

Declassified E.O. 12356 Section 3.3/NND

No.

785017

ACC

10000/109/13  
(VOL. I)

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

785017

000/109/13  
VOL. I)

ESTABLISHMENT MEMORANDA  
JAN. 1945 - JAN. 1947

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

Headquarters  
Allied Commission (ITALY)  
C. M. F.

6 Jan 47

Establishment Memorandum  
Number ..... 34)

METHOD OF DISPOSAL OF BILLS AND CHARGES  
AGAINST ALLIED COMMISSION (ITALY)

1. Establishment Memorandum Number 19 dated 1 Nov 45 is no longer effective and is hereby rescinded.
2. Effective immediately, any Division, Sub-Division or office incurring under existing rules, any expenditure with a civilian firm on behalf of the Allied Commission, will be responsible for seeing the matter through to final discharge.
3. All Divisions or Branches will immediately review all bills outstanding either against them or against former Sections or Sub-Commissions for whose work existing Divisions have become responsible. Settlement, where possible, will be made forthwith. In cases where prompt settlement, for any reason, is not possible, the Division or Branch concerned will refer the bill to the Claims and Assessments Board as set up by Executive Memorandum Number 11 dated 6 Jan 47.
4. The Claims and Assessments Board will take final action after due investigation, either to approve, or disapprove all such bills.
5. If a bill is approved as a proper charge against the Italian Government, it will be forwarded, with necessary details, to the appropriate Ministry or Agency of the Italian Government.
6. If a bill is approved as a proper charge against ANV/AC funds, the Claims and Assessments Board will prepare a Payment Voucher (Form P/F3A) in duplicate, and will forward it, together with the original bill, to ANV/AC for payment.

BY ORDER OF R.E.A. JAMES L. STONE

635

*W.C. Stone*

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

2. Effective immediately, any Division, Sub-Division or office incurring under existing bills, any expenditure with a civilian firm on behalf of the Allied Commission, will be responsible for seeing the latter through to final discharge.

3. All Divisions or Branches will immediately review all bills outstanding either against them or against former Sections or Sub-Commissions for whose work existing Divisions have become responsible. Settlement, where possible, will be made forthwith. In cases where prompt settlement, for any reason, is not possible, the Division or Branch concerned will refer the bill to the Claims and Assessments Board as set up by Executive Memorandum Number 14 dated 6 Jan 47.

4. The Claims and Assessments Board will take final action after due investigation, either to approve or disapprove all such bills.

5. If a bill is approved as a proper charge against the Italian Government, it will be forwarded, with necessary details, to the appropriate Ministry or Agency of the Italian Government.

6. If a bill is approved as a proper charge against ABC/IC funds, the Claims and Assessments Board will prepare a Payment Voucher (Form P/23A) in duplicate, and will forward it, together with the original bill, to the Board for payment.

BY COMMAND OF THE CHIEF, STAFF, STONE

635

*K. Wilber Jones*  
OFFICIAL:

K. WILBER-JONES  
Lt-Col R  
Executive Officer (H)

*R. H. C. HOSSE*  
Lt-Col R  
Executive Officer (A)

Distribution:

|                           |                            |
|---------------------------|----------------------------|
| Chief Commissioner        | Director Archives Division |
| Executive Commissioner    | Executive Officer (A) (3)  |
| Director IV Division      | Executive Officer (B) (3)  |
| " Legal Division          | Executive Officer          |
| " Public Safety Division  | Claims Board               |
| " Economic Division (6)   | Spare (12)                 |
| " Communications Division |                            |

*PA 1-3*

*Case 14*

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ESTABLISHMENT MEMORANDUM

13 August 1946.

SUBJECT

33)

CHANGE NUMBER 1

88. (VOL II)

1. Establishment Memorandum No. 33, this Headquarters, dated 15 December, 1944 is hereby amended as follows:

Reference para 3, sub-para (a) and (d) as amended by Change Number 2 dated 12 Feb 45. — 36

Delete from sub-para (c)  
"and for AEC Ulina Province by the Provincial Commissioner".

Add to sub-para (d)  
"and for AEC Ulina Province by the Provincial Commissioner".

BY ORDER OF DEAN AUSTIN STERN:

N. W. HIND-SMITH

Brigadier,  
Executive Commissioner.

Copy to: AEC Ulina  
Hq. Ctr (B)  
Hq. Ctr (A)  
APA  
CC

634

PA 15/8/46  
[Signature]

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HEADQUARTERS ALLIED COMMISSION  
APC 394  
OFFICE OF THE CHIEF COMMISSIONER

12 February 1946

ESTABLISHMENT MEMORANDUM)

NUMBER

33)

CHANGE NUMBER 2

88.

Establishment Memorandum Number 33, this Headquarters, dated 15 December, 1944, is hereby amended as follows:

## 1. Reference para. 3(a), sub-para. (ii), and (iii)

Delete existing sub-para. and substitute sub-para. (ii), (iii), and (iv) as follows:

"(ii) Liaison Groups, to the Sub-Accountant designated by the Chief Liaison Officer as HQ Disbursement Officer."

"(iii) Udine Province, to the Sub-Accountant designated by the Provincial Commissioner as Provincial HQ Disbursement Officer."

"(iv) AMG Venezia Giulia, to the Sub-Accountant designated by the SCAO as HQ Disbursement Officer."

## 2. Reference para. 3, sub-para. (c) and (d), as amended by Change Number 1, dated 3 October, 1945:

Delete existing sub-para. and substitute sub-para. (c), (d), and (e) as follows:

"(c) 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 for Liaison Groups by the Chief Liaison Officer, and for AMG Udine Province by the Provincial Commissioner."

(over)

633

OK  
(na) 5/11/46  
14/2/46

14/2/46  
[Signature]

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- "(d) Expenditure of any item or related group of items amounting to between Lire 10,000 and Lire 100,000 will be authorized in writing for ANG Venezia Giulia by the SCAO."
- "(e) Expenditure of any one item or related group of items amounting to over Lire 50,000 at Headquarters, Allied Commission, for Liaison Groups, and for ANG Udine Province, or to over 100,000 Lire for ANG Venezia Giulia, will be approved in writing by the Executive Commissioner, Headquarters, Allied Commission."

BY COMMAND OF REAR ADMIRAL STONE:

G.M. PARKIN  
Colonel, Inf  
Executive Officer (A)

OFFICIAL: *W. Wilbe-Jones*

R. WILBE-JONES  
Lieut Colonel  
Executive Officer (B)

Distribution:"A"

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

11 January 1946

NUMBER : 1)

CIVILIAN CONTROL

1. Civilians entering HQ, A.C. may be divided into three categories:

- a. Allied civilian personnel
- b. Italian "
- c. Italian visitors

2. In view of the extent to which thieving has taken place it is necessary to exercise the strictest possible control of civilians entering the building.

3. All civilians employed in HQ, A.C. have had a pass "authority to enter HQ, A.C., Rome," issued to them.

4. All civilian visitors must enter by the main hall. They will be directed to one of the information desks and be issued with a visitor's permit against which the identity card of the visitor will be retained. An escort girl will conduct the visitors to the office required, except visitors in possession of a courtesy pass.

5. CC. MR. will examine the passes of all employees they do not recognise as such. They will also ensure that all visitors are in possession of the a/m permit. A few courtesy passes have been issued to chosen civilians who will be permitted to proceed without the visitors permit.

Visitors on leaving must hand their permits to a CC. MR. who will check the lapse of time between that written on the permit by the officer who has received the visit, and time of arrival at the exit. They will then claim the identity card.

Serious discrepancies or cases where suspicion of the bona fides of the visitors are aroused should be immediately reported to the Security Officer, Room when the circumstances seem to warrant it the civilian concerned should be detained.

It is important that equal attention be given to the procedure of exit as for entry.

6. All Italian civilian employees will eventually wear an identification badge.

Civilian workmen will be in possession of a work-ticket showing the work necessary to be performed.

At the end of the workday, workmen must ask for the documents of such civilians

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4. All civilian visitors must enter by the main hall. They will be directed to one of the information desks and be issued with a visitor's permit against which the identity card of the visitor will be retained. An escort girl will conduct the visitors to the office required, except visitors in possession of a courtesy pass.

5. CC. MR. will examine the passes of all employees they do not recognise as such. They will also ensure that all visitors are in possession of the a/m permit. A few courtesy passes have been issued to chosen civilians who will be permitted to proceed without the visitors permit.

Visitors on leaving must hand their permit to a CC. MR. who will check the lapse of time between that written on the permit by the officer who has received the visit, and time of arrival at the exit. They will then claim the identity card.

Serious discrepancies or cases where suspicion of the bona fides of the visitors are aroused should be immediately reported to the Security Officer, Room when the circumstances seem to warrant it; the civilian concerned should be detained.

It is important that equal attention be given to the procedure of exit as for entry.

6. All Italian civilian employees will eventually wear an identification badge

Civilian workmen will be in possession of a work-ticket showing the work necessary to be performed. 032

7. The patrol of the corridors may ask for the documents of such civilians as they meet during their rounds who are unaccompanied by escorts or do not wear the badge.

8. Notice will be given when the badges are available.

9. On Wednesday and Saturday afternoons and on Sundays which are holidays, only specially authorized civilian employees and no visitors will be admitted, unless individually requested before hand by an officer.

During these holidays the side door to Via Molise will remain closed.

10. On other days the side door in Via Molise will be closed at 1830 hours.

11. No visitors will be permitted to enter by the side door. The Italian workmen on duty at the entrance to the taxi park will ask civilians seeking to enter whether or not they are employed in Headquarters Allied Commission, if they reply in affirmative the person will be allowed to pass. These OP's will not examine passes. This will be done by the CC. MR. on duty at the door. Other individuals will be directed to main entrance.

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Establishment Memorandum #1, Hq Allied Commission, dtd 11 January 46, Cont'd:

12. Between 1830 hours and reveille, all persons, civilian and military, entering or leaving the building will sign the book which has been placed in the main hall for that purpose.

When it is necessary for civilian clerks to return to their offices after 1830 hours they should be in possession of a written authorization from a Officer of their Section showing such return is necessary.

If an Officer wishes to see a civilian in this building out of normal office hours he should leave a note at the reception desk giving the name of the Officer, the name of the civilian and the office to which he or she is to be conducted.

13. All civilians taking parcels out of the building will enter in the book the particulars required. Contents of the parcels may be verified by the CC.RR. or OR on duty.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

*W. H. Jones*

W. H. JONES  
Lieut Colonel  
Executive Officer (H)

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

DISTRIBUTION:

01/17

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HEADQUARTERS ALLIED COMMAND

AFO 394

POLA LIEUTENANT SECTION

59

21 December 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

20)

POLICY FOR AMERICAN AND BRITISH EQUIPMENT, STORES AND  
VEHICLES IN THE NORTHERN REGIONS ON REVERSION OF CONTROL  
TO THE ITALIAN GOVERNMENT.

