioner 2550		
36	16 x 12	192	EX. OFFICER (B)
38	16 x 12	192	P.A. to D/EX. COMMISSIONER
40	16 x 12	192	EX. OFFICER (A)
42	16 x 12	192	EX. OFFICER (A)

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31	16 x 11	176	EX. COMMISSIONER
32	16 x 18	192	P.S. BR.
33	16 x 11	176	EX. COMMISSIONER
34	16 x 18	192	EX. OFFICER (B)
35	D/EX. Commissioner		
36	16 x 18	192	EX. OFFICER (B)
38	16 x 18	192	P.A. to D/EX. COMMISSIONER
40	16 x 18	192	EX. OFFICER (A)
42	16 x 18	192	EX. OFFICER (A)
44	16 x 16	256	D/EX. COMMISSIONER
16	16 x 11	176	P.S. BR.
18	16 x 13	208	IT. LIAISON OFFICERS
TOTAL S. FEET 8496			
S.M.D. & IT. P.O.F.			
POLITICAL & LIAISON DIV.		1506 sq.	Feet
P.A. BR. LIBRARY		2004 sq.	Feet
EX. COMMISSIONER SECT.		2186 sq.	Feet
EX. OFFICER (B)		1376 sq.	Feet
EX. OFFICER (A)		384 sq.	Feet
D/EX. COMMISSIONER STAFF		864 sq.	Feet
IT. LIAISON OFFICERS		448 sq.	Feet
		208 sq.	Feet

2550

4th FLOOR

ROOM NO.	DIMENSIONS	SQ. FEET	BY WHOM OCCUPIED
1	16 x 15	240	2675 REGT. (3-4)
2	16 x 13	208	2675 REGT. (3-4)
3	16 x 12	192	2675 REGT. (3-4)
4	16 x 14	224	2675 REGT. (3-4)
5	16 x 14	224	3-4 (B)
6	16 x 14	224	2675 REGT. (3-4)
7	16 x 12	192	3-4 (B)
8	16 x 14	224	2675 REGT. (3-4)
9 & 11	32 x 16	512	3-4 (B)
12	20 x 10 40 x 16	200 640	2675 REGT. 2675 REGT.
13	16 x 14	224	3-4 (B)
14	21 x 16	336	2675 REGT.
15	16 x 13	208	3-4 (B)
16	16 x 11	176	2675 REGT.
16 B	16 x 11	176	PATRIOTS BR.
18	16 x 13	176	2675 REGT.
19	16 x 10	160	PATRIOTS BR.

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6	16 x 14	224	2675 REGT. (3-4)
7	16 x 12	192	3-4 (3)
8	16 x 14	224	2675 REGT. (3-4)
9 & 11	32 x 16	512	3-4 (B)
12	80 x 10 40 x 16	200 640	2675 REGT. 2675 REGT.
13	16 x 14	224	3-4 (3)
14	21 x 16	336	2675 REGT.
15	16 x 13	208	3-4 (B)
16	16 x 11	176	2675 REGT.
16 B	16 x 11	176	PATRIOTS BR.
18	16 x 11	176	2675 REGT.
19	16 x 10	160	PATRIOTS BR.
20	16 x 11	176	2675 REGT.
21	16 x 11	176	PATRIOTS BR.
22	16 x 11	176	2675 REGT.
23	16 x 11	176	PATRIOTS BR.
24 } 26 } 28 }	35 x 16	536	2675 REGT.
25	16 x 11	176	PATRIOTS BR.
27	16 x 12	192	DIRECTOR ALLIED CIVILIANS

2549

4th FLOOR

ROOM NO.	DIMENSIONS	SQ. FEET	BY WHOM OCCUPIED
29	16 x 11	176	DIRECTOR ALLIED CIVILIANS
30	16 x 11	176	2675 REGT. S-2
31 A	16 x 11	176	DIRECTOR ALLIED CIVILIANS
31 B	23 x 16	368	U.S. WAR SHIPPING BOARD
32	16 x 11	176	COMMUNICATIONS S/C
34 & 36	22 x 16	352	COMMUNICATIONS S/C
38	16 x 11	176	COMMUNICATIONS S/C
40	16 x 11	176	COMMUNICATIONS S/C
42	16 x 10	160	COMMUNICATIONS S/C
44	25 x 9	225	COMMUNICATIONS S/C
46	19 x 16	304	COMMUNICATIONS S/C
TOTAL SQ. FEET.		8503	

2675 REGT.
 3-4 BRITISH
 PATRIOTS BRANCH
 DIRECTOR ALLIED CIVILIANS
 U.S. WAR SHIPPING BOARD
 COMMUNICATIONS S/C

3898 SQ. FEET
 1360 SQ. FEET
 854 SQ. FEET
 544 SQ. FEET
 368 SQ. FEET
 1569 SQ. FEET

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Fifth Floor

Room No	Dimensions	Sq. Ft.	BY WHOM OCCUPIED
1	16 x 14	224	Public Safety S/C/
2	10 x 10	100	Public Safety S/C
3	16 x 12	192	Public Safety S/C
10	16 x 13	208	Public Safety S/C
20	14 x 11	154	Public Safety S/C
4	11 x 10	110	Public Safety S/C
5 & 7	15 x 32	480	Public Health S/C
6	19 x 16)	304	Public Safety S/C
9	10 x 10)	192	Public Health S/C
11	16 x 12	192	Commerce S/C
12	19 x 25	475	Public Safety S/C
13	11 x 16	176	Public Health S/C
14	16 x 21	336	Public Health S/C
15	16 x 10	160	C.A. Devastated Areas
16	16 x 11	176	Public Health S/C
15 b	16 x 10	160	Education S/C
18	16 x 11	176	Public Health S/C
19	15 x 10	150	Education S/C
20	16 x 11	176	Public Health S/C
21	15 x 11	176	Education S/C
22	16 x 11	176	Public Health S/C

1 e	16 x 13	208	Public Safety S/C
2 e	14 x 11	154	Public Safety S/C
4	11 x 10	110	Public Safety S/C
5 a 7	15 x 32	480	Public Health S/C
8	19 x 16)	304	Public Safety S/C
9	10 x 16)	192	Public Health S/C
11	16 x 12	192	Commerce S/C
12	19 x 25	475	Public Safety S/C
13	11 x 16	176	Public Health S/C
14	16 x 21	336	Public Health S/C
15	16 x 10	160	C.A. Devastated Areas
16	16 x 11	176	Public Health S/C
15 b	16 x 10	160	Education S/C
18	16 x 11	176	Public Health S/C
19	16 x 10	160	Education S/C
20	16 x 11	176	Public Health S/C
21	16 x 11	176	Education S/C
22	16 x 11	176	Public Health S/C
23	16 x 11	176	Legal S/C
24	16 x 11	176	Public Health S/C
25	16 x 11	176	Legal S/C
26	16 x 11	176	Education S/C
27, 29, 31	44 x 28	1232	C.A. Clerks
28	16 x 11	176	Education S/C
32	16 x 11	176	Legal S/C
33	20 x 14	280	C.A. Section Admin.
34, 36	22 x 16	352	Legal S/C

Room	Dim. Lx	Sq. Ft	
38	16 x 20	160 160	Legal S/C
40	16 x 13	208	Legal S/C
42	16 x 8	128	Legal S/C
44	28 x 27	756	Legal S/C
46	14 x 16	224	Local Govt.
48	14 x 16	224	Local Govt.
50	15 x 16	240	Local Govt.
52	17 x 16	272	Local Govt.
54	15 x 16	240	C.A. Section
56	14 x 17	238	C.A. Section
58	24 x 14	336	C.A. Section
60	28 x 23	644	C.A. Section
30	15 x 11	176	Education S/C
6	11 x 10	110	Public Safety S/C
TOTAL SQ. FEET		11379	2546

