

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

ACC

10000/109/831

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

10000/109/831

UNRRA ADMIN INSTRUCTIONS  
JAN. - MAY 1946

4064

7184 5  
EX cover

UNITED NATIONS RELIEF AND  
REHABILITATION ADMINISTRATION

UNRRA/AFHQ  
ROME

ADMIN. MEMORANDUM

10 MAY, ~~MAY~~ 16 1946

SUBJECT: Change of Address - UNRRA/AFHQ Liaison Office

1. Purpose - To effect the following changes in Admin. Memorandum issued by UNRRA/AFHQ, Caserta dated 18 April, 1946.
2. Paragraph 1 should read:-

1. The UNRRA/AFHQ Liaison Office hitherto located in Caserta Palace, will be transferred to Rome effective 26 April, 1946.

Location

3 Via Romagna, Rome, Italy

Official Address

UNRRA/AFHQ Liaison Office,  
c/o UNRRA Italy Mission,  
APO 3.551,  
C.M.F.

Telephone

Rome 471341  
~~478798~~ 471390  
484478  
484476  
44724

Cable Address

UNRRA/AFHQ, Rome

The Surpluses/Supply Procurement Division of UNRRA/AFHQ Liaison Office, which is already operating from Rome, will also be located at above address.

3. Effective Date - The above changes are to be effective immediately.

1188

R.E. SAUL  
Principal Liaison Officer,  
UNRRA/AFHQ Liaison Office

TO ALL ADDRESSEES:  
As detailed overleaf.

(1951 K) 5118 S

PA 17  
3  
AP.

Copies to:

AFHQ

SAC's Secretariat 2  
 CAO's Secretariat 2  
 POLAD (U.S.) 2  
 POLAD (Br.) 2  
 G-2 6  
 G-3 6  
 G-5 6  
 Adjutant General 6  
 Liaison 3  
 Signals Section 4  
 Signals Center 4  
 H.Q. Caserta Enclave 3  
 Combined Pol. Committee 2  
 Sea Transport 2

MTOUSA

C.G., MTOUSA 2  
 Secy., General Staff 2  
 G-1 3  
 G-2 3  
 G-3 3  
 G-4 3  
 H.Q. Command 3  
 Signals Section 3  
 OFLC, Rome 4

GHQ

C-in-C Secretariat 2  
 M.G.i/c. Administration 2  
 F.A. 4  
 Mil. Sec. 2  
 A. Branch 6  
 Q. Branch 6  
 Q. Movements 6  
 Engineer Branch 6  
 Ordnance 4  
 Postal Directorate 4  
 REME 4  
 Salvage 4  
 Signals Branch 4  
 S. & T. 4  
 Camp Commandant 4  
 Q (Mov.) Liaison, Rome 2  
 Min. of Sup. (Br.) Rome 4

Air H.Q. (Italy) 12  
 Royal Navy 6  
 U.S. Naval HQ 3  
 Allied Commission, Rome 6  
 WSA, Naples 2  
 WSA, Rome 2  
 MWT, Naples 2  
 MWT, Rome 2

UNRRA

European Regional Office 12  
 H.Q. Washington 12  
 Albania Mission 12  
 Albania Mission (Rear) 2  
 Greece Mission 12  
 Italy Mission 12  
 Yugoslavia Mission 12  
 Yugoslavia Mission (Rear) 2

*Executive Commission*

~~4064~~ 36

4

UNRRA  
ITALIAN MISSION  
ROME

BUREAU OF REQUIREMENTS AND DISTRIBUTION  
ADMINISTRATIVE INSTRUCTIONS No. 3  
9 March 1946

SUBJECT: Temporary absence of Chief of Sub-Bureau of Relief Supply (from Rome).

I. PURPOSE.

The purpose of this Administrative Instruction is to announce the temporary appointment of Mr. Joseph Larie as Acting Chief of the Sub-Bureau of Relief Supply during Mr. W.J. Legg's absence from Rome.

*Harlan Cleveland*  
HARLAN CLEVELAND  
Deputy Chief of Mission

II DISTRIBUTION  
RD "A" AND "B"

1185

*(MATH)*  
*SPK*  
*11/3/46*

*[Handwritten signature]*

HCBH 91  
E.C.  
3

UNRRA  
ITALIAN MISSION  
ROME

BUREAU OF REQUIREMENTS AND DISTRIBUTION  
ADMINISTRATIVE INSTRUCTION NO. 2  
14 FEB 46

SUBJECT: Designation of Supervisory Personnel

I. PURPOSE

The purpose of this instruction is to designate the Supervisory Personnel for the Bureau of Requirements and Distribution.