1. In view of the reversion of control to the Italian Government of the Northern Regions on 1 January 1946 the following instructions will be effective immediately.
2. This Memorandum circulates this Headquarters letter C4/140/7/16 dated 24 September 1945 as amended by letter of even number dated 19 October 1945 and all other instructions concerning vehicle coilings in the Regions.
3. Instructions for the disposal of American and British M.D. Property are laid down in Appendices "A" and "B" to this Memorandum respectively.
4. Responsibility for American equipment, stores and vehicles will devolve on the Company Commander, 2575th Regt. concerned, and that for the British on the Senior British Officer in the Liaison Team.
5. Effective immediately on the implementation of these instructions American Officers will be mounted with American vehicles and British Officers mounted with British vehicles.

BY COMMAND OF HEAD ALLIED STAFF :

NORMAN E. FIEBE,  
 Colonel, Cavalry,  
 V.I. Establishment Section.

OFFICIAL :

631



ATTACHED "A".

1. Upon the turn over of the North to the Italian Government the following procedure will apply in regard to the supply of the American Officers assigned to the various Liaison teams.
2. In order to determine the amounts and the types of T/S items, less vehicles, that will be necessary for the efficient functioning of the Liaison Teams, the following information is requested of the Senior American Civil Affairs Officers in each Region:

- (a) The T/S items such as typewriters, field desk, safes etc needed.
- (b) The total number of each item needed to insure efficient operation.

3. Company "C" in MILANO will be responsible for the supply of Lombardy, Liguria and Piemonte Regions and each American Liaison Officer will draw the equipment he needs from that Company. Company "J" in TRIESTE will supply the American Officers with the Trieste and UDENE Liaison Teams. Company "M" in PADOVA will supply the American Officers assigned to BOLZANO, VENICE and PADOVA Liaison Teams. Each officer will sign an M/A for the property he is issued and if then becomes his responsibility. An officer being transferred to another region that is being supplied by a different Company will turn in his equipment and re-draw it from the Company responsible for the supply of the region to which he is being transferred. In the event of an officer being redeployed he will obtain a clearance from the Company Commander of the Company supplying him and present it to G-4 (A) this headquarters for final clearance. Equipment will not be drawn by an officer from any source other than the Company to which he is attached for supply. If any property becomes excess to an officer's needs he will turn it in to his supply Company and under no circumstances will it be returned to Depot Stock by an individual.

4. Under the new set up of Liaison Teams the 2675th Regiment will supply American transport for American officers and the G-4 (B) will supply British transport to British officers. American officers will draw a vehicle on M/A from either Company "C", MILANO, Company "J", TRIESTE, or Company "M" in PADOVA, depending on the region to which he is assigned. To repeat, Company "C" in MILANO supplies the Liaison Officers in OMBRIATE, LIGURIA and PIEMONTE. Company "J" supplies TRIESTE and UDENE teams and Company "M" in PADOVA is responsible for BOLZANO, VENICE and PADOVA Teams.

5. In regards to civilian requisitioned vehicles, the following excerpt of letter from Commanding General, MNCUSA is quoted:

"Only those vehicles in use by the U.S. elements of Allied Commission should be carried on a U.S. responsibility and vehicles used by British elements should be called in and de-requisitioned." It further states

"You are required to advise FCS of the vehicles for which you have no further use prior to taking de-requisition action to enable FCS to determine if vehicles are still required by the Army. De-requisition vehicles will be returned to the Istituzioni Compartimentali della Motorizzazione and in

the Liaison Officers assigned to BOLOGNA, VENICE and PAVIA. Each officer will sign an M/A for the property he is issued and it then becomes his responsibility. An officer being transferred to another region that is being supplied by a different Company will turn in his equipment and re-draw it from the Company responsible for the supply of the region to which he is being transferred. In the event of an officer being redeployed he will obtain a clearance from the Company Commander of the Company supplying him and present it to G-4 (A) this Headquarters for final clearance. Equipment will not be drawn by an officer from any source other than the Company to which he is attached for supply. If any property becomes exposed to an officer's needs he will turn it in to his supply Company and under no circumstances will it be returned to Depot Stock by an individual.

4. Under the new set up of Liaison Teams the 2675th Regiment will supply Liaison transport for American officers and the G-4 (A) will supply British transport to British officers. American officers will draw a vehicle on M/A from either Company "O", MILANO, Company "J", TRIESTE, or Company "M" in PAVIA, depending on the region to which he is assigned. To repeat, Company "O" in MILANO supplies the Liaison Officers in GORIZIA, UDINE and VERONA. Company "J" supplies TRIESTE and UDINE teams and Company "M" in PAVIA is responsible for BOLOGNA, VENICE and PAVIA Teams.

5. In regards to civilian requisitioned vehicles, the following excerpt of letter from Commanding General, KNEVEL is quoted:

"Only those vehicles in use by the U.S. elements of Allied Commission should be carried as a U.S. responsibility and vehicles used by British elements should be called in and de-requisitioned." It further states "You are required to advise ICS of the vehicles for which you have no further use prior to taking de-requisition action to enable ICS to determine if vehicles are still required by the army. De-requisition vehicles will be returned to the Impettorati Compartimentali della Motorizzazione and in no case to the original owners."

When de-requisitioning civilian vehicles you will forward to G-4(A) a copy of the receipt given you by the Italian Government. This letter may be considered authority for you to withdraw U.S. requisitioned vehicles from the British elements using them.

6. The G-4(A) will inform my suggestion to the procedure set down in this letter, that will in any way simplify the supply problem of the Liaison Teams.

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Appendix one Sheet 2.

(iv) Technical Details

- 5 x 15-cwt.
- 1 x 3-ton.
- 24 x Captured Enemy Vehicles which will include:

20 x German No. 1/4/74/7165  
plus 1940 No. 1/4/74/7167.

The following/issue will then be made from G-4 (a) Motor Pool, MILAN:-

- (i) Available Issue Item
  - 17 x half-ton and Captured Enemy Vets.
  - 1 x 1/2-ton.
- (ii) Issue
  - 5 x half-ton and Captured Enemy Vets.
  - 1 x 15-cwt.
  - 1 x 1/2-ton.
- (iii) Summary
  - 11 x half-ton and Captured Enemy Vets.
  - 1 x 1/2-ton.

(iv) Available Issue Item and Registration Sub-Committee

- 1 x 3-ton.

(v) British Motor Pool, Over 1000, 1000

- 11 x half-ton and Captured Enemy Vets.
- 1 x 15-cwt.

At the conclusion of the transfer the balance of the vehicles handed in to G-4 (a) Motor Pool, MILAN will be disposed of as follows:

U.S. Vehicles - to No. 15 Vehicle Park, MILAN.

Captured Enemy Vehicles - to No. 7 German V.P.D.

Available Vehicle Item - to the Laboratory Super-1000  
Motorizations.

...Pa. 7.1038 will be presented to this Headquarters (G-4(a)) in respect of all transfers.

All transfers will be completed as expeditiously as possible and in any case not later than 21 January 1946.

(c) U.S. Motor Pools

The supply of U.S. Motor Pools will be made in accordance with this Headquarters letter G-4/132/17 dated 26 November 1945.

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(34) Modified Form 100 and Registration Information

1 x 10/100

1 x 10/100

(35) British Motor B.O.L. Motor B.O.L. 1000

1 x Registered and Captured Motor Vehicle  
1 x 10/100

At the conclusion of the transfer, the status of the vehicle owned in  
so 10-1(1) Motor B.O.L. will be disposed of as follows:

- 1000 Vehicle - to No. 10 Vehicle Park, 1000.
- Modified Motor Vehicle - to No. 1000 V.O.L.
- Registered Vehicle - to the Department of Motor Vehicle  
Registration.

1000. 1000 will be presented to this Department (1000) in respect of  
all transfers.

All transfers will be completed as quickly as possible and in any  
case not later than 21 January 1966.

(36) 1000 Motor B.O.L.

The supply of 1000 Motor B.O.L. will be made in accordance with this  
Department's letter 1000/1000 dated 20 December 1965.

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

Transfer of Italian M.O. PropertySummaryTransfer of Italian M.O. Property(a) Define Machinery and other property including Vehicles.(1) Italian Purchased Property.

Italian Purchased Property will be turned over to the Italian Government in accordance with the agreement made in this M.O. In this regard, on 12/11/50, dated 12/11/50 (copy of which with endorsement is attached at "Exhibit" for your reference), articles which are unsold and which cannot be recalled from M.O. stores may be returned but will be kept in a warehouse. However, there is a possibility of returning either M.O. or captured property the M.O. property will be returned even though the quality may be less satisfactory.

(2) M.O. Property.

M.O. property will be retained in such quantities as may be required to enable the Italian Government to function efficiently. Surplus (G-4) property will be turned in to Local Ordnance and returned in duplicate on M.O. G-1033 and stored in the M.O. (G-4(1)) as soon as possible.

(3) Define Machinery.

Surplus Machinery will be returned to the nearest M.O. Stationery Office and recorded in the M.O. G-1033 and returned to the M.O. (G-4(1)) in duplicate.

Notice of transfer must be made from M.O. G-1033. Form 22 will be completed in respect of the transfer, signed and forwarded to this M.O. (G-4(1)) with appropriate M.O. G-1033. The authority for the transfer is M.O. G-1033, dated 17 October 1945, and will be inserted in the "History of Transfer" page referred to above.

(4) Vehicles.

The following table sets out the allocation of vehicles to the Italian Government with the new revised M.O. for this allocation which has been submitted to G.O. G-1033 for approval. These figures are therefore liable to alteration at a later date though it is thought unlikely that they will be increased.

| Italian Govt.  | M.O. G-1033 | M.O. G-1033 | 15-mot. | 3-ton | M/O | OCMOS. |
|----------------|-------------|-------------|---------|-------|-----|--------|
| Armoured cars. | 2           | 16          | 4       | 1     | 4   | 17     |
| Light cars.    | 1           | 3           | 1       | 1     | 1   | 4      |
| Light trucks.  | 1           | 18          | 2       | 1     | 1   | 9      |
| Heavy trucks.  | 1           | 3           | 1       | 1     | 1   | 1      |
| Trucks.        | 1           | 3           | 1       | 1     | 1   | 1      |

Property will be retained in such quantities as may be required to enable the station to function efficiently. Station property will be placed in the proper condition and ready to be duplicated on G-4 (103) captured and furnished to this E.O. (G-4(103)) as soon as possible.