Public Safety S/C	1877 Sq. Feet
Public Health S/C	2064 Sq. Feet
Commerce S/C	192 Sq. Feet
Education S/C	1024 Sq. Feet
C. A. Devastated	160 Sq. Feet
Legal S/C	2122 Sq. Feet
C.A. Section Admin.	2970 Sq. Feet
Local Govt. S/C	960 Sq. Feet

Sixth Floor

Room No.	Dimensions	Sq Ft.	BY ROOM OCCUPANCY
18 Ina.	12 x 14.	168	Finance S/C
19 Ina	17 x 16	272	Finance S/C

7	12 x 16	192	Finance S/C
7b	12 x 16	192	Finance S/C
1b	8 x 13	104	Finance S/C
1	12 x 15	180	Finance S/C
2	19 x 25	475	Finance S/C
3.5	16 x 32	512	Finance S/C
6	16 x 11	176	Transportation S/C
7	16 x 12	192	Finance S/C
8	16 x 11	176	Transportation S/C
9	16 x 12	192	Transportation S/C
10	16 x 11	176	Transportation S/C
11	16 x 10	160	Transportation S/C
12	16 x 11	176	Transportation S/C
13	16 x 10	160	Transportation S/C

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19 In	17 x 16	272	Finance S/C
7	12 x 16	192	Finance S/C
7b	12 x 16	192	Finance S/C
15	8 x 13	104	Finance S/C
1	12 x 15	180	Finance S/C
2	19 x 25	475	Finance S/C
3.5	16 x 32	512	Finance S/C
6	16 x 11	176	Transportation S/C
7	16 x 12	192	Finance S/C
8	16 x 11	176	Transportation S/C
9	16 x 12	192	Transportation S/C
10	16 x 11	176	Transportation S/C
11	16 x 10	160	Transportation S/C
12	16 x 11	176	Transportation S/C
13	16 x 10	160	Transportation S/C
14	16 x 11	176	Transportation S/C
15	16 x 10	160	Transportation S/C
16a	16 x 11	176	Transportation S/C
16	16 x 11	176	Transportation S/C
18	16 x 11	176	Transportation S/C
19	16 x 13	208	Food S/C
20	16 x 11	176	Transportation S/C
21	16 x 11	176	Food S/C
24	16 x 11	176	Transportation S/C
22	16 x 11	176	Transportation S/C
26	16 x 12	192	Transportation S/C

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Room	Dimensions	Sq Ft	BY WHOM OCCUPIED
25	28 x 26	728	
28	16 x 11	176	
30	16 x 13	208	
32	16 x 10	160	Economic Section
34	28 x 27	656	Food S/C
34 b	10 x 9	90	Food S/C
35	10 x 12	120	Food S/C
35 b	10 x 11	110	Food S/C
36 b	10 x 11	110	Food S/C
39 b	10 x 11	110	Food S/C
36	20 x 16	320	Food S/C
89,89,87			2545
38	21 x 17	357	Economic Section
40	17 x 22	374	Economic Section
42	16 x 22	352	Economic Section
44	16 x 22	352	
46	16 x 21	336	Transportation S/C
48	24 x 21	504	Economic Section.
29	16 x 20	320	Economic Section.
50	23 x 28	644	Economic Section.
(23-25-28)	28 x 26	728	Economic Section.
		3610	Economic Section.

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2545

34	28 x 27	656	Food S/C
34 b	10 x 9	90	
35	10 x 12	120	Food S/C
35 b	10 x 11	110	Food S/C
36 b	10 x 11	110	Food S/C
39 b	1 x 11	110	Food S/C
36	20 x 16	320	Food S/C
83, 89, 87			Economic Section
38	21 x 17	357	Economic Section
40	17 x 22	374	Economic Section
42	16 x 22	672 352	Transportation S/C
44	16 x 22	672 352	Economic Section
46	16 x 21	336	Economic Section
48	24 x 21	504	Economic Section
29	16 x 20	320	Economic Section
50	23 x 28	644	Economic Section
(13-25-25)	2 x 26	728	Economic Section
		3610	
TOTAL SQ. FEET	11498		
Finance S/C	2887 sq. feet		
Transportation S/C	2769 sq. feet		
Food S/C	4278 sq. feet		
Economic S/C	4150 sq. feet		

176-3-1

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

7 TH

Room No	Dimensions	Sq. Ft	BY WHOM OCCUPIED
1	12 x 15	180	Agriculture S/C M.M.I.A.
1a	13 x 8	104	Agriculture S/C
2	19 x 26	494	M.M.I.A.
3 & 5	15 x 32	480	Agriculture S/C
6	16 x 11	176	M.M.I.A.
7	16 x 12	192	Agriculture S/C
8	16 x 11	176	M.M.I.A.
9	16 x 12	192	Agriculture S/C
10	16 x 11	176	M.M.I.A.
11	16 x 11	176	Agriculture S/C
12	16 x 11	176	M.M.I.A.
13	16 x 10	160	Agriculture S/C
14	16 x 11	176	M.M.I.A.
15	16 x 11	176	M.M.I.A.
16 b	16 x 10	160	Agriculture S/C 2346
16	16 x 10	160	Agriculture S/C 2514
18	16 x 12	192	M.M.I.A.
19	16 x 11	176	M.M.I.A.
20	16 x 11	176	Agriculture S/C
21	16 x 13	208	M.M.I.A.
22	16 x 11	176	M.M.I.A.
23	16 x 11	176	M.M.I.A.
24	16 x 12	192	M.M.I.A.
25	16 x 12	192	M.M.I.A.

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8	16 x 11	176	M.M.I.A.
9	16 x 12	192	Agriculture S/C
10	16 x 11	176	M.M.I.A.
11	16 x 11	176	Agriculture S/C
12	16 x 11	176	M.M.I.A.
13	16 x 10	160	Agriculture S/C
14	16 x 11	176	M.M.I.A.
15	16 x 11	176	Agriculture S/C
16 a	16 x 10	160	Agriculture S/C 2512
16	16 x 10	160	M.M.I.A.
18	16 x 12	192	M.M.I.A.
19	16 x 11	176	Agriculture S/C
20	16 x 11	176	M.M.I.A.
21	16 x 13	208	M.M.I.A.
22	16 x 11	176	M.M.I.A.
23	16 x 11	176	M.M.I.A.
24	16 x 12	192	M.M.I.A.
25	16 x 12	192	M.M.I.A.
26	16 x 11	176	M.M.I.A.

BY WHOM OCCUPIED

Sq Ft

Dimensions

Room

27	18 x 34	612	M.M.I.A.
28	16 x 11	176	M.M.I.A.
29	16 x 10	160	M.M.I.A.
30	17 x 40	680	M.M.I.A.
31	16 x 10	160	M.M.I.A.
32	16 x 10	160	M.M.I.A.
33	16 x 10	160	M.M.I.A.
34	8 x 13	104	M.M.I.A.
35	16 x 12	192	M.M.I.A.
36	16 x 12	192	M.M.I.A.
37	16 x 20	320	M.M.I.A.
38	20 x 18	360	M.M.I.A.
39	8 x 13	104	M.M.I.A.
40	28 x 26	728	M.M.I.A.
41	23 x 38	874	M.M.I.A.
42	16 x 20	320	M.M.I.A.
43	15 x 15	225	M.M.I.A.
44	18 x 30	540	M.M.I.A.
45	18 x 17	306	M.M.I.A.
46	17 x 18	306	M.M.I.A.
47	17 x 20	340	M.M.I.A.
48	18 x 17	306	M.M.I.A.
49	17 x 19	323	M.M.I.A.
50	18 x 20	360	M.M.I.A.
51	24 x 26	624	M.M.I.A.