II. APPLICATION

1. Some of the persons shown below are not yet on the UNRRA payroll, but it is necessary for operating purposes to show such persons as members of the UNRRA organization, in view of the fact that their work in the Allied Commission necessitates that they also assume responsibility for the UNRRA Program.

2. The list of names and designations is as follows:

(a) Office of Deputy Chief of Mission

- 1. Deputy Chief of Mission, Mr. Harlan Cleveland
- 2. Assistant Chief of Bureau, Mr. Elwood Holstein, Acting Executive Officer, Capt. C.B. Highland, Jr., Acting Administrative Officer, Mr. W. H. Holbach, Jr., Registry - Miss Saira Abasoli, Acting Supervisor
- 3. Special Assistant, Lt. Col. F.W. Teedy, Acting
- 4. Price Control Specialist, Mr. K. Stauffer, Acting.

(b) Sub-Bureau of Supply Operations

- 1. Chief of Sub-Bureau - Colonel C. W. Walton, Acting
- 2. Executive Assistant - Captain W.C. Peterson, Acting
- 3. Division of Program Coordination and Statistics - Mr. Vincent Checchi, Acting Director.
- 4. Local Resources Division - Mr. A.B. Arnoldy, Director
- 5. Division of Ports and Shipping - Mr. C.C. Crooks, Director
- 6. Division of Internal Transport - Mr. J. Borgese, Director.

(c) Sub-Bureau of Relief Supply

- 1. Chief of Sub-Bureau - Mr. W. T. Lane

1182

The purpose of this instruction is to designate the Supervisory Personnel for the Bureau of Requirements and Distribution.

II. APPLICATION

1. Some of the persons shown below are not yet on the UNRRA payroll, but it is necessary for operating purposes to show such persons as members of the UNRRA organization, in view of the fact that their work in the Allied Commission necessitates that they also assume responsibility for the UNRRA Program.

2. The list of names and designations is as follows:

(a) Office of Deputy Chief of Mission

- 1. Deputy Chief of Mission, Mr. Haden Cleveland
- 2. Assistant Chief of Bureau, Mr. Elwood Holstein, Acting Executive Officer, Capt. C.B. Highland, Jr., Acting Administrative Officer, Mr. W. H. Golbach, Jr., \* Registrar - Miss Saira Abascai, Acting Supervisor
- 3. Special Assistant, Lt. Col. F.W. Peoby, Acting
- 4. Price Control Specialist, Mr. K. Stauffer, Acting.

(b) Sub-Bureau of Supply Operations

- 1. Chief of Sub-Bureau - Colonel C. W. Walton, Acting
- 2. Executive Assistant - Captain W.C. Peterson, Acting
- 3. Division of Program Coordination and Statistics - Mr. Vincent Cheeni, Acting Director.
- 4. Local Resources Division - Mr. A.B. Arnoldy, Director
- 5. Division of Ports and Shipping - Mr. C.C. Crocks, Director
- 6. Division of Internal Transport - Mr. J. Jordass, Director.

1183

(c) Sub-Bureau of Relief Supply

- 1. Chief of Sub-Bureau - Mr. W. J. Long
- 2. Chief Supply Officer - Mr. J. Inria
- 3. Chief Requirements Analyst - Mr. Victor Sullen (in USA)
- 4. Division of Agriculture and Fisheries - Major J.R.C. Sutherland, Director.
- 5. Division of Food - Major H. Haydon, Acting Director

*Handwritten signature*

*Handwritten initials: H/S/11/11*

(MAJH)

-2-

6. Division of Consumer Goods Supply, Major S.K.I.  
Saul, Director

(d) Sub-Bureau of Industrial Rehabilitation

- 1. Chief of Sub-Bureau-Mr. Isaac Luzzatto (in USA)
- 2. Executive Assistant-Major Charles Earnings, Acting
- 3. Division of Industries-Dr. E. E. Rembert, Acting Director
- 4. Division of Tools-Colonel H. Walker, Acting Director.

*Walter Cleveland*  
 WALTER CLEVELAND  
 Deputy Chief of Mission  
 Bureau of Requirements and  
 Distribution

DISTRIBUTION:  
 PD - "1" and "2"

642



4064

2

Ref : RD/2.05

U N R R A  
ITALIAN MISSION  
ROME

BUREAU OF ACCOUNTS AND DISTRIBUTION  
ADMINISTRATIVE INSTRUCTION NO. 1  
31 JAN 46

SUBJECT: Re-allocation of Functions. FEB 15 1946

I. PURPOSE

The purpose of this Instruction is to re-allocate functions and personnel of the former Division of Supply Operations.