(111) Office Inventory.

Station Office Inventory will be returned to the nearest S.A. Station Office and receipt obtained on G-4 (103) and forwarded to this E.O. (G-4(103)) in duplicate.  
Inventory of material given from E.O. 103. Item 22 will be calculated in respect of the transfer, signed and forwarded to this E.O. (G-4(103)) with appropriate G-4(103). The authority for the transfer is G-4, G-4, 103/103/103 dated 17 October 1945, and will be inserted in the Station Office Inventory file referred to here.

(12) Vehicle.

The following table sets out the allocation of vehicles to the station. These are compared with the one proposed N.A. for this Division which has been submitted to G-4, G-4 for approval. These figures are therefore liable to alteration at a later date though it is thought unlikely that they will be increased.

| Vehicle         | Motor | Car | 15-seater | 1-ton | 2/3 | Office |
|-----------------|-------|-----|-----------|-------|-----|--------|
| Mercedes coupe. | 2     | 14  | 4         | 1     | 4   | 17     |
| Mercedes.       | 1     | 3   | 1         | -     | 1   | 4      |
| Mercedes.       | 1     | 6   | 2         | -     | 1   | 4      |
| Mercedes.       | 1     | 3   | 1         | -     | 1   | 4      |
| Mercedes coupe. | 1     | 30  | 10        | 5     | 4   | 52     |
| Mercedes        | 1     | 11  | 6         | -     | 2   | 15     |
| Mercedes        | 1     | 2   | 1         | -     | 1   | 3      |

According to the present balance of vehicles in the Division the following breakdown will be made to G-4 (103) Motor Pool, N.A.

(13) Mercedes

11 x 15-seater.  
1 x 3-ton

(14) Mercedes

3 x 15-seater.  
1 x 3-ton

(15) Mercedes

23 x 15-seater.  
9 x 3-ton  
13 x 10/12-ton.  
61 x 10/12-ton and Captured Heavy Trucks.

TO: All concerned Headquarters, No. 20 dated 21 December 1945.

RE: RECEIVED

FILE : 35/11/804

SUBJECT : Disposal of Property Purchased from J/4/45 Punjab.

TO : See distribution.

1. Upon the receiving order of all J/4/45 Headquarters the following procedure will be adopted in disposing of property acquired by purchase, payment of which has been made from J/4/45 Punjab.

(a) The administrative Government or corresponding officer of the Indian or other Government concerned, will transfer to other officers or subordinate Government, any items needed for essential use by J/4/45.

(b) All items surplus to the requirements indicated in (a) above, will be reported to the Headquarters Government, Headquarters Allied Government who will notify the Indian or Government concerned, if any of the items are required by Headquarters, Allied Government.

(c) All items surplus to (a) & (b) above, will be turned over to the Headquarters Government or corresponding officer of the Government or Government concerned, to the Local Directorate in Punjab, to representing the Indian Government. 4. Complete and descriptive receipt for all such property to be turned over, will be taken, the copy to be retained by the J/4/45 Officer handling the property, the original to be forwarded to the Director General, Headquarters Allied Government and one to be kept for file.

IT ORDERED BY HEAD QUARTERS, PUNJAB:

/s/ G. S. JAIN,  
G. S. JAIN,  
Colonel, Infantry,  
Executive Officer (IS)

Enclosure No. 1.

On completion of Northern Region, para 1 (b) above may be discontinued. Cases not dealt with under this order are not to be included.

(c) all items subject to the requirements indicated in (c) above, will be returned to the Headquarters Government, Headquarters American General Staff, who will notify the local or foreign government concerned, if any of the items are required by the government, allied or neutral.

(d) all items subject to (d) & (e) above, will be turned over to the Headquarters Government or corresponding officer of the local or foreign government concerned, to the local interest of the government, in representing the local government. A complete and descriptive receipt for all such property is turned over, will be taken, and copy to be retained by the HQ/AGS before handing over the property, two copies to be forwarded to the Finance Division, Headquarters Allied Government and one to the British.

IT IS ORDERED BY THE CHIEF OF STAFF:

G. H. P. SMITH,  
G. H. P. SMITH,  
Colonel, Infantry,  
Executive Officer (AGS)

Attachment No. 1.

629

In view of the fact that the HQ/AGS, para 1 (b) above may be disregarded as to the fact that the HQ/AGS does not require to be furnished with property.

59 40

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RECEIVED

HEADQUARTERS U.S. AIR COMMISSION  
APO 374  
ESTABLISHMENT SECTION

PARAGRAPH 1 (a) (1), line 3

PARAGRAPH 1 (a) (1), line 3

17 December, 1945.

DEC 18 1945

1. Establishment Memorandum No. 114, dated 21st March, 1945, is hereby amended as follows:

a. Paragraph 1 (a) (1), line 3.

Delete "GND 114 of 1945" and substitute "GND 114 of 1945".

b. Paragraph 1 (a) (2), line 3.

Delete "GND 114 of 1945" and substitute "GND 114 of 1945".

IT IS THE ORDER OF THE AIR COMMISSION:

W. L. E. PIERCE,  
Colonel, Cavalry,  
V.D. Establishment Section.

628

W. L. PIERCE,  
Colonel,  
Establishment Section (3)

RECEIVED

Head Group III.

2081

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

1 November 1945

ESTABLISHMENT MEMORANDUM)

MURKIN

19)

OUTSTANDING ACCOUNTS

1. In many instances bills for payment of overdue accounts on contracts for services rendered, or supplies delivered on order of various Sub-Commissions, are erroneously being addressed by civilian creditors to the Finance Sub-Commission.

2. It is the responsibility of any Sub-Commission entering into a contract with a civilian firm on behalf of Allied Commission, to see the contract through to final discharge.

3. When a bill is received, the Allied officer handling the contract is responsible:

- a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;
- b. To prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and
- c. To send the payment voucher and related bill to the Allied

Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

4. In the future the Finance Sub-Commission will refer all bills received by it to the Sub-Commission concerned for appropriate action in

627

2. It is the responsibility of any Sub-Commission entering into a contract with a civilian firm on behalf of Allied Commission, to see the contract through to final discharge.

3. When a bill is received, the Allied officer handling the contract is responsible:

- a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;
- b. To prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and
- c. To send the payment voucher and related bill to the Allied

Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

4. In the future the Finance Sub-Commission will refer all bills received by it to the Sub-Commission concerned for appropriate action in accordance with the foregoing procedure.

BY COMMAND OF HEAD ALIRED STONE:

C. M. PARKIN  
Colonel, Infantry  
Actg Vice President

OFFICIAL: J. L. Jones

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

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Def-37

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15/11

(CAPT X87K)

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

28\*

30 Oct 45

My dear Maurice

Herewith a copy for memo  
 showing within for Brown of  
 the proposed hotel extension.

It may interest you. It is pretty  
 distant.

You asked me the other day  
 how we stand the half day  
 difficulty with regard to Civilian  
 Employees. I have told them  
 there is no difficulty as they  
 are all on monthly rates which  
 we had indicated in these  
 appearing for work early afternoon

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

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26

R E S T R I C T E D  
HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

27 October 1945

OCT 28 1945

ESTABLISHMENT MEMORANDUM  
NUMBER 18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. Insofar as operational requirements permit, Sundays, holidays, Wednesday afternoons, and Saturday afternoons will be considered off duty hours for all personnel of the Allied Commission, including Italian staff.
2. Skeleton staffs will be maintained in all Sections during the above mentioned periods and personnel so retained are to be given off-duty time commensurate with periods they are on duty.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN  
Colonel, Infantry  
actg Vice President.

*J. L. Jones*  
OFFICIAL:

J. L. JONES  
Colonel  
Executive Officer (B).

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R E S T R I C T E D

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RESTRICTED  
HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

25

18 September 1945

ESTABLISHMENT MEMORANDUM

SUBJECT: 17)

24

ENTERTAINMENT EXPENDITURE

1. Paragraph 4 of Administrative Order No. 2, dated 27 January 1944, is hereby revoked and the following paragraph is substituted therefor:

- "4. (a) All statements of expenditure of AC/AMG funds for the purpose of official entertainment will be submitted in detail, with supporting vouchers approved by the Chief Commissioner or the Executive Commissioner, to the appropriate Sub-accountant (at HQ or in the Region concerned), for payment.
- (b) It will be realized that the term "official entertainment" covers only necessary entertaining of important Allied personages and comparable Italian officials. Each statement and supporting vouchers submitted for approval in accordance with sub-para (a) above will include a justification for the entertainment. No hesitation will be shown in disapproving entertainment claims which are not considered both necessary and official."

BY COMMAND OF HEAD AIR TRAIL STONE:

C. W. PARKIN  
Colonel, Infantry  
Actg Vice President

OFFICIALS:

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

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785017

(24)

EXTRACT from Administrative Order No. 2, Hq. Allied Control Commission, 27 January 1944, subject "Orders Regarding the Expenditure of Public Funds by AMG-ACC Officers," classified "Restricted."

. . . . .

#### 4. Entertainment Allowance

a. It is not proposed to authorize any fixed scale of entertainment allowance, but it is recognized that occasions may arise where Officers will be out-of-pocket through having to entertain visiting Officers, distinguished personages, or Italian Officials. In such cases, claims for expenses necessarily incurred will be submitted, with full details, and where applicable supporting vouchers, to Regional Army AMG or this Headquarters for sanction, and if approved, payment.

b. This paragraph is not intended to apply to private or unnecessary entertaining, nor is it applicable to Senior Officers in receipt of Table Money (British) or entertainment allowance (American). All claims will be closely scrutinized by Sanctioning Officers.

. . . . .

SEE F 25 624

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

## RESTRICTED

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

5 September 1945.

SEP - 5 1945

ESTABLISHMENT MEMORANDUM)

NUMBER 16)

INACTIVATION OF THE 3D TRUCK BATTALION, TRUCK OPERATING  
GROUP, ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the inactivation of the 3d Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel) as of 2400 hours, 4 September 1945.

2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 17th to 24th Truck Companies inclusive, of Italian Army Personnel.

3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, File AG 547/177 GEG-C, Subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,  
Colonel, Infantry,  
Actg Vice President.

OFFICIAL:

*J. L. Jones*J. L. JONES,  
Colonel,  
Executive Officer (B).

623

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*HA 8/9**(Capt Adams)*

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

2d August 1945.