2543

TOTAL SQ. FEET 12082

1995 sq. feet
11085 sq. feet
M.M.I.A.

35	8 x 13	105	M.M.I.A.
36	16 x 12	192	M.M.I.A.
37	8 x 13	320	M.M.I.A.
38	16 x 20	360	M.M.I.A.
40	20 x 18	104	M.M.I.A.
41	8 x 13	146	M.M.I.A.
42	28 x 26	574	M.M.I.A.
43	23 x 18	320	M.M.I.A.
44	16 x 20	288	M.M.I.A.
45	12 x 15	540	M.M.I.A.
46	18 x 30	306	M.M.I.A.
47	18 x 17	306	M.M.I.A.
48	17 x 18	340	M.M.I.A.
49	17 x 20	306	M.M.I.A.
50	18 x 17	323	M.M.I.A.
51	17 x 19	360	M.M.I.A.
52	15 x 20	624	M.M.I.A.
53	24 x 26		M.M.I.A.
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2543

TOTAL SQ. FEET 13082

1936 sq. feet } N 19 1 A
11088 sq. feet }

8th FLOOR

ROOM No.	DIMENSIONS	SQ. FEET	BY WHOM OCCUPIED
1 } 2 }	10 x 27	270	P.W. & U. S/C
3	10 x 32	320	P.W. & U. S/C
4	13 x 28	364	P.W. & U. S/C
6	10 x 11	110	P.W. & U. S/C
7	10 x 10	100	P.W. & U. S/C
8	12 x 8	96	P.W. & U. S/C
9	10 x 11	110	P.W. & U. S/C
10	10 x 11	110	P.W. & U. S/C
11 & 12	10 x 23	230	P.W. & U. S/C
13	10 x 11	110	P.W. & U. S/C
14	10 x 11	110	P.W. & U. S/C
15 & 16	10 x 24	240	P.W. & U. S/C
17		40	Cleaners Room

2542

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6	10 x 11	110	P.W. & U. S/C
7	10 x 10	100	P.W. & U. S/C
8	12 x 8	96	P.W. & U. S/C
9	10 x 11	110	P.W. & U. S/C
10	10 x 11	110	P.W. & U. S/C
11 & 12	10 x 23	230	P.W. & U. S/C
13	10 x 11	110	P.W. & U. S/C
14	10 x 11	110	P.W. & U. S/C
15 & 16	10 x 24	240	P.W. & U. S/C
17		40	Cleaners Room
18	12 x 12	144	P.W. & U. S/C
19 & 20	12 x 26	312	P.W. & U. S/C
21	22 x 40	880	P.W. & U. S/C
22	16 x 21	336	P.W. & U. S/C

Total Sq. Feet 3882
P.W. & U. S/C occupied all space.

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All CAG S/Cs

The following changes of ^{office} accommodation have been ordered by Mr. H.R. Conde, from the uniform authorized will vacate their present accommodation and move as shown vacated by

	From	To	Room	is	2nd floor	rooms	27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40
Education	from present accommodation	27, 28, 36, 37, 40	to	2nd floor	rooms	27, 28, 36, 37, 40	
Publicity	from present accommodation	21, 26, 28, 30	to	5th floor	Education	21, 26, 28, 30	
Security	from present accommodation	35, 62, 64, 66	to	6th floor	Education	35, 62, 64, 66	

Request for labour to be communicated to Office Space Section 24 hours in advance. All moves to be completed as soon as possible. Request for labour to be communicated to Office Space Section 24 hours in advance. Request for labour to be communicated to Office Space Section 24 hours in advance. Request for labour to be communicated to Office Space Section 24 hours in advance.

2541

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785016

Accommodation CA Section

The examination of the question of space is based on the following average space which include normal office furniture requirements and space for movement.

Colonel	15' x 15'	= 200	sq ft.
Staff officers	10' x 10'	= 100	sq ft.
Staff civilians	10' x 7'	= 70	sq ft.
Clerks			

If the personnel accommodated is one fifth more than there is room for on this scale the room is unduly crowded; if it is more than one fifth less space is being used economically.

The number of persons actually accommodated is shown by figures. There is also a following letter designations, if marked " in addition the rank is that of a Colonel is higher. The letter C indicates a clerk.

Figures in show the extent of space short, at figures in show excess space occupied. In either case is any figure shown where either the space available is short or is insufficient for the more persons or is covered by the one fifth allowance.

2540

1773

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CA - Seal

Room No.	60	58	56	54	33	21
Area	790	500	270	220	270	250
Disrupted	1*	1.14	2	2 14	15 12	100
Spore	200	170	200	270	270	700
Excess / Spore }		330	70			

Notes 60 is UP. CAS.
58 partly used as waiting room

2539

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Local Govt

Room No	52	50	48	46	27
Area	340	290	290	270	880
Occupied	1	2	3	1	6C
Space	200	200	300	100	1200
Excess } Space }		100		170	

Room 52 is R. Director

Patriots

Room No	25/4	26/4	21/4	19/4	16/3/4	43/3A
Area	200	220	220	220	200	160
Occupied	4C	3C	1		3	2C
Space	280	210	100		300	140
Excess } Space }						

Not Special Section

2538

The Special Section is in occupation of 19/4 it is suggested it should change for 43/3A and bring the patriots five rooms together

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<u>Legal</u>	<u>Location</u>								
Room No	44	42	40	38	36-34	32	30	28	23
Area	960	180	230	220	470	290	220	230	250
Occupied	9.5	1	1	1	4	1	2	1	1
Space	630	200	200	100	400	100	200	100	100
Excess } Space }	30					170		10	50

<u>Education</u>					
Room No	28	26	21	19	15 B.
Area	220	220	250	220	230
Occupied	2.12	56	1.25	1	25
Space	270	350	240	100	140
Excess } Space }					40

2537

Room 19 is the Directors.

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

Room No.	24	22	20	18	16	14	12	11	9	7	5
Area	220	220	220	220	230	280	230	190	220	360	200
Occupied	2	2	2.15	1	2	60	1		1	1.15	20
Space	200	200	270	100	200	40	100		200	170	140
Ground 2							130	140		190	120
Space 1											

Overstated Areas

Room No.	15B
Area	230
Occupied	1.20
Space	240
Ground 2	
Space 1	

2536

Regarding Mr. Ryan who it is understood has a unit elsewhere
 The Director has no room to himself

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Public Safety

Room No.	12	8	6	4	2	3	1	1E	1E
Area	570	1270	160	150	110	280	280	170	300
Occupied	90	17	1	1	1	40	17	1	2
Space	630	200	100	100	100	280	200	100	300
Excess Space			60	60			80	80	100

Security

Room No.	40 1/2	38 1/2	36 1/2	7 1/2	21 1/2	29 1/2	27 1/2	25 1/2	23 1/2	21 1/2
Area	200	200	200	170	200	200	200	200	200	200
Occupied	1	20	40	20	1	1	1	1	1	1
Space	100	140	280	140	100	100	100	100	100	100
Excess Space	100	60			100	100	100	100	100	100

2535

It seems that some of these officers could be deleted if and that
(without taking excess space of PS into account 7 rooms should suffice
instead of 10. Taking PS space into account 5 rooms might suffice)

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

3/53/CA ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: Office Space.

FILE No HQC/45/1

17 March 1945

TO

Vice President, Economic Section
Vice President, Civil Affairs Section

17 March 1945

With reference to Executive Commissioner's meeting held on Friday, 16 March 1945, Minute 4, would you please arrange for your representative to attend a meeting to be held in this office, at 1430 hrs, on Monday, 19 March 1945.

