

Declassified E.O. 12356 Section 3.3/NND

No.

785017

ACC

10000/109/12
(VOL. II)

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

785017

ESTABLISHMENT MEMORANDA
(SEE 1945 SERIES)
OCT. 1944 - OCT. 1945

0000/109/12
(VOL. II)

72

2020

Was then checked with above 5.0 Co. before issue.

25/11/20

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Submitted for publication by Sharon Sub-Commission, and personally checked by them with Sub-Commission, before submission.

Sat Sep 7 Dec 14

replaced by
for 2003

51

503

Labels were combined on 93 and deemed incorrect

9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 8

Kelly R. Lewis

For doctor to transfer please see 834⁸¹² The doctor is back in the hospital

CSO:

68

See File 60/COS for action to E con. but re. before Turner S.C. Top. 83

12/12

Continued on file 60/005

Chen = 1/k

602

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

3 October 1945

ESTABLISHMENT MEMORANDUM

NUMBER

53)

CHANGE NUMBER 1

OCT - 5 1945

1. Establishment Memorandum Number 53, this Headquarters, dated 15 December, 1944, is hereby amended as follows:

(a) Paragraph 3, sub-paragraphs (b) and (c).

Delete existing sub-paragraphs and substitute sub-paragraphs (b), (c), and (d) as follows:

- (b) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing at Headquarters, Allied Commission, by the Headquarters Commandant."
- (c) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing for Regions by the Regional Commissioner."
- (d) "Expenditure on any one item or related group of items amounting to over Lire 50,000 at Headquarters, Allied Commission or to over Lire 200,000 for Regions, will be approved in writing by the Executive Commissioner, Headquarters, Allied Commission."

BY ORDER OF REAR ADMIRAL STONE:

G.M. PARKIN
Colonel, Infantry,
Actg Vice President. 601

OFFICIAL:

J. L. JONES
Colonel,
Executive Officer (S)

DISTRIBUTION:

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HEADQUARTERS MILITARY COMMISSION
APO 394
ESTABLISHMENT SECTION 59

31 March 1945.

APR 3 1945

ESTABLISHMENT MEMORANDUM)

CHANGE NUMBER 1

NUMBER

34)

1. Establishment Memorandum Number 34, this Headquarters, dated 19 December 1944, is hereby amended as follows:

a. Paragraph 2.b.(1).

Delete the present paragraph and substitute the following:

"All motor maintenance and operating officer personnel will be allocated by the Transportation Sub-Commission to this Headquarters and to the Regions as needed. EM/CRs will be allocated through normal G-1 channels."

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,
Colonel, Infantry,
Acting Vice President,
Establishment Section.

OFFICIAL:

T. Jones
J. L. JONES,
Colonel,
Executive Officer (R).

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Declassified E.O. 12356 Section 3.3/NND No. 785017

5-9-45

Chief of Staff

(99)

148
114

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HEADQUARTERS ALLIED COMMISSION
APO 374
ESTABLISHMENT SECTION

19 January 1945
JAN 21 1945

66

ESTABLISHMENT MEMORANDUM

SUBJECT

21) - Change No. 2, Establishment Memorandum No. 21,
Series 1944.

Amended
2/1/45

Paragraph 6c is amended to read as follows: "U. S. Accident Form
26 will be made out and forwarded G-4 (A), this headquarters, on all acci-
dents."

By command of Rear Admiral STONE

NORMAN S. FISK
Colonel
Deputy Chief of Staff

OFFICIAL

J. M. Parkin

J. M. PARKIN
Colonel, Infantry
Executive Officer (US)

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Group II - Dist. "A"
Group III - Dist. "A"
G-4 (a) - 25

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(Copy to AG-4)

785017

59 Chief of Staff (98)

get 1/1

HEADQUARTERS ARMED COMMISSION
APO 304
ESTABLISHMENT SECTION

05/11/1

5 January 1945

JA

SUBJECT: Rental of Civilian Motor Vehicles.

TO : 3-5 Distribution.

1. Chapter 10, 1 to Establishment Memorandum No. 12, this Headquarters, dated 27 April 1944, reaffirmed all authority granted to Regional Commissioners to rent civilian motor vehicles.

2. Paragraph 4, JTCUSA Letter, 05/11/700 I-C, dated 17 December 1944, subject: "Requisitioning, Inequipping, and Rental of Civilian Motor Vehicles by the U. S. Military Forces," states "No vehicles will be rented from owners without prior approval of JTCUSA Headquarters."

3. Any verbal or written authority, British or American, issued from this Headquarters to Regional Commissioners, authorizing rental of civilian motor vehicles, is hereby rescinded.

By Command of Rear Admiral JTCUSA:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL

C. M. P. L.

600

C. M. P. L.
Colonel, Infantry
Executive Officer (USA)

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- Group III - Dist. "B"
- G-4 (A) - 15

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HEADQUARTERS ALLIED COMMISSION
APO 396
ESTABLISHMENT SECTION

Chief of Staff
91
JCS 4/4

5 January 1945

JAN - 6 1945

ESTABLISHMENT MEMORANDUM

SUBJECT:

1 - Memo No. 1, Establishment Memorandum No. 31, Series
211 1944

1. In paragraph 3 add the following subparagraph:

b. (1) It is directed that beginning as of date of receipt of this communication only vehicles that are unserviceable be derequisitioned and that a certificate of unserviceability be forwarded this office together with release certificate and original copy of requisition.