ESTABLISHMENT MEMORANDUM

NUMBER 15)

ST 1345

WAGE-RATES OF ALLIED COMMISSION/ALLIED  
MILITARY GOVERNMENT CIVILIAN EMPLOYEES

1. The maximum and minimum wage rates payable to civilian employees of Allied Commission/Allied Military Government, together with cost-of-living bonuses, allowances, etc., are governed by AFHQ Administrative Memorandum Number 34, dated 29 June 1945, entitled "Conditions of Employment, Wage Scales, Bonuses and Allowances for Civilians Employed by the Allied Forces in Italy, Sicily and Sardinia", and its subsequent amendments.

2. In the past, Finance Sub-Commission, through the audit Division of the Accounting Sub-Section has made a careful check of all wages paid to civilian employees, from the Payrolls submitted by Sub-accountants with their monthly Reports of Receipts and Disbursements, and where the rates have not conformed to the authorized scale, and Observation has been sent to the Sub-accountant, calling for an explanation of the apparent error.

3. Since the implementation of AFHQ Administrative Memorandum Number 25, 1945, which authorized labor and wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-living bonuses locally, it has in fact been found impracticable for the audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with Regional boundaries; and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.

4. Nevertheless it is of the utmost importance that Sub-accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their areas, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

"Certified that all above rates of pay are in accordance with existing AFHQ authorized scales, as modified by Local Wages Sub-Committees"

This order is to be strictly complied with.

622

2. In the past, Finance Sub-Commission, through the Audit Division of the Accounting Sub-Section has made a careful check of all wages paid to civilian employees, from the Payrolls submitted by Sub-accountants with their monthly reports of receipts and Disbursements, and where the rates have not conformed to the authorized scale, and observation has been sent to the Sub-accountant, calling for an explanation of the apparent error.

3. Since the implementation of AFM Administrative Memorandum Number 25, 1945, which authorized Labor and Wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-Living bonuses locally, it has in fact been found impracticable for the audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of Jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with Regional boundaries, and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.

4. Nevertheless it is of the utmost importance that Sub-accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

"Certified that all above rates of pay are in accordance with existing FWG authorized scales, as modified by Local Wages Sub-Committee."

622

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to all Liguria, Piemonte, Lombardia, Venezia and Venezia Giulia, under reference Number 4051, dated 25 August 1945.

IN COMMAND OF AREA ADMIRAL STONE:

OFFICIAL:

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

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Group II Dist "A"

C. M. PARRIN,  
Colonel, Infantry,  
Acty Vice President.

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

26 August 1945.

ESTABLISHMENT MEMORANDUM

AUG 29 1945

NUMBER 14)

INACTIVATION OF THE 1ST TRUCK BATTALION, TRUCK OPERATING  
GROUP, ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the inactivation of the 1st Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel) as of 2400 hours, 25 August 1945.
2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 1st to 8th Truck Companies inclusive, of Italian Army Personnel.
3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, File AG 54.7/177 (EC-8), Subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,  
Colonel, Infantry,  
Actg Vice President.

OFFICIAL:

J. I. JONES,  
Colonel,  
Executive Officer (B)

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

25 August 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

139

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. The Chief Commissioner has directed that, effective immediately, all Allied personnel will take, in lieu of the day off prescribed in 212/195/25, 9 August 1945, Wednesday and Saturday afternoons off.

2. Skeleton staffs, as on Sunday, will be maintained.

3. No other time off will be taken.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,  
Colonel, Infantry,  
Actg Vice President.

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

27 July 1945.

ESTABLISHMENT MEMORANDUM

AUG 7 1945

NUMBER

12)

INACTIVATION OF THE 24 TRUCK BATTALION, TRUCK OPERATING  
GROUP, ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the inactivation of the 24 Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel), as of 2200 hours this date.

2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 9th to 16th Truck Companies inclusive, of Italian Army Personnel.

3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, File AG 537/172 GEG-O, subject "Provision of Personnel for Truck Transport and Maintenance Groups AG", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

C. H. PARKIN,  
Colonel, Infantry,  
Actg Vice President.

OFFICIAL:

J. L. JONES,  
Colonel,  
Executive Officer (P)DISTRIBUTION:  
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HEADQUARTERS ARMED FORCES  
30 JUL 1945  
HEADQUARTERS ARMY

30 July, 1945.

417 1 1945

HEADQUARTERS ARMY

CHIEF OF STAFF

6

I. Establishment. Combrade. Subject. this Headquarters, dated 15 March, 1945, is hereby amended as follows:

A. Paragraph 1 (a) (1), lines 1 and 3.

Delete words from "the same reason as" to "establishment concerned", and substitute "ratione in accordance with G.P.O. 842 of 1945".

B. Paragraph 1 (c) (1), line 3.

Delete "A.A.F. Executive Order No. 132" and substitute "E.S.O. 520 of 1945".

BY COMMAND OF THE ARMY

Amended 1/8/45  
GAS

G.M. BURKE,  
Colonel, Infantry,  
Act. Vice President

U.S. ARMY

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

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785017

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RESTRICTEDHEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

19 July 1945

JUL 20 1945

ESTABLISHMENT MEMORANDUM

NUMBER

10

CHANGE NO. 1

In paragraph 3, Establishment Memorandum Number 10, this headquarters, dated 28 May 1945, delete so much as reads: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group, will report to the Vice President of the Economic Section, Allied Commission", and substitute therefor: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group will report to the Director, Transportation Sub-Commission, Economic Section, Allied Commission".

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN  
Colonel, Infantry,  
Actg Vice President.

OFFICIAL:

SIR J. E. T. RITCHIE  
Lt Colonel  
Actg Executive Officer (R)

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ESTABLISHMENT SECTION

1 June 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

11)

CONTROL OF EXPENDITURE

1. The attention of Regional Commissioners, Regional Finance Officers, and all officers of the Commission is drawn to the need for economy and constant vigilance, in the disbursement of Allied Commission/Allied Military Government funds. There have been far too many instances of unnecessary expenditure being incurred, and of officers not exercising proper care in authorizing and initiating expenditure.

2. In particular you are requested to watch carefully the following types of expenditure:

- a. Printing and stationery.
- b. M.T. repair and maintenance.
- c. Purchase of furniture and equipment.
- d. Maintenance of and repairs to Offices, billets and Messes.
- e. Messing expenses.
- f. Civilian wages.

Where goods and services have to be purchased, such as for (a), (b) and (c) above, we wish Regional Commissioners to have proper steps taken by Purchasing Officers to obtain alternative tenders, so that a fair assessment of what is a proper price can be obtained. Cases have occurred of extensive repairs to Offices, billets and Messes being undertaken, in premises only to be in occupation by Allied Commission/Allied Military Government for a month or two; this must not be countenanced. The largest expense of all is in respect of civilian wages, which form nearly two thirds of the total expenditure by Allied Commission/Allied Military Government. Make sure, therefore, that all your civilian employees are usefully and actively employed.

3. The responsibility for control of Allied Commission/Allied Military Government expenditure devolves upon those officers who are empowered to authorize such expenditure. It would appear that the instructions contained in Establishment Memorandum Number 5, dated 2 August 1944 (Local Purchasing and Contracts), and Establishment Memorandum Number 33, dated 15 December 1944 (Allied

616

incurred, and if officers not exercising proper care in authorizing and initiating expenditure.

2. In particular you are requested to watch carefully the following types of expenditure:

- a. Printing and stationery.
- b. M.T. repair and maintenance.
- c. Purchase of furniture and equipment.
- d. Maintenance of and repairs to Offices, Billies and Messes.
- e. Messing expenses.
- f. Civilian wages.

These items and services have to be purchased, such as for (a), (b) and (c) above, with Regional Commissioners to have proper steps taken by Purchasing Officers to obtain alternative tenders, so that a fair assessment of what is a proper price can be obtained. Cases have occurred of extensive repairs to Offices, Billies and Messes being undertaken, in premises only to be in occupation by Allied Commission/Allied Military Government for a month or two; this must not be countenanced. The largest expense of all in respect of civilian wages, which form nearly two thirds of the total expenditure by Allied Commission/Allied Military Government. Make sure, therefore, that all your civilian employees are usefully and actively employed.

3. The responsibility for control of Allied Commission/Allied Military Government expenditure devolves upon those officers who are empowered to authorize such expenditure. It would appear that the instructions contained in Establishment Memorandum Number 5, dated 2 August 1944 (Local Purchases and Contracts), and Establishment Memorandum Number 33, dated 15 December 1944 (Allied Commission/Allied Military Government "Housekeeping" Expenditure) are not always being complied with. Regional Commissioners should, therefore, direct the attention of all officers to these Memoranda, making particular reference to paragraph 3 of Establishment Memorandum Number 33, which lays down the powers of authorization which are delegated to Regional Commissioners, Provincial Commissioners and other officers. All officers should be reminded that they may be held liable for any expenditures incurred without proper authority. If these instructions are properly adhered to, much will have been done to achieve the desired control and economy.

4. In conclusion it should be noted that inasmuch as your administrative expenditure is a part of the "Occupational Costs" of the Allies in Italy, it

- 1 -  
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(All Over)

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RESUBMITTED

Estab Memo #11, this Ho, dtd 1 June 45 (Cont'd):

is being borne by the Italian Government and people. It is, therefore, a moral responsibility upon all officers of the Commission not to incur any unjustified expenses to be paid from Allied Commission/Allied Military Government funds.

BY COMMAND OF REAR ADMIRAL STONE:

O. M. PARKIN,  
Colonel, Infantry,  
Acting Vice President.

OFFICIAL:

*John*

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

DISTRIBUTION:

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

OFFICIAL:

*J. L. Jones*  
J. L. JONES,  
Colonel,  
Executive Officer (B).

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HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER

10)

28 May 1945.

MAY 29 1945

ESTABLISHMENT OF TRUCK OPERATING GROUP & MAINTENANCE GROUP, ALLIED COMMISSION

1. These organizations were approved by ACHQ, pursuant to letter AD 137/177 GHS-O, dated 13 May 1945.

2. The Motor Transport Group established by Establishment Memorandum Number 2, Headquarters Allied Commission, 3 March 1945, is hereby disbanded and the personnel will be used to form the Truck Operating Group and the Maintenance Group.

3. In paragraph 2 (a) Establishment Memorandum Number 2, dated 3 March 1945, DELETE: "The Commanding Officer will report to the Chief Commissioner of the Allied Commission in a status comparable to that of a Regional Commissioner, Allied Commission/Allied Military Government", and SUBSTITUTE THEREFOR: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group, will report to the Vice-President of the Economic Section, Allied Commission". *See Section 1, Deleted. See Part 1.*

4. Functions and responsibilities of the Truck Operating Group are the same as those published for the Motor Transport Group in Establishment Memorandum Number 2, of 3 March 1945. DELETE: "Motor Transport Group" wherever it appears in Establishment Memorandum Number 2, of 3 March 1945, and SUBSTITUTE THEREFOR: "Truck Operating Group".