II. APPLICATION

1. Attention is invited to the attached chart, which shows the plan of organization for both the Economic Section of the Allied Commission and the Bureau of Requirements and Distribution, UNTMIA, during the transition period, covering the months of January and February, 1946.

2. In carrying this plan into effect, it is necessary to make the following distribution of personnel and functions previously in the UNTMIA Division of Supply Operations:

- (a) Supply Accounting Staff to Sub-Bureau of Supply Operations (Staff Group)
- (b) Movements Branch personnel to Internal Transport Division (Lt. Col. Boddess, Director).
- (c) Shipping Branch personnel to Ports and Shipping Division. (Mr. C.C. Crooks, Director)
- (d) Warehousing Branch personnel to Ports and Shipping Division.
- (e) Medical Supply Personnel to Sub-Bureau of Relief Supply.
- (f) Food personnel of Supply Operations Division to Food Division, Sub-Bureau of Relief Supply.
- (g) Personnel engaged in procurement, from surplus, indigenous resources and exchanges between UNTMIA countries, to Sub-Bureau of Supply Operations (Staff Group).

1183

I. PURPOSE

The purpose of this instruction is to reallocate functions and personnel of the former Division of Supply Operations.

II. APPLICATION

1. Attention is invited to the attached chart which shows the plan of organization for both the Economic Section of the Allied Commission and the Bureau of Requirements and Distribution, UNRRA, during the transition period, covering the months of January and February, 1946.

2. In carrying this plan into effect, it is necessary to make the following distribution of personnel and functions previously in the UNRRA Division of Supply Operations:

- (a) Supply Accounting Staff to Sub-Bureau of Supply Operations (Staff Group)
- (b) Movements Branch personnel to Internal Transport Division (Lt. Col. Bortess, Director).
- (c) Shipping Branch personnel to Ports and Shipping Division. (Mr. C.C. Crooks, Director)
- (d) Warehousing Branch personnel to Ports and Shipping Division.
- (e) Medical Supply personnel to Sub-Bureau of Relief <sup>1183</sup> Supply.
- (f) Food personnel of Supply Operations Division to Food Division, Sub-Bureau of Relief Supply.
- (g) Personnel engaged in procurement, from surplus, indigenous resources and exchanges between UNRRA countries, to Sub-Bureau of Supply Operations (Staff Group).
- (h) Any work on the fabrication or manufacture in Italy of raw materials for the production of relief or welfare supplies will in future be the responsibility of the Division of Industries (Dr. Rembert, Director)

3. Personnel designated above will work within the Joint Allied Commission/UNRRA plan of operation which is shown on the attached chart.

5/11/46  
H. H. H. (H. H. H.)

4. The application of this memorandum to particular individuals will be worked out by the executive office, Bureau of Requirements and Distribution, with the executive personnel concerned.

*Noted*

HARLAN CLEVELAND  
Deputy Chief of Mission  
for Requirements and Distribution

Attachment:

I. (Organization Chart, Sec AC, and Bureau of Requirements & Distribution, UNRRA Jan 1 - Mar. 1, 1946)

DISTRIBUTION

Chief of Mission	1	<u>Copies</u>
Deputy Chief of Mission	1	
Executive Assistant	1	
Sub-Bur. of Relief Supply	8	
Sub-Bur. of Ind. Rehabilitation	8	
Sub-Bur. of Supply Operations	2	
Division of Fuels	3	
Ports and Shipping Division	4	
Internal Trans. Div.	4	
Program Coordination Br.	4	
Requisition Br.	4	
Surplus Liaison	4	
Supply Accounting Br.	4	
Price Br.	4	
Adm. & Pers. Br. (Military)	4	
Adm. & Pers. Br. (Civilian)	4	
Translators	4	
Bureau of Finance & Administration	4	
Bureau of Relief Supply	1	52
<u>Allied Commission:</u>		
Chief Commissioner	1	
Commerce Sub-Commission	3	
Finance Sub-Commission	3	
Labor Sub-Commission	3	
		<u>10</u>
		<u>72</u>