(2) Proforma of certificate of unserviceability is attached and may be reproduced only by the Regional Transportation Officer or Requisitioning Officer under the supervision of the Regional Commander.

By command of Rear Admiral Jones:

96
WILLIAM H. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

CMP
C. M. FARRIS
Colonel, Infantry
Executive Officer (US)

Incl:
Proforma of Certificate
of Unserviceability.

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Group II - Dist. "A"
Group III - Dist. "B"
3-4 (a) - 25

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599

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(Name of Regional Headquarters)

(Date)

REQUISITIONED VEHICLE UNSERVICEABILITY CERTIFICATE

CERTIFICATE

I certify that the below-listed vehicle is in an unserviceable condition:

Make _____

License _____

Model _____

Old ADG/ACC No. _____

Year _____

New AD No. _____

Motor No. _____

Chassis No. _____

Remarks _____

598

(Name)

(Rank)

(ASN)

(Region)

RESTRICTED

59 Chief of Staff
100-100000-100000

(95)

SN 222

20 December 1944

21 DEC 1944

HEADQUARTERS ALLIED COMMISSIONS
APO 374
ESTABLISHMENT SECTION

CIVILIAN PERSONNEL PROCEEDINGS

ESTABLISHMENT SECTION

100-100000-100000

1. GENERAL.

a. The standard operating procedure for reception, assignment and departure of all allied civilian personnel, regarding to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

b. The Civilian Personnel Director, ^{with} will be responsible to the Vice-President of the Detachment section for the execution of this plan.

2. DEFINITIONS.

a. "Attached" will be used in relationship to all personnel who is not under the assigning jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.

b. "Assigned" will be used whenever personnel comes under complete control of an Allied Commission official and is available for assignment in place of an officer or enlisted man & other ranks.

3. FUNCTIONS.

a. Reporting.

(1) The Head of the civilian agency will give advanced warning of new arrivals and have them report immediately to the Civilian Personnel Director, (or duty officer after office hours), with all credentials.

(2) No responsibility or privilege shall be allowed any civilian until the registration formalities are completed.

b. Registration.

(1) Each Allied Civilian will present a copy of his orders and sign the appropriate Headquarters Registrar upon arrival and departure.

(2) All Civilians will be interviewed; a secret "Registration-card

597

c. The Civilian Personnel Director will be responsible to the Vice-President of the Establishment section for the execution of this plan.

2. DEFINITIONS.

- a. "attached" will be used in reference to all personnel who do not come under the supervising jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.
- b. "assigned" will be used whenever personnel come under complete control of an Allied Commission official and is available for assignment in place of an officer or enlisted man to other work.

3. PROCEDURES.

a. Registration.

- (1) The Head of the civilian agency will give advanced warning of new arrivals and leave when report immediately to the Civilian Personnel Director, (or Duty Officer after office hours), with all credentials.

- (2) No responsibility or privilege shall be allowed any civilian until the registration formalities are completed.

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b. Registration.

- (1) Upon arrival Civilian will present a copy of his orders and sign the appropriate Headquarters register upon arrival and departure.
- (2) All Civilian will be interviewed; a correct "Registration-card file" will be kept by the Director.

c. Classification.

- (1) The Civilian Personnel Director will determine the "assigned", "attached", or "unsubstantiated" status and the degree of Allied Commission responsibility.
- (2) If unsubmitted rank is not stated by the Head Office of the Parent agency, the Civilian Personnel Director will recommend the case to the Allied Commission adjutant for an appropriate letter of identification.

d. Assignment.

- (1) Initial Allied Commission Section assignments will be made by the Civilian Personnel Director.

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WJH 11/2/54

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Station Memo, Mr. J5, this HQ, dated 20 Dec 64 (Continued)

- (2) Internal assignments will be made by the Personnel Officer concerned.
- (3) All changes in assignment will be checked with the Civilian Personnel Director.

g. Coordination.

- (1) All statistical information will be provided by the Civilian Personnel Director, so that accurate reports can be submitted to higher Headquarters.
- (2) All mutual matters of personnel policy will be cleared with the Civilian Personnel Director.

h. Orientation.

The Director will orient the new civilian to:

- (1) The broader environment, giving special attention to military rules, discipline, allied Commission organization and the motion of study to which the individual is to be sent.
- (2) Responsibilities as to: military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.
- (3) Privileges as to visiting, messing, recreational facilities, F-X, transportation, etc.

i. Administrative.

- (1) In general, administrative details will be left to the Agency concerned.
- (2) The Director will keep record of medical examinations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.
- (3) He will check identification cards and keep number of all "privileges" cards issued.
- (4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

j. Clearance.

All clearance of documents will be given to the Director for issuance to

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The Director will orient the new civilian to:

- (1) The overseas environment, giving special attention to military relations, allied communication organization and the section of Italy to which the individual is to be sent.
- (2) Responsibility as to military law, censorship, classified information, wearing of uniforms, reading of Daily Bulletin, etc.
- (3) Privileges as to visiting, messing, recreational facilities, PX, transportation, etc.