5. Functions and responsibilities of the Maintenance Group are to establish spare parts depots and sub-depots and maintenance base shops and higher echelons of maintenance shops, for truck operating group vehicles and other vehicles under control of Allied Commission/Allied Military Government and all allied relief agencies and missions. Shops will be operated through contract with competent civilian management in static installations. The channels for supply and administration will be the same as those of the Truck Operating Group.

6. Paragraph 3, Establishment Memorandum Number 2, of 3 March 1945, is rescinded in its entirety.

7. Colonel JAMES J. GARNES, O15340, Infantry, USA, is hereby assigned as Commanding Officer of the Truck Operating Group and Maintenance Group. **615**

Group. The Command will be used to form the Truck Operating Group and the Maintenance Group.

3. In Paragraph 2 (a) Establishment Memorandum Number 2, dated 3 March 1945, DELETE: with Commanding Officer will report to the Chief Commissioner of the Allied Commission in a status comparable to that of a Regional Commissioner, Allied Commission/Allied Military Government, and SUBSTITUTE THEREFOR: "The Commanding Officer, Truck Operating Group and the Commanding Officer of the Maintenance Group, will report to the Vice-President of the Economic Section, Allied Commission". *See Section 4 and Commission. See item 11*

4. Functions and responsibilities of the Truck Operating Group are the same as those published for the Motor Transport Group in Establishment Memorandum Number 2, of 3 March 1945. DELETE: "Motor Transport Group" wherever it appears in Establishment Memorandum Number 2, of 3 March 1945, and SUBSTITUTE THEREFOR: "Truck Operating Group".

5. Functions and responsibilities of the Maintenance Group are to establish spare parts depots and sub-depots and maintenance base shops and higher echelons of maintenance shops, for truck operating group vehicles and other vehicles under control of Allied Commission/Allied Military Government and all Allied Relief agencies and missions. Shops will be operated through contract with competent civilian management in static installations. The channels for supply and administration will be the same as those of the Truck Operating Group.

6. Paragraph 3, Establishment Memorandum Number 2, of 3 March 1945, is rescinded in its entirety.

7. Colonel JAMES J. CARNES, 015340, Infantry, USA, is hereby assigned as Commanding Officer of the Truck Operating Group and Maintenance Group. **615**

BY COMMAND OF PEAR ADMIRAL STONE:

D. M. PATTIN,  
Colonel, Infantry,  
Acting Vice President.

OFFICIAL:

*J. L. Jones*

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

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*[Signature]*  
(Carnes Admiral)  
J. C. S. O.

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*S. H. H.*

*Executive Commission*

HEADQUARTERS ALLIED COMMISSION  
APC 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

71

CHANGE NUMBER 1

22 May 1945

MAY 23 1945

1. Establishment Memorandum Number 7, this Headquarters, dated 1 May 1945, is hereby amended as follows:

a. Paragraph 4.

Delete the present paragraph and substitute the following:

"4. The functions and responsibilities of the 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel), are the same as those laid down for the 1st Truck Battalion, in Establishment Memorandum No. 2, of 3 March 1945."

BY COMMAND OF HEAD ALLIED COMMISSION:

C. L. PASELL,  
Colonel, Infantry,  
Actg Vice President.

OFFICIAL:

J. L. JAMES,  
Colonel,  
Executive Officer (B)

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HEADQUARTERS ALLIED COMMISSION

AFC 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

MAY 15 1945

15 May 1945

AIR COURIER SERVICE TO NORTH ITALY

1. Effective 15 May 1945 an Air Courier Service to cover the North of Italy will operate to the following points:

- BOLZONA - for Emilia Region and GUSO 5th Army
- TRIVISO - for Venezia Region
- VERONA - for 5th Army AMG
- MILAN - Lemba Airbase for Lombardia Region
- TURIN - for Piemonte Region
- GENOVA - for Liguria Region

Not in operation at present.  
Would the responsible Regional Commissioners please report to this Headquarters the names of cardines suitable at their respective Headquarters.

2. This service will operate with Italian Air Force planes, Type S.M. 79, pay-load 7 passengers, plus 800 lbs. of freight, or 2,000 lbs. of freight without passengers, and S.M. 82, pay-load 20 passengers and 2,000 lbs. of freight.

3. Bookings from HOME will be carried out by the Dispatch Officer, Headquarters Commandant's Section, at this Headquarters. Intermediate bookings will be accepted by the Captain of the plane, subject to space being available. All passengers must be in possession of travel orders made out as follows: "Travel by Italian Military Aircraft is authorized." Such orders must be issued with the authority of the Regional Commissioner, USCOM or SCAC concerned. Two copies will be handed to the Captain of the plane for intermediate bookings. Passengers will be under the orders of the Captain of the plane during the flight and his instructions must be carried out at all times. On no account is smoking permitted in or near the plane. One day's rations will be carried by each passenger. Regional Commissioners, etc, are requested to make the necessary arrangements to meet the planes at the airfields as mentioned above, in accordance with underlined schedules.

4. Commanding Tuesday, 15 May, with Schedule 'A', the service will continue

613

- for Veneto Region
- for 5th Army AMG
- for Piemonte Region
- for Liguria Region

Not in operation at present.  
Would the responsible Regional  
Commissioners please report to  
this Headquarters the names of  
freighters utilizing at their  
respective Headquarters.

2. This service will operate with Italian Air Force planes, Type S... 79,  
pay-load 7 passengers, plus 100 lbs. of freight, or 2,000 lbs. of freight with-  
out passengers, and 5,000 lbs. pay-load 20 passengers and 2,000 lbs. of freight.

3. Bookings from RMK will be carried out by the Dispatch Officer, Head-  
quarters Commandant's Section, at this Headquarters. Intermediate bookings will  
be accepted by the Captain of the plane, subject to space being available. All  
passengers must be in possession of travel orders made out as follows: "Travel  
by Italian Military Aircraft is authorized." Such orders must be issued with the  
authority of the Regional Commissioner, ACMA or ACMA concerned. Two copies will  
be handed to the Captain of the plane for intermediate bookings. Passengers will  
be under the orders of the Captain of the plane during the flight and his in-  
structions must be carried out at all times. On no account is smoking permitted  
in or near the planes. One day's rations will be carried by each passenger.  
Regional Commissioners, etc. are requested to make the necessary arrangements  
to meet the planes at the airfields as mentioned above, in accordance with under-  
lined schedules.

4. Commencing Tuesday, 15 May, with Schedule 'A', the service will continue  
weather permitting, with Schedules 'A' and 'B' on alternate days.

Schedule 'A':

|                  | <u>Arrive</u> | <u>Depart</u>            |
|------------------|---------------|--------------------------|
| RMK (Centocelle) | --            | 0730 hrs                 |
| MILAN (Linate)   | 1145 hrs      | -- Stay overnight        |
| MILAN (Linate)   | --            | 0930 hrs (following day) |
| TREVISO          | 1030 hrs      | 1130 hrs                 |
| EXILAKIA         | 1200 hrs      | (Lunch) 1430 hrs         |
| RMK (Centocelle) | 1545 hrs      | --                       |

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(All Offs) *[Signature]*

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*[Signature]* 12/13

Declassified E.O. 12356 Section 3.3/NND No. 785017RECEIVEDEstablishment Memorandum #9, this HQ, dated 15 May 1945, Cont'd:Schedule 'B':

|                   | <u>Arrive</u>             | <u>Depart</u>            |
|-------------------|---------------------------|--------------------------|
| ROME (Castellote) | --                        | 0930 hrs                 |
| BOLOGNA           | 1030 hrs                  | 1115 hrs                 |
| TRIVISO           | 1150 hrs                  | 1430 hrs                 |
| MILAN (Linate)    | 1530 hrs (Stay overnight) | 0930 hrs (following day) |
| BOLOGNA           | 1045 hrs                  | 1145 hrs                 |
| ROME (Castellote) | 1305 hrs                  | --                       |

5. It should be noted that passengers booked through from ROME will have priority over those between intermediate stations. This service is intended primarily for the use of Allied Commission, but spare accommodation and freight space may be utilized by Allied formations and the Italian Government.

6. Dispatch Officer, Headquarters Commandant's Section, will be responsible for seeing that the requirements as laid down by the Air Forces Sub-Commission letter, reference AFSC/21/AIR, dated 12 May 1945, are complied with in every respect.

BY COMMAND OF REAR ADMIRAL STONER

OFFICIAL:

*J. L. Jones*

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

C. M. PAXIN,  
Colonel, Infantry,  
Acting Vice President.

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over those between intermediate stations. This service is intended primarily for the use of Allied Commission, but spare accommodation and freight space may be utilized by Allied formations and the Italian Government.

6. Dispatch Officer, Headquarters Commandant's Section, will be responsible for seeing that the requirements as laid down by the Air Forces Sub-Commission in letter, reference AFSC/24/AIR, dated 12 May 1945, are complied with in every respect.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. TAYLOR,  
Colonel, Infantry,  
Acting Vice President.

OFFICIAL:

*J. L. Jones*

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

4 May 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

MAY 8 RECD

TERMINATION OF EMPLOYMENT BY ITALIAN CIVILIANS

1. All offices employing Italian civilians in the clerical and supervisory grades are directed to inform personnel within their offices of the following:
  - a. That in the event of termination of employment by the Allied Commission, the employee will be given two weeks' notice.
  - b. That in the event of termination of employment by the employee, two weeks' notice must be given by the employee to the Allied Commission.
  - c. That in the event of discharge of employee for fault of misconduct, no notice need be given and discharge will be immediate.
2. This policy will be effected as an operating procedure, wherever practicable, consistent with operational and working conditions within each office of the Allied Commission. The foregoing policy is also for the adoption by Regions.

BY COMMAND OF REAR ADMIRAL STONE:

C. I. PARKIN  
Colonel, Infantry,  
Acting Vice President.

OFFICIAL:

*J. L. Jones*  
J. L. JONES,  
Colonel,  
Executive Officer (B).

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

1 May 1945.

ESTABLISHMENT MEMORANDUM

NUMBER 7)

MAILED  
REC'D

ORGANIZATION OF THE 2ND AND 3RD TRUCK BATTALIONS, MOTOR TRANSPORT GROUP, AL-  
LIED COMMISSION, (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the organization of the 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel).
2. These truck battalions will consist of a battalion headquarters and eight (8) companies each from Italian Army personnel.
3. The activities will be supervised by the 2696th Technical Supervision Company, (Ovhd), (assigned to 2675th Regiment, Allied Commission (Ovhd)), and Company "T", 2675th Regiment, Allied Commission, (Ovhd).
4. The 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel), is hereby placed under the control of the Vice President, Economic Section, Allied Commission, for maintenance, operation and supply.