H. H. Robertson Colonel
H. H. ROBERTSON
Hq. Commandant.

2534

Copy to:

Office Space Section

2642

Declassified E.O. 12356 Section 3.3/NND No. 7850162/5B/CA31a
=

HEADQUARTERS ALLIED COMMISSION
APC 394
Office of the Headquarters Commandant

5 March 1945

HQC/45/1

SUBJECT: Office Accommodation.

TO : Director, Land Forces Sub-Commission
Vice President, Economic Section
Vice President, Civil Affairs Section
Resident Representative, I.G.C.R.

1. Effective by Monday, 5 March 1945, the following re-allotment in office accommodation will take place:

- a. Inter Governmental Committee on Refugees will vacate present accommodation and will occupy offices in the INA Building as allotted by this office.
- b. Monuments, Fine Arts & Archives Sub-Commission will vacate present accommodation and take over Rooms 41, 43, 45, 47 and 49 on 3rd Floor Annex.
- c. Labour Sub-Commission will vacate present accommodation and occupy Rooms 47, 49, 51, 53, 55, 75, 76, 80, 82, 84 on 2nd Floor Annex.
- d. Land Forces Sub-Commission will occupy accommodation on 7th Floor vacated by Labour Sub-Commission.

2533

2. Under no circumstances will furniture be moved from present offices.

3. Changes in telephone communication will be made direct to Communications Officer.

By order of the DEPUTY EXECUTIVE COMMISSIONER:

R. H. Robertson
R. H. ROBERTSON
Hq. Commandant.

Colonel

Copy to:

D/Executive Commissioner
Communications Officer

100

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

The Accommodation (2/5B/CA)

1. A proposal is on foot to move the Labour Sub-Committee out of Parliament building in which case no other move will be necessary to accommodate Land House.
2. If this is rejected the alternative scheme entails moving MFA to the ^{30th} exactly corresponding rooms one floor higher (and nearer to us) so as to accommodate the whole of Labour together on the floor where MFA now is ²¹
3. There is also a scheme on foot to build offices on the "Bridge" passage between Legal and Local Govt. If this is done it would be proposed to have a CA. It probably protects from the initial regions to those "new" rooms.



21 FEB 1945

CA White

1. I think we should encourage para 2.
2. I think para 3 is harmless + also to be encouraged.

The summer will be on no before the bridge can be

21 Feb. postponed



2532

Declassified E.O. 12356 Section 3.3/NND No. 7850163/513/CA ✓

HEADQUARTERS ALLIED COMMISSION

APO 394

Tel. 556

COMMERCE SUBCOMMISSION

JC/ec

Ref. AC/5015/Commerce

30 January 1945

29A

30/

SUBJECT: Office Space

TO : HQ ~~Commandant~~

1. Reference this Office letter AC/5015/Commerce of 1 Jan. 45 and telephone conversation between Col. Cripps and Col. Robertson this morning.

2. Please confirm that Room No. 11, 5th Floor, has been released by Civil Affairs Section to this Subcommittee.

W. P. EVANS

Colonel

Director

Commerce Subcommittee 2531

Copy to: Civil Affairs Section. ✓

23

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

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

28A
28
20 Jan 45

Ref 3/50/CA

SUBJECT : Office Accommodation 5th Floor Room 46.

TO : HQ Commandant

- 1 It has been brought to my notice that a stove pipe opens on the third floor into the deep recess into which the windows are set and the smoke collects at the head of the recess outside the windows of Room 46 on the 5th Floor whence it percolates into the room so as to make the room uncomfortable and unhealthy to work in.
- 2 It is considered that steps should be taken to prevent this nuisance by extending the smoke outlet out of the bay or by some other suitable means. Will you please see that the necessary work is put in hand.

2530

G.P. O'FLOHN Brig
VP CA Section

[Signature]

3/58/CA ✓

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394.

24A

6th January, 1945.

SUBJECT : Office accommodation: Security Division.

TO : V.S. U.A. Sec.

1. As you will remember this Sub-Commission recently considered an offer of the accommodation of 6 rooms on the 5th Floor to enable the Security Division to be brought up on the same corridor as our own offices.

2. This matter was carefully considered and I came to the conclusion that the accommodation offered was not sufficient to enable the Security Division to be properly housed. I have received a Memorandum from Major Harvey in which he sets out the work which is being done by Security Officers and the necessity for them to have sufficient accommodation for their very specialised work.

3. Having regard to this I recommend that, at any rate for the time being, Security Division remains where it is.

John W. Chapman

JOHN W. CHAPMAN,
Colonel, J.A.C.D.,
Director, Public Safety
Sub-Commission.

2529

Enclosure: Memorandum.

*Noted.
Spec*

AKI/ca.

4/90

HEADQUARTERS
ATLANTA OFFICE
PUBLIC SAFETY DIVISION
SECURITY DIVISION

26th 12/26

DATE: 12/26/100

JOHN DEWEY, 1924

SUBJECT: Office reorganization of Security Division

TO : Director, Public Safety and Detention

1. With regard to the proposal to move Security Division from the second floor to the fifth floor of Headquarters, the following is recommended in this plan as well as the accompanying information.

2. There is no doubt that since Security Division has become a part of Public Safety, its Commission, it would be more convenient to have the offices of the whole on the same floor or in close proximity, and if adequate office accommodation is available, the change can be effected with a minimum disruption.

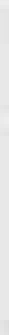
3. At the same time it must be pointed out that the only real advantage to be gained from moving at all is a closer contact between the Public Safety Sub-Commission and the Security Division and saving someone walking down three flights of stairs with files etc. Should the Director or Deputy Director require the presence of a Security Division he could always be summoned by telephone and be in the office within ten minutes. Frequent contact is made personally each day by Major Harvey with the Director and Deputy Director and a daily summary of the work completed by the Division is submitted by 3 a.m. daily for the previous day.

4. It may be helpful if the duties of the Security Division are outlined, and their maintenance or discontinuance by Public Safety were explained. In early days, when there was a Security Branch, it functioned as liaison with the Public Safety Sub-Commission located at Atlanta. Little liaison or inter-communication remained in those times, and the work was entirely different. In the subsequent re-organization of these matters and the disintegration of the Security Division, the Security Branch was made part of Public Safety.

5. Finally, the work of Security Officers is as usual

2520

(c) **Outstanding Information on our site:** [View Outstanding Information](#)

(a)  A small, fluffy, light-colored animal, possibly a puppy or a small dog, sitting on a dark, textured surface. The animal is facing right and has its front paws visible. The background is dark and out of focus.

(a) provided officers to act as advisors to a civilian board that did release of such interests.

2012

Page 4

- (1) personnel perspective in personnel management, and personnel management.
- (2) supervision of technical laboratories and staff work for military security matters.
- (3) investigation into military matters.
- (4) personnel management into military matters.

6. It will thus be seen that an extremely wide field is covered by the officers of this Division, all of whom are trained and experienced in military life. The type of work is vastly different from the purely administrative work of a normal sub-division. In this it must be noted that any attempt to assign the officers of this Division to other work, or to other personnel, would be completely useless. The officers of this Division are trained in military life, and their work is of a nature which is not possible to transfer to other members of the staff, and of whom work independently.

7. A comprehensive system of work involves the use of many different types of work, and an efficient system of work involves the use of many different types of work, and an efficient system of work involves the use of many different types of work.

8. The foregoing is to show how necessary it is for each officer to have a separate office. Numerous people are interviewed daily, and many confidential matters. Officers are frequently interviewed, and many attempts to have the officers trying to work in the same way as in a situation that persons interviewed can get more information of the staff than at any other time.

9. The clerk personnel in this Division have an important role to play in the work of the officers of this Division, and their work is of a nature which is not possible to transfer to other members of the staff, and of whom work independently.