6. Administrative.

- (1) In general, administrative details will be left to the agency concerned.
- (2) The Director will keep record of medical inoculations, etc., if not otherwise arranged, be responsible for informing all those concerned, when a check is due.
- (3) He will check identification cards and keep number of all "privileged" cards issued.
- (4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

7. Clearance.

- (1) Orders of departure will be given to the Director for issuance to the civilian concerned. If the civilian receives the order directly from higher headquarters, he will immediately present it to the Civilian Personnel Director.
- (2) The civilian concerned will be notified immediately and provided with a clearance-slip to be completed.
- (3) Upon proper completion and signing out on the Headquarters Register, the travel orders will be handed to the civilian.

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Letter No. 3A, 1010-101, 1010-101, 1010-101, 1010-101

CONCLUSION:

Effective this date, the procedure designated will be followed by all concerned.

By command of your official agent:

NORMAN S. FINE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

C. M. PARKIN
Colonel, Infantry
Executive Officer (101)

DISTRIBUTION:

101 (plus 50 copies for the Joint Civilian Personnel Director)

H.Q.A.C.C.
F.B.A.

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Declassified E.O. 12356 Section 3.3/NND No. 785017

59 W Chief of Staff (93)

HARRIS

HEADQUARTERS ALLIED COMMISSION

AFU 394
ESTABLISHMENT SECTION

14 December 1944.

30 DEC 1944

ESTABLISHMENT MEMORANDUM

MEMOR

34

1. Establishment Memorandum No. 25, this Headquarters, dated 27 September 1944, is hereby rescinded in its entirety, and this Memorandum substituted in lieu thereof:

2. a. The Road Division, (TRANSPORTATION SUB-COMMISSION), will assume complete responsibility for technical supervision, organization and inspection of all vehicle maintenance (both 12 & 16) to include both domestic and civil transport vehicles of this Headquarters and the Region. This in no way relieves the responsible officers of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

(1) all motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Region as needed.

(2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.

(3) Personnel allocated to Region, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.

(4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the

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Declassified E.O. 12356 Section 3.3/NND No. 785017

...in the civil transport
...this Headquarters and the Region. This in no way relieves the respon-
sible officers of the supervision of maintenance of vehicles assigned to them.

a. To carry out this responsibility:

(1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Region as needed.

(2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.

(3) Personnel allocated to Region, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.

(4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

(5) The Transportation Sub-Commission will be responsible for approving garage allocation.

3. Responsibility of (a) (See Annex A and B attached).

4. Responsibility of other elements:

a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance.

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C. M. PUGH
General, Infantry
Department of Defense (DDP)

DISCONTINUITY:

Declassified E.O. 12356 Section 3.3/NND No. 785017

h. Regional Transportation Officers will perform this function within the Region under the General direction of Movement Division, Transportation Sub-Commission.

By command of Major General Clark:

HERMAN A. FLEKE

Colonel

Deputy Chief of Staff

Official:

C. M. Parkin

C. M. PARKIN

Colonel, Infantry

Executive Officer (US).

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ANNEX "A" to Estab Memo
No. 34, this HQ, dtd
18 Dec 44.

RESPONSIBILITIES OF G-4 (A)

1. VEHICLE REPORTS.

a. G-4 (A) is accountable for all vehicles (which include requisitioned civilian vehicles), and motor maintenance equipment used by Allied Commission and 2675th Regiment and all motor maintenance parts for US Army military vehicles.

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

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

(1) The Property Book, which will be known as the "Unit Transportation Regional (or Headquarters) Property Book", will record all US Army vehicles and motor maintenance equipment other than 2675th Regimental T/S vehicles and equipment issued direct to companies.

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

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

(4) The procurement, issuing, re-issuance, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by the Transportation Sub-Commission.

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

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

2. REPORTS.

594

ation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

(1) The Property Book, which will be known as the "Unit Transportation Regional (or Headquarters) Property Book", will record all US Army vehicles and motor maintenance equipment other than 2675th Headquarters I/S vehicles and equipment issued direct to companies.

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

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

(4) The procurement, issuing, reassignment, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by the Transportation Sub-Commission.

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1. Reports of Survey of Certificates will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit, and forwarded to G-4 (A). Ref. DA 35-6620.

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

2. REPORTS.

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

3. SUPPLIES.

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

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

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

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ADNEX "B" to
 Annex No. 14, this
 Doc. dated 19 Dec 44.

RESPONSIBILITIES OF G-4 (3)

1. G-4 (British) will be responsible for records and major items of supply.

2. RECORDS.

a. G-4 (British) will keep all records and prepare vehicles census of all W.D. vehicles in use in the Sub-Commission.

b. Vehicle Casualties. These will be reported by G-4 (B) for all W.D. vehicles of the Commission.

c. Vehicle Location.

(1) Distribution of all vehicles to Regions, AMB areas will be recorded by G-4. For this purpose whenever W.D. vehicles (other than d.f. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4 (B). W.D. and d.f. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of R-4 Branch.

(2) Whenever any W.D. vehicles, whether on d.f. or not, are transferred from one part of the Commission to another, transfer and transfers will sign and exchange r.f.s. G-4 (B) and transferer will forward a third copy signed by both to G-4 (British).