BY COMMAND OF REAR ADMIRAL STONE:

*[Signature]*

G. M. PARKIN,  
Colonel, Infantry  
Acting Vice President.

OFFICIAL:

*[Signature]*

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

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MEMORANDUM

HEADQUARTERS ALLIED COMMISSION  
AFQ 194  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

SUBJECT

5

11 March 1945

APR 4 1945

CIVILIAN EMPLOYEE'S TRAVELLING ALLOWANCE

1. Establishment Memorandum No. 1, dated 4 January 1945, is hereby rescinded.
2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, AFHQ, Administrative Memorandum No. 17, dated 23 March 1945.

"II- PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY, AND SARDINIA"

Section III, AFHQ Administrative Memorandum Number 65, 1944, is rescinded and the following substituted therefor:

1. Civilian employees when travelling on duty involving absence from the normal place of duty and home way, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full days absence of 24 hours:

| <u>Monthly Basic Wage</u> |          | <u>Daily Subsistence Allowance</u> |  |
|---------------------------|----------|------------------------------------|--|
| 9,600 lire and more       | 250 lire |                                    |  |
| 6,000 lire to 9,599 lire  | 225 lire |                                    |  |
| 4,500 lire to 5,999 lire  | 175 lire |                                    |  |
| 3,500 lire to 4,499 lire  | 150 lire |                                    |  |
| Less than 3,500 lire      | 125 lire |                                    |  |
| <u>Daily Basic Wage</u>   |          | <u>Daily Subsistence Allowance</u> |  |
| 370 lire and more         | 250 lire |                                    |  |
| 231 lire to 369 lire      | 225 lire |                                    |  |
| 170 lire to 230 lire      | 175 lire |                                    |  |
| 135 lire to 169 lire      | 150 lire |                                    |  |
|                           | 125 lire |                                    |  |

Declassified E.O. 12356 Section 3.3/NND No. 785017\*II- PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY, AND SARDINIA

Section III, AFHQ Administrative Memorandum Number 65, 1944, is rescinded and the following substituted therefor:

1. Civilian employees who are traveling on duty involving absence from the normal place of duty and home away, in the absence of Service accommodation, and rations, shall receive allowance at the following rates for each full day's absence of 24 hours:

| <u>Monthly Basic Rate</u> | <u>Daily Subsistence Allowance</u> |
|---------------------------|------------------------------------|
|---------------------------|------------------------------------|

|                          |          |
|--------------------------|----------|
| 4,500 lire and more      | 250 lire |
| 6,000 lire to 4,500 lire | 225 lire |
| 4,500 lire to 3,000 lire | 175 lire |
| 3,000 lire to 1,500 lire | 150 lire |
| less than 1,500 lire     | 125 lire |

Daily Basic Rate

|                      |          |
|----------------------|----------|
| 370 lire and more    | 250 lire |
| 230 lire to 370 lire | 225 lire |
| 170 lire to 230 lire | 175 lire |
| 135 lire to 170 lire | 150 lire |
| less than 135 lire   | 125 lire |

610

- a. For absences of more than ten but less than 24 hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

- b. For absences involving procurement of sleeping accommodation by the traveller at his own expense, two fifths of the daily allowance rate above may be paid for this item in addition to any allowance payable under paragraph a above.

2. No allowances are payable under paragraph a above if quarters are provided in kind, or under paragraph b if quarters are provided.

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HQ AC., Esstab. Sect. memo No. 6. (Cont'd)

ADMINISTRATIVE

3. Travel rates will become effective for travel performed on and after 1 March 1945.

4. Traveling allowances will be limited by the employee on the Special Civil Form (2/235), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Division and/or Sub-accountants, quoting this Establishment memorandum as their authority in the space provided on the Payment Voucher (2/231). Supplies of Civil Form (2/235), are being distributed to all Regiments by this Headquarters, and additional supplies will be furnished upon application.

5. Nothing in this Establishment memorandum shall be construed as having reference to U. S. or British civilian employees.

By Command of Rear Admiral STONE:

C. M. FARRIN.  
Colonel, Infantry  
Acting Deputy Executive Commissioner

OFFICIAL:

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

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By Command of Rear Admiral Stone:

C. W. FARRIN,  
Colonel, Infantry  
Acting Deputy Executive Commissioner

OFFICIAL:

C. L. JONES,  
Colonel,  
Executive Officer (H)

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HEADQUARTERS  
ALLIED COMMISSION

APC 194

(Establishment Section)

22 March 1945

MAR 26 1945

ESTABLISHMENT INFORMATION

5)

U. S. REQUISITIONED PROPERTY (Except Real Estate)  
CONFISCATED GOODS, SERVICES, (Except Property (Except Real Estate))  
PUNISHED PROPERTY

1. U. S. REQUISITIONED PROPERTY (Except Real Estate)

1. The provisions of Section I of this memorandum apply to all property which has been formally requisitioned on U. S. Army requisition forms by Regions and Headquarters of the Allied Commission, including AGO 5th and 8th armies.

2. It is hereby established that all such requisitioned property (vehicles included) are U. S. Government property and will be treated accordingly. The chain of responsibility for all such property will be as follows:

a. Officers, clerical or British, using or in charge of any such property will retain same only after signing a memorandum receipt to the Regional Requisitioning Officer, and each officer is therefore responsible to Regional Requisitioning Officer.

b. Regional Requisitioning Officer will receipt for all requisitioned property on a shipping ticket from G-4 (A), Headquarters AGO, and is therefore responsible to G-4 (A).

c. G-4 (A) is accountable for all U. S. Government property in the Allied Commission.

3. Effective this date, no officer, British or American, in the Allied Commission will be in possession of any U. S. requisitioned property unless he has properly signed for same and of course will be held personally responsible for all such property in event property is lost through fault or neglect.

4. The practice of requisitioning goods and property on U. S. Army requisition forms will remain effective. Note, and whenever possible goods needed will be purchased locally or rented (except motor vehicles) in accordance with Establishment Memorandum Number 5, dated 2 August 1944, subject 009

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

1. The provisions of Section I of this memorandum apply to all property which has been formally requisitioned on U. S. Army requisition forms by Headquarters and Headquarters of the Allied Commission, including AGO 5th and 8th armies.

2. It is hereby established that all such requisitioned property (vehicle included) are U. S. Government property and will be treated accordingly. The chain of responsibility for all such property will be as follows:

a. Officers, civilian or British, holding or in charge of any such property will retain same until, after signing a memorandum receipt to the Regional Requisitioning Officer, and each officer is therefore responsible to Regional Requisitioning Officer.

b. Regional Requisitioning Officer will receive for all requisitioned property on a requisition ticket from G-4 (A), Headquarters AGO, and is therefore responsible to G-4 (A).

c. G-4 (A) is accountable for all U. S. Government property in the Allied Commission.

3. Effective this date, no officer, British or American, in the Allied Commission will be in possession of any U. S. requisitioned property unless he has properly signed for same and officers will be held civilly responsible for all such property in event property is lost through fault or neglect.

4. The practice of requisitioning goods and property on U. S. Army requisition forms will remain effective until, and whenever possible goods needed will be purchased locally or rented (except motor vehicles) in accordance with Detachment Memorandum Number 5, dated 2 August 1944, subject "Local Purchases and Contracts". All requests for authority to requisition property which cannot be purchased or rented will be sent to G-4 (A), this Headquarters, for approval.

5. Irregular and unauthorized requisitioning of property has led to many claims involving the U. S. Government. Officers will familiarize themselves with the provisions of this directive and strict compliance with the above is directed. Regional Commissioners, including SCAGOs AGO 5th and AGO 8th armies will be responsible for seeing that the provisions of this directive are passed on to all concerned. Officers have in the past seized goods or property and issued general temporary receipts on any form or scrap of paper. A temporary receipt form has been prescribed and will be used. The

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Establishment Memorandum No. 5, 5d 60, dte 22 March 45, contd.

practice of issuing irregular and unauthorized temporary receipts will cease.

6. The Regional Requisitioning Officer in each Region and AMO 5th and 8th armies will inventory all requisitioned property of all Chinese in their Region and forward a copy of the inventory to G-4 (A), this Headquarters, not later than 15 April 1945. After examination by G-4 (A), a copy of each inventory will be returned indicating which items are authorized and all such property will be recorded in a Regional Requisitioned Property Book, kept in accordance with W. L. Circular 170 governing the maintenance of a Company Property Book for all W. L. property. For those items not authorized, G-4 (A) will issue instructions for disposition.

## II. CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except East Asiatic)

1. Inspection of Regions in Allied Commission has shown that Provincial and Regional Headquarters are in possession of property which has neither been requisitioned or purchased; i. e. typewriters, office furniture confiscated from Fascist State or organizations.

2. All property falling in this category will be included in the inventory to be taken and will be accounted for in the same manner prescribed in Section I, Paragraph 6 above. Officer responsibility for property which he is in possession of, and has signed for, cannot be overstepped.

3. G-4 (A) will indicate which items of this nature are authorized and such property will be recorded in the Regional Requisitioned Property Book.

4. Maintenance of the Regional Requisitioned Property Book will be the responsibility of the Regional Requisitioning Officer who must be an American officer.

## III. PURCHASED PROPERTY

### 1. Responsibility.

a. From the date of this Memorandum, G-4 (B) will be responsible for maintaining at Headquarters records of all property purchased from A. C. Funds in the Allied Commission.

b. Regional Commissioners, SCAG's of armies and Headquarters Commandant are responsible for ensuring that the records of their Regions, etc. are kept at Regional Headquarters and communicated to G-4 (B). They are also responsible for ensuring that such property is preserved, and on any reorganization of the Region, properly handed over to another military formation or

PROPERTY (Report Semi-Annually)

1. Inventory of Regions in Allied Commission has shown that Provincial and Regional Headquarters are in possession of property which has neither been requisitioned or purchased; i. e. typewriters, office furniture confiscated from Fascist State or organizations.

2. All property falling in this category will be included in the inventory to be taken and will be accounted for in the same manner prescribed in Section I, Paragraph 6 above. Officer responsibility for property which he is in possession of, and has stored for, cannot be overemphasized.

3. G-4 (a) will indicate which items of this nature are authorized and such property will be recorded in the Regional Requisitioned Property Book.

4. Maintenance of the Regional Requisitioned Property Book will be the responsibility of the Regional Requisitioning Officer who must be an American officer.