1002

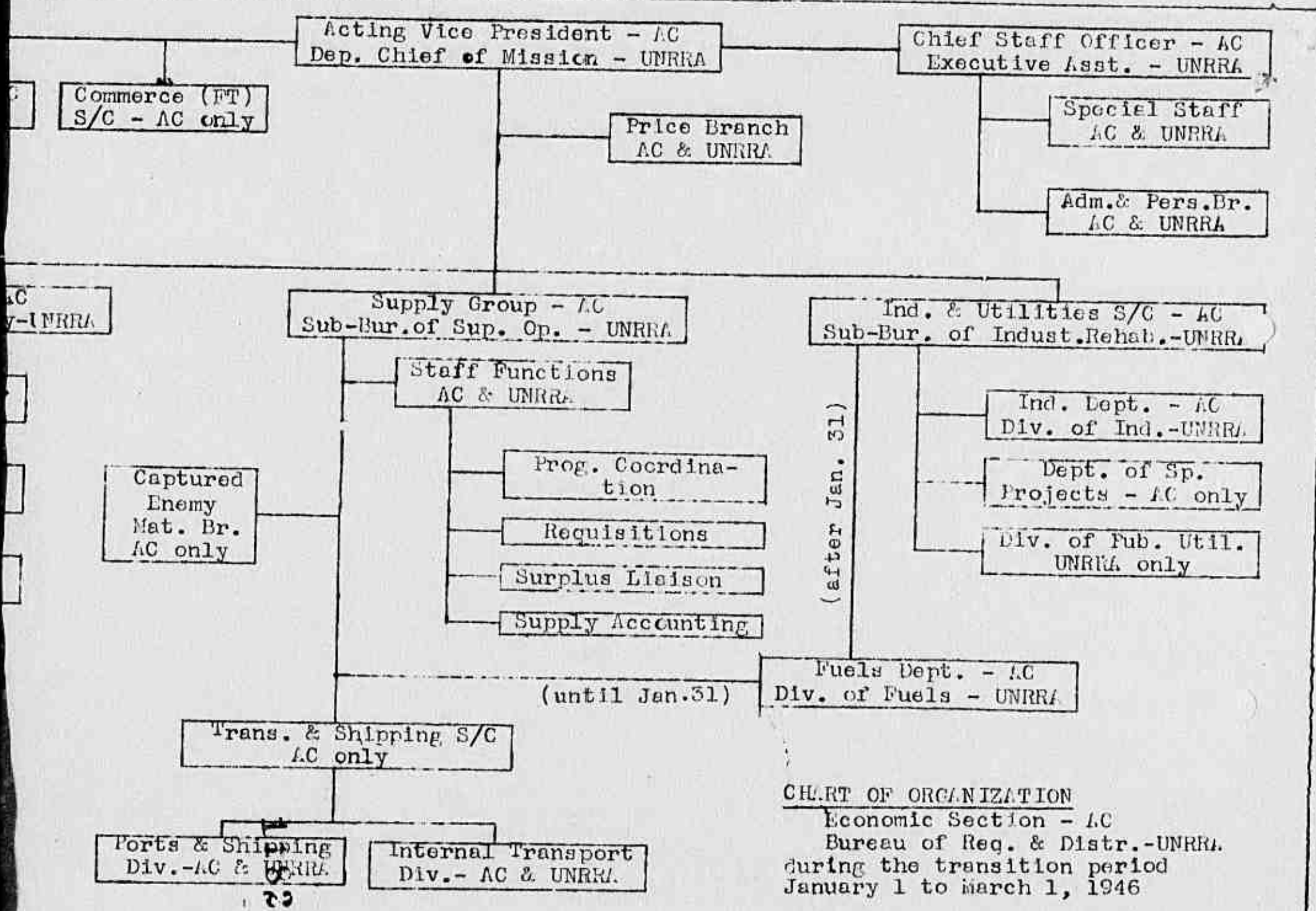
HARLAN CLEVELAND  
Deputy Chief of Mission  
for Requirements and Distribution

Attachment

Attachment:  
I. (Organization Chart, Ec Sec AC, and Bureau of Requirements & Distribution, UNRRA Jan 1 - Mar., 1946)

<u>DISTRIBUTION</u>	<u>Copies</u>
Chief of Mission	1
Deputy Chief of Mission	1
Executive Assistant	1
Sub-Bur. of Relief Supply	8
Sub-Bur. of Ind. Rehabilitation	8
Sub-Bur. of Supply Operations	2
Division of Fuels	3
Ports and Shipping Division	4
Internal Trans. Div.	4
Program Coordination Br.	1
Requisition Br.	4
Surplus Liaison	3
Supply Accounting Br.	1
Price Br.	1
Adm. & Pers. Br. (Military)	1
Adm. & Pers. Br. (Civilian)	1
Translators	1
Bureau of Finance & Administration	3
Bureau of Relief Supply	1
<u>Allied Commission:</u>	
Chief Commissioner	1
Commerce Sub-Commission	3
Finance Sub-Commission	3
Labor Sub-Commission	3
	10
	62
	52





0 5 6 6 |