3. SUPPLY.

a. Vehicles.

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.

(2) AMB and Army are authorized to replace unserviceable British vehicles by vehicles of the same category through any sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

G-4 (B) will set up an M.I. Spare Parts and Equipment Section who will have the following duties:

- (1) To inventory for all G.I. and L.T. Equipment and L.A.D. Equipment authorized in accordance with

3-4. For this purpose whenever M.B. vehicles (other than M.E. vehicles) are moved from the part of the Commission to another, a copy of the movement order will be sent to 3-4 (B), M.E. and M.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of 3-4 Branch.

(2) Whenever any M.E. vehicles, whether on M.B. or not, are transferred from the part of the Commission to another, transfer and transferred will sign and exchange A.Fs. G.1033 and transfer will forward a third copy signed by both to 3-4 (B-1111).

3. SUPPLY.

a. Vehicles.

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of 3-4 Branch.

(2) All the army are authorized to replace unserviceable British vehicles by vehicles of the same category through any sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without 3-4 sanction.

b. Equipment.

A/ 3-4 (B) will set up an M.E. spare Parts and Equipment Section who will have the following duties:

- (1) To indent for all 3-11, 3-12, 3-13, Equipment and L.A.D. Equipment authorized under Special List 3-1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.
- (2) If any spare equipment is required, surplus to lead scale to endeavor to obtain release on receipt of a special application from Transportation Sub-Commission.
- (3) To indent for M.E. First aid scaling for all British M.D. vehicles of the Commission and to issue such scaling to Regions etc. as Transportation Sub-Commission may request.
- (4) To hold a reserve of M.E. first aid kits and to replace any items used by Regions etc., on application from the Region concerned.
- (5) To be responsible for all indents for tools, spare parts and other equipment for all British M.D. vehicles of the Commission.

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AMINX 777 to
 Antares Base Co. 5th, 5th
 Hq. dtd 19 Dec 44. (Cont'd)

B/. (1) Regions etc. will make all demands for tools, spare parts and equipment on G-4 (B) H.Q. Spare Parts and Equipment Section and will not make requests of Ordnance.

(2) This does not prevent Transport Officers from using their own initiative to obtain local substitutes from salvage etc., where permitted.

(3) All the army are authorized to continue to work through army sources where desirable. Their vehicles etc, however, must be included in scalings submitted. Any incident by which the army will be clearly marked "ALL THE ARMY" and such expressions as "ALL" will be avoided.

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

5. Administrative instructions No. 3 of 13 April 1944 are cancelled and responsibility for vehicles will be set out in paragraph 7.

6. Returns to be rendered:

| Type of Return | Rendered by | Rendered to | Date |
|---|--|-------------|---------------------|
| Vehicle General Return
(All, Civilian Supply & Miscellaneous Vehicles
will all be shown but separately). | Responsible
Officers named
in Paragraph 7. | G-4 (B) | 21st each
month. |
| Vehicle Casualties. Any
vehicle lost, stolen, or
otherwise struck off strength
(a.g. Fire accident, wear &
tear). No particular form is
necessary but vehicle must be
clearly identified. If the
cause must be stated and full
certificate forwarded as early
as possible. | Responsible
Officers named
in Paragraph 7. | G-4 (B) | Within
24 hours. |

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as to returns to the branch are cancelled.

3. Administrative instructions No. 3 of 15 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

4. Returns to be rendered:

| Type of Return | Rendered by | Rendered to | Date |
|---|--|-------------|----------------------|
| Vehicle Census Return
(All Civilian Supply &
Miscellaneous vehicles
will all be added but
separately). | Responsible
Officers named
in Paragraph 7. | 5-4 (B) | 21st, each
month. |
| Vehicle Casualties, any
vehicle lost, stolen, or
otherwise struck off strength
(e.g. Fire accident, wear &
tear). No particular form is
necessary but vehicle must be
clearly identified. If an
cause must be stated and full
certificates forwarded as early
as possible. | Responsible
Officers named
in Paragraph 7. | 5-4 (B) | Within
24 hours. |

7. Responsibility for recording and return of all vehicles, whether MS, civilian or otherwise authorized, will be as follows:

| Responsible Officer | Vehicles for which Responsible |
|--------------------------|--|
| Group Captain Commandant | 1. All British MS vehicles and requisitioned vehicles in the Motor Pools or assigned to any official. Sub-commission, etc., other than Sub-commissions, etc., of which the Director is "Responsible Officer" as set out in this instruction. |
| | 2. Vehicles of Liaison Officers in home. |

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| Responsible Officer | Vehicles for which responsible |
|---|--|
| SCADA 5th & 6th Armies | all WE, civilian supply and other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission. |
| Regional Commissioners | <ol style="list-style-type: none"> 1. All WE vehicles on charge to Region or Province. 2. All requisitioned cars requisitioned by or transferred to Region. 3. All civilian supply vehicles allotted to Region. 4. Any other WE vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by the Branch. 5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission, working within the Region which notice is given to Regional Commissioner by the Sub-Commission. |
| Displaced Persons and Repatriation Sub-Commission | all own vehicles except the 592-
ing in army units. |

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Declassified E.O. 12356 Section 3.3/NND No. 785017

594 Chief of Staff 88
 590 11
 ESTABLISHED SECTION

25 December, 1944

16 DEC 1944

ESTABLISHMENT MEMORANDUM

NUMBER 33

ASAC MEMORANDUM

6, 11

1. Establishment Memorandum No. 33 dated 2 August, 1944, dealt specifically with the authority and responsibility of ASAC/AS Officers, in the making of Local Purchases and Contracts, for the provision of furniture and equipment, and labor and materials for re-conditioning aircraft, weapons and vehicles; it also imposed certain limits on the authorization of expenditures for these purposes.