III. PURCHASED PROPERTY

1. Responsibility.

a. From the date of this Memorandum, G-4 (B) will be responsible for maintaining at Headquarters records of all property purchased from A. C. funds in the Allied Commission.

b. Regional Commissioners, SOG's of Armies and Headquarters Commandant are responsible for ensuring that the records of their divisions, etc. are kept at Regional Headquarters and communicated to G-4 (B). They are also responsible for ensuring that such property is preserved, and on any reorganization of the Region, properly turned over to another military formation or disposed of in accordance with instructions to be issued by G-4 (B).

c. Provincial Commissioners are responsible for seeing that proper records of all property purchased in their Provinces are kept at Provincial Headquarters and that the records of the Provinces are communicated to Regional Headquarters.

d. The Director, D.P.M. S.C. is responsible for seeing that the records of his Sub-Commission are kept at the Headquarters of the Sub-Commission and are correctly communicated to G-4 (B). He will appoint an officer for this purpose at Sub-Commission Headquarters and such other officers in Groups and Areas as shall from time to time be necessary.

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Establishment Memorandum No. 5, HQ AG, dtd 12 March 45, contd.

2. Checks.

a. A system of checking property purchased from A. C. or A. H. C. funds will be instituted throughout all Regions which will ensure that such property is checked by a responsible officer at least once a month.

b. On any change of Regional Commissioner or of the officer appointed to look after this property, or of a Provincial Commissioner, such property will be checked and signed for by the incoming officer.

3. Returns.

a. An initial return has already been asked for.

b. Any future purchases involving a sum exceeding 5,000 lire will be notified forthwith to G-4 (B).

c. If any such purchased property is transferred, whether by sale or otherwise, such disposal will be immediately notified to G-4 (B).

d. All Regions, Armies, Headquarters Commandant and D.P.A. S.C. will render to G-4 (B) monthly, on the 10th of each month, a return stating what additional purchases have been made during the preceding month, including any already notified under paragraph 3 (b) above. This return will also include any redemption in the holdings of the Region, etc., reported under paragraph 3 (c), or effected under the provisions of paragraph 4 below.

4. Losses and Written-Off.

a. In the event of any purchased property being lost or damaged, the circumstances will immediately be investigated by the Region or equivalent formation concerned, and a report, with the recommendation of the Regional Commissioner or his Executive Officer, or equivalent officer in other formations, forwarded to G-4 (B).

b. G-4 (B) will be responsible for obtaining the views of Finance Sub-Commission or any other appropriate person at this Headquarters and instructing Regional Commissioners as to the terms on which the property may be written off.

BY COMMAND OF HEAD ARMY AREA STAFF:

OFFICIAL:

C. H. PARKIN

Infantry

608

b. Any future purchase involving a sum exceeding \$5,000 lire will be notified forthwith to G-4 (B).

c. If any such purchased property is transferred, whether by sale or otherwise, such disposal will be immediately notified to G-4 (B).

d. All Regions, Armies, Headquarters Commanders and D.P.A. S.C. will render to G-4 (B) monthly, on the 10th of each month, a return stating what additional purchases have been made during the preceding month, including any already notified under paragraph 3 (b) above. This return will also include any reduction in the holdings of the Region, etc., reported under paragraph 3 (c), or effected under the provisions of paragraph 4 below.

#### 4. Losses and Writes-Off.

a. In the event of any purchased property being lost or damaged, the circumstances will immediately be investigated by the Region or equivalent formation concerned, and a report, with the recommendation of the Regional Commissioner or his Executive Officer, or equivalent officer in other formations, forwarded to G-4 (B).

b. G-4 (B) will be responsible for obtaining the views of Finance Sub-Commission or any other appropriate person at this Headquarters and instructing Regional Commissioners as to the terms on which the property may be written off.

BY COMMAND OF HEAD ARMY AIR STAFF:

OFFICIAL:

J. L. JONES  
Colonel.  
Executive Officer (B)

C. M. PARKIN  
Colonel, Infantry  
acting Deputy Exec. Comm.

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G-4 (B) - 25

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HEADQUARTERS  
ALLIED COMMISSION  
APO 394

21 March 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

1.

MAN 22 1345

RATIONS FOR ITALIAN MILITARY AND CIVILIAN PERSONNEL.

This Memorandum is intended to provide Regional and other officers with a quick method of reference to the existing directives on the above matter. It supersedes Establishment Memorandum No. 18 of the 2 June 1944, as from the date hereof.

1. CIVILIAN.

- (a) (1) From British Sources. Italian civilians employed in messes, post camps and hotels as cooks, waiters or attendants will draw ~~the~~ <sup>their</sup> rations in accordance with the military personnel in the establishment concerned. These rations will be paid for by the deduction from the wages paid to the Italian Employee at the rate of 30 lire per day.

- (11) From American Sources. Provisions are set out in MATOUSA Circular No. 116 of the 18th September, 1944, Part II, para. 3.

- (b) Provisions as to supplying a mid-day meal for heavy workers and office workers are set out in AFHQ Administrative Memorandum No. 56 of the 9th December, 1944 which applies to British and American rations.

- (c) (1) From British Sources. If rations are required for any other Italian civilians, application has to be made to Area Headquarters in accordance with ~~their~~ <sup>the</sup> ~~Headquarters~~ <sup>Order</sup> No. 822. This order does not amount to an authority to give rations but lays down the method by which application will be judged. Such applications can be made by Regions etc direct and need not pass through this Headquarters.

- (11) From American Sources. Except as above, no Italian civilian can be fed on American Army rations unless under authority from MATOUSA. Such authority will be requested through this Headquarters.

- (111) The policy in this theatre of operations is to feed civilians on the civilian ration scale and not to give military rations without very good reason. In particular, it is considered important not to give an impression that the issue of rations is held out as an inducement to get civilians to work for military formations. In considering whether an application should be made Regional Commissioners should bear in mind this fact.

- (11) From American Sources. Provisions are set out in MATRONS Circular No. 116 of the 18th September, 1944, Part II, para. 3.
- (b) Provisions as to supplying a mid-day meal for heavy workers and office workers are set out in AFHQ Administrative Memorandum No. 56 of the 9th December, 1944 which applies to British and American rations.
- (c) (1) From British Sources. If rations are required for any other Italian civilians, applications have to be made to Area Headquarters in accordance with AFHQ Circular No. 87. This order does not amount to an authority to give rations but lays down the method by which an application will be judged. Such applications can be made by Regiments etc direct and need not pass through this Headquarters.

- (11) From American Sources. Except as above, no Italian civilian can be fed on American Army rations unless under authority from MATRONS. Such authority will be requested through this Headquarters.

- (111) The policy in this theatre of operations is to feed civilians on the civilian ration scale and not to give military rations without very good reason. In particular, it is considered important not to give an impression that the issue of rations is held out as an inducement to get civilians to work for military formations. In considering whether an application should be made Regional Commissioners should bear in mind this fact.

## 2. ITALIAN MILITARY PERSONNEL.

Provisions as to feeding Italian Military personnel in all areas are set out in Land Forces Sub-Commission Administrative Instruction No. 12 dated 12th October 1944, and sent to Regiments with Establishment Section letter 36/35/Est. of 23rd January, 1945. It must be noted that security police, fire brigade and finance guards are not now considered as being military personnel.

## 3. PATRIOTS.

- (a) Patriots who come from enemy territory are regarded as an Allied responsibility during the period when it is necessary to hold them for screening etc. (This period will not exceed 30 days). During this period they are given Italian military rations which are issued through reception camps.

- (b) Patriot Representatives with Headquarters, 5th and 8th Armies are entitled to Allied rations under authority MATRONS Circular No. 1075/5/Q of 20th October, 1944.

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Declassified E.O. 12356 Section 3.3/NND No. 785017RESTRICTEDStaff Memo No. 4 this HQ dtd 21 March 45 (Cont'd):

- (c) "Patriot Representatives" attached to Regional Commissioners within Army Areas are entitled to Allied military rations under authority AAI HQ 1075/5/Q1 of 26 October, 1944. There is no existing authority for issue of Allied rations to Patriot Representatives at HQ AO or with Regional Commissioners outside Army Areas.

The term "Patriot Representatives" means those representatives who are properly appointed in accordance with letter 36/PAI of 30th October, 1944 from Patriots Branch, H.Q., A.G.

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE  
Colonel

Acting Executive Commissioner.

OFFICIAL:

(C. M. PARKIN)

C.M. PARKIN  
Colonel, Infantry  
EXECUTIVE OFFICER (US)

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NORMAN E. FISKE  
Colonel  
Acting Executive Calligrapher.

OFFICIAL:

C. M. PARNIN

C.M. PARNIN  
Colonel, Infantry  
EXECUTIVE OFFICER (US)

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REGISTERED

24 March 1945.

MAR 22 1945

ESTABLISHMENT MEMORANDUM

NUMBER

31

CLASS AND CUSTODY OF ALLIED TRANSMISSION RECORDS

1. The functions of the archival branch of the Office of the Executive Commission are to collect, arrange, index, safeguard and store records of Allied Commission (with Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated. Each crate will contain a list of contents for checking.

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2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

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8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives, and one copy will be requisitioned by archives and returned to the branch concerned.

9. When any branch or office is closed, any files temporarily essential for use by any other office of Allied Commission will be listed, and a copy of the list requisitioned by the receiving office will be sent to archives to show how such files have been disposed of. All files of the closing office not so requisitioned will be transferred to archives.

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## H E R E I N

Subb Memo #3, this No., dtd 30 March 42 (Cont'd.):

10. No files or individual papers will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before..... and to safeguard them accordingly. The receipt will be forwarded to the archivist who will take steps to see that the files are recovered by the stated date.

11. When any offices are amalgamated or dissolved, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

- a. If it appears probable that the latter in action will be closed within two or three weeks, that pattern of action will be continued on and under the reference number of the original file, altered only by the substitution of the last flying letters of the new office.
- b. Where it appears that the matter in which is not likely to be concluded within two or three weeks, when a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously marked "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unusual for an office to adopt and use files originally belonging to another office. Such files are obviously not to be stored in both of the two appropriate places in Archives, and it causes no hardship whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be evidenced on the respective covers.

When files of an absorbed office are temporarily retained for use by the office or function, a list of such files and their location will be sent to Archives.

b. There appears that the matter in file is not likely to be concluded within two or three weeks, either a new file will be opened, or the responsibility will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously marked "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unusual for an office to adopt and use files originally belonging to another office. Such files are ordinarily not be stored in both of the two appropriate places in archives, but it happens in various ways whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be disclosed on the respective covers.