2527

10. It will thus be seen that an extremely wide field is covered by the officers of this Division, all of whom are trained and experienced in military life. The type of work is vastly different from the purely administrative work of a normal sub-division. In this it must be noted that any attempt to assign the officers of this Division to other work, or to other personnel, would be completely useless. The officers of this Division are trained in military life, and their work is of a nature which is not possible to transfer to other members of the staff, and of whom work independently.

11. It will thus be seen that an extremely wide field is covered by the officers of this Division, all of whom are trained and experienced in military life. The type of work is vastly different from the purely administrative work of a normal sub-division. In this it must be noted that any attempt to assign the officers of this Division to other work, or to other personnel, would be completely useless. The officers of this Division are trained in military life, and their work is of a nature which is not possible to transfer to other members of the staff, and of whom work independently.

1. A comprehensive review of the Bureau's operations in the area of internal security is being conducted by the Bureau's Internal Security Division. The results of this review will be reported to the Bureau's Internal Security Division in the near future.

2. The Bureau is in the process of reviewing the operations of the Bureau's Internal Security Division. The results of this review will be reported to the Bureau's Internal Security Division in the near future.

3. The Bureau is in the process of reviewing the operations of the Bureau's Internal Security Division. The results of this review will be reported to the Bureau's Internal Security Division in the near future.

4. The Bureau is in the process of reviewing the operations of the Bureau's Internal Security Division. The results of this review will be reported to the Bureau's Internal Security Division in the near future.

5. The Bureau is in the process of reviewing the operations of the Bureau's Internal Security Division. The results of this review will be reported to the Bureau's Internal Security Division in the near future.

6. Chapman.

Harvey regard is the amount of accommodation now offered a the
flow (in room) I do not think we ought to move. based in my
view I think we could well have the Security Division where they are
on a permanent basis.

Ally. 30/12/44.

W. H. Harvey

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

14 DEC 1944

13 December 1944

WCC/S

SUBJECT: Office Accommodation.

TO : Chief Staff Officer, C. of S. Section
Chief Staff Officer, Civil Affairs Section
Chief Staff Officer, Economic Section
(For Mining Division)
Joint Vice-Presidents, Political Section

The attached re-allocation of office space has been approved by D.C.O.S. and is forwarded for your information.

Arrangements for labor to make any removals should be sent to Office Space Section at least 24 hours before required. For telephone adjustments, apply to Communications Officer, 1st floor, Room 10, Tel. Ext. 229.

2526

H. R. Robertson Lt. Col.
H. R. ROBERTSON
Sg. Commandant.

0001

PROPOSED CHANGES IN OFFICE ACCOMMODATION.

CHIEF OF STAFF OFFICERS.

From present location and retaining room 30 - 3rd floor to
rooms 31, 28, 26, 23 - 3rd floor, Main.

POLITICAL SECTION (including Marshese Cittadini)

To rooms 5 - 7, 3rd floor, Main
(When vacated by Lt. P.O.W. Section.)

EXECUTIVE OFFICERS (American and British)

Clerks to share one (1) room instead of occupying one (1)
room each.

CIVIL AFFAIRS SECTION AND MINING DIVISION.

EDUCATION SUB-COMMISSION.

From rooms 31, 26, 28, 30 - 5th floor, Main
To rooms 27, 29, 36, 38, 40 - 2nd floor, Main

PATRIOTS BRANCH.

From rooms 18b, 21, 23, 26 - 4th floor, Main
To rooms vacated by Education sub-commission or as directed
by C.S.C. Civil Affairs.

MINING DIVISION.

(INDUSTRY SUB-COMMISSION)

From rooms 35, 52, 64, 66 - 5th floor Annex
To rooms vacated by Patriots Branch (Adjacent to Industry S/C).

SECURITY BRANCH (PUBLIC SAFETY SUB-COMMISSION)

From 2nd floor, Main
To rooms 35, 52, 64, 66 - 5th floor Annex or to rooms allotted
by C.S.C. Civil Affairs.

2525

HEADQUARTERS ALLIED COMMISSION
APO 594
Subcommission for Monuments Fine Arts and Archives
(Tel. 489081, ext. 442 & 664; 478480)

5 DEC 1944

20910/MFAA

5 December 1944

Subject: Accommodation.

To : CA Section, attn. Lt. Col. White.

Hereunder the return requested in 3/1.1/CA of even date, subject as above:

1. Present Accommodation, MFAA S/C:

2nd floor of Annex:

Rm. 47: 16' x 20' - 1 officer (Director)
49: 15' x 15' - 1 officer (D/Director)
51: 16' x 20' - 6 clerks
53: 16' x 20' - 4 officers 3
55: 17' x 20' - 1 clerk (Senior Administrative Assistant)

2. Attention is directed to the fact that, owing to visits, sometimes prolonged, made by officers from outside this Hq., the number of officers to be accommodated in the S/C office is a floating figure. Consequently the space now unoccupied in Rm. 55 is required for overflow.

2524

For the Director:

Capt A Sheldon Pennington
for J.B. WARD PERKINS
Major, R.A.
Deputy Director.

521

1793

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

URGENT

3/18/CA

HEADQUARTERS ALLIED COMMISSION
APO 394
DISPLACED PERSONS AND REPATRIATION SUB-COMMISSION CDEL 1944

RM/LM
25A
25/

DPR/58/2

Tel. 478607

6 December 1944

SUBJECT : Office Space

TO : S.A. Section
HQ A.C.

1. Attached hereto, in duplicate, Schedule of Accommodation occupied by this Sub-Commission, as requested in your 3/1.B/CA of 5 December 1944.

For the Director

[Signature]
Major
D. i/c ADM.

2523

501

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

SCHEDULE OF ACCOMMODATION

2nd Floor

Room Number	Cap. Sq. ft.	Purpose	No. of Occupants. Officers Clerks	Remarks, Bulky Stores etc.
1	270	'A' & 'Q'	3	-
2	270	'Q' Clerks	-	Stationery & Records
3	270	Typists	-	3
4	324	'A' Clerks	-	6
5	270	Medical	2	4
7	270	Finance	1	-
9	216	"	-	Records
11	432	D/Director	1	-
13	243	Director	1	-
14	378	Report & Welfare	1	Records
15	216	Waiting Room	1	-
16	216	O. i/c ADM	1	-
18	216	Chief Clerk	-	3
19	216	P.A. to Director	1	-
20	270	G-II (D.P.)	1	Records 2522
22	216	" Clerks	-	2
24	216	G-II (IT)	2	Records
26	216	O. i/c It. Mission	1	-
28/30	432	It. Mission Clerks	-	5
32/34	432	Central Registry	-	Records
		Despatch & Inquiries	6	Records

3rd Floor (Annex)

Room Number	Cap. Sq. ft.	Purpose	No. of Occupants. Officers Clerks	Remarks, Bulky Stores etc.
31	144	'Q' Stores	1	Records & Stationery
33	378	Records Bureau	2	"
35	315	"	2	"
37	252	"	1	"
39	315	"	1	"
52	162	"	1	"

9	216	"	-	4	Records
11	432	D/Director	1	-	
13	243	Director	1	-	
14	378	Rep. & Welfare	1	2	Records
15	216	Waiting Room			
16	216	O. i/c ADM	1	-	
18	216	Chief Clerk	-	3	
19	216	P.A. to Director	1	-	
20	270	G-II (D.P.)	1	-	Records 2522
22	216	" Clerks	-	2	
24	216	G-II (IT)	2	-	Records
26	216	O. i/c It. Mission	1	-	
28/30	432	It. Mission Clerks	-	5	Records
32/34	432	Central Registry			
		Despatch & Inquiries		6	Records

3rd Floor (Annex)

31	144	Q Stores			Records & Stationery
33	378	Records Bureau	1	3	"
35	315	"	2	-	"
37	252	"	2	-	"
39	315	"	1	3	"
52	162	"	1	-	"
54	216	"	-	2	"
56	567	"	-	9	"
58	225	"	-	5	"
48	162	It. Mission	1	-	
50	162	" Clerks	-	4	

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

31-8/4V
ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Accommodation - Patriots
Branch.