2. The object of the present Establishment Memorandum is to extend similar provisions to the other classes of expenditures which are used occasionally at Headquarters, and in the Regions and Provinces. These classes of expenditures are the "Housekeeping" Expenses of the Commission, and are principally made up as follows:

- (a) Maintenance and repairs to Motor Transport.
- (b) Printing and Stationery.
- (c) Maintenance (on occasion to recapitalize and furnishing) of vehicles, offices and office equipment.
- (d) Other expenses of the Commission (including those mentioned in para 5 below).

3. The following provisions will be adopted forthwith in the expenditure of ASAC funds, for the purposes specified above:-

- (a) authority to incur expenditures for any one item or related group of items up to the 10,000 is hereby delegated
- (1) Headquarters, Allied Commission to the H. Purchasing and Administrative Officer.
- (11) ~~Regional Headquarters, to the Sub-Administrative designated by the Regional Commissioner as Headquarters Administrator~~ Officer.
- (111) ~~Provinces, to the Provincial Commissioner, or in any Region, the Regional Commissioner shall direct to lower this limit.~~

see p. 36.
 on 29 1945

(111) Expenditure of any one item or related group of items exceeding the between 10,000 and 100,000 shall be authorized in writing, for Regions by the Regional Commissioner,

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Declassified E.O. 12356 Section 3.3/NND No. 785017

provisions, will in no circumstances be applied.

5. The limits fixed in paragraph 4 will apply only to operations in respect of the working expenses of the mission (other than salaries) and will not apply to such items as:

- (a) Payroll for staff of Mission Headquarters.
- (b) Storage, handling and shipping expenses in connection with the transport and export of supplies, and transport or freight charges for the movement of supplies.
- (c) Miscellaneous items, e.g. Purchase of supplies for account, or re-sale in Italy, or expenses connected with staff.

6. The responsibility for the completion or otherwise of all submissions of M/AG/AG forms rests with the Sub-Committee, i.e. the British Officer, and not the authorizing Officer. Most sub-committees are also financed by the Finance Officer, and are aware which types of expenditures are charged against M/AG/AG forms. Attached hereto, at Appendix 'A', is a list of the principal heads and sub-heads of expenditures in respect of M/AG/AG accounts, which should serve as a further guide to paying Officers. Regional Commissioners, Provincial Commissioners and other Officers authorizing and incurring expenditure should therefore rely on the judgment of the Finance Officer or other Sub-Committee. If there is doubt concerning a particular payment, the matter must be referred to the Chief Accountant (for headquarters payments) or to the Regional Finance Officer (for regional payments). In the latter case the responsibility will rest with the Regional Finance Officer who should consult the Chief Accountant in doubtful cases. In no circumstances will a Sub-Committee be placed into writing a Finance Officer, against his own judgment, which he may later be called upon to refund.

By command of Rear Admiral KIDDE:

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

OFFICIAL:

C. M. PARKIN,
Colonel, Infantry
Executive Officer (US)

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principal funds and disbursements. Attached hereto, in Appendix "A", is a list of the which should serve as a further guide to paying Officers. Regional Commissioners should therefore rely on the judgment of the Finance Officer or other Sub-Accountant. If there is doubt regarding a particular payment, the matter must be referred to the Chief Accountant (for Headquarters only) or to the Regional Finance Officer (for Regional payments). In the latter case the responsibility will rest with the Regional Finance Officer who should consult the Chief Accountant in doubtful cases. In no circumstances will a Sub-Accountant be pressed into making a disbursement, against his own judgment, which he may later be called upon to refund.

By command of your obedient servant:

OFFICIAL:

C. M. Puckin

C. M. Puckin,
Colonel, Infantry
Executive Officer (US)

WILLIAM E. HIGLEY,
Colonel,
Deputy Chief of Staff.