The files of an absorbed office are temporarily retained for use by the new office or function, a list of such files and their location will be sent to archives.

OFFICIAL:

THOMAS E. FISKE  
Colonel

Deputy Assistant Quartermaster

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

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

HEADQUARTERS  
ALLIED COMMISSION  
APO 374

3 March 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

MAR 8 1945

2)

TRUCK OPERATING  
ESTABLISHMENT OF TRUCK OPERATING GROUP  
ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Pending approval of a definitive organization, there is established this date, TRUCK OPERATING Group, Allied Commission (Italian Army Personnel), for the purpose of operation and supervision of maintenance of the motor transport units allocated to its control. The following units are placed under its command:

a. 1st Truck Battalion, Allied Commission (Italian Army Personnel).

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

(a) Reference AG 400/454 D-O, Hq NATOUSA, to CG, Communications Zone, NATOUSA, dated 1 Oct 44, subject: "Issuance of Equipment to 2675th Regiment, Allied Control Commission (Ovmd)".

(b) Reference letter, Hq aai, dated 30 Oct 44, to Army Sub-Commission, Allied Control Commission, subject: "1st Truck Battalion, 2675th Regiment, Allied Control Commission".

(c) Establishment Memorandum No. 28, Hq Allied Commission, 31 Oct 44, subject: "Organization of 1st Truck Battalion".

b. 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel) now under process of organization.

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

(a) Reference AG 494.711/234 D-O, Hq NATOUSA, to CG P&S, dated 7 Feb 45, subject: "Supply of US-III Personnel and Equipment for Allied Commission Truck Battalions".

(c) Reference AG 324/140 C-O, Hq NATOUSA, to CG P&S, dated 18 Feb 45, subject: "Supply of US-III Personnel and Equipment for the 2675th Technical Battalion".

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a. 1st Truck Battalion, Allied Commission (Italian Army Personnel).

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

- (a) Reference AG 400/303 D-O, Hq MTOUSA, to CG, Communications Zone, MTOUSA, dated 1 Oct 44, subject: "Issue of Equipment to 2675th Regiment, Allied Control Commission (Ovtd)".
- (b) Reference letter, Hq 441, dated 30 Oct 44, to Army Sub-Commission, Allied Control Commission, subject: "1st Truck Battalion, 2675th Regiment, Allied Control Commission".
- (c) Establishment Memorandum No. 23, Hq Allied Commission, 31 Oct 44, subject: "Organization of 1st Truck Battalion".

b. 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel) now under process of organization.

(1) For authority as to organization, personnel, tools, and equipment, reference is made to:

- (a) Reference AG 091.711/334 D-O, Hq MTOUSA, to CG P&S, dated 7 Feb 45, subject: "Supply of US-III Personnel and Equipment for Allied Commission Truck Battalions".
- (b) Reference AG 324/240 D-O, Hq MTOUSA, to CG P&S, dated 18 Feb 45, subject: "Organization of the 2696th Technical Supervision Company (Ovtd)".
- (c) Reference G-5: 322-68 AFM to Hq ALOC, dated 19 Feb 45, subject, same as b (1) (a) above.
- (d) Reference AG 407/303 D-O, Hq MTOUSA to Deputy President ALOC, dated 19 Feb 45, subject: "Tools and Equipment for Additional Civil Truck Companies".

- (2) Commanding Officer of the ~~Army~~ <sup>Army</sup> Support Group, Allied Commission (Italian Army Personnel) will assist Establishment Section, Hq ALOC and the 2675th Regiment, whose function and responsibility it is to complete the activation of the 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel).

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SECRET

Establishment Name, #, title No. and 3 March 45 (Cont'd):

2. Functions and Responsibility of the ~~Transportation~~ <sup>TRANSPORT</sup> Group, Allied Commission (Italian Army Personnel).

<sup>TRANSPORT</sup> The ~~Transportation~~ <sup>TRANSPORT</sup> Group, Allied Commission (Italian Army Personnel) ~~is responsible for the transportation of personnel and material from the rear areas to the front areas.~~ <sup>The ~~Transportation~~ <sup>TRANSPORT</sup> Group is responsible for the transportation of personnel and material from the rear areas to the front areas.</sup> ~~It is the responsibility of the ~~Transportation~~ <sup>TRANSPORT</sup> Group to provide for the transportation of personnel and material from the rear areas to the front areas.~~ <sup>The ~~Transportation~~ <sup>TRANSPORT</sup> Group is responsible for the transportation of personnel and material from the rear areas to the front areas.</sup> ~~The following listed staff functions in connection with the administration and operation of the ~~Transportation~~ <sup>TRANSPORT</sup> Group, Allied Commission (Italian Army Personnel).~~ <sup>The following listed staff functions in connection with the administration and operation of the ~~Transportation~~ <sup>TRANSPORT</sup> Group, Allied Commission (Italian Army Personnel).</sup>

- (1) Transportation Sub-Commission.
  - (a) Designation of loads to be carried.
  - (b) Procurement of civilian supply and spares, for other than WD vehicles.
  - (c) Technical advice to effect efficient operation and maintenance of vehicles.
- (2) Commanding Officer, 2075th Regiment, Allied Commission (Cont'd).
  - (a) Discipline and administration of U. S. Army Personnel.
- (3) G-1 British.
  - (a) Discipline and administration of British Army Personnel.
- (4) G-2 American.
  - (a) American supplies and WD material and spares.
- (5) G-4 British.
  - (a) British supplies and WD material and spares.

3. Designation of Headquarters Personnel for the Motor Transport Group, Allied Commission (Italian Army Personnel).

a. Colonel J. J. Gatten (O-15343), Inf, USA, is hereby assigned as Commanding Officer of the ~~Transportation~~ <sup>TRANSPORT</sup> Group, Allied Commission (Italian Army Personnel).

4. Relationship of ~~Transportation~~ <sup>TRANSPORT</sup> Group, Allied Commission (Italian Army Personnel) with Allied Commission regions and staff.

(c) Technical advice to effect efficient operation and maintenance of vehicles.

(2) Commanding Officer, 4075th Engineer, Allied Commission (General).

(a) Discipline and administration of U. S. Army Personnel.

(3) G-1 British.

(a) Discipline and administration of British Army Personnel.

(4) ~~French~~ American.

(a) American supplies and material and equipment.

(5) ~~French~~ British.

(a) British supplies and material and equipment.

3. Designation of Headquarters Personnel for the Motor Transport Group, Allied Commission (Italian Army Personnel).

4. Colonel J. J. GARDNER (G-15340), Inf, USA, is hereby assigned as Commanding Officer of the ~~Motor Transport Group~~ <sup>Motor Operations</sup> group, Allied Commission (Italian Army Personnel).

4. Relationship of ~~Motor Transport Group~~ <sup>Motor Operations</sup> group, Allied Commission (Italian Army Personnel) with Allied Commission Regions and Areas.

a. Units based in an Army Zone.

(2) <sup>TRUCK OPERATIONS</sup> Truck units of the ~~Motor Transport Group~~ <sup>Motor Operations</sup> group, Allied Commission (Italian Army Personnel) when based in an Army Zone will be attached to the Army under G-5 control.

b. Units based in Allied Commission/Allied Military Government Regions.

(1) Requests for loads to be carried for Regions will be made by Regions to the ~~Motor Transport Group~~ <sup>Motor Operations</sup> Group, Allied Commission (Italian Army Personnel) Liaison Officer, who will process such requests as directed by the Transportation Sub-Commission, Hq Allied Commission.

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Establishment Memo #2, this Hq., dtd 1 March 45 (Cont'd):

c. General.

- (1) Units of the Motor Transport Group, Allied Commission (Italian Army Personnel) will conform with disciplinary and administrative orders of the areas in which they operate.
- (2) Accommodations for units of the Motor Transport Group, Allied Commission (Italian Army Personnel) will be arranged for by the Commanding Officer through E-5 Section of the Army Headquarters or through Regional Commissioners concerned.

BY ORDER OF REAR ADMIRAL STONE:

NORMAN E. FISKE  
Colonel  
Deputy Executive Commissioner

OFFICIAL:



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

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STANDARDIZATION ALLIANCE ORGANIZATION  
450 134  
REPRESENTATIVE SECTION

4 January 1945

ESTABLISHMENT (MONTAGNARD)

JAN - 6 1945

NUMBER

1

NOTED 83 VOL II 1944  
SLEETS

CIVILIAN EMPLOYEES' TRAVELLING ALLOWANCE

1. Establishment Memorandum No. 30, 10 November 1944, is hereby rescinded.

2. Travelling allowance for civilian employees of Allied Commissions will be paid in accordance with the provisions of AFM Administrative Memorandum No. 85, 26 December 1944.

WILL PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIAN EMPLOYEES BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA.

1. M/V Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - M/V Drivers and Civilian Employees of units, Subordinate Allowance may be paid under the following conditions: a. M/V Driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty for more than five days.

a. When absent for more than five days but not exceeding ten hours on any one day in excess of his normal hours of duty, subsistence not exceeding \$1.00.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, subsistence not exceeding \$2.00.

The above allowances are properly payable provided the ration or accommodations not furnished in kind.

2. Employees in Clerical and Supervisory Grades - A per diem allowance may be paid as follows:

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on 4/15/48/200

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

1117 - PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND GERMANY.

1. W/2 Drivers and Civilian Employees other than those employed in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subordinates, employees may be paid under the following conditions to an W/2 driver and other civilian employee who is required for service on a W/2 or W/3 on official business from his usual place of duty.

a. When called for duty to drive W/2 or W/3 but not exceeding 10 hours on any day in excess of his normal hours of duty, subsistence not provided.

b. When called for duty to drive W/2 or W/3 on any day in excess of his normal hours of duty, on W/2 or W/3 not exceeding 50 lire.

The above allowances are properly payable provided the reasons or accommodations are furnished in kind.

2. Employees in Clerical and Supervisory Grades - A per diem allowance may be paid as follows:

a. Employees in receipt of basic wage (see paragraph 1, ARH Administrative Memorandum Number 62, 1944) or:

3,600 lire and more per month - 150 lire per day.  
 4,600 lire to 5,500 lire per month - 225 lire per day.  
 5,600 lire to 6,500 lire per month - 175 lire per day.  
 6,600 lire to 7,500 lire per month - 150 lire per day.  
 8,600 lire and more per month - 125 lire per day.

b. (1) The above rates will be payable for every 24 hours of absence from place of residence or official business. If the day of absence exceeds 24 and is not divisible exactly by 24, the final period, if in excess of 12 hours, shall be charged as 24; if under 12 hours, nothing shall be paid in respect of it.





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