FILE No. 3/PAT.

TO : Local Govt. s/c.

6 Dec

194

4

Reference minute 3 of your file ACC/6/4/LG.

Attached is information required.

W.D. Lockett
Major,
Executive Officer,
Patriots Branch.

2521

① 5555

179
ACCOMMODATION - PATRIOTS BRANCH.

ROOM 43 - 3rd. FLOOR ANNEX.

Occupied by one Italian Translator and one Italian of the
Liaison Section.

Area approx. 140 sq. ft.

ROOM 15 b FOURTH FLOOR.

Occupied by one American officer and two Italian officers
of the Liaison Section.

Area approx. 185 sq. ft.

ROOM 21 FOURTH FLOOR.

Occupied by Major Sir P.M. Magnus Ex. Officer Patriots Br.

Area approx. 120 sq. ft.

ROOM 23 FOURTH FLOOR.

Occupied by two British civilian secretaries and one Italian
typist.

Area approx. 160 sq. ft.

ROOM 25 FOURTH FLOOR.

Occupied by two British Clerks and two Italian Translator -
clerks.

Area approx. 150 sq. ft.

24^B
2520

3/13/44 ✓

90 0

5 DEC 1944

23a

SECURITY

<u>ROOM NUMBER</u>	<u>NUMBER OF OFFICERS AND CIVILIANS</u>	<u>FLOOR SPACE</u>
29	1 Officer	17 ft X 12 ft
31	1 Officer	17 ft X 12 ft
27	1 Officer	17 ft X 12 ft
25	1 Officer	17 ft X 12 ft
21	1 Officer	17 ft X 12 ft
23	1 Officer	17 ft X 12 ft
40	1 Officer	17 ft X 12 ft
36	2 Civilians	17 ft X 12 ft
36	4 Civilians	17 ft X 12 ft
--	2 Civilians	17 ft X 10 ft

CA Sec.

Done in accordance with your telephone instruction
All the above 2nd floor

J. H. Huchinson Major AC
 for LPS.

2519

5325)

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

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

31.12

3 Dec 44

SUBJECT : Accommodation.

TO : Pub Safety S/C
Local Govt S/C

Please state what accommodation is at present occupied by the Security Patriots Branch stating room number, area in sq.ft and how it is occupied distinguishing between officers and clerks.

Please mention any matter which might affect the accommodation required e.g. prospective change in strength, exceptionally bulky records etc.

S.M. WHITE Lt Col.
CA Section

2518

7502

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

HEADQUARTERS ALLIED COMMISSION
APO 34
CIVIL AFFAIRS SECTION

21a

5 Dec 44

3/1.1/CA

File

SUBJECT : Accommodation.

TO : Moments & Fine Arts S/C
DP & R S/C

Please state what accommodation is at present occupied by your Sub-Commission stating room number, area in sq.ft and how it is occupied distinguishing between officers and clerks.

Please mention any matter which might affect the accommodation required e.g. prospective change in strength, exceptionally bulky records etc.

S.H. WHITE Lt Col,
CA Section.

2517

5507

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

5 page

00 0

Phone 301

HEADQUARTERS ALLIED COMMISSION
APO 394
Establishment Section

20th

20

Ref/78/Est

REF/est
14 November 1944

SUBJECT: Office Accommodation

TO : CSO, Civil Affairs Section

1. Reference your 3/18/CA of 13 November, it is regretted that the office next door to General de Sevin's office (Room 6, 2d Floor) will have to be vacated. The French representative has already been offered other accommodation, including Colonel Farren's former office, but rejected it as unsuitable.

2. Would you be good enough to instruct Displaced Persons & Repatriation Subcommittee, therefore, to vacate the office in question, that the work of readying this office for the French representative may be commenced.

Norman E. Fiske

NORMAN E. FISKE
Colonel
Acting Chief of Staff

2516



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

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Tel : 358

13 Nov 44

Ref : B/18/CA ✓

SUBJECT : Office Accommodation .

TO : Establishment Branch .

1. Reference is made to your letter dated 8 Nov 44 addressed to Displaced Persons and Repatriation Sub-Commission .
2. Displaced Persons sub-Commission have already given up one room and suggest that Col. Warren's old office, which has connecting doors, might be suitable for the French Representatives. Can this be arranged ?
3. Displaced Persons and Repatriation Sub-Commission have a continual stream of visitors probably greater than any other Sub-Commission and require their present accommodation . At present their civilians are rather crowded and have to work in dark rooms.
4. If it can be avoided Displaced Persons and Repatriation Sub-Commission desire to retain the accommodation at present allotted to them.

[Signature]
R.E. CRIPPS Col
CSC CA Section.

2515

A206

1803

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

ALLIED COMMISSION
CMF
Displaced Persons & Repatriation Sub-Commission

18A
=

DPX/56/Q.

9th November, 1944.

SUBJECT: Office Accommodation.

TO: G.A. Section, A.C. *RR Section, A.C. (for info)*

1. Reference H.Q. Letter from D.C.G.S. dated 8th November, copy attached.

2. I have already given up a room to the Russian Mission, on 14th October. This caused considerable inconvenience in my office.

3. Although nothing is impossible in this world, this present request for another room for the French Representative will cause still more inconvenience.

4. I do wish to emphasise that in this Sub-Commission we have more individual visitors than anywhere. Allied Nationals through in. I hope it is because of the service we give them and not out of curiosity.

5. I have also eleven Foreign Missions including various Generals, who are likewise continually coming here, to see one or other of my departments. Unfortunately their offices are outside this building.

6. I am convinced that if we give up this room to the French Representative, it will only mean another request for another room as these Missions grow and grow, as I know only too well to my cost. **2514**

7. Colonel Farren's old offices would appear to be admirably suitable for the French Representative, as there is already a connecting door between the two offices.

/s.

989

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

2.

8. I would be grateful if you would insist on our retaining all our present office accommodation as it is essential to efficiency.

C.B.F. 7

C.B. FINDLAY,
Colonel.
Director.

*Findlay Commission Account
but note the last entry*

2513

901

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

C O P Y

8 November, 1944.

HQ Commandant (Office Space Section).

The Deputy Chief of Staff directs that arrangements be made to make available to the French Representative to the Allied Commission (Major General de Sevin), the office immediately adjoining the one now occupied by him, and that a door be cut through, connecting the two rooms.

It is suggested that the General and his staff be accommodated, during the time that the masons and carpenters are at work, in the offices recently relinquished by Colonel Farren, on the 3rd Floor.

May it be confirmed, please, that this will be given early attention.

Sd.....
1st Lt, AGD,
For Colonel, DCOS.

copy for Major General A. de Sevin,
French Representative to the Commission.

2512

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

HEADQUARTERS
ARMED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
APO 394

Ref : 3/ ⁵ ~~5~~ B/C A

16A
16
13 October 1944

SUBJECT : Office Accommodation

TO : HQ Commandant .

The attached correspondence is forwarded for your information. Please return after perusal.

[Signature]
R.R. CRIPPS, Col.
CSO CA Section .

2511

JBR/tr

2560

HEADQUARTERS
DISPLACED PERSONS AND REPATRIATION SUB-COMMISSION
ALLIED CONTROL COMMISSION
APO 194

KDB/bw

3/58/10A
DPR/56/9

Tel. 485081 Ext. 414

17 October 1944

SUBJECT : Office Accommodation.