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OTHER ADMINISTRATIVE MATTERS (All included):

- Printing & Stationery
- Reproduction of Official Documents
- Maintenance of Office Equipment
- Mailing & Out-of-office Expenses (including Reimbursement of telephone personnel)
- Transport & Traveling (including Transport)
- Witness Funds Expenses

SPECIAL MATTERS:

- Purchase of Office Furniture Equipment
- Purchase of Furniture & Equipment for Billings & Costs of
- Renovation of Offices, Buildings & Rooms
- Purchase of Cash Boxes & Safes

593y Chief of Staff

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HEADQUARTERS JILIED ORIGINATOR
JPO 194
ESTABLISHMENT SECTION

8 December 1944.

- 9 DEC 1944

ESTABLISHMENT MEMORANDUM

SUBJECT

32)

HEADQUARTERS STORAGE POOLS FOR VEHICLES

1. Two storage pools for vehicles (American and British) are established in the Super Garage. Vehicles issued or transferred to this Headquarters, pending re-issues to Regions, or Headquarters Transportation Operating Pool, etc., will be stored in these pools.
2. Transfer of vehicles to and from these pools will be done by G-4 (a) and (b) respectively, subject to approval of the "Deputy Chief of Staff" Establishment Section.
3. The Headquarters Transportation Officer is responsible for the maintenance and repair of all vehicles in these pools.
4. Each pool will have an entire floor of the Super Garage assigned. For security of the vehicles, gates with locks will be erected on each floor. These floors will be out of bounds to all personnel except the G-4 personnel involved. When vehicles are moved for repairs to another section of the Super Garage, it will be done under supervision of a G-4 agent.

By Command of Commanders SIGN:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. P. ...

C. M. P. ...
Colonel, Infantry
Executive Officer (US)

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HEADQUARTERS ALLIED COMMISSION

APR 1944

ESTABLISHMENT SECTION

21 November 1944.
30 NOV Recd

ESTABLISHMENT MEMORANDUM

NUMBER

11

1. Effective 1 December 1944, the operation and maintenance of all Headquarters transport will be taken over by the Establishment Section and will be operated by the Headquarters Transportation Officer. (See Appendix attached).
2. Commencing on 1 December 1944, all motor vehicles, with the following exceptions will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Garage on or before 7 December 1944. This however, will not apply to those service Sub-Commissions which are operating under separate War Establishments. The Headquarters Transportation Officer will call in those vehicles from Sub-Commissions and will issue the necessary receipts.

EXCEPTIONS

- | | |
|-----------|---|
| 1 vehicle | - Allied Commissioner |
| 1 " | - Chief Commissioner (for visitors) |
| 1 " | - Chief of Staff |
| 1 " | - Russian Representative to the Commission |
| 1 " | - French Representative to the Commission |
| 1 " | - Deputy Chief of Staff |
| 1 " | - Commanding Officer 2675th Regt, Allied Commission |
| 1 " | - The Transportation Officer |
| 1 " | - Director of each Sub-Commission |

3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Home for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to the particular assignment of those vehicles. Any such vehicles will not in the meantime, be turned in to the Super Garage.

4. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commander STONE:

588

NORMAN E. FISKE
Colonel

Declassified E.O. 12356 Section 3.3/NND No. 785017

vehicles from Sub-Commissions and will leave the necessary receipts.

EXCEPTIONS

- 1 vehicle - Chief Commissioner
- 1 " - Chief Commissioner (for visitors)
- 1 " - Chief of Staff
- 1 " - Quarter Representative to the Commission
- 1 " - Branch Representative to the Commission
- 1 " - Deputy Chief of Staff
- 1 " - Commanding Officer, 1st Sub-Commission
- 1 " - In Transportation Officer
- 1 " - Director of each Sub-Commission

4. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from home for long periods, will report to the Headquarters Transportation Officer by 3 December 1944, full particulars of any such vehicles, along with minute information in regard to the particular assignment of these vehicles. Any such vehicles will not in the meantime, be turned in to the Super Cargo.

5. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commodore STONE:

588

WV
2/12

WORMS E. PIONE
Colonel
Deputy Chief of Staff

Official:

C. M. PARKER
Colonel, Infantry
Executive Officer (US)

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APPENDIX 78
 Estab Memo #31, Hq Allied
 Commission, dated 28 Nov 44.

OPERATION OF HEADQUARTERS TRANSPORT POOL (ROAD) ALLIED COMMISSION

1. Vehicles on the strength of the Headquarters Transport Pool will be divided into four sections:

Section 1. Vehicles for trips out of Rome of more than one (1) day's duration.

Section 2. Vehicles used for trips out of Rome but completed same day.

Section 3. Vehicles operating only within Rome city limits. (See NOTE below)

Section 4. To load carriers for moving personnel, stores, rations, etc., and providing courier services.

2. Every vehicle will be driven by an assigned driver.

3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.

4. Requests for transport will be made to the Dispatcher's Office as follows:

Section 1. Trips of more than one day -- 48 hours in advance on Travel Order application form.

Section 2. Trips to be completed same day -- 24 hours in advance on "Request for Transport" form.

Section 3. Verbal request by phone, or application at Taxi booking office.

Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.

(b) Up to one day, application will be made on Requestion for Transport, or verbally, if urgent.

5. Applications for transport will state the type of vehicle desired, and these requests will be met as far as possible. It must be clearly under-

Declassified E.O. 12356 Section 3.3/NND No. 785017

2. Every vehicle will be driven by an assigned driver.
3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.
4. Requests for transport will be made to the Dispatcher's Office as follows:
 - Section 1. Trips of more than one day -- 48 hours in advance on Travel Order application form.
 - Section 2. Trips to be completed same day -- 24 hours in advance on "Request for Transport" form.
 - Section 3. Verbal request by phone, or application at Taxi Booking office.
 - Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.
 - (b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.
5. Applications for transport will state the type of vehicle desired, and these requisitions will be met as far as possible. It must be clearly understood that the decision as to type of vehicle must rest with the Dispatcher's Office as it will obviously depend upon availability.

NOTE: In connection with Section 3 supra, the time limit as laid down in Daily Bulletin #218 of 31 August 1944, for a Taxi journey of one hour, is awarded to read 30 minutes. Strict compliance with this will be enforced.

Declassified E.O. 12356 Section 3.3/NND No. 785017

11 November 1964

12 NOV Reel

ESTABLISHED 10/20/64

NAMES

NO. 1

CIVILIAN EMPLOYEES' TRAVELING ALLOWANCE

1. Authorization Number of this document, when a number 1964, is hereby revoked.

2. Amount to be given to each traveler for his expenses of traveling to civilian employees of the United States Government in support of structure from their headquarters or other offices.

3. Amounts from their headquarters or other offices to be paid to each employee, in whole or in part, for his expenses of traveling to civilian employees of the United States Government in support of structure from their headquarters or other offices.

4. The rate of traveling allowance will be \$100 per day (in round trip) for an additional part of a day, including 2 hours, for the completion of a round trip.

Example:

TRAVELING ALLOWANCE

1. 1964 from 1 November to 1700 hours 2 November. (2, 1700 plus 7 hrs)

250

2. 1964 from 1 November to 1700 hours 3 November. (2, 1700 plus 2 hrs)

100

5. The maximum period for which the traveling allowance is to be paid with special permission, is 14 days. When, however, the circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will file a special permission from the Chief of Section, or the civilian, and such officer will contribute accordingly for the payment of the allowance for a period in excess of 14 days.

6. Traveling allowance will be paid to the employee on the Special Claim Form (F/F-35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters, Department, Planning Officer and/or sub-officers, on getting this Submittal Summary on their authority, in the same manner as the Payment Voucher (F/F-3). Copies of claim form, F/F-35, are being distributed to all Headquarters, and additional copies will be furnished

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quarter, approved or provided, by which he is employed, to any other quarter or quarters from the first of the year.

6. The rate of traveling allowance will be \$100 per month for the first quarter, \$120 for the second quarter, \$140 for the third quarter, and \$160 for the fourth quarter, plus a 10% increase for each subsequent quarter.

Approved:

1944

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7. The maximum period for which the traveling allowance is to be paid, without special permission, is six months. When necessary in exceptional circumstances, the period of payment may be extended, but only to a maximum of one year. The accompanying officer will obtain special permission from the Chief of section or the division. The accompanying officer will constitute authority for the payment of the allowance for a period of six months.

8. Traveling allowance will be allowed by the employees of the Special Claims Bureau (F/R/S), which will also be available to the Executive Officer. Payment will be made by the Executive Officer. The accompanying officer will obtain special permission from the Chief of section or the division. The accompanying officer will constitute authority for the payment of the allowance for a period of six months.

9. Nothing in this Regulation shall be construed as limiting the payment to U.S. or British civilian employees.

By Command of the Secretary:

Official:

C. M. Parker

Colonel, Infantry

Executive Officer (US).

1944

WILLIAM L. FLORE

Colonel

Deputy Chief of Staff

1944

1944

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785017

NEF/MP/ja

HEADQUARTERS ALLIED COMMISSION
APO 394

2 November 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

29)

NOV Recd -

1. Effective 1 November 1944, the travel allowance for Italian civilian employees of the Allied Commission will be fixed at the rate of 150 Lire per day.
2. For such portions of a day as exceed 8 hours, the travel allowance is 100 Lire.
3. The maximum period for which the travel allowance may be claimed without special permission is 14 days.
4. When the period of absence from home or duty station involves a longer period than 14 days, special permission will be granted by the chief of section employing the civilian. Such special permission constitutes authorization of the travel allowance in excess of the aforementioned 14 day period.
5. Absence from home or duty station is defined as a period exceeding 24 hours in length in which the civilian employee, by virtue of his official duties, is ordered to be temporarily away from the headquarters by which he is permanently employed, thereby involving absence from home.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

G.M. PARKIN,
Colonel, Infantry,
Executive Officer (USA)

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Declassified E.O. 12356 Section 3.3/NND No. 785017HEADQUARTERS ALLIED COMMISSION
APO 394

31 October 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

38

ORGANIZATION OF 1ST TRUCK BATTALION

1. Establishment Memorandum No. 25, Hq Allied Control Commission (Establishment Section) APO 394, is hereby rescinded and the following substituted therefor:
2. Announcement is made of the organization of the 1st Truck Battalion, Allied Commission (Italian Army Personnel).
3. This Truck Battalion will consist of a Battalion Headquarters and eight (8) companies from Italian Army Personnel.
4. Its activities will be supervised by Company "T", 2675th Regiment, Allied Control Commission (Ovhd).
5. The 1st Truck Battalion, Allied Commission (Italian Army) and Company "T", 2675th Regiment, Allied Control Commission (Ovhd), is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Commission, for maintenance and operation.
6. The Battalion and Company will be placed under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovhd), for administration and supply.