TO : C.A. Section

1. Reference HQ Comit letter HQO/6 of 11 October 1944 - returned herewith.

2. Arrangements will be made to accomodate the typists in other Offices which will mean inconvenience. Room 12 will be available for occupation at 0830 hours 14 October 1944.

3. The suggestion that the room set aside as a waitingroom should be used is not practical nor is the offer of room 70 on first floor of the annex. A waitingroom is absolutely essential to this Sub-Commission in view of our functions.

4. It may be an opportune time to consider alternative accommodation for the Russian Mission who no doubt will increase, from our experience with the Missions accredited to this Sub-Commission. The present office accommodation of this Sub-Commission can not be reduced any further.

For the Director:

[Signature]
W. E. FORNBERG
Lt. Colonel
Deputy Director

2510

*Returned for file
by SA [unclear]
[unclear]*

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT
APO 394

3/5B/CA

RHR/ejb

11 October 44

HQC/5

SUBJECT: Office Accommodation.

TO : Civil Affairs Section

Displaced Persons & Repatriation Sub-Comm.

1. Owing to an increase in staff of Gen. Ivan A. Susloparov, the Russian representative to this Commission, request has been made that Room 12 on the second floor, main building, which is next to the General's office, be allocated for the use of his staff. This room is at present occupied by the above mentioned Sub-Commission of your Section as the room for the typists. Room 15B on the same floor is used by that Sub-Commission as a waiting room.

2. Would you, therefore, please be good enough to arrange for the DP & R S/C to hand over Room 12 for the Russian representatives and to remove the typists to Room 15 B, or alternatively, to Room 7C on the first floor annex, which is at present vacant and which can be allotted if required. Should waiting accommodation be necessary for this Sub-Commission, it is suggested that a few chairs or forms could be provided in the corridor, as is done in other Sub-Commission.

R. H. Robertson
R. H. ROBERTSON
Hq. Commandant.

2503
Lt. Col.

Copy to:

Liaison Division,
Chief of Staff Section.

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

Secret

3/13/AS

24 May 44

SUBJECT : Office Space - Rear Headquarters.

TO : RC & MG Section.

- 1 Reference letter this Section 3/13/AS dated 23 May 44 subject above. it is requested that the office requirements of the EDUCATION Sub-Commission as indicated therein be increased by one (1) room 14' x 18' making a total of four (4).
- 2 The additional room will be required for Mr. SANDHES, representing the Library of Congress (US) with AGC who has expressed the desire to be attached to the Education Sub-Commission upon completion of the next forward move of the headquarters.

R.R. Griffiths
R.R. GRIFFITHS, *W. H. H.*
Lieut. Colonel.
for VP Admin Section 4507

HEAD HEADQUARTERS
ARMED CONTROL COMMISSION
APO 394
Education Subcommittee

ED/TV3/tjr

24 May 1944

ED/1-6/ACC

SUBJECT: Supplemental Office Space.

TO : Administrative Section.

1. Reference letter 3/1.B/AS, dated 21 May 1944, and letter ED/1-6/ACC, dated 23 May 1944.
2. The Education Sub-Commission begs leave to amend its previous request, making the individual offices required 4 (instead of 3).
3. Mr. Sanchez, who is representing the Library of Congress, with the A.C.C., has asked to be attached to this Sub-Commission when we reach Rome. It is a highly appropriate attachment and would prove fruitful to our joint enterprise.
4. The additional room herein requested is for Mr. Sanchez and his staff.

T. V. Smith
T. V. SMITH
Lt. Col., AUS
Director of Education

2508

*See
This has just arrived. It will be necessary
to send an amendment
to the 24/7/44.*

NEAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 994
ADMINISTRATIVE SECTION

3/13/48

23 MAY 48

SUBJECT: Office Space - Rear Hq. ACC.

TO : MC & MD Section.

Pursuant to telephonic instructions your office, the following represents the wishes of the Heads of Sub-Commissions of the Administrative Section as to office space required upon completion of the next forward movement.

ADMINISTRATIVE SECTION - STAFF.

1 Room (for VP) 30' x 20' 1 Room (for RA to VP) 15' x 20'
1 Room (for VP Clerk & shorthand typist) 15' x 20'
1 Room (for MD) 30' x 20' 1 Room (for SO's (2)) 15' x 20'
1 Room (for clerks (2)) 15' x 20'.

Total Number of Rooms, Administrative Section.... 6.

(Above rooms should be adjoining or adjacent with lavatory and toilet facilities for the exclusive use of the Section).

EDUCATION SUB-COMMISSION.

1 Room (for Director) 14' x 10'. 1 Room (for SO's (4)) 14' x 18'.
1 Room (for clerks and reception) 14' x 15'.

Total number of Rooms, Education Sub-Commission.... 3.

(Rooms to be adjacent or adjoining with toilet and lavatory facilities for the exclusive use of the Sub-Commission).

INTERIOR SUB-COMMISSION.

1 Room (for Director) 20' x 30'. 1 Room (for Dep. Dir. & SO) 20' x 30'.
1 Room (for Exec. Officer) 20' x 30'. 1 Room (for SO's (2)) 20' x 30'.
1 Room (for clerks (3)) 20' x 30'. 1 Room (for Italian clerks (2)) 20' x 30'.

Total number of Rooms, Interior Sub-Commission.... 6.

(Rooms to be adjacent or adjoining with toilet and lavatory facilities for the exclusive use of the Sub-Commission).

LEGAL SUB-COMMISSION.

2506

1 Room (for VP) 30' x 20' 1 Room (for PA to VP) 15' x 20'
 1 Room (for 7P Clerk & shorthand typist) 15' x 20'
 1 Room (for 130) 30' x 20' 1 Room (for 30's (2)) 15' x 20'
 1 Room (for clerks (2)) 15' x 20'

Total Number of Rooms, Administrative Section.... 6.
 (Above rooms should be adjoining or adjacent with lavatory and toilet facilities for the exclusive use of the Section).

2506

EDUCATION SUB-COMMISSION.

1 Room (for Director) 14' x 18'. 1 Room (for 30's (4)) 14' x 18'
 1 Room (for clerks and reception) 14' x 18'

Total number of Rooms, Education Sub-Commission.... 3.
 (Rooms to be adjacent or adjoining with toilet and lavatory facilities for the exclusive use of the Sub-Commission).

INTERIOR SUB-COMMISSION.

1 Room (for Director) 20' x 30'. 1 Room (for Sec. Dir & SO) 20' x 30'
 1 Room (for Exec. Officer) 20' x 30'. 1 Room (for SO's (2)) 20' x 30'
 1 Room (for clerks (3)) 20' x 30'. 1 Room (for Italian Clerks (2)) 20' x 30'

Total number of Rooms, Interior Sub-Commission.... 6.
 (Rooms to be adjacent or adjoining with toilet and lavatory facilities for the exclusive use of the Sub-Commission).

LEGAL SUB-COMMISSION.

11 Rooms (7 for Officers (12)) 14' x 14'
 (4 for Clerks).

(Rooms should be adjacent or adjoining with toilet and lavatory facilities for the exclusive use of the Sub-Commission).

ADMINISTRATIVE, FINE ARTS & ARCHIVES SUB-COMMISSION.

1 Room (for Director & Sec Dir). 14' x 16'
 1 Room (for clerks) 14' x 16'
 1 Room (for Archivists (2)) 14' x 16'
 1 Room (for 30's (4)) 14' x 16'

Total number of Rooms, AFA & A Sub-Commission.... 4.
 (All rooms should be adjacent or adjoining).

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

-2-

PROPERTY CONTROL SUB-COMMISSION.

1 Room (2 officers)	20' x 30'	1 Room (6 officers)	20' x 50'
1 Room (4 clerks)	30' x 30'	1 Room (2 clerks)	20' x 30'

Total number of rooms, Property Control Sub-Commission,.... 4
 (Allrooms to be adjacent or adjoining with lavatory facilities).