By command of Commodore STONE:

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:

C. M. PARKIN,
Colonel, Infantry,
Executive Officer (US).DISTRIBUTION:

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HEADQUARTERS
ALLIED COMMISSION
APO 394

31 October 1944. *WHR*

1 *WHR* Recd

ESTABLISHMENT MEMORANDUM)

NUMBER

23)

Change No. 1

1. Establishment Memorandum Number 23, Paragraph 13 (c), dated 28 September 1944, SUBJECT: REQUISITIONED HOTELS, is deleted and the following substituted therefor:

(c) Essential "War Damage" repairs should be carried out and paid for by the hotel management. If the management have no funds available for this purpose, bearing in mind their hotel running expenses, they must be instructed to make application to the Italian Government (Ministry of Public Works), under the provisions of RDL 26 October 1940, No. 1543. This law governs the procedure for Italian Government participation in the reconstruction of war-damaged private-owned property. In exceptional circumstances, it may be possible to utilize the appropriate Army Engineering Services, (Royal Engineers or Corps of Engineers). In this latter case, the cost is recorded by Armies, and no further action by AC/AME is necessary.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

(M) P. L. ...
G. M. PARRIN
Colonel, Infantry,
Executive Officer (US).

DISTRIBUTION:

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(Plus 100 copies for the
Accounting Sub-Section of
Finance Sub-Commission).

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59 8 79
HEADQUARTERS
ARMED COMMISSION
APO 394

29 October 1944

ESTABLISHMENT MEMORANDUM

SUBJECT

27 3

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

"1. On 5 October the Commerce Sub-Commission and the Industry Sub-Commission made a joint request to the Economic Section that the officers of subject Sub-Commission in the Armies and Regions be consolidated as a separate and single division. Decision has been made after conference with the Chief of Staff to the effect that such consolidation will not be made."

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

By command of Commander STAIR:

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:

C. M. Parkin
C.M. PARKIN,
Colonel, Infantry,
Executive Officer (US).

DISPOSITION:

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 394

78

*Same as folio 77
but name No has
been corrected*

17 October 1944
20 OCT Recd

ESTABLISHMENT MEMORANDUM 1
NUMBER 26

1. In accordance with the policy recently established by higher authority, awards, medals, decorations, honors, degrees and gifts of any nature whatsoever will not be accepted by members of the Allied Control Commission from the Italian Government, local sub-divisions thereof and Italian institutions. This prohibition applies whether the persons concerned are presently members of the Commission or have severed their connection thereto.
2. Executive Memorandum Number 21 is accordingly rescinded.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIALS

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

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MA to P of S*

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59 34

71

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 392

17 October 1944..

19 OCT Recd

ESTABLISHMENT MEMORANDUM
NUMBER 35

1. In accordance with the policy recently established by higher authority, awards, medals, decorations, honors, degrees and gifts of any nature whatsoever will not be accepted by members of the Allied Control Commission from the Italian Government, local sub-divisions thereof and Italian institutions. This prohibition applies whether the persons concerned are presently members of the Commission or have severed their connection thereto.
2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commander JONES:

NORMAN B. FISH
Colonel
Deputy Chief of Staff

OFFICIAL:

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

DISSEMINATION:
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H.A. to C/S.

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59 102 X
76
HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM

NUMBER 51

CHANGE NUMBER #1

LOCAL PURCHASES AND CONTRACTS

1. In all paragraphs, substitute "Chief of Staff" for "Executive Commissioner" where the latter appears in the memorandum.
2. In Paragraph 4d (3), - delete "Executive Commissioner" and substitute "Purchasing and Contracting Officer".

By command of Commodore STONE:

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

OFFICIAL:

C.M. Parker

C.M. PARKIN,
Colonel, Inf.,
Executive Officer (US)

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*See folio 61
Vol I*

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PA

59
100
HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 October 1944.

10 OCT Recd

ESTABLISHMENT MEMORANDUM

NUMBER

25)

ORGANIZATION OF 1ST TRUCK BATTALION

1. Announcement is made of the organization of the 1st Truck Battalion, 2675th Regiment, Allied Control Commission, effective 5 October 1944.
2. This organization is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Control Commission, for maintenance and operation.
3. The order of activation placed the Battalion under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovnd), for administration and supply.

By command of Commodore STONE:

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

OFFICIAL:

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APC 394

59
105
X
74
UAWR
X
and 11/12
6 October 1944

ESTABLISHMENT MEMORANDUM

SUBJECT

74)---Change No. 1.

1. Paragraph 3 is amended to read as follows: "The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. [Roman numerals will continue to be used in all Regions with the exception of Southern, Liguria and Piemonte Regions who will use the capital letters SR, L and P respectively in place of Roman numerals.]"

By command of Commodore STONE:

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

OFFICIAL:

C. M. Parker
C.M. PARKER,
Colonel, Inf.,
Executive Officer (US)

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785017

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Section)
APO 394

KEF/LTA/36

11/11/44

4 October 1944

SCT Recd

ESTABLISHMENT MEMORANDUM

NUMBER

REQUISITION OF MOTOR VEHICLES

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

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

3. The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used. The number III is assigned to the Southern Region and the number XIV to Liguria Region.

By order of Captain STONE (USHR):

577

And See
folio 74

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

OFFICIAL:

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

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PA to H.C.S.
Liaison Div.

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