PUBLIC HEALTH SUB-COMMISSION.

1 Room (Director)	15' x 15'	2 Rooms (3 officers each)	15' x 15'
5 Rooms (3 Officers each)	15' x 15'	4 Rooms (2 Officers each)	15' x 15'
3 Rooms (5 clerks each)	18' x 18'		

Total number of rooms for the Public Health Sub-Commission accommodating
 30 officers 15 clerks,..... 15.
 (Rooms should be adjacent or adjoining and with lavatory facilities for
 the exclusive use of the sub-Commission).

PUBLIC SAFETY SUB-COMMISSION.

1 Room (3 Officers)	32' x 14'	1 Room (2 Officers)	32' x 14'
1 Room (3 Officers)	32' x 14'	1 Room (1 Officer)	32' x 14'
1 Room (10 clerks)	32' x 14'	1 Room (Files etc)	20' x 14'

Total number of rooms for the Public Safety Sub-Commission,....6.
 (Rooms should be adjacent and with exclusive lavatory accommodation for
 the sub-Commission).

R. R. CRIPPS
 R.R. CRIPPS,
 Lieut. Colonel,
 for VP Admin Section.

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

RESTRICTED

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

21 May 44.

3/1.B/AS.

SUBJECT : Office Space.

TO : All Adm Sub-Commissions.

1 In view of the possibility of a movement of this HQ to another city, it is requested that you submit to this Section by 16.00 hrs 23 May 44 an estimate of the office accommodations you will require to function properly.

2 In the estimate it is asked that you specify the number of individual offices, their approximate dimensions, and also that you include the approximate number of personnel to be assigned to each office.

2504

RFB
R.A. FERRELL,
Major, Inf.
for VP Adm Sec.

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

Admin. Section

Accommodations

- 1 Room VP. 30' x 20' (1)
- 1 " PA & VP. 15' x 20' (1)
- 1 " VP Clerk & SHS Typist 15' x 20' (2)

All above adjoining

-
- 1 Room CSO. 30' x 20' (1)
 - 1 Room SHS 15' x 20' (2)
 - 1 Room Clerks. 15' x 20' (2?)

8A

8/

Barber
5/4/48

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

23 May 1944

ACC/3022/PH

SUBJECT: - Office Space.

TO : - Adm Sec.

Reference your 3/1.B/AS dated 21 May 1944.

1. This Sub-Commission submits the following estimate for office space:

1	medium room approx.	15'	X	15'	for 1 officer.
2	"	"	"	"	" 6 officers.
5	"	"	"	"	" 15 "
2	"	"	"	"	" 4 officers.
2	"	"	"	"	" 4 officers.
Total	12	"	"	"	30 "
3	"	"	"	"	18' X 18' " clerical staff of 15.

2503

For Brigadier G. S. PARKINSON:

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

PH/PSS/ja

REAR HEADQUARTERS
ARMED CONTROL COMMISSION
APO 394
Education Subcommittee

ED/TVS/tjr

ED/1-5/ACC

25 May 1944

SUBJECT: Office Space.

TO : Administrative Section.

1. Reference letter 3/1.B/AS, dated 21 May 1944.
2. a. Number of individual offices required: 3.
 - 1) Director and Assistant.
 - 2) 4 Staff Officers.
 - 3) Clerks and Reception Room.
- b. Approximate dimensions: 14' x 18'.

2502

T. V. Smith
T. V. SMITH
Lt. Col., AUS
Director of Education

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

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
LEGAL SUB-COMMISSION
APO 394

/rlp.
22 May 1944.

ACC/4088/1.

SUBJECT : Office Space.

TO : Admin Section.

1. The minimum requirement will be 11 rooms which is based on no increase in officer or enlisted personnel. This assumes the rooms to be 12 x 12 or 14 x 14. Seven rooms are for officers and four for the clerical staff. For the clerical staff, of course, one large room could be substituted for two of the smaller ones. Irrespective of the size of the rooms experience has shown the extreme undesirability of attempting to place more than two officers in any one room. In view of the fact that this sub-commission will see in its office at the new location persons of standing and importance, it should not have the present appearance of a freight office.

2. This sub-commission has carried on its work under difficulties as well as confusion in having two to three officers, together with clerks in some instances, in one room and with the main clerical staff located at a distance. In the new plans all rooms must be located contiguously.

3. The above estimate allows only two rooms assigned to one officer each. The other six will have two officers each. In view of the nature of work done by this sub-commission, it would be preferable if each officer had his own room. As to the clerks, on the present basis there could be 11 in the four rooms referred to in paragraph 1.

Richard H. Wilmer
RICHARD H. WILMER,
Lt. Coll. SAC,
Deputy Chief Legal Officer.

2501

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
INTERIOR SUB COMMISSION
APO 394

AGC/21/2/144

22 May 1944

SUBJECT: Office Space

TO : Vice President, Administrative Section

1. Reference your letter 21 May 1944, 3/1.9/13 the space required by this Sub-Commission based upon the officer "delling" and all clerical requirements is as follows:

(i) Total minimum accommodation needed: - 5 rooms for use as follows:

- 1 for Director
- 1 for Deputy Director and Staff Officer
- 1 for Executive Officer
- 1 for 2 Staff Officers
- 1 for clerical staff (A and B) comprising:
 - Adjutant
 - 1 Staff Sgt (B)
 - 1 Tech Sgt (A)
- 1 for clerical staff - Indian

(ii) Required size of each room - 30' x 20'

2500

(iii) Facilities - suggested all rooms to be on their own corridor or wing. Adequate lavatory and W.C. accommodation for exclusive use of Sub-Commission.

R. G. W. SPICER / *pl. let.*

R. G. W. SPICER
Lt Colonel
Director
Interior Sub-Commission

WTS/204

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 354

AEC/14033/PT

May 22, 1944

SUBJECT : Office Space.

TO : Adm. Sec.

With reference to your 3/1.B/AC dated 21 May, the following is an estimate of office space required by this Sub-Commission on movement:-

1	Office	32' x 14'	- 3 officers.
1	"	" "	- 2 officers.
1	"	" "	- 3 officers.
1	"	" "	- 1 officer
1	"	" "	- 10 clerks.
1	"	20' x 14'	- Accommodation of Files, Office Records, etc.

2499

It is pointed out that though the room space requested appears large per number of officers, each officer frequently has three or more persons being interviewed at the same time, and the lack of adequate accommodation to conduct such interviews has been very acute in the past.

A. E. Young
A. E. YOUNG, Colonel,
Deputy Chief, Public
Safety Sub-Commission

ERP/hed

NEAR HEADQUARTERS
ALICE CONTROL COMMISSION
PROPERTY CONTROL SUB-COMMISSION
JTC JTC

AGC/030/CT.

22 May 1944.

Subject: Office space.

To : AGC/030/CT.

1. Reference you 3/1.5/AR of 21 May 44, following is estimate of office space required:

1 Room	- 2 Dividers	- 30' x 30'
2 "	- 2 "	- 30' x 30'
3 "	- 4 C.R./E.M.	- 30' x 30' Glass, standard.
4 "	- 2 C.R./E.M.	- 30' x 30' Glass.

G. S. Hewitt Capt.
for

C. S. HAWITT,
Lieut-Colonel,
Director,

Property Control Sub-Commission 2430

2A
25
21

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

PO 20 May 1944

MFB - AOffice SpaceRequire at least four (4) rooms
(16 x 14) (min.)

- 1) Director - Deputy Director
(Private Office)
- 2) Clerks - Typists (separate room)
- 3) Rooms for other officers & staff:
 - a) Ambassadors (2) (in one room)
 - b) Officers (4) (in one room)

E. De Wolf
My Spence

1823